

**Select Board Meeting**  
**Monday, May 10th, 2021, 7:00 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/84732296955>  
To access the meeting via telephone, call +1 646 558 8656 and enter Webinar 847 3229 6955  
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](mailto:extvg@exeternh.gov) or 603-418-6425 with any technical issues.

**AGENDA**

1. Call Meeting to Order
2. Public Comment
3. Proclamations/Recognitions
  - a. Proclamations/Recognitions – National Public Works Week
4. Approval of Minutes
  - a. Regular Meeting: April 26<sup>th</sup>, 2021
5. Appointments
6. Discussion/Action Items
  - a. COVID 19 Updates – Eric Wilking Fire Chief, James Murray, Health Officer
  - b. Community Electric Aggregation Committee Continued Discussion
  - c. Water Sewer Rates Hearing
  - d. Q1 Financial Report – Doreen Chester, Finance Director
  - e. Riverwoods Conservation Easement
  - f. Mobile Vending Plan
  - g. American Recovery Plan Updates
  - h. Recreation Grant – Summer Concert Series
7. Regular Business
  - a. Tax Abatements, Veterans Credits & Exemptions
  - b. Permits & Approvals
  - c. Town Manager's Report
  - d. Select Board Committee Reports
  - e. Correspondence
8. Review Board Calendar
9. Non-Public Session
10. Adjournment

Niko Papakonstantis, Chair  
Select Board

Posted: 5/7/21 Town Office, Town Website

Persons may request an accommodation for a disabling condition in order to attend this meeting. It is asked that such requests be made with 72 hours notice.

AGENDA SUBJECT TO CHANGE

## **Proclamations/Recognitions**



## National Public Works Week Proclamation

May 16 – 23, 2021

“Stronger Together”

WHEREAS, Public Works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the **Town of Exeter, New Hampshire**; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of Public Works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in the **Town of Exeter, New Hampshire** to gain knowledge of and to maintain an ongoing interest and understanding of the importance of Public Works and Public Works programs in their respective communities; and,

WHEREAS, the year 2021 marks the 61<sup>st</sup> annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

RESOLVED, we, the **Select Board of the Town of Exeter**, do hereby designate the week May 16 – 22, 2021 as National Public Works Week; we urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our Public Works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, we have hereunto set our hands, done at the **Town of Exeter, New Hampshire** this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
*Niko Papakonstantis, Chair*

\_\_\_\_\_  
*Daryl Browne*

\_\_\_\_\_  
*Molly Cowan, Vice Chair*

\_\_\_\_\_  
*Julie D. Gilman, Clerk*

\_\_\_\_\_  
*Lovey Roundtree Oliff*

## Minutes

Select Board Meeting  
Monday April 26, 2021  
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 Town Manager Russ Dean were present at this meeting. The meeting was called to order by Mr. Papakonstantis at 6:32 PM.

Mr. Papakonstantis read a statement:

As Chair of the Select Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 this public body is authorized to meet electronically.

Public notice of this meeting was posted on the town website and on the bulletin board of the town offices at 10 Front Street. As provided in that public notice, the public may access the meeting online and via phone. The usual rules of conduct and decorum will apply.

Please note that all votes taken during this meeting shall be done by roll call vote. Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting and who that person is (son, daughter, spouse, etc...), which is required under the Right-to-Know law.

2. Non-Public Session

**MOTION: Ms. Cowan moved to enter into non-public session pursuant to RSA 91-A:3 (e). Ms. Gilman seconded. In a roll call vote, all were in favor, and the meeting entered into non-public session at 6:35 PM.**

3. Public Comment

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

4. Proclamations/Recognitions

- a. Mr. Papakonstantis thanked the Department Heads, Pam McElroy, and Melissa Roy for their work in Mr. Dean's absence.
- b. Ms. Gilman read the proclamation May 2 - May 8 as Municipal Clerk's Week.  
*Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government, exists throughout the world; and*

*Whereas, the Office of the Municipal Clerk is the oldest among public servants; and*

*Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and*

*Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and*

*Whereas, The Municipal Clerk serves as the information center on functions of local government and community; and*

*Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and*

*Whereas, It's most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk;*

*Now, Therefore, We the Select Board of Exeter do recognize the week of May 2 through May 8, 2021 as Municipal Clerks' Week, and further extend appreciation to our Municipal Clerk, Andrea Kohler, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.  
Dated this 26 day of April, 2021 by the Select Board of Exeter.*

5. Approval of Minutes

- a. Regular Meeting: April 12, 2021

**MOTION:** Ms. Cowan moved to approve the meeting minutes of April 12, 2021 as presented. Ms. Gilman seconded. In a roll call vote, all were in favor.

6. Appointments

- a. There were no appointments at this time.

7. Discussion/Action Items

- a. Covid 19 Update

- i. Chief Eric Wilking said they're seeing a steady decline in Covid numbers. There were previously 500 - 550 positive tests per day, but they saw some numbers in the mid-200s a few days last week, and today only 138 people tested positive in NH. There were 10 NH deaths over the past week. He's hoping that vaccinations continue and the downward trend will follow. The site at the mall at Newington is still vaccinating 1,500 people a day, and Fire personnel continue to assist at that site. They're also wrapping up the second dose to the public health network; they've vaccinated between 2,000 - 2,500 people in the region, including teachers, town staff, and the aged population. They're looking for more people to vaccinate. The Governor allowed the Statewide mask mandate to expire on April 15. Some communities have chosen to continue the mask mandate on the town level, including Exeter. Partly because of the early mask mandate, Exeter is the only community in the State with a

significant population that had fewer than 1,000 people infected. We all want the pandemic to end, but we need to be aware for a little bit longer.

- ii. James Murray said himself and Assistant Chief Pizon have been reaching out to restaurants, and were able to get 10 people vaccinated at a restaurant in town today. They're continuing to look for underserved populations.

b. Public Safety Study Presentation

Joe Pozzo and Mark Piland of the Center for Public Safety Management (CPSM) gave a presentation on the Public Safety Study. The CPSM completed an analysis of the town's Fire Department and Emergency Communications Center (ECC). They also reviewed the existing Public Safety facility as well as available sites to construct a new facility. They also did an all hazards community risk assessment. The Exeter workload is not atypical; they have 70% EMS Calls, 26% Fire Calls, 4% Mutual Aid. Most calls are in the downtown area near where the current facility is located. They make no recommendation to move the Fire Department out of downtown. Although traffic may hamper some responses, that's where most calls are happening. The department is currently using a cross-staffing model to respond. There are efficiencies in that model, but they can become too dependent on one or two ambulances tying up four on duty members. They don't see a large percentage of multiple calls at a time, but they need to be careful about getting overburdened, and everyone's out on a fire call and an ambulance call comes in.

The presentation showed Fire and EMS response time standards for receiving and dispatching calls; Exeter's response times are at the 90th percentile. Travel times in the core area are under 240 seconds. They concluded that where the FD currently is serves where the highest concentration of calls are. In 480 seconds, there's very good coverage of the town.

They recommend that the department increase levels of staffing to 8 on all four shifts. They should establish automatic aid agreements - which goes beyond mutual aid - with North Hampton, Hampton, and Newfields; the towns should be automatically dispatched when the call comes in. They recommend the department maintain three respondents on the engine apparatus at all times, and have it available for first response for both Fire and EMS incidents. They recommend renovating and modernizing the current facility for the EFD and the EOC, and constructing a new Police/ECC facility separate from the Fire facility. As service demand increases in the northern half of town, they should consider building and staffing a Fire satellite facility to serve this area, with a single Engine and Ambulance at this location.

Mr. Browne asked if any other communities that CPSM worked with had gone for a gender-neutral bathroom model. Mr. Piland said there are various models; some facilities have single-user bathrooms and showers.

Ms. Gilman asked why the dedicated agreement with the towns would not include Stratham. She also asked about their staffing recommendations for four

new Firefighters plus an IT person. She supports the IT position, as having one person do IT for the town is not great. Mr. Piland said it sounded like they had subbed out most of the IT work, which is common, but the issue is that their IT needs are a priority, so there needs to be some prioritization for Fire and Police to fix things quickly. In-house IT could have a lot of knowledge of the Public Safety technology. Regarding Mutual Aid, Newfields is the closest town, but their Fire Department is all volunteer. Hampton and North Hampton can get to the edges of Exeter within the 480 seconds. They didn't look at Stratham. Ms. Gilman said they're also a volunteer force. Mr. Pozzo said the town already has Mutual Aid agreements with Newfields, North Hampton, and Hampton; in this model, the Department makes a call for help. Those towns would be prospective automatic aids, which are dispatched at the same time as Exeter and which would mean a quicker notification and response. Regarding the strategic funding plan, they may not be able to do the hiring in one or two years, but could add four Firefighters over a five year period. Mr. Piland mentioned that OSHA has a two in two out rule; firefighters cannot enter a structure with a fire without 2 firefighters outside, unless there is a life hazard that requires rescue. In these cases, the second engine becomes critical to the response. The SAFER [Staffing for Adequate Fire and Emergency Response] Grant will pay Firefighter salaries for 3 years, so the town should look into it.

Mr. Papakonstantis asked if they were able to budget for four new Firefighters, would the present facility and equipment be able to handle the additional staff? Chief Piland said they could, but they would continue to be challenged with space.

Chief Wilking said he's on board with hiring 4 Firefighters over the next few years. Strategic hiring has served the town well. He observed that they need to get to 7 on all 4 shifts first.

c. Police Facility Update

Chief Poulin said that the Police Department put together their own synopsis of the study's findings regarding their department. Most of the feasible recommendations that were not budget or staffing related have already been completed. The study recommended an additional patrol officer. In response, they reassigned a Detective to patrol. There was a recommendation to designate a Hiring and Recruitment Officer, and they assigned Lt. Bolduc. There was a recommendation to develop a multiyear training plan, which they have done. Field training programs have been reviewed and updated. The Training Lieutenant was assigned additional duties. The study recommended pursuing CALEA [Commission on Accreditation for Law Enforcement Agencies] accreditation, and creating a new Lieutenant position to coordinate the CALEA, which they will look at in the 2022 budget process. They contracted with an outside IT vendor, and systems have been upgraded and maintenance is being performed. They've developed formal replacement plans for equipment and



software. There's no data dashboard that will sync with the RMS system; the project will be revisited at a future time.

The study recommended a strategic plan, which the department has never had, and said they should begin to work with stakeholders to develop such a plan. In response, they created the Exeter Police Stakeholders Committee and plan to undertake a comprehensive citizen survey. Regarding data analysis, the study recommended hiring a full time Crime Analyst and full time or part time Traffic Analyst. He doesn't think it's fiscally responsible to hire, but he assigned these duties to existing staff. There was a recommendation to hold structured and substantive staff meetings more frequently, and they implemented robust monthly staff meetings with all supervisory personnel and others.

The study found that the current headquarters facility has reached the end of its useful life. Mr. Dean said the Police Department occupies 6,400 square feet of space, which is a small footprint. Going forward, they need to find them appropriate new facilities. CPSM did a very thorough job to give them a roadmap.

d. **Community Power Aggregation Update**

Cliff Sinnott and Lew Hitzrot of the Energy Committee were present to give an update on Community Power Aggregation. Mr. Sinnott said to move forward, they must establish a community power aggregation committee according to law, and should consider joining a new coalition formed around this issue, which will help communities develop community power aggregation programs.

Community power aggregation is a grouping of retail electric customers that purchase electricity. This came about with electric deregulation in the late 90s, but has been underdeveloped. The town could increase the aggregation to all customers. In 2019, the law was amended to make municipal aggregation of retail customers more feasible. No one is required to be part of the town's community power aggregation; people can opt out. It doesn't change the relationship with the utility, just who's procuring the energy that's being distributed. Exeter should be interested because there's a potential for cost savings, especially if they can aggregate at the regional or state level. For a town like Exeter that has established renewable energy goals, they also have the ability to influence the sources of their power. Revenue is generated by doing this as a community, which can be set aside for other renewable energy projects.

The PUC [Public Utility Companies] haven't acted on the rule making that's necessary to implement changes from 2019. HB 315 was introduced in the House, which threatened to set back the program. There was pushback from around the State, and amendments were made to the bill, so now it's more of a positive thing. Rather than wait for the PUC, Exeter should take steps now. The Governing Body should appoint the energy aggregation committee. The committee develops a community power plan with public input, and when that plan is done, the Select Board can accept it and submit it to the legislative body. Town meeting approves or rejects the plan. This would probably be in March

2023. There are no guidelines in the law describing what that committee should look like, but they've drafted a proposal. This should be a time- and task-limited committee with a specific job, to develop the plan. It needs to take an independent look at this issue, so it should not be a subcommittee of an existing committee. Mr. Papakonstantis said he thinks a member of the Energy Committee should be part of this committee so communication can go back and forth. Ms. Gilman said if it's a subcommittee, they could have people from out of town on the committee to offer their expertise. Mr. Papakonstantis asked Mr. Dean to look into whether a subcommittee would fulfill the RSA requirement of a committee.

Mr. Hitzrot said they recommend that the town join the Community Power Coalition of NH. They're working to ensure that PUC and legislative requirements do not stand in the way of community power organization. Members of this group said they would come before the Select Board to discuss it further if they were interested. It requires no financial commitment from the town, but would be required to sign a joint power agreement, which is a substantial document. Mr. Dean asked if there were any objection from the Board to joining. Five or six communities have already joined. Mr. Sinnott suggested going carefully through the agreement, and Mr. Papakonstantis said they will go through it over the next two weeks and make a motion at the next meeting.

e. Drought Update

Jennifer Perry, the Public Works Director, said they're still in a drought. The rest of the State has also been included in a moderate drought this week. Exeter River is below normal, under the 25th percentile. The three month outlook is above normal temps through July. May could be below or above normal precipitation, and June and July are predicted to be above normal precipitation. They're not ready to make the next level recommendation, to level 3, which is every third day watering; level 4 is the outright restriction, which they did get to last year. They recommend holding at level 2. Flushing is wrapping up this week.

f. 2021 Paving Contract

Ms. Perry said they've received a proposal from Bell & Flynn for this year's paving. They have maintained the same pricing since 2018. There's a \$700,000 line item in the budget for paving this year. They're looking to pave Beech Hill Road, Birch Road, Columbus Ave, Fuller Lane, Wayside Drive, Minuteman Lane, and Riverbend Circle. They're also looking to continue with the crack sealing maintenance program. Bell & Flynn has done excellent work for the town.

**MOTION:** Ms. Cowan moved to extend the road paving contract with Bell & Flynn for the year 2021. Ms. Oliff seconded. In a roll call vote, all were in favor.

g. Lagoon Sludge Contract

Ms. Perry presented a contract for the engineering services component of the Lagoon Project from Wright Pierce for \$120,000. They don't yet have a contractor; this process would lead to getting contractor bids. The full removal of sludge from the existing geotubes would be by late August or early September and continue until winter closeout.

**MOTION:** Ms. Oliff moved to authorize the Town Manager to enter into an agreement with Wright Pierce for construction phase engineering of the additional Wastewater Treatment Lagoon Sludge Removal at \$120,000. Ms. Gilman seconded. In a roll call vote, all were in favor.

h. Epping Road Corridor TIF contract

Ms. Perry said they would like to use VHB Engineering to complete the near term TIF improvements, specifically the widening of Epping Road from Continental Drive to Route 101, at a cost of \$106,260. Mr. Dean said there is over \$300,000 available in the TIF fund to pay.

**MOTION:** Ms. Oliff moved to authorize the Town Manager to enter into an agreement with VHB Engineering for the design contract for the near term improvements to Epping Road at Epping Road at \$106,260. Ms. Gilman seconded. In a roll call vote, all were in favor.

i. Mobile Vending

Mr. Winham read a memo regarding mobile vending. The Town Attorney has advised that they must treat all businesses the same. There are three options for mobile vending: 1) disallow mobile vending; 2) allow mobile vending in up to 6 mobile parking spaces adjacent to Townhouse Common; and/or 3) host an RFP process for the Front Street location. If mobile vendors want to go onto private property, they are free to negotiate a deal with the owner of that property. Regarding the 6 mobile spaces, he proposes a non-refundable fee of \$100 per month. This could go year-round. The RFP would only apply if the Board decides they want to do one space on Front Street. He doesn't believe they'd get 6 mobile vendors. There should be space in between the trucks. He suggests moving the one space on Front Street closer to the crosswalk.

Ms. Oliff asked if vendors could take up two spots closer to Town Hall so that people could be on the sidewalk.

Mr. Browne said he'd like to encourage businesses to explore the private option so that it doesn't take up town spaces.

Ms. Gilman said \$1,200 for the year seems low. Mr. Winham said he's proposing \$3,000 for the downtown space. Portsmouth charges \$5,000.

Clyde Bullen, an Exeter resident and owner of Clyde's cupcakes asked how this came about. He's had this contract since 2017 and there hasn't been a problem. They said they were gathering information, but they've already come up with a plan. Mr. Winham said that when Clyde applied for the permit in 2017, he specified where he was going to be, but it was just "Exeter Streets". That was

officially approved, so he can park anywhere he wants to park. It didn't become an issue until the pandemic hit and Clyde decided to park downtown, which he does have a right to do according to his permit. Mr. Winham got a phone call from one business that was upset and he looked for a solution. Clyde was approached by a member of Parks and Rec, who asked Clyde to write on the application where he is right now. The permit expires July 8th. Most businesses are not upset about Clyde, but they must treat all businesses the same. He looked to grandfather Clyde, and the lawyer said they'll get sued.

Ms. Oliff asked how many vending truck permit applications they've received since 2020. Mr. Winham said they would have had three, but he stopped them from applying, because the town is going through this process. Mr. Dean said the 2 hour parking limit no longer applies in town, so that has changed.

Christine Bullen, Mr. Bullen's wife, said they don't park the cupcake truck in the corner location near the Town Hall because people have fallen off the curb there. Food trucks must go front to back, they can't park next to each other. Depending on the ordinance for the County, they must have 6 - 10 feet between each truck. Mr. Winham asked her whether there were any spots on the proposal that would work, and she said they're looking into the private sector. They couldn't make it work in Portsmouth at \$5,000. It's got to be a visible parking space.

Ms. Oliff said she feels that the issue needs to be tabled. Mr. Bullen asked when they are going to listen to people in the business. Ms. Oliff said she does want to hear more from him, as he is an expert.

Anne Surman of 14 Cullen Way said she would like people to read Elliot Berkowitz's letter, which she supports. It is opposed to any mobile vending that would occupy municipal parking spaces. She supports the private option, but it's counterproductive to sacrifice seven parking spaces. Brick and Mortar businesses have committed to Exeter and contribute to a vibrant downtown. She supports option 1, disallowing mobile vending altogether.

Arryn Vogan, a Kensington resident and local artist in business since 2010, said she has been in contact with the town about doing a mobile business, and gets a lot of mixed signals. It's discouraging if a town is looking for vibrancy to decide that mobile vending is bad competition; they need competition to make economics work. There can be a partnership between mobile and brick and mortar businesses. Mr. Winham confirmed that he's talked to Ms. Vogan. He thinks some mobile vendors would do well at Townhouse Common.

- j. American Recovery Plan Updates
  - i. Mr. Winham said the US Small Business Admin EIDL Assistance will be open for applications April 22nd, and will provide \$5B to small businesses. SBA will contact eligible businesses to apply, and applications will be processed on a first come first serve basis. The business must be in a low income area, for which a portion of Exeter does

qualify, and have 10 or fewer employees. There's also a shuttered venue operations grant, which will give \$16B in grants. Ms. Cowan cautioned people about scams related to the relief efforts.

k. Siphon Request of Congressman Pappas

i. Mr. Dean said there is a Letter from the Board on this issue ready to go tomorrow.

l. Board and Committee Appointments

Mr. Papakonstantis said that during the goal setting meeting, several of the goals related to looking at the town organization as a whole and how it can be improved, as well as their policies and procedures. They also discussed forming a subcommittee with Mr. Papakonstantis and Ms. Oliff to look at Boards and Committees and the expectations of these committees; for example, how often they need to meet and what purpose they serve. This subcommittee will bring recommendations back to the Board by the end of the summer.

**MOTION:** Ms. Gilman moved to appoint to the Planning Board Pete Cameron and John Grueter, terms to expire April 30, 2024. Ms. Cowan seconded. In a roll call vote, all were in favor.

**MOTION:** Ms. Cowan moved to appoint to the Rec Advisory Board Brinn Sullivan and Dan Provost, terms to expire April 30 2024, and also reappoint Connor Barry as an alternate. Ms. Gilman seconded. Ms. Gilman noted that if Mr. Barry wanted to be a full member, the Rec Advisory could make that recommendation to the Select Board. In a roll call vote, all were in favor.

**MOTION:** Ms. Cowan moved to reappoint Robert Prior to the ZBA, term to expire April 30, 2024. Ms. Gilman seconded. In a roll call vote, all were in favor.

**MOTION:** Ms. Gilman moved to reappoint Anne Surman as an alternate to ZBA, term to expire April 30, 2024. Mr. Papakonstantis seconded. In a roll call vote, all were in favor.

**MOTION:** Ms. Gilman moved to reappoint David Short, Don Clement, and Kristin Osterwood to the Conservation Commission, term to expire April 30 2024, and to also reappoint Bill Campbell as an alternate. Mr. Browne seconded. In a roll call vote, all were in favor.

**MOTION:** Ms. Cowan moved to reappoint Pam Gjettum and Renee O'Barton to the Housing Authority for a five year term, to expire April 30 2026. Mr. Papakonstantis seconded. In a roll call vote, all were in favor.

**MOTION:** Ms. Gilman moved to reappoint John Merkle to the Heritage Commission, term to expire April 30 2024. Ms. Cowan seconded. In a roll call vote, all were in favor.

**MOTION:** Ms. Gilman moved to reappoint Pam Gjettum to the Historic District Commission, term to expire April 30, 2024. Ms. Cowan seconded. In a roll call vote, all were in favor.

**MOTION:** Ms. Cowan moved to reappoint Martha McEntee and Connor Barry to the Communications Advisory Committee, term to expire April 30, 2024. Mr. Browne seconded. In a roll call vote, all were in favor.

**MOTION:** Mr. Browne Kris Weeks and Rob Corson to Facilities, term to expire April 30, 2024, Ms. Gilman seconded. In a roll call vote, all were in favor.

**MOTION:** Ms. Gilman moved to reappoint Nancy Belanger to Housing Advisory Committee, term to expire April 30, 2024. Ms. Cowan seconded. In a roll call vote, all were in favor.

**MOTION:** Ms. Cowan moved to reappoint Richard Huber and Dan Jones to River Advisory Committee, term to expire April 30, 2024. Ms. Gilman seconded. In a roll call vote, all were in favor.

**MOTION:** Ms. Gilman reappoint Chetana Parmar, Kristin Osterwood, and Adam Dumville to Sustainability Advisory Committee, term to expire April 30, 2024. Ms. Cowan seconded. In a roll call vote, all were in favor.

**MOTION:** Ms. Cowan moved to reappoint Bob Kelly to the Water Sewer Advisory Committee, term to expire April 30, 2024. Ms. Gilman seconded. In a roll call vote, all were in favor.

#### 8. Regular Business

##### a. Tax Abatements, Veterans Credits and Exemptions

Ms. Gilman read the Solar Exemptions: 53/3, 64/12, 97/44, 63/55, 85/27, 108/6, 65/169, 55/75/4, 55/75/3.

**MOTION:** Ms. Gilman moved to approve an Elderly Exemption of \$152, 251 for 104/79/120, 73/49/11, and 95/64/255. Mr. Papakonstantis seconded. In a roll call vote, all were in favor.

**MOTION:** Ms. Gilman moved to approve a Yield Tax of \$322.94 for 13/8. Mr. Papakonstantis seconded. In a roll call vote, all were in favor.

**MOTION:** Ms. Gilman moved to approve the tax abatement for 110/2/101 in the following amounts and years: \$91.32 for 2013, \$101.89 for 2014, \$72.49 for 2015, \$68.73 for 2016, \$67.27 for 2017, \$73.11 for 2019, and \$17.14 for 2020. Ms. Cowan seconded. In a roll call vote, all were in favor.

**MOTION:** Ms. Gilman moved to approve a tax abatement for 110/2/7 for the following amounts and years: \$106.51 for 2017, \$154.52 for 2018, \$125.46 for 2019, \$68.57 for 2020. Mr. Papakonstantis seconded. In a roll call vote, all were in favor.

**MOTION:** Ms. Gilman moved to approve an abatement for the 110/2/85 for the amount of \$247.66 for 2017, \$238.35 for 2018, \$187.24 for 2019, and \$129.80 for 2020. Ms. Cowan seconded. In a roll call vote, all were in favor.

**MOTION:** Ms. Gilman moved to grant a 79-D Discretionary Preservation Easement for 101/34. Ms. Cowan seconded. In a roll call vote, all were in favor.

**MOTION:** Ms. Gilman moved to approve the Excavation Tax for 113/5 in the amount of \$228.40. Ms. Cowan seconded. In a roll call vote, all were in favor.

**MOTION:** Ms. Gilman moved to approve an Intent to Cut for 71/119. Mr. Papakonstantis seconded. In a roll call vote, all were in favor.

Ms. Gilman referenced a note in the Board packet about exempt properties under RSA 72:23-c and 72:23 IV, for religious, charitable, educational, and hospital organizations.

Mr. Papakonstantis mentioned a memo in the packet from Janet Whitten in Assessing on the solar equipment, which the Board had requested.

b. Permits & Approvals

There were no permits and approval considered at this meeting.

c. Town Manager's Report

- i. The 2020 Town Audit is underway, and the auditors are here doing fieldwork.
- ii. They've begun the interview process for the Network Admin position that was approved in the FY21 budget.
- iii. They reached out to Brentwood to let them know the River Advisory Committee is starting more earnest discussions on Pickpocket Dam. Bob Stephens, the Chair of the Brentwood Conservation Commission, called in to the meeting last week.
- iv. Regarding the mask ordinance, they requested the trailer sign be placed downtown reminding people that it's still in effect.
- v. They're working on a Letter of Intent with Revision Energy on the Solar Array.
- vi. There's an Adaptive Management meeting following up the InterMunicipal Agreement for the EPA permit April 29.
- vii. Regarding the Direct Aid component of the American Rescue Plan, May 11 is the potential date for the money to be issued.
- viii. Regarding the Epping Road Construction project, they're doing below ground drainage work right now.

d. Select Board Committee Reports

- i. Ms. Oliff had nothing to report on the Housing Committee meeting. She wasn't able to attend the Arts & Culture Committee, but they discussed their charter; looked at working with Parks and Rec and the Library on plans to preserve the sculpture in Founders Park; and talked about developing a cohesive website landing page.
- ii. Mr. Browne had an Exeter Police Stakeholders Committee meeting and a Facilities Advisory Meeting; he logged on but did not get the content, so did not have a report.
- iii. Ms. Gilman said that the Conservation Commission discussed two conditional use permits. Arbor Day will be celebrated April 30 at 5 PM on Park Street Common, and the Tree Committee will be planting three new trees. HDC heard a case for Sea Dog putting up awnings on the Front Street elevation, and a fence on High Street. They gave the condition of using a material other than vinyl. The Heritage Committee continued its work on the Park Street Heritage Area. At the State level, HB243 regarding budgeting for municipalities calls for every budget to be published as a line item budget, which we do, but also it must be provided in CSV or live PDF format. SB95 is about continuing remote meetings. HB 544, the bill about teaching divisive concepts, was tabled in the house, but language from it is included in HB2.
- iv. Ms. Cowan said the Planning Board had a case that was continued. At the EPSC discussion, they heard from dispatchers about their training, and had a conversation about what preventing crime looks like.
- v. Mr. Papakonstantis had a River Advisory Committee meeting, with multiple sets of minutes to approve. Residents from Brentwood were there to discuss Pickpocket Dam. They will be continuing the conversation at next month's meeting. Eileen Flockhart of the Tree Committee will be planting three trees, and she extended the invitation to members of the Select Board.

**e. Correspondence**

- i. A memo from Executive Councilor Stephens with an update on their meeting of April 7, 2021. Mr. Dean said this is regarding the ten year transportation plan.
- ii. The annual report from the Exeter Sportsman's Club
- iii. A memo from Town Manager Mr. Dean to the Department Heads for the 2022 - 2027 CIP. Mr. Dean said they added meetings May 17 - 21 to check in with the Departments before June.
- iv. A letter from the Seacoast Economic Development Stakeholders. Mr. Winham spoke in support of the Small Business Development Centers, which he refers businesses to at least twice a week. He asked that Board members and the public urge the Senate to fully fund this organization. Ms. Gilman said she would sign a letter of support.



**MOTION:** Ms. Cowan made a motion to send a letter to the Senate Finance Committee. Ms. Gilman seconded. In a roll call vote, all were in favor.

- v. Letters on mobile vending from Enna Grazier, Elliot Berkowitz, and Jonathan Ring.
- vi. Notice from the Dept of Revenue on the 2020 Total Equalized Valuations.
- vii. A thank you letter from CASA of NH for a gift of \$375.

9. Review Board Calendar

- a. The next meetings are May 10 and May 24.

10. Non-Public Session

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

11. Adjournment

**MOTION:** Ms. Gilman moved to adjourn. Ms. Oliff seconded. In a roll call vote, all were in favor and the meeting adjourned at 10:28 PM.

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary

## COVID 19 Updates

Weekly FD Report  
Friday, May 7  
Russ,

- Numerous EMS and Fire calls during the week, with nothing notable.
- We have been following steady declining daily COVID numbers since April 19, from over 552 in mid-April to 198 statewide yesterday. This past week NH had 1,458 positive tests for a daily average of 208. There have been just 8 COVID19 related deaths statewide recorded this past week, however 5 were in Rockingham County. Exeter has seen 13 new positive tests since last Friday. Our running total since March 2020 is now 898, with 14 cases considered active.
- The Rockingham County regional fixed vaccination site at the Mall at Fox Run (old Sears's store) in Newington is vaccinating over 1,000 people each day. The state of NH is reporting plenty of vaccination appointments are available at the site. We will continue to encourage anyone over the age of 16 that has not been vaccinated, please register and make an appointment soon.
- Exeter Fire/EMS personnel continue to assist with vaccinations at the Mall at Fox Run site.
- Currently all community vaccinations in and around Exeter have been completed with over 5,000 doses administered. We are identifying a few small sites weekly and administering vaccinations directly at the business locations. Additionally, we are coordinating with the schools and the public health network to assist with vaccinating students 16 and older, and if emergency use authorization is granted for 12 and over, we will look to include that age group at the Consolidated Middle School into our vaccination plans.
- James has been working with NH DHHS and looking into revised guidance from the CDC that may be incorporated into a revised Exeter mask or face-covering ordinance. In the meantime, we ask for patience and vigilance while we work to vaccinate many more residents. We encourage all to respect business and restaurant owners and employees by wearing a mask or face-covering inside, and when 6 foot social distancing can not be maintained.



**EXETER HEALTH DEPARTMENT**  
20 COURT STREET, EXETER, NH 03833-2716  
Phone: (603)773-6132  
FAX: (603)773-6128  
[www.exeternh.gov](http://www.exeternh.gov)

The Town of Exeter, through the Exeter Select Board, ordains as follows:

**EMERGENCY ORDINANCE #2020-01 REQUIRING THE WEARING OF FACE COVERINGS  
UNDER CERTAIN CONDITIONS WITHIN THE TOWN OF EXETER.**

Declaration of Purpose:

The purpose of this emergency ordinance is to enact public health provisions designed to significantly help reduce the risk of the spread of Coronavirus Disease 2019, (COVID-19), an infectious disease that poses a threat to the residents and visitors of the Town of Exeter. These provisions have been recommended by the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), the Director of Public Health for the State of New Hampshire, and other communities throughout the State. These provisions must be implemented within the Town of Exeter in order to promote education and mitigate the risk of community spread of COVID-19.

Authority:

WHEREAS, NH RSA 147:1 grants Health Officers of cities and towns the authority to draft regulations relating to the public health as in their judgment the health and safety of the people require; and

WHEREAS, the Town of Exeter, New Hampshire Select Board recognizes that the health and wellbeing of the citizens of and visitors to Exeter is of the utmost importance and proper measures are necessary to further protect the community from the potential spread of COVID-19; and

WHEREAS, the most effective means of slowing the spread of the virus is through vaccination and minimizing close personal contact in a public environment, social/physical distancing by keeping a distance of six (6) feet between yourself and others, covering your mouth and nose by wearing a face covering, and proper hand washing; and

WHEREAS, the Centers for Disease Control and Prevention (CDC) recommends as of August 7, 2020, that people wear face coverings in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain; and

WHEREAS, COVID-19 can be spread by people who do not have symptoms (asymptomatic carriers) and therefore unaware they are infected. It is therefore important that everyone wear face coverings in public settings, whether or not they are feeling ill; and

WHEREAS, the Town of Exeter is part of a diverse education economy including being host to Phillips Exeter Academy, the Seacoast School of Technology, SAU16, and multiple day schools and educational institutions which will bring thousands of students back to school in 2020 hosts thousands of students; and

WHEREAS, the Town of Exeter hosts a Downeaster Train Station, which brings people to Exeter via Amtrak from the New England Region; and

WHEREAS, the Town hosts Exeter Hospital, a significant regional medical care facility which also brings thousands of patients and employees to the immediate area on a daily basis; and

WHEREAS, Exeter is home to multiple senior congregate living facilities housing more than 1,000 residents, a population which is at higher risk for suffering life threatening complications resulting from COVID-19 infection; and

WHEREAS, the Town serves as a regional shopping and dining destination, and

WHEREAS, the State of New Hampshire began on May 11th, with limitations, the opening of retail establishments and other businesses and on May 18th, with limitations, the opening of restaurants, and Exeter has experienced a significant increase in visitor traffic in the downtown; and

WHEREAS, the State of New Hampshire began in April, 2021 to ease restrictions and limitations in its “Safer at Home” guidance, and

WHEREAS, every New England state with the exception of New Hampshire has implemented a mandatory mask order; and

WHEREAS, the potential exists for businesses to operate in a safe manner, and limit the potential spread of COVID-19 if mask usage is required; and

WHEREAS, the Health Officer for the Town of Exeter has made and submitted regulations that the public health and safety of the citizens and visitors of Exeter require; and

WHEREAS, Exeter has the opportunity through further educational opportunities to encourage safe and proper social distancing, hand washing and the wearing of face coverings in order to encourage increased foot traffic safely and effectively while promoting local businesses; and

WHEREAS, because COVID-19 presents a clear and present danger to the general Exeter community, it behooves the Select Board to take this emergency measure requiring the wearing of face coverings indoors in certain situations to protect the public health;

NOW THEREFORE, for the purpose of continuing to provide safety for its residents and visitors resulting from the unique features of a boarding school community and home to a large regional medical center, as well as several congregate senior living facilities, and regional schools, under New Hampshire RSA 147:1 acting in their capacity as the Exeter Select Board and based on the Town Health Officer’s authority to promulgate regulations for the prevention and removal of public health nuisances, hereby ordains that:

1. A face covering as referenced herein means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers the nose, mouth, and surrounding areas of the lower face. A face covering may be factory made or homemade and improvised from ordinary household material.
2. Employees of all businesses shall wear a face covering over their mouth and nose when interacting with the public and whenever they are within six (6) feet of a co-worker or customer. In food service settings, kitchen staff shall not be required to wear a mask within the kitchen, in keeping with current “Safer at Home” guidance. Exceptions may be made for individual businesses on a case by case basis for situations in which wearing a face covering may be counter-intuitive to the situation and safety can still

be provided. Exceptions shall not preclude, supersede, alter, revise, or amend the Governor's Safer at Home guidance. Businesses are asked to contact the Health Department for more details on a variance process.

3. Members of the public entering or queued to enter, remaining in, or exiting from any business, including without limitation any outdoor area where business of any sort is conducted, work site, or Town of Exeter government building, must wear a face covering. Exceptions may be made for individual businesses on a case by case basis for situations in which wearing a face covering may be counter-intuitive to the situation and safety can still be provided. Exceptions shall not preclude, supersede, alter, revise, or amend the Governor's Safer at Home guidance. Businesses are asked to contact the Health Department for more details on a variance process.
4. Members of the public entering or queued to enter any restaurant for the purpose of picking up food for take-out or an alcohol-serving business or any other purpose must wear a face covering. Members of the public dining at a restaurant may remove masks while seated at their table, whether dining inside or outside, but must wear a mask when entering and exiting the restaurant or moving around the interior or exterior of the restaurant.
5. All such businesses, restaurants, government facilities, and public downtown areas shall post the requirement for a face covering.
6. Members of the public must wear face coverings when social distancing of at least six (6) feet is not possible while utilizing sidewalks and other public ways, specifically within areas of Exeter where pedestrian traffic is heaviest, as seen in the highlighted areas of the attached Mask Ordinance Map 8-31-2020. This also applies to other public property within the Town of Exeter where maintaining adequate social and physical distancing of at least six (6) feet is not possible.  
  
Members of the public must wear face coverings outdoors when attending outdoor events, including but not limited to live performances, parades, and sports events where social distance of at least six (6) feet is not possible.
7. Members of the public shall not be required to wear a face covering outside when walking or utilizing public areas when there is at least six (6) feet social distancing available. A face covering shall not be required in instances where individuals are passing each other momentarily, but increasing as much distance as possible is recommended.
8. Members of the public utilizing public recreational lands are strongly encouraged but not required to wear a face covering over their nose and mouth to the fullest extent practicable, especially when coming into contact with others where social and physical distancing of at least six (6) feet may not be possible.
9. Members of the public partaking in cardiovascular exercise, including but not limited to jogging, running, or biking, shall not be required to wear a face covering during the activity. It is recommended that these individuals use increased social distancing as necessary and possible when using public ways.
10. Residents, visitors, and members of the public entering or present at a residential or commercial building complex of greater than two units must wear a face covering while in common areas and communal spaces when social distancing is not possible.
11. A face covering is not required for any person who is hearing impaired deaf or hard of hearing, and any person while communicating with an individual who is hearing impaired deaf or hard of hearing or who

has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a mask or face covering difficult.

12. Children under the age of five (5) years old are not required to wear a face covering, although parents should make their own judgement on such use. A face covering is not recommended for children under two (2) years of age.
13. A person may temporarily remove a face covering when in a business if obtaining a service or product that requires verification of the person's identity or age.

**Penalties:**

The intent of this ordinance is to first and foremost educate and inform whenever and wherever possible. To that end, representatives of the Health Department shall respond to instances of non-compliance with masks and educational materials available. Penalties are a last resort to the enforcement of this ordinance and shall only be used when non-compliance is repeated, considered intentional, and at a potential detriment of others. Penalties for violation of and continued non-compliance with this ordinance shall be first a verbal or written request to comply, followed by a fine in the amount of \$25 for the second offense, \$50 for the third and subsequent offences.

**Effective Date:**

Having been reinstated on \_\_\_\_\_, 2021, this ordinance shall be effective until \_\_\_\_\_, 2021.

This ordinance shall automatically and immediately terminate without the necessity of further action by the Town of Exeter Select Board if one of the following conditions is met:

1. 61 days have passed following the date on which this ordinance came into effect and the ordinance was not extended or reenacted.
2. The Governor of the State of New Hampshire has declared an end to the COVID-19 State of Emergency.

This ordinance may be rescinded at any time by action of the Town of Exeter Select Board.

IN WITNESS WHEREOF, a majority of the Town of Exeter Select Board have hereunder set their hands.

TOWN OF EXETER SELECT BOARD

\_\_\_\_\_

Niko Papakonstantis, Chair

\_\_\_\_\_

Molly Cowan, Vice Chair

\_\_\_\_\_

Julie D. Gilman, Clerk

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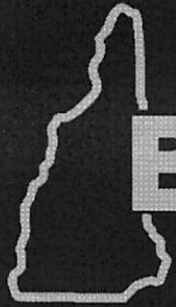
**Lovey Roundtree Oliff**

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**Daryl Browne**

**Adopted \_\_\_\_\_, 2021**





UNIVERSAL  
**BEST PRACTICES**

**STATE OF NEW HAMPSHIRE**

GOVERNOR'S ECONOMIC REOPENING TASKFORCE



# UNIVERSAL BEST PRACTICES

Effective May 7, 2021, this document replaces all existing “Safer at Home 2.0” business operations guidance in place since March 2020. These Universal Best Practices are recommendations for all individuals, businesses, and organizations to consider and implement for the operation of their business. Nothing in this document or other guidance precludes any business, organization, or individual business operators from taking additional precautions for the health and safety of its employees and consumers.

In addition to the best practices outlined here, businesses, organizations, and individual business operators should review the following:

- [Center for Disease Control and Prevention \(CDC\) guidance for COVID 19](#)
- [New Hampshire Department of Health and Human Services \(DHHS\) COVID resource page](#)
- [Best Practices for Overnight Congregate Settings for Kids](#)
- Long-Term Care Facilities (LTCFs) and Assisted Living Facilities (ALFs): U.S. Centers for Medicare and Medicaid Services (CMS) [guidance and resources for Long Term Care Facilities](#)
- K-12 schools: NH Department of Education [Grades K-12 Back-to-School Guidance](#) and recent [public health guidance](#) discussed and shared with schools.
- Residential Schools, Colleges and Universities: NH DHHS [Recommendations for Responding to COVID-19](#)

## **The Continued Importance of Layered Protective Measures**

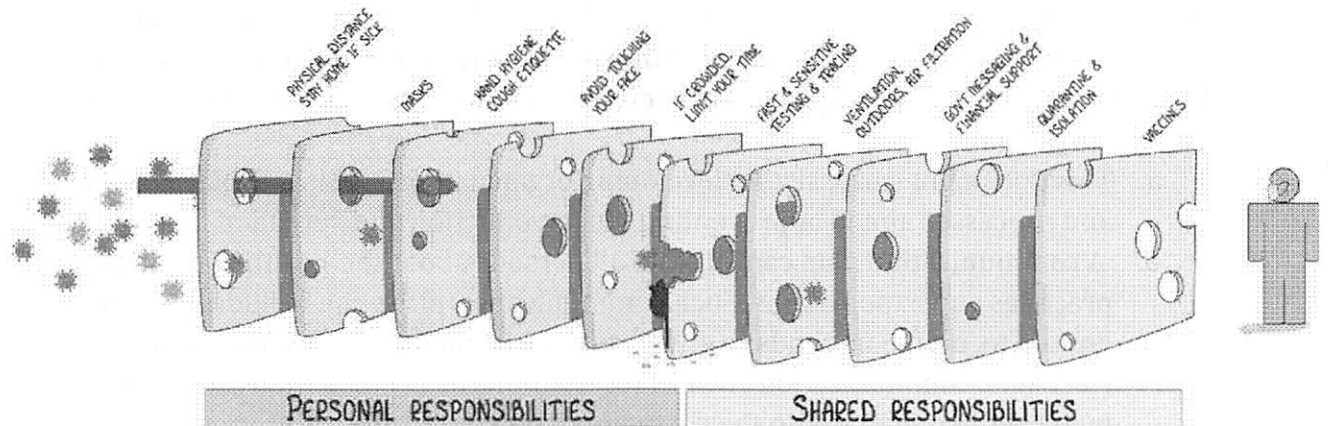
There is no single intervention that will stop spread of COVID-19, especially because the coronavirus can infect people and be spread both from people with [symptoms of COVID-19](#) (including people who may only show very mild symptoms), and from people without any symptoms (“asymptomatic”). Therefore, implementing multiple layers of protection (i.e., layered mitigation measures) will be most effective at stopping COVID-19 from spreading (see Swiss Cheese Model graphic below).



# UNIVERSAL BEST PRACTICES

## THE SWISS CHEESE RESPIRATORY VIRUS PANDEMIC DEFENCE

RECOGNISING THAT NO SINGLE INTERVENTION IS PERFECT AT PREVENTING SPREAD



EACH INTERVENTION (LAYER) HAS IMPERFECTIONS (HOLES).  
(MULTIPLE LAYERS IMPROVE SUCCESS.)

*(Image from Dr. Ian Mackay at virologydownunder.com)*

The same general steps and actions to control the COVID-19 virus that have been used throughout this pandemic continue to be important and recommended, including the following:

1. Good planning and communication to staff and consumers
2. Vaccination against COVID-19
3. Identifying and excluding people with symptoms of COVID-19 or risk factors for exposure
4. Testing people with symptoms of, or risk factors for, COVID-19
5. Social/physical distancing
6. Face mask use
7. Cohorting (i.e., grouping individuals together and keeping them together)
8. Modifying layouts and limiting group sizes
9. Good and frequent hand hygiene
10. Cleaning and disinfection of frequently touched surfaces and avoiding shared objects
11. Increasing and improving room and building ventilation (ventilation involves replacing stagnant indoor air that may contain peoples' respiratory droplets with new fresh outdoor air)
12. Contact tracing, isolation, and quarantine

These Universal Best Practices have been re-organized into topic-based sections below for individuals, businesses, and organizations to apply in layers.



UPDATED APRIL 29, 2021

# UNIVERSAL BEST PRACTICES

## **Best Practices: Preventing the Spread of COVID-19**

- 1. Planning and Communication:** It is important for business and organizations to consider developing COVID-19 protection policies and process that help prevent the introduction and spread of COVID-19 within an organization or business. It is also helpful to set expectations and clearly communicate those expectations to staff, visitors, attendees, customers, etc.
  - a. This document can assist in developing organizational and workplace policies and processes aimed at preventing the introduction and spread of COVID-19.
  - b. A communication plan can educate all persons about the health and safety practices and expectations. Such communication plans can include, but not be limited to, online methods (e.g., website, social media sites), email, other electronic communication such as reservations or confirmations, and print materials and mailings to the customers.
  
- 2. Vaccination against COVID-19:** There are currently three different COVID-19 vaccines authorized for use in the U.S., including the Pfizer-BioNTech, Moderna, and Johnson and Johnson (J&J) Janssen COVID-19 vaccines. All three vaccines are safe and highly effective. Vaccination is one of the most important things that your staff, visitors, and customers can do to protect your business, organization, and the surrounding community. A person is considered “fully vaccinated” when they are at least 14 days beyond completion of a recommended COVID-19 vaccine series.
  - a. Having a high employee vaccination rate will help protect your business operations in the event that someone with COVID-19 is identified to have exposed staff, visitors, or customers at your organization or business, because people who are fully vaccinated and remain without symptoms (i.e., are “asymptomatic”) are not required to quarantine after an exposure (although they should still follow other protective measure, including social distancing and face mask use).
  - b. Consider providing paid time off, or other incentives, for employees to get vaccinated against COVID-19.
  
- 3. Identifying and Excluding People with COVID-19, Symptoms of COVID-19, or Risk Factors for Exposure to COVID-19:** Identifying people who have, or might have, COVID-19 is important to protect your business and organization. One of the first “lines-of-defense” to prevent introduction of COVID-19 is to identify people who might have COVID-19 and recommending testing. Screening questions have been outlined in the NH DPHS [Employer Travel, Screening, and Exclusion Guidance](#) to assist in identifying people who might have signs/symptoms of COVID-19 or risk factors for exposure.
  - a. Consider active screening or daily self-attestation of staff and volunteers each day before work for fever, symptoms of COVID-19, or risk factors for exposure, especially for those who provide services requiring close prolonged contact



# UNIVERSAL BEST PRACTICES

between staff and customers (people are within 6 feet of each other for 10 minutes or longer).

- b. Establish a process where all staff, volunteers, visitors, customers, etc. are informed and proactively educated that they should stay home if they meet any of the screening questions outlined in the NH DPHS [Employer Travel, Screening, and Exclusion Guidance](#),
- c. Consider developing employment policies that are supportive of employees who may need to stay home because of new or unexplained symptoms of COVID 19 and have yet to be tested.

**4. Testing for COVID-19:** Testing for COVID-19 is one important measure to determine if someone has COVID-19 so that others can be identified and others can be notified of their potential risk of developing infection in order to stop COVID-19 from spreading. There are two general types of testing: “diagnostic” testing and “screening” testing. Diagnostic testing involves testing people with signs or symptoms of COVID-19, or testing asymptomatic people with an identified risk factor for exposure. Screening testing involves testing asymptomatic persons who do not have a known or suspected exposure to COVID-19 for the purposes of early identification. Diagnostic testing is universally recommended. Screening testing can be adopted by business and organizations, if desired, but it is also recommended to be implemented in certain high-risk congregate living situations (including long-term care facilities, residential schools, and overnight summer camps).

- a. Any person with new or unexplained [symptoms of COVID-19](#) (even new mild cold symptoms) should be evaluated for COVID-19 testing using a PCR or antigen-based test
- b. Any person who is identified as a “close contact” to another person with COVID-19 should also be tested for COVID-19 as outlined in the NH DPHS guidance on [self-quarantine](#) after an exposure.
- c. Screening testing should be implemented in congregate living settings that are high-risk for transmission in order to prevent introduction and spread of COVID.
  - a. People who are fully vaccinated (i.e., at least 14 days or more beyond completion of a recommended COVID-19 vaccination series), or who are within 90 days of a previously diagnosed COVID-19 infection can be exempted from participation in screening testing programs (asymptomatic testing), unless otherwise required to be tested by federal regulators (e.g., CMS requirements for long-term care facilities).

**5. Social/Physical Distancing:** The coronavirus that causes COVID-19 is spread through close prolonged contact to an infected person’s respiratory droplets that are exhaled when a person breaths or talks. Spread of COVID-19 over longer distances is possible, especially when there are activities which can increase the production of smaller



# UNIVERSAL BEST PRACTICES

respiratory droplets (called aerosols) that can remain suspended in the air and travel further distances. This risk can be minimized with combined use of physical distancing, face mask use, and increasing a building/room ventilation (discussed below). Here are some practices to consider:

- a. Capacity can be limited to the number of people where physical distancing is maintained between individuals or groups of related household contacts while seated and during transit through the facility. If a business or organization chooses to develop processes that allow un-related people to be closer than 6 feet from each other than additional layers of protection can be considered (avoid moving about, hold event outdoors, consider face coverings, etc)
- b. Work to maintain a distance of at least 6 feet or more of physical separation between people or related groups when possible.
- c. Customers visiting bars and restaurants should stay seated as much as possible to prevent close contact between customers.
- d. In certain situations where there may be increased risk of respiratory aerosol production and risk of further spread of COVID-19, physical distancing between people is suggested to be 8-10 feet, including during any group activities that involve forced and heavy breathing indoors (e.g., indoor group fitness classes), singing (chorus/choir), or wind instrument playing (band performances).
- e. Physical distancing on buses and transportation vehicles can be challenging and often 6 feet of physical separation is not possible, consider additional layers of protection such as face mask use, increasing outdoor air ventilation, assigned seating, etc.).

**6. Face Mask Use:** Throughout the pandemic, face mask use has increasingly been shown to be an important measure for controlling the spread of COVID-19. The CDC has estimated that at least 30% of people infected with the novel coronavirus are asymptomatic (do not have symptoms), but these individuals are still able to spread the virus. Other people may be asymptomatic early in their infection but go on to develop symptoms days later. NH testing data in long-term care facilities has found similar rates of asymptomatic infection. Therefore, face mask use is important to prevent spread of COVID-19 from people who are infected but may not be aware or have signs/symptoms of infection. Face mask use protects both the person wearing the mask, and others around that person in the event that they are asymptotically infected. Consider the following:

- a. Encourage face mask use or both staff and customers who are required to be within 6 feet of each other (or other customers) for at least 10 minutes or longer for delivery of service. If face masks need to be removed (e.g., for eating and drinking), then people should ideally be separated by at least 6 feet. As an alternative, other business process adaptations can be considered, such as ridged plastic barriers between people who are separated by less than



# UNIVERSAL BEST PRACTICES

- 6 feet.
- b. Should they choose to, businesses, organizations and event organizers are able to require employees, visitors, and customers wear face masks upon entering their facility or venue as a best practice but please keep in mind:
  - i. Face masks should not be required for people who are under the age of 2 years
  - ii. Face masks should not be required for a person with a valid medical or developmental reason that prevents that person from wearing a face mask (see [CDC guidance](#)).
- c. Customers can be asked to wear face masks when entering and exiting a facility or business, waiting in lines, buying tickets or food/drink, transiting through a facility/event, and in general when physical distancing is difficult to maintain.
- d. Face masks can also be particularly important for staff caring for people who are at high-risk for severe illness from COVID-19.

**7. Cohorting and Limiting Group Sizes:** “Cohorting” involves creating small groups of individuals, keeping those individuals consistently together in one group, and preventing interaction between people of different groups. Cohorting is an important COVID-19 control/mitigation strategy because if COVID-19 is introduced into one group, it limits spread ideally only to those within that one group, and prevents spread between groups. This allows a business or organization to continue operations even while some people may be required to quarantine due to an exposure. The other benefit of strict cohorting is that it potentially allows for relaxed restrictions within a group where physical distancing or consistent mask use may not be able to be maintained due to the prolonged duration of interaction between individuals (e.g., childcare agencies, day camps, overnight residential summer camps, etc.). The smaller the group sizing, the more protective the cohorting/grouping, but smaller groups may be less feasible for businesses. Additionally, cohorting may not be possible in all situations, so it should be applied in the context of other layered mitigation measures. Keys to success cohorting include:

- a. Avoid mixing or interaction between groups. If staffing is an issue and staff are required to “float” between groups, then staff should be selected who are fully vaccinated.
- b. If possible and staffing allows, larger groups should be separated into smaller groups.
- c. Ideally group sizes should be limited to 20 people or fewer, although exact group sizes will vary depending on situation and local context.
- d. Social/physical distancing, face mask use, and other mitigation measures should still be considered and implemented within the cohorting/grouping as feasible.



# UNIVERSAL BEST PRACTICES

- 8. Modifying Layouts and Processes:** Business and organizations processes should be modified to implement the layers of mitigation/protection outlined in this document. This section highlights the importance of thinking through business processes and looking for ways to incorporate multiple layers of protection into processes. Here are some practices to consider:
- a. Maintain unidirectional flow of customers to the extent possible (especially at larger events), incorporate as much physical distancing into all business processes as possible (including while waiting in lines), and avoid congregating and groups gathering/loitering (including developing processes to avoid development of lines).
  - b. Physical barriers (e.g., plastic or acrylic shields or barriers) should be placed between staff and customers at check-in/out, ticketing and other service counters.
  - c. Modify employee and volunteer schedules to reduce the frequency and duration of physical interactions, including staggering shifts, breaks, and meals (maintain compliance with wage and hour laws and other requirements).
  - d. Arrange employee and volunteer work-space layout to allow for at least 6 feet of social distancing when possible.
  - e. Stagger any customer/client appointments, arrivals, drop-off, pick-up times, etc. to limit customer interaction to allow sufficient time for any needed cleaning and disinfection between appointments when possible.
  - f. Limiting waiting areas to avoid congregating and any waiting areas should have seating for customers spaced at least 6 feet apart, while encouraging customers/clients to wear a face masks while in the waiting room.
  - g. Avoid waiting lines when possible and provide demarcated spacing for people to stand/wait at least 6 feet apart.
  - h. When possible, develop check-in and check-out processes that involve electronic or other non-touch options, including with financial transactions. Businesses and organizations can also take steps to limit self-service options. For example, consumer samples, communal packaging, food/beverages (e.g. candy dishes, common creamers at coffee stations).
- 9. Hand Hygiene:** Many different respiratory infections, including COVID-19, can be spread after an infected person touches their eyes, nose, or mouth (i.e., mucous membranes) where viral pathogens can live and then spread to other people through touch, or contamination of commonly touched surfaces. While the risk of spreading COVID-19 from contaminated surfaces is believed to be low, it remains important to incorporate and promote frequent hand hygiene (regularly washing hands or using hand sanitizer) into all business processes.
- a. Consider making alcohol-based hand sanitizer readily available to employees, volunteers, and customers/clients throughout the facility or event venue,





# UNIVERSAL BEST PRACTICES

including upon entry and exit to a facility, at check-in and check-out, in eating areas, outside restrooms, etc.

- b. Promote frequent hand hygiene for employees, volunteers, and customers.
- c. For staff overseeing children, supervise and help young children to ensure they are washing/sanitizing hands correctly. When soap and water are not readily available and hand sanitizer is used with young children, it should be used under direct supervision of staff.

## 10. Cleaning and Disinfection and Avoiding Shared Objects:

- a. Employers should provide training to all employees about cleaning and disinfection prior to assigning cleaning and disinfection tasks, and employers should consider creating a checklist to guide cleaning and disinfection procedures.
- b. Use disposable gloves to clean and disinfect. Follow other instructions for personal protective equipment (PPE) use, contact time, etc. on product labels. Staff should wash hands after cleaning and disinfection occurs.
- c. Cleaning and disinfecting supplies should be made readily available by the business.
- d. When disinfecting, use an EPA-approved disinfectant effective against the novel coronavirus.
- e. CDC recommends that when no people with confirmed or suspected COVID-19 are known to have been in a space, cleaning high-touch surfaces once a day is usually sufficient to remove virus that may be on surfaces. If a sick person, or someone with COVID-19, has been within a facility or space within the last 3 days, then cleaning and disinfection of that space should occur. If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.
- f. Cleaning and disinfection of high-touch surfaces can be considered more frequently than once a day, especially if there is high community transmission of COVID-19, low mask compliance or poor hand hygiene, or if the space is used by people at increased risk for severe illness from COVID-19.
- g. Maintain other routine facility cleaning and disinfection procedures.
- h. Avoid shared objects, if possible.
- i. Clean and disinfect shared objects between use, especially if objects might be contaminated with a person's respiratory secretions or saliva (e.g., toys in childcare classrooms). At a minimum, ensure hand hygiene is practiced by all persons before and after use of a shared object.
  - i. Objects that are not able to be cleaned or disinfected (e.g., books, papers, etc.) can still be shared, if necessary, but focus should be on good hand hygiene before and after use of shared objects.



# UNIVERSAL BEST PRACTICES

**11. Improving Building, Room, and Space Ventilation:** Evaluate ventilation systems to increase room and overall building ventilation, including increasing the number of air exchanges with outdoor air, limit internal air circulation, improve central air filtration or other upgrades to HVAC systems. CDC guidance on [ventilation in buildings](#) provides helpful information for evaluating and improving building, room, and other space ventilation. Ventilation is also important to increase in other non-building spaces, such as on buses or public transportation – in such situations, a vehicle’s ventilation can be increased by opening windows (if weather permits) or using the vehicles air system to bring in outdoor air and avoid re-circulating internal air. In enclosed spaces, improving ventilation should be combined with attempts to maximize physical distancing between people and face mask use.

**12. Public Health Contact Tracing, Isolation and Quarantine:** “Contact tracing” refers to the act of investigating who has been in close contact with a person diagnosed with COVID-19 so that the person infected can be “isolated” and the people who have been in close contact can be “quarantined” to reduce further spread of the virus. Contact tracing, isolation, and quarantine, should be a collaborative effort between the New Hampshire Division of Public Health Services (DPHS), Bureau of Infectious Disease Control (BIDC) and the business or organization where the COVID-19 exposure occurred.

- a. COVID-19 exposures at businesses and organizations should be promptly reported to NH DHHS DPHS Bureau of Infectious Disease Control at 603-271-4496. Reporting of infectious diseases and furnishing requested infectious disease-related business information (including patron and employee information) is a requirement under NH [RSA 141-C](#).
- b. NH DPHS can provide assistance with contact tracing and guidance to prevent/control spread of COVID-19, including in outbreak situations.
- c. To assist with identifying “close contacts” of people with COVID-19, and to avoid the need for possible public notification, it is recommended that businesses and organizations maintain attendance / customer lists and seating charts, including having assigned seating in situations where it’s feasible (e.g., buses, school classrooms, etc.)



April 29, 2021

Dear Members of the Exeter Select Board, Town Manager, and Economic Development Director:

*for inclusion in the public comments/packet of the next Select Board meeting*

Thank you for the consistently broad-minded approach to facilitating the advocacy for and protection of public health in our community during the Covid-19 pandemic.

In New Hampshire we are approaching a critical point in the vaccination statistics of our community and state: most people ages 16 and over who have determined that they 'want' the vaccine have received it or are scheduled to receive it. What remains is a significant number of people who will forego vaccination for various reasons: 1) those who cannot receive it due to age or adverse risk factors, 2) those who believe it is not safe or necessary, and 3) those who are simply placing a low priority on getting the vaccine compared to other tasks in their daily lives.

It is this third group that I am writing to you about. These citizens may feel ambivalent about getting the vaccine because of the effort involved in getting to and from appointments (or scheduling appointments), because of financial concerns related to missing work with adverse reaction to the vaccine, or because they feel like they are at low risk from becoming ill with the Covid virus. I believe every sector of our government, from federal to local, needs to focus on encouraging people in this group to get vaccinated.

Business owners can also encourage this third group to get vaccinated. Some of these employees may be hesitant to get the vaccine out of concern for having to take unpaid sick days as a result of side effects from the vaccine. I personally missed two full days of work because I felt so ill after my second dose of the vaccine.

Between my own experience of feeling ill - facing the choice to either work or not get paid - and my sense that 'mandating' the vaccine as an employer is not the right way to go, I've decided to incentivize vaccines for my employees. I am hoping that other area businesses will join me in incentivizing vaccination for their employees. At Enna Chocolate we are offering a \$75 bonus upon complete vaccination for each employee.

I invite the Exeter Select Board to join me in encouraging area businesses to consider how they may offer incentives to broaden vaccination among their employees. Such incentives may include: paid hours or day(s) off following vaccination, financial bonuses, assistance with accessing the vaccine such as transportation to and from vaccine appointments, and meal or grocery stipends. To employees who may not have adequate financial resources to afford taking sick time following a vaccine, or who lack resources for transportation or groceries, these incentives are not insignificant. And for employees who feel that they are low risk and who are

not placing a high priority on getting vaccinated, employers who give this nudge to them will have a very significant impact on the public health of our community.

Thank you for your consideration, and with humble regards,

Enna Grazier  
8 Warren Ave., Exeter NH 03833

**Community Power Aggregation Update – Energy Committee**



MEMO TO: Exeter Select Board  
FROM: Exeter Energy Committee  
DATE: April 22, 2021  
SUBJECT: Recommended Next Step for Community Power Aggregation (CPA)

At your meeting of June 15, 2020, Lew Hitzrot and Cliff Sinnott from the Exeter Energy Committee presented an update on Community Power Aggregation and indicated that it has considerable potential benefit for electric consumers in Exeter, and for furthering the renewable energy goals of the Town (see attached summary from that meeting). At the time we recommended no specific action other than continuing our investigation to determine whether Exeter could benefit from participation in a Community Power Aggregation (CPA) and to monitor its development in the State. We promised to return when we had specific recommendations.

Our purpose in returning now is to recommend that the Board consider taking two specific actions that will further efforts to implement Community Power Aggregations in Exeter. These actions are, first, to establish an Electric Aggregation Committee as required by RSA 53-E in order to develop a community power program in Exeter, and second, to join the newly formed Community Power Coalition of New Hampshire (CPCNH) to assist that effort. These recommended actions are further explained below.

### **1. Establish an Electric Aggregation Committee**

As laid out in the community power aggregation law (RSA 53-E) a Town that wishes to implement power aggregation program must first establish an Electric Aggregation Committee to develop an aggregation plan for its community. Once prepared, that plan is then submitted to the Select Board who may then submit it to a Town Meeting for adoption by citizen's vote. The next step in Exeter to begin the process is for the Select Board to establish an Electric Aggregation Committee to prepare the Electric Aggregation Plan. (A link to the text of RSA 53-E is here: [www.gencourt.state.nh.us/rsa/html/III/53-E/53-E-mrg.htm](http://www.gencourt.state.nh.us/rsa/html/III/53-E/53-E-mrg.htm) and general information about Community Power in New Hampshire here: [www.nhenergy.org/community-power-in-nh.html](http://www.nhenergy.org/community-power-in-nh.html) )

That Plan would address, among other things, the advisability of implementing a community power aggregation program for Exeter, its organizational structure, funding, rate setting and costs to customers, the details of program participation, cooperation with other communities in the region, how rate savings are distributed, how the program is terminated, and other topics as needed. During development of the Plan the Electric Aggregation Committee must also solicit public input and hold public hearings.

The Exeter Energy Committee has prepared the attached draft mission statement to outline the various tasks of an Electric Aggregation Committee. We believe that an EAC consisting of members with knowledge in such areas as energy conservation, renewables and energy procurement, public works and utilities, public outreach, consumer advocacy and planning would be best positioned to weigh the pros and cons of community power and to draft an appropriate electric aggregation plan for Exeter. RSA-53-E is not specific as to the makeup or scope of the committee but we envision this as a time limited Ad-hoc Committee existing for the limited purpose of developing the aggregation plan, and perhaps assisting the initial implementation of the program. We would suggest membership of 3 or 5 members, including at least one member from the Energy Committee for continuity purposes. We would consider an adequate timeframe for the committee's work to be June 2021 through December 2023. Once the EAC is established the Town can move forward with further investigation and development of Exeter's Community Power Aggregation Program.

## **2. Join the newly formed Community Power Coalition of New Hampshire (CPCNH)**

Assuming that an Electric Aggregation Committee is established, we also recommend that the Town join the newly formed statewide public non-profit called the Community Power Coalition of New Hampshire (CPCNH). CPCNH will be an important source of information for developing our Energy Aggregation Plan and establishing a viable Community Power program.

The amendments made to RSA 53-E in 2019 made Community Power Aggregation more viable and realistic in New Hampshire. Since that time a number of cities and towns around the state have been working together to develop supporting materials, templates, and general expertise to assist each other in taking the steps to form local CPA programs. This group, which includes, Lebanon, Hanover, Nashua, Harrisville and Cheshire County recently formalized an agreement establishing a new, statewide public non-profit named Community Power Coalition of New Hampshire (CPCNH) that will support communities who wish to implement their own CPAs. That support will come in the form of technical planning resources, negotiating for bulk purchase of electricity, providing contracting and risk management expertise, and eventually developing community power projects.

The Coalition is open to all municipalities and counties in the state. At the present time we are able to join the coalition without any financial obligation. This will be true until the CPCNH develops an approved cost sharing agreement and our CPA program is up and running and producing service-related revenue. The Coalition is structured in such a way that only the members using specific services share in the cost of those services. All members will be obligated to share, on a pro rata basis, the general and administrative costs of CPCNH but not until their CPA programs are established. Those membership costs can only be paid from our own CPA program revenues, not from the municipal budget, and therefore will have no property tax impact and no impact on customers not participating in the CPA program. We see CPCNH as a no risk proposition. If the Town ultimately elects not to establish a CPA program, we are not obligated to continue our membership.

The Energy Committee believes having the services and expertise of such an organization will be critical to the success in establishing a successful CPA program for Exeter. We further believe that a statewide coalition will be in the best position to aggregate electric energy demand in New Hampshire, and to provide the related services in a cost-effective manner.

An overview of the Coalition is available on their website: <https://www.cpcnh.org/about> Also available from this web page is a downloadable version of the "Joint Powers Agreement" (JPA) which establishes the Coalition under RSA 53-A - Agreement Between Government Units and spells out the details of how the Coalition will operate, including membership, governance, cost sharing, and includes the organization's bylaws.

DRAFT MISSION STATEMENT  
EXETER ELECTRIC AGGREGATION COMMITTEE

The passage of SB 286 in August of 2019 and its subsequent changes to RSA 53E has made it feasible for NH municipalities to become the default electrical energy provider\* for their residents and businesses through the formation of a Community Power Aggregation program. By doing so, those municipalities may be able to:

- provide electricity at lower cost to residents and businesses
- have greater choice in the selection of energy providers
- offer greater choice in renewable energy sources in its electric supply offered to residents
- alone or in conjunction with surrounding communities, develop a reserve fund to support improvements to energy infrastructure

Pursuant to RSA 53-E:6, the formation of an Electric Aggregation Committee is a required step in establishing a Community Power Aggregation program. The Mission of the Exeter Energy Aggregation Committee will be to determine whether participation in a Community Power Aggregation (CPA) is in the best interest of the Town and, if so, to present to the Exeter Select Board an Energy Aggregation Plan for subsequent approval at Town Meeting by citizen's vote, and as needed, assist the Town in its implementation.

In pursuit of this mission the Exeter Energy Aggregation Committee shall:

- Investigate how Exeter might benefit from a CPA using such resources as Clean Energy New Hampshire, the Monadnock Sustainability Hub, CPA brokers, and other communities in the region.
- Assist in educating the public about community power and its potential to meet Exeter's clean energy goals
- Reach out to energy brokers to learn about their services and fees
- Receive and analyze appropriate electrical usage data from Unitil
- Consider the advantages and disadvantages of regional and statewide collaboration in developing community power aggregation
- Provide for public hearings prior to drafting any Community Power Aggregation Plan
- Develop a Draft Community Power Aggregation Plan for consideration by the Select Board and the Legislative Body.

*\*Unitil will continue to own and operate electric distribution and transmission grids*

Mission Statement submitted by Exeter Energy Committee on Earth Day 2021







**COMMUNITY  
POWER COALITION**  
OF NEW HAMPSHIRE  
*For communities, by communities.*

| About | Members | Services | Learning Center | Get Involved | N

## The Coalition

The Community Power Coalition of New Hampshire is a non-profit Joint Powers Agency in development — governed “by communities, for communities” — that will empower towns, cities and counties across New Hampshire to:

1. Streamline the process for authorizing a Community Power program locally.
2. Share services and staff support across member cities, towns and counties.
3. Participate in joint power solicitations and local project development opportunities.
4. Share knowledge and collaborate regionally on clean energy and resilient infrastructure development.
5. Speak with one voice at the Legislature and Public Utilities Commission on public advocacy issues related to energy and Community Power.

There are no upfront costs to join the Coalition, and the expense of launching and operating each Member’s Community Power program will be repaid after program launch — through the electricity rates set by each Member’s governing body (town select boards, city councils and county executive committees) and the revenues received from participating customers in each program.

## Our Values

In carrying out its activities, the Coalition is guided by the following values:

- Embody an inspiring vision for New Hampshire’s energy future.
- Support communities to reduce energy costs and pursue economic vitality by harnessing the power of competitive markets and innovation.
- Support communities to implement successful energy and climate policies and to promote the transition to a carbon neutral energy system.
- Balance the interests of member communities who are diverse in demographics, geography and their energy goals.
- Use our shared expertise, leadership and skills to educate, empower and build the capacities of our members.
- Help communities demystify the power sector to make informed decisions.
- Facilitate collaboration and teamwork by championing diversity, equity and inclusion of people and communities of all kinds.

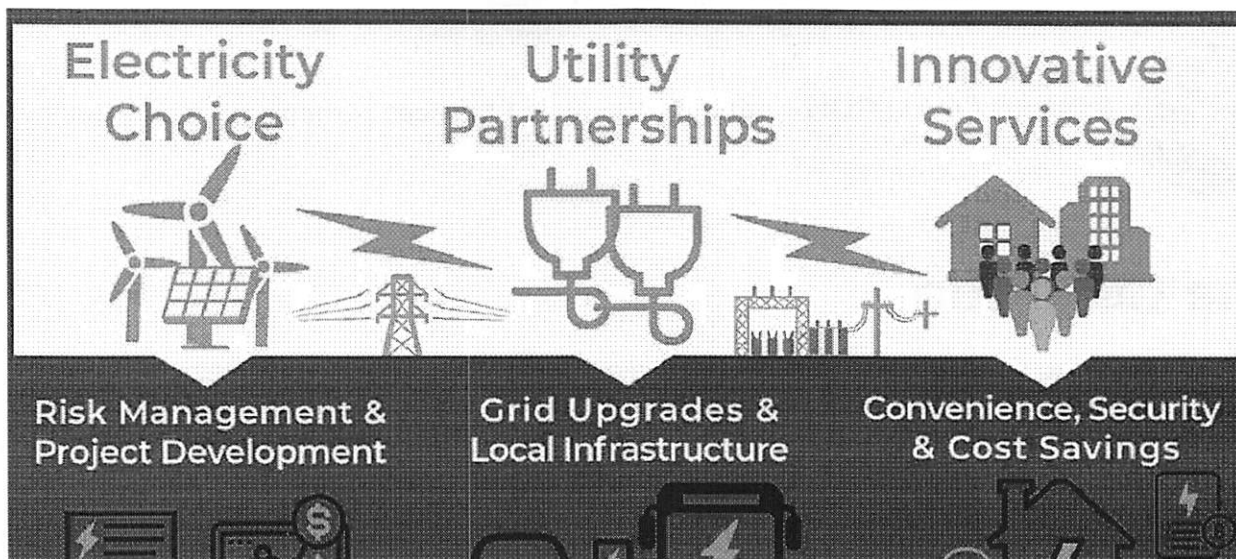
## Community Power

### What is Community Power?

Community Power, authorized under [NH RSA 53-E](#), democratizes energy governance by empowering towns, cities and counties to choose where their electricity comes from on behalf of their residents and businesses, work with utilities on local energy infrastructure upgrades, and provide electricity supply rates and services to all customers participating in the program:

- The Coaliton ○
- Community Power ●
- Member Benefits ○
- Governance ○
- Join the Coalition ○
- Cost Sharing ○
- Our History ○

## COMMUNITY POWER PROGRAMS: LOCAL BENEFITS



Community Power programs serve as the default electricity supplier within the municipality and are self-funded through the revenues received by participating customers.

Local electric distribution utilities continue to own and operate the "poles and wires", and deliver electricity to all customers in the municipality.

Community Power programs may also offer innovative services and rates for customers on an "opt-in" or "opt-up" basis, such as 100% renewable premium products, time-varying rates and Net Energy Metering generation credits for customers with solar photovoltaics.

## Expanding Customer Choice

Prior to launch of a Community Power program, all eligible customers are mailed notifications and provided the opportunity to opt-out or opt-in to the program, depending on whether they currently take service from a Competitive Electric Power Supplier or are on default service provided by local electric distribution utilities:

- Customers currently on utility-provided default service will be notified, provided the opportunity to decline participation, and transferred to the Community Power if they do not "opt-out". These customer notifications will include the initial fixed rate for the program's default service compared with the utility default service rate, be mailed to customers at least 30 days in advance of program launch, and provide instructions for customers to decline participation (for example, by return postcard, calling a phone number or using a web portal).
- Customers who previously chose to take service from a Competitive Electric Power Supplier will be notified and may request to "opt-in" to the program.

Any new customers that move into the municipality in future will be automatically eligible to receive default service from the Community Power program and will be sent a notification in the mail.

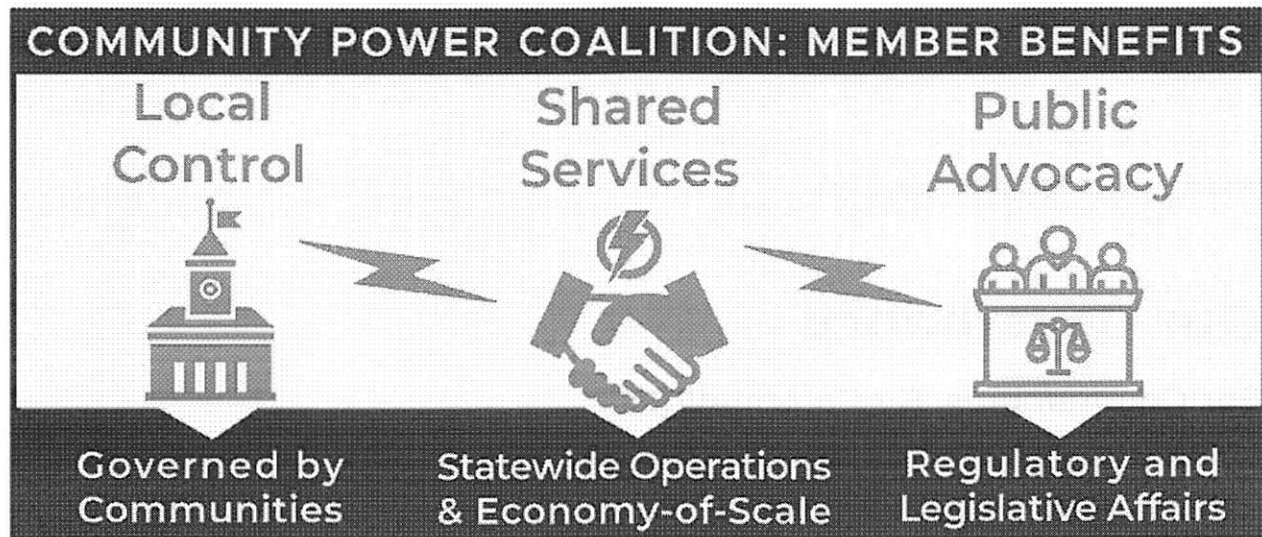
All customers supplied electricity from Community Power programs are free to switch back to the utility-provided default service, or to take service from a Competitive Electric Power Supplier, by opting-out of the program and switching suppliers in advance of their next billing cycle.

## Member Benefits

### The Power of Joint Action

By joining together, Members of the Coalition create economies of scale and innovation in procuring services and managing power procurement risks, gain administrative efficiencies in terms of expert staff oversight, and strengthen their voice at the Legislature and Public Utilities Commission — all while maintaining local control and community values.

- The Coalition ○
- Community Power ●
- Member Benefits ○
- Governance ○
- Join the Coalition ○
- Cost Sharing ○
- Our History ○



The Coalition has already proven able to coordinate municipalities to speak with one voice — and be heard — at the Legislature, with the [“Early Legislative Victory”](#) on HB 315 to protect and expand Community Power authorities.

In terms of achieving an economy-of-scale, the customer base of the [Coalition's founding members](#) is forecasted to be approximately equivalent to Liberty Utilities (in terms of default service accounts and electricity procurement). Given the high degree of awareness and [interest expressed by other municipalities in joining the Coalition to-date](#), the agency may expand to procure more electricity than Unitil does within the 2022-23 timeframe.

## Industry Leading Services

The Coalition's business model has been designed in accordance with competitive energy industry best practices in order to ensure that Member Community Power programs receive the [highest-quality services](#) provided by industry-leading vendors.

The Coalition's scale and structure as a Joint Powers Agency is what allows it to provide Members with continuous, expert management of a diversified portfolio of short- to long-term energy contracts negotiated with multiple competing suppliers. This approach is more "hands on" and flexible in terms of risk management compared to Community Power programs in most other states, where a municipality will typically: hire a broker on an individual basis, contract with a single electricity supplier at a fixed-price for a 1-to-3-year term, and hope that the program results in cost savings for customers on average (compared to how utility default service rates change over the length of contract).

The Coalition's "energy portfolio risk management" approach is industry standard best practice and is relied upon by larger power agencies and competitive suppliers. It will allow the Coalition to:

- Actively engage in ISO New England wholesale markets on behalf of Members on a 24/7 basis;
- Monitor and optimize exposure to market price volatility and forward power markets — to identify opportunities to enter into transactions that stabilize and reduce power supply costs, hedge risk exposure, and maintain Member portfolios in compliance with adopted Risk Management and Financial Reserve Policies.
- Provide the flexibility required to deliver on Members' short- and long-term goals — such as by layering in contracts from local generation into our overall supply portfolio (from municipal hydroelectric facilities and community solar and storage projects).

The Coalition's retail customer services are structured to provide a similar level of flexibility and innovation — to offer time-based rate options and electric vehicle charging rates that enable demand flexibility, individual and group net metering credits, distributed generation and energy storage dispatch programs, and other services that enable market access for third-party aggregators and directly empower customers to adopt new technologies and lower

their cost of service (for both individual customers on a "full bill" basis and for each Member's supply portfolio overall).

These strategies combine to analyze and manage financial risk holistically, at the enterprise level, and will allow Coalition Members to operate their Community Power programs on a stable, long-term basis.

Ensuring long-term stability unlocks the ability of our Members to contract for the construction of new renewables and battery storage (which are only financeable under long-term contracts).

Read more on our [Shared Services](#) pages.

# Our Governance

## For Communities, By Communities

- The Coalition ○
- Community Power ⊕
- Member Benefits ○
- Governance ○
- Join the Coalition ○
- Cost Sharing ○
- Our History ○

The agency, as designed by the [Coalition Organizing Group](#), is being structured under [NH RSA 53-A](#) as a tax-exempt governmental instrumentality governed by member municipalities and counties.

- New Hampshire cities, towns, and counties who join as Members of the Coalition may appoint representatives to the agency’s Board of Directors, ensuring a governance structure that maintains operational and financial transparency.
- All founding members will be directly represented on the Coalition’s Board until more than twenty-one (21) members join, at which point directors will be elected by vote of the members at annual meetings.
- All meetings of the Coalition will comply with New Hampshire’s Right-to-Know Law ([NH RSA 91-A](#)), the purpose of which is to “ensure both the greatest possible public access to the actions, discussions and records of all public bodies, and their accountability to the people”, based on the recognition that “openness in the conduct of public business is essential to a democratic society.”

Participation in the Coalition is voluntary: Members choose which services to share and projects to jointly develop, and may withdraw from participating in the Coalition entirely (subject to the conditions and timelines of any cost-sharing agreements entered into prior to that point).

# Join the Coalition

## Joint Powers Agreement

- The Coalition ○
- Community Power ⊕
- Member Benefits ○
- Governance ○
- Join the Coalition ○
- Cost Sharing ○
- Our History ○

To join the Coalition, a community’s governing body votes to enter into the Coalition’s [Joint Powers Agreement](#).

The Joint Powers Agreement is a contract among counties, cities and towns and the corporate charter of the Community Power Coalition of New Hampshire. It is authorized under [NH RSA 53-A](#), the purpose of which is to:

*“permit municipalities and counties to make the most efficient use of their powers by enabling them to cooperate with other municipalities and counties on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities.”*

The Coalition Joint Powers Agreement includes both the Articles of Agreement and initial By-Laws for the corporation, which details the purpose and structure of the organization, voting rights and election of the Board of Directors, provisions and categories of cost sharing (for administration, member services and projects), role of oversight committees, limitations of liability, insurance requirements and other aspects of running the enterprise. It authorizes the agency to:

- Jointly exercise certain municipal authorities to promote the common good, general welfare and economic vitality across Member communities;
- Provide supportive services and technical assistance to Member’s Community Power programs; and

- Promote public education and civic engagement.

We are currently drafting a guidebook for municipalities that will cover each step in the process required to join the Coalition and launch a Community Power program — [read more here](#).

[Download the Joint Powers Agreement](#)

# Cost Sharing

## What does it cost to join the Coalition?

- The Coalition ○
- Community Power ●
- Member Benefits ○
- Governance ○
- Join the Coalition ○
- Cost Sharing ○
- Our History ○

There is no cost to adopting the Joint Powers Agreement and joining the Coalition as a Member:

- Initial Members will participate in the development of the Coalition’s cost-sharing agreements (in accordance with [Article V of the Joint Powers Agreement and Attachment A, Definition 1, p. 13](#)).
- Municipalities are under no financial obligation until they execute a cost-sharing agreement.
- Municipalities may withdraw from the Coalition prior to entering into a cost-sharing agreement without any financial obligation, and withdraw at any time thereafter subject to the terms, conditions and continuing obligations specified in the cost-sharing agreement.

The Joint Powers Agreement stipulates that cost-sharing agreements will track and allocate three types of expenses incurred to administer the Agency, provide services and facilitate project development for participating Community Power programs:

- **Member Services Costs:** Members may choose from a menu of services required to launch and operate their Community Power program, with the associated costs for each service recovered from participating Members. (The Complete Service Bundle will include: program implementation, power supply procurement and risk management, data management and billing, and customer services.)
- **Direct Project Costs:** Members may choose to participate in a specific Project (e.g., a community solar project), and the associated costs for each Project will be recovered from participating Members.
- **General and Administrative Costs:** overhead expenses that are not allocated to either Member Services or Direct Project Costs will be recovered from all Members, based on their pro rata share of annual electricity sales.

Community Power programs are self-funded from the revenue received from participating customers:

- Members will be able to launch Community Power programs at no upfront expense through the Coalition:
- Program implementation and ongoing operating costs for each Member will be recovered post-launch through revenues from electricity sales.
- All costs will be recovered in the customer rates set by each Member.

[Download the Joint Powers Agreement](#)

# Our History

## Early Stage Formation

- The Coalition ○
- Community Power ●
- Member Benefits ○
- Governance ○
- Join the Coalition ○
- Cost Sharing ○
- Our History ○

Beginning in 2019, an ad-hoc work group known as the “[Coalition Organizing Group](#)” met regularly to research national best practices and explore the viability of establishing a new public power nonprofit to share services across

municipalities and counties. The Coalition Organizing Group has been led by the following municipal and county staff and officials:

- **City of Lebanon:** Clifton Below, Assistant Mayor; Tad Montgomery, Energy & Facilities Manager; Everett Hammond, Assistant Public Works Director
- **Town of Hanover:** Julia Griffin, Town Manager; April Salas, Sustainability Director;
- **City of Nashua:** Doria Brown, Energy Manager;
- **Cheshire County:** Christopher Coates, County Administrator; Rod Bouchard, Deputy County Administrator;
- **Town of Harrisville:** Andrea Hodson, Selectwoman and member of Electric Aggregation Committee; Ned Hulbert, member of Electric Aggregation Committee.

The Coalition has been supported by technical and community advisors including: Henry Herndon, formerly Director of Local Energy Solutions, Clean Energy NH; Dori Drachman, Co-Founder, Monadnock Sustainability Network; Samuel Golding, President, Community Choice Partners; Dr. Amro Farid, Associate Professor, Thayer School of Engineering at Dartmouth College, and Mary Day Mordecai, Growing Edge Partners.

Members of the Coalition's Organizing Group have:

- Participated and often led discussions in the Community Power informal rule drafting process hosted by the Public Utilities Commission;
- Intervened in regulatory proceedings and legislative hearings to represent the interests of communities and customers, such as by advocating for expanded data access in the Commission's Statewide Data Platform docket ([DE 19-197](#)), and successfully negotiating the clarification and expansion of key Community Power authorities in House Bill 315;
- Assessed power agency design best practices — in terms of community governance and competitive operating models — by interviewing elected officials, senior staff and vendors operating Community Power programs in other states (such as the Redwood Coast Energy Authority and Silicon Valley Clean Energy in California), along with representatives from public power associations (such as the American Public Power Association and the Vermont Public Power Supply Authority) and other industry experts; and
- Hosted a virtual summit on Community Power that was attended by over eighty representatives from thirty-one municipalities, collectively representing one-quarter of the state's default electricity market.

## Execution of legal, community engagement and professional services contracts

In the second half of 2020, the City of Lebanon and Town of Hanover, in collaboration with the Organizing Group, after reviewing six responses to a Request for Qualifications, retained the law firm of Duncan, Weinberg, Genzer & Pembroke and worked with firm president Michael Postar Esq. and subcontracted New Hampshire counsel to draft the Coalition's Joint Power Agreement. Duncan Weinberg are national leaders with over 50 years of public power legal guidance. In January 2021, the New Hampshire Attorney General approved our governance agreement as conforming to state law. Hanover and Lebanon are the first two municipalities to have voted to approve the Joint Powers Agreement to create the Coalition.

In February 2021, the City of Lebanon using previously secured grant funding and in collaboration with the Coalition's Organizing Group contracted with Henry Herndon (formerly the Director of Local Energy Solutions at Clean Energy New Hampshire) and Samuel Golding of Community Choice Partners, Inc., to provide implementation support services prior to launch. Services include supporting municipalities throughout the Community Power approval and formation process, and conducting competitive solicitations for the services, credit support and electricity procurement required to launch and operate member Community Power programs.

The Coalition will contract with qualified vendors and credit-worthy suppliers to cover the upfront cost of implementing Community Power programs, the expense of which is expected to be amortized and recovered in member program's rates and charges to participating customers for a specified term. Similar at-risk and performance-based contract structures have been used to successfully launch and operate programs in other Community Power markets.

To ensure effective management of business operations, as well as enhanced transparency and oversight, the Coalition plans to hire a small number of qualified staff.



[info@cpcnh.org](mailto:info@cpcnh.org)

14 Dixon Ave, Suite 201, Concord, NH 03301

**Draft Motion:**

Move the Select Board form a 5 member Electric Aggregation Committee. This ad-hoc committee will be charged with investigating Community Power for Exeter and will exist through December 31<sup>st</sup>, 2022 unless extended by the Select Board.

Appointments will be as follows: (the proponents have suggested this committee be a subcommittee of the Energy Committee – this would be discussed further at the Board meeting).



## DRAFT MINUTES Town of Exeter Energy Committee

Wednesday April 14<sup>th</sup> , 2020 at 3:30 pm. ZOOM via Exeter TV

Betsy Stevens, Amy Farnham, Lew Hitzrot, Cliff Sinnott, Renay Allen, Camille Webber .....Dave Sharples

Members of the public: none

\*\* please note ZOOM protocol was issued by town, public comment was available

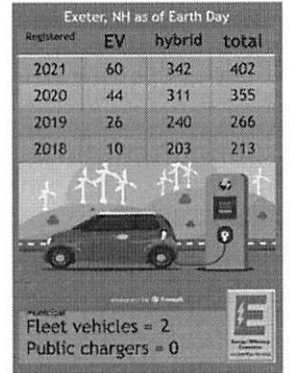
ONGOING BUSINESS:

**Preamble Disclaimer and Roll call:** executed

**Last month's minutes:** approved

**Opening slide:** Shown for the benefit of citizens at home. Included EV's in Exeter graphic for Earth Day

**Guest speaker:** Henry Herndon, of Community Power Coalition of NH



**Community Choice Power:** Henry showed the new CPCNH.org website, and where to find info to help with April 26<sup>th</sup> presentation to SelectBoard at which they will ask for permission to form an ad-hoc cmte to get the town data and investigate the feasibility. ("Join the Coalition" tab.) In Jan 2021 CPCNH was approved by the NH Atty General. There is no cost to join, and no cost at all until if/when the town votes YES next March and a power contract is signed. At that point the costs will be covered by the electricity rates. Lew & Cliff will get a cover sheet in the SB packet soon. Julia Griffen, town manager of Hanover will be invited to attend SB meeting to answer technical questions. Henry also spoke of omnibus legislation SB91, looking for support of part 4 and removal of part 5.

**Landfill solar project:** Dave Sharples reports that the interconnection study is just beginning. He and the town manager will wait until the next round to shop for the bank bond, as we have to wait until the Statehouse lifts the 1M net-metering cap. If all goes well, that lift should happen this summer.

**Sustainability Officer update:** Dave is a member of NEMS and mentioned a new idea called inline hydro, which generate from internal water lines. The New England Municipal Sustainability Network (NEMS Network) is a consortium of New England cities and towns that collaborate to build more sustainable communities consistent with the goals of the Global Covenant of Mayors. The Network empowers its members to identify, develop, implement, and manage programs and policies in each member community that achieve high levels of energy efficiency and energy resource sustainability and prepare for the impacts of climate change. It accomplishes this by: 1) providing ongoing peer-to-peer support, training and sharing of resources; 2) arranging for exceptional students from across the U.S. to work on key projects in member communities and 3) identifying opportunities and organizing cooperative multi-community initiatives that reduce GHG emissions in member communities or harden member communities from the impacts of a changing climate.

**Green-Minute Video:** Exeter's first Earth Day PSA video was premiered on April 2nd: 16 mins long featuring 9 committees. and can be seen at <https://www.youtube.com/watch?v=-92pJ8ObcOc> Please view and share to social media

**Student Liaison to the Town of Exeter Energy Cmte:** Camille reported that the website host for the EHS "Talon" went away, and they are looking for a new platform, which should be up soon. Her next article is ready to go.

### Public education:

- **Heat Pumps/AC units via Zoom:** Amy and Renay will pick a date in May for next live webinar
- **ButtonUp NH Zoom: May 17<sup>th</sup> at 7pm:** An annual project of NHSaves that gives rebates for home insulation projects.

**Adjourned 4:20pm**

**Next meeting May 12<sup>th</sup> at 3:30..... ZOOM via Exeter TV thanks Garret!**

### ACTION ITEMS: social distance & stay safe!

**ALL:** sign in support of relevant bills at NH State House, share Green-Minute

**Renay** Send Green-Minute link and SB91 support link to all, pick Heat Pumps date w Amy

**Cliff & Lew:** Continue with Aggregation project, draft select board interim update. Contact Julia Griffen

**Amy:** Earth Day memo pick dates for spring heat pump Zooms

**Betsy:** Welcome aboard! New ideas welcome.

**Camille:** post second EHS newsletter project when new website up.

# TITLE III

## TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

### CHAPTER 53-E

#### AGGREGATION OF ELECTRIC CUSTOMERS BY MUNICIPALITIES AND COUNTIES

##### Section 53-E:1

**53-E:1 Statement of Purpose.** – The general court finds it to be in the public interest to allow municipalities and counties to aggregate retail electric customers, as necessary, to provide such customers access to competitive markets for supplies of electricity and related energy services. The general court finds that aggregation may provide small customers with similar opportunities to those available to larger customers in obtaining lower electric costs, reliable service, and secure energy supplies. The purpose of aggregation shall be to encourage voluntary, cost effective and innovative solutions to local needs with careful consideration of local conditions and opportunities.

**Source.** 1996, 192:2, eff. Aug. 2, 1996.

##### Section 53-E:2

###### 53-E:2 Definitions. –

In this chapter:

- I. "Aggregation" means the grouping of retail electric customers to provide, broker, or contract for electric power supply and energy services for such customers.
- II. "Aggregator" means, unless the context indicates otherwise, a municipality or county that engages in aggregation of electric customers within its boundaries.
- III. "Commission" means the public utilities commission.
- IV. "Committee" means the electric aggregation committee established under RSA 53-E:6.
- V. "County" means any county within the state.
- VI. "Municipality" means any city, town, unincorporated place, or village district within the state.

**Source.** 1996, 192:2, eff. Aug. 2, 1996. 2019, 316:1, eff. Oct. 1, 2019.

##### Section 53-E:3

###### 53-E:3 Municipal and County Authorities. –

Any municipality or county may:

- I. Aggregate the retail electric customers within its boundaries who do not opt out of or who consent to being included in an aggregation program.
- II. (a) Enter into agreements and provide for:
  - (1) The supply of electric power.
  - (2) Demand side management.
  - (3) Conservation.
  - (4) Meter reading.
  - (5) Customer service.
  - (6) Other related services.

(7) The operation of energy efficiency and clean energy districts adopted by a municipality pursuant to RSA 53-F and as approved by the municipality's governing body.

(b) Such agreements may be entered into and such services may be provided by a single municipality or county, or by a group of such entities operating jointly pursuant to RSA 53-A.

**Source.** 1996, 192:2, eff. Aug. 2, 1996. 2019, 316:2, eff. Oct. 1, 2019.

### **Section 53-E:3-a**

**53-E:3-a Municipal Aggregators Authorized.** – Municipal aggregators of electricity load under this chapter, and municipalities operating municipal electric utilities under RSA 38, are expressly authorized to aggregate other services commonly and regularly billed to customers. Municipalities may operate approved aggregation programs as self-supporting enterprise funds including the use of revenue bonds pursuant to RSA 33-B and RSA 374-D and loans from other municipal enterprise funds as may be approved by the governing body and the legislative body of the municipality. Any such loans from other municipal enterprise funds shall be used for purposes that have a clear nexus to the primary purposes of such other funds, such as generation, storage, or sale of power generated from sites, facilities, or resources that might otherwise be operated or produced by the other enterprise fund. Nothing in this chapter shall be deemed to limit the capacity of customers to select any service or combination of services offered by such municipal aggregators or to limit the municipality from combining billing for any or all utility services.

**Source.** 1997, 298:20, eff. June 20, 1997. 2019, 316:2, eff. Oct. 1, 2019.

### **Section 53-E:3-b**

**53-E:3-b Use of "Community Power" as a Name Reserved.** – The use of the term "Community Power" following the name of a municipality or county shall be reserved for the exclusive use by such entity as a name for proposed or approved municipal or county aggregations. Aggregations operated jointly by a group of such entities pursuant to RSA 53-A may adopt an appropriate identifying name in conjunction with the term "Community Power" as a name.

**Source.** 2019, 316:3, eff. Oct. 1, 2019.

### **Section 53-E:4**

#### **53-E:4 Regulation.** –

I. An aggregator operating under this chapter shall not be considered a utility engaging in the wholesale purchase and resale of electric power and shall not be considered a municipal utility under RSA 38. Providing electric power or energy services to aggregated customers within a municipality or county shall not be considered a wholesale utility transaction. However, a municipal or county aggregation may elect to participate in the ISO New England wholesale energy market as a load serving entity for the purpose of procuring or selling electrical energy or capacity on behalf of its participating retail electric customers, including itself.

II. The provision of aggregated electric power and energy services under this chapter shall be regulated by this chapter and any other applicable laws governing aggregated electric power and energy services in competitive electric markets.

III. Transmission and distribution services shall remain with the transmission and distribution utilities, who shall be paid for such services according to rate schedules approved by the applicable regulatory authority, which may include optional time varying rates for transmission and distribution services that may be offered by distribution utilities on a pilot or regular basis. An aggregator shall not be required to own any utility property or equipment to provide electric power and energy services to its customers.

IV. For the purpose of obtaining interval meter data for load settlement, the provision of energy services, and near real-time customer access to such data, a municipal and county aggregator may contribute to the cost of electric utility provided meter upgrades, jointly own revenue grade meters with an electric utility, or provide its

own revenue grade electric meter, which would be in addition to a utility provided meter, subject to the commission finding in the public good and approval of the terms and conditions for such arrangements, including sharing or transfer of meter data from and to the electric distribution utility.

V. Municipal or county aggregations that supply power shall be treated as competitive electricity suppliers for the purpose of access to the electric distribution utility's electronic data interface and for ceasing operations.

VI. Municipal or county aggregations shall be subject to RSA 363:38 as service providers and individual customer data shall be treated as confidential private information and shall not be subject to public disclosure under RSA 91-A. An approved aggregation may use individual customer data to comply with the provisions of RSA 53-E:7, II and for research and development of potential new energy services to offer to customer participants.

**Source.** 1996, 192:2, eff. Aug. 2, 1996. 2019, 316:4, eff. Oct. 1, 2019.

### **Section 53-E:5**

**53-E:5 Financial Responsibility.** – Retail electric customers who choose not to participate in an aggregation program adopted under RSA 53-E:7 shall not be responsible for, and no entity shall require them to pay, any costs associated with such program, through taxes or otherwise except for electric power supply or energy services consumed directly by the municipality or county, or incidental costs, which may include costs necessary to comply with the provisions of this chapter up to the time that the aggregation starts to produce revenue from participating customers.

**Source.** 1996, 192:2, eff. Aug. 2, 1996. 2019, 316:4, eff. Oct. 1, 2019.

### **Section 53-E:6**

#### **53-E:6 Electric Aggregation Plan.** –

I. The governing body of a municipality or county may form an electric aggregation committee to develop a plan for an aggregation program for its citizens. A municipality or county may join other municipalities or counties in developing such plans.

II. The plan shall provide universal access, reliability, and equitable treatment of all classes of customers subject to any differences arising from varying opportunities, tariffs, and arrangements between different electric distribution utilities in their respective franchise territories, and shall meet, at a minimum, the basic environmental and service standards established by the commission and other applicable agencies and laws concerning aggregated service.

III. The plan shall detail:

(a) The organizational structure of the program.

(b) Operation and funding.

(c) Rate setting and other costs to participants, including whether energy supply services are offered on an opt-in basis or on an opt-out basis as an alternative default service.

(d) The methods for entering and terminating agreements with other entities.

(e) The rights and responsibilities of program participants.

(f) How net metered electricity exported to the distribution grid by program participants, including for group net metering, will be compensated and accounted for.

(g) How the program will ensure participants who are enrolled in the Electric Assistance Program administered by the commission will receive their discount.

(h) Termination of the program.

IV. The committee shall approve a final plan which the committee determines is in the best, long-term interest of the municipality or county and the ratepayers.

V. The committee shall solicit public input in the planning process and shall hold public hearings.

**Source.** 1996, 192:2, eff. Aug. 2, 1996. 2019, 316:4, eff. Oct. 1, 2019.

## Section 53-E:7

### 53-E:7 Aggregation Program. –

- I. The governing body of a municipality or county may submit to its legislative body for adoption a final plan for an aggregation program or any revision to include an opt-out default service program, to be approved by a majority of those present and voting.
- II. If the plan is adopted or once adopted is revised to include an opt-out alternative default service, the municipality or county shall mail written notification to each retail electric customer within the municipality or county. To enable such mailed notification and notwithstanding RSA 363:38, after an aggregation plan is duly approved the electric distribution utility or utilities serving an adopting municipality or county shall provide to such municipality or county a current list of the names and mailing addresses of all their electric customers taking distribution service within the municipality or county. Notification shall include a description of the aggregation program, the implications to the municipality or county, and the rights and responsibilities that the participants will have under the program, and if provided on an opt-out basis, the fixed rate or charges that will apply. No retail electric customer shall be included in a program in which the customer does not know all of the rates or charges the customer may be subject to at least 30 days in advance of the customer's application and has the option, for a period of not less than 30 days from the date of the mailing, to opt out of being enrolled in such program, unless the customer affirmatively responds to the notification or requests in writing to be included in the program.
- III. Within 15 days after notification of the plan has been sent to retail electric customers in the service area, a public information meeting to answer questions on the program shall be held.
- IV. Services proposed to be offered by or through the aggregation shall be on an opt-in basis unless the approved aggregation plan explicitly creates an opt-out alternative default energy service program where the rate or price is known at least 30 days in advance of its application and, for a period of not less than 30 days from the date notification is mailed, the customer has the opportunity to opt out of being enrolled in such program, by return postcard, website, or such additional means as may be provided. Customers who are on default service provided by an electric distribution utility shall be automatically enrolled in an aggregation provided alternative default service if they do not elect to opt out. Customers opting out will instead remain on default service. Customers taking energy service from a competitive electricity supplier shall not be automatically enrolled in any aggregation program, but may voluntarily opt in. New customers to the electric distribution utility after the notification mailing required by paragraph II shall be given a choice of enrolling in utility provided default service or aggregation provided default service, where such exists. New customers shall be informed of pricing for each when they apply for service. Such new customers may also enroll with a competitive electricity supplier. New customers who do not make such a choice shall be enrolled in the default service of any geographically appropriate approved aggregation, or, if none exists, the utility provided default service. Municipal aggregations shall take priority or precedence over any county aggregations. Customers automatically enrolled in a municipal or county provided default service shall be free to elect to return to utility provided default service or to transfer to a competitive electricity supplier with adequate notice in advance of the next regular meter reading by the distribution utility, in the same manner as if they were on utility provided default service or as approved by the commission.
- V. Once adopted, an aggregation plan and program may be amended and modified from time to time as provided by the governing body of the municipality or county. In all cases the establishment of an opt-out default service program shall be approved as provided in paragraph I.
- VI. The commission may adopt rules, under RSA 541-A, to implement this chapter, including but not limited to rules governing the relationship between municipal or county aggregators and distribution utilities, metering, notice of the commencement or termination of aggregation services and products, and the reestablishment of a municipal or county aggregation that has substantially ceased to provide services. Where the commission has adopted rules in conformity with this chapter, complaints to and proceedings before the commission shall not be subject to RSA 541-A:29 or RSA 541-A:29-a.

**Source.** 1996, 192:2, eff. Aug. 2, 1996. 2019, 316:4, eff. Oct. 1, 2019.

## Section 53-E:8

**53-E:8 Other Aggregators.** – Nothing in this chapter shall preclude private aggregators from operating in service areas served by municipal or county aggregators.

**Source.** 1996, 192:2, eff. Aug. 2, 1996.



**COMMUNITY  
POWER COALITION**  
OF NEW HAMPSHIRE  
*For communities, by communities.*

May 7, 2021

**To:** Exeter Town Manager Russ Dean; Exeter Energy Committee Members Lew Hitzrot and Cliff Sinnott

**From:** Henry Herndon on Behalf of the Community Power Coalition Organizing Group

**Subject:** Invitation to Coalition Meet & Greet | Thursday May 13, 2021, 10:30am

Hello,

I am writing on behalf of the Community Power Coalition of New Hampshire's "Organizing Group" to invite you to join a 30-40 minute "Meet & Greet" conversation on **Thursday, May 13th, 10:30am.**

**Meeting Purpose:** The purpose of the meeting is to make connections among the local officials and community leaders who are spearheading Community Power in their city or town, and, to explore opportunities for collaboration towards (1) joining the Coalition; and (2) launching Community Power programs. In the event of Exeter joining the Coalition, the town will become a key part of its membership and governance. This "Meet & Greet" is an opportunity to get a jump start on forging collaboration among potential early-adopter communities.

**Coalition Incorporation Goal & Membership Invitation:** The Coalition has established a goal of welcoming 5-12 cities, towns, and counties as initial members by August 1, 2021, in advance of incorporation. Exeter has been a clear leader on energy issues. The Coalition is pleased to invite the Town of Exeter to join as an early member of the Coalition.

**Proposed Agenda:**

1. 10:30am: Welcome & Introductions from Coalition Organizing Group
2. 10:35am: Introductions & Community Power Status Update from Guests
3. 10:50am: Discussion of Opportunities for Collaboration/Support & Next Steps

**Meeting Access**

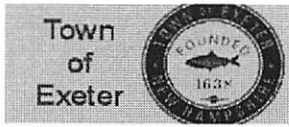
- Date: Thursday, May 13, 10:30am
- Access: <https://zoom.us/j/7155527897?pwd=OHN5UEtRRlAxQk1WK3lIMmtKa0VYUT09>
- Meeting ID: 715 552 7897
- Passcode: 1fJQMb

Sincerely,

Henry Herndon on behalf of Community Power Coalition of New Hampshire "Organizing Group"

[info@cpcnh.org](mailto:info@cpcnh.org)

[www.cpcnh.org](http://www.cpcnh.org)



Russ Dean &lt;rdean@exeternh.gov&gt;

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**Exeter, Invitation to Community Power Coalition "Meet & Greet" | 5/13, 10:30am**

1 message

Henry Herndon &lt;henry@cpcnh.org&gt;

Fri, May 7, 2021 at 10:28 AM

To: "Hitzrot, Lewis H." &lt;lhitzrot@exeter.edu&gt;, Cliff Sinnott &lt;cliffsinnott@gmail.com&gt;, rdean@exeternh.gov

Cc: Julia Griffin &lt;julia.griffin@hanovernh.org&gt;, Clifton Below &lt;Clifton.Below@lebanonnh.gov&gt;, Rod Bouchard &lt;rbouchard@co.cheshire.nh.us&gt;, "Brown, Doria" &lt;brownd@nashuanh.gov&gt;

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- Meeting ID: 715 552 7897
- Passcode: 1fJQMb

Sincerely,

Henry Herndon on behalf of Community Power Coalition of New Hampshire "Organizing Group"

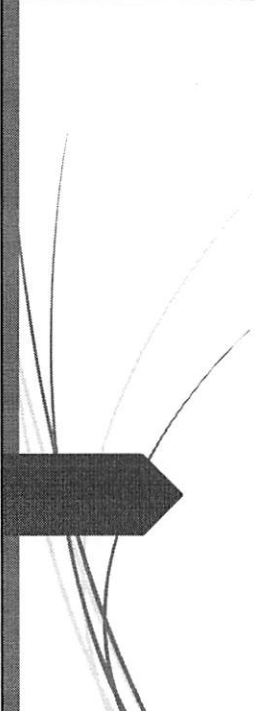
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Henry P. Herndon ❖ 14 DIXON AVE, SUITE 201, Concord, NH 03301 ❖  
(781) 439-2177 ❖ [henry@cpcnh.org](mailto:henry@cpcnh.org)

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 **CPCNH\_Letter-to-Exeter\_5-7-21 .pdf**  
341K




## **Water Sewer Rates Hearing**



# Water Sewer Rates Hearing

May 10<sup>th</sup>, 2021



## Water/Sewer Rates

- Town has approximately 3,400 water/sewer accounts.
- Town conducted a rate study issued in November 2016 by Municipal Finance Services Group (MFSG).
- Rates last adjusted October, 2019.
- Rate increase proposal – Water rates increase 11.2%, Sewer rates increase 19.85%. Totals \$44.80 per quarter for a 12,000 gallon per quarter user.
- Service fee increase - \$1.00 per quarter for Water Fund (covers Administration and Billing costs)
- Rate increase percentages do not mean bills increase by same percentage.



## Water/Sewer Rates

- Town under continuing EPA mandates to end Combined Sewer Overflows (CSOs) and meet requirements of new NPDES permit. New WWTF and Main Pump Station now online and fully operational.
- Operating costs of new WWTF include solids handling and disposal, sludge removal from lagoons, additional operators. Debt service payment on new facility 3.5 million per year for 20 years.
- Town has not received SAG (State Aid Grant) funding to offset portion of WWTF; loss of \$800K +/- per year.
- Approved Sewer Projects – Salem Street Utilities Project, Westside Drive Sewer project, Squamscott River Siphons project.
- Town has attempted to lower costs of WWTF by accepting septage from private haulers – estimated \$150,000 increase in revenue.



## Water/Sewer Rates

- Water projects include Groundwater/Surface Water assessment - \$800,000
- Groundwater Development Program - \$1,000,000
- Capital Outlay – Cleaning of Surface Water Treatment Plant lagoon and upgrades at the Surface Water Treatment Plant - \$500,000
- Rate increases recommended to be implemented with July billing; each district would be billed twice at new rates in 2021.

# Water/Sewer Rates Hearing 2021

**Proposed Water/Sewer Fee Updates  
Public Hearing  
May 5<sup>th</sup>, 2021**

**Current Fees**

<b>Water Rates</b>	<b>Current Rates</b>	<b>Proposed Rates</b>
Tier 1 Up to 21,000 gallons quarterly usage	8.38 per 1,000 gallons	9.32 per 1,000 gallons
Tier 2 21,001 to 105,000 gallons quarterly usage	10.48 per 1,000 gallons	11.66 per 1,000 gallons
Tier 3 Above 105,000 gallons quarterly usage	12.57 per 1,000 gallons	13.98 per 1,000 gallons
<b>Sewer Rates</b>	<b>Current Rates</b>	<b>Proposed Rates</b>
Tier 1 Up to 21,000 gallons quarterly usage	13.63 per 1,000 gallons	16.34 per 1,000 gallons
Tier 2 21,001 to 105,000 gallons quarterly usage	17.04 per 1,000 gallons	20.42 per 1,000 gallons
Tier 3 Above 105,000 gallons quarterly usage	20.45 per 1,000 gallons	24.51 per 1,000 gallons
<b>Water Service Fees</b>	<b>Current Rates</b>	<b>Proposed Rates</b>
	\$42 per quarter	\$43 per quarter
<b>Sewer Service Fees</b>	<b>Current Rates</b>	<b>Proposed Rates</b>
	\$41 per quarter	\$41 per quarter

Sewer Flat Rates: \$238.75 per quarter (1BR, rate increases with additional bedrooms)

Note: New rates proposed to be implemented with the first billing cycle in July, 2021

# Water/Sewer Rates Hearing 2021

**TOWN OF EXETER - WATER/SEWER BILL SAMPLES**

Water/Sewer Bill Sample - Rates as of May 2021				
	Water	Sewer	Quarterly Bill	Annual Bill
Usage/Gallons per quarter	12,000	12,000		
Divided/1000 (to get per 1,000 rate)	12.00	12.00		
Total Usage Charge	100.56	163.56		
Total Service Fee	42.00	41.00		
Total Fee (Water/Sewer)	142.56	204.56	347.12	1,388.48

Rates: \$8.38 per 1,000 water, \$13.63 per 1,000 sewer

Water/Sewer Bill Sample - Proposed Adjustment				
	Water	Sewer	Quarterly Bill	Annual Bill
Usage/Gallons per quarter	12,000	12,000		
Divided/1000 (to get per 1,000 rate)	12.00	12.00		
Total Usage Charge	111.84	196.08		
Total Service Fee	43.00	41.00		
Total Fee (Water/Sewer)	154.84	237.08	391.92	1,567.68
Quarterly Increase by category	8.61%	15.9%	12.9%	
Rates: \$9.32 per 1,000 water, \$16.34 per 1,000 sewer	12.28	32.52	44.80	
Percent Increases: 11.2% water 19.85% sewer				



## Water/Sewer Rates Hearing 2021

- ▶ Town uses increasing block rate structure to encourage conservation.
- ▶ Rate adjustments utilized to prevent funds from falling into a revenue deficit.
- ▶ Rates adjusted along with budget and need to be adjusted in advance to ensure stability of rate revenue.
- ▶ At any given time in the collections cycle there is typically 1 million dollars in receivables (current billing plus late bills).
- ▶ With rate adjustments revenues should be reviewed as they are based on water use, which may change due to various factors.
- ▶ Future mandates not accounted for: water rulemaking lowering PFAS and PFOA standards. Results not yet known.

**TOWN OF EXETER - WATER/SEWER BILL SAMPLE - 2020 CURRENT RATES**

	<b>Water</b>	<b>Sewer</b>	<b>Total Qtrly Bill</b>	<b>Total Yrly Cost</b>	<b>YOY Increase</b>
Usage/Gallons per quarter	12,000	12,000			
Divided/1000 (to get per 1,000 rate)	12.00	12.00			
Rate (per 1,000 gallons)	<u>8.38</u>	<u>13.63</u>			
Total Usage Charge	100.56	163.56			
Total Quarterly Service Fee	<u>42.00</u>	<u>41.00</u>			
<b>Total Fee (Water/Sewer)</b>	<b>142.56</b>	<b>204.56</b>	<b>347.12</b>	<b>1,388.48</b>	

**TOWN OF EXETER - WATER/SEWER BILL SAMPLE - 2021 SUGGESTED RATES PER RATE STUDY**

	<b>Water</b>	<b>Sewer</b>	<b>Total Qtrly Bill</b>	<b>Total Yrly Cost</b>	
Usage/Gallons per quarter	12,000	12,000			
Divided/1000 (to get per 1,000 rate)	12.00	12.00			
Rate (per 1,000 gallons)	<u>8.82</u>	<u>18.31</u>			
Total Usage Charge	105.84	219.72			
Total Quarterly Service Fee	<u>43.00</u>	<u>41.00</u>			
<b>Total Fee (Water/Sewer)</b>	<b>148.84</b>	<b>260.72</b>	<b>409.56</b>	<b>1,638.24</b>	<b>249.76</b>

**TOWN OF EXETER - WATER/SEWER BILL SAMPLE - 2021 ESTIMATED RATES TO ELIMINATE DEFICIT**

	<b>Water</b>	<b>Sewer</b>	<b>Total Qtrly Bill</b>	<b>Total Yrly Cost</b>	
Usage/Gallons per quarter	12,000	12,000			
Divided/1000 (to get per 1,000 rate)	12.00	12.00			
Rate (per 1,000 gallons)	<u>9.22</u>	<u>15.81</u>			
Total Usage Charge	110.64	189.72			
Total Quarterly Service Fee	<u>43.00</u>	<u>41.00</u>			
<b>Total Fee (Water/Sewer)</b>	<b>153.64</b>	<b>230.72</b>	<b>384.36</b>	<b>1,537.44</b>	<b>148.96</b>

**TOWN OF EXETER - WATER/SEWER BILL SAMPLE - 2021 10% INCREASE**

	<b>Water</b>	<b>Sewer</b>	<b>Total Qtrly Bill</b>	<b>Total Yrly Cost</b>	
Usage/Gallons per quarter	12,000	12,000			
Divided/1000 (to get per 1,000 rate)	12.00	12.00			
Rate (per 1,000 gallons)	<u>9.22</u>	<u>14.99</u>			
Total Usage Charge	110.64	179.88			
Total Quarterly Service Fee	<u>43.00</u>	<u>41.00</u>			
<b>Total Fee (Water/Sewer)</b>	<b>153.64</b>	<b>220.88</b>	<b>374.52</b>	<b>1,498.08</b>	<b>109.60</b>

**TOWN OF EXETER - WATER/SEWER BILL SAMPLE - 2021 ESTIMATED RATES FOR****\$100K SURPLUS in WATER; \$250K SURPLUS in SEWER**

	<b>Water</b>	<b>Sewer</b>	<b>Total Qtrly Bill</b>	<b>Total Yrly Cost</b>	
Usage/Gallons per quarter	12,000	12,000			
Divided/1000 (to get per 1,000 rate)	12.00	12.00			
Rate (per 1,000 gallons)	<u>9.32</u>	<u>16.34</u>			
Total Usage Charge	111.84	196.08			
Total Quarterly Service Fee	<u>43.00</u>	<u>41.00</u>			
<b>Total Fee (Water/Sewer)</b>	<b>154.84</b>	<b>237.08</b>	<b>391.92</b>	<b>1,567.68</b>	<b>179.20</b>

**Quarter 1 FY21 Financial Report**



**TOWN OF EXETER**  
10 FRONT STREET • EXETER, NH • 03833-3792 (603) 778-0591 • FAX 772-4709  
[www.exeternh.gov](http://www.exeternh.gov)

**TO:** SELECT BOARD AND RUSS DEAN, TOWN MANAGER  
**FROM:** DOREEN CHESTER, FINANCE DIRECTOR  
**SUBJECT:** BUDGET VS ACTUAL RESULTS (UNAUDITED) AS OF 03/31/21  
**DATE:** MAY 10, 2021

### General Fund Budget vs. Actual Revenues and Expenses

#### General Fund Revenues

For the quarter ended, March 31, 2021, (“current year”) General Fund (“GF”) actual revenues are \$1.1M or 6% collected versus the (“prior year”) ended March 31, 2020 with revenues of \$ 1.2M or 6% collected. The difference of \$87K is discussed below.

**Highlights of General fund revenues through March 31, 2021 are as follows:**

- **Property Tax Revenues**
  - Town property tax revenues are \$43.6K for the first quarter of 2021. The collected amount represents property tax collections from prior years. Current year property taxes will be billed in May and payable July 1.
- **Motor Vehicle Revenues:** \$811K (up by \$ 67.7K from prior year)
- **Building & Permit Fees:** \$31K (decrease of \$45K from the prior year) these fees really begin to pick up in April 2021 due to more projects occurring in the spring of 2021 than the prior year. The amount will be reflected in the next quarter’s financials.
- **Other Permits and Fees:** \$19.9K (an increase of \$ 2.7K from prior year)
- **State Highway Block Grant:** \$59.5K (slight decrease of \$ 3.3K from prior year)
- **Other State Grants:** RERP \$2.1K
- **Income from Departments:** \$151K or 15% (a drop \$88K from the prior year)
  - Fire General Revenue is down by \$32.9K, Blue bag revenue, \$31.7K, Security Alarm \$7.1K and Miscellaneous revenue \$16K from the prior year. Fire General Revenue accounted for master/radio box charges that were discontinued by the Fire Department at the end of 2020.
- **Interest Income:** \$4.5K (decrease of \$41K from prior year due to lower interest rates in FY21.
- **Town Rental Revenues:** \$4.6K (decrease of \$9.9K mostly due to the loss of rent from Simpson Estate since June 2020)



### **General Fund Expenditures**

General Fund expenditures are \$4.5M or 23% spent against the current year budget of \$20.2M (including warrant articles) Expenses are \$307K higher than prior year expenses of \$4.3M. Department and group expenditures exceeding 25% are discussed below.

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

- **General government group** has a budget of \$ 935.4K with current quarter expenditures of \$296K. Compared to budget, expenditures are \$296.9K or 32% expended through the first quarter.
  - **Town Manager** expenses are \$84K or 33% spent in the current year. Salaries, payroll taxes and NHRS are \$7.6K more than projected, because of unbudgeted wages paid for the Interim Town Manager from this department. Other up front expenses are NHMA dues of \$16K and town report costs of \$2.3K that were paid during the first quarter of the year.
  - **Town Clerk** expenses are \$97.2K or 27% spent against the budget in the current quarter. Expenses paid in the first quarter are the Interware software agreement, \$8.7K, recurring wages, taxes and benefits of \$85K and operating expenses such as postage and equipment leases of \$2.5K.
  - **Liability** insurance expense is paid in the first quarter of each year. The total cost for the general fund is \$ 67.4K. In addition, insurance costs are up by \$7K from the prior year.

#### **Finance Group (Finance, Tax, Assessing and IT)**

- **Finance group** budgets are \$983.3K in total with current quarter expenditures of \$250K or 26% spent against the budget.
  - **Finance** budget \$338.7K with current quarter expenditures of \$104.8K or 31% expended. Munis maintenance costs paid are \$ 29.9K, wages, taxes and benefits are \$95K offset by \$(22) K of water and sewer allocations.
  - **Tax Collection** budget is \$108.4K and is expended by \$29K or 27% during the first quarter. Actual wages, taxes and NHRS are \$ 11.6K less in the current quarter than prior year due to the retirement of the Water & Sewer Collections Clerk in December 2020. Health and dental benefits have increased by approximately \$1K this quarter due to changes in insurance plans.
  - **Assessing** has a budget of \$ 234.9K for FY21. It is expended by \$75.8K or 32% at the end of the current quarter. Maintenance costs for the cloud-based Vision software of \$ 14.4K, wages taxes and benefits are \$24K and contract services for MRI are \$36K and other miscellaneous expenses of \$1.4K.in the first quarter of the year.

#### **Planning, Other Boards and Building Inspection and Economic Development Departments**

- **Planning, Inspection/Code Enforcement, other Boards and Commission** budgets are \$553.5K and are expended by \$124.5K or 23% year-to-date.
  - **Planning-** expenses are \$65K or 27% spent against a budget of \$244K. Planning wages salaries and benefits are \$48K, dues to the Rockingham Planning Commission of \$12.8K and other miscellaneous expenses of \$4.2K were paid in the first quarter of the year.

**Police Department**

- **Police department** expenditures are \$826.5K or 22% spent against a budget of \$3.8M. None of the divisions within the police department spent more than 25% of the budget in the first quarter.
  - Items of note are three vacancies in the Patrol Division: two Patrol Officers and an Animal Control Officer. The Police Department is actively trying to fill the patrol officer roles.
- **Police Administration** expenses are \$190.9K or 23% of the \$818.5K budget.
- **Police Staff** expenses are \$157.5K or 23% expended from the \$ 674K budget.
- **Police Patrol** expenses are \$388K or 20% expended from the \$1.9M budget.
- **Police Communications** is \$89K or 24% expended against the budget of \$ \$377.8K.

**Fire Department**

- **Fire Department** expenses are \$927K or 24% spent against the current year budget of \$ \$3.9M. The fire department has no vacancies to fill.
  - **Fire Administration** expenses are \$153K or 21% expended against the current year budget of \$747K.
  - **Fire Suppression** expenses are \$744K or 25% spent against the current year budget of \$ 2.9M.
  - **Emergency Management** expenses are \$7.8K or 16% expended of \$49.4K in total budget.
  - **Health Department** expenses are \$22K or 19% expended out of the budget of \$119K.

**Public Works Department**

- **Public Works Department** expenditures are \$994.7K or 18% spent against a budget of \$5.6M.
  - **DPW Administration** expenses are \$75K or 19% spent of the current year budget of \$405K. There is one vacancy for the Engineering Tech in this department.
  - **Highways and Streets Department** expenses are \$290K or 14% spent against current year budget of \$2M.
    - There is one vacancy for a highway heavy equipment operator in the highway department.
    - Large budget line items such as paving, \$ 700K, culvert replacement, \$23K, storm drain cleaning, \$20K and bridge repairs, \$27K occur later in the year and are mostly unexpended through the first quarter.
  - **Snow Removal** is \$182.6K or 59% expended against a budget of \$311.2K. Overtime wages for snow are \$ 39K, road salt is \$ 61K plowing is \$ 49J and contracted snow removal is \$8.8K for the current year.

TOWN OF EXETER – BVA REVENUE & EXPENDITURES MARCH 31, 2021 (UNAUDITED)

- **Solid Waste** expenses \$180K or 13% spent against the current budget of \$ 1.38M.
  - The line item for the disposal contract is a little light due to timing of March invoices of \$67K paid in April.
- **Maintenance Department** expenses are \$116.9K or 18% spent at the end of the current quarter.
  - Maintenance projects have not yet begun for 2021.
  - There is a position vacancy for the HVAC technician, DPW has had no luck filling the position due to the market demand and higher wages paid elsewhere.
- **Public Works Garage** expenses are \$45.9K or 17% spent against a budget of \$273K. There is a vacancy for a second mechanic that has been difficult to fill, although posted.

**Parks & Recreation**

- **Parks & Recreation** expenditures are \$142K or 25% spent against a budget of \$580K.
  - Recreation expenses are \$91.6K or 26% spent against a budget of \$357K.
  - Parks expense are \$50.5K or 23% of the current budget of \$222.8K.

**Debt Service**

- **Debt Service** expense for the general fund is \$185K or 13% of the total debt service budget of \$1.37M. The first quarter of the year, expenses represent 50% of interest payments for the year. The principal and balance of interest payments are due in July amounting to \$ 1.2M

**General Fund Net Deficit** as of March 31, 2021 is \$(3.15M). The deficit should reverse in the second quarter due to the billing and collection of property taxes that are the largest revenues of the Town.

## **Water Fund Budget vs. Actual Revenue and Expenditures**

### **Water Fund Revenues**

- Water Fund (“WF”) enterprise revenues are \$824K or 20% collected against the budget of \$4.05M.
  - Water consumption charges are \$656.8K or 19% collected in the current year, Prior year water consumption charges are higher by \$25K than in the current year.
  - Water service charges are \$152.9K or 25% collected. The service charges exceed the prior year by \$1.8K.
  - Water impact fees, water charges, assessment fees and other miscellaneous fees are \$1.9K and relatively flat from the prior year.
- **Water fund receivables** are \$350K: current year receivables, \$305K and over 90 days are \$45K. Delinquency notices were sent out in March 2021 and water shut-offs are planned in April 2021. The Water and Sewer Collections Department has reported that the number of payment plans has doubled since last year.

### **Water Fund Expenses**

- Water Fund expenses are \$ 1M or 25% spent against budget through the end of the quarter. Expenses have increased by \$100.9K over the prior year.
  - **Water Administration** expenses are \$143K or 35% spent against budget. Wages, taxes and benefits have increased by \$11K in the current year. General operating expenditures have increased by \$9K of which \$5K are higher property insurance costs.
  - **Water Billing** expenditures are \$42.5K or 25% of the \$171K budget and are relatively flat over the prior.
  - **Water Distribution** expenses are \$186K or 21% with a current year budget of \$ \$872K. There is an increase of \$49K from the prior year due to timing of payments for water tank payments.
  - **Water Treatment** expenses are \$184K or 22% spent against the current year budget of \$822K. Expenses are \$30K over the prior year due to increased wages, taxes and benefits.
  - **Water Debt Service** is budgeted at \$ 1.26M for FY21. Expenses for this quarter are \$454K or 36% of the \$1.3M budget. Debt service is up slightly by \$4K from the prior year due to the commencement of debt service for the groundwater sources bond offset by lower debt service for older water capital project debt.
- **Water Fund Net Income/(Deficit)**
  - Water fund has a net deficit is \$(187) K in the current year versus \$(66) K in the prior year. It represents a \$121K decrease in net deficit from the prior year.
  - The water fund is projected to be in a deficit position in 2021, due of the deferment of the 2020 rate change postponed due to the pandemic. Water rates need to increase to cover operating costs. A public rate hearing will take place on May 10, 2021 during the Select Board meeting.

## **Sewer Fund Budget vs. Actual Revenues and Expenditures**

### **Sewer Fund Revenues**

- Sewer Fund (“SF”) revenues are \$1.4M or 20% collected against the budget of \$ 7M. Prior year revenues are \$1.4M or 19% collected against the budget of \$ 7.8M. There is a \$40K decrease in revenue from the prior year.
  - Sewer usage charges are \$1.22M or 20% collected and are \$62K less than the prior year.
  - Sewer service charges are \$145.7K or 25% collected and are relatively flat year over year.
  - Sewer interest charges in the current year are \$3.5K versus the prior year of \$4.5K.
  - Sewer septage fee revenue that began in late 2020 has yielded \$12.8K in revenue for the first quarter.
- **Sewer fund receivables** are \$923K as of March 31, 2021. Current sewer receivables are approximately \$610K and receivables over 90 days are approximately \$312K
  - Sewer receivables over 90 days have dropped by \$23.3K or 8%, since the close of the prior year. There are two accounts in significant arrears that are included in the receivables. One large ratepayer is making monthly payments and the Town will have to lien the other account on June 1<sup>st</sup>, if there is not a payment plan in place.
  - Because sewer services cannot be shut-off, the Town has begun placing sewer liens on homes/businesses that do not pay their sewer bills within 30 days or more. It has been an effective practice, because sewer receivables began dropping during the end of the first quarter in 2021.

### **Sewer Fund Expenses**

- **Sewer Fund expenses** are \$ 745K or 11% spent in the current year versus prior year expenses of \$619K or 8% spent. The increase in expenses is \$125K over the prior year.
  - **Sewer Administration** expenses are \$169.7K or 37% spent in the current year budget of \$463K. Wages, taxes and benefits are \$85K and have increased by \$10.5K in the current year. Property insurance paid in the first quarter is \$76K and reflects an \$8K increase from the prior year. Other operating expenses such as legal, supplies, mobile communications accounted for \$9K in current year expenditures.
  - **Sewer Billing** expenses are \$ 42K or 25% of the \$ 167.9K budget, Department expenditures mostly parallel water billing expenses are relatively flat year-over-year.
  - **Sewer Collection** expenses are \$147.7K or 20% of the current year budget of \$732K. Normal expenditures for wages, benefits and taxes are: \$141K, pump control maintenance, \$9.5K, electricity, \$16.5K and other operating expenses of \$2K total the expenditures for the quarter.
  - **Sewer Treatment** expenses are \$266K or 20% of the current year budget of \$1.3M.
    - Current year expenses for wages taxes and benefits are \$ 136K, solids handling, \$ 49.9K, electricity, \$39K, chemicals, \$23K, natural gas, \$5.4K, lab testing, \$6K and other operating expenses, \$6K.
  - **Sewer Fund Debt Service is budgeted at \$4.1M**, for the current year. Current quarter expenditures are \$55K for interest payments made in February. The next payment consists of interest and principal and are due in July for \$ 460K. The balance of the debt service payments of \$3.59M are for the wastewater treatment plant and is paid in December.

TOWN OF EXETER – BVA REVENUE & EXPENDITURES MARCH 31, 2021 (UNAUDITED)

- **Capital Outlay** has a budget to \$ 215K, but no year-to-date expenditures. This category includes capital purchases for equipment/vehicle leases and wastewater treatment plant.
- **Appropriations from Sewer Reserves:** the Select Board voted to use \$65K of the Sewer Fund reserves to buyout the remaining lease of the Town's solar array used for sewer fund operations.
- **Sewer Fund Net Income/(Deficit)**
  - Sewer Fund Net Income for the current year is \$653K versus the prior year of \$619.9K that is a drop of \$165K from the prior year.
  - The sewer fund is projected to run in a negative position in FY21 due to the deferment of the rate change in 2020 due to the pandemic. In addition, the lack of State Aid Grants to offset debt service for the wastewater treatment plant has a negative impact on the bottom line. Sewer rate adjustments are necessary to close the gap on past and present net deficits. A public rate hearing will take place on May 10, 2021 during the Select Board meeting.

## **Revolving Funds - Budget vs. Actual Revenues and Expenses**

### **Cable Television Revolving Fund (“CATV”)**

- CATV budgeted revenues are \$137.5K for the current year. Comcast pays revenue for the first quarter in April. As of March 31, 2021, there are zero revenues to report for CATV.
- **Budgeted expenditures** are \$201.8K for the CATV Fund in the current year.
  - **Wages, taxes and benefits expenses** are \$28K or 22% in the current year. There is a \$3.5K increase in part-time wages in 2021, because things are returning to normal. During the pandemic in 2020, there was less work available for part-time CATV workers. Full-time wages, taxes and benefits are \$ 16K for this quarter and are allocated: 40% to CATV, 50% to IT, 5% to Water and 5% to Sewer.
  - **General expenses** are budgeted for \$74K and are spent by \$18.3K or 25% in the first quarter of the current year. The E-Channel Assessment of \$13.7K from Exeter Schools was paid in the first quarter.
- **Net Deficit** is \$46.7K in the current year versus net deficit of \$54K in the prior year for the first quarter.

### **Recreation Revolving Fund (“RR”)**

- **Recreation Revolving Fund Revenues** are \$170.8K in the current year.
  - Program revenue is \$161.3K, special events revenue is \$1.2K and recreation impact fees are \$8K.

### **Recreation Revolving Fund Expenses**

- **Wages, taxes and benefits** have not been expended through the current quarter. There will be activity in the second and third quarters due to seasonal employees hired as summer camp and pool staff.
- **General expenses** typically include costs directly related to recreation programs as well as pool chemicals, water bills, printing, advertising and pool food expenses. The current quarter expenses are for special events and trips for \$162.6K.

**Net Income** for the current quarter is \$155K.

**EMS Revolving Fund**

- **EMS Revolving Fund Revenue**
- Ambulance revenue is \$130K for the current year compared to \$ 141K in the prior year. . EMS revenues have decreased by \$100K or 8% in the current year. The revenue decrease is directly related to lower call volume in the first quarter of 2021.
- **EMS expenses** are budgeted at \$377K and have been expended by \$65K or 17% in the current year.
  - **Wages, taxes and benefits** are \$51K or 25% expended versus \$41K or 21% spent against the prior year budget. These expenses have increased due to budgeted wage, taxes and benefits increases.
  - **General Expenses** are \$13K or 8% expended against budget versus the prior year of \$25K resulting in a decrease of \$12K. The variance is due to timing of paramedic training which happened in the first quarter of 2020, but not in 2021.
- **Net income** is \$65K in the current year versus \$75K in the prior year.



## Town of Exeter

General Fund Revenues (unaudited)  
As of March 31, 2021 and 2020**DRAFT**

General Fund Revenues Description	Current Year 2020 Budget vs Actual				Prior Year 2020 Budget vs Actual				Comparison of Actuals	
	2021 Budget	Actual Revenue 03/31/2021	\$ Budget Variance (Over) /Under	% Collected	2020 Budget	Actual Revenue 03/31/2020	\$ Budget Variance (Over) /Under	% Collected	2021 vs 2020 \$ Variance	2021 vs 2020% Variance
Property Tax Revenue	\$ 13,530,017	\$ 43,660	\$ 13,486,357	0%	\$ 12,965,585	\$ 3,952	\$ 12,961,633	0%	\$ 39,708	0%
Motor Vehicle Permit Fees	3,080,000	811,455	2,268,545	26%	3,080,000	743,789	2,336,211	24%	\$ 67,666	2%
Building Permits & Fees	300,000	31,206	268,794	10%	350,000	76,619	273,381	22%	\$ (45,413)	-13%
Other Permits and Fees	210,000	19,866	190,134	9%	210,000	17,214	192,786	8%	\$ 2,652	1%
State Revenue Sharing	147,707		147,707		158,990		158,990	0%	\$ -	
Meals & Rooms Tax Revenue	778,371		778,371		779,375		779,375	0%	\$ -	
State Highway Block Grant	304,590	59,587	245,003	20%	311,502	62,932	248,570	20%	\$ (3,345)	-1%
FEMA	67,016		67,016	100%					\$ -	0%
Other State Grants/Reimbursements	50,000	2,125	47,875	4%	25,000	10,609	14,391	42%	\$ (8,484)	-34%
Income from Departments	1,000,000	151,845	848,155	15%	1,075,000	240,724	834,276	22%	\$ (88,879)	-8%
Sale of Town Property	-	-	-		50,000	-	50,000	0%	-	
Interest Income	55,000	4,478	50,522	8%	115,000	45,535	69,465	40%	(41,057)	-36%
Rental & Misc Revenues	14,000	4,607	9,393	33%	29,500	14,597	14,903	49%	(9,990)	-34%
Revenue Transfers In/Out	354,381	-	354,381		455,585	-	455,585	0%	-	
<b>Total General Fund Revenues</b>	<b>\$ 19,891,082</b>	<b>\$ 1,128,829</b>	<b>\$ 18,695,237</b>	<b>6%</b>	<b>\$ 19,605,537</b>	<b>\$ 1,215,971</b>	<b>\$ 18,389,566</b>	<b>6%</b>	<b>\$ (87,142)</b>	<b>0%</b>
Appropriations for Warrant Articles	276,459	276,459	-	100%	663,164	663,164	-	100%	(386,705)	-58%
<b>Gross Revenues &amp; Appropriations</b>	<b>\$ 20,167,541</b>	<b>\$ 1,405,288</b>	<b>\$ 18,695,237</b>	<b>7%</b>	<b>\$ 20,268,701</b>	<b>\$ 1,879,135</b>	<b>\$ 18,389,566</b>	<b>9%</b>	<b>\$ (473,847)</b>	<b>-2.3%</b>

Town of Exeter  
 General Fund Expenses (unaudited)  
 As of March 31, 2021 and 2020

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DEPARTMENT	Current Year 2020 Budget vs Actual				Prior Year 2020 Budget vs Actual				Comparison of Actuals	
	2021 Budget	Actual Expenses 03/31/21	\$ Budget Variance Under/ (Over)	% Spent	2020 Budget	Actual Expenses 03/31/20	\$ Budget Variance Under/ (Over)	% Spent	2021 vs 2020 \$ Variance	2021 vs 2020% Variance
Total General Government	\$ 935,476	\$ 296,883	\$ 638,593	32%	\$ 948,110	\$ 267,726	\$ 680,384	28%	29,157	11%
Total Finance	983,295	250,976	732,319	26%	963,748	232,106	731,642	24%	18,870	8%
Total Planning & Building	533,540	124,451	409,089	23%	568,810	111,947	456,863	20%	12,504	11%
Total Economic Development	147,302	37,553	109,749	25%	151,341	31,210	120,131	21%	6,343	20%
Total Police	3,781,444	826,544	2,954,900	22%	3,743,027	810,027	2,933,000	22%	16,517	2%
Total Fire	3,903,592	927,461	2,976,131	24%	3,986,921	833,990	3,152,931	21%	93,471	11%
Total Public Works	5,560,195	994,705	4,565,490	18%	5,585,091	907,286	4,677,805	16%	87,419	10%
Total Welfare	73,120	14,015	59,105	19%	73,052	24,135	48,917	33%	(10,120)	-42%
Total Human Services	106,720	15,656	91,064	15%	103,805	6,381	97,424	6%	9,275	145%
Total Parks & Recreation	580,176	142,192	437,984	25%	562,592	105,332	457,260	19%	36,860	35%
Total Other Culture/Recreation	33,500	202	33,298	1%	32,000	1,666	30,334	5%	(1,464)	-88%
Total Library	1,081,267	368,671	712,596	34%	1,032,885	285,251	747,634	28%	83,420	29%
Total Debt Service	1,374,215	184,965	1,189,250	13%	1,055,140	122,344	932,796	12%	62,621	51%
Total Capital Outlay & Leases	400,867	1,428	399,439	0%	471,159	19,162	451,997	4%	(17,734)	-93%
Payroll Benefits & Taxes	396,373	255,783	140,590	65%	377,856	319,214	58,642	84%	(63,431)	-20%
Total Transfers Out	-	1,300	(1,300)	100%	-	7,392	(7,392)	100%	(6,092)	-82%
Total General Fund Operating Expenses	\$ 19,891,082	\$ 4,442,785	\$ 15,448,297	22%	\$ 19,655,537	\$ 4,085,169	\$ 15,570,368	21%	\$ 357,616	9%
Warrant Articles	\$ 276,459	\$ 110,278	\$ 166,181	40%	\$ 663,164	\$ 160,000	\$ 503,164	24%	(49,722)	-31%
Total Expenditures	\$ 20,167,541	\$ 4,553,063	\$ 15,614,478	23%	\$ 20,318,701	\$ 4,245,169	\$ 16,073,532	21%	\$ 307,894	7%
Net Income/ (Deficit)	\$ -	\$ (3,147,775)	\$ 3,080,759	100%	\$ (50,000)	\$ (2,366,035)	\$ 2,316,034	11%	(781,741)	33%
Amounts Voted from Fund Balance	\$ 150,000	\$ 150,000	\$ -	100%	\$ 150,000	\$ 150,000	\$ -	100%	\$ -	0%

Town of Exeter  
 Water Fund Revenues & Expenses (unaudited)  
 As of March 31, 2021 and 2020

DRAFT

Description	Current Year				Prior Year				Comparison of Actuals	
	2021 Budget	Actual Revenue 03/31/2021	\$ Budget Variance (Over) /Under	% Collected	2020 Budget	Actual Revenue 03/31/2020	\$ Budget Variance (Over) /Under	% Collected	2021 vs 2020 \$ Variance	2021 vs 2020% Variance
<b>Water Fund Revenues</b>										
Water Enterprise Revenues	\$ 4,054,184	\$ 824,903	\$ 3,229,281	20%	\$ 3,552,795	\$ 849,264	\$ 2,703,531	24%	\$ (24,361)	-3%
Appropriations for Warrant Articles			-		\$ 200,000		-	100%	-	0%
<b>Water Fund Revenues &amp; Appropriations</b>	<b>\$ 4,054,184</b>	<b>\$ 824,903</b>	<b>\$ 3,229,281</b>	<b>20%</b>	<b>\$ 3,752,795</b>	<b>\$ 849,264</b>	<b>\$ 2,703,531</b>	<b>23%</b>	<b>\$ (24,361)</b>	<b>-3%</b>
<b>Water Fund Expenditures</b>										
DEPARTMENT	Current Year				Prior Year				Comparison of Actuals	
	2021 Budget	Actual Expenses 03/31/21	\$ Budget Variance Under/ (Over)	% Spent	2020 Budget	Actual Expenses 03/31/20	\$ Budget Variance Under/ (Over)	% Spent	2021 vs 2020 \$ Variance	2021 vs 2020% Variance
Water Administration	\$ 409,340	\$ 147,708	\$ 261,632	36%	\$ 393,161	\$ 127,313	\$ 265,848	32%	\$ 20,395	16%
Water Billing	\$ 171,147	\$ 42,546	\$ 128,601	25%	\$ 179,553	\$ 41,803	\$ 137,750	23%	\$ 743	2%
Water Distribution	\$ 872,786	\$ 186,388	\$ 686,398	21%	\$ 836,826	\$ 136,874	\$ 699,952	16%	\$ 49,514	36%
Water Treatment	\$ 822,395	\$ 184,829	\$ 637,566	22%	\$ 813,514	\$ 153,885	\$ 659,629	19%	\$ 30,944	20%
Water Fund Debt Service	\$ 1,263,186	\$ 454,741	\$ 808,445	36%	\$ 1,164,650	\$ 453,712	\$ 710,938	39%	\$ 1,029	0%
Water Fund Capital Outlay	\$ 515,330		\$ 515,330	0%	\$ 165,091	\$ 1,716	\$ 163,375	1%	\$ (1,716)	-100%
<b>Total Water Fund Operating Expenses</b>	<b>\$ 4,054,184</b>	<b>\$ 1,016,212</b>	<b>\$ 3,037,972</b>	<b>25%</b>	<b>\$ 3,552,795</b>	<b>\$ 915,303</b>	<b>\$ 2,637,492</b>	<b>26%</b>	<b>\$ 100,909</b>	<b>11%</b>
Warrant Articles			\$ -		\$ 200,000		\$ 200,000	0%	\$ -	0%
<b>Grand Total of Water Fund Expenses</b>	<b>\$ 4,054,184</b>	<b>\$ 1,016,212</b>	<b>\$ 3,037,972</b>	<b>25%</b>	<b>\$ 3,752,795</b>	<b>915,303</b>	<b>\$ 2,837,492</b>	<b>24%</b>	<b>\$ 100,909</b>	<b>11%</b>
<b>Net Income/(Deficit)</b>	<b>\$ -</b>	<b>\$ (191,309)</b>	<b>\$ 191,309</b>	<b>100%</b>	<b>\$ -</b>	<b>(66,039)</b>	<b>(133,961)</b>	<b>100%</b>	<b>(125,270)</b>	<b>190%</b>

Town of Exeter  
Sewer Fund Revenues & Expenses (unaudited)  
As of March 31, 2021 and 2020

DRAFT

Sewer Fund Revenues		Current Year				Prior Year				Comparison of Actuals	
Description	2021 Budget	Actual Revenue 03/31/2021	\$ Budget Variance (Over) /Under	% Collected	2020 Budget	Actual Revenue 03/31/2020	\$ Budget Variance (Over) /Under	% Collected	2021 vs 2020 \$ Variance	2021 vs 2020% Variance	
State Grant Revenue											
State Aid Grant-WWTF			-		861,433		861,433		-	-100%	
State Grant - Wastewater	16,421		16,421		16,421		16,421		-		
State Grant Revenue	\$ 16,421	\$ -	\$ 16,421		\$ 877,854	\$ -	\$ 877,854		-		
Sewer Enterprise Revenues	\$ 7,015,364	\$ 1,398,635	\$ 5,616,729	20%	\$ 7,686,605	\$ 1,438,945	\$ 6,247,660	19%	(40,310)	-3%	
Appropriations for Warrant Articles			-		150,000		150,000	-	-		
Sewer Fund Revenues & Appropriations	\$ 7,015,364	\$ 1,398,635	\$ 5,616,729	20%	\$ 7,836,605	\$ 1,438,945	\$ 6,397,660	18%	(40,310)	-3%	

Sewer Fund Expenditures		Current Year				Prior Year				Comparison of Actuals	
DEPARTMENT	2021 Budget	Actual Expenses 03/31/21	\$ Budget Variance Under/ (Over)	% Spent	2019	Actual Expenses 03/31/20	\$ Budget Variance Under/ (Over)	% Spent	2021 vs 2020 \$ Variance	2021 vs 2020% Variance	
Sewer Administration Expense	463,039	169,669	293,370	37%	417,513	151,938	265,575	36%	\$ 17,731	12%	
Sewer Billing Expense	167,922	42,119	125,803	25%	176,328	41,077	135,251	23%	\$ 1,042	3%	
Sewer Collection Expense	732,111	147,734	584,377	20%	708,202	133,074	575,128	19%	\$ 14,660	11%	
Sewer Treatment Expense	1,330,179	265,686	1,064,493	20%	1,415,475	227,403	1,188,072	16%	\$ 38,283	17%	
Sewer Fund Debt Service Expense	4,106,782	55,237	4,051,545	1%	4,848,995	64,738	4,784,257	1%	\$ (9,501)	-15%	
Sewer Fund Capital Outlay Expense	215,331		215,331		120,092	1,716	118,376	1%	\$ (1,716)	-100%	
Sewer Appropriations from Reserves (Solar Array)	-	65,000	(65,000)	100%			-	100%	\$ 65,000	#DIV/0!	
Total Sewer Fund Operating Expenses	7,015,364	745,445	6,269,919	11%	7,686,605	619,946	7,066,659	8%	\$ 125,499	20%	
Sewer Fund Warrant Articles			-		150,000		150,000	0%	\$ -		
Total Sewer Expenses and Warrant Articles	\$ 7,015,364	\$ 745,445	\$ 6,269,919	11%	\$ 7,836,605	\$ 619,946	\$ 7,216,659	8%	\$ 125,499	20%	
Net Income/(Deficit)	\$ -	\$ 653,190	\$ (653,190)		\$ -	\$ 818,999	\$ (818,999)		\$ (165,809)	-20%	

**Town of Exeter**  
**CATV Revolving Fund- Revenue & Expenses (unaudited)**  
**As of March 31, 2021 and 2020**

**DRAFT**

Description	Current Year				Prior Year				Comparison of Actuals	
	2021 Budget	Actual	\$	%	2020 Budget	Actual	\$	%	2021 vs 2020 \$	2021 vs 2020 %
		03/31/21	Variance	Variance		03/31/20	Variance	Variance	Variance	Variance
CATV Revenue	137,500	-	137,500	100%	150,000	-	150,000	100%	-	100%
<b>CATV Expenses</b>										
Wages, Taxes & Benefits	\$ 127,434	\$ 28,387	\$ 99,047	22%	\$ 132,183	\$ 20,480	\$ 111,703	15%	\$ 7,907	39%
General Expenses	\$ 74,350	\$ 18,267	\$ 56,083	25%	\$ 78,921	\$ 34,373	\$ 44,548	44%	(16,106)	-47%
<b>Total CATV Expenses</b>	<b>\$ 201,784</b>	<b>\$ 46,654</b>	<b>\$ 155,130</b>	<b>23%</b>	<b>\$ 211,104</b>	<b>\$ 54,853</b>	<b>\$ 156,251</b>	<b>26%</b>	<b>(8,199)</b>	<b>-15%</b>
<b>Net Income/(Deficit)</b>	<b>\$ (64,284)</b>	<b>\$ (46,654)</b>	<b>\$ (17,630)</b>	<b>73%</b>	<b>\$ (61,104)</b>	<b>\$ (54,853)</b>	<b>\$ (6,251)</b>	<b>90%</b>	<b>\$ 8,199</b>	<b>-15%</b>

Town of Exeter

Recreation Revolving Fund Revenues & Expenses(unaudited)

DRAFT

As of March 31, 2021 and 2020

Description	Current Year				Prior Year Restated				Comparison of Actuals	
	2021 Budget	Actual 03/31/21	\$ Variance	% Variance	2020 Budget	Total Actuals 3/31/20	\$ Variance	% Variance	2021 vs 2020 \$ Variance	2021 vs 2020% Variance
Total Revenue	\$ 582,000	170,810	\$ (411,190)	29%	\$ 656,500	\$ 279,957	\$ (376,543)	43%	\$ (109,147)	-39%
Wages, Taxes & Benefits	\$ 238,675	\$ -	\$ 238,675	0%	\$ 240,625	\$ 5,764	\$ 234,861	2%	\$ (5,764)	-100%
General Expenses	\$ 289,525	\$ 7,446	\$ 282,079	3%	\$ 328,010	\$ 55,800	\$ 272,210	17%	\$ (48,354)	-87%
Total Rec Revolving Expenses	\$ 528,200	\$ 7,446	\$ 520,754	1%	\$ 568,635	\$ 61,564	\$ 507,071	11%	\$ (54,118)	-88%
Net Income/(Deficit)	\$ 53,800	\$ 163,364	\$ 109,564	304%	\$ 87,865	\$ 218,393	\$ 130,528	249%	\$ (55,029)	-25%

Town of Exeter  
 Ambulance Revolving Fund - Revenues & Expenses (unaudited)  
 As of March 31, 2021 and 2020

DRAFT

	Current Year				Prior Year				Comparison of Actuals	
	2021 Budget	Actual 03/31/21	\$ Variance	% Variance	2020 Budget	Actual 03/31/20	\$ Variance	%Variance	\$ Variance	%Variance
	Total EMS Revolving Revenue	\$ 566,000	\$ 130,236	\$ 435,764	23%	\$ 556,000	\$ 141,705	\$ 414,295	25%	\$ (11,469)
Wages, Taxes & Benefits	\$ 203,121	\$ 51,423	\$ 151,698	25%	\$ 191,496	\$ 41,034	\$ 150,462	21%	\$ 10,389	25%
EMS-Capital Outlay			-	0%	\$ -		\$ -	#DIV/0!	-	#DIV/0!
General Expenses	\$ 173,957	\$ 13,625	\$ 160,332	8%	\$ 164,368	\$ 25,283	\$ 139,085	15%	\$ (11,658)	-46%
Total Expenses	\$ 377,078	\$ 65,048	\$ 312,030	17%	\$ 355,864	\$ 66,317	\$ 289,547	19%	\$ (1,269)	-2%
Net Income/(Deficit)	\$ 188,922	\$ 65,188	\$ 747,794	35%	\$ 200,136	\$ 75,388	\$ 703,842	38%	\$ (10,200)	-14%

Town of Exeter  
 Analysis of Property Tax/Liens Receivable  
 As of 03/31/21 and 12/31/20

DRAFT

<u>Type</u>	<u>Bill Year</u>	Balance	Balance	<u>\$</u>	<u>%</u>
		Outstanding as of <u>03/31/21</u>	Outstanding as of <u>12/31/20</u>		
				<u>Change</u>	<u>Change</u>
Lien	2009	\$ 402	\$ 403	(1)	(0)%
Lien	2010	839	839	-	0%
Lien	2011	4,944	6,189	(1,245)	(20)%
Lien	2012	5,604	5,604	-	0%
Lien	2013	11,200	11,848	(648)	(5)%
Lien	2014	18,368	18,973	(605)	(3)%
Lien	2015	25,200	27,038	(1,838)	(7)%
Lien	2016	56,385	61,491	(5,106)	(8)%
Lien	2017	92,864	99,203	(6,339)	(6)%
Lien	2018	170,909	199,008	(28,099)	(14)%
Lien	2019	447,272	518,935	(71,663)	(14)%
	Subtotal	\$ 833,987	\$ 949,531	\$ (115,544)	(12)%
Tax	2020	554,102	1,865,534	(1,311,432)	N/A
	Subtotal	\$ 554,102	\$ 1,865,534	\$ (1,311,432)	
<b>Grand Total</b>		<b>\$ 1,388,089</b>	<b>\$ 2,815,065</b>	<b>\$ (1,426,976)</b>	<b>(50.69)%</b>

Property tax liens receivable have decreased by 12% or \$ 1.3M from the prior quarter ended 12/31/20.  
 As of 3/31/21, property taxes receivable for 2020 are 99% collected.



**Town of Exeter**  
**Analysis of Accounts Receivable Aging - Water & Sewer**  
**As of 03/31/21 and 12/31/20**

**DRAFT**

	<u>Current</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>Over 90 Days</u>	<u>Total</u>
As of 03/31/21	\$ 912,828	\$ 516	\$ 94,740	\$ 265,156	\$ 1,273,240
Percent Outstanding	72%	0%	7%	21%	100%
As of 12/31/20	\$ 868,126	\$ 47,341	\$ 54,080	\$ 288,464	\$ 1,258,011
Percent Outstanding	69%	4%	4%	23%	100%
Increase/(Decrease)	\$ 44,702	\$ (46,825)	\$ 40,660	\$ (23,308)	\$ 15,229
% Increase/(Decrease)	5%	-99%	75%	-8%	1%

*Accounts receivable over 90 days have decreased by \$23.3K or 8% from the December 31, 2020. The decrease is due to the Town's ability to do water -shut-offs in 2021. Governor's orders prevented shut-offs during 2020 due to the pandemic. The year 2020 created a climate of unemployment and left some water and sewer ratepayers with the inability to pay. The changes in the current year are trending positive.*

**Current Year**

**Breakdown of Water/Sewer Accounts Receivable Outstanding by Year: As of March 31, 2021**

<u>Year</u>	<u>Water</u>	<u>Sewer</u>	<u>Total</u>	<u>Percent of Total</u>
2008		226	226	0.02%
2009	4	140	144	0.01%
2010	(270)	173	(97)	-0.01%
2011		1,046	1,046	0.08%
2012		206	206	0.02%
2013		209	209	0.02%
2014		217	217	0.02%
2015		231	231	0.02%
2016		232	232	0.02%
2017	40	427	467	0.04%
2018	(40)	31,106	31,066	2.44%
2019	181	3,264	3,445	0.27%
2020	45,323	274,696	320,019	25.13%
*2021	305,339	610,490	915,829	71.93%
<b>Total</b>	<b>350,577</b>	<b>922,663</b>	<b>1,273,240</b>	<b>100%</b>

\* Includes current cycle billing

## Riverwoods Conservation Easement

**TOWN OF EXETER  
PLANNING DEPARTMENT MEMORANDUM**

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Date: May 7<sup>th</sup>, 2021  
To: Russ Dean, Town Manager and Exeter Select Board  
From: Kristen Murphy, Natural Resource Planner  
Subject: Riverwoods Conservation Easement

The conservation of land surrounding the Riverwoods Ridge and Boulders campuses was a condition of approval for the developments. For a variety of reasons, the easement was not executed, but Riverwoods continued to manage the area as a conserved space. In 2019, Riverwoods presented a draft easement to the Commission for review and comment. Following some slight modifications to the terms of the easement, the Commission held a public hearing in December 2019 and voted unanimously to recommend acceptance of the conservation easement to the Select Board following review by legal counsel.

Since that time, there were Covid-related delays, corrections needed to adequately describe the metes and bounds of the gasline easement, clarification of the acreage in current use by Assessing, and a review of density calculations by the Town Planner and Code Enforcement Officer. All of those items have now been addressed and confirmed, and all comments by Laura Spector-Morgan as legal counsel have been incorporated. Attached to this memo you will find a copy of the easement and survey plans for your review and acceptance, should you concur with the Commission's recommendation.

Perpetual conservation of the lands incorporated within the easement area (61.12 acres) will assist in the protection of state-designated exemplary wetlands, wetland and upland habitat for numerous sensitive species, protection a portion of the Exeter River watershed, and provide a publically accessible trail network for passive recreation.

THIS IS A TRANSFER TO THE TOWN OF EXETER, NH AND IS THEREFORE EXEMPT FROM THE NEW HAMPSHIRE REAL ESTATE TRANSFER TAX PURSUANT TO RSA 78-B:2, I AND FROM THE L-CHIP FEE PURSUANT TO RSA 478:17-g, II (a)

**CONSERVATION EASEMENT DEED**

**THE RIVERWOODS COMPANY, AT EXETER, NEW HAMPSHIRE**, a New Hampshire non-profit corporation, with an address of 5 White Oak Drive, Exeter, County of Rockingham, State of New Hampshire 03833 (hereinafter referred to as the "Grantor", which word where the context requires includes the plural and shall, unless the context clearly indicates otherwise, include the Grantor's executors, administrators, legal representatives, devisees, heirs, successors and assigns),

**FOR CONSIDERATION PAID**, with WARRANTY covenants, grants in perpetuity to the **TOWN OF EXETER**, a municipal corporation duly organized and existing in the County of Rockingham, State of New Hampshire, with a place of business at 10 Front Street, Exeter New Hampshire 03833, with administration by and through the **Exeter Conservation Commission** pursuant to NH RSA 36:A, (hereinafter referred to as the "Grantee" which shall, unless the context clearly indicates otherwise, include the Grantee's successors and assigns),

the **Conservation Easement** (herein referred to as the "Easement") hereinafter described with respect to those certain parcels of land (herein collectively referred to as the "Property" or "Easement Area", and both terms may be used interchangeably) being unimproved land shown on a plan entitled "Conservation Easement Plan, The Boulders at RiverWoods & The Ridge at RiverWoods, Jolly Rand Road, Pickpocket Road & White Oak Drive, Exeter, New Hampshire, Tax Assessor's Parcels 98-37 & 80-18 for The RiverWoods Company, at Exeter, New Hampshire," dated January 28, 2021 and revised through February 25, 2021, prepared by James Verra and Associates, Inc., which plan is recorded in the Rockingham County Registry of Deeds as Plan #D-\_\_\_\_\_, more particularly bounded and described in **Exhibit "A"** attached hereto and made a part hereof.

1. **PURPOSES**

The Easement hereby granted is pursuant to NH RSA 477:45-47, exclusively for the following conservation purposes:

- A. To assure that the Easement Area will be retained forever in its undeveloped, scenic, and open space condition and to prevent any use of the Easement Area that will significantly impair or interfere with the conservation values of the Easement Area; and,
- B. To assist in assuring the drinking water supply and groundwater recharge of the Town of Exeter, the Easement Area being in the Exeter River watershed; and
- C. To preserve the land subject to this Easement for the passive recreational use of the Grantor, its successors or assigns, and the public; and
- D. To preserve open spaces, particularly the wetland and productive forest land, of which the land area subject to this Easement granted hereby consists, for the scenic enjoyment of the general public and consistent with New Hampshire RSA Chapter 79-A which states: "It is hereby declared to be in the public interest to encourage the preservation of open space in the state by providing a healthful and attractive outdoor environment for work and recreation of the state's citizens, by maintaining the character of the state's landscape, and by conserving the land, water, forest, and wildlife resources;

all consistent with the Exeter Master Plan which calls for preservation of the character of the Town by preservation of forest land open spaces and protection of water supply sources, all consistent and in accordance with the U.S. Internal Revenue Code, with respect to those certain parcels of land (herein collectively referred to as the "Easement Area") being unimproved land situated in the Town of Exeter, County of Rockingham, the State of New Hampshire, more particularly bounded and described as set forth in **Exhibit "A"** attached hereto and made a part hereof.

## **DESCRIPTION OF ENVIRONMENTAL VALUE**

The property contains significant wetlands which provide excellent habitat for a variety of waterfowl, amphibians, aquatic furbearers, and in the adjacent uplands, deer, other mammals, and birds. In addition, portions of the Easement Area contain two swamp white oak basin swamps, an exemplary community recognized as rare by the NH Natural Heritage Bureau. The Easement Area is of further importance since its wetlands retain water which is gradually released to the Exeter River. Rockingham County is the fastest growing county in the State, and large tracts of land are being lost to development. These significant conservation values are set forth in detail in baseline documentation to be provided under separate cover.

The Easement hereby granted with respect to the Property is as follows:

- 2. USE LIMITATIONS (Subject to the reserved rights specified in Section 3 below)

A. The Property shall be maintained in perpetuity as open space without there being conducted thereon any industrial or commercial activities, except as listed below in Paragraph 2.D. and in Paragraph 3.

B. Forestry on the Property shall be performed, to the extent reasonably practicable, with the goal of maintaining a healthy forest, which may include the removal of dead, dying, or diseased trees or the selective cutting, culling, or thinning of trees. For the purposes hereof "forestry" shall include the cutting and sale of timber and other forest products not detrimental to the purposes of the easement. Forestry on the property shall be performed in accordance with a coordinated management plan reviewed and approved by the Exeter Conservation Commission for the sites and soils of the Property and developed according to scientifically based practices recommended by the University of New Hampshire Cooperative Extension, U.S. Natural Resources Conservation Service, or other government or private, nonprofit, natural resource conservation and management agencies then active.

C. The Property shall not be subdivided.

D. No structure or improvement, including, but not limited to, a dwelling, any portion of a septic system, tennis court, golf course, swimming pool, dock, aircraft landing strip, mobile home, or dwelling, and/or road shall be constructed, placed, or introduced onto the Property. However, ancillary structures and improvements including, but not limited to, a permeable road, dam, fence, bridge, culvert, and passive recreational trails, may be constructed, placed, or introduced onto the Property as necessary in the accomplishment of the forestry, conservation, or noncommercial outdoor recreational uses of the Property and provided that they are not substantially detrimental to the purposes of this Easement.

E. No removal, filling, or other disturbances of soil surface, nor any changes in topography, surface or subsurface water systems, wetlands, or natural habitat shall be allowed unless such activities:

i. are commonly necessary in the accomplishment of forestry, conservation, habitat management, or noncommercial outdoor recreational or other permitted uses of the Property;

ii. do not harm state or federally recognized rare, threatened, or endangered species, such determination of harm to be based upon information from the New Hampshire Natural Heritage Inventory or the agency then recognized by the State of New Hampshire as having responsibility for identification and/or conservation of such species; and

iii. are not detrimental to the scenic, recreational, wildlife habitat, and water quality protection purposes of this easement.

iv. Prior to commencement of any such activities, all necessary federal, state, and local permits and approvals shall be secured.

F. No outdoor advertising structures such as signs and billboards shall be displayed on the Property except as desirable or necessary in the accomplishment of the forestry, conservation, or

noncommercial outdoor recreational uses of the Property, and provided such signs are not detrimental to the purposes of this Easement.

G. There shall be no mining, quarrying, excavation, or removal of rocks, minerals, gravel, sand, topsoil, or other similar materials on the Property, except in connection with the conservation purposes of the Easement. No such rocks, minerals, gravel, sand, topsoil, or other similar materials shall be removed from the Property.

H. There shall be no dumping, injection, burning, or burial of man-made materials, including landscaping materials, or materials then known to be environmentally damaging or hazardous including vehicle bodies or parts.

I. The Property may be used in order to help satisfy the density requirements of the Town of Exeter Zoning Ordinance and Site Plan Review Regulations. Grantor will prepare under separate cover a calculation of the units which could have been constructed in 2003 and 2007 using the conservation easement area as part of its density calculations, less any units that may have been approved and constructed to date (the "Surplus Units"). Upon agreement by both parties to the number of "Surplus Units, the Grantor has the right to apply for all applicable approvals for the Surplus Units and may use the conservation easement area to satisfy the density requirements. The agreement of the parties shall be kept on file with the Exeter Planning Department and with The RiverWoods Company, at Exeter, New Hampshire.

J. There shall be no defacement, movement, removal, or alteration of any stone walls or other monuments or markers that serve as legal boundaries, as per New Hampshire RSA 472:6, or as the legal boundary of this Easement as described in Appendix A.

K. The Easement is subject to an existing gas pipeline easement. For further reference, see Note 10 on the Plan. Further, the Grantor reserves the right to grant a corrective easement for the gas pipeline to reflect the field measurements as further identified on the Plan.

### 3. RESERVED RIGHTS

A. All uses of the Property not expressly prohibited herein and not inconsistent with the Purposes of this Easement are expressly reserved to the Grantor.

B. The Grantor specifically reserves the right to construct, maintain, repair, upgrade, or replace the existing utilities within the Easement Area, as identified upon the Plan recorded herewith, and on the Baseline Documentation Report on file with the Grantor and Grantee. Any upgrade or replacement of said existing utilities that significantly alters the relationship to and impact of the utilities on the Easement Area including, but not limited to, the replacement of overhead power lines with buried power lines, shall be subject to review and approval by the Grantee. The Grantor shall provide the Grantee with appropriate plans and descriptions of the proposed upgrade or replacement at least sixty (60) days before the proposed undertaking of said activities. The Grantee shall review and evaluate said upgrade or replacement based on its impact on the Purposes of this Easement and shall approve, approve with conditions, or disapprove of said upgrade or replacement within forty-five (45) days of receipt of the proposed

plans and descriptions. In making its decision, the Grantee shall take into consideration the short-term and long-term impact of the proposed upgrade or replacement of said utilities on the Purposes of this Easement. Said approval shall be not be unreasonably withheld.

C. The Grantor reserves the right to maintain, repair, and replace retention and detention basins, storm drainage channels, and appurtenant embankments, dams, and other drainage structures, as identified on the Plan recorded herewith and on the Baseline Documentation Report on file with the Grantor and Grantee, in order to accommodate and treat storm water runoff from the developed area of the Grantor's property.

D. The Grantor reserves the right to create and maintain pedestrian trails located within the Easement Area. The Grantor shall notify the Grantee forty-five (45) days prior to undertaking the creation of new trails.

E. The Grantee, acting by and through the Conservation Commission, shall review the proposed location and design of the trails to ensure that there is no substantial interference with the general purpose of the easement, including any interference with the swamp white oak basin or vernal pools. The trail design, including construction materials, and crossings shall also be reviewed to ensure that there is no substantial interference with the general purpose of the easement.

F. Notwithstanding the language contained in Section 2. E., the Grantor expressly reserves the right to have signage for trails and to identify tree species within the Easement Area.

G. The Grantor reserves the right to post against vehicles, motorized or otherwise, on the Easement Area.

H. The Grantor reserves the right to post against hunting, including but not limited to trapping.

I. The Grantor reserves the right to post a portion or all of the Property, temporarily or permanently, in the event public access proves detrimental to the open space and conservation value of the easement area, or, to the health and safety of the residents of the non-easement area owned by the Grantor. Prior to modification of public access, the Grantor shall notify the Grantee of the circumstances contributing to a need for closure and will work with the Grantee to explore reducing public access before full closure is exercised.

#### **4. DISCRETIONARY AMENDMENTS**

A. If owing to unforeseen or changed circumstances Grantor and Grantee agree that an amendment to, or modification of this Easement would be appropriate and desirable, Grantor and Grantee may jointly amend this Easement pursuant to the provisions and limitations of this section and applicable state and federal law. Any amendment shall be consistent with the Purposes of this Easement, shall enhance protection of or further clarify, but not impair, the conservation attributes of the Property protected by this Easement, and shall ensure the Easement remains in effect for a perpetual duration. Any such amendment shall be executed by the Grantor



and the Grantee and shall be recorded in the Rockingham County Registry of Deeds. Nothing in this paragraph shall require Grantor or Grantee to agree to any amendment or to consult or negotiate regarding any amendment.

5. NOTIFICATION OF TRANSFER, TAXES, MAINTENANCE

A. The Grantor agrees to notify the Grantee in writing 10 days before the transfer of title to the Property.

B. The Grantee shall be under no obligation to maintain the Property or pay any taxes or assessments thereon.

6. BENEFITS, BURDENS, AND ACCESS

A. The burden of the Easement conveyed hereby shall run with the Property and shall be enforceable against all future owners and tenants in perpetuity; the benefits of this Easement shall not be appurtenant to any particular parcel of land but shall be in gross and assignable or transferable only to the State of New Hampshire, the U.S. Government, or any subdivision of either of them, consistent with Section 170(c)(1) of the U.S. Internal Revenue Code of 1986, as amended, or to any qualified organization within the meaning of Section 170(h)(3) of said Code, which organization has among its purposes the conservation and preservation of land and water areas and agrees to and is capable of enforcing the conservation purposes of this Easement. Any such assignee or transferee shall have like power of assignment or transfer.

B. The Grantee shall have reasonable access to the Property and all of its parts for such inspection as is necessary to determine compliance with and to enforce this Easement and exercise the rights conveyed hereby and fulfill the responsibilities and carry out the duties assumed by the acceptance of this Easement.

C. The Grantee shall have the right to place signs on the Property boundaries for the purpose of identifying it as conservation easement land protected by the Grantee.

7. BREACH OF EASEMENT

A. When a breach of this Easement, or conduct by anyone inconsistent with this Easement, comes to the attention of the Grantee, it shall notify the Grantor in writing of such breach or conduct, delivered in hand or by certified mail, return receipt requested.

B. The Grantor shall, within thirty (30) days after receipt of such notice or after otherwise learning of such breach or conduct, undertake those actions, including restoration, which are reasonably calculated to cure swiftly said breach, or to terminate said conduct, and to repair any damage. The Grantor shall promptly notify the Grantee of its actions taken under this section.

C. If the Grantor fails to take such proper action under the preceding paragraph, the Grantee shall, as appropriate to the purposes of this deed, undertake any actions that are reasonably necessary to cure such breach or to repair any damage in the Grantor's name or to terminate such

conduct. The cost thereof, including the Grantee's expenses, court costs, and legal fees shall be paid by the Grantor, provided that the Grantor is directly or primarily responsible for the breach.

D. Nothing contained in this Easement shall be construed to entitle the Grantee to bring any action against the Grantor for any injury to or change in the Property resulting from causes beyond the Grantor's control, including, but not limited to, unauthorized actions by third parties, natural disasters such as fire, flood, storm, and earth movement, or from any prudent action taken by the Grantor under emergency conditions to prevent, abate, or mitigate significant injury to the Property resulting from such causes.

E. The Grantee and the Grantor reserve the right, separately or collectively, to pursue all legal remedies against any third party responsible for any actions detrimental to the conservation purposes of this Easement.

F. No delay or omission by Grantee in the exercise of any right or remedy upon any breach by Grantor shall impair Grantee's rights or remedies or be construed as a waiver.

## 8. NOTICES

All notices, requests, and other communications required or permitted to be given under this Easement shall be in writing, except as otherwise provided herein, and shall be delivered in hand or sent by certified mail, postage prepaid, return receipt requested to the appropriate address set forth above or at such other address as the Grantor or the Grantee may hereafter designate by notice given in accordance herewith. Notice shall be deemed to have been given when so delivered or so mailed.

## 9. SEVERABILITY

If any provision of this Easement, or the application thereof to any person or circumstance, is found to be invalid by a court of competent jurisdiction, by confirmation of an arbitration award or otherwise, the remainder of the provisions of this Easement or the application of such provision to persons or circumstances other than those to which it is found to be invalid, as the case may be, shall not be affected thereby.

## 10. CONDEMNATION

A. Whenever all or part of the Property is taken in exercise of eminent domain by public, corporate, or other authority so as to abrogate in whole or in part the Easement conveyed hereby, the Grantor and the Grantee shall thereupon act jointly to recover the full damages resulting from such taking with all incidental or direct damages and expenses incurred by them thereby to be paid out of the damages recovered.

B. The balance of the land damages recovered (including, for purposes of this subsection, proceeds from any lawful sale, in lieu of condemnation, of the Property unencumbered by the restrictions hereunder) shall be divided between the Grantor and the Grantee in proportion to the fair market value at the time of condemnation of their respective interests in that part of the

Property condemned. The values of the Grantor's and Grantee's interest shall be determined by an appraisal prepared by a qualified appraiser at the time of condemnation.

C. The Grantee shall use its share of the proceeds in a manner consistent with and in furtherance of one or more of the conservation purposes set forth herein.

#### 11. ADDITIONAL EASEMENT

Should the Grantor determine that the expressed purposes of this Easement could better be effectuated by the conveyance of an additional easement, the Grantor may execute an additional instrument to that effect, provided that the conservation purposes of this Easement are not diminished thereby and that a public agency or qualified organization described in Section 5.A., above, accepts and records the additional easement.

#### 12. RESOLUTION OF DISPUTES

A. The Grantor and Grantee agree that should a dispute arise out of this Easement, the parties shall, in the first instance, endeavor to resolve the dispute through candid and open communication between the parties rather than unnecessarily formal or adversarial action. Therefore, the Grantor and the Grantee agree that the concerned party shall notify the other party of the perceived or potential problem, and the parties shall explore the possibility of reaching an agreeable resolution by informal dialogue. If informal dialogue does not resolve a disagreement, either party may endeavor to resolve the dispute through mediation. In order to facilitate a prompt resolution through mediation, the parties shall cooperate with one another in selecting a mediator and a mediation date. Unless otherwise agreed to in writing, any costs associated with the mediation, including but not limited to, the mediation fee shall be divided equally between the parties.

B. If either party determines that mediation is unavailable or otherwise inappropriate or the parties participate in mediation, but are unable to resolve the dispute, either party may institute legal proceedings in a court of competent jurisdiction and in accordance with all applicable laws, regulations and rules.

C. This Easement shall be interpreted and construed by the laws of the State of New Hampshire.

#### 13. MERGER

The Grantor and Grantee explicitly agree that it is their express intent, forming a part of the consideration hereunder, that the provisions of the Easement set forth herein are to last in perpetuity, and that to that end no purchase or transfer of the underlying fee interest in the Property by or to the Grantee or any successor or assignee shall be deemed to eliminate the Easement, or any portion thereof, granted hereunder under the doctrine of "merger" or any other legal doctrine.

The Grantee, by accepting and recording this Easement, agrees to be bound by and to observe and enforce the provisions hereof and assumes the rights and responsibilities herein granted to and incumbent upon the Grantee, all in the furtherance of the conservation purposes for which this Easement is delivered.

**IN WITNESS WHEREOF**, Grantor has hereunto set its hand this \_\_\_\_ day of \_\_\_\_\_, 2021.

**THE RIVERWOODS COMPANY, AT EXETER,  
NEW HAMPSHIRE**

\_\_\_\_\_  
By:  
Its:  
Duly Authorized

**STATE OF NEW HAMPSHIRE  
COUNTY OF ROCKINGHAM, ss.**

This instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 2021 by \_\_\_\_\_, as \_\_\_\_\_ of The RiverWoods Company, at Exeter, New Hampshire, a New Hampshire non-profit corporation, on behalf of said corporation.

\_\_\_\_\_  
Notary Public

ACCEPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2021:

TOWN OF EXETER  
BY ITS SELECT BOARD

\_\_\_\_\_  
Niko Papakonstantis, Chair

\_\_\_\_\_  
Molly Cowan, Vice-Chair

\_\_\_\_\_  
Julie D. Gilman, Clerk

\_\_\_\_\_  
Daryl Browne

\_\_\_\_\_  
Lovey Roundtree Oliff

STATE OF NEW HAMPSHIRE  
COUNTY OF ROCKINGHAM

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by Niko Papakonstantis, Chair of the Select Board of the Town of Exeter, a New Hampshire municipality, on behalf said Town.

\_\_\_\_\_  
Notary Public

STATE OF NEW HAMPSHIRE  
COUNTY OF ROCKINGHAM

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by Molly Cowan, Vice Chair of the Select Board of the Town of Exeter, a New Hampshire municipality, on behalf said Town.

\_\_\_\_\_  
Notary Public

STATE OF NEW HAMPSHIRE  
COUNTY OF ROCKINGHAM

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by Julie D. Gilman, Clerk of the Select Board of the Town of Exeter, a New Hampshire municipality, on behalf said Town.

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Notary Public

STATE OF NEW HAMPSHIRE  
COUNTY OF ROCKINGHAM

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by Daryl Brown, Select Person of the Select Board of the Town of Exeter, a New Hampshire municipality, on behalf said Town.

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Notary Public

STATE OF NEW HAMPSHIRE  
COUNTY OF ROCKINGHAM

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by Lovey Roundtree Oliff, Select Person of the Select Board of the Town of Exeter, a New Hampshire municipality, on behalf said Town.

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Notary Public

## EXHIBIT A

### CONSERVATION EASEMENT AREA

#### Conservation Easement "1" Area:

A certain tract of land in Exeter, County of Rockingham, State of New Hampshire, lying westerly of Jolly Rand Road, being shown as "**Conservation Easement "1" Area = 7.542 Acres**" on a plan entitled "Conservation Easement Plan, The Boulders at RiverWoods & The Ridge at RiverWoods, Jolly Rand Road, Pickpocket Road & White Oak Drive, Exeter, New Hampshire, Tax Assessor's Parcels 98-37 & 80-18 for The RiverWoods Company, at Exeter, New Hampshire," dated January 28, 2021 and revised through February 25, 2021, prepared by James Verra and Associates, Inc., which plan is recorded in the Rockingham County Registry of Deeds as Plan #D-\_\_\_\_\_ (Sheets 1 to 5). Said tract is more particularly bounded and described as follows:

Beginning at a set drill hole at the southeasterly corner of said tract, at a point identified as "POB 2" on said plan on the westerly sideline of Jolly Rand Road and at land now or formerly of Southeast Land Trust of N.H.;

Thence by a stonewall and land of said Southeast Land Trust of N.H. on the following courses:

South 84°13'12" West a distance of 85.36 feet to a found drill hole;  
South 78°23'20" West a distance of 93.44 feet to a point;  
South 85°25'45" West a distance of 50.03 feet to a point;  
South 83°56'59" West a distance of 115.02 feet to a found drill hole;  
South 84°14'28" West a distance of 120.50 feet to a point;  
South 82°58'46" West a distance of 153.09 feet to a point;  
South 80°16'15" West a distance of 155.42 feet to a found drill hole at the end of the stone wall;  
South 81°44'54" West a distance of 17.15 feet to a found iron rod at other land of said Riverwoods Company;

Thence by other land of said Riverwoods Company on the following courses:

North 13°15'55" West a distance of 797.15 feet to a set iron rod;  
North 17°23'02" East a distance of 178.87 feet to a set iron rod;

Thence over land of said Riverwoods Company on the following courses:

South 56°44'06" East a distance of 52.87 feet to a set iron rod;  
South 24°17'36" East a distance of 37.62 feet to a set iron rod;  
South 46°10'46" East a distance of 101.06 feet to a set iron rod;  
South 23°42'15" West a distance of 136.40 feet to a set iron rod;  
South 29°50'00" East a distance of 222.93 feet to a set iron rod;  
South 60°55'11" East a distance of 66.01 feet to a set iron rod;  
South 0°41'47" West a distance of 132.24 feet to a set iron rod;

North 64°09'53" East a distance of 113.92 feet to a set iron rod;  
South 76°37'00" East a distance of 84.08 feet to a set iron rod;  
South 19°01'27" East a distance of 161.23 feet to a set iron rod;  
South 58°32'34" East a distance of 114.70 feet to a set iron rod;  
North 53°08'53" East a distance of 206.92 feet to a set iron rod;  
North 10°30'59" West a distance of 145.29 feet to a set iron rod;  
North 13°39'49" East a distance of 94.05 feet to a set iron rod;  
North 17°27'56" West a distance of 116.82 feet to a set iron rod;  
North 47°05'13" East a distance of 85.42 feet to a set iron rod;  
South 33°21'02" East a distance of 72.12 feet to a set iron rod;  
South 0°31'32" East a distance of 239.96 feet to a set iron rod;  
South 68°48'26" East a distance of 69.96 feet to a set iron rod;  
North 45°21'25" East a distance of 120.24 feet to a set iron rod on the westerly sideline of said Jolly Rand Road;  
Thence by said sideline South 8°19'51" West a distance of 336.08 feet to the point of beginning.  
Said tract contains 7.542 acres.

Conservation Easement "2" Area:

A certain tract of land in Exeter, County of Rockingham, State of New Hampshire, lying westerly of Jolly Rand Road, being shown as "Conservation Easement "2" Area = 13.822 Acres" on a plan entitled "Conservation Easement Plan, The Boulders at RiverWoods & The Ridge at RiverWoods, Jolly Rand Road, Pickpocket Road & White Oak Drive, Exeter, New Hampshire, Tax Assessor's Parcels 98-37 & 80-18 for The RiverWoods Company, at Exeter, New Hampshire," dated January 28, 2021 and revised through February 25, 2021, prepared by James Verra and Associates, Inc., which plan is recorded in the Rockingham County Registry of Deeds as Plan #D-\_\_\_\_\_ (Sheets 1 to 5). Said tract is more particularly bounded and described as follows:

Beginning at a 14" maple tree with barbed wire at the Northwesterly corner of said tract, located N 4°37'36" W a distance of 1.22 feet from a found iron rod, said point being identified as "POB 1" on said Plan.

Thence by land of Blackford Place Home Owner's Association on the following courses:

South 83°05'13" East a distance of 102.77 feet to a 12" maple tree with barbed wire;  
South 80°31'59" East a distance of 200.23 feet to a 30" oak tree with barbed wire;  
South 77°47'32" East a distance of 13.81 feet to a 30" pine tree with barbed wire;  
South 78°20'29" East a distance of 122.14 feet to a set iron rod;  
South 86°17'06" East a distance of 130.69 feet to a spike set at the beginning of a stonewall;  
South 86°07'10" East a distance of 59.14 feet to a spike set at the end of said stonewall;  
South 88°07'36" East a distance of 71.91 feet to a set iron rod at the beginning of a stonewall;



Thence continuing by land of said Blackford Place Home Owner's Association and a stonewall on the following courses:

South 73°35'35" East a distance of 96.54 feet to a found drill hole;

South 79°20'02" East a distance of 91.43 feet to a found drill hole;

South 85°41'38" East a distance of 81.94 feet to a found drill hole at the end of said stonewall;

Thence continuing by land of said Blackford Place Home Owner's Association South 85°49'00" East a distance of 80.81 feet to a found iron rod on the westerly sideline of Jolly Rand Road;

Thence by said westerly sideline of Jolly Rand Road on the following courses:

South 17°20'31" West a distance of 72.89 feet to a set iron rod;

South 12°06'18" West a distance of 65.62 feet to a set iron rod;

South 8°22'08" West a distance of 161.06 feet to a set iron rod;

South 42°34'40" West a distance of 41.96 feet to a set iron rod;

South 53°47'25" West a distance of 42.72 feet to a set iron rod;

South 34°13'25" West a distance of 285.22 feet to a set iron rod;

South 32°13'11" West a distance of 100.83 feet to a set drill hole at the beginning of a stonewall;

South 32°54'09" West a distance of 36.72 feet to a set drill hole at the end of a stonewall;

South 30°49'29" West a distance of 25.80 feet to a set drill hole;

South 13°15'25" West a distance of 31.94 feet to a set iron rod;

South 9°28'09" West a distance of 91.62 feet to a set iron rod;

South 19°16'35" West a distance of 31.80 feet to a set iron rod;

South 34°12'24" West a distance of 99.63 feet in part by a stonewall to a found iron rod;

South 23°51'43" West a distance of 153.42 feet by said stonewall to a set iron rod;

Thence over land of The RiverWoods Company, at Exeter, New Hampshire (the "RiverWoods Company") on the following courses:

North 24°08'39" West a distance of 194.30 feet to a set iron rod;

North 06°47'48" West a distance of 206.64 feet to a set iron rod;

North 15°23'34" East a distance of 114.00 feet to a set iron rod;

South 75°31'54" East a distance of 60.27 feet to a set iron rod;

South 68°29'45" East a distance of 148.11 feet to a set iron rod;

North 32°20'22" East a distance of 99.23 feet to a set iron rod;

North 7°01'27" West a distance of 155.90 feet to a set iron rod;

North 38°07'11" West a distance of 182.66 feet to a set iron rod;

North 85°25'08" West a distance of 99.91 feet to a set iron rod;

South 78°55'40" West a distance of 77.93 feet to a set iron rod;

South 57°17'12" West a distance of 246.28 feet to a set iron rod;

South 71°55'08" West a distance of 118.80 feet to a set iron rod;

South 51°32'33" West a distance of 116.53 feet to a set iron rod;

South 28°29'02" West a distance of 152.30 feet to a set iron rod;

South 60°14'25" West a distance of 48.79 feet to a set iron rod;

North 88°48'37" West a distance of 136.77 feet to a set iron rod;

North 77°23'23" West a distance of 158.04 feet to a set iron rod at other land of said RiverWoods Company;

Thence by said other land of RiverWoods Company on the following courses;

North 58°31'14" East a distance of 594.48 feet to a set iron rod;

North 4°37'36" West a distance of 518.46 feet to the point of beginning.

Said tract contains 13.822 acres.

Conservation Easement "3" Area:

A certain tract of land in Exeter, County of Rockingham, State of New Hampshire, lying northerly of Pickpocket Road, but not adjacent thereto, being shown as "Conservation Easement "3" Area = 15.580 Acres" on a plan entitled "Conservation Easement Plan, The Boulders at RiverWoods & The Ridge at RiverWoods, Jolly Rand Road, Pickpocket Road & White Oak Drive, Exeter, New Hampshire, Tax Assessor's Parcels 98-37 & 80-18 for The RiverWoods Company, at Exeter, New Hampshire," dated January 28, 2021 and revised through February 25, 2021, prepared by James Verra and Associates, Inc., which plan is recorded in the Rockingham County Registry of Deeds as Plan #D-\_\_\_\_\_ (Sheets 1 to 5). Said tract is more particularly bounded and described as follows:

Beginning at a 1" iron pipe located at base at the westerly corner of said tract, at a point identified as "POB 3" on said plan, at land now or formerly Machaon M. & Kathryn A. Bonafede,

Thence by land of said Bonafede and barbed wire fence remnants on the following courses:

North 41°22'52" East a distance of 38.07 feet to a set iron rod;

North 29°29'53" East a distance of 75.85 feet to a set iron rod;

Thence continuing by said land of Bonafede on the following courses:

North 28°37'06" East a distance of 23.11 feet to a 16" maple tree with barbed wire;

North 26°21'02" East a distance of 45.96 feet to a 26" oak tree with barbed wire;

North 29°27'04" East a distance of 191.82 feet to a 5" hemlock tree with barbed wire;

North 36°40'45" East a distance of 12.36 feet to an 8" oak tree with barbed wire;

Thence continuing by said land of said Bonafede and barbed wire fence remnants on the following courses:

North 34°52'24" East a distance of 90.08 feet to a set iron rod;

North 15°48'41" East a distance of 54.03 feet to a set iron rod;

North 28°56'19" East a distance of 58.28 feet to a 5" beech tree with barbed wire;

North 35°35'05" East a distance of 41.13 feet to a 16" hemlock tree with barbed wire;

North 30°48'10" East a distance of 42.40 feet to a found iron pipe;

South 73°43'11" East a distance of 64.45 feet to an 8" oak tree with barbed wire;

South 82°30'52" East a distance of 92.43 feet to a 5" beech tree with barbed wire;

South 83°35'15" East a distance of 61.24 feet to an 8" beech tree with barbed wire;  
South 76°26'47" East a distance of 51.72 feet to a 24" hemlock tree with barbed wire;  
South 82°53'46" East a distance of 93.95 feet to a 14" hemlock tree with barbed wire;  
South 73°39'53" East a distance of 116.38 feet to an 8" maple tree with barbed wire;  
South 79°20'30" East a distance of 53.93 feet to an 8" pine tree with barbed wire;  
Thence continuing by land of said Bonafede and barbed wire fence remnants on the following courses:

South 78°45'07" East a distance of 110.52 feet to a set iron rod;  
South 85°00'56" East a distance of 138.84 feet to a found iron rod at land now or formerly of David C. & Elisabeth C. Matson;

Thence by land of said Matson on the following courses:

South 81°27'33" East a distance of 70.61 feet to an 18" pine tree with barbed wire;  
South 84°19'10" East a distance of 155.08 feet to a 14" maple tree with barbed wire;  
South 82°09'51" East a distance of 135.53 feet to a 14" oak tree with barbed wire;  
South 79°49'50" East a distance of 82.74 feet to a found iron rod at Sandstone Way Extension;  
Thence by said Sandstone Way Extension South 79°29'56" East a distance of 49.92 feet to a found granite bound at land of Blackford Place Home Owner's Association;  
Thence by land of said Blackford Place Home Owner's Association South 79°35'34" East a distance of 117.70 feet to a 14" maple tree with barbed wire;

Thence by other land of The RiverWoods Company, at Exeter, New Hampshire ("RiverWoods Company") on the following courses:

South 4°37'41" East a distance of 51.76 feet to a set iron rod;  
South 4°37'36" East a distance of 466.70 feet to a set iron rod;  
South 58°31'14" West a distance of 554.50 feet to a set iron rod;  
Thence over land of said RiverWoods Company on the following courses:  
North 26°26'02" West a distance of 180.00 feet to a set iron rod;  
North 68°14'27" West a distance of 166.74 feet to a set iron rod;  
North 56°12'15" West a distance of 137.13 feet to a set iron rod;  
North 12°57'15" West a distance of 95.00 feet to a set iron rod;  
North 58°15'11" East a distance of 69.17 feet to a set iron rod;  
North 38°10'32" East a distance of 110.66 feet to a set iron rod;  
South 72°16'35" East a distance of 90.60 feet to a set iron rod;  
North 84°18'37" East a distance of 101.45 feet to a set iron rod;  
South 30°31'36" East a distance of 198.23 feet to a set iron rod;  
South 80°18'00" East a distance of 150.00 feet to a set iron rod;  
North 59°54'15" East a distance of 184.65 feet to a set iron rod;  
North 12°57'06" East a distance of 81.70 feet to a set iron rod;  
North 9°37'52" East a distance of 59.77 feet to a set iron rod;  
North 10°13'11" East a distance of 120.23 feet to a set iron rod;  
North 49°58'01" West a distance of 87.28 feet to a set iron rod;

North 7°22'05" West a distance of 67.84 feet to a set iron rod;  
North 79°39'08" West a distance of 20.00 feet to a set iron rod;  
North 79°39'09" West a distance of 50.00 feet to a set iron rod;  
North 79°39'00" West a distance of 81.73 feet to a set iron rod;  
North 83°18'53" West a distance of 291.00 feet to a set iron rod;  
North 83°49'01" West a distance of 209.24 feet to a set iron rod;  
South 15°20'09" West a distance of 110.00 feet to a set iron rod;  
South 13°56'28" East a distance of 80.00 feet to a set iron rod;  
South 69°20'00" West a distance of 194.89 feet to a set iron rod;  
South 21°46'42" West a distance of 147.27 feet to a set iron rod;  
North 82°24'02" West a distance of 74.91 feet to a set iron rod;  
South 79°43'17" West a distance of 126.17 feet to a set iron rod;  
South 62°43'07" West a distance of 111.31 feet to a set iron rod;  
South 61°03'51" West a distance of 102.32 feet to a set iron rod;  
South 61°18'36" West a distance of 143.41 feet to a set iron rod;  
South 87°09'46" West a distance of 81.40 feet to a set iron rod;  
North 06°00'43" West a distance of 175.00 feet to a set iron rod;  
South 87°37'24" West a distance of 99.96 feet to the point of beginning.  
Said tract contains 15.580 acres.

Conservation Easement "4" Area:

A certain tract of land in Exeter, County of Rockingham, State of New Hampshire, lying northerly of Pickpocket Road, but not adjacent thereto, being shown as "Conservation Easement "4" Area = 14.841 Acres" on a plan entitled "Conservation Easement Plan, The Boulders at RiverWoods & The Ridge at RiverWoods, Jolly Rand Road, Pickpocket Road & White Oak Drive, Exeter, New Hampshire, Tax Assessor's Parcels 98-37 & 80-18 for The RiverWoods Company, at Exeter, New Hampshire," dated January 28, 2021 and revised through February 25, 2021, prepared by James Verra and Associates, Inc., which plan is recorded in the Rockingham County Registry of Deeds as Plan #D-\_\_\_\_\_ (Sheets 1 to 5). Said tract is more particularly bounded and described as follows:

Beginning at a found iron pipe at the northwesterly corner of said tract, at a point identified as "POB 4" on said plan, at the northeasterly corner of land now or formerly of Steven J. & Sarah B. Ramsay;

Thence over land of The RiverWoods Company, at Exeter, New Hampshire ("RiverWoods Company") on the following courses:

North 82°26'23" East a distance of 100.56 feet to a set iron rod;  
South 6°47'56" East a distance of 241.34 feet to a set iron rod;  
North 82°26'51" East a distance of 144.56 feet to a set iron rod;

North 5°33'26" West a distance of 147.30 feet to a set iron rod;  
North 77°39'52" East a distance of 88.63 feet to a set iron rod;  
South 42°01'49" East a distance of 122.51 feet to a set iron rod;  
South 66°07'59" East a distance of 198.09 feet to a set iron rod;  
South 26°04'38" West a distance of 98.60 feet to a set iron rod;  
South 16°13'55" West a distance of 110.74 feet to a set iron rod;  
South 78°46'11" East a distance of 179.90 feet to a set iron rod;  
South 73°27'14" East a distance of 138.13 feet to a set iron rod;  
South 34°45'24" East a distance of 92.84 feet to a set iron rod;  
South 22°34'05" West a distance of 216.00 feet to a set iron rod;  
By an arc of a curve, concave Northwesterly having a radius of 120.00 feet, a central angle of 40°00'47", an arc length of 83.80 feet, and a chord of South 42°34'28" West 82.11 feet to a set iron rod;  
South 62°34'52" West a distance of 176.65 feet to a set iron rod;  
By an arc of a curve, concave Southeasterly having a radius of 180.00 feet, a central angle of 23°52'24", an arc length of 75.00 feet, and a chord of South 50°38'40" West 74.46 feet to a set iron rod;  
North 69°17'22" West a distance of 63.39 feet to a set iron rod;  
South 32°21'28" West a distance of 55.04 feet to a set iron rod;  
South 37°59'00" East a distance of 82.46 feet to a set iron rod;  
By an arc of a curve, concave Easterly having a radius of 180.00 feet, a central angle of 15°54'56", an arc length of 50.00 feet, and a chord of South 00°27'28" East 49.84 feet to a set iron rod;  
South 08°24'56" East a distance of 106.83 feet to a set iron rod;  
By an arc of a curve, concave Westerly having a radius of 170.00 feet, a central angle of 44°14'01", an arc length of 131.24 feet, and a chord of South 13°42'05" West 128.01 feet to a set iron rod;  
South 35°49'05" West a distance of 159.87 feet to a set iron rod;  
South 29°25'52" West a distance of 85.00 feet to a set iron rod;  
North 76°15'27" West a distance of 85.00 feet to a set iron rod at land now or formerly of Paul B. & Sheila M. Roberge;  
Thence by land of said Roberge on the following courses:  
North 28°25'00" East a distance of 207.02 feet to a set iron rod;  
North 7°55'21" East a distance of 30.02 feet to a set iron rod;  
North 1°00'07" East a distance of 203.03 feet to a set iron rod;  
North 65°24'10" West a distance of 178.02 feet to a set iron rod at other land of said Riverwoods Company;  
Thence by other land of said Riverwoods Company on the following courses:  
North 7°55'30" East a distance of 230.58 feet to a set iron rod;  
North 80°41'51" West a distance of 384.61 feet to a found iron pipe at land now or formerly of

John Bell;

Thence by said Bell land and land now or formerly of Paul J. Holloway, Jr., North 8°49'16" West a distance of 129.12 feet to a found iron pipe;

Thence continuing by land of said Holloway on the following courses:

North 12°04'12" West a distance of 37.15 feet to a 10" oak tree with barbed wire;

North 1°38'30" West a distance of 74.01 feet to a set iron rod at land of said Ramsay;

Thence continuing by land of said Ramsay on the following courses:

North 83°42'43" East a distance of 217.51 feet to a set iron rod;

North 6°47'56" West a distance of 461.52 feet to the point of beginning.

Said tract contains 14.841 acres.

Conservation Easement "5" Area:

A certain tract of land in Exeter, County of Rockingham, State of New Hampshire, lying northerly of Pickpocket Road, being shown as "Conservation Easement "5" Area = 9.335 Acres" on a plan entitled "Conservation Easement Plan, The Boulders at RiverWoods & The Ridge at RiverWoods, Jolly Rand Road, Pickpocket Road & White Oak Drive, Exeter, New Hampshire, Tax Assessor's Parcels 98-37 & 80-18 for The RiverWoods Company, at Exeter, New Hampshire," dated January 28, 2021 and revised through February 25, 2021, prepared by James Verra and Associates, Inc., which plan is recorded in the Rockingham County Registry of Deeds as Plan #D-\_\_\_\_\_ (Sheets 1 to 5). Said tract is more particularly bounded and described as follows:

Beginning at a set iron rod at the northeasterly corner of said tract, at a point identified as "POB 5" on said plan, at other land of The RiverWoods Company, at Exeter, New Hampshire ("RiverWoods Company");

Thence by other land of said Riverwoods Company on the following courses:

South 17°23'02" West a distance of 178.87 feet to a set iron rod;

South 13°15'55" East a distance of 797.15 feet to a found iron rod at land now or formerly of Southeast Land Trust of N.H.;

Thence by land of said Southeast Land Trust of N.H on the following courses:

South 81°35'13" West a distance of 152.17 feet to a point;

South 83°35'00" West a distance of 105.17 feet to a set iron rod at land now or formerly of Dennis A. Hayward Rev. Trust & Cheryl A. Hayward Rev. Trust;

Thence by land of said Hayward Trusts on the following courses:

North 6°19'08" West a distance of 103.64 feet to a set iron rod;

South 83°38'50" West a distance of 375.00 feet to a set iron rod;

South 13°56'03" East a distance of 295.23 feet to a found drill hole in a rock;

South 13°56'03" East a distance of 291.32 feet to a set iron rod on the northerly sideline of Pickpocket Road;

Thence by said road sideline on the following courses:

North 87°27'50" West a distance of 251.22 feet to a found iron rod;

North 84°05'42" West a distance of 51.25 feet to a found iron rod;

Thence over land of said Riverwoods Company on the following courses:

North 70°38'27" West a distance of 55.00 feet to a set iron rod;

North 26°58'22" West a distance of 45.00 feet to a set iron rod;

By an arc of a curve, concave Southeasterly having a radius of 120.00 feet, a central angle of 26°14'46", an arc length of 54.97 feet, and a chord of North 22°41'42" East 54.49 feet to a to a set iron rod;

North 35°49'05" East a distance of 95.00 feet to a set iron rod;

North 64°48'27" East a distance of 140.00 feet to a set iron rod;

North 2°05'07" East a distance of 55.00 feet to a set iron rod;

North 85°30'02" West a distance of 70.00 feet to a set iron rod;

By an arc of a curve, concave Westerly having a radius of 230.00 feet, a central angle of 18°41'00", an arc length of 75.00 feet, and a chord of North 00°55'34" East 74.67 feet to a set iron rod;

North 8°24'56" West a distance of 106.83 feet to a set iron rod;

By an arc of a curve, concave Southeasterly having a radius of 120.00 feet, a central angle of 70°59'48", an arc length of 148.69 feet, and a chord of North 27°04'58" East 139.36 feet to a set iron rod;

North 62°34'52" East a distance of 176.65 feet to a set iron rod;

By an arc of a curve, concave Northwesterly having a radius of 180.00 feet, a central angle of 40°00'47", an arc length of 125.70 feet, and a chord of North 42°34'28" East 123.17 feet to a set iron rod;

North 22°34'05" East a distance of 232.92 feet to a set iron rod;

North 72°05'40" East a distance of 74.38 feet to a set iron rod;

North 32°07'10" East a distance of 134.58 feet to a set iron rod;

North 62°42'44" West a distance of 174.78 feet to a set iron rod;

North 61°51'31" West a distance of 202.59 feet to a set iron rod;

North 26°16'09" East a distance of 72.38 feet to a set iron rod;

North 81°58'06" East a distance of 200.00 feet to a set iron rod;

North 61°32'21" East a distance of 160.00 feet to a set iron rod;

South 82°04'58" East a distance of 50.00 feet to the point of beginning.

Said tract contains 9.335 acres.

S:\RA-RL\RiverWoods Company\2019 Expansion\2021 05 05 Conservation Easement Deed.docx

**NOTES:**

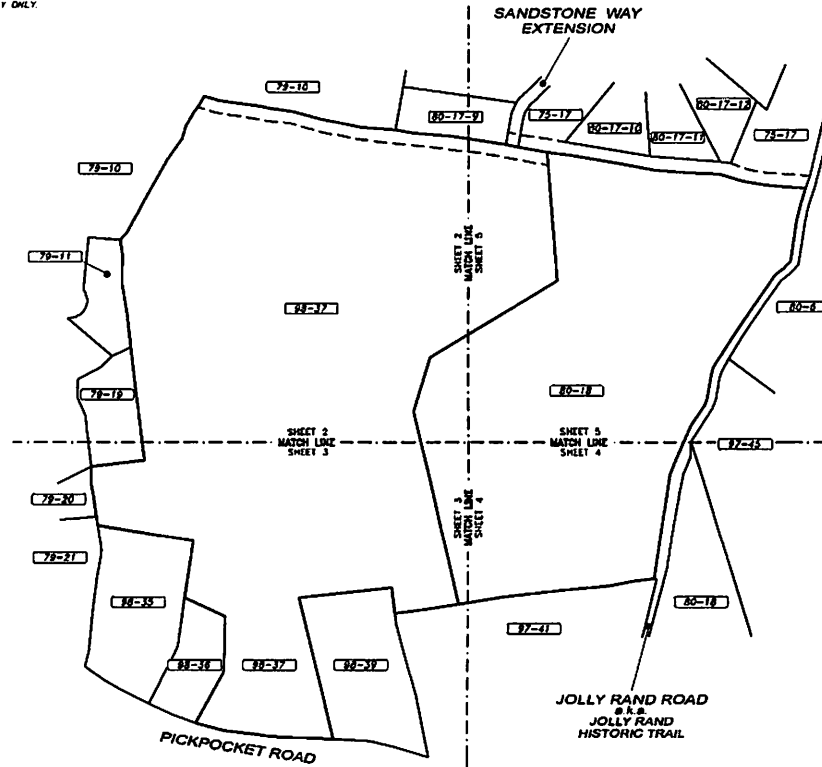
- OWNER OF RECORD..... THE RIVERWOODS COMPANY AT EXETER, NEW HAMPSHIRE  
ADDRESS..... 15 RIVERWOODS DRIVE, EXETER, NH 03823  
DEED REFERENCE..... 3256/1913 & 3851/1293 & 4587/2913  
TAX SHEET / LOT..... 98-37 & 80-18  
SEE VOLUNTARY LOT MERGER DATED 9/9/2010 MERGING TAX PARCELS 80-18 & 97-43 INTO PARCEL 80-18. SEE RORD BOOK 5204, PAGE 7253  
SEE VOLUNTARY LOT MERGER DATED 11/30/2009 MERGING TAX PARCELS 97-42 & 97-43 INTO PARCEL 97-43. SEE RORD BOOK 5084, PAGE 723.
- THE PURPOSE OF THIS PLAN IS TO ESTABLISH AND MONUMENT THE LIMITS OF THE CONSERVATION EASEMENTS FOR PARCELS 80-18 & 98-37. THIS PLAN SUPERCEDES THE "PROPOSED CONSERVATION EASEMENT" LIMITS AS DEPICTED ON REFERENCE PLAN 1 (SHEET 3). REFERENCE PLAN 1 DEPICTED THE CONSERVATION EASEMENT LIMITS PLANNOMETRICALLY ONLY.
- THE RELATIVE ERROR OF CLOSURE WAS LESS THAN 1 FOOT IN 15,000 FEET.
- THE LOCATION OF ALL UNDERGROUND UTILITIES SHOWN HEREON ARE APPROPRIATE AND ARE BASED UPON THE FIELD LOCATION OF ALL VISIBLE STRUCTURES (IE CATCH BASINS, MANHOLES, WATER GATES ETC.) AND INFORMATION COMPILED FROM PLANS PROVIDED BY UTILITY COMPANIES AND GOVERNMENTAL AGENCIES. ALL CONTRACTORS SHOULD NOTIFY, IN WRITING, SAID AGENCIES PRIOR TO ANY EXCAVATION WORK AND CALL DIG-SAFE @ 1-888-DIG-SAFE.
- THE SITE IMPROVEMENTS FOR PARCEL 80-18 SHOWN HEREON, EXCEPTING DRAINAGE, TREE LINE AND GAS PIPELINE WERE TAKEN FROM REFERENCE PLAN 7. THE AFOREMENTIONED ITEMS WERE FIELD LOCATED.
- THE SITE IMPROVEMENTS FOR PARCEL 97-37 SHOWN HEREON WERE TAKEN FROM REFERENCE PLAN 12. THE ROADWAY SHOWN HEREON CONNECTING TO BLACKFORD DRIVE IS BASED ON AN AS-BUILT SURVEY.
- HORIZONTAL DATUM: NAD 1983  
GEOGRAPHIC POSITION ESTABLISHED AT SITE BY HGS "OPUS" SOLUTION (CORSM6)(EPOCH:2002.0000)  
STATIONS USED: "2291", "BARN" & "7614"  
GPS EQUIPMENT: TRIMBLE 4800 SURVEY GRADE UNITS
- THIS PLAN IS BASED UPON SURVEY WORK CONDUCTED BY THIS OFFICE 9/2008 TO 7/2018.
- THE FIELD MEASURED LOCATION OF THE GAS PIPELINE SHOWN HEREON DIFFERS FROM THE EASEMENTS OF RECORD. SEE RORD BOOK 3200, PAGE 1679, BOOK 3296, PAGE 2712, BOOK 3316, PAGE 1822 & BOOK 3250, PAGE 1049. IT IS THE INTENTION OF THE RIVERWOODS COMPANY TO GRANT CORRECTIVE EASEMENTS TO AGREE WITH THE ACTUAL LOCATION OF THE GAS PIPELINE. ALSO, SEE REFERENCE PLAN 11.
- THE PROPOSED CONSERVATION EASEMENT AREAS ARE SUBJECT TO THE RETAINED RIGHT OF THE GRANTEE TO CONSTRUCT, REPAIR AND MAINTAIN THE STORM DRAINAGE FACILITIES AS SHOWN ON REFERENCE PLAN 6.
- ALL CONSERVATION EASEMENT AREA CORNERS SHOWN HEREON WERE MONUMENTED, EXCEPTING THE TWO LOCATIONS INDICATING CORNERS TO BE SET. CORNERS ARE WITNESSED WITH METAL FENCE POSTS. ADDITIONALLY, METAL FENCE POSTS WERE SET ALONG SOME OF THE EASEMENT LINES AS SHOWN HEREON.
- METLANDS DELINEATION PERFORMED BY HANSO, INC., 205 WENT PLACE, NEWMARBLE, NH 03657. METLANDS FLAGS WERE SURVEY LOCATED BY THIS OFFICE UNLESS NOTED OTHERWISE.

**REFERENCE PLANS:**

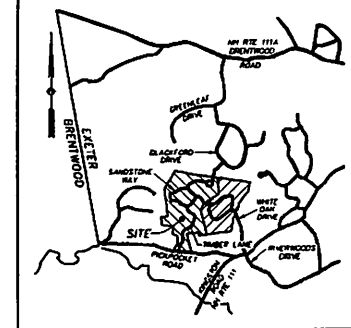
- LOT LINE ADJUSTMENT PLAN OF LAND AND EASEMENT PLAN, PICKPOCKET, KINGSTON AND JOLLY RAND ROADS, EXETER, N.H., REVISED TO 8-1-03, RORD PLAN D-30033, SHEETS 1 & 2
- BLACKFORD PLACE SUBDIVISION FOR TUCK REALTY CORP., GREENLEAF DRIVE, EXETER, N.H., SHEETS 1-6, RORD PLAN 29099
- CONSERVATION EASEMENT PLAN FOR JOSEPH C & NELLIE B SHASEY, 151 PICKPOCKET ROAD, BRENTWOOD & EXETER, NH, DATED 7-1998, RORD PLAN D-26743
- SUBDIVISION OF LAND, PAUL HOLLOWAY, JR., PICKPOCKET ROAD, EXETER, N.H., DATED 10-1978, RORD PLAN D-05314
- PLAT OF LAND FOR MARTHA M PENWELL, EXETER, N.H., DATED 3-1980, RORD PLAN D-9807
- EASEMENT PLAN OVER LAND OF THE RIVERWOODS COMPANY AT EXETER, N.H., PICKPOCKET & RUNAWT ROADS, EXETER, N.H., FOR JOAN A. ARCHBALD REV. TRUST OF 1997, RORD PLAN C-32020
- SITE PLAN, THE RIDGE AT RIVERWOODS, KINGSTON, NH, FOR RIVERWOODS AT EXETER, REVISED TO 8-1-03, RORD PLAN D-30932
- PLAT OF LAND, PICKPOCKET ROAD & WHITE OAK DRIVE, EXETER, N.H., FOR THE RIVERWOODS COMPANY AT EXETER, N.H., REVISED TO 11/14/2007, RORD PLAN D-35706
- PLAT OF LAND, 77 KINGSTON ROAD, EXETER, N.H., FOR THE RIVERWOODS COMPANY AT EXETER, N.H., DATED 11/18/2008, RORD PLAN D-35703
- CORRECTIVE GAS PIPELINE EASEMENT PLAN, THE RIDGE AT RIVERWOODS, KINGSTON ROAD & WHITE OAK DRIVE, EXETER, N.H., FOR THE RIVERWOODS COMPANY AT EXETER, NEW HAMPSHIRE, DATED 10/26/2020 (PRELIMINARY).
- SITE PLAN, SHEET C-2, THE BOULDERS AT RIVERWOODS, KINGSTON ROAD, EXETER, NH, FOR RIVERWOODS AT EXETER, BY ALTRIS ENGINEERING, INC., LATEST REVISION.
- PLAT OF LAND FOR THE RIVERWOODS COMPANY AT EXETER, N.H., PICKPOCKET ROAD & WHITE OAK DRIVE, EXETER, N.H., FOR THE RIVERWOODS COMPANY AT EXETER, N.H., PREPARED BY THIS OFFICE, REVISED TO 11-14-07, RORD PLAN D-35706
- EASEMENT PLAN OVER LAND OF THE RIVERWOODS COMPANY AT EXETER, N.H., PICKPOCKET & RUNAWT ROADS, EXETER, N.H., FOR JOAN A. ARCHBALD REV TRUST OF 1997, RORD PLAN C-32020

**LEGEND:**

- ..... IRON ROD SET, UNLESS OTHERWISE NOTED
- ..... IRON PIPE FOUND
- ..... DRILL HOLE FOUND, UNLESS OTHERWISE NOTED
- ▲ ..... SPIKE SET
- ▲ ..... SURVEY NAIL SET IN PAVEMENT
- ..... GRANITE BOUND FOUND
- ..... METAL FENCE POST SET
- ..... STONE WALL
- ..... DRAIN MANHOLE
- ..... DRAIN LINE
- RORD ..... ROCKINGHAM COUNTY REGISTRY OF DEEDS
- 88-37 ..... TAX SHEET - LOT NUMBER
- ① ..... SUBDIVISION LOT NUMBER
- ⊙ ..... DECIDUOUS TREE W/ BARBED WIRE
- ⊙ ..... CONIFEROUS TREE W/ BARBED WIRE
- EDP ..... EDGE OF PAVED DRIVEWAY/PARKING AREA
- ▣ ..... RP RAP



**SITE OVERVIEW & SHEET LAYOUT**  
(NOT TO SCALE)



**LOCUS**  
SCALE: 1"=2000'

**ABUTTERS LIST**

MAP-LOT	OWNERS OF RECORD	DEED REFERENCE
75-17	BLACKFORD PLACE HOME OWNERS ASSOC	3832/1089
78-10	MACHAON M & KATHRYN A BONAFIDE	5790/2075
79-11	ANTHONY C PYRO & KATHERINE E WALTER	5741/182
79-19	STEVEN J & SARAH B RAMSAY	5034/1478
79-20	PAUL J HOLLOWAY, JR	2870/1025
79-21	JOHN BELL	2354/189
80-17-9	DAVID C & ELISABETH C MATSON	5405/817
80-17-10	LUCHEM & YAN WANG LI	5632/387
80-17-38	TOWN OF EXETER	5084/725
92-41	SOUTHEAST LAND TRUST OF N.H.	5583/2811
93-35	THE RIVERWOODS COMPANY AT EXETER, NEW HAMPSHIRE	5803/1359
98-36	PAUL B & SHELIA M ROBERGE	2439/1124
98-39	DENNIS A. HAYWARD REV. TRUST CHERYL A. HAYWARD REV. TRUST	4204/1743

PURSUANT TO RSA 676:18,III AND RSA 672:14

I CERTIFY THAT THIS SURVEY PLAN IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN.

*James Verra*  
JAMES VERRA  
DATE: 2/25/2021



REV NO	DATE	DESCRIPTION	BY	APPV
1	1/23/2021	ISSUE FOR PERMITS PER RIVERWOODS		

**CONSERVATION EASEMENT PLAN  
THE BOULDERS AT RIVERWOODS  
& THE RIDGE AT RIVERWOODS  
JOLLY RAND ROAD,  
PICKPOCKET ROAD & WHITE OAK DRIVE  
EXETER, NEW HAMPSHIRE  
TAX ASSESSOR'S PARCELS 98-37 & 80-18  
for THE RIVERWOODS COMPANY AT  
EXETER, NEW HAMPSHIRE**

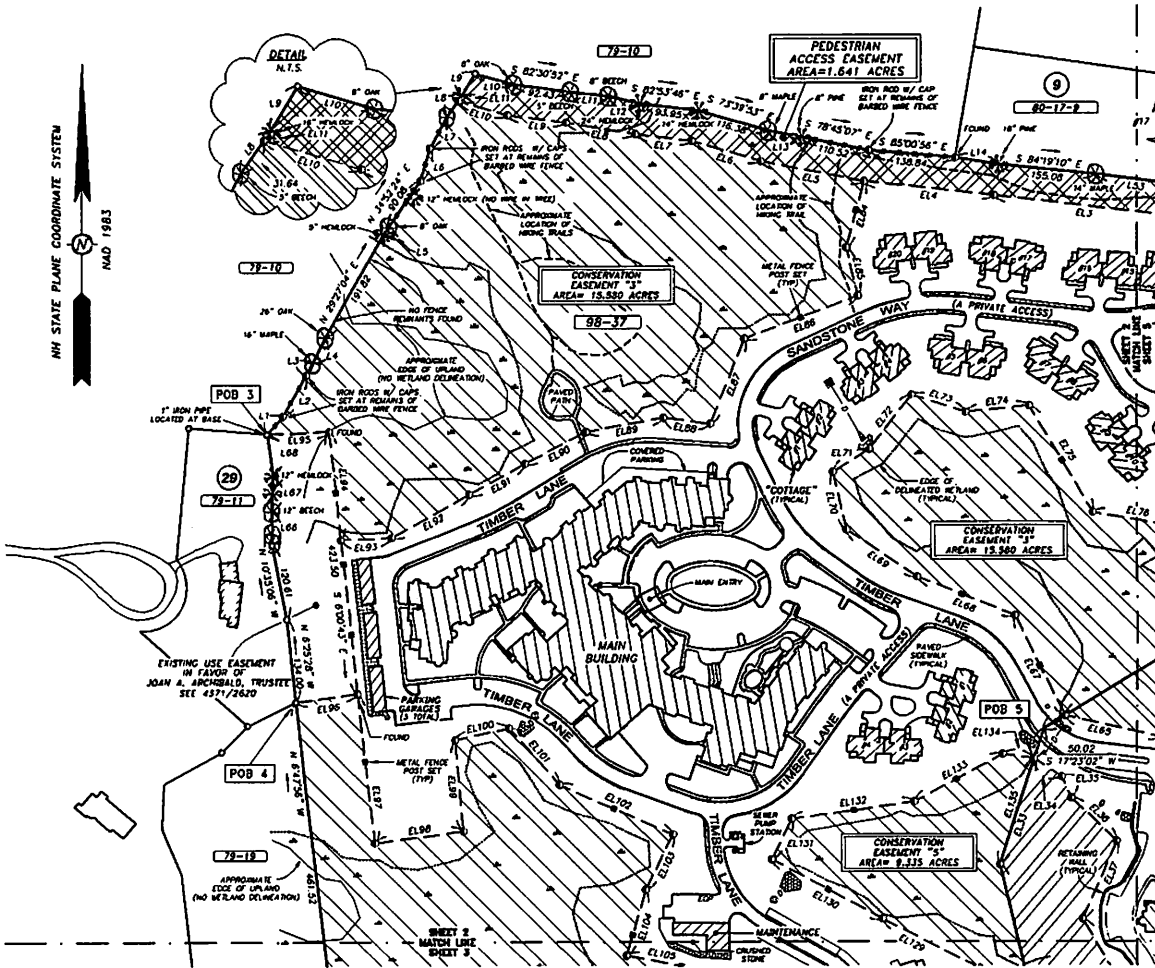
**JAMES VERRA and ASSOCIATES, INC.**

101 SHATTUCK WAY  
EXETER, NH 03824-1979  
603-436-3537

DATE: 1/29/2021  
JOB NO: 23006  
SCALE: 1" = N/A  
DWG NAME: 23006-13  
PLAN NO: 23006-13  
SHEET: 1 OF 3



NH STATE PLANE COORDINATE SYSTEM  
NAD 1983



**LINE TABLE**

LINE	BEARING	DISTANCE
L1	N 41°22'52" E	38.07
L2	N 28°29'53" E	78.85
L3	N 28°37'08" E	23.11
L4	N 78°21'03" E	43.94
L5	N 38°40'45" E	12.56
L6	N 15°40'41" E	54.03
L7	N 28°34'19" E	50.28
L8	N 35°35'05" E	41.13
L9	N 30°48'10" E	42.40
L10	S 73°43'17" E	64.45
L11	S 81°35'15" E	61.24
L12	S 76°26'47" E	51.72
L13	S 78°20'30" E	53.83
L14	S 81°27'43" E	70.87
L15	S 78°48'50" E	82.74
L16	S 79°29'56" E	48.82
L17	S 77°47'32" E	13.01
L18	S 80°03'10" E	58.74
L19	S 68°07'56" E	71.91
L20	S 85°41'38" E	81.84
L21	S 83°48'00" E	80.81
L22	S 17°20'31" W	72.68
L23	S 15°08'18" W	85.62
L24	S 42°54'40" W	41.86
L25	S 53°47'25" W	42.72
L26	S 32°54'09" W	36.72
L27	S 30°48'29" W	23.80
L28	S 13°15'25" W	31.94
L29	S 18°16'35" W	31.80
L30	N 78°44'31" W	12.63
L31	S 85°25'48" W	50.03
L32	S 81°44'54" W	17.15
L33	S 68°18'58" E	34.23
L34	S 17°18'31" W	60.59
L35	S 17°08'18" W	83.04
L36	S 62°28'18" W	120.13
L37	S 42°54'40" W	55.38
L38	S 03°47'25" W	40.27
L39	S 30°53'56" W	106.22
L40	S 33°09'43" W	128.80
L41	S 32°11'11" W	89.31
L42	S 28°58'51" W	53.97
L43	S 20°33'50" W	30.60
L44	S 8°28'09" W	91.24
L45	S 18°16'35" W	35.57
L46	S 32°14'23" W	152.58
L47	S 3°40'10" W	80.83
L48	S 21°48'30" W	72.27
L49	S 13°17'05" W	75.23
L50	S 8°29'30" W	112.74
L51	S 9°13'49" W	134.45
L52	S 43°00'29" W	56.75
L53	S 82°08'51" E	135.63
L54	N 7°55'21" E	30.02
L55	N 12°04'12" W	37.15
L56	N 1°30'30" W	74.01
L57	N 02°31'15" W	55.21
L58	N 2°36'00" E	56.37
L59	N 62°44'33" E	81.77
L60	S 5°18'08" E	43.88
L61	N 1°30'30" W	74.01
L62	N 02°31'15" W	55.21
L63	N 89°04'48" E	16.61
L64	N 89°04'48" E	16.61
L65	N 89°04'48" E	16.61
L66	N 89°04'48" E	16.61
L67	N 89°04'48" E	16.61
L68	N 89°04'48" E	16.61
L69	N 89°04'48" E	16.61
L70	N 89°04'48" E	16.61
L71	N 89°04'48" E	16.61
L72	N 89°04'48" E	16.61

**EASEMENT LINE TABLE**

LINE	BEARING	DISTANCE
EL1	N 79°39'00" W	81.73
EL2	N 83°18'31" W	291.00
EL3	N 83°49'01" W	208.24
EL4	N 78°58'11" W	168.43
EL5	N 78°35'54" W	116.65
EL6	N 82°53'48" W	91.03
EL7	N 80°18'00" W	112.91
EL8	N 82°30'47" W	85.32
EL9	N 78°43'51" W	58.08
EL10	N 35°35'05" E	8.49
EL11	S 43°41'41" E	51.76
EL12	S 79°39'09" W	130.41
EL13	S 23°17'43" W	153.42
EL14	N 51°00'39" W	184.30
EL15	N 15°23'34" E	114.00
EL16	S 75°31'34" E	68.27
EL17	S 68°19'45" E	148.11
EL18	S 32°20'32" E	98.23
EL19	S 79°43'17" W	155.90
EL20	N 38°07'11" W	182.66
EL21	N 65°25'08" W	99.91
EL22	S 78°55'40" W	77.93
EL23	S 57°17'12" W	246.20
EL24	S 71°52'08" W	116.80
EL25	S 51°32'43" W	116.53
EL26	S 28°28'02" W	152.30
EL27	S 80°14'25" W	46.78
EL28	N 88°48'57" W	136.77
EL29	N 56°31'14" E	554.50
EL30	N 17°33'02" E	178.87
EL31	S 56°40'08" E	52.87
EL32	S 24°17'36" E	37.87
EL33	S 46°10'48" E	101.06
EL34	S 23°42'15" W	136.40
EL35	S 29°50'00" W	223.03
EL36	S 02°55'11" E	66.01
EL37	S 0°41'42" W	132.24
EL38	N 84°09'53" E	113.82
EL39	S 78°37'00" E	84.88
EL40	S 18°07'57" E	161.23
EL41	S 58°32'34" E	114.70
EL42	N 43°08'53" E	206.92
EL43	N 10°30'39" W	145.29
EL44	N 13°39'49" E	84.25
EL45	N 17°27'58" E	116.82
EL46	N 47°03'13" E	83.42
EL47	S 33°21'00" E	72.12
EL48	S 03°11'32" E	238.96
EL49	S 68°48'38" E	232.06
EL50	N 43°21'25" E	100.74
EL51	S 81°51" W	336.00
EL52	N 9°31'45" E	30.00
EL53	S 80°48'40" E	231.75
EL54	S 80°78'22" E	348.06
EL55	S 85°26'54" E	284.99
EL56	S 80°45'32" E	38.98
EL57	N 2°36'00" E	83.76
EL58	N 79°39'09" W	158.04
EL59	N 82°43'01" W	174.48
EL60	S 18°33'31" W	31.48
EL61	N 79°39'09" W	30.00
EL62	N 77°32'33" W	158.04
EL63	N 28°28'02" W	180.00
EL64	N 88°14'27" W	166.74
EL65	N 38°12'15" W	173.13
EL66	N 12°57'15" W	95.00
EL67	N 38°12'15" W	69.17
EL68	N 38°10'33" E	110.88
EL69	S 27°15'51" E	243.26
EL70	N 64°18'33" E	107.45
EL71	S 30°31'56" E	198.23
EL72	S 80°18'00" E	150.00
EL73	N 58°54'15" E	184.83
EL74	N 12°57'15" W	81.70
EL75	N 12°57'15" W	59.77
EL76	N 10°13'11" E	120.23
EL77	N 49°38'01" W	87.28
EL78	N 72°27'05" W	67.84
EL79	S 13°20'00" W	110.00
EL80	S 13°26'28" E	80.00
EL81	S 67°43'07" W	711.31
EL82	S 61°03'51" W	102.32
EL83	S 61°10'56" W	143.61
EL84	S 87°09'46" W	81.40
EL85	N 80°43'43" W	178.00
EL86	S 87°37'24" W	99.96
EL87	N 63°03'33" E	103.58
EL88	S 87°45'54" E	61.34
EL89	N 82°20'51" E	144.56
EL90	N 83°32'28" W	147.30
EL91	N 77°39'53" E	88.63
EL92	S 42°01'49" E	122.91
EL93	S 68°07'58" E	158.09
EL94	S 28°04'38" W	98.60
EL95	S 18°17'35" W	110.74
EL96	S 78°48'11" W	170.80
EL97	S 73°27'11" W	134.13
EL98	S 34°43'24" W	92.84
EL99	S 27°34'05" W	218.00
EL100	S 62°34'35" W	176.63
EL101	N 68°19'21" E	63.39
EL102	S 32°21'28" W	55.04
EL103	S 37°39'00" E	82.46
EL104	S 87°45'54" E	106.83
EL105	S 35°49'25" W	159.87
EL106	S 29°22'53" W	85.00
EL107	N 78°15'21" W	85.00
EL108	N 28°22'00" W	202.02
EL109	N 70°28'27" W	55.00
EL110	N 28°38'22" W	45.00
EL111	N 64°48'27" E	140.00
EL112	N 200°97' E	58.00
EL113	N 85°30'07" W	70.00
EL114	N 82°34'56" W	126.83
EL115	N 62°54'32" E	178.65
EL116	N 22°34'03" E	232.92
EL117	N 72°03'40" E	74.38
EL118	N 32°07'10" W	134.58
EL119	N 62°42'48" E	174.48
EL120	N 61°51'51" W	202.59
EL121	N 28°18'09" E	72.38
EL122	N 81°30'08" E	202.00
EL123	N 61°32'21" E	160.00
EL124	S 82°04'56" E	30.00
EL125	S 17°23'02" W	178.87

**LEGEND:**

- IRON ROD SET, UNLESS OTHERWISE NOTED
- IRON PIPE FOUND
- DRILL HOLE FOUND, UNLESS OTHERWISE NOTED
- △ SPIKE SET
- SURVEY NAIL SET IN PAVEMENT
- ▲ GRANITE BOUND FOUND
- METAL FENCE POST SET
- STONE WALL
- DRAIN MANHOLE
- D DRAIN LINE
- ROAD
- ROOKINGHAM COUNTY REGISTRY OF DEEDS
- TAX SHEET - LOT NUMBER
- ① SUBDIVISION LOT NUMBER
- ⊕ DECIDUOUS TREE W/ BARBED WIRE
- ⊕ CONIFEROUS TREE W/ BARBED WIRE
- EDGE OF PAVED DRIVEWAY/PARKING AREA
- RIP RAP

PURSUANT TO RSA 876:18,III AND RSA 672:14

I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN.

*James Verra* 2/15/2021  
JAMES VERRA DATE

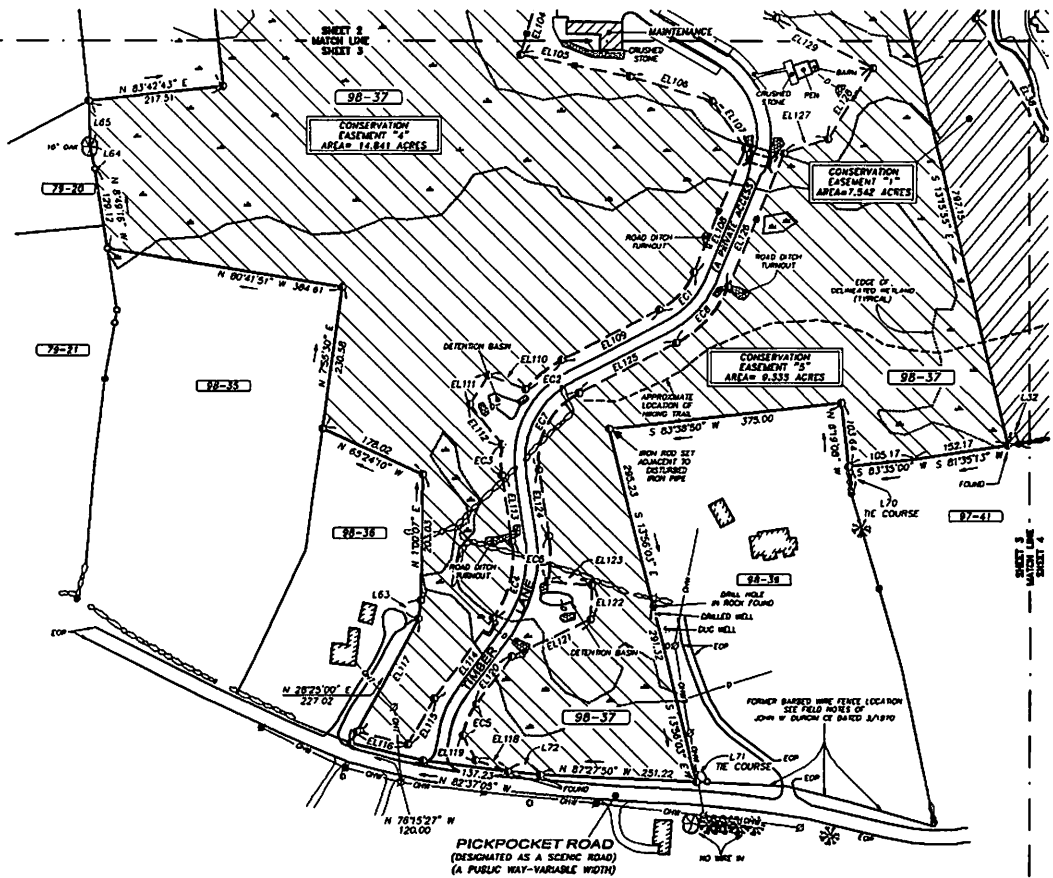


REV NO	DATE	BY	DESCRIPTION	DATE
1	2/15/2021	JV	ISSUE FOR PUBLIC REVIEW COMMENTS	

**CONSERVATION EASEMENT PLAN  
THE BOULDERS AT RIVERWOODS  
& THE RIDGE AT RIVERWOODS  
JOLLY RAND ROAD,  
PICKPOCKET ROAD & WHITE OAK DRIVE  
EXETER, NEW HAMPSHIRE  
TAX ASSESSOR'S PARCELS 98-37 & 80-18  
for THE RIVERWOODS COMPANY AT  
EXETER, NEW HAMPSHIRE**

<b>JAMES VERRA and ASSOCIATES, INC.</b>	DATE: 1/28/2021
101 SHATTUCK WAY SUITE # NEWTON, NH 03824-7878 603-438-3337	JOB NO: 23006
SCALE: 1" = 100'	PLAN NO: 23006-15
PROJECT NO: 23 COPYRIGHT © 2021 BY JAMES VERRA and ASSOCIATES, INC.	ORG NAME: 23006-15 SHEET: 2 OF 5

NH STATE PLANE COORDINATE SYSTEM  
MAD 1983



**LINE TABLE**

LINE	BEARING	DISTANCE
L1	N 41°22'52" E	30.07
L2	N 20°22'54" E	75.83
L3	N 20°17'08" E	23.11
L4	N 20°17'02" E	45.98
L5	N 30°40'45" E	12.36
L6	N 15°48'41" E	54.03
L7	N 20°25'10" E	58.29
L8	N 35°35'02" E	41.13
L9	N 30°48'10" E	42.40
L10	S 77°43'11" E	64.45
L11	S 63°30'15" E	61.24
L12	S 78°08'42" E	31.72
L13	S 79°20'30" E	70.61
L14	S 81°27'33" E	70.61
L15	S 79°48'30" E	82.74
L16	S 79°29'56" E	49.92
L17	S 77°43'52" E	13.61
L18	S 80°07'10" E	59.14
L19	S 80°07'36" E	71.91
L20	S 85°41'38" E	61.84
L21	S 69°40'00" E	80.81
L22	S 17°20'31" W	72.85
L23	S 12°08'18" W	65.62
L24	S 47°34'40" W	41.96
L25	S 53°27'25" W	42.72
L26	S 32°54'09" W	36.72
L27	S 30°48'29" W	25.80
L28	S 13°15'23" W	31.94
L29	S 10°16'33" W	31.80
L30	N 79°44'31" W	72.43
L31	S 63°25'45" W	50.63
L32	S 61°44'34" W	17.15
L33	S 65°16'59" W	34.23
L34	S 17°10'51" W	82.59
L35	S 12°08'18" W	63.04
L36	S 62°22'00" W	170.13
L37	S 42°34'40" W	55.36
L38	S 63°10'25" W	40.37
L39	S 33°33'56" W	106.22
L40	S 33°09'43" W	170.60
L41	S 32°17'11" W	98.37
L42	S 28°56'31" W	53.97
L43	S 23°25'50" W	30.60
L44	S 22°00'00" W	91.24
L45	S 10°16'33" W	38.52
L46	S 32°44'23" W	159.58
L47	S 37°40'19" W	60.95
L48	S 21°46'50" W	72.17
L49	S 13°17'05" W	75.23
L50	S 62°29'36" W	178.24
L51	S 61°13'49" W	134.45
L52	S 43°00'29" W	58.75
L53	S 62°05'51" E	133.53
L54	N 7°35'21" E	30.02
L55	N 17°04'12" W	37.15
L56	N 13°50'50" W	74.07
L57	N 02°13'15" E	85.91
L58	N 8°24'33" W	67.77
L59	S 2°56'00" E	56.37
L60	N 8°24'33" W	67.77
L61	S 61°13'49" W	134.45
L62	S 43°00'29" W	58.75
L63	S 62°05'51" E	133.53
L64	N 7°35'21" E	30.02
L65	N 17°04'12" W	37.15
L66	N 13°50'50" W	74.07
L67	N 02°13'15" E	85.91
L68	N 8°24'33" W	67.77
L69	S 2°56'00" E	56.37
L70	S 61°13'49" W	134.45
L71	N 02°13'15" E	85.91
L72	N 8°24'33" W	67.77

**EASEMENT LINE TABLE**

LINE	BEARING	DISTANCE
EL1	N 79°19'00" W	81.73
EL2	N 83°15'31" W	581.08
EL3	N 83°19'01" W	208.24
EL4	N 78°36'41" W	168.65
EL5	N 73°39'54" W	116.65
EL6	N 82°53'46" W	91.63
EL7	N 80°18'04" W	112.91
EL8	N 82°30'47" W	95.32
EL9	N 73°43'21" W	82.06
EL10	N 35°15'05" E	8.49
EL11	S 43°17'41" E	51.78
EL12	N 79°39'09" W	130.41
EL13	S 23°51'43" W	153.42
EL14	N 24°08'39" W	194.30
EL15	N 06°47'48" W	206.64
EL16	N 15°23'54" E	114.00
EL17	S 75°31'54" E	60.27
EL18	S 68°29'45" E	148.11
EL19	N 42°20'22" E	99.23
EL20	N 70°17'31" W	155.80
EL21	N 38°07'11" W	182.68
EL22	N 85°20'00" W	99.91
EL23	S 78°35'40" W	77.93
EL24	S 37°17'12" W	246.20
EL25	S 71°53'03" W	182.80
EL26	S 51°32'33" W	116.53
EL27	S 28°28'02" W	152.30
EL28	S 60°42'29" W	48.79
EL29	N 88°48'37" W	136.77
EL30	S 58°11'14" E	554.50
EL31	N 17°23'02" E	170.87
EL32	S 58°44'08" E	52.87
EL33	S 24°17'38" E	37.82
EL34	S 48°10'46" E	101.08
EL35	S 33°42'15" W	136.40
EL36	S 29°50'00" E	222.83
EL37	S 00°55'11" E	66.01
EL38	S 07°41'57" W	132.24
EL39	N 64°08'53" E	113.92
EL40	S 78°37'00" E	84.08
EL41	S 18°01'27" E	161.23
EL42	S 50°31'34" E	114.70
EL43	S 53°28'51" E	206.92
EL44	N 10°30'59" W	145.29
EL45	N 13°39'59" E	94.05
EL46	N 17°27'56" W	116.82
EL47	N 43°00'33" E	35.25
EL48	S 33°21'02" E	72.12
EL49	S 03°13'32" E	239.38
EL50	S 66°48'26" E	69.96
EL51	S 45°27'29" E	120.24
EL52	S 61°29'11" W	338.08
EL53	N 93°15'33" E	50.00
EL54	S 80°48'40" E	231.75
EL55	S 80°26'22" E	348.06
EL56	S 85°26'54" E	284.99
EL57	S 80°40'43" E	38.96
EL58	S 80°48'40" E	70.00
EL59	S 80°48'40" E	70.00
EL60	S 80°48'40" E	70.00
EL61	S 80°48'40" E	70.00
EL62	S 80°48'40" E	70.00
EL63	S 80°48'40" E	70.00
EL64	S 80°48'40" E	70.00
EL65	S 80°48'40" E	70.00
EL66	S 80°48'40" E	70.00
EL67	S 80°48'40" E	70.00
EL68	S 80°48'40" E	70.00
EL69	S 80°48'40" E	70.00
EL70	S 80°48'40" E	70.00
EL71	S 80°48'40" E	70.00
EL72	S 80°48'40" E	70.00
EL73	S 80°48'40" E	70.00
EL74	S 80°48'40" E	70.00
EL75	S 80°48'40" E	70.00
EL76	S 80°48'40" E	70.00
EL77	S 80°48'40" E	70.00
EL78	S 80°48'40" E	70.00
EL79	S 80°48'40" E	70.00
EL80	S 80°48'40" E	70.00
EL81	S 80°48'40" E	70.00
EL82	S 80°48'40" E	70.00
EL83	S 80°48'40" E	70.00
EL84	S 80°48'40" E	70.00
EL85	S 80°48'40" E	70.00
EL86	S 80°48'40" E	70.00
EL87	S 80°48'40" E	70.00
EL88	S 80°48'40" E	70.00
EL89	S 80°48'40" E	70.00
EL90	S 80°48'40" E	70.00
EL91	S 80°48'40" E	70.00
EL92	S 80°48'40" E	70.00
EL93	S 80°48'40" E	70.00
EL94	S 80°48'40" E	70.00
EL95	S 80°48'40" E	70.00
EL96	S 80°48'40" E	70.00
EL97	S 80°48'40" E	70.00
EL98	S 80°48'40" E	70.00
EL99	S 80°48'40" E	70.00
EL100	S 80°48'40" E	70.00
EL101	S 80°48'40" E	70.00
EL102	S 80°48'40" E	70.00
EL103	S 80°48'40" E	70.00
EL104	S 80°48'40" E	70.00
EL105	S 80°48'40" E	70.00
EL106	S 80°48'40" E	70.00
EL107	S 80°48'40" E	70.00
EL108	S 80°48'40" E	70.00
EL109	S 80°48'40" E	70.00
EL110	S 80°48'40" E	70.00
EL111	S 80°48'40" E	70.00
EL112	S 80°48'40" E	70.00
EL113	S 80°48'40" E	70.00
EL114	S 80°48'40" E	70.00
EL115	S 80°48'40" E	70.00
EL116	S 80°48'40" E	70.00
EL117	S 80°48'40" E	70.00
EL118	S 80°48'40" E	70.00
EL119	S 80°48'40" E	70.00
EL120	S 80°48'40" E	70.00
EL121	S 80°48'40" E	70.00
EL122	S 80°48'40" E	70.00
EL123	S 80°48'40" E	70.00
EL124	S 80°48'40" E	70.00
EL125	S 80°48'40" E	70.00
EL126	S 80°48'40" E	70.00
EL127	S 80°48'40" E	70.00
EL128	S 80°48'40" E	70.00
EL129	S 80°48'40" E	70.00
EL130	S 80°48'40" E	70.00
EL131	S 80°48'40" E	70.00
EL132	S 80°48'40" E	70.00
EL133	S 80°48'40" E	70.00
EL134	S 80°48'40" E	70.00
EL135	S 80°48'40" E	70.00

**EASEMENT LINE TABLE**

LINE	BEARING	DISTANCE
EL70	N 12°57'15" W	56.50
EL71	N 581°10'00" W	63.17
EL72	N 38°10'32" E	110.80
EL73	S 72°16'35" E	90.60
EL74	N 84°16'37" E	101.45
EL75	S 30°13'56" E	193.93
EL76	S 80°10'00" E	150.00
EL77	N 59°54'15" E	184.65
EL78	N 12°57'08" E	81.70
EL79	N 83°57'52" E	58.77
EL80	N 103°11'11" E	120.23
EL81	N 48°58'01" W	87.28
EL82	N 732°05" W	67.84
EL83	N 79°39'09" W	20.00
EL84	S 15°20'29" W	110.00
EL85	S 13°36'26" W	85.00
EL86	S 89°20'00" W	184.89
EL87	S 21°48'42" W	147.27
EL88	N 82°24'03" W	74.97
EL89	S 78°47'15" W	128.17
EL90	S 62°43'07" W	111.31
EL91	S 61°03'51" W	102.32
EL92	S 61°16'38" W	143.41
EL93	S 87°09'44" W	81.40
EL94	N 81°00'43" W	172.00
EL95	S 81°31'24" W	99.98
EL96	N 82°28'23" E	100.58
EL97	S 84°7'36" E	241.34
EL98	N 82°28'51" E	144.58
EL99	N 83°12'26" W	147.30
EL100	N 77°39'59" W	63.63
EL101	S 42°01'48" E	122.51
EL102	S 66°07'59" E	153.09
EL103	S 28°04'56" W	88.60
EL104	S 18°13'55" W	110.74
EL105	S 78°46'11" E	179.80
EL106	S 73°27'14" E	138.13
EL107	S 34°29'53" E	82.84
EL108	S 27°54'05" W	216.00
EL109	S 62°54'33" W	178.65
EL110	N 69°17'22" W	63.39
EL111	S 32°27'28" W	59.04
EL112	S 17°20'50" E	82.84
EL113	S 87°45'56" E	100.83
EL114	S 33°40'05" W	159.87
EL115	S 29°25'35" W	85.00
EL116	N 78°15'33" W	85.00
EL117	N 28°23'00" E	207.02
EL118	N 70°18'27" W	55.00
EL119	N 28°26'22" W	45.00
EL120	N 33°49'03" E	92.00
EL121	N 64°08'53" E	102.00
EL122	N 20°07'12" E	55.00
EL123	N 85°10'02" W	70.00
EL124	N 87°45'00" E	108.83
EL125	N 87°45'00" E	134.65
EL126	N 72°18'40" E	74.38
EL127	N 33°07'10" E	134.38
EL128	N 64°42'44" E	174.78
EL129	N 81°51'51" W	202.59
EL130	N 81°51'51" W	72.59
EL131	N 81°51'51" W	200.00
EL132	N 81°51'51" W	200.00
EL133	N 81°51'51" W	160.00
EL134	S 87°04'56" E	50.00
EL135	S 17°23'02" W	178.87

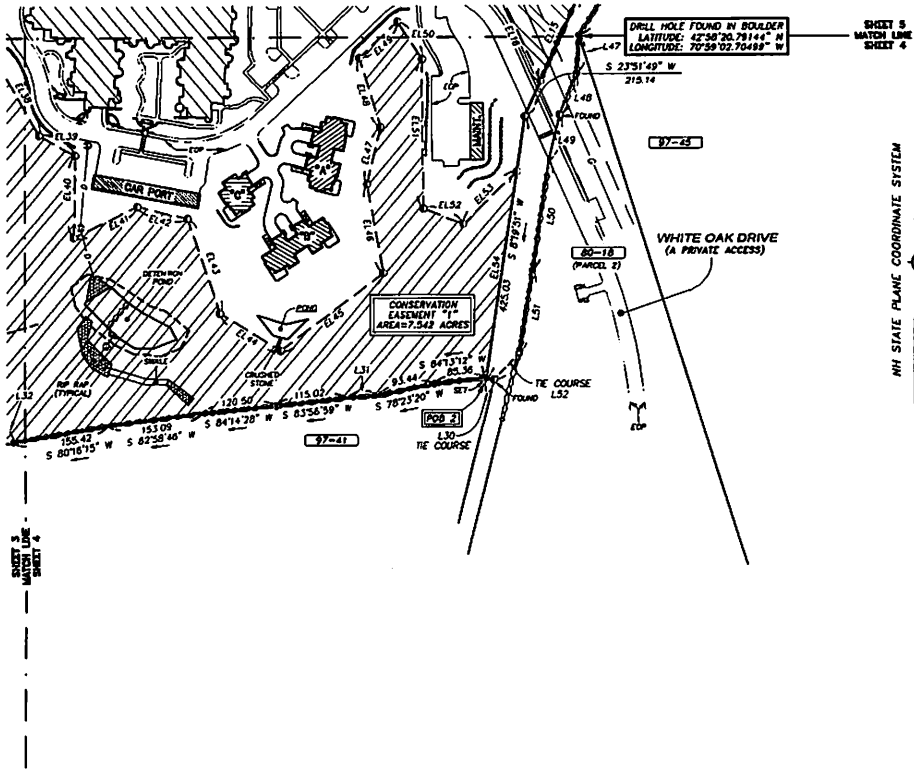
**CURVE TABLE**

CURVE	RADIUS	DELTA	LENGTH	CHORD	DIST
C1	125.00	36°32'19"	111.68	N 27°49'35" E	100.72
C2	125.00	36°32'19"	76.71	S 27°49'35" W	78.37

**EASEMENT CURVE TABLE**

CURVE	RADIUS	DELTA	LENGTH	CHORD	DIST
EC1	120.00	40°00'47"	83.80	S 42°34'40" W	82.11
EC2	180.00	23°52'24"	75.00	S 30°38'40" W	74.46
EC3	180.00	15°34'56"	50.00	S 07°37'38" E	48.84
EC4	170.00	44°14'01"	131.24	S 13°42'00" W	128.01
EC5	120.00	78°14'46"	54.97	N 29°40'42" E	54.48
EC6	230.00	18°11'00"	78.00	N 05°53'34" E	74.67
EC7	120.00	70°59'48"	148.09	N 27°04'58" E	138.38
EC8	180.00	40°00'47"	125.70	N 42°34'28" E	123.17

- LEGEND:**
- IRON ROD SET, UNLESS OTHERWISE NOTED
  - IRON PIPE FOUND
  - DRILL HOLE FOUND, UNLESS OTHERWISE NOTED
  - △ SPIKE SET
  - ▲ SURVEY NAIL SET IN PAVEMENT
  - GRANITE BOUND FOUND
  - METAL FENCE POST

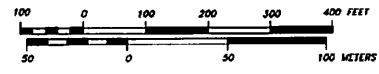


- LEGEND:**
- IRON ROD SET, UNLESS OTHERWISE NOTED
  - IRON PIPE FOUND
  - DRILL HOLE FOUND, UNLESS OTHERWISE NOTED
  - ▲ SAW SET
  - ▲ SURVEY NAIL SET IN PAVEMENT
  - GRANITE BOUND FOUND
  - METAL FENCE POST SET
  - STONE WALL
  - DRAIN MANHOLE
  - DRAIN LINE
  - ROAD ROCKINGHAM COUNTY REGISTRY OF DEEDS
  - 88-37 TAX SHEET - LOT NUMBER
  - ① SUBDIVISION LOT NUMBER
  - DECIDUOUS TREE W/ BARBED WIRE
  - CONIFEROUS TREE W/ BARBED WIRE
  - FOP EDGE OF PAVED DRIVEWAY/PARKING AREA
  - RP RAP

PURSUANT TO RSA 676:18, III AND RSA 672:14

I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN.

*James Verra*  
 JAMES VERRA  
 2/25/2021  
 DATE



**LINE TABLE**

LINE	BEARING	DISTANCE
L1	N 41°22'52" E	38.07
L2	N 29°29'53" E	75.65
L3	N 28°17'08" E	23.17
L4	N 27°10'21" E	45.88
L5	N 36°40'53" E	12.38
L6	N 15°48'41" E	54.63
L7	N 28°58'19" E	58.29
L8	N 35°35'05" E	41.13
L9	N 30°40'10" E	42.40
L10	S 73°43'11" E	64.45
L11	S 83°35'15" E	61.24
L12	S 76°28'47" E	31.72
L13	S 76°20'30" E	53.83
L14	S 81°27'53" E	70.01
L15	S 78°40'50" E	82.74
L16	S 79°29'58" E	48.92
L17	S 77°47'38" E	13.07
L18	S 80°17'01" E	59.14
L19	S 80°15'56" E	71.91
L20	S 85°41'58" E	81.94
L21	S 85°49'00" E	80.81
L22	S 17°20'51" E	22.69
L23	S 12°06'10" E	63.62
L24	S 42°34'40" W	41.98
L25	S 53°47'25" W	42.72
L26	S 32°54'09" W	36.79
L27	S 30°49'29" W	25.60
L28	S 13°18'25" W	31.94
L29	S 10°16'35" W	31.80
L30	N 78°44'31" W	12.43
L31	S 85°29'45" W	50.03
L32	S 81°41'54" W	17.15
L33	S 68°16'58" E	34.23
L34	S 17°18'51" E	80.59
L35	S 12°06'10" E	63.04
L36	S 82°10'07" E	170.13
L37	S 42°34'40" W	53.36
L38	S 43°47'25" W	40.27
L39	S 32°53'58" W	108.22
L40	S 33°08'43" W	170.89
L41	S 32°13'11" W	99.31
L42	S 28°58'19" W	53.67
L43	S 20°33'50" W	30.60
L44	S 9°28'09" W	91.74
L45	S 19°16'35" W	38.52
L46	S 32°44'23" W	159.58
L47	S 34°07'01" W	60.95
L48	S 21°46'30" W	72.27
L49	S 13°17'05" W	75.23
L50	S 8°29'58" W	178.24
L51	S 0°13'49" W	134.45
L52	S 43°00'29" E	58.75
L53	S 82°09'51" E	135.53
L54	N 7°58'21" E	30.02
L55	N 12°01'51" E	37.15
L56	N 13°58'30" E	74.01
L57	N 0°23'15" E	53.31
L58	N 2°56'00" E	56.37
L59	N 8°24'33" E	67.77
L60	S 81°00'04" E	43.68
L61	N 89°04'40" E	16.61
L62	N 84°05'42" W	51.25

**EASEMENT LINE TABLE**

LINE	BEARING	DISTANCE
EL1	N 78°39'00" W	81.73
EL2	N 83°18'53" W	291.00
EL3	N 83°49'01" W	209.24
EL4	N 78°56'41" W	183.65
EL5	N 73°59'54" W	114.63
EL6	N 62°43'46" W	81.03
EL7	N 80°19'06" W	112.91
EL8	N 82°30'47" W	85.32
EL9	N 73°43'21" W	89.08
EL10	S 35°25'05" E	9.48
EL11	S 43°47'41" E	51.76
EL12	N 79°39'09" W	130.41
EL13	S 25°14'43" W	153.42
EL14	N 24°00'39" W	194.30
EL15	N 08°47'48" W	208.64
EL16	N 15°23'34" E	114.00
EL17	S 78°31'54" E	80.27
EL18	S 48°29'43" E	148.11
EL19	S 32°20'22" E	99.23
EL20	S 79°43'17" W	153.90
EL21	N 35°07'11" W	182.66
EL22	N 65°25'08" W	99.81
EL23	S 78°53'40" W	72.83
EL24	S 57°17'12" W	248.28
EL25	S 71°55'08" W	118.60
EL26	S 81°32'33" W	116.53
EL27	S 28°29'00" W	152.30
EL28	S 80°17'25" W	48.79
EL29	N 68°48'37" W	138.77
EL30	N 58°31'14" E	554.50
EL31	N 17°23'02" E	178.87
EL32	S 58°44'08" E	52.67
EL33	S 24°17'36" E	37.82
EL34	S 48°10'48" E	101.06
EL35	S 23°42'15" W	136.40
EL36	S 29°02'00" W	222.23
EL37	S 60°55'11" E	66.01
EL38	S 0°41'47" W	132.24
EL39	N 64°09'53" E	113.97
EL40	S 78°37'00" E	84.68
EL41	S 19°01'27" E	161.23
EL42	S 58°32'34" E	114.70
EL43	N 53°03'53" E	206.92
EL44	N 10°30'59" W	143.28
EL45	N 13°39'49" E	94.03
EL46	N 17°21'56" W	116.83
EL47	N 47°05'13" E	83.42
EL48	S 33°21'02" E	72.12
EL49	S 0°31'32" E	239.98
EL50	S 68°48'29" E	69.98
EL51	N 45°21'23" E	120.24
EL52	S 0°19'31" W	338.08
EL53	N 9°31'35" E	30.00
EL54	S 80°48'40" E	231.73
EL55	S 80°76'21" E	348.06
EL56	S 85°26'54" E	284.99
EL57	S 80°43'32" E	39.98
EL58	S 89°48'33" E	63.78
EL59	S 78°16'58" E	80.62
EL60	S 85°43'07" E	175.40
EL61	S 18°33'31" W	51.48
EL62	N 79°39'09" W	50.00
EL63	N 77°23'23" W	158.04
EL64	N 26°10'02" W	180.00
EL65	N 66°14'27" W	166.74
EL66	N 58°12'15" W	137.13

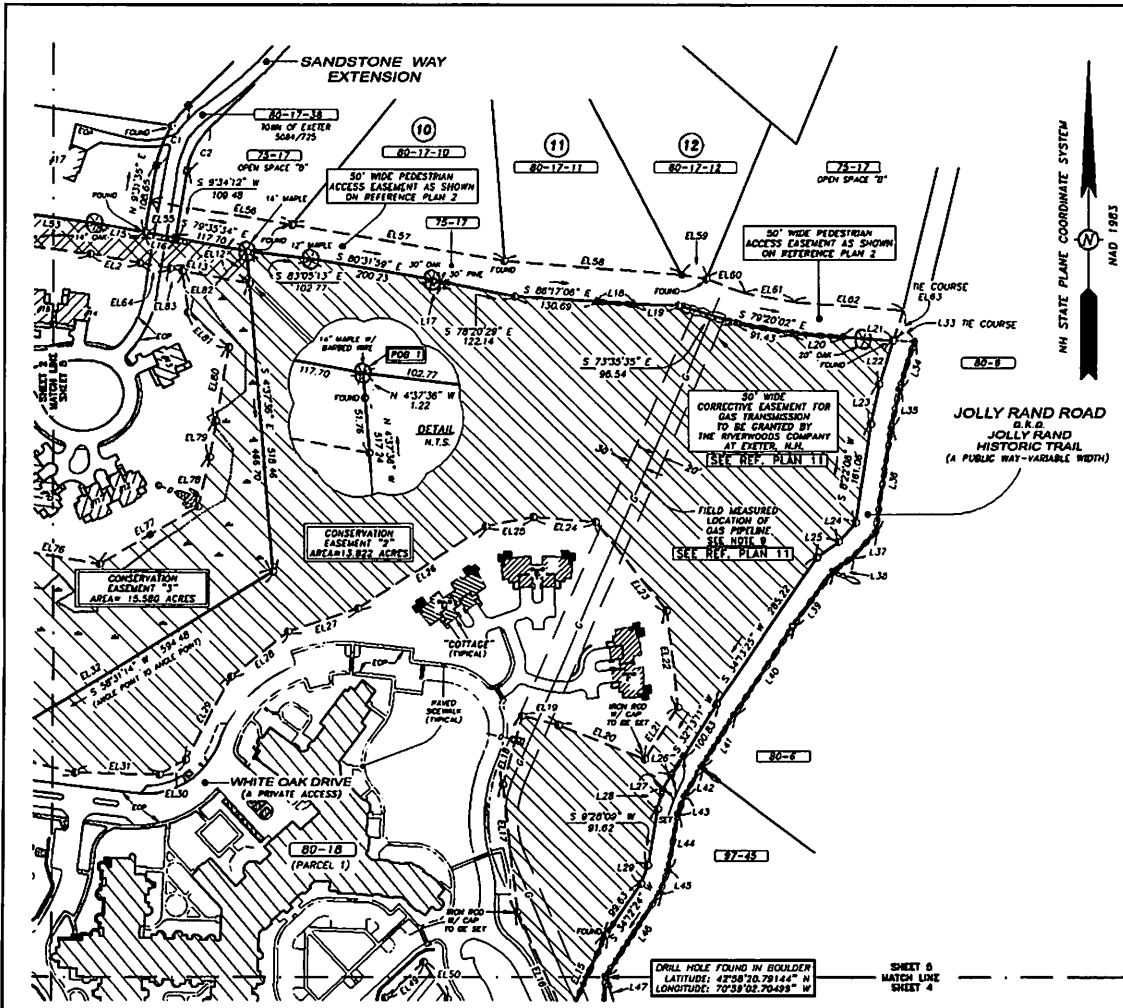
LINE	BEARING	DISTANCE
EL70	N 12°57'19" W	85.00
EL71	N 58°15'11" E	63.17
EL72	N 38°10'33" E	110.86
EL73	S 29°44'15" E	90.60
EL74	N 04°18'37" E	101.45
EL75	S 30°31'38" E	188.23
EL76	S 80°18'00" E	180.00
EL77	N 59°44'55" E	184.65
EL78	N 12°57'08" E	81.70
EL79	N 93°7'52" E	59.77
EL80	N 10°13'41" E	120.23
EL81	N 49°58'01" W	87.28
EL82	N 72°20'01" W	87.84
EL83	N 79°39'08" W	22.00
EL84	S 15°20'00" W	110.00
EL85	S 13°58'28" E	80.00
EL86	S 89°20'00" W	184.99
EL87	S 21°44'42" W	142.27
EL88	N 82°24'02" W	74.91
EL89	S 79°43'17" W	126.17
EL90	S 82°30'27" W	111.31
EL91	S 81°03'51" W	102.32
EL92	S 81°18'58" W	134.41
EL93	S 87°09'48" W	81.40
EL94	N 0°00'43" W	175.00
EL95	S 87°37'24" W	98.96
EL96	N 82°26'12" E	100.56
EL97	S 84°7'58" E	241.34
EL98	N 82°26'51" E	144.56
EL99	N 5°31'28" W	147.30
EL100	N 77°39'02" E	88.83
EL101	S 42°01'48" E	122.51
EL102	S 66°07'59" E	188.09
EL103	S 26°04'38" W	98.60
EL104	S 18°13'50" W	710.74
EL105	S 78°48'11" E	179.90
EL106	S 73°27'14" E	138.13
EL107	S 34°45'34" E	92.84
EL108	S 22°34'05" W	216.00
EL109	S 82°34'52" W	176.65
EL110	N 69°17'22" W	63.19
EL111	S 32°21'28" W	55.04
EL112	S 17°59'00" E	82.46
EL113	S 87°45'08" E	106.83
EL114	S 35°49'05" W	159.87
EL115	S 20°25'52" W	85.00
EL116	N 76°29'27" W	85.00
EL117	N 26°29'00" E	207.02
EL118	N 70°58'27" W	55.00
EL119	N 20°50'22" W	98.00
EL120	N 35°49'05" E	98.00
EL121	N 64°48'27" E	140.00
EL122	N 20°00'27" E	55.00
EL123	N 85°30'02" W	70.00
EL124	N 87°38'06" E	106.83
EL125	N 82°34'52" E	176.65
EL126	N 22°34'05" E	232.92
EL127	N 22°05'40" E	74.30
EL128	N 38°07'40" E	142.50
EL129	N 82°42'44" W	174.78
EL130	N 61°31'31" W	202.59
EL131	N 26°18'09" E	72.38
EL132	N 81°58'08" E	200.00
EL133	N 81°52'11" E	100.00
EL134	S 82°04'58" E	00.00
EL135	S 17°23'02" W	178.87

REV NO	DATE	DESCRIPTION	BY	APPROV
1	1/25/2021	ISSUE PERMITS ETC BY THE COMMISSION		

**CONSERVATION BASEMENT PLAN  
 THE BOULDERS AT RIVERWOODS  
 & THE RIDGE AT RIVERWOODS  
 JOLLY RAND ROAD,  
 PICKPOCKET ROAD & WHITE OAK DRIVE  
 EXETER, NEW HAMPSHIRE  
 TAX ASSESSOR'S PARCELS 88-37 & 80-18  
 for THE RIVERWOODS COMPANY AT  
 EXETER, NEW HAMPSHIRE**

**JAMES VERRA and ASSOCIATES, INC.**  
 101 SHATTUCK BLVD  
 NEW HAMPSHIRE, NH 03061-7876  
 603-438-3337

DATE: 1/28/2021  
 JOB NO: 23006  
 SCALE: 1" = 100'  
 DWG NAME: 23006-13  
 PLAN NO: 23006-13  
 SHEET: 4 OF 5



**LINE TABLE**

LINE	BEARING	DISTANCE
L1	N 41°22'52" E	36.07
L2	N 29°29'53" E	23.05
L3	N 28°17'06" E	23.11
L4	N 26°10'02" E	43.06
L5	N 38°40'45" E	12.36
L6	N 15°48'41" E	54.03
L7	N 28°58'19" E	58.38
L8	N 35°33'05" E	41.13
L9	N 30°40'10" E	42.40
L10	S 73°43'11" E	94.45
L11	S 83°35'19" E	61.24
L12	S 78°24'47" E	91.72
L13	S 79°20'50" E	51.63
L14	S 81°27'33" E	70.61
L15	S 79°19'50" E	82.74
L16	S 79°29'50" E	46.82
L17	S 77°47'32" E	13.81
L18	S 80°07'10" E	59.14
L19	S 88°07'58" E	71.91
L20	S 89°41'38" E	81.94
L21	S 85°09'00" E	65.81
L22	S 17°20'31" E	72.69
L23	S 12°06'10" E	65.62
L24	S 42°34'40" E	41.96
L25	S 33°12'25" E	42.72
L26	S 32°44'25" E	36.72
L27	S 30°48'29" E	25.60
L28	S 33°29'25" E	31.94
L29	S 19°16'35" E	31.80
L30	N 78°42'14" E	12.43
L31	S 85°25'45" E	50.03
L32	S 81°44'54" E	17.15
L33	S 88°16'50" E	34.23
L34	S 17°16'51" E	60.56
L35	S 12°06'10" E	63.04
L36	S 42°34'40" E	170.13
L37	S 42°34'40" E	53.36
L38	S 33°47'25" E	40.37
L39	S 35°35'56" E	108.23
L40	S 33°39'43" E	170.80
L41	S 32°31'11" E	98.31
L42	S 28°56'51" E	53.97
L43	S 20°35'50" E	50.60
L44	S 8°28'04" E	81.24
L45	S 19°16'35" E	36.52
L46	S 32°44'23" E	159.58
L47	S 32°10'10" E	60.95
L48	S 27°45'50" E	72.77
L49	S 13°17'05" E	75.23
L50	S 8°29'36" E	178.24
L51	S 8°13'49" E	134.45
L52	S 43°02'29" E	58.75
L53	S 82°00'51" E	155.53
L54	N 75°52'17" E	30.02
L55	N 12°04'12" E	37.13
L56	N 1°36'30" E	74.01
L57	N 0°23'30" E	55.91
L58	N 2°56'00" E	56.37
L59	N 8°24'33" E	67.77
L60	S 61°08'04" E	43.66
L61	N 89°04'48" E	78.61
L62	N 84°05'42" E	51.23

**EASEMENT LINE TABLE**

LINE	BEARING	DISTANCE
E1	N 29°39'00" W	81.73
E2	N 63°18'53" W	231.00
E3	N 83°19'01" W	209.29
E4	N 78°56'41" W	168.65
E5	N 73°39'54" W	114.65
E6	N 82°37'46" W	91.03
E7	N 82°19'46" W	112.91
E8	N 82°30'47" W	85.13
E9	N 73°43'21" W	82.06
E10	N 35°35'05" E	8.49
E11	S 43°47'41" E	31.78
E12	N 79°39'09" W	130.41
E13	S 23°51'43" W	153.42
E14	N 24°05'39" W	194.30
E15	N 06°47'48" W	206.64
E16	N 15°23'54" E	114.00
E17	N 75°31'54" E	60.27
E18	S 68°29'45" E	148.11
E19	N 32°20'22" E	99.23
E20	S 43°31'51" E	155.90
E21	N 33°07'11" W	151.68
E22	N 85°25'08" W	99.91
E23	S 78°53'40" W	77.93
E24	S 57°17'12" W	246.28
E25	N 75°35'00" W	116.60
E26	S 51°32'41" E	116.53
E27	S 28°29'02" W	152.30
E28	S 60°14'25" W	48.79
E29	N 88°48'37" W	158.77
E30	N 58°31'14" E	354.50
E31	N 17°23'02" E	178.87
E32	S 56°44'08" E	52.67
E33	S 24°17'36" E	37.62
E34	S 40°10'48" E	101.08
E35	S 23°42'15" W	136.40
E36	S 28°50'00" E	222.93
E37	S 60°55'11" E	68.01
E38	S 0°41'47" W	113.24
E39	N 64°09'51" E	113.67
E40	S 26°37'00" E	84.08
E41	S 19°01'27" E	161.23
E42	S 58°33'31" E	114.70
E43	N 5°10'51" E	206.92
E44	N 10°30'39" E	145.29
E45	S 13°39'49" E	84.05
E46	N 17°27'58" W	116.62
E47	N 47°05'13" E	85.42
E48	S 33°21'02" E	72.12
E49	S 03°13'52" E	238.98
E50	S 68°48'28" E	82.98
E51	N 43°21'25" E	120.24
E52	S 8°19'51" E	326.00
E53	N 0°11'15" E	30.40
E54	S 80°48'40" E	231.75
E55	S 60°28'22" E	348.05
E56	S 85°26'34" E	284.99
E57	S 85°35'35" E	39.88
E58	S 69°48'11" E	65.78
E59	S 79°18'58" E	80.82
E60	S 85°43'01" E	178.48
E61	S 16°33'31" E	51.48
E62	N 79°39'09" W	90.00
E63	N 72°23'23" W	158.04
E64	N 28°29'02" W	180.00
E65	N 68°14'27" W	166.74
E66	N 50°12'15" W	132.13

LINE	BEARING	DISTANCE
E67	N 12°57'18" W	85.00
E68	N 58°18'11" E	69.17
E69	N 30°10'32" E	110.68
E70	S 72°16'55" E	90.60
E71	N 84°18'37" E	101.45
E72	S 30°31'58" E	198.23
E73	S 80°18'00" E	150.00
E74	N 59°54'15" E	184.65
E75	N 12°57'06" E	81.70
E76	N 93°27'52" E	59.77
E77	N 10°13'11" E	120.23
E78	N 89°58'01" W	87.28
E79	N 72°27'05" W	67.84
E80	N 78°39'08" W	194.30
E81	S 15°20'09" W	210.00
E82	S 13°58'18" E	80.00
E83	S 69°20'00" W	194.89
E84	S 21°46'42" W	147.27
E85	N 82°24'00" E	74.91
E86	S 79°33'37" E	126.17
E87	S 62°43'00" E	111.31
E88	N 01°03'51" E	102.32
E89	S 61°18'56" W	143.41
E90	S 87°09'46" W	81.40
E91	N 43°04'33" E	175.00
E92	S 87°37'24" E	99.88
E93	N 82°26'23" E	100.56
E94	S 6°17'50" E	241.34
E95	N 62°28'51" E	144.56
E96	N 53°12'04" E	143.30
E97	N 17°23'02" E	178.87
E98	S 42°01'48" E	122.51
E99	S 60°57'56" E	198.09
E100	S 28°04'38" W	83.60
E101	N 16°13'50" W	110.74
E102	S 78°48'11" E	179.80
E103	S 73°27'14" E	138.13
E104	S 34°45'24" E	92.80
E105	S 22°14'01" E	210.00
E106	S 63°34'52" E	176.63
E107	N 69°17'22" W	63.39
E108	S 39°21'59" W	55.04
E109	S 37°52'07" E	82.46
E110	S 87°14'51" E	106.83
E111	S 35°49'00" W	159.87
E112	S 29°25'32" W	85.00
E113	N 76°18'27" E	85.00
E114	N 28°19'00" E	107.02
E115	N 70°38'27" W	55.00
E116	N 26°58'22" W	43.00
E117	N 35°49'05" E	85.00
E118	N 62°34'52" E	176.65
E119	N 23°14'00" E	133.22
E120	N 82°50'02" W	70.00
E121	N 82°54'00" W	106.03
E122	N 62°34'52" E	176.65
E123	N 23°14'00" E	133.22
E124	N 72°05'40" E	74.36
E125	N 33°07'10" E	134.58
E126	N 82°47'24" W	174.78
E127	N 61°51'07" E	202.59
E128	N 28°18'09" E	72.36
E129	N 01°58'08" E	200.00
E130	N 81°39'21" E	180.00
E131	S 82°04'58" E	50.00
E132	S 17°23'02" W	178.87

**CURVE TABLE**

CURVE	RADIUS	DELTA	LENGTH	CHORD	DIST
C1	175.00	36°32'19"	111.40	N 27°49'35" E	108.72
C2	125.00	36°32'19"	79.71	S 27°49'35" W	78.37

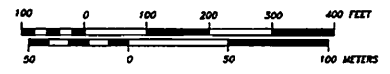
**EASEMENT CURVE TABLE**

CURVE	RADIUS	DELTA	LENGTH	CHORD	DIST
EC1	120.00	40°00'47"	83.80	S 42°34'28" W	82.11
EC2	180.00	23°32'24"	78.00	S 50°38'40" W	74.46
EC3	180.00	15°34'58"	50.00	S 02°23'47" E	48.84
EC4	170.00	44°14'01"	131.24	S 13°42'05" W	128.01
EC5	120.00	28°14'48"	54.87	N 22°41'42" E	54.49
EC6	230.00	18°41'00"	75.00	N 03°33'47" E	74.67
EC7	120.00	70°39'48"	146.89	N 27°04'36" E	138.38
EC8	180.00	40°00'47"	128.70	N 42°34'28" E	123.17

- LEGEND:**
- IRON ROD SET, UNLESS OTHERWISE NOTED
  - IRON PIPE FOUND
  - ⊙ DRILL HOLE FOUND, UNLESS OTHERWISE NOTED
  - ▲ SPWV SET
  - ▲ SURVEY NAIL SET IN PAVEMENT
  - ▲ GRANITE BOUND FOUND
  - ▲ METAL FENCE POST SET
  - STONE WALL
  - DRAIN MANHOLE
  - DRAIN LINE
  - ROAD
  - ROCKINGHAM COUNTY REGISTRY OF DEEDS
  - 88-17 TAX SHEET - LOT NUMBER
  - 80-18 SUBDIVISION LOT NUMBER
  - DECIDUOUS TREE W/ BARBED WIRE
  - CONIFEROUS TREE W/ BARBED WIRE
  - EDGE OF PAVED DRIVEWAY/PARKING AREA
  - RP RAP

PURSUANT TO RSA 676:18,19 AND RSA 672:14  
 I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN.

James Verra  
 JAMES VERRA  
 2/23/2021  
 DATE



**CONSERVATION EASEMENT PLAN  
 THE BOULDERS AT RIVERWOODS  
 & THE RIDGE AT RIVERWOODS  
 JOLLY RAND ROAD,  
 PICKPOCKET ROAD & WHITE OAK DRIVE  
 EXETER, NEW HAMPSHIRE  
 TAX ASSESSOR'S PARCELS 98-37 & 80-18  
 for THE RIVERWOODS COMPANY AT  
 EXETER, NEW HAMPSHIRE**

**JAMES VERRA and ASSOCIATES, INC.**

DATE: 1/28/2021  
 JOB NO: 23006  
 SCALE: 1" = 100'  
 DWG NAME: 23006-13  
 PLAN NO: 23006-13  
 SHEET: 5 OF 5

101 SHATTUCK BLVD  
 EXETER, NH 03833  
 603-436-3397

**Mobile Vending – Darren Winham, Economic Development**

# Memo

**To:** Select Board  
**From:** Darren Winham, Director  
**Date:** 5.7.21  
**Re:** Motor Vehicle Vending

---

At the Board's behest, staff has compiled some options regarding mobile vending in Exeter. Please recall that our attorney has advised that the Town must treat all vendors the same, regardless of whether they are residents, longstanding mobile vendors in our community or the wares they are selling. Depending on the product, the health inspector may need to sign-off. While this program has never been under the control of Economic Development and because at the last Select Board meeting I was asked if I would like the program to shift to my Department, I would propose to have this responsibility be a joint effort with the Economic Development Department and the Town Manager's Office. This is the method we use for Exeter's Temporary Outdoor Dining program and it works seamlessly. We require a hand-drawn schematic, proof of insurance naming the Town as additionally insured and sign-off by all relevant Department Heads.

Regarding options for mobile vending, we have come up with three. To wit:

Option 1: Disallow mobile vending in Exeter altogether.

Option 2: In the C-1 Downtown and Waterfront Commercial Districts, allow mobile vending in up to six municipal parking spaces adjacent to Town House Common. Please see attached. These sites would be priced at \$1200 per annum prorated at \$100 per month.

Option 3: In the C-1 Downtown and Waterfront Commercial Districts, allow mobile Vending in up to six municipal parking spaces adjacent to Town House Common and 1 municipal parking space on Front Street, the exact location to be determined by the Select Board. One option has been proffered in the attachment. Town House Common sites would be priced at \$1200 per annum prorated at \$100 per month. The Front Street space would be priced at \$2400 per annum prorated at \$200 per month.

Option 3 would require an RFP process as outlined in the proposed ordinance update.

Attached: Motor vehicle vending ordinance proposed update, Pictures of a mobile vendor in the proposed site, and; Existing and proposed change to motor vehicle vending fees and permit lengths.



Town of Exeter  
10 Front Street  
Exeter, NH 03833  
Phone: 603-773-6102

### PERMIT APPLICATION FOR MOBILE VENDING 802

Fee: \$1,200.00 per calendar year (or prorated monthly), in accordance with Town Ordinance 802.9

PERMIT FEE: To be submitted with permit application. Permit fee is non-refundable.

Mobile Vending will occur at Town House Common Municipal Parking Lot within designated parking spaces.

Today's Date: \_\_\_\_\_

#### Representative Information:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Town/State/Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

#### Business Information:

Name: \_\_\_\_\_ Organization Tax ID#: \_\_\_\_\_

Street Address: \_\_\_\_\_ Town/State/Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Dates of Activity: \_\_\_\_\_ Times of Activity: (7AM to 9PM limit): \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Attach copies of proposed contracts, agreements, promotional materials, or other materials designed to be used in mobile vending.

#### Mobile Vending Unit Information:

License plate#: \_\_\_\_\_ State: \_\_\_\_\_ Vending Unit Description: \_\_\_\_\_

#### Complete the following information for each individual involved:

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SS#: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SS#: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SS#: \_\_\_\_\_

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

**Town of Exeter Ordinance 802:**

To regulate Vendors, Hawkers, Peddlers, Solicitors and other Itinerant Vendors, and Door-to-Door Solicitations and Canvassing, Mobile Vending.

**Town of Exeter Ordinance: 802:1**

Requirement: No person, partnership, corporation or other entity, whether maintaining permanent location in the Town of Exeter or not, may sell, barter, purchase, or otherwise carry on commerce in goods or services within the Town of Exeter, or attempt to do so, through door-to-door solicitations, or on the streets, sidewalks, or other property of the Town without first applying for and receiving a permit to do so from the Town of Exeter.

**Town of Exeter Ordinance 802:9 SUGGESTED**

Mobile Vendors shall not conduct their mobile vending business in such a way as would restrict or interfere with the ingress or egress of the abutting property owner or tenant, create or become a public nuisance, increase traffic congestion or delay, or constitute a hazard to traffic, life or property, or an obstruction to adequate access to Fire, Police or Town/State vehicles;

A vendor selling from a mobile vending unit shall not stop, stand or park their mobile vending unit upon any public location, public parking space or public street for the purpose of selling under any circumstances, except through the acquisition of a Mobile Vendor Permit and/or by the parking ordinances of the Town unless specifically authorized to do so by the Select Board or designee;

Unless otherwise approved by the Select Board or designee, mobile vending will be limited to six (6) designated spaces in the public parking lot abutting Town House Common. Parking on greenspace is prohibited.

Unless otherwise approved by the Select Board or designee, mobile vending in the Town House Common public parking lot will be allowed year-round January 1 through December 31 of the calendar year specified on the approved permit, Sunday – Tuesday 7:00 AM – 9:00 PM, Wednesday 7:00 AM – 4:00 PM, Thursday – Saturday 7:00 AM – 9:00 PM. Mobile vending units, approved signage and garbage receptacles must be removed daily;

Mobile Vendor is responsible for removal of their own trash. Dumping of grease, oil or greywater is strictly prohibited.

Mobile Vending Permits must be applied for at least two (2) weeks prior to the beginning of approved start of business at the permitted location. Blackout dates may apply due to special event scheduling.

Signage will identify designated spaces as reserved for mobile vendors, and will refer potential automobile parkers to a website page for access to the schedule of reserved mobile vending dates and times. Violators will be towed at the owner's expense.

Complete Ordinance 802 available on Exeter NH website or upon request.



.....  
**For Town Use:**

Date Application Received: \_\_\_\_\_

Fee Received: \$ \_\_\_\_\_ Cash:  Check #: \_\_\_\_\_

Approval: Code Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Health Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Exeter Police Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Police Dept Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved as authorized by the Select Board/Designee: \_\_\_\_\_  
Date

Untitled Map

Legend

- 1-space
- Feature 1



Google Earth

100 ft



802 **Ordinance to Regulate Vendors, Hawkers, Peddlers, Solicitors, and other Itinerant Vendors, and Door-to-Door Solicitations and Canvassing, and Mobile Vending**

802.1 Requirement

No person, partnership, corporation, or other entity, whether maintaining permanent location in the Town of Exeter or not, may sell, barter, purchase, or otherwise carry on commerce in goods or services within the Town of Exeter, or attempt to do so, through door-to-door solicitations, or on the streets, sidewalks, or other property of the Town without first applying for and receiving a permit to do so from the Town of Exeter.

802.2 Exemptions

No permit is required under this ordinance for the following:

- a. The solicitation of signatures for political purposes.
- b. Any public event sponsored by a non-profit organization, provided that any concessions or sales must be directly connected to the event and must be included in the public assemblage permit approved for the event under Town Ordinance 807. A list of vendors must be provided to the Town Office before the event.
- c. Any event taking place in Town recreation areas and is part of a Town-sponsored event or has the express written permission of the **Select Board** or designee.
- d. Any event taking place on land owned or controlled by the public school system and has the express written permission of the School Board or Principal of the school in question.

802.3 Procedure for Obtaining Permit

Persons or entities subject to this Ordinance shall apply during normal business hours (8:00AM-4:30PM at the Town Office) to the Office of the **Select Board** or designee for a permit, utilizing the application form prescribed. If vending food, the applicant must first obtain all applicable licenses from the Exeter Health Department located at the Exeter Fire Department.

The application for the permit shall include, but is not limited to, the following information:

- a. the name of the person applying and the name of the entity, if different, for whom the application is made;
- b. the local address of the person applying, the permanent address of the person applying, and of the entity, if different, from the person making the application;
- c. the local and permanent telephone **and fax numbers** of said person and/or entity;
- d. the date of birth and social security number of all persons to be involved and taxpayer's identification number of the entity;
- e. vehicle information, including the license plate number, state of issue, and physical description of all vehicles involved;
- f. the nature of the goods or services involved;
- g. the method of solicitation to be used and copies of any proposed contracts, agreements, promotional materials, or other materials designed to be used in solicitation.
- h. the dates upon which solicitations, canvassing, or vending are to occur and the location and times on each of those dates.
- i. the names of Town parking lots, commons, or parks at which vending is proposed to occur.
- j. information required to be supplied under NH RSA 321:19 as to the advertising, representing or holding forth of any sale as an insurance, bankrupt, insolvent, assignee's, trustee's, testator's, executor's, administrator's, receiver's, wholesale, manufacturer's or closing-out sale, or as a sale of goods damaged by fire, smoke, water or otherwise, or in any similar form, the following information is required to be supplied under NH RSA 321:19- all the facts relating thereto, the reason for and the character of such sale, including a statement of the names of the persons from whom the goods were obtained, the date of their delivery to the applicant, the place from which they were last taken and all the details necessary to locate and identify them.
- k. a non-refundable **Vendors, Hawkers, Peddlers, Solicitors, and other Itterant Vendors and Door-to-Door Solicitations and Canvassing Permit Fee** of twenty-five (\$25) dollars per day, one hundred (\$100) dollars per week, or two hundred fifty (\$250) dollars per year or any part thereof, payable at the time of application;

OR

- I. a non-refundable Mobile Vendor Permit Fee of \$1,200.00 per calendar year (or prorated monthly), payable at the time of application.

#### 802.4 Official Action on the Permit

- A. Before granting any permit under this chapter, the **Select Board** of the Town of Exeter, or designee shall:
  1. determine whether the applicant has submitted a complete and accurate application;
  2. determine whether the applicant has met all requirements and purposes of this chapter;
  3. forward application and information to the Chief of Police or designee for review.
- B. After the application for a permit has been reviewed by the **Select Board** or designee and the Chief of Police or designee, the permit will be approved or disapproved. The decision to approve or disapprove will be based on the findings of the **Select Board** or designee. A decision shall be made no later than five (5) working days after receipt of application. If the permit is denied, the **Select Board** or designee shall provide reasons for the denial to the applicant.
- C. Reasons for denial may include but are not limited to any one of the following:
  1. conviction of any offense which would warrant such denial;
  2. evidence that the permittee has accepted or solicited money, otherwise than through a bonafide sale or barter of goods, wares, or merchandise, or has in any manner solicited same from the public;
  3. evidence of any falsification of information on the application;
  4. evidence that the permittee is insane, a sexual psychopath, is or has been guilty of assault upon others or whose conduct has been otherwise disorderly and is of such violent or offensive demeanor that to grant such permit would constitute a threat to the peace or safety of the public;
  5. the permittee is at large pending appeal from a conviction for a violation of the law involving extreme moral turpitude; or
  6. failure to supply the information required under NH RSA 321:19

7. any negative past experience with the organization's or individual's conducting of activities either in the Town of Exeter or elsewhere, that would require a permit under this ordinance.

#### 802.5 Revocation of Permit

- A. Upon receipt of any complaint concerning nuisance, hazard, annoyance, or disorderly conduct concerning any section of this Chapter, any or all solicitors may be asked to stop solicitation.
- B. The Town of Exeter may amend or revoke a permit if any of the following occur:
  1. The existence of any of the reasons for denial listed above in 802.4C.
  2. Failure to supply the identification required under 802.8 below.
  3. The occurrence of any prohibited conduct as set forth below under 802.9

#### 802.6 Appeal Process

A person may appeal to the **Select Board** from the denial, revocation or amendment of a permit by filing a written notice within five (5) working days of denial, revocation or amendment of the permit. The **Select Board** may affirm or reverse the decision, or attach such additional conditions to the permit as will, in their best judgment, protect the health and safety of the public and the persons required to apply for the permit.

#### 802.7 Notification of Police

Upon the issuance of a permit to any person, firm, corporation, or other entity, the **Select Board** or designee shall notify the Police Department of the same.

#### 802.8 Identification Required

Any person, firm, corporation, or other entity granted such a permit shall upon demand show suitable identification to any person demanding same and shall at each solicitation or inquiry identify the entity benefiting from the funds received.

#### 802.9 Prohibited Conduct Under a Permit

- A. No door-to-door solicitation or canvassing regulated under this chapter is to occur before 9 AM or after 9PM on any given date.

B. Sidewalk Vendors: A vendor selling on the sidewalk shall not:

1. Vend at any location where the unobstructed sidewalk area after deducting the area occupied by the stand is less than three (3) feet in width;
2. Vend within thirty (30) feet of any driveway entrance to a police or fire station, or within ten (10) feet of any other driveway;
3. Allow the stand or any other item relating to the operation of the vending business to lean against or hang from any building or other structure lawfully placed on public property, without the building or structure owner's written permission.

C. Motor Vehicle Vendors:

1. Mobile Vendors shall not conduct their mobile vending business in such a way as would restrict or interfere with the ingress or egress of the abutting property owner or tenant, create or become a public nuisance, increase traffic congestion or delay, or constitute a hazard to traffic, life or property, or an obstruction to adequate access to Fire, Police or Town/State vehicles;
2. A vendor selling from a mobile vending unit shall not stop, stand, or park their mobile vending unit upon any public location, public parking space or public street for the purpose of selling under any circumstances, except through the acquisition of a Mobile Vending Permit and/or by the parking ordinances of the Town unless specifically authorized to do so by the Select Board or designee;
3. Unless otherwise approved by the Select Board or designee, mobile vending will be limited to six (6) designated spaces in the public parking lot abutting Town House Common. Parking on greenspace is prohibited;
4. Unless otherwise approved by the Select Board or designee, mobile vending in the Town House Common public parking lot will be allowed year-round January 1 through December 31 of the calendar year specified on the approved permit, Sunday through Tuesday from 7:00 AM to 9:00 PM, Wednesday from 7:00 AM to 4:00 PM, Thursday through Saturday from 7:00 AM to 9:00 PM. Mobile vending units, approved signage and garbage receptacles must be removed daily;
5. Mobile vendor is responsible for removal of their own trash. Dumping of grease, oil or greywater is strictly prohibited.

6. Mobile Vending Permits must be applied for at least two (2) weeks prior to the approved start of business at the permitted location. Blackout dates may apply due to special event scheduling.

7. Signage will identify designated spaces as reserved for mobile vendors, and will refer potential automobile parking patrons to a website page for access to the schedule of reserved mobile vending dates and times. Violators will be towed at the owner's expense.

#### 802.10 Penalty

Any person, partnership, corporation, or other entity that conducts activities that require a permit under this chapter without a valid permit shall be guilty of a violation punishable by a fine or not more than \$200.00 for each violation.

#### 805 Fireworks

No person shall possess any fireworks as defined in 160.1 New Hampshire Revised Statutes Annotated unless said person is in the business of the sale of fireworks for pyrotechnic displays as licensed by the Federal and State Government, or holds a valid permit for display of fireworks as provided elsewhere in this section.

##### 805.1 Permit for Pyrotechnic Displays:

A permit for "fireworks" displays shall be issued by the Board of Selectmen for special events in which a fireworks display is in the best interests of the general public. No permits shall be issued without the approval of the Chiefs of the Fire and Police Departments who will render a decision based on the competence of the operator, the protection factors and the availability of manpower and equipment.

#### 806 Public Dances

No person, firm, corporation or organization shall conduct a public dance, carnival or circus in which the attendance may be greater than two hundred (200) people unless a police officer is on duty at such an event. When the attendance increases by any group to three hundred (300) or more, a police officer shall be on duty at such event for each three hundred (300) persons in attendance.

##### 806.1 Costs:

The costs of such police services shall be paid by the person, firm or corporation sponsoring the event.

##### 806.2 Penalty:

Failure to comply with the provisions of Section 806 shall be guilty of a



**REQUEST FOR PROPOSALS**  
**Town of Exeter**  
**Downtown Exeter Mobile Vending**

The Town of Exeter requests written bid proposals for the opportunity to enter into a license agreement with the Town of Exeter for vending from a mobile vending unit in the downtown area of Exeter. The Town of Exeter has identified one (1) municipal parking location within the downtown from which it will permit vending from a mobile vending unit. The Vendor submitting the best qualified bid proposal will be forwarded for Department approvals, then submitted to the Select Board for approval. Upon approval, Vendor has 10 days to return signed license agreement to the Town Manager's Office; failure to do so may result in the Town proceeding to the next best qualified bid proposal.

Bid proposals begin at \$2,400.00 annually.

The Town of Exeter is equal opportunity/affirmative action. All qualified proposals will receive consideration without regard to race, color, religion, creed, age, sex, or national origin.

Award of Agreement is contingent on State of New Hampshire and Town of Exeter Health Regulations, Town of Exeter Ordinance 802, receipt of Certificate of Insurance and payment of accepted bid within 10 days of approval.

The Town of Exeter reserves the right to reject any or all bid proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Town.

Please submit clearly marked, sealed proposals,  
no later than December 15, 2021, to:

Town of Exeter – Mobile Vending RFP  
Town Manager's Office  
10 Front Street  
Exeter, NH 03833  
(603)773-6102

**Town of Exeter  
Exeter, New Hampshire  
Downtown Mobile Vending**

**Bid Specifications**

Introduction

In 2021 the Exeter Select Board amended Ordinance 802.9 relative to Mobile Vending from municipal parking spaces. Pursuant to the ordinance change:

- Mobile vending from downtown parking spaces shall be permitted only from one (1) space approved by the Exeter Select Board;
- Mobile vending from this space shall be permitted on a yearly basis from January 1st through December 31st per calendar year;
- The mobile vending location shall be awarded to the best qualified bidder;
- There shall be a minimum bid price for use of the mobile vending space.

The vendor who submits the best qualified bid for the downtown mobile vending space will have the opportunity to enter into a license agreement to vend from the downtown municipal parking space. The license will provide for vendor's exclusive use of the vending space for that period of the calendar year. The agreement will be in accordance with Exeter Ordinance 802. Vendors should review Ordinance 802 carefully.

This bid applies only to mobile vending units (not carts) and one (1) designated downtown municipal parking space.

Vendor submittal requirement:

- A cover letter describing the mobile vendor unit along with accompanying photos and dimensions; food/goods vendor proposes to sell; and days/hours vendor anticipates selling;
- The fully completed application for bid;
- Copies of permits issued by the State of New Hampshire for vending of goods or food.

Vendor is not required to obtain local and state permits prior to submission of a bid, but will be required to obtain all state and local permits prior to execution of the license for the designated municipal mobile vending space.

Disqualification: Vendor will be disqualified if:

- Vendor has a history of non-compliance with local and/or state regulations, ordinances and/or laws;
- Vendor's proposed mobile vending unit, proposed method of servicing customers, or goods/food for sale raise health or safety concerns that cannot be reconciled through the agreement terms. By way of further guidance, it is imperative that vending be able to occur in a manner which does not create a risk for customers, vehicular traffic, the vendor or others, or create damage to Town property;
- in regard to food vending, if Vendor has within the last year had a health inspection that yielded more than 2 critical item violations per inspection, or any repeat critical item violation(s), a total inspection score of less than 80, or if the Commissary names on the Commissary Agreement did not maintain an inspection score of 80 or greater;
- Vendor has a history of harassing, intimidating or threatening others;
- the bid proposal is on a form other than that furnished by the Town of Exeter;
- there are unauthorized additions, conditions or irregularities which may make the bid proposal incomplete, indefinite or ambiguous as to its meaning;
- more than one proposal is submitted for the same work from an individual, firm or corporation under the same or different name or there is evidence of collusion among bidders;
- Vendor fails to submit all required information; or
- disqualification is in the best interest of the Town of Exeter.

By submitting a bid proposal, the Vendor authorizes the Town to undertake such investigation as may be necessary to verify the Vendor's qualifications (per RSA 31:102-b). The Vendor may be requested to execute a release in favor of third parties who have information relative to the Vendor's qualifications. Refusal to execute a release may result in disqualification.

Delivery of Bid Proposals

When sent by mail, the sealed proposal shall be addressed to the Town at the address and in the care of the official in whose office the proposals are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation for bid proposals. All bid proposals should be plainly marked on the outside of the envelope "Downtown Exeter 2022 Mobile Vending". Proposals received after the deadline will not be opened or considered. Faxed or emailed proposals are not acceptable.

Withdrawal of Bid Proposals

A proposal may be withdrawn prior to execution of agreement.

### **Reservation of Rights**

The Town of Exeter reserves the right to reject any or all bids to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Town.

**Exeter Downtown Mobile Vending  
Bid Proposal Application Form**

The undersigned submits the following price proposal to vend from the designated Exeter downtown mobile vending space. The Vendor submitting the best qualified bid proposal will be offered the opportunity to enter into a license agreement with the Town. Vendor shall specify amount in both words and figures. If there is a discrepancy between prices written in words and those written in figures, the prices written in words shall govern.

**Minimum bid proposal is \$2,400.00.**

Downtown Mobile Vending Space Bid in words:

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Downtown Mobile Vending Space Bid in figures:

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Submitted by: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Corrections on the bid form should be made by crossing out the error and entering the new price or information above or below it. The correction must be initialed. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.

## **Town of Exeter**

### **Mobile Vending License Agreement**

The Town of Exeter, a municipal corporation with a principal place of 10 Front Street, Exeter, New Hampshire (hereinafter "Town"), for the License Fee of \$2,400.00 hereby grants this revocable license to VENDOR NAME AND ADDRESS (hereinafter "Licensee") to allow the vending of goods and/or food from the downtown municipal parking space shown on Exhibit 1 (hereinafter "Vending Space") in accordance with the following terms and conditions:

1. This license authorizes the vending of goods/food from the Vending Space for the period of January 1, 2022 – December 31, 2022.
2. Vending shall be from only that mobile vending unit described as follows: DESCRIPTION OF MOBILE VENDING UNIT, VIN # \_\_\_\_\_, License Plate # \_\_\_\_\_. Should Licensee seek to vend from a different mobile vending unit, Licensee shall seek the written consent of the Town and such mobile vending unit shall be inspected and licensed by the Health Department. Such consent shall not be unreasonably withheld. Requests shall be directed to the Town Manager.
3. The Licensee agrees to maintain the mobile vending unit described in the preceding paragraph in good condition and to vend from it only those items/foods which Vendor is lawfully allowed to vend in accordance with Local and State permits.
4. Licensee agrees to keep the vending space in a clean and sanitary condition at all times and to comply with any reasonable requests of the Town with respect to maintenance of the area. Trash receptacles shall be made available to customers and removed by Licensee when the Vendor departs the Vending Space each day. Dumping of grease, oil or graywater is strictly prohibited.
5. Licensee must comply at all times with all other applicable State and Local Ordinances, specifically including those relative to vending and health safety. Mobile vehicle unit shall be properly registered at all times and Licensee shall provide proof of registration if requested by the Town.
6. Licensee and/or operators of the mobile vending unit shall maintain, at all times, such State and Local permits and licenses as are required. Nothing in this license diminishes, negates, changes or alters the authority of the Health Department or any other department relative to licenses and permits issued by it. Such other agencies and departments shall have all remedies available

to it under law.

7. If food vending, it shall be grounds for revocation if an inspection conducted by the Health Department yields: 1) more than 2 critical item violations per inspection; and/or 2) any repeat critical item violations(s), 3) a total inspection score of less than 80, or 4) if the Commissary names on the Commissary Agreement does not maintain an inspection score of 80 or greater, or 5) Vendor failed to sign in to Commissary on day of inspection, or on any day of operation, or 6) Vendor protests/refuses inspection.
8. Licensee shall not harass, intimidate or threaten other vendors.
9. Payment of the License Fee shall be made payable to the Town of Exeter and directed to the attention of Town Manager, Town of Exeter, 10 Front Street, Exeter, NH 03833.
10. Licensee hereby agrees to indemnify and hold harmless the Town and its respective officials, employees and agents from any and all liability of any kind associated in any way with the exercise of the rights granted under this license. This obligation shall survive the termination of this License.
11. The Licensee agrees to maintain not less than \$1,000,000.00 per occurrence in general liability insurance covering Licensee's activities within and use of the Vending Space and naming the Town as an additional insured. A certificate indicating the existence of this insurance shall be kept on file with the Town Manager's Office.
12. The license is not transferable or assignable without the written consent of the Town.
13. Licensee shall not operate from the vending space before 7:00 am or after 9:00 pm without the written consent of the Town.
14. Licensee agrees to cooperate with the Town in the event that the Town needs to undertake temporary maintenance or construction within the Vending Space or make available the area for a special event. For example, in the event of a necessary water line repair, vending from the space might have to be suspended for a short period of time. In such instance, the Town is prepared to try to identify an alternative temporary location for vending or to refund/credit an equitable portion of the License Fee.
15. Both the Town and Licensee acknowledge that conditions may arise that might require a permanent relocation of the vending space. The Town may, for good cause and upon reasonable notice, assign Licensee a different

vending space in the downtown area. The Town and Licensee shall in the first instance attempt to identify a mutually agreeable alternative Vending Space. Should Licensee object to the alternative location, Licensee, without penalty, may terminate the license and be refunded an equitable portion of the License Fee.

- 16. This license may be revoked if Licensee fails to abide by the obligations set forth in this license. Licensee will be provided with notice of any deficiency and an opportunity to cure. Such cure period shall be seven (7) days except in the event of a serious health or safety violation, in which case the cure period shall be immediate. There shall be no refund of the license fee paid to date of revocation.
- 17. Any damages sustained by Licensee for breach of this license shall be limited to refund of any fees paid.
- 18. Licensee agrees that it shall reimburse the Town for the cost of remediating any situation caused by failure of the Licensee to comply with this license, including, but not limited to, the cost of cleaning or repairs necessitated by Licensee's negligent actions or use of the Vending Space in a manner inconsistent with the terms of the license.
- 19. At the end of the term of this license, the Licensee may again apply for the Downtown Exeter Mobile Vending Agreement through the Request for Proposal process for the next calendar year.

TOWN OF EXETER

\_\_\_\_\_  
Russell J. Dean, Exeter Town Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Licensee

\_\_\_\_\_  
Date





100%



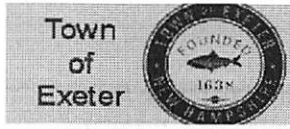
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Russ Dean &lt;rdean@exeternh.gov&gt;

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**Elliott's email**

1 message

**Darren Winham** <dwinham@exeternh.gov>

Thu, Apr 22, 2021 at 1:25 PM

To: Niko Papakonstantis <npapakonstantis@exeternh.gov>, Molly Cowan <mcowan@exeternh.gov>, Daryl Browne <dbrowne@exeternh.gov>, Lovey Oliff <loliff@exeternh.gov>, Julie Gilman <julie.gilman@leg.state.nh.us>, Russ Dean <rdean@exeternh.gov>

Good Afternoon:

Elliott Berkowitz wanted this email to get to all of you. Russ, please add it to the packet. To wit:

Dear Darren,

I am a long time resident and business owner in Exeter. My office also happens to overlook the intersection of Water Street and Front Street.....giving me a birds eye view of the daily activity. After years of observing, I believe this must be the busiest intersection in Exeter that does not have a traffic light. With our dire downtown parking situation, I am surprised that there are not even more traffic accidents in this specific area. It is overcrowded all the time and in particular on weekends with people trying to park and then back out into the road to depart .

It is dangerous to have any transportable business in this area and defies common sense to allow one in the same location where people are actually allowed to park, drive , walk and stand amidst moving traffic. Any trucks considered by the town should not be located in an intersection but should be restricted to very stringent requirements such as those that the Farmer's Market follows with limitations on location and time of operation.

Of equal importance is support of our local businesses who make our downtown what it is today. Since the Pandemic, retail stores, restaurants, coffee shops, and others have been severely impacted and are only now beginning to see light at the end of the tunnel. Their income has been significantly hurt by the situation and many are struggling to stay afloat until times improve. I speak often with local fellow business owners and my own retail tenants and know first hand that their businesses are over 50% lower than pre-covid and that without the support of our town management and citizens some will not be able to remain open.. These people have all invested many thousands of dollars in Exeter and have worked incredibly hard to remain part of this community. Anything done that is adverse to business in the downtown is truly a slap in the face to those who have served us for so long.

This issue must remain outside of politics. It has nothing to do with which truck it might be or who the owner is. This is a traffic safety issue and an economic business issue. If trucks are allowed, be it cupcakes, smoothies, pizza or whatever, a local merchant who pays rent and taxes will have a competitor with an unfair advantage and at this point in time with our economy vulnerable and our business owners in dire straits, this is grossly unfair.

Exeter is a wonderful, inviting town to all who come here. Our downtown is ideal for walking, shopping and seeing our neighbors. Even in the age of Amazon, Exeter stands out and has become a very popular destination for many . You only need to look closely at the many for rent signs in the commercial areas of Portsmouth, Hampton, No. Hampton and beyond. There is not yet even one for rent sign in downtown Exeter because your local landlords have worked hard to consciously select the right mix of retail and restaurants to prevent overlap of services and turnover. By choosing with great care, we can ensure there will be enough business for all . Many of my own retail and restaurant tenants have been in Exeter for nearly 20 years and everyone of them will tell you that the last 15 months have been the most difficult ever.

If The Town of Exeter decides to water down the businesses of it's shops and restaurants by allowing any type of movable trucks into the downtown shopping area, the door will be open for a multitude of new issues that we do not need to face as we try to pull ourselves out of this economic disaster . Every town has a tipping point. In 2019 when the Town reassessed commercial properties, my collective property taxes increased nearly \$30000, and with my tenants on long term fixed leases, I was left to absorb this. Heating costs, electric costs and maintenance increase every year, making building ownership much more vulnerable. In Portsmouth, shops turnover like some people change underwear because landlords must continually increase rent. Our town manager, our business people and our residents need to work together to insure the long term sustainability and desirability of this beautiful community. Otherwise, we could be the next Portsmouth -and I for one do not want to see that happen.

Sincerely,

Elliott Berkowitz

Thanks,

Darren Winham  
Economic Development Director  
Exeter, NH  
603.773.6122 cell  
dwinham@exeternh.gov



Russ Dean &lt;rdean@exeternh.gov&gt;

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**Fwd: Food Trucks**

1 message

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**Darren Winham** <dwinham@exeternh.gov>

Thu, Apr 22, 2021 at 5:14 PM

To: Niko Papakonstantis <npapakonstantis@exeternh.gov>, Molly Cowan <mcowan@exeternh.gov>, Daryl Browne <dbrowne@exeternh.gov>, Lovey Oliff <loliff@exeternh.gov>, Julie Gilman <julie.gilman@leg.state.nh.us>, Russ Dean <rdean@exeternh.gov>

From Jon Ring (below). Probably should go in the packet as well.

Cheers,

Darren Winham  
Economic Development Director  
Exeter, NH  
603.773.6122 cell  
dwinham@exeternh.gov

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

From: **Ring Jonathan** <jonathanring9@gmail.com>  
Date: Thu, Apr 22, 2021 at 2:54 PM  
Subject: Re: Food Trucks  
To: Darren Winham <dwinham@exeternh.gov>

Honored Select Board, and Darren,

As a resident of Exeter Mills, I prefer that "out-of-town" Food Truck vendors not be permitted to operate on our streets. Our local favorite food businesses - St. Anthony's Bakery, Stillwells, Vivo e Vino, Czars Brewery, Fly By Cafe, D2, Donut Love, Capital Thai, Me & Ollie's, OBA Noodle, Szechuan Taste, Green Bean, Laney & Lu, Blue Moon, Cornicello, and Sea Dog - have been extremely hard-pressed, especially during these past 14 Covid months. Many of these businesses contribute generously to numerous charity causes in Town, and support our Chamber of Commerce. Most have a hard-won proven track record here.

It seems unfair to me to allow out-of-town trucks to compete with our local brick and mortar establishments. Why should out-of-towners be allowed entry to harm our long-running and loyal friends? Why should they "steal" business from our favorite locals?

That said, I have no objection to Clyde's Cupcakes Truck, as he is a local business operation. He is already "one of us."

I am sympathetic to the complex issue of not refusing others. Reluctantly, I support the idea of the Town House Common Parking Lot for these Truck Vendors. But, perhaps their "Rent / Permit Fee" should be comparable to the monthly / annual rent paid by these other downtown operations to allow the field to be more just. Many of our businesses also pay Property Taxes on their space, and unfair competition is unjust. Perhaps they could be limited to maximum 6 hours per day.

I feel the same about our Lincoln Street food businesses, who are struggling these days, and Food Trucks there would pose a similar problem in my thought. Perhaps Town House Common is the best solution, provided that the Fee Rent could even the playing field with our brick and mortar friends.

I thank you very much for your service to our community. We appreciate your attention to this and many other difficult matters on our behalf.

Jonathan S. Ring  
24 String Bridge, Apt. S2, Exeter



## Food trucks

1 message

Enna Grazier <enna\_grazier@yahoo.com>

Sat, Apr 17, 2021 at 4:36 PM

To: Molly Cowan <molly.cowannh@gmail.com>, Niko Papakonstantis <NPapakonstantis@exeternh.gov>, Julie Gilman <jgilman@exeternh.gov>  
Cc: dbrowne@exeternh.gov, Pam McElroy <pmcelroy@exeternh.gov>, lovey.oliff@gmail.com, Darren Winham <dwinham@exeternh.gov>

cc sent to Darren Winham as well.

Dear Members of the Exeter Select-board:

I was a bit ambivalent when I initially heard about the debate around allowing food trucks in Exeter. I respect and share some concerns that have been raised about food trucks: permitting that may have ill-defined limitations, concerns about competition to other businesses, and about attractiveness and safety issues related to truck siting.

Now that I've had more time to think about these issues I feel strongly that the supporting the vitality of all businesses in our region INCLUDING food trucks is of utmost importance; ultimately our town will be well served to develop a permit structure that allows for food truck(s) downtown. I advocate strongly to allow for food truck parking (with different or more limitations than what currently exist) in a highly visible location(s) downtown.

In no particular order, here are my concerns and thoughts:

1. A food truck can be an 'incubator' location for a new or growing business. I've observed this incubator type of development in food trucks in the Boston area, but also in our local region. I believe it is important to develop policy that supports growth of businesses that may be starting up or planning continuous operation with a mobile food business.
2. They bring foot traffic to nearby businesses. My opinion is that this outweighs potential competition to other businesses.
3. They add cultural / diverse food options and experiences to the area.
4. Putting food trucks in a low-visibility location such as the parking lot behind the town offices is counteractive to supporting business growth. It will hinder access to a business that may otherwise thrive.
5. Commercial rent is astronomical, and from experience I can say that growing a business from a bootstrap in this region is not possible without either significant funding or a way to develop and maintain a customer base without paying high rent overhead.
6. Competition is going to happen. I've always believed that commonality breeds more cross-pollination than it does loss of revenue. I think this is applicable in small and large towns alike.

I would be happy to be part of the constructive conversation our town is engaging in around this issue. I believe there is a way to facilitate positive business growth in a way that allows for a business to develop and thrive with a food-truck business model in our community. With the right permit structure, these businesses can be both fiscally successful AND contribute to the economic vitality of the community.

Thank you,

Enna Grazier

**American Recovery Plan Updates**



# U.S. Senator Jeanne Shaheen

## Congressionally Directed Spending Item Request Form Fiscal Year (FY) 2022

### Instructions

The following form must be submitted along with any additional information. Please fill out this form in its entirety. If you have questions, please feel free to contact Senator Shaheen's office at (202) 224-2841 or contact [appropriations\\_shaheen@shaheen.senate.gov](mailto:appropriations_shaheen@shaheen.senate.gov). **Pursuant to Senate Rule XLIV, this form in its entirety could be made public.**

- **This form is for congressionally directed spending items. If you are making a programmatic request, please complete the FY2022 General Appropriations Request Form, which can be found at the following website: <https://www.shaheen.senate.gov/appropriations-request>**
- **Only public and non-profit entities may request congressional directed spending items.**
- **Requests may be made for the following bills: Agriculture; Commerce, Justice and Science; Defense; Energy and Water; Financial Services and General Government; Homeland Security; Interior and Environment; Labor, Health, and Human Services; Military Construction and Veterans Affairs; Transportation, Housing, and Urban Development.**
- **All requests must include at least TWO (2) letters of support from third parties within the community or communities that would benefit from fulfilment of the request. These letters must clearly communicate the benefits that the request would confer upon the community/communities. Applicants are also encouraged to submit documents displaying the project's inclusion in a state or local planning proposal.**

### To Submit This Form:

- Please complete the entire form and submit the required supporting documents to [appropriations\\_shaheen@shaheen.senate.gov](mailto:appropriations_shaheen@shaheen.senate.gov). Please note, if any information is missing, you may be asked to resubmit your materials.

**NOTE:** Please indicate the Appropriations Subcommittee in your email subject line, e.g., "FY2022 THUD Congressionally Directed Spending Item Request". **Please submit separate emails for each request.**

- **All requests must be received by Friday, May 21, 2021.**

### Project Information

1. Project Title:

2. Appropriations Subcommittee of Jurisdiction: Select Subcommittee

**3. Requesting Entity** (city, county, organization name, agency/department/office):

**4. Location of the Requesting Entity** (include address, city and county):

**5. New Hampshire Community or Communities Benefitted by the Request** (city/cities, county/counties):

**6. New Hampshire Point of Contact From the Requesting Entity** (include name, address, business and cell phone, e-mail address):

**7. Head of the Requesting Entity** (mayor, executive, president, CEO, Director, Manager, etc., include name, address, business and cell phone, e-mail address):

**8. Prior Federal Funding** (Please list the last five federal funding awards that the requesting entity has received and when these funds were awarded. Please only list awards that have been made to the specific requesting entity as opposed to any parent organization, i.e. "Program Office X" as opposed to "Y Foundation." IF AT ANY POINT THE REQUESTING ENTITY HAS FAILED TO ADEQUATELY MANAGE OR EXECUTE A PRIOR FEDERAL FUNDING AWARD, PLEASE INDICATE BELOW):

**9. Problem/Issue Statement** (Use up to 250 words to describe the problem or issue to be addressed through this request. Be as detailed as possible, and explain why the problem or issue cannot be addressed without a federal appropriation.)

**10. Request Description, Purpose, and Activities to be Funded** (Use up to 250 words to describe the services and products that will be provided and the reasons for your request. This question is aimed at understanding the reason for your request. Positive community impacts should be included in response to Question 12, below.):

**11. Project Goals and Results** (Please describe measurable goals and expected results, and describe how the request will be evaluated and performance tracked):

**12. Economic/Community Impact** (Briefly describe the economic and/or community impact of this effort. For many requests the economic can be expressed in terms of the total number of jobs created and/or maintained directly and indirectly, or investment stimulated. For these, please list the type of jobs and where those jobs are located. Other requests will yield community impacts other than job creation or maintenance. For these, please provide specific and detailed descriptions of community impact.):

**13. Additional Sources of Funding** (Please list all additional sources of funding for this request and the amounts, if applicable. This includes both private and public sources.):

**14. Project Estimated Start Date:**

**15. Have you submitted this request to other members of the New Hampshire delegation?**  YES  NO

*If yes, please list the member(s):*

## Funding Information

**16. Federal Agency Your Request is for:**

**17. Directorate, Program, or Account** (Please be as specific as possible):

**18. Amount Requested** (dollar amount):

**19. Minimum Funds Needed to Initiate Project** (dollar amount):

**20. Total Project Cost** (dollar amount):

**21. FY2022 President's Budget Amount** (Please mark "N/A" if amount unavailable):

**22. FY2021 Senate Mark** (Please mark "N/A" if amount unavailable):

**23. FY2021 House Mark** (Please mark "N/A" if amount unavailable):

**24. FY2021 Omnibus** (Please mark "N/A" if amount unavailable):

### **Affirmations and Acknowledgements**

**In submitting this request, the requesting entity affirms and acknowledges the following:**

- Submission of a request that meets the requirements of this form as well as any subsequent requirements that may be reviewed by the Office of U.S. Senator Jeanne Shaheen or the U.S. Senate Committee on Appropriations does not guarantee the award of federal funding and/or the support of Senator Shaheen.
- This request and any information submitted in support of it may be made public in part or in their entirety, pursuant to Senate Rule XLIV.
- The requesting entity will comply with any request presented to them by the Government Accountability Office, the Office of Inspector General of a federal agency, U.S. Congress, or any other federal entity performing an audit, investigation, or oversight function
- Any funding award associated with this request does not guarantee support or funding in future fiscal years.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



Russ Dean &lt;rdean@exeternh.gov&gt;

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## Update: COVID-19 Resources & Congressionally Directed Spending Request Information

3 messages

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**Lightfoot, Madison (Shaheen)** <Madison\_Lightfoot@shaheen.senate.gov>

Mon, May 3, 2021 at 5:08 PM

Good afternoon,

I hope you had a nice weekend. I'm reaching out to share COVID-19 updates and resources. I also wanted to make sure you all had information about the Congressionally directed spending request process and how to submit a request to our office.

### **Congressionally Directed Spending Request:**

As you may have seen, the Senate will be restoring the authority to approve Congressionally-directed spending items with enhanced transparency and accountability. **Our office will be accepting requests until May 21<sup>st</sup>** and I've attached the request form here. Additional instructions can be found below. Please feel free to share this information with nonprofit organizations in your communities.

Instructions:

- Please fill out the attached form in its entirety.
- If you have questions, please feel free to contact Senator Shaheen's office at (202) 224-2841 or contact [appropriations\\_shaheen@shaheen.senate.gov](mailto:appropriations_shaheen@shaheen.senate.gov).
- Pursuant to Senate Rule XLIV, the attached form in its entirety could be made public.
- The attached form is for congressionally directed spending items. If you are making a programmatic request, please complete the FY2022 General Appropriations Request Form, which can be found at the following website: <https://www.shaheen.senate.gov/appropriations-request>
- Only public and non-profit entities may request congressional directed spending items.
- Requests may be made for the following bills: Agriculture; Commerce, Justice and Science; Defense; Energy and Water; Financial Services and General Government; Homeland Security; Interior and Environment; Labor, Health, and Human Services; Military Construction and Veterans Affairs; Transportation, Housing, and Urban Development.
- All requests must include at least TWO (2) letters of support from third parties within the community or communities that would benefit from fulfillment of the request. These letters must clearly communicate the benefits that the request would confer upon the community/communities.
- Applicants are also encouraged to submit documents displaying the project's inclusion in a state or local planning proposal.
- To Submit This Form:
  - Please complete the entire form and submit the required supporting documents to [appropriations\\_shaheen@shaheen.senate.gov](mailto:appropriations_shaheen@shaheen.senate.gov).
  - Please note, if any information is missing, you may be asked to resubmit your materials.
  - Please indicate the Appropriations Subcommittee in your email subject line, e.g., "FY2022 THUD Congressionally Directed Spending Item Request".
  - Please submit separate emails for each request.
  - All requests must be received by Friday, May 21, 2021.

**Restaurant Revitalization Fund:**

As a reminder, the SBA began accepting applications via the **application portal today, May 3 at 12 p.m. EDT**. The application portal will remain open to any eligible establishment until all funds are exhausted. Additional information from the SBA can be found below.

**Paycheck Protection Program:**

President Biden signed into law the *PPP Extension Act of 2021*, legislation authored by Senator Shaheen, Senator Susan Collins (R-ME) and Senator Ben Cardin (D-MD) to help small employers retain access to forgivable Paycheck Protection Program (PPP) loans. The bill extends the deadline for PPP applications for another two months to May 31, 2021 and provides an additional 30-day period for the SBA to process applications that are still pending. Learn more and apply for First Draw or Second Draw PPP loans here.

**Rental Assistance:**

There is currently federal rental assistance available in NH. In the COVID-19 relief legislation that was signed in December, Senator Shaheen successfully advocated for the inclusion of \$25 billion to create the Emergency Rental Assistance (ERA) program. The state of NH received \$200 million in federal rental assistance through the ERA. Last month, the state announced the rollout of the New Hampshire Emergency Rental Assistance Program (NHERAP) using the \$200 million the state received through the ERA. NHERAP is being managed by the New Hampshire Housing Finance Authority (NHHFA) and the applications are being administered through the five regional Community Action Partnership (CAP) agencies. More information about this program can be found here.

Senator Shaheen led the NH Congressional delegation in calling on the Treasury Department to make the permissible uses of these rental assistance funds as broad as possible and specially called for household broadband costs to be covered under this program.

**NH State Council on the Arts:**

The New Hampshire State Council on the Arts is currently accepting applications to the Arts in Health grant program. The application deadline is May 14, 2021. Please visit the NHSCA website for more information. Contact Lisa Burk-McCoy at [lisa.m.burk-mccoy@dncr.nh.gov](mailto:lisa.m.burk-mccoy@dncr.nh.gov) with any questions about the program or a potential project. The program awards grants up to \$6,000 for projects that address one of two tracks:

- The Health & Healing Track supports quality arts projects that support individual health in a range of areas, including chronic and acute conditions, behavioral and cognitive health; healthy aging; recovery; and more.
- The Public Health Track supports quality arts projects that engage the community in public health awareness – including issues around collective/intergenerational trauma, racism and equity, behavioral health and substance misuse, social exclusion and isolation, chronic disease, neighborhood and housing disparity, income instability, and homelessness – in an effort to reduce stigma and build empathy and support for public health initiatives.

**National Endowment for the Humanities:**

The National Endowment for the Humanities (NEH) recently announced two new funding opportunities to rapidly distribute American Rescue Plan (ARP) Act funding to cultural organizations and educational institutions adversely affected by the coronavirus pandemic. These funding opportunities will provide direct grants to individual humanities institutions and grant making organizations to distribute as competitive sub-awards to affected organizations and individuals. These two grant programs aim to help the humanities community recover from the economic burdens of the pandemic, enable the reopening of humanities institutions and programs, and support the retention of the humanities workforce. Below please find additional details about the two new American Rescue Plan funding opportunities:

- Humanities Organizations Emergency Relief Grants provide up to \$500,000 to cultural organizations and educational institutions to support humanities projects across the fields of education, preservation and access, public programming, digital humanities, and scholarly research for one year. Applicants may propose new humanities projects or focus on sustaining core humanities programs and activities. Relief funding may be used for activities that emphasize retaining or hiring humanities staff at cultural organizations across the country. Applicants may propose new humanities projects or focus on sustaining core humanities programs and activities. **The deadline to apply is May 14, 2021.** The Notice of Funding Opportunity for the American Rescue Plan:

Humanities Organizations program is available on the NEH website. Questions about this grant program should be directed to [ARPOrganizations@neh.gov](mailto:ARPOrganizations@neh.gov).

- Humanities Grantmaking is directed at experienced grant making organizations to administer competitive grant making programs to support humanities activities undertaken by organizations or individuals. Applicants proposing grant making programs for organizations may request up to \$5 million; those aimed at individual humanities professionals may request up to \$2 million. Funding may be used to establish new grant making programs or expand or adapt existing programs to support recovery within the humanities sector. **The deadline to apply is May 13, 2021.** The Notice of Funding Opportunity for the American Rescue Plan: Humanities Grantmaking is available on the NEH website. Questions about this program should be directed to [ARPgrantmaking@neh.gov](mailto:ARPgrantmaking@neh.gov).

### **IRS:**

- Today, the IRS announced that the application period for Low Income Taxpayer Clinic (LITC) matching grants for calendar year 2022 will run from May 3, 2021, to June 18, 2021. The LITC Program is a federal grant program administered by the Office of the Taxpayer Advocate at the IRS, which is led by National Taxpayer Advocate (NTA) Erin M. Collins. Under Internal Revenue Code (IRC) Section 7526, the IRS awards matching grants of up to \$100,000 per year to qualifying organizations to develop, expand or maintain an LITC. An LITC must provide services for free or for no more than a nominal fee. Qualified organizations that are awarded grants ensure the fairness and integrity of the tax system for taxpayers who are low-income or speak English as a second language (ESL) by providing *pro bono* representation on their behalf in tax disputes with the IRS, educating them about their rights and responsibilities as taxpayers, and identifying and advocating on issues that impact these taxpayers. More information can be found [here](#).
- Eligible organizations can now submit applications for the Internal Revenue Service's Tax Counseling for the Elderly and Volunteer Income Tax Assistance grant programs, allowing some organizations to apply for up to three years of annual funding. Organizations can apply on [Grants.gov](https://www.grants.gov) through June 4, 2021, and can find application packages and guidelines on [IRS.gov](https://www.irs.gov). In 2021, the IRS awarded 31 TCE grantees \$11 million and 297 VITA grantees \$25 million. The two programs prepare millions of tax returns each year. The IRS established the TCE program in 1978 to provide tax counseling and return preparation to persons age 60 or older and to give training and technical assistance to the volunteers who provide free federal income tax assistance within elderly communities across the nation. For more information visit the TCE webpage on [IRS.gov](https://www.irs.gov). More information can also be found [here](#).

As always, please don't hesitate to reach out to our office any time.

Thank you!

Madison

**Madison Lightfoot**  
Special Assistant for Policy & Projects  
Office of US Senator Jeanne Shaheen  
603.647.7500



sign up for  
**THE SHAHEEN REPORT**

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**Restaurant Revitalization Fund**

[sba.gov/restaurants](https://sba.gov/restaurants)



## How to prepare.

SBA will begin accepting applications via the **application portal tomorrow, May 3 at 12 p.m. EDT**. The application portal will remain open to any eligible establishment until all funds are exhausted.

In preparation, qualifying applicants should familiarize themselves with the application process in advance to ensure a smooth and efficient application. Follow the steps below.



- If you haven't already, register for an account on the application portal at [restaurants.sba.gov](https://restaurants.sba.gov). If you are working with Square or Toast, you do not need to register.
- Review the **sample application, program guide and cross-program eligibility chart** on SBA COVID-19 relief options. SBA also added screenshots of the application portal that are available [here](#).
- Applications must be submitted in English or Spanish. SBA has documents in additional languages to help you understand eligibility requirements, fill out applications, and answer frequently asked questions. See the additional languages and materials [here](#).
- If you were unable to attend one of the webinars held last week which covered program details and a demonstration of the application portal, you can watch the recording [here](#).

For more information, visit [sba.gov/restaurants](https://sba.gov/restaurants).

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## U.S. Small Business Administration

### Subscriber Services

[Unsubscribe](#) | [Manage your account](#)

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 **FY22 Congressionally Directed Spending Request Form-Shaheen.pdf**  
236K

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**Russ Dean** <rdean@exeternh.gov>  
To: **Melissa Roy** <mroy@exeternh.gov>, **Jennifer Perry** <jperry@exeternh.gov>

Tue, May 4, 2021 at 8:09 AM

Hi all,

Is this different than what we have been doing so far (direct spending request).

TY

Russ  
[Quoted text hidden]

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 **FY22 Congressionally Directed Spending Request Form-Shaheen.pdf**  
236K

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**Jennifer Perry** <jperry@exeternh.gov>  
To: **Russ Dean** <rdean@exeternh.gov>, **Melissa Roy** <mroy@exeternh.gov>

Tue, May 4, 2021 at 9:40 AM

Hi Russ and Melissa,

I don't know. I just read the link and it's not clear if it's the same.

<https://www.appropriations.senate.gov/news/majority/-leahy-announces-restoration-of-the-power-of-the-purse-reforms-for-a-return-to-congressionally-directed-spending-in-fiscal-year-2022>

Melissa, perhaps you could contact Rep. Pappas' office to ask if we should also apply or if it's redundant.?

Thank you,

Jennifer Royce Perry, P.E., Director

Exeter Public Works

13 Newfields Road

Exeter, NH 03833

(603) 773-6157

*Enhancing, Preserving Community & Environment*

Like us on Facebook!

[Quoted text hidden]

**Recreation Grant – Summer Concert Series**



Greg Bisson &lt;gbisson@exeternh.gov&gt;

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## NHSCA Quick Turnaround Grant

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Lupi, Virginia (Ginnie) <Virginia.A.Lupi@dncr.nh.gov>  
To: Greg Bisson <gbisson@exeternh.gov>

Wed, Apr 28, 2021 at 6:54 AM

Dear Greg,

I'm writing today to let you know that Exeter Parks & Recreation's Quick Turnaround Grant application for Summer Concert Series has been approved by the New Hampshire State Council on the Arts for \$5,000.00. Congratulations!

Funds will be used exclusively for New Hampshire artist fees.

Cassandra Mason, our Chief Grants Officer, will be emailing you the required paperwork under separate cover - please follow her instructions, sign and date where required and email it and any other required paperwork back to her by the deadline she states in her email. **Please note that the deadline is firm and projects whose contracts are not returned by the deadline will not be funded.**

Your project's approval and funding amount were based on several criteria:

1. Evidence that the project is already planned and artists are engaged
2. Clear delineation in your proposal of fees for New Hampshire artists
3. The artistic excellence of those artists
4. Expected public engagement in the project
5. Availability of funds

The New Hampshire State Council on the Arts expects that all projects will follow state and federal guidelines to protect your patrons and artists from COVID-19. There will be a question on the final report form about this.

Also, we encourage your organization and all artists participating in your project to create a free profile on [New England Foundation for the Arts' CreativeGround](#) platform. CreativeGround spotlights the creative people and places at work in New England: cultural nonprofits, creative businesses, and artists of all disciplines. The platform also gives us the ability to measure New Hampshire's creative economy.

The New Hampshire State Council on the Arts is proud to support this project. Again, congratulations!

Best,  
Ginnie

Ginnie Lupi  
*she/her*  
 Director  
 New Hampshire State Council on the Arts  
 19 Pillsbury Street  
 Concord, NH 03301  
[virginia.a.lupi@dncr.nh.gov](mailto:virginia.a.lupi@dncr.nh.gov)  
 603-271-8418  
[www.nh.gov/nharts](http://www.nh.gov/nharts)



**New Hampshire**  
 State Council on the **Arts**

**Certificate of Authority # 1**

*(Corporation, Non-Profit Corporation)*

**Corporate Resolution**

I, JULIE GILMAN, hereby certify that I am duly elected Clerk/Secretary/Officer of  
*(Name of Person A)*

TOWN of EXETER SELECT BOARD. I hereby certify the following is a true copy of a vote taken at  
*(Name of Organization)*

a meeting of the Board of Directors/shareholders, duly called and held on MAY 10<sup>th</sup>, 2021  
at which a quorum of the Directors/shareholders were present and voting.

**VOTED:** That RUSS DEAN, TOWN MANAGER ~~(not Person A)~~  
*(Name and Title)*

is duly authorized to enter into contracts or agreements on behalf of

TOWN of EXETER with the State of New Hampshire and any of  
*(Name of Organization)*

its agencies or departments and further is authorized to execute any documents  
which may in his/her judgment be desirable or necessary to effect the purpose of  
this vote.

**I hereby certify** that said vote has not been amended or repealed and remains in full force  
and effect as of the date of the contract to which this certificate is attached. This authority  
**remains valid for thirty (30) days** from the date of this Corporate Resolution. I further certify  
that it is understood that the State of New Hampshire will rely on this certificate as evidence that  
the person(s) listed above currently occupy the position(s) indicated and that they have full  
authority to bind the corporation. To the extent that there are any limits on the authority of any  
listed individual to bind the corporation in contracts with the State of New Hampshire, all such  
limitations are expressly stated herein.

**DATED:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_  
*(Signature of Person A | Name & Title)*

**Certificate of Authority # 1**

*(Corporation, Non-Profit Corporation)*

**Corporate Resolution**

ALTERNATE W-9 FORM



PAYER'S REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION

PLEASE USE THIS FORM TO PROVIDE THE REQUESTED INFORMATION

Pursuant to IRS Regulations, you must furnish your Taxpayer Identification Number (TIN) to the State whether or not you are required to file tax returns. If this number is not provided, you may be subject to a 31 % withholding on each payment made to you. To avoid this 31 % withholding & to ensure that accurate tax information is reported to the IRS, A RESPONSE IS REQUIRED.

If a service provider is part of a GROUP PRACTICE, it is the group name & TIN which is required on the Alternate W-9. If the service provider is a SOLE PROPRIETOR, it is the individual name & TIN which is required on the Alternate W-9.

NAME Exeter Parks and Recreation

ADD'L or D/B/A NAME Town of Exeter

BUSINESS ADDRESS 32 Court St

CITY/TOWN Exeter STATE NH ZIP 03833

HOME ADDRESS

CITY/TOWN STATE ZIP

TAXPAYER IDENTIFICATION NUMBER (TIN) as used on IRS tax return

SSN - EIN/FIN 2 - 6000268

PRINCIPAL ACTIVITY (select only ONE)

- Service Provider, Product/Merchandise Provider, Other Provider

List principal type of service product or other you provide Town Government, Recreation Programming

Special Events.

DESIGNATION (select ALL which apply to you/your organization)

- Individual, Government, Personal Service Corporation, Sole Proprietor, Estate or Trust, Health Care Provider, Partnership, Corporation, Non-Profit (attach copy of exemption)

Under penalty of perjury, I declare that the information provided is true, correct & complete, to the best of my knowledge & belief.

NAME & TITLE (print or type) Russ Dean, Town Manager

TELEPHONE # 603-773-6102

SIGNATURE DATE 05/10/2021

PLEASE RETURN WHEN COMPLETED TO:





## GRANTEE INFORMATION FORM for ORGANIZATIONS

Please complete the following for fulfillment of grant requirements by the State of New Hampshire's Department of Administrative Services.

Name of Organization: Exeter Parks and Recreation (Town of Exeter)

### 1. Statement of Purpose and Status:

In the space below list the organization's mission statement or objectives and status (501(c)3; municipality; etc.)

#### *Mission Statement*

The Exeter Parks and Recreation Department is committed to providing affordable, inclusive, accessible opportunities to a diverse range of abilities and interests, across generations, to build confidence, quality of life, and pride in the community.

#### *Vision Statement*

Exeter Parks and Recreation is building an Active, Healthy, and Engaged Community.

### Please return the following with your signed grant agreement:

1. Board Resolution (attached) This form designates who is authorized to contract on behalf of the organization with the NH State Council on the Arts.
2. Alternate W9 Form (attached) This form allows us to set up a vendor code in the State of NH Vendor system. If the organization doesn't have a current vendor code, you will receive an email with the number.
3. DUNS Number (required) Find or get a DUNS number [here](#)

### Additional requirements for grants over \$1,000

4. Certificate of Liability and Workers Comp Insurance with the **Department of Natural & Cultural Resources** as the certificate holder If the organization has no employees, please let us know.
5. Please include a copy of a current year Certificate of Good Standing. (if not provided with the application) If you do not have a Certificate of Good Standing with the state of NH you can call Secretary of State Corporate Division at 271-3244 or apply online [here](#).

### Additional requirements for grants over \$2,500

6. Resume of Administrator
7. Financial Statement: A one-page financial statement of your organization's most recently completed fiscal year.
8. Board of Directors: A list of the current directors and officers of your organization.  
Please do not include any personal information such as home addresses, phone numbers or emails.

## GRANTEE RESPONSIBILITIES

Grants from the NH State Council on the Arts are made possible with public funding from the State of NH and the National Endowment for the Arts (CDFA45.025 Promotion of the Art Partnership #1863362-61-20) By signing the grant agreement, the official authorized to enter into contracts for the organization or individual agrees to comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972, as amended; Title 29 (Part 505) of the Code of Federal Regulations (governing fair labor practices); the Age Discrimination Act of 1975; the U.S.C. Sec. 1913 regulating lobbying with appropriated monies as well as all regulations of the National Endowment for the Arts pursuant to these statutes; the Drug-Free Workplace Act of 1988; and the Americans with Disabilities Act of 1990. The acceptance of a grant award from the State Arts Council thereby gives assurance to the State Arts Council that the grantee, if not already in compliance with the above laws, will take any measures necessary to comply. For further information click [here](#).

This funding may not be used to match other federal grants. Records for this grant award must be retained for 3 years and are subject to audit.

#### **CREDITING GUIDELINES:**

As stated in the grant agreement, you are required to acknowledge the support of the New Hampshire State Council on the Arts on any promotional materials for the project including printed brochures, posters, announcements, and on-line. We ask that posters, signage, etc, be located in areas visible to the public. It most effective to place State Arts Council sponsorship on interpretive and identification signage immediately adjacent to demonstrations and performances and at exhibit entry or exit points.

#### **Credit the NHSCA as a funding source**

All grant recipients are required to credit the State Arts Council as a funding source. You can access a variety of electronic versions of our logo in the "logo download center" of our website: [www.nh.gov/nharts](http://www.nh.gov/nharts). Click on "Grants," then on "Logo Download Center," on the left side of the home page.

The following wording must accompany the Council logo on all publicity:

The (insert grantee name) is supported in part by a grant from the New Hampshire State Council on the Arts and the National Endowment for the Arts.

#### **REPORTING REQUIREMENTS:**

**Final Report:** The Final Report Form for organizations is available from the Final Report Download Center on our website: [www.nh.gov/nharts](http://www.nh.gov/nharts).

Click on Grants, then Forms on the left side of the home page. Final Report Forms are located under "Reporting on a Grant". A final report must be submitted 30 days following your event. Under some circumstances, an extension of up to 3 months may be requested in writing before the date the final report is due. The request should be addressed to the program coordinator responsible for administering the grant and should briefly state why the extension is necessary and the date the report will be submitted. Failure to submit the final report by the required date will result in the grantee becoming ineligible to apply for NHSCA funding for two years. Additionally, failure to submit the final report may result in a withholding of funds from any currently awarded NHSCA grant.

**Image Requirement:** We require you to submit at least 5 images documenting your event. They can be submitted as color prints or electronically as jpeg or tif files ( 5"x7" 300dpi) by e-mail, CDR or flash drive. We also invite you to post images on and become a Fan of the NHSCA Facebook Fan Page and Twitter @NHArtsCouncil.



# EXETER PARKS & RECREATION

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## Town of Exeter Select Board Members:

Niko Papakonstantis, Chair

Daryl Browne

Molly Cowan, Vice Chair

Julie D. Gilman Clerk

Lovey Roundtree Oliff

**Suggested Motion:**

Move the Select Board accept a grant in the amount of \$5,000 from the New Hampshire State Council on the Arts and further authorize the Town Manager to sign any related grant documents.



NEW HAMPSHIRE STATE COUNCIL ON THE ARTS GRANT AGREEMENT

This agreement between the State of New Hampshire, New Hampshire State Council on the Arts (hereinafter "Council") and Exeter Recreation Department (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

1. GRANT PERIOD: FY2021

2. OBLIGATIONS OF THE GRANTEE:

- The Grantee agrees to accept \$5,000.00 and apply it to the program(s) described in the grant application and approved budget for To support a summer concert series. In the performance of this grant agreement, the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.
Funding credit including Council logo must appear in all programs, publicity, and promotional materials. The following wording and Council logo should be used:



New Hampshire State Council on the Arts

Exeter Recreation Department is supported in part by a grant from the New Hampshire State Council on the Arts & the National Endowment for the Arts.

- The Grantee acknowledges that the NHSCA Program Coordinator may schedule a site visit to the organization and may request a site visit from the NHSCA.
The Grantee agrees to abide by the limitations, conditions and procedure outlined herein and in the attached appendices. If appropriated funds for this grants program are reduced or terminated, all payments under this grant may cease. That determination rests within the sole discretion of the Council.

3. PAYMENT will be made following the receipt and execution of all required documents and approval of the Governor and Executive Council

4. FINAL REPORT: The Grantee agrees to submit a final financial and narrative report on a form provided by the Council no more than 30 days after the end of the grant period. Failure to submit the final report will render the Grantee ineligible for Council funding for two years.

5. SOVEREIGN IMMUNITY: No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.

COUNCIL APPROVAL

Contracting Officer for State Agency

Signature Date

Name, Title: Virginia Lupi, Director

Signature Date

Name, Title: Sarah Stewart, Commissioner

APPROVED BY ATTORNEY GENERAL

as to form, substance and execution:

Office of Attorney General Date

GRANTEE SIGNATURE

Org/ Name: Exeter Recreation Department (TOWN OF EXETER)

Address: 32 COURT ST, EXETER, NH 03833

RUSS DEAN

Printed Name of Authorized Official for Grantee

Authorized Official's Signature & Title Date

NOTARIZATION REQUIRED:

STATE OF NEW HAMPSHIRE, COUNTY OF

On the \_\_\_ day of \_\_\_ 20\_\_\_ before the undersigned officer, personally appeared

(Print name of person whose signature is being notarized) or satisfactorily proven to be the person whose name appears above, and acknowledged that s/he executed this document in the capacity indicated.

Notary Public/ Justice of the Peace

Printed Name:

My Commission expires:

## **Tax Abatements, Veterans Credits & Exemptions**

## List for Select Board meeting May 10, 2021

### Abatement

Map/Lot/Unit	Location	Amount
65/113	58 Portsmouth Ave	Denial
115/31	Fairpoint/Consolidated Communications	Denial/withdrawal

### LUCT

Map/Lot/Unit	Location	Amount
70/12	4 Rocky Hill	\$ 25,000
103/5	111 Linden St	\$ 31,500

### Yield Tax

Map/Lot/Unit	Location	Amount
28-19	25 Old Town Farm Rd	450.71

### Intent to Cut

Map/Lot/Unit	Location
51/17	110 Holland Way

### Preliminary Tax Warrant for 2021

## Permits And Approvals





# EXETER PARKS & RECREATION

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## TOWN OF EXETER - MEMORANDUM

TO: Russ Dean, Town Manager  
FROM: Greg Bisson, Director  
RE: Permit Request  
DATE: 05/10/2021

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The following permits were submitted. James Murray has reviewed and approved their safety protocols.

Yogasmith: Various Dates  
Ragnar RTB, LLC (Reach the Beach): 9/18/2021  
Big Brothers/Big Sisters NH Pickleball Tournament: July 9-11th

All other departments have approved these applications when applicable.

Respectfully,

Greg Bisson  
Director  
Exeter Parks and Recreation



# TOWN OF EXETER

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## Special Event Application

The Town of Exeter requires licensing for all Special Events where the Select Board is the licensing authority. Return all Special Event applications to Exeter Parks and Recreation, at 32 Court Street, Exeter NH. For information or questions concerning the application call 603-773-6151 or email [mroy@exeternh.gov](mailto:mroy@exeternh.gov). Special Event License (Reference RSA 286 1-5, Town Ordinance Chapter 807)

### TYPE OF EVENT

Special Event     Road/Bike Race     Parade     Protest/Rally     Fireworks

### LOCATION OF SPECIAL EVENT

Town Hall     Bandstand     Art Gallery     Swasey Parkway     Senior Center  
 Town Hall Upstairs Back Rm     Town Hall Small Front Green Rm     Founders Park     Swasey Pavilion     Townhouse Common  
 Parks/Rec Property    along town roads

### EVENT CONTACT INFORMATION

Organization Name: Ragnar RTB, LLC  
Organization Address: 5570W 1730 S STEEDEN, SALT LAKE CITY UT 84104  
Event Representative Name: John Dionne  
Event Representative Title: Course Coordinator Phone # 603 305-3382  
Day of Contact Name: John Dionne Day of Contact Phone # 603 305 3382  
Event Representative Email: jdionne@runragnar.com

### EVENT DETAILS

Date of Event: 9/18/21  
Start Time: ~ 8 AM End Time: ~ 5.30 PM  
Name of Event: Ragnar Reach the Beach Relay  
Number of Anticipated Attendees (Including Volunteers and Staff): ~ 4000  
Describe the Proposed Event: running relay - run along town roads, stopping at Tuck Learning Ctr on Linden St. See attached letter for more details  
Blocking Off Road(s):  Yes  No If yes, which one(s) \_\_\_\_\_  
# of Parking Spaces: \_\_\_\_\_ Locations: \_\_\_\_\_



# Special Event Application

WILL YOUR EVENT INVOLVE ANY OF THE FOLLOWING? (Please check all that apply)

Food/Beverage/Concessions/Vendors/sales  
(inspection by Health Officer)

Yes  No

Alcoholic Beverages Served

Yes  No

State Liquor Permit Received  Yes  No

Date Rcvd: \_\_\_\_\_

Town Liquor Permit Approved  Yes  No

Date Rcvd: \_\_\_\_\_

Electronic sound amplification equipment, speakers, public address system (must follow noise ordinance)

Yes  No

Propane/Charcoal BBQ grills (inspection by Health Officer)

Yes  No

Electrical set up/ electrical cords run to the site (inspection needed by Electric Inspector)

Yes  No

Fire pits, bonfires, kindle fire, campfire and other outdoor burning (must have permit from Fire Department)

Yes  No

Tents/canopies If so, list quantity and size

Yes  No

# & Size 10 X 10 canopy

Animals at the event. If so, describe

Yes  No

Motorized Vehicles. If so, describe

Yes  No

## ADDITIONAL DOCUMENTATION NEEDED TO COMPLETE/ATTACH TO PERMIT APPLICATION

All applicants for Special Events need to provide WRITTEN ANSWERS TO THE QUESTIONS BELOW.

1. **Site Plan:** Please attach a drawing of the event layout, including parking, facilities, vendor setup etc. (even if you supplied one in previous years).

2. **Security/Crowd Control Plan:** Describe how you plan to manage event goers while not surpassing the maximum seating capacity of indoor events or how you will secure, control, and assure compliance with laws and licensing conditions in the case of an outdoor event.

Nothing indoors - runners spread out over many hours. Never more than 350-375 on road at a time over many miles + hours

3. **Traffic Control/ Parking Plan:** The estimated number of vehicles, provisions for parking, number of police officers or employees necessary to control traffic, type and location of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles.

75-100 on site, we have volunteers directing in and out of truck cys.



## Special Event Application

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

NA

**5. Ambulance/ Medical Service Plan:** Detail the on-site emergency medical services and transportation plan.

EMT on site by Truck Learning Co.

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

NA

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

7-8 portable toilets at Truck Learning Co.

**8. Food Service Plan:** A food service plan, which may require review and acceptance by the Exeter Health Officer or a vendor permit from the Fire Department. Please list what types of food will be served and where it will be served within the facility.

None

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

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

**10. Liability Insurance Required:** Certificate of Insurance and endorsement/provisions to be submitted with completed application. Required Amounts: General Liability/Bodily Injury/Property Damage: \$1,000,000 per occurrence, \$2,000,000 aggregate; the Town of Exeter must be listed as additionally insured.

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



## Special Event COVID - 19 Addendum

Permit applicants are required to meet all current State of NH and Town of Exeter Covid-19 requirements as of the date of the event. Guidelines are constantly changing due to the nature of Covid -19 and any applicant must be willing to adjust as guidelines change.

Organizers need to follow any additional specific guidance created by the State NH if relevant to their event.  
(For example Festivals/Fairs, Food Service Industry, Performances, etc.)

### COVID-19 GENERAL GUIDELINES

- Provide a written documentation detailing how the event will follow all current Town and State guideline regarding the use of facemasks for attendees, volunteers, performers, and staff.
- Provide written documentation of how the organizers will provide education and training around safe practices as it relates to hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the New Hampshire Universal Guidelines.
- Provide a map indicating how the event will be spread out to adhere to the 6' social distancing rule.
- Provide a written plan of how you will promote social distancing of at least 6 ft for all organizers, vendors, performers and attendees at all times.
- Provide a written plan of how you will disseminate and collect the Town of Exeter COVID-19 Waiver that all vendors, performers, staff and volunteers are required to sign.
- Provide a written plan as to how your organization shall provide and require the review of the following documents/links to all volunteers, performers, staff and vendors:
  - CDC Guidance for businesses and employers
  - CDC Guidance for cleaning and disinfection
  - Universal Guidelines for All New Hampshire Employers and Employees
  - CDC Use of Cloth Face Coverings
  - If providing Food Services, follow Food Service Industry guidance. Follow ServSafe COVID-19 training guidelines if applicable.

Each volunteer, staff, performer and vendor must sign a document indicating that they have received & reviewed the above documents and shall do their best to abide by the above mentioned guidelines. Copies of said documents are required to be turned into the Exeter Parks and Recreation 48 hours prior to the event.

- When feasible vendors should consider plexiglas/display changes/protective measures for displaying product.
- Only the vendor can handle products and should place customer purchases away from other products.
- Only one shopper under the tent at a time to prevent overcrowding and adhering to 6' social distancing
- Provide foot traffic flow patterns to meet social distancing requirements. This includes marking 6 ft social distancing spaces any place participants may be waiting in a line.
- All food vendors will complete the "ServSafe COVID-19 Precautions Training Video" and will provide a copy of the certificate to the Town and the sponsoring organization. (Health Officer can provide link)
- There may be times when singers, musicians, emcees, auctioneers, etc. cannot wear masks given the nature of their roles. They should follow the "Additional Process Guidance for Presenting Venues and Performers" in the Performing Arts Venue guidance.
- Commonly touched surfaces, work areas, and public areas should be frequently cleaned and disinfected according to CDC guidance at a minimum every 2 hours and at the end of each shift.
- Assign dedicated staff (i.e. a safety officer) to monitor and ensure compliance with social distancing, hand hygiene, cloth face covering use, and other protective actions.
- Adhere to all NH travel guidance for performers and exhibitors from out of state.



# Special Event Application

By signing below, I confirm that all information provided herein and in all attachments as true and accurate, acknowledge that this application will not be reviewed by the Recreation Department until considered complete by Town review staff, and state that all liability for this event is assumed and accepted by the applicant.

Print Name John Dionne Organization Ragnar RYO, LLC

Applicant Signature [Signature] Date 4-6-21

I also confirm that I am responsible for all costs incurred for this event including all special duty police, fire and health/safety services. All services must be paid in full upon receipt of the invoice. If not paid in full, the Town will charge 2% interest per month.

The Town may request/sue for legal expenses if the Town has to go to collections for unpaid amounts. I am responsible for all fees, which may include interest, attorney and court fees.

The Town reserves its rights to pursue all available legal remedies for damage to Town property or violation of any laws, rules or conditions applicable to use of Town property. In addition, such conduct may result in revocation of permission and/or denial of future requests for permission to use Town property.

It is understood that this is a temporary permit in which can be revoked, eliminated or extended due to the fluidity of COVID-19 and/or non-compliance.

Print Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### FOR OFFICE USE ONLY

Cost For Event: \$ \_\_\_\_\_

Entered Into RecTrac:  Yes  No

Sent Invoice:  Yes  No

Received Insurance:  Yes  No

### DEPARTMENT HEAD SIGNED OFF

Police Chief

Yes  No

Via Email

Health Inspector

Yes  No

Via Email

DPW

Yes  No

Via Email

Parks & Rec

Yes  No

Via Email

Issue Date:  
License #:



## EXETER PARKS & RECREATION

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### USE OF PARKS/FACILITIES FOR ATHLETICS

Please complete the following application and submit it to the Parks and Recreation Office, this is a permit for use of Town parks that will be good for the specific season requested. All use of the fields must abide by the State of NH Governor's orders and the Town has the right to revoke any permit at any time for non-compliance. Please note, this is a permit due to the current Covid-19 situation, upon elimination of this permit all groups will need to re-apply for the normal facility permits and pay any fees. **PLEASE BE ADVISED THAT THESE GUIDELINES COULD CHANGE AND WE WILL REFER TO THE MOST UP TO DATE GUIDELINES.**

**THIS FORM MUST BE FILLED OUT BY THE PRESIDENT OR ANY ADMINISTRATIVE HEAD OF THE LEAGUE. IF ANY TEAM VIOLATES THIS PERMIT, IT WILL BE RESCINDED FOR THE ENTIRE LEAGUE.**

League Name:	Big Brothers Big Sisters NH Pickleball
Season Request:	
Dates requested:	July 9, 10, 11
League President:	BBBSNH Linda Carter
League President Home Phone Number:	603-401-0025-work 603-430-1140 x 1026
League President Mobile Phone Number:	603-401-0025
Email:	lcarter@bbbsnh.org
Back Up Contact Name:	Nicole McShane
Back Up Contact Home Phone Number:	603-430-1140
Back Up Contact Mobile Phone Number:	207-266-2241
Number of Teams:	
Anticipated Number of Participants Per Team (Including Coaches):	

100-150 Max

**Please read and initial the following that you agree to abide by these rules:**

1. All staff, volunteers, and athletes should bring to sporting events and wear, reusable/washable cloth face coverings over their nose and mouth when around others and not actively engaged in athletics and when social distancing is difficult to maintain

Initial: ME

2. Parents/guardians of minors attending a sporting event should be asked to wear cloth face coverings while around other spectators, staff, volunteers, and athletes when social distancing is not possible.

Initial: ME

3. Alcohol-based hand sanitizer with at least 60% alcohol must be readily made available to staff, volunteers, and athletes and kept with staff and equipment at all times. Frequent hand hygiene should be required including, but not limited to, hand hygiene upon arrival, before and after meals or snacks, before and after going to the bathroom, before and after touching a person's face or face covering, and prior to leaving the event.

Initial: ME

4. Commonly touched surfaces and areas should be frequently cleaned and (disinfected according to CDC guidance at the end of each event. Shared equipment must be cleaned and disinfected between use.

Initial: ME

5. Staff, athletes, volunteers, and spectators should be reminded to maintain a distance of at least 6 feet from others.

Initial: ME

6. Assign a dedicated staff member (i.e., a safety officer) to monitor social distancing and compliance with protective actions, and to prompt other staff, volunteers, athletes, and spectators about social distancing, hand hygiene, and the use of cloth face coverings.

Initial: ME

7. Athletes and staff (including administrative, coaches, trainers or officials) must be provided education and training around safe practices as it relates to hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the Universal Guidelines and in this document.

Initial: ME

8. Require all staff and athletes to report any symptoms of COVID-19 or close contact to a person with COVID-19 to a coach. Staff and athletes should not attend events if they feel sick. Athletes, volunteers, and staff must be asked to leave the training activity, sporting event, competition, game, and/or practice if the potential of sickness is identified during screening or during the activity



- b. Has had any close contact with someone who is suspected or confirmed to have had COVID-19 in the past 10 days. (NOTE: Healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer "no" to this question)
- c. Traveled in the past 10 days either:
  - i. Internationally (outside the U.S.)
  - ii. By cruise ship, or
  - iii. Domestically (within the U.S.) outside of New England
- NOTE: You do NOT need to quarantine for 10 days or get tested for COVID-19 if either of the following apply:
  - 1. You are fully vaccinated against COVID-19 and more than 14 days have passed since you received the second dose of your COVID-19 vaccine.
  - 2. You have previously tested positive for active COVID-19 infection (by PCR or antigen testing) in the last 90 days (if you had a previous infection that was more than 90 days ago, you must still follow all quarantine requirements)

Initial: me

10. Person(s) with any COVID-19 symptoms, those who report that in the past 10 days they have had close contact with someone suspected or confirmed with COVID-19, or report travel risk factors should not be allowed into the sporting event, competition, game, and/or practice, and:
- a. Symptomatic persons should be instructed to contact their healthcare providers to be tested for COVID-19 and self-isolate at home following the instructions below.
  - b. Asymptomatic persons reporting that in the past 10 days they have had close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should self-quarantine for 10 days from their last exposure or return from travel.
  - c. NOTE: Healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer "no" to this question
  - d. NOTE: You do NOT need to quarantine for 10 days or get tested for COVID-19 if either of the following apply:
    - i. You are fully vaccinated against COVID-19 and more than 14 days have passed since you received the second dose of your COVID-19 vaccine
    - ii. You have previously tested positive for active COVID-19 infection (by PCR or antigen testing) in the last 90 days (if you had a previous infection that was more than 90 days ago, you must still follow all quarantine requirements)

Initial: me

11. Person(s) with a suspected or confirmed diagnosis of COVID-19 must stay home until symptom based criteria are met for discontinuation of isolation which are:
- a. At least 10 days have passed since symptoms first started, AND
  - b. At least 24 hours have passed since last fever (off any fever-reducing medications), AND
  - c. Symptoms have improved; or
  - d. Approved COVID-19 testing is negative, at least 24 hours have passed since their last fever (off any fever reducing medications) and symptoms have improved.

Initial: me

12. Staff and other volunteers should not transport any athletes that are not immediate family members. In the event that this becomes necessary, all parties must wear cloth face coverings and space out seating to maintain maximal distance from each other

athletes, volunteers, and staff. In circumstances where closer contact for sustained periods is necessary, staff, volunteers, and athletes must wear cloth face coverings/masks when possible.

Initial: me

14. No teams/groups/athletes other than from New England are allowed at competitive sporting events, training sessions, or practices in New Hampshire except under the following conditions:
- If each athlete or member of a team/group arriving in New Hampshire for a competitive sporting event, training session, or practice, certifies in writing that he or she has "quarantined" in his or her home state for the 10 days prior to arriving in New Hampshire, then that athlete, team, or group may participate in the competitive sporting event, training session, or practice.
  - Under this paragraph, "quarantine" means that the individual executing the certification swears that he or she remained at a home for at least 10 days before arriving in New Hampshire, only going out for essential items or work and when outside of the home maintained physical distancing of 6 feet from other people and wore a cloth face covering/face mask when within less than 6 feet of another person during this 10 day "quarantine" period.
  - The written certifications must be delivered to the individual coordinating the New Hampshire competitive sporting event, training session, or practice, and must be maintained for a period of at least 21 days after the completing of the sporting event, training session, or practice.
  - No athlete or member of a team/group shall be allowed to participate in a competitive sporting event, training session, or practice in New Hampshire if he or she has traveled in the 10 day period prior to arriving in New Hampshire by public transportation, including, but not limited to, airplane, train, bus, or subway, or has been on a cruise ship, or has traveled from another country despite the means of transportation

Initial: me

15. Athletes shall bring their own equipment, including, but not limited to, gloves, helmets, bats, and not share their personal equipment with other athletes. Shared equipment provided by staff or volunteers must be cleaned and disinfected according to CDC guidance after every use between athletes and at the completion of each practice, training session, or sporting event.

Initial: jme

16. Adequate breaks for water and sanitization should be provided and are encouraged to occur between changes in activities. Athletes, staff, and volunteers should bring their own water bottles. No sharing or common use water bottles or drinking stations are allowed

Initial: me

17. Equipment bags and backpacks should be placed 6-feet apart. Athletes should not touch other athletes' bags, equipment, or water bottles. Benches and dugout areas must not be used for storage of personal or group equipment.

Initial: me

18. During sporting events (competitive scrimmages and games for sports), the dugout/bench areas shall be allowed to extend to areas around the dugout in order to provide for 6-foot separation of athletes during time in dugout/bench areas. Areas outside of the dugout/bench shall be protected by a safety fence/barrier from the field of play. Care should be taken when choosing fields for competitive sporting events.

19. An isolation area shall be identified and communicated to all staff, volunteers, and athletes at the beginning of every sporting event, training session, and practice for anyone who develops symptoms during the competitive sporting event, training session, or practice.

Initial: me

20. All mouth-based activities often encountered with sporting events shall not be allowed. This includes, but is not limited to: spitting, chewing gum, licking fingers, and chewing/spitting sunflower seeds.

Initial: me

21. During practices, parents/guardians and other spectators are encouraged to remain in their cars in a designated parking area. However, when/if watching from the sidelines or are outside cars in the parking area, they should maintain a safe social distance from others.

Initial: me

22. Back-to-back competitive sporting events, training sessions, or practices must be avoided. Sequential competitive sporting events, training sessions, or practices should be scheduled to allow adequate time for cleaning of facilities and to allow for spectators, staff, volunteers, and athletes to exit the area and avoid interaction with other incoming or exiting groups.

Initial: me

23. Teams must be provided a designated area for warm-ups that provides for the necessary social distancing.

Initial: me

24. During competitive sporting events (competitive scrimmages and games), each team shall provide its own game balls to be used while on defense (if applicable).

Initial: me

25. Athletes preparing to play defense should sanitize hands prior to leaving the bench or dugout.

Initial: me

26. In spaces that are able to have a concession stand, employees or volunteers of that concession stand must wear masks and gloves at all times in accordance with the Governors 2.0 Restaurant/Food Service Guidelines. For patrons ordering food, if social distancing cannot be achieved then cloth face coverings/masks shall be required when ordering and picking up the food. Buffet/self-serve food and beverage should be avoided.

Initial: me

27. An isolation area shall be identified and communicated to all participants at the beginning of every training session for participants that develop symptoms during the activity.

Initial: me

28. Organizations shall require players' parents/guardians to sign usual participation waivers outlining the additional risks due to COVID-19 associated with the activity.

Initial: me

29. Organizations shall provide and require the review of the following documents/links to all staff, volunteers, coaches and parents:

- CDC Guidelines
- Universal Guidelines for All New Hampshire Employers and Employees
- CDC Use of Cloth Face Coverings
- Stay at Home 2.0 Amateur and Youth Sports Reopening Guidance

Initial: ME

30. Organizations will confirm that all staff, volunteer, coach and parent have received & reviewed the above documents and shall do their best to abide by the above mentioned Guidelines.

Initial: ME

31. Organizations will have each athlete and staff (including administrative, coaches, trainers or officials) sign a document indicating that they have been provided education and training around safe practices as it relates to hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the Universal Guidelines and in this document. Copies of said documents may be requested for review by Exeter Parks and Recreation 24 hours prior to first practice.

Initial: ME

32. Organization will also include a written copy of their Covid-19 protocols for review and approval.

Initial: ME

33. It is understood that this permit can be revoked, eliminated or extended due to the fluidity of COVID-19 and/or non-compliance.

Initial: ME

The Director of Parks and Recreation will not review incomplete applications. Any section not initial will be deemed incomplete. Failure to do so shall result in an incomplete application which will not be processed. The undersigned attests that the supplied information is accurate and complete and requests that the Director of Parks and Recreation proceed with processing this application. The undersigned attests that they have read and agree to all provisions of this use of the Town of Exeter's Parks/Facilities for Athletics Permit. They attest that it is the responsibility of the league or association to educate any coaches, players, staff, parents, spectators etc. of these rules. **THEY ARE AWARE THAT ANY VIOLATION OF THESE RULES WILL RESULT IN AN IMMEDIATE SUSPENSION OF THE PERMIT FOR ALL TEAMS IN THE LEAGUE. NO EXCEPTIONS. ALL APPLICATION MUST BE APPROVED BY THE SELECT BOARD PRIOR TO USE OF THE TOWN FACILITY. PLEASE BE ADVISED THAT THESE GUIDELINES COULD CHANGE AND WE WILL REFER TO THE MOST UP TO DATE GUIDELINES.**

Jende M. Carter  
Applicant Signature

April 23, 2021  
Date

Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state and local governments and federal and state health agencies recommend social distancing among other public health guidelines and requirements.

Attending any program or gathering, or participating in any group activity may increase a person's risk of contracting COVID-19, and may increase the risk of transmitting COVID-19 to others.

I, on behalf of the Organization/Group/Business (hereinafter "Organization") stated below, hereby agree to the following:

The Organization acknowledges the highly contagious nature of COVID-19 and voluntarily assumes the risk that staff, volunteers, spectators and participants may be exposed to or infected by COVID-19 by participating in any way in the Organization's program taking place at Exeter Town Rec. and that such exposure or infection may result in personal injury, illness, permanent disability, or death. The Organization understands that the risk of becoming exposed to or infected by COVID-19 at Exeter Town Rec. may result from the actions, omissions, or negligence of the Organization and others, including, but not limited to, Town employees, volunteers, and other participants and their families.

The Organization voluntarily agrees to assume all of the foregoing risks and accepts sole responsibility for any injury to staff, volunteers, spectators and participants, including, but not limited to, personal injury, disability, and death, illness, damage, loss, claim, liability, or expense, of any kind, that they may experience or incur in connection with participation in the Organization's event, program, activity, reservation or use taking place at Exeter Town Rec. ~~on transit to~~ The Organization hereby releases, covenants not to sue, discharges, and holds harmless the Town of Exeter, its officers, employees, agents, volunteers, and representatives, of any kind arising out of or relating hereto. The Organization further agrees to indemnify and hold harmless the Town of Exeter and its officers, employees, agents, volunteers and representatives, from any claim that may arise from or in connection with the Organization's staff, volunteers, spectators and participants participation in the Organization's program/activities taking place at Exeter Town Rec. including claims related to COVID-19. The Organization understands and agrees that this release includes any claims based on the actions, omissions, or negligence of the Town, its employees, agents and representatives, whether COVID-19 infection occurs before, during, or after participation in the Organization's program/activities at Exeter Town Rec. ~~The Organization is responsible for abiding by current CDC and activity specific guidelines as issued by the State of New Hampshire.~~

Organization Name: Big Brothers Big Sisters NH

Printed Name of Person Responsible: Linda M. Carter

Signature: Linda M. Carter Date: 4/23/2021



# TOWN OF EXETER

32 COURT STREET • EXETER, NH • 03833 • (603) 773-6151 • [www.exeternh.gov](http://www.exeternh.gov)

## Special Event Application

The Town of Exeter requires licensing for all Special Events where the Select Board is the licensing authority. Return all Special Event applications to Exeter Parks and Recreation, at 32 Court Street, Exeter NH. For information or questions concerning the application call 603-773-6151 or email [mrov@exeternh.gov](mailto:mrov@exeternh.gov). Special Event License (Reference RSA 286 1-5, Town Ordinance Chapter 807)

### TYPE OF EVENT

Special Event     Road/Bike Race     Parade     Protest/Rally     Fireworks

### LOCATION OF SPECIAL EVENT

Town Hall     Bandstand     Art Gallery     Swasey Parkway     Senior Center  
 Town Hall Upstairs Back Rm     Town Hall Small Front Green Rm     Founders Park     Swasey Pavilion     Townhouse Common  
 Parks/Rec Property

### EVENT CONTACT INFORMATION

Organization Name: YOGASMITH  
Organization Address: 175 Water St, Exeter NH 03833  
Event Representative Name: Laurie Smith  
Event Representative Title: OWNER Phone # 603-583-3540  
Day of Contact Name: Laurie Smith Day of Contact Phone # 603-583-3540  
Event Representative Email: laurie@yogasmith.com

### EVENT DETAILS

Date of Event: May 12 - Aug 25 (Wednesdays)  
Start Time: 9:00am End Time: 10:30am  
Name of Event: yoga class  
Number of Anticipated Attendees (Including Volunteers and Staff): 10-15  
Describe the Proposed Event: Due to the ongoing pandemic + restrictions, we would like to offer our members and community drop-in the chance to practice yoga outdoors this season. This will be a 60 min all levels yoga class led by a YOGASMITH teacher.  
Blocking Off Road(s):  Yes  No If yes, which one(s) \_\_\_\_\_  
# of Parking Spaces: 4-8 Locations: Town lot, side streets



# Special Event Application

## WILL YOUR EVENT INVOLVE ANY OF THE FOLLOWING? (Please check all that apply)

Food/Beverage/Concessions/Vendors/sales  
(inspection by Health Officer)

Yes  No

Alcoholic Beverages Served

Yes  No

State Liquor Permit Received  Yes  No

Date Rcvd: \_\_\_\_\_

Town Liquor Permit Approved  Yes  No

Date Rcvd: \_\_\_\_\_

Electronic sound amplification equipment, speakers, public address system (must follow noise ordinance)

Yes  No

Propane/Charcoal BBQ grills (inspection by Health Officer)

Yes  No

Electrical set up/ electrical cords run to the site  
(inspection needed by Electric Inspector)

Yes  No

Fire pits, bonfires, kindle fire, campfire and other outdoor burning  
(must have permit from Fire Department)

Yes  No

Tents/canopies If so, list quantity and size

Yes  No

# & Size \_\_\_\_\_

Animals at the event. If so, describe

Yes  No

Motorized Vehicles. If so, describe

Yes  No

## ADDITIONAL DOCUMENTATION NEEDED TO COMPLETE/ATTACH TO PERMIT APPLICATION

All applicants for Special Events need to provide WRITTEN ANSWERS TO THE QUESTIONS BELOW.

1. **Site Plan:** Please attach a drawing of the event layout, including parking, facilities, vendor setup etc. (even if you supplied one in previous years).

10-12 yoga mats spaced 6 feet apart in the common.

2. **Security/Crowd Control Plan:** Describe how you plan to manage event goes while not surpassing the maximum seating capacity of indoor events or how you will secure, control, and assure compliance with laws and licensing conditions in the case of an outdoor event.

All participants will pre-register through our website/booking software.

3. **Traffic Control/ Parking Plan:** The estimated number of vehicles, provisions for parking, number of police officers or employees necessary to control traffic, type and location of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles.

Those driving can park on side roads or town lot parking. Often our members live close enough and walk to the studio for class, so would walk to there as well.



# Special Event Application

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

This will be an outdoor event

**5. Ambulance/ Medical Service Plan:** Detail the on-site emergency medical services and transportation plan.

Teachers will carry cell phones to contact EMS at any time needed.

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

Class participation is reserved through the yogasmita website and MindBodyOnline.com. We can adjust the number of spaces allowed as needed.

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

All personal belongings and trash will be removed from the site after class

**8. Food Service Plan:** A food service plan, which may require review and acceptance by the Exeter Health Officer or a vendor permit from the Fire Department. Please list what types of food will be served and where it will be served within the facility.

no food will be served

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

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

**10. Liability Insurance Required:** Certificate of Insurance and endorsement/provisions to be submitted with completed application. Required Amounts: General Liability/Bodily Injury/Property Damage: \$1,000,000 per occurrence, \$2,000,000 aggregate; the Town of Exeter must be listed as additionally insured.

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





# Special Event Application

By signing below, I confirm that all information provided herein and in all attachments as true and accurate, acknowledge that this application will not be reviewed by the Recreation Department until considered complete by Town review staff, and state that all liability for this event is assumed and accepted by the applicant.

Print Name Laurie Smith Organization YOGASMITH

Applicant Signature Laurie Smith Date 4/23/21

I also confirm that I am responsible for all costs incurred for this event including all special duty police, fire and health/safety services. All services must be paid in full upon receipt of the invoice. If not paid in full, the Town will charge 2% interest per month.

The Town may request/sue for legal expenses if the Town has to go to collections for unpaid amounts. I am responsible for all fees, which may include interest, attorney and court fees.

The Town reserves its rights to pursue all available legal remedies for damage to Town property or violation of any laws, rules or conditions applicable to use of Town property. In addition, such conduct may result in revocation of permission and/or denial of future requests for permission to use Town property.

It is understood that this is a temporary permit in which can be revoked, eliminated or extended due to the fluidity of COVID-19 and/or non-compliance.

Print Name Laurie Smith

Applicant Signature Laurie Smith Date 4/23/21

FOR OFFICE USE ONLY	DEPARTMENT HEAD SIGNED OFF	
Cost For Event: \$ _____	Police Chief	DPW
Entered Into RecTrac: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sent Invoice: <input type="checkbox"/> Yes <input type="checkbox"/> No	Via Email <input type="checkbox"/>	Via Email <input type="checkbox"/>
Received Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Health Inspector	Parks & Rec
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Via Email <input type="checkbox"/>	Via Email <input type="checkbox"/>



# TOWN OF EXETER

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## Special Event Application

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### TYPE OF EVENT

- Special Event  
  Road/Bike Race  
  Parade  
  Protest/Rally  
  Fireworks

### LOCATION OF SPECIAL EVENT

- Town Hall  
  Bandstand  
  Art Gallery  
  Swasey Parkway  
  Senior Center  
 Town Hall Upstairs Back Rm  
  Town Hall Small Front Green Rm  
  Founders Park  
  Swasey Pavillion  
  Townhouse Common

Parks/Rec Property Park St Common

### EVENT CONTACT INFORMATION

Organization Name: YOGASMITH  
 Organization Address: 175 Water St Exeter, NH 03833  
 Event Representative Name: Laurie Smith  
 Event Representative Title: owner Phone # 603-583-3540  
 Day of Contact Name: Laurie Smith Day of Contact Phone # 603-583-3540  
 Event Representative Email: laurie@yogasmith.com

### EVENT DETAILS

Date of Event: 5/10 5/12 5/17 5/19 5/24 5/26 5/31 6/2 (Tues/Thurs) 8 times  
 Start Time: 9:15am End Time: 10:15am  
 Name of Event: Yoga + Fitness Classes / Series  
 Number of Anticipated Attendees (Including Volunteers and Staff): 10-12  
 Describe the Proposed Event: This is designed as a 4 week specialty yoga + fitness class for Yogasmith + community members. With yoga + fitness options limited indoors, this provides our business an alternate location.  
 Blocking Off Road(s):  Yes  No If yes, which one(s) \_\_\_\_\_  
 # of Parking Spaces: 6-8 Locations: Around park st common, side roads



# Special Event Application

**WILL YOUR EVENT INVOLVE ANY OF THE FOLLOWING?** (Please check all that apply)

Food/Beverage/Concessions/Vendors/sales  
(Inspection by Health Officer)

Yes  No

Alcoholic Beverages Served

Yes  No

State Liquor Permit Received  Yes  No

Date Rcvd: \_\_\_\_\_

Town Liquor Permit Approved  Yes  No

Date Rcvd: \_\_\_\_\_

Electronic sound amplification equipment, speakers, public address system (must follow noise ordinance)  Yes  No

Propane/Charcoal BBQ grills (Inspection by Health Officer)  Yes  No

Electrical set up/ electrical cords run to the site (inspection needed by Electric Inspector)  Yes  No

Fire pits, bonfires, kindle fire, campfire and other outdoor burning (must have permit from Fire Department)  Yes  No

Tents/canopies If so, list quantity and size

Yes  No # & Size \_\_\_\_\_

Animals at the event. If so, describe

Yes  No \_\_\_\_\_

Motorized Vehicles. If so, describe

Yes  No \_\_\_\_\_

## ADDITIONAL DOCUMENTATION NEEDED TO COMPLETE/ATTACH TO PERMIT APPLICATION

All applicants for Special Events need to provide **WRITTEN ANSWERS TO THE QUESTIONS BELOW.**

1. **Site Plan:** Please attach a drawing of the event layout, including parking, facilities, vendor setup etc. (even if you supplied one in previous years). *Yoga mats will be positioned at least 6 feet apart on grass areas.*

2. **Security/Crowd Control Plan:** Describe how you plan to manage event goers while not surpassing the maximum seating capacity of indoor events or how you will secure, control, and assure compliance with laws and licensing conditions in the case of an outdoor event.

*Participants will pre-register through the yogasmith website and numbers will be limited*

3. **Traffic Control/ Parking Plan:** The estimated number of vehicles, provisions for parking, number of police officers or employees necessary to control traffic, type and location of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles.

*Many participants will likely walk. Others may park around the park on side roads.*



## Special Event Application

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

This will be an outdoor event

**5. Ambulance/ Medical Service Plan:** Detail the on-site emergency medical services and transportation plan.

Teachers will carry cell phones to contact EMS at any time needed.

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

Class participation is reserved through the yogasmith website and MindBodyOnline.com. We can adjust the number of spaces allowed as needed.

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

All personal belongings and trash will be removed from the site after class.

**8. Food Service Plan:** A food service plan, which may require review and acceptance by the Exeter Health Officer or a vendor permit from the Fire Department. Please list what types of food will be served and where it will be served within the facility.

no food will be served

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

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

**10. Liability Insurance Required:** Certificate of Insurance and endorsement/provisions to be submitted with completed application. Required Amounts: General Liability/Bodily Injury/Property Damage: \$1,000,000 per occurrence, \$2,000,000 aggregate; the Town of Exeter must be listed as additionally insured.

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



# Special Event Application

By signing below, I confirm that all information provided herein and in all attachments as true and accurate, acknowledge that this application will not be reviewed by the Recreation Department until considered complete by Town review staff, and state that all liability for this event is assumed and accepted by the applicant.

Print Name Laurie Smith Organization YOGASMITH

Applicant Signature [Signature] Date 4/23/21

I also confirm that I am responsible for all costs incurred for this event including all special duty police, fire and health/safety services. All services must be paid in full upon receipt of the invoice. If not paid in full, the Town will charge 2% interest per month.

The Town may request/sue for legal expenses if the Town has to go to collections for unpaid amounts. I am responsible for all fees, which may include interest, attorney and court fees.

The Town reserves its rights to pursue all available legal remedies for damage to Town property or violation of any laws, rules or conditions applicable to use of Town property. In addition, such conduct may result in revocation of permission and/or denial of future requests for permission to use Town property.

It is understood that this is a temporary permit in which can be revoked, eliminated or extended due to the fluidity of COVID-19 and/or non-compliance.

Print Name Laurie Smith

Applicant Signature [Signature] Date 4/23/21

### FOR OFFICE USE ONLY

Cost For Event: \$ \_\_\_\_\_

Entered Into RecTrac:  Yes  No

Sent Invoice:  Yes  No

Received Insurance:  Yes  No

### DEPARTMENT HEAD SIGNED OFF

Police Chief

Yes  No

Via Email

Health Inspector

Yes  No

Via Email

DPW

Yes  No

Via Email

Parks & Rec

Yes  No

Via Email



# EXETER PARKS & RECREATION

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## TOWN OF EXETER - MEMORANDUM

TO: Russ Dean, Town Manager  
FROM: Greg Bisson, Director  
RE: Powder Keg Beer and Chili Festival Request  
DATE: 05/10/2021

The Powder Keg Beer and Chili Festival is a collaborative effort between Exeter Parks and Recreation and the Exeter Area Chamber of Commerce. The festival started as an off-shoot of the Chamber's Fall Festival and grew into an event that draws thousands from around the country. Unfortunately, the Covid-19 pandemic caused us to cancel in 2020. The cancellation was a substantial economic impact on the community.

As we start to come out of the pandemic with more people being vaccinated, the desire to have more events has increased. Exeter Parks and Recreation and the Exeter Area Chamber of Commerce both take safety seriously and have developed a proposal that not only provides a great event, but keeps the patrons and staff safe, as well as bringing in much needed tourism to Exeter.

The Powder Keg would not be the same festival that sold out at 4,000 tickets. We choose to have stricter protocols in our proposal that are above and beyond the State of New Hampshire's universal best practices placed into effect on May 8, 2021.

### Safety Protocol:

- We are proposing October 2, 2021, for the date of this year's festival. Historically the festival has been held on the first Saturday in October.
- The Powder Keg would be divided into two separate, two-hour sessions with a maximum of 1,000 patrons in each session, using the same footprint which the 2019 powder keg occupied. There would be 1 hour in between sessions to allow any sanitation required. By capping capacity, it would allow plenty of space for social distancing. The two session hours would be 11 AM-1 PM and 2 PM-4 PM. If the numbers continue to decrease, we will request the ability to increase our capacity to no more than 1,500 people per session.
- This year's Powder Keg Beer and Chili Festival would be a 21 year or older event. We would forgo our family-friendly model since we will have no activities for children to keep them occupied. (A limited number of?) Designated Driver tickets will be available.
- The vendors would be placed around the designated area (see map). In the past, we had large tents set up in front of the stage. Eliminating these large tents would shift focus from one area and encourage patrons to spread out and social distance. All Vendor spaces will have a 6' marking encouraging people to keep their distance.
- All vendors would be pre-registered to know who will be attending in representation of their company.



# EXETER PARKS & RECREATION

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- Exeter Parks and Recreation and the Exeter Area Chamber of Commerce will educate all volunteers, vendors, and staff through online material provided by Exeter Parks and Recreation on the proper safety practices related to hygiene, sanitation, and illness outlined in the universal guidelines.
- All vendors, volunteers, and non-town staff will sign our electronic covid-19 waiver.
- Signs will be produced around the park, encouraging people to social distance.
- Beerfest.com, our online ticket company, will be releasing a new platform that will enable us to be contactless in entry into the festival. This new platform will provide us the opportunity to use fewer volunteers that would have face-to-face interaction with the patrons.
- Participants will not be using the standard sampling glasses they have received in prior years. We would transition to recyclable plastic sampling cups. Each participant would receive a new sampling cup for each type of beer they would try. Recycling stations will be placed at each vendor to provide ample opportunity to recycle and they will be emptied consistently.
- There will be no Chili vendors handing out samples. We do not feel it would be appropriate to solicit restaurants to donate large amounts of chili when some are still struggling to gain back business due to the pandemic. Instead, we will have multiple food options that have chili as a menu item. We are attempting to work with area restaurants that will put chili on their menu that day, promoting patrons to visit these establishments before or after their session.
- All food vendors will adhere to the Town's requirement for food vending with our Health Inspector, James Murray.
- Communication is key. The Powder Keg is a ticketed event that would allow us to easily communicate with all patrons who attended and provide a resource for contact tracing. We will use every method available to communicate with our patrons, volunteers, vendors, and staff. In 2019, the festival worked with the Exeter Police Department to use their Rave system. We would also email all patrons before the event, reminding them to follow safety protocols and stay home if they are not feeling well. Announcements will be made throughout each session, reminding people to social distance and wash their hands.
- Exeter Parks and Recreation and Exeter Area Chamber of Commerce staff will monitor the crowd to help manage social distancing. Our maintenance staff will help sanitize all high-touch areas as well as empty trash as necessary.

We ask for your permission to hold this fabulous event. Planning for this event is time-sensitive to allow Exeter Parks and Recreation Department and the Exeter Area Chamber of Commerce to have a successful event.

Respectfully,

Greg Bisson  
Director  
Exeter Parks and Recreation



# TOWN OF EXETER

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## Special Event Application

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### TYPE OF EVENT

- Special Event    
  Road/Bike Race    
  Parade    
  Protest/Rally    
  Fireworks

### LOCATION OF SPECIAL EVENT

- Town Hall    
  Bandstand    
  Art Gallery    
 Swasey Parkway    
 Senior Center
- Town Hall Upstairs Back Rm    
 Town Hall Small Front Green Rm    
 Founders Park    
 Swasey Pavilion    
 Townhouse Common
- Parks/Rec Property

### EVENT CONTACT INFORMATION

Organization Name: EXETER PARKS & RECREATION  
 Organization Address: 32 COURT ST, EXETER, NH 03833  
 Event Representative Name: GREG BISSON  
 Event Representative Title: DIRECTOR Phone # 603-773-6151  
 Day of Contact Name: GREG BISSON Day of Contact Phone # 603-773-6154  
 Event Representative Email: GBISSON@EXETERNH.GOV

### EVENT DETAILS

Date of Event: 10/2/2021  
 Start Time: 7AM End Time: 6PM  
 Name of Event: POWDER KEG BEER & CHILI FESTIVAL  
 Number of Anticipated Attendees (Including Volunteers and Staff): 1,000 EACH SESSION  
 Describe the Proposed Event: SEE MEMO

Blocking Off Road(s):  Yes     No If yes, which one(s) \_\_\_\_\_

# of Parking Spaces: \_\_\_\_\_ Locations: \_\_\_\_\_





# Special Event Application

**WILL YOUR EVENT INVOLVE ANY OF THE FOLLOWING?** (Please check all that apply)

Food/Beverage/Concessions/Vendors/sales  
(Inspection by Health Officer)

Yes  No

Alcoholic Beverages Served

Yes  No

State Liquor Permit Received  Yes  No

Date Rcvd: \_\_\_\_\_

Town Liquor Permit Approved  Yes  No

Date Rcvd: \_\_\_\_\_

Electronic sound amplification equipment, speakers, public address system (must follow noise ordinance)  Yes  No

Propane/Charcoal BBQ grills (inspection by Health Officer)  Yes  No

Electrical set up/ electrical cords run to the site (inspection needed by Electric Inspector)  Yes  No

Fire pits, bonfires, kindle fire, campfire and other outdoor burning (must have permit from Fire Department)  Yes  No

Tents/canopies If so, list quantity and size  Yes  No

# & Size 10' X 10' POP UPS

Animals at the event. If so, describe  Yes  No

Motorized Vehicles. If so, describe  Yes  No

## ADDITIONAL DOCUMENTATION NEEDED TO COMPLETE/ATTACH TO PERMIT APPLICATION

All applicants for Special Events need to provide WRITTEN ANSWERS TO THE QUESTIONS BELOW.

1. **Site Plan:** Please attach a drawing of the event layout, including parking, facilities, vendor setup etc. (even if you supplied one in previous years).

2. **Security/Crowd Control Plan:** Describe how you plan to manage event goers while not surpassing the maximum seating capacity of indoor events or how you will secure, control, and assure compliance with laws and licensing conditions in the case of an outdoor event.

WE WOULD HIRE 5 DETAIL OFFICERS

3. **Traffic Control/ Parking Plan:** The estimated number of vehicles, provisions for parking, number of police officers or employees necessary to control traffic, type and location of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles.

40-50 cars - They will be parking on the backside of the parking.



# Special Event Application

By signing below, I confirm that all information provided herein and in all attachments as true and accurate, acknowledge that this application will not be reviewed by the Recreation Department until considered complete by Town review staff, and state that all liability for this event is assumed and accepted by the applicant.

**Print Name** \_\_\_\_\_ **Organization** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I also confirm that I am responsible for all costs incurred for this event including all special duty police, fire and health/safety services. All services must be paid in full upon receipt of the invoice. If not paid in full, the Town will charge 2% interest per month.

The Town may request/sue for legal expenses if the Town has to go to collections for unpaid amounts. I am responsible for all fees, which may include interest, attorney and court fees.

The Town reserves its rights to pursue all available legal remedies for damage to Town property or violation of any laws, rules or conditions applicable to use of Town property. In addition, such conduct may result in revocation of permission and/or denial of future requests for permission to use Town property.

It is understood that this is a temporary permit in which can be revoked, eliminated or extended due to the fluidity of COVID-19 and/or non-compliance.

**Print Name** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### FOR OFFICE USE ONLY

Cost For Event: \$ \_\_\_\_\_

Entered Into RecTrac:  Yes  No

Sent Invoice:  Yes  No

Received Insurance:  Yes  No

### DEPARTMENT HEAD SIGNED OFF

**Police Chief**

Yes  No

Via Email

**Health Inspector**

Yes  No

Via Email

**DPW**

Yes  No

Via Email

**Parks & Rec**

Yes  No

Via Email



## Special Event COVID - 19 Addendum

- Require all volunteers, performers, staff, and vendors to report any symptoms of COVID-19 or close contact to a person with COVID-19 to the lead contact person. Vendors and Volunteers should not attend events if they feel sick.
- Vendors, performers, staff, and volunteers should be screened on arrival to each event by asking if the individual:
  - Do you have any of the following symptoms of COVID-19:
    1. Fever (a documented temperature of 100.4 degrees Fahrenheit or higher) or are feeling feverish
    2. Respiratory symptoms such as a runny nose, nasal congestion, sore throat, cough, or shortness of breath;
    3. General body symptoms such as muscle aches, chills, and severe fatigue;
    4. Gastrointestinal symptoms such as nausea, vomiting, or diarrhea; or
    5. Changes in your sense of taste or smell?
    6. Have you been in close contact with someone who is suspected or confirmed to have had COVID-19 in the past 10 days? (Note: healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment are not considered to have a close contact exposure and should answer "No" to this question).
    7. Have you traveled on non-essential travel in the past 10 days outside of New Hampshire, Vermont, Maine, Massachusetts, Connecticut, or Rhode Island (this includes any international travel or travel by cruise ship and any domestic travel, within the US, outside of NH, VT, RI, CT, MA or ME, regardless of the mode of transportation)?
- Any volunteer, performer, staff, or vendor with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should not be allowed into the event.
- Person(s) with suspect or confirmed COVID-19 must stay home until symptom based criteria are met for discontinuation of isolation.
- Alcohol-based hand sanitizer/portable wash stations must be made readily available and must be placed with frequency throughout the grounds/facility including on entry, in key walkways, in food and beverage locations, in restrooms, at transportation points, at checkout locations, and at exits. Hand sanitizer must also be provided in non-public settings as well.
- Vendors and volunteers must wear masks at all times and vendors must wear gloves when serving customers.
- An isolation area shall be identified and communicated to all vendors and volunteers at the beginning of each event for those that develop symptoms during the event.
- Vendors, organizers and volunteers are required to have way to sanitize/wash their hands
- Organizers should have a communication plan to inform attendees prior to their visit about health and safety practices at the event and other information attendees need upon arrival. Plans may include: websites, social media, email or other electronic communication, such as reservations or confirmations, and print.
- Signage must be prominently posted at entrance(s) informing attendees about symptoms of COVID-19 and social distance requirements; to practice frequent hand hygiene/washing; and wear a cloth face covering over mouth and nose to protect others (see Universal Guidelines for sample language).
- Attendees should be limited to no less than six feet distancing from the edge of a performance area. Singing or wind instrument performances should follow audience spacing detailed in performing arts venue guidance. Attendees should remain in their seats and performers should not physically interact with audience. More space should be considered when larger performance groups are present.
- Indoor venue admissions should be limited to 50% occupancy, or to the number of people where at least 6 feet of physical distancing is able to be consistently maintained between people or groups of close household contacts when seated in the auditorium, whichever number is lower.



## Special Event Application

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

AS NORMAL, WE HAVE SET UP AN EMERGENCY ACTION PLAN FOR THE FESTIVAL

**5. Ambulance/ Medical Service Plan:** Detail the on-site emergency medical services and transportation plan.

THE FESTIVAL HAS HAD MEDICAL PERSONNEL

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

WE WOULD USE BEERFEST.COM TO SELL TICKETS AS WE HAVE DONE IN THE PAST

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

WE WOULD BRING IN 30 PORTA POTTIES SPREAD OUT ON VARIOUS LOCATIONS (MARKED ON MAP)

**8. Food Service Plan:** A food service plan, which may require review and acceptance by the Exeter Health Officer or a vendor permit from the Fire Department. Please list what types of food will be served and where it will be served within the facility.

WE WOULD FOCUS ON FOOD TRUCKS FOR THIS YEAR MOVING AWAY FROM CHILT VENDOR

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

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

**10. Liability Insurance Required:** Certificate of Insurance and endorsement/provisions to be submitted with completed application. Required Amounts: General Liability/Bodily Injury/Property Damage: \$1,000,000 per occurrence, \$2,000,000 aggregate; the Town of Exeter must be listed as additionally insured.

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



## Special Event COVID - 19 Addendum

Permit applicants are required to meet all current State of NH and Town of Exeter Covid-19 requirements as of the date of the event. Guidelines are constantly changing due to the nature of Covid -19 and any applicant must be willing to adjust as guidelines change.

Organizers need to follow any additional specific guidance created by the State NH if relevant to their event.  
(For example Festivals/Fairs, Food Service Industry, Performances, etc.)

### COVID-19 GENERAL GUIDELINES

- Provide a written document detailing how the event will follow all current Town and State guideline regarding the use of facemasks for attendees, volunteers, performers, and staff. (SEE MEMO)
- Provide written documentation of how the organizers will provide education and training around safe practices as it relates to hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the New Hampshire Universal Guidelines. (SEE MEMO)
- Provide a map indicating how the event will be spread out to adhere to the 6' social distancing rule.
- Provide a written plan of how you will promote social distancing of at least 6 ft for all organizers, vendors, performers and attendees at all times.
- Provide a written plan of how you will disseminate and collect the Town of Exeter COVID-19 Waiver that all vendors, performers, staff and volunteers are required to sign.
- Provide a written plan as to how your organization shall provide and require the review of the following documents/links to all volunteers, performers, staff and vendors:
  - CDC Guidance for businesses and employers
  - CDC Guidance for cleaning and disinfection
  - Universal Guidelines for All New Hampshire Employers and Employees
  - CDC Use of Cloth Face Coverings
  - If providing Food Services, follow Food Service Industry guidance. Follow ServSafe COVID-19 training guidelines if applicable.

Each volunteer, staff, performer and vendor must sign a document indicating that they have received & reviewed the above documents and shall do their best to abide by the above mentioned guidelines. Copies of said documents are required to be turned into the Exeter Parks and Recreation 48 hours prior to the event.

- When feasible vendors should consider plexiglas/display changes/protective measures for displaying product.
- Only the vendor can handle products and should place customer purchases away from other products.
- Only one shopper under the tent at a time to prevent overcrowding and adhering to 6' social distancing
- Provide foot traffic flow patterns to meet social distancing requirements. This includes marking 6 ft social distancing spaces any place participants may be waiting in a line.
- All food vendors will complete the "ServSafe COVID-19 Precautions Training Video" and will provide a copy of the certificate to the Town and the sponsoring organization. (Health Officer can provide link)
- There may be times when singers, musicians, emcees, auctioneers, etc. cannot wear masks given the nature of their roles. They should follow the "Additional Process Guidance for Presenting Venues and Performers" in the Performing Arts Venue guidance.
- Commonly touched surfaces, work areas, and public areas should be frequently cleaned and disinfected according to CDC guidance at a minimum every 2 hours and at the end of each shift.
- Assign dedicated staff (i.e. a safety officer) to monitor and ensure compliance with social distancing, hand hygiene, cloth face covering use, and other protective actions.
- Adhere to all NH travel guidance for performers and exhibitors from out of state. (NA-NO Longer Required)

# Powder Keg Beer and Chili Festival Map





# TOWN OF EXETER, NEW HAMPSHIRE

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

[www.exeternh.gov](http://www.exeternh.gov)

May 6, 2021

Town of Exeter  
Select Board  
10 Front St.  
Exeter, NH 03833

Dear Exeter Select Board:

Please accept this letter as support for the Town of Exeter Parks and Recreation Department and Exeter Area Chamber of Commerce's 2021 Powder Keg Beer & Chili Festival. Every year (except 2020's COVID-related cancellation) the Powder Keg Beer & Chili Festival brings in thousands of people, many of whom stay in our hotels, shop at our stores and visit our restaurants. For some, it is a first look at Exeter and this leads to more visits and more money spent. Tourist attraction in 2021 is incredibly important for our still-struggling small businesses and the Beer & Chili Festival would provide a healthy injection of cash to Exeter merchants. Please allow the event to go forward at whatever capacity you deem safe.

Thank you for your consideration.

Sincerely,

Darren Winham  
Economic Development Director

## Correspondence



# Rockingham County

**Thomas Tombarello, Chair**  
**Brian Chirichiello, Vice Chair**  
**Kate Coyle, Clerk**  
commissioners@co.rockingham.nh.us



**Board of Commissioners**  
119 North Road  
Brentwood, NH 03833  
Telephone: 603-679-9350  
Facsimile: 603-679-9354  
www.co.rockingham.nh.us

April 23, 2021

## Commissioners Proposed FY2022 Budget

The Board of Commissioners proudly presents a budget reflective of the economy with a minimal tax increase while maintaining superior service to Rockingham County. The COVID-19 crisis has adversely impacted everyone, and the county was no different. Though we faced financial repercussions, we proudly report that the health and wellness of our residents at our long term care facility remained at the highest standard of excellence. We did not have a single COVID-19 related death at our nursing home and assisted living facility. Our team worked hard to hold the line and pause projects to balance the revenue shortfall.

As we look to fiscal year 2022, our team has worked hard to hold the line and balance revenue shortfall. As you review this proposed budget, which represents a 0.60% tax increase, you will note:

- Investment in recruitment and retention to ensure a quality workforce maintaining our high standard of excellence.
- Long Term Care initiatives to enhance care and increase our presence in the market to ensure maximum capacity.
- Corrections programs that continue treatment and training to reduce recidivism and assist in being a productive member of society.
- Capital improvement projects in the complex with a keen eye on the future, which is managed by an in-house projects director.

We are pleased with our departments' plans for the upcoming year.

Finally, enclosed is a flyer that we would like you to share. The county is hosting a Licensed Nursing Assistant (LNA) certification program, which is a great opportunity to start a career in healthcare. The program is at no cost to the student and after licensure provides a full time job at the county with a competitive benefits package. This is just one example of the creative programs the county is implementing to fulfill our goals of quality and care for the citizens of Rockingham County.

A public hearing is scheduled for May 7, 2021, 8:30 am - 9:30 am. Access is electronic (only) by video: [www.zoom.us](https://www.zoom.us/j/5808918771), join meeting, mtg ID 5808918771, or by telephone: 646-558-8656, mtg ID 5808918771.

Sincerely,

  
Thomas Tombarello, Chair

  
Brian Chirichiello, Vice Chair

  
Kate Coyle, Clerk

Rockingham County Commissioners

*Town Manager's Office*

APR 27 2021

*Received*



# TRAIN TO BECOME A Licensed Nursing Assistant IN AS LITTLE AS 3 WEEKS!



**LNA Health Careers has partnered up with Rockingham County Nursing Home to hire you & pay for your class on location in Brentwood, NH (located off Routes 101 & 125).**

Course content includes:

- \*The LNA Program consists of 110 hours of training. Students participate in 50 hours of classroom and lab & 60 hours of clinical to care for the residents in a training facility or simulated lab setting.
- \*Learning is achieved through class lectures, video, discussions, role-playing, hand-on laboratory skills training, demonstration & clinical practice. Students learn procedural skills such as bathing, cleaning, vital signs, positioning, safety & prevention skills.
- \*Students learn communication skills through instruction that will assist in the profession & beyond. After graduation, students are eligible to take the State Board Examination to become a Licensed Nursing Assistant (LNA) in NH.

**Course Breakdown:**

**50 hours of theory**

**60 hours of clinical**

**State test after completion**

**Enrollment is ongoing! Sign up: 603-647-2174, [info@lnahc.com](mailto:info@lnahc.com)**

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

**APPROPRIATIONS**

DEPARTMENT	Page #	FY 2021		Approved		Expected at 6/30/2021	% Expected at 6/30/2021	FY 2022		FY 2022		vs. FY 2021 Approved Budget	
		FY 2020 Encumbrances	Delegation Approved Budget	Approved Transfers	FY 2021 Incl. Transfers & Encumbrances			FY 2021 Encumbrances	Department Proposed Budget	Commissioners Proposed Budget	\$ Change	% Change	
<b>GENERAL FUND</b>													
Delegation	1	-	324,752	-	324,752	146,724	45.2%	-	329,523	327,923	3,171	1.0%	
Treasurer	2	-	18,864	-	18,864	14,031	74.4%	-	19,037	19,037	173	0.9%	
County Attorney	3	-	3,744,960	-	3,744,960	3,528,077	94.2%	-	3,969,688	4,050,914	305,954	8.2%	
District Court	4	-	17	-	-	-	0.0%	-	17	17	-	0.0%	
Medical Examiner	4	-	62,104	-	62,104	62,104	137.8%	-	101,504	89,004	26,900	43.3%	
Sheriff's Office	5-7	31,253	6,534,047	-	6,565,300	6,008,318	91.5%	-	7,068,247	6,975,815	441,768	6.8%	
Registry of Deeds	8	91,203	1,218,020	-	1,309,223	1,190,275	90.9%	-	1,389,480	1,331,392	113,372	9.3%	
Commissioners Office	9	-	236,791	-	236,791	231,772	97.9%	-	233,082	231,991	(4,800)	-2.0%	
General Government	10	-	2,648,970	-	2,648,970	2,536,282	95.7%	-	2,586,414	2,586,414	(62,556)	-2.4%	
Projects	10	-	508,015	-	508,015	493,039	97.1%	-	500,000	500,000	(8,015)	-1.6%	
Grants	10	-	25,000	-	25,000	-	0.0%	-	25,000	25,000	-	0.0%	
Finance Office	11	24,338	1,205,157	-	1,229,495	1,125,222	91.5%	-	1,320,494	1,331,473	126,316	10.5%	
Engineering & Maintenance	12-15	139,206	4,693,626	-	4,832,832	4,832,832	86.4%	-	4,801,765	4,632,404	(61,222)	-1.3%	
IT	16	3,500	705,746	-	709,246	696,765	98.2%	-	771,239	748,660	42,914	6.1%	
Department of Corrections	17-18	5,911	11,950,203	-	11,956,114	10,317,417	86.3%	-	12,534,471	12,372,535	422,332	3.5%	
Human Resources	19	-	789,380	-	789,380	718,159	91.0%	-	870,605	891,436	102,056	12.9%	
Statutory Organizations	20												
Conservation District	20	-	90,000	-	90,000	90,000	100.0%	-	90,000	90,000	-	0.0%	
UNH Cooperative Extension	20	-	410,054	-	410,054	410,054	100.0%	-	414,973	414,973	4,919	1.2%	
Non-County Specials	20	-	240,000	-	240,000	233,000	97.1%	-	259,500	240,000	-	0.0%	
Long Term Care Services	21-28	6,988	29,992,224	-	29,999,212	25,709,747	85.7%	-	30,772,705	30,637,159	644,935	2.2%	
<b>TOTAL COUNTY APPROPRIATIONS</b>	<b>28</b>	<b>302,399</b>	<b>65,397,930</b>	<b>-</b>	<b>65,700,312</b>	<b>58,343,817</b>	<b>88.8%</b>	<b>-</b>	<b>68,057,744</b>	<b>67,496,147</b>	<b>2,098,217</b>	<b>3.2%</b>	
Categorical Assistance	29												
Medicaid Liability	29	-	19,971,061	-	19,971,061	19,902,618	99.7%	-	20,120,405	20,120,405	149,344	0.7%	
<b>GRAND TOTAL - APPROPRIATIONS</b>	<b>29</b>	<b>302,399</b>	<b>85,368,991</b>	<b>-</b>	<b>85,671,373</b>	<b>78,246,435</b>	<b>91.3%</b>	<b>-</b>	<b>88,178,149</b>	<b>87,616,552</b>	<b>2,247,561</b>	<b>2.6%</b>	

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

**REVENUES**

	Page #	FY 2021		Approved		Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	FY 2022 Department Proposed Budget	FY 2022 Commissioners Budget	vs. FY 2021 Approved Budget	
		FY 2020 Encumbrances	Delegation Approved Budget	Approved Transfers	FY 2021 Inc. Transfers & Encumbrances						\$ Change	% Change
<b>GENERAL FUND</b>												
General Government - Taxes	30	-	49,457,963	-	49,457,963	49,457,963	100.0%	-	50,000,000	49,771,191	313,228	0.6%
General Government - Other	30	-	775,000	-	775,000	1,259,186	162.5%	-	1,000,000	1,000,000	225,000	29.0%
County Attorney	30	-	50,003	-	50,003	54,008	108.0%	-	50,003	50,003	-	0.0%
Register of Deeds	30	-	2,927,000	-	2,927,000	5,181,340	177.0%	-	4,622,992	4,622,992	1,695,992	57.9%
Sheriff's Office	30	-	1,412,935	-	1,412,935	881,210	62.4%	-	1,339,120	1,339,120	(73,815)	-5.2%
Dispatch	30	-	50,000	-	50,000	50,000	100.0%	-	50,500	50,500	500	1.0%
Maintenance Department	30	-	50,001	-	50,001	38,201	76.4%	-	110,001	110,001	60,000	120.0%
Human Resources/Fiscal/Commissioners	32	-	1	-	1	43	4300.0%	-	1	1	-	0.0%
Property Management	32	-	53,600	-	53,600	53,614	100.0%	-	63,600	63,600	10,000	18.7%
Categorical Assistance	32	-	160,000	-	160,000	137,000	85.6%	-	100,000	100,000	(60,000)	-37.5%
Department of Corrections	32	-	128,902	-	128,902	69,858	54.2%	-	67,503	67,503	(61,399)	-47.6%
Long Term Care Services	31	-	24,170,575	-	24,170,575	20,856,545	86.3%	-	23,881,423	24,010,232	(160,343)	-0.7%
IT	30	-	15,000	-	15,000	8,957	59.7%	-	10,000	10,000	(5,000)	-33.3%
Transfers	32	-	2,000	-	2,000	2,000	100.0%	-	2,000	2,000	-	0.0%
<b>TOTAL REVENUE</b>	<b>32</b>	<b>-</b>	<b>79,252,980</b>	<b>-</b>	<b>79,252,980</b>	<b>78,049,925</b>	<b>98.5%</b>	<b>-</b>	<b>81,295,143</b>	<b>81,195,143</b>	<b>1,942,163</b>	<b>2.5%</b>
<b>Fund Balance</b>												
Reserve for Encumbrances	32	302,399	-	-	302,399	302,399	100.0%	-	-	-	-	0.0%
Unreserved Fund Balance	32	-	6,116,011	-	6,116,011	-	0.0%	-	6,881,006	6,419,409	303,398	5.0%
<b>Total Fund Balance</b>	<b>32</b>	<b>302,399</b>	<b>6,116,011</b>	<b>-</b>	<b>6,418,410</b>	<b>302,399</b>	<b>4.7%</b>	<b>-</b>	<b>6,881,006</b>	<b>6,419,409</b>	<b>303,398</b>	<b>5.0%</b>
<b>GRAND TOTAL</b>	<b>32</b>	<b>302,399</b>	<b>85,370,991</b>	<b>-</b>	<b>85,673,390</b>	<b>78,352,324</b>	<b>91.5%</b>	<b>-</b>	<b>88,178,149</b>	<b>87,616,552</b>	<b>2,245,561</b>	<b>2.6%</b>

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation		Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
			FY 2021 Budget	Approved Transfers							\$ Change	% Change
<b>GENERAL FUND</b>												
1610000	DELEGATION											
51000	Delegates Per Diem Payment		8,000		8,000	5,775	72%		8,000	8,000	-	0%
51002	Staff Salary		52,663		52,663	52,304	99%		53,993	53,993	1,330	3%
51004	Compensated Absences		3,750		3,750	3,750	100%		3,750	3,750	-	0%
51400	Health Buyout		1		1	-	0%		1	1	-	0%
51401	Longevity		1,000		1,000	1,000	100%		1,000	1,000	-	0%
	<b>TOTAL SALARIES</b>	-	65,414	-	65,414	62,829	96%	-	66,744	66,744	1,330	2%
52100	Social Security Taxes		4,717		4,717	4,210	89%		4,819	4,819	102	2%
52104	Workers Comp		40		40	40	100%		43	43	3	8%
52105	Unemployment		60		60	44	73%		50	50	(10)	-17%
52101	Health		15,600		15,600	15,600	100%		15,600	14,000	(1,600)	-10%
52102	Dental		650		650	650	100%		700	700	50	8%
52103	Retirement		5,994		5,994	5,949	99%		7,732	7,732	1,738	29%
52106	Short Term Disability		375		375	375	100%		383	383	8	2%
	<b>TOTAL PAYROLL EXPENSES</b>	-	27,436	-	27,436	26,868	98%	-	29,327	27,727	291	1%
53000	Telephone/Communications		200		200	150	75%		200	200	-	0%
53100	Postage		1,200		1,200	1,100	92%		1,200	1,200	-	0%
53400	Office Supplies/Expenses		1,200		1,200	2,200	183%		2,250	2,250	1,050	88%
53501	Expendable Equipment Delegation		1		1	-	0%		1	1	-	0%
53600	Service Contract		1,400		1,400	777	56%		1,900	1,900	500	36%
53900	Conferences/Training		2,000		2,000	-	0%		2,000	2,000	-	0%
53903	Travel Reimbursement		10,000		10,000	1,200	12%		10,000	10,000	-	0%
53402	Advertisements		900		900	650	72%		900	900	-	0%
54200	Audits		1		1	-	0%		1	1	-	0%
54100	Contingency EF		200,000		200,000	49,750	25%		200,000	200,000	-	0%
54300	Legal Services/Investigations		15,000		15,000	1,200	8%		15,000	15,000	-	0%
	<b>TOTAL OPERATING EXPENSE</b>	-	231,902	-	231,902	57,027	25%	-	233,452	233,452	1,550	1%
	<b>TOTAL BUDGET - DELEGATION</b>	-	324,752	-	324,752	146,724	45%	-	329,523	327,923	3,171	1%

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation	Approved Transfers	Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
			FY 2021 Budget								\$ Change	% Change
<b>12100000</b>	<b>COUNTY TREASURER</b>											
51000	Treasurer's Salary		8,160		8,160	8,160	100%		8,320	8,320	160	2%
	<b>TOTAL SALARIES</b>		8,160	-	8,160	8,160	100%	-	8,320	8,320	160	2%
52100	Social Security Taxes		624		624	620	99%		637	637	13	2%
52104	Worker's Compensation		1		1	-	0%		1	1	-	0%
	<b>TOTAL PAYROLL EXPENSE</b>	-	625	-	625	620	99%	-	638	638	13	2%
53000	Telephone/Communications		1		1	1	100%		1	1	-	0%
53100	Postage		8,000		8,000	5,000	63%		8,000	8,000	-	0%
53300	Dues		75		75	-	0%		75	75	-	0%
53400	Office Supplies		1,000		1,000	250	25%		1,000	1,000	-	0%
53502	Equipment-Treasurer		1		1	-	0%		1	1	-	0%
53600	Service Contracts		1		1	-	0%		1	1	-	0%
53700	Publications/Books		1		1	-	0%		1	1	-	0%
53900	Conferences/Trng/Cont Ed		400		400	-	0%		400	400	-	0%
53903	Travel Reimbursement		600		600	-	0%		600	600	-	0%
	<b>TOTAL OPERATING EXPENSE</b>	-	10,079	-	10,079	5,251	52%	-	10,079	10,079	-	0%
	<b>TOTAL BUDGET - TREASURER</b>	-	18,864	-	18,864	14,031	74%	-	19,037	19,037	173	1%

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Delegation			Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
		FY 2020	FY 2021	Approved							\$	%
		Encumbrances	Budget	Transfers							Change	Change
<b>13100000</b>	<b>COUNTY ATTORNEY</b>											
51000	County Attorney's Salary		101,184		101,184	101,184	100%	103,168	103,168	1,984	2%	
51002	Admin Salaries		732,349		732,349	654,608	89%	766,251	784,495	52,146	7%	
51100	Assistant County Attorney Salaries		1,320,712		1,320,712	1,257,215	95%	1,402,207	1,491,385	170,673	13%	
51101	Victim/Witness Advocate		227,594		227,594	227,000	100%	232,467	233,066	5,472	2%	
51105	Investigators Salaries		95,127		95,127	94,404	99%	96,892	95,892	765	1%	
51004	Compensated Absences		30,000		30,000	30,000	100%	30,000	30,000	-	0%	
51400	Health Buyout		18,000		18,000	13,750	76%	15,000	15,000	(3,000)	-17%	
51401	Longevity		4,300		4,300	4,300	100%	4,900	4,900	600	14%	
	<b>TOTAL SALARIES</b>	-	<b>2,529,266</b>	-	<b>2,529,266</b>	<b>2,382,461</b>	<b>94%</b>	<b>2,650,885</b>	<b>2,757,906</b>	<b>228,640</b>	<b>9%</b>	
52100	Social Security Taxes		191,042		191,042	171,192	90%	200,498	208,685	17,643	9%	
52101	Employee Health Insurance		468,000		468,000	468,000	100%	499,200	462,000	(6,000)	-1%	
52102	Employee Dental Insurance		27,300		27,300	27,300	100%	29,400	30,100	2,800	10%	
52103	Retirement		266,293		266,293	248,908	93%	366,387	367,109	100,816	38%	
52104	Worker's Compensation		2,260		2,260	2,260	100%	2,301	2,409	149	7%	
52105	Unemployment Insurance		2,520		2,520	1,968	78%	2,050	2,100	(420)	-17%	
52106	Short Term Disability		14,297		14,297	14,297	100%	14,265	15,903	1,606	11%	
	<b>TOTAL PAYROLL EXPENSES</b>	-	<b>971,712</b>	-	<b>971,712</b>	<b>933,925</b>	<b>96%</b>	<b>1,114,101</b>	<b>1,088,306</b>	<b>116,594</b>	<b>12%</b>	
53000	Telephone/Communications		18,000		18,000	12,000	67%	4,000	4,000	(14,000)	-78%	
53100	Postage		8,000		8,000	7,800	98%	8,000	8,000	-	0%	
53300	Dues		12,000		12,000	12,000	100%	12,000	12,000	-	0%	
53400	Office Supplies		37,950		37,950	37,950	100%	37,950	37,950	-	0%	
53501	Equipment Expendable		1		1	-	0%	1	1	-	0%	
53502	Equipment Non Expendable		1		1	-	0%	1	1	-	0%	
53600	Service Contracts/Equip Repairs Mntc		60,000		60,000	60,000	100%	34,000	34,000	(26,000)	-43%	
53700	Law Books/Publications		11,500		11,500	11,045	96%	14,000	14,000	2,500	22%	
53701	Software		1,000		1,000	914	91%	200	200	(800)	-80%	
53900	Conferences/Trng/Cont Ed		14,300		14,300	11,800	83%	18,500	18,500	4,200	29%	
53903	Travel Reimbursements		15,000		15,000	5,000	33%	10,000	10,000	(5,000)	-33%	
54100	Investigations		3,550		3,550	3,182	90%	3,550	3,550	-	0%	
54101	Expenses of Prosecutions		60,000		60,000	49,000	82%	60,000	60,000	-	0%	
54102	Victim Advocate Expense		2,500		2,500	1,000	40%	2,500	2,500	-	0%	
53900-51001	Victim Advocate Conferences		180		180	-	0%	-	-	(180)	-100%	
	<b>TOTAL OPERATING EXPENSE</b>	-	<b>243,982</b>	-	<b>243,982</b>	<b>211,691</b>	<b>87%</b>	<b>204,702</b>	<b>204,702</b>	<b>(39,280)</b>	<b>-16%</b>	
	<b>TOTAL BUDGET - COUNTY ATTORNEY</b>	-	<b>3,744,960</b>	-	<b>3,744,960</b>	<b>3,528,077</b>	<b>94%</b>	<b>3,969,688</b>	<b>4,050,914</b>	<b>305,954</b>	<b>8%</b>	

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation	Approved Transfers	Approved 2021	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department	Commissioners	vs. FY 2021 Approved Budget	
			FY 2021 Budget		Including Transfers & Encumbrances				Proposed FY 2022	Proposed FY 2022	\$ Change	% Change
<b>13102000</b>	<b>DISTRICT COURT</b>											
	NT											
51107	Plaistow Court	-	1			-	0%		1	1	-	0%
51108	Exeter DC		1			-	0%		1	1	-	0%
51004	Compensated Absences		1			-	0%		1	1	-	0%
51400	Health Buyout		1			-	0%		1	1	-	0%
51401	Longevity		1			-	0%		1	1	-	0%
	<b>TOTAL SALARIES</b>	-	5	-	-	-	0%	-	5	5	-	0%
52100	Social Security Taxes		1			-	0%		1	1	-	0%
52101	Employee Health Insurance		1			-	0%		1	1	-	0%
52102	Employee Dental Insurance		1			-	0%		1	1	-	0%
52103	Retirement		1			-	0%		1	1	-	0%
52104	Worker's Compensation		1			-	0%		1	1	-	0%
52105	Unemployment Insurance		1			-	0%		1	1	-	0%
52106	Short Term Disability		1			-	0%		1	1	-	0%
	<b>TOTAL PAYROLL EXPENSES</b>	-	7	-	-	-	0%	-	7	7	-	0%
53100	Postage		1			-	0%		1	1	-	0%
53300	Dues		1			-	0%		1	1	-	0%
53400	Office Supplies and Expenses		1			-	0%		1	1	-	0%
53900	Conferences		1			-	0%		1	1	-	0%
53903	Travel Reimbursement		1			-	0%		1	1	-	0%
	<b>TOTAL OPERATING EXPENSE</b>	-	5	-	-	-	0%	-	5	5	-	0%
	<b>TOTAL BUDGET DISTRICT COURT</b>	-	17	-	-	-	0%	-	17	17	-	0%
<b>13101000</b>	<b>MEDICAL EXAMINER</b>											
53000	Telephone/Communications		1		1	-	0%		1	1	-	0%
53400	Supplies/Expenses		1		1	-	0%		1	1	-	0%
53903	Travel Reimbursement		10,000		10,000	12,500	125%		15,000	15,000	5,000	50%
54401	Views		43,400		43,400	61,900	143%		72,000	62,000	18,600	43%
54402	Autopsies		1		1	-	0%		1	1	-	0%
54403	Funeral Home/Transports		8,700		8,700	11,200	129%		14,500	12,000	3,300	38%
54404	Lab Work		1		1	-	0%		1	1	-	0%
	<b>TOTAL OPERATING EXPENSE</b>	-	62,104	-	62,104	85,600	138%	-	101,504	89,004	26,900	43%
	<b>TOTAL BUDGET - MEDICAL EXAMINER</b>	-	62,104	-	62,104	85,600	138%	-	101,504	89,004	26,900	43%
	<b>TOTAL BUDGET - COUNTY ATTORNEY'S OFFICE</b>	-	3,807,081	-	3,807,064	3,613,677	95%	-	4,071,209	4,139,935	332,854	9%



**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation		Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
			FY 2021 Budget	Approved Transfers							\$	%
											Change	Change
<b>1510000</b>	<b>SHERIFF'S OFFICE</b>											
51000	Sheriff's Salary		78,030		78,030	78,030	100%		79,560	79,560	1,530	2%
51002	Clerical Salaries		191,795		191,795	172,035	90%		187,969	193,008	1,213	1%
51150	Deputy Sheriff Salaries		1,702,104		1,702,104	1,574,017	92%		1,828,661	1,774,317	72,213	4%
51152	Bailliffs		417,304		417,304	356,010	85%		483,804	483,804	66,500	16%
51159	Reserve Deputies		114,401		114,401	82,735	72%		130,112	130,112	15,711	14%
51004	Compensated Absences		60,000		60,000	60,000	100%		66,000	66,000	6,000	10%
51400	Health Buyout		13,200		13,200	10,888	82%		11,700	11,700	(1,500)	-11%
51401	Longevity		8,900		8,900	7,850	88%		7,400	7,400	(1,500)	-17%
51402	Deputies Overtime		85,772		85,772	81,667	95%		85,772	85,772	-	0%
	<b>TOTAL SALARIES</b>	-	<b>2,671,506</b>	-	<b>2,671,506</b>	<b>2,423,232</b>	<b>91%</b>	-	<b>2,880,978</b>	<b>2,831,673</b>	<b>160,167</b>	<b>6%</b>
52100	Social Security Taxes		54,238		54,238	68,144	126%		56,514	87,351	33,113	61%
52101	Employee Health Insurance		343,200		343,200	343,200	100%		358,800	322,000	(21,200)	-6%
52102	Employee Dental Insurance		20,150		20,150	20,150	100%		21,700	21,700	1,550	8%
52103	Retirement		529,717		529,717	473,686	89%		648,248	658,864	129,147	24%
52104	Worker's Compensation		22,073		22,073	22,073	100%		31,185	31,616	9,543	43%
52105	Unemployment Insurance		1,800		1,800	1,344	75%		1,500	1,500	(300)	-17%
52106	Short Term Disability		11,954		11,954	11,954	100%		12,072	12,108	154	1%
	<b>TOTAL PAYROLL EXPENSES</b>	-	<b>983,132</b>	-	<b>983,132</b>	<b>940,551</b>	<b>96%</b>	-	<b>1,130,019</b>	<b>1,135,139</b>	<b>152,007</b>	<b>15%</b>
53000	Telephone/Communications		34,300		34,300	31,942	93%		33,000	33,000	(1,300)	-4%
53100	Postage		9,825		9,825	6,505	66%		7,426	7,426	(2,399)	-24%
53300	Dues		2,400		2,400	1,439	60%		2,265	2,265	(135)	-6%
53400	Office Supplies/Expenses		19,000		19,000	18,285	96%		17,950	17,950	(1,050)	-6%
53500	Equipment Repair		1,500		1,500	415	28%		1,500	1,500	-	0%
53501	Exp Equipment Sheriff		3,564		3,564	2,394	67%		650	650	(2,914)	-82%
53502	Non Expendable Equipment	18,699	32,000		50,699	49,029	97%		63,704	63,704	31,704	99%
53600	Service/Maintenance Contract		29,000		29,000	28,784	99%		18,200	18,200	(10,800)	-37%
53701	Computer Software/Programs		700		700	-	0%		1	1	(699)	-100%
53800	Cruiser/Maintenance		1		1	-	0%		1	1	-	0%
53804	New Cruiser Equipment		50,000		50,000	49,651	99%		44,696	44,696	(5,304)	-11%
53900	Conferences/Trng/Cont Ed		7,600		7,600	5,904	78%		8,050	8,050	450	6%
54001	New Hire Psyche		2,100		2,100	4,700	224%		3,000	3,000	900	43%
54201	Housekeeping		500		500	192	38%		500	500	-	0%
54202	Travel & Extradition		1,500		1,500	4	0%		1,500	1,500	-	0%
54204	Uniform Allowance		35,742		35,742	35,742	100%		34,476	34,476	(1,266)	-4%
55400	Firearm Supplies and Expenses	9,150	30,500		39,650	39,650	100%		31,617	31,617	1,117	4%
57160	18 vehicle lease		73,617		73,617	73,585	100%		1	-	(73,617)	-100%
57161	2020 vehicle lease		77,200		77,200	73,209	95%		77,199	71,199	(6,001)	-8%
57162	2021 vehicles		60,000		60,000	51,537	86%		51,344	51,344	(8,656)	-14%
57163	2022 vehicle lease		-		-	-	0%		47,500	47,500	47,500	100%
	<b>TOTAL OPERATING EXPENSE</b>	<b>27,849</b>	<b>471,049</b>	-	<b>498,898</b>	<b>472,967</b>	<b>95%</b>	-	<b>444,580</b>	<b>438,579</b>	<b>(32,470)</b>	<b>-7%</b>
	<b>TOTAL BUDGET SHERIFF</b>	<b>27,849</b>	<b>4,125,687</b>	-	<b>4,153,536</b>	<b>3,836,750</b>	<b>92%</b>	-	<b>4,455,577</b>	<b>4,405,391</b>	<b>279,704</b>	<b>7%</b>

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation	Approved Transfers	Approved 2021	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department	Commissioners	vs. FY 2021 Approved Budget	
			FY 2021 Budget		Including Transfers & Encumbrances				Proposed FY 2022	Proposed FY 2022	\$ Change	% Change
<b>15101000</b>	<b>DISPATCH</b>											
51002	Dispatch Operators Salaries		1,151,288		1,151,288	1,084,877	94%		1,229,663	1,217,125	65,837	6%
51400	Health Buyout		7,500		7,500	7,500	100%		7,500	7,500	-	0%
51401	Longevity		7,100		7,100	6,950	98%		7,950	7,950	850	12%
51402	Dispatch Overtime		99,668		99,668	88,607	89%		99,668	99,668	-	0%
51004	Compensated Absences		15,000		15,000	15,000	100%		16,500	16,500	1,500	10%
	<b>TOTAL SALARIES</b>	-	1,280,556	-	1,280,556	1,202,934	94%	-	1,361,281	1,348,743	68,187	5%
52100	Social Security Taxes		91,919		91,919	80,734	88%		97,514	96,352	4,433	5%
52101	Employee Health Insurance		249,600		249,600	249,600	100%		265,200	238,000	(11,600)	-5%
52102	Employee Dental Insurance		13,650		13,650	13,650	100%		15,400	15,400	1,750	13%
52103	Retirement		149,278		149,278	143,880	96%		194,926	195,262	45,984	31%
52104	Worker's Compensation		1,771		1,771	1,771	100%		2,022	2,054	283	16%
52105	Unemployment Insurance		1,260		1,260	940	75%		1,101	1,100	(160)	-13%
52106	Short Term Disability		7,512		7,512	7,512	100%		7,843	7,730	218	3%
	<b>TOTAL PAYROLL EXPENSE</b>	-	514,990	-	514,990	498,087	97%	-	584,006	555,898	40,908	8%
53400	Office Supplies		4,500		4,500	4,500	100%		4,500	4,500	-	0%
53500	Equipment Repair		3,000		3,000	206	7%		3,000	3,000	-	0%
53501	Expendable Equipment		4,000		4,000	3,573	89%		4,000	4,000	-	0%
53502	Non Expendable Equipment		1		1	-	0%		1	1	-	0%
53600	Service Contracts-mntc		46,500		46,500	41,352	89%		50,000	50,000	3,500	8%
53701	Computer Software Program		2,000		2,000	114	6%		2,000	2,000	-	0%
53900	Conferences/Trng/Cont Ed		3,000		3,000	2,211	74%		3,000	3,000	-	0%
54204	Dispatch Uniforms		2,500		2,500	1,103	44%		2,500	2,500	-	0%
54250	Radio Data Lines		2,400		2,400	1,823	76%		1	1	(2,399)	-100%
	<b>TOTAL OPERATING EXPENSE</b>	-	67,901	-	67,901	54,882	81%	-	69,002	69,002	1,101	2%
	<b>TOTAL BUDGET - DISPATCH</b>	-	1,863,447	-	1,863,447	1,755,903	94%	-	2,014,289	1,973,643	110,196	6%

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation		Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
			FY 2021 Budget	Approved Transfers							\$	%
											Change	Change
<b>15102000</b>	<b>RADIO</b>											
51002	Radio Salaries		65,493		65,493	63,933	98%		68,473	68,473	2,980	5%
51004	Compensated Absences		500		500	500	100%		550	550	50	10%
51400	Health Buyout		1		1	-	0%		1	1	-	0%
51401	Longevity		1		1	-	0%		1	1	-	0%
	<b>TOTAL SALARIES</b>	-	<b>65,995</b>	-	<b>65,995</b>	<b>64,433</b>	<b>98%</b>	-	<b>69,025</b>	<b>69,025</b>	<b>3,030</b>	<b>5%</b>
52100	Social Security Taxes		5,010		5,010	4,703	94%		5,238	5,238	228	5%
52101	Employee Health Insurance		15,600		15,600	15,600	100%		15,600	14,000	(1,600)	-10%
52102	Employee Dental Insurance		650		650	650	100%		700	700	50	8%
52103	Retirement		7,316		7,316	7,141	98%		9,627	9,627	2,311	32%
52104	Worker's Compensation		1,943		1,943	1,943	100%		2,033	2,033	90	5%
52105	Unemployment Insurance		60		60	44	73%		50	50	(10)	-17%
52106	Short Term Disability		419		419	419	100%		419	419	-	0%
	<b>TOTAL PAYROLL EXPENSE</b>	-	<b>30,998</b>	-	<b>30,998</b>	<b>30,500</b>	<b>98%</b>	-	<b>33,667</b>	<b>32,067</b>	<b>1,069</b>	<b>3%</b>
53400	Office Supplies and Expenses		1,000		1,000	994	99%		1,000	1,000	-	0%
53500	Parts	3,404	15,000		18,404	18,138	99%		10,000	10,000	(5,000)	-33%
53600	Service Contracts		16,500		16,500	16,312	99%		15,000	15,000	(1,500)	-9%
53501	Expendable Equipment		1		1	-	0%		11,200	11,200	11,199	1119900%
53502	Non Expendable Equipment		28,358		28,358	28,059	99%		50,000	50,000	21,642	76%
53701	Computer Software		1,500		1,500	-	0%		1,000	1,000	(500)	-33%
53900	Conferences & Training		1,500		1,500	-	0%		1,000	1,000	(500)	-33%
	<b>TOTAL OPERATING EXPENSE</b>	<b>3,404</b>	<b>63,859</b>	-	<b>67,263</b>	<b>63,513</b>	<b>94%</b>	-	<b>89,200</b>	<b>89,200</b>	<b>25,341</b>	<b>40%</b>
	<b>TOTAL BUDGET - RADIO</b>	<b>3,404</b>	<b>160,852</b>	-	<b>164,256</b>	<b>158,446</b>	<b>96%</b>	-	<b>191,892</b>	<b>190,292</b>	<b>29,440</b>	<b>18%</b>
<b>15104000</b>	<b>OUTSIDE DETAIL</b>											
51150	Deputy Sheriff Salaries		306,165		306,165	196,992	64%		313,819	313,819	7,654	2%
	<b>TOTAL SALARIES</b>	-	<b>306,165</b>	-	<b>306,165</b>	<b>196,992</b>	<b>64%</b>	-	<b>313,819</b>	<b>313,819</b>	<b>7,654</b>	<b>2%</b>
52100	Social Security Taxes		4,439		4,439	3,006	68%		4,550	4,550	111	3%
52103	Retirement		65,282		65,282	50,675	78%		79,741	79,741	14,459	22%
52104	Worker's Compensation		8,175		8,175	6,546	80%		8,379	8,379	204	2%
	<b>TOTAL PAYROLL EXPENSE</b>	-	<b>77,896</b>	-	<b>77,896</b>	<b>60,227</b>	<b>77%</b>		<b>92,670</b>	<b>92,670</b>	<b>14,774</b>	<b>19%</b>
	<b>SUBTOTAL - OUTSIDE DETAIL</b>	-	<b>384,061</b>	-	<b>384,061</b>	<b>257,219</b>	<b>67%</b>	-	<b>406,489</b>	<b>406,489</b>	<b>22,428</b>	<b>6%</b>
	<b>TOTAL BUDGET - SHERIFF'S OFFICE</b>	<b>31,253</b>	<b>6,534,047</b>	-	<b>6,565,300</b>	<b>6,008,318</b>	<b>92%</b>	-	<b>7,068,247</b>	<b>6,975,815</b>	<b>441,768</b>	<b>7%</b>

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation		Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
			FY 2021 Budget	Approved Transfers							\$ Change	% Change
14100000	REGISTER OF DEEDS											
	<i>SU indicates surcharge funding</i>											
51000	Registrar's Salary		74,970		74,970	74,970	100%		76,440	76,440	1,470	2%
51002	Clerical Salaries		601,330		601,330	516,329	86%		650,827	619,543	18,213	3%
51004	Compensated Absences		6,500		6,500	6,500	100%		8,000	8,000	1,500	23%
51400	Health Buyout		3,000		3,000	2,375	79%		3,000	3,000	-	0%
51401	Longevity		7,900		7,900	7,900	100%		8,300	8,300	400	5%
	<b>TOTAL SALARIES</b>	-	693,700	-	693,700	608,074	88%	-	746,567	715,283	21,583	3%
52100	Social Security Taxes		52,458		52,458	42,733	81%		56,500	54,107	1,649	3%
52101	Employee Health Insurance		187,200		187,200	187,200	100%		187,200	168,000	(19,200)	-10%
52102	Employee Dental Insurance		9,100		9,100	9,100	100%		9,800	9,800	700	8%
52103	Retirement		76,261		76,261	65,363	86%		103,421	98,386	22,125	29%
52104	Worker's Compensation		451		451	451	100%		521	496	45	10%
52105	Unemployment Insurance		780		780	628	81%		650	650	(130)	-17%
52106	Short Term Disability		4,600		4,600	4,600	100%		4,641	4,490	(110)	-2%
	<b>TOTAL PAYROLL EXPENSES</b>	-	330,850	-	330,850	310,075	94%	-	362,733	335,929	5,079	2%
53000	Telephone/Communications		1,200		1,200	250	21%		500	500	(700)	-58%
53100	Postage		14,000		14,000	9,523	68%		10,000	10,000	(4,000)	-29%
53300	Dues - Professional Associations		1,269		1,269	801	63%		1,200	1,200	(69)	-5%
53400	Office Supplies		10,000		10,000	8,500	85%		8,000	8,000	(2,000)	-20%
53501	Equipment Expendable SU		6,500		6,500	6,619	102%		6,500	6,500	-	0%
53502	Equipment Non Expendable SU		12,000		12,000	12,000	100%		8,000	8,000	(4,000)	-33%
53600	Service Contracts su		36,000		36,000	34,518	96%		36,000	36,000	-	0%
53701	Software Revisions		40,000		40,000	40,000	100%		38,000	38,000	(2,000)	-5%
53900	Conferences/Trng/Cont Ed		1,500		1,500	-	0%		1,500	1,500	-	0%
53903	Travel Reimbursement		5,000		5,000	3,000	60%		3,000	3,000	(2,000)	-40%
54150	Imaging/Cd Rom Project su	288	6,000		6,288	6,000	95%		8,400	8,400	2,400	40%
54151	Book Restoration Project su	90,915	1		90,916	90,915	100%		99,080	99,080	99,079	9907900%
57103	WDN Access SU		60,000		60,000	60,000	100%		60,000	60,000	-	0%
	<b>TOTAL OPERATING EXPENSE</b>	91,203	193,470	-	284,673	272,126	96%	-	280,180	280,180	86,710	45%
	<b>TOTAL BUDGET - DEEDS</b>	91,203	1,218,020	-	1,309,223	1,190,275	91%	-	1,389,480	1,331,392	113,372	9%

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation		Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
			FY 2021 Budget	Approved Transfers							\$	%
											Change	Change
<b>11100000</b>	<b>COMMISSIONERS OFFICE</b>											
51000	Commissioners Salaries		64,260		64,260	64,260	100%		65,520	65,520	1,260	2%
51002	Staff Salaries		63,766		63,766	66,226	104%		66,625	66,625	2,859	4%
51004	Compensated Absences		500		500	500	100%		750	750	250	50%
51400	Health Buyout		1		1	750	75000%		1,500	1,500	1,499	149900%
	<b>TOTAL SALARIES</b>	-	<b>128,527</b>	-	<b>128,527</b>	<b>131,736</b>	<b>102%</b>	-	<b>134,395</b>	<b>134,395</b>	<b>5,868</b>	<b>5%</b>
52100	Social Security Taxes		9,698		9,698	9,203	95%		10,224	10,224	526	5%
52101	Employee Health Insurance		62,400		62,400	62,400	100%		46,800	42,000	(20,400)	-33%
52102	Employee Dental Insurance		2,600		2,600	2,600	100%		2,800	2,800	200	8%
52103	Retirement		7,067		7,067	8,122	115%		12,368	12,368	5,301	75%
52104	Worker's Compensation		48		48	48	100%		54	54	6	13%
52105	Unemployment Insurance		60		60	44	73%		50	50	(10)	-17%
52106	Short Term Disability		419		419	419	100%		419	419	-	0%
	<b>TOTAL PAYROLL EXPENSES</b>	-	<b>82,292</b>	-	<b>82,292</b>	<b>82,836</b>	<b>101%</b>	-	<b>72,715</b>	<b>67,915</b>	<b>(14,377)</b>	<b>-17%</b>
53000	Telephone/Communications		1,900		1,900	1,900	100%		1,900	1,900	-	0%
53100	Postage		1,560		1,560	500	32%		1,560	1,560	-	0%
53400	Misc. Office Supplies		4,000		4,000	3,200	80%		4,000	4,000	-	0%
53501	Equipment-Commissioners		1		1	-	0%		1	1	-	0%
53502	Equipment Non Expendable		1		1	-	0%		1	1	-	0%
53600	Service Contracts		2,860		2,860	2,100	73%		2,860	2,860	-	0%
53700	Law Books/Subscriptions		150		150	-	0%		150	150	-	0%
53900	Conf/Trng/Cont Ed		7,750		7,750	600	8%		7,750	7,750	-	0%
53903	Travel Reimbursement		7,750		7,750	8,900	115%		7,750	11,459	3,709	48%
	<b>TOTAL OPERATING EXPENSE</b>	-	<b>25,972</b>	-	<b>25,972</b>	<b>17,200</b>	<b>66%</b>	-	<b>25,972</b>	<b>29,681</b>	<b>3,709</b>	<b>14%</b>
	<b>TOTAL BUDGET - COMMISSIONERS OFFICE</b>	-	<b>236,791</b>	-	<b>236,791</b>	<b>231,772</b>	<b>98%</b>	-	<b>233,082</b>	<b>231,991</b>	<b>(4,800)</b>	<b>-2%</b>

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation	Approved Transfers	Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
			FY 2021 Budget								\$ Change	% Change
<b>10300000</b>	<b>GENERAL GOVERNMENT</b>											
53907	Education Assistance		25,000		25,000	3,000	12%		25,000	25,000	-	0%
57109	Courthouse Lease Pmts		208,400		208,400	208,650	100%		212,457	212,457	4,057	2%
58100	Int on Tax Anticipation Note/legal/bond/Bk Fees		1		1	-	0%		1	1	-	0%
58105	Bond/Anticipation Expense <i>EF EM</i>		11,000		11,000	-	0%		11,000	11,000	-	0%
58106	Bond Int <i>EF</i>		375,422		375,422	375,422	100%		316,322	316,322	(59,100)	-16%
58203	Bond Principal		1,480,000		1,480,000	1,480,000	100%		1,500,000	1,500,000	20,000	1%
58300	Legal Fees <i>EF</i>		125,000		125,000	51,598	41%		125,000	125,000	-	0%
58301	Judgements		1		1	-	0%		1	1	-	0%
58302	Labor Relations		50,000		50,000	60,000	120%		50,000	50,000	-	0%
58400	Insurance <i>EF</i>		318,395		318,395	301,712	95%		282,448	282,448	(35,947)	-11%
58500	Property Taxes		14,600		14,600	14,600	100%		22,000	22,000	7,400	51%
58503	Land/Building Purchase		1		1	-	0%		1	1	-	0%
58600	Audit/Study/Report Fees <i>EF</i>		40,150		40,150	40,100	100%		41,184	41,184	1,034	3%
58800	NACo Dues		1,000		1,000	1,200	120%		1,000	1,000	-	0%
	<b>TOTAL BUDGET - GENERAL GOVERNMENT</b>	<b>-</b>	<b>2,648,970</b>	<b>-</b>	<b>2,648,970</b>	<b>2,536,282</b>	<b>96%</b>	<b>-</b>	<b>2,586,414</b>	<b>2,586,414</b>	<b>(62,556)</b>	<b>-2%</b>
<b>10100000</b>	<b>PROJECTS</b>											
	<b>Capital Improvements</b>											
57123	Capital Imp <i>PART EF</i>		483,015		483,015	483,015	100%		406,825	406,825	(76,190)	-16%
	<b>Non-Routine Maintenance</b>											
57130	Non Routine <i>PART EF</i>		25,000		25,000	10,024	40%		93,175	93,175	68,175	273%
	<b>TOTAL BUDGET PROJECTS</b>	<b>-</b>	<b>508,015</b>	<b>-</b>	<b>508,015</b>	<b>493,039</b>	<b>97%</b>	<b>-</b>	<b>500,000</b>	<b>500,000</b>	<b>(8,015)</b>	<b>-2%</b>
<b>10200000</b>	<b>GRANTS</b>											
57201	Grant Monies		25,000		25,000	-	-		25,000	25,000	-	0%
	<b>TOTAL BUDGET GRANTS</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>	<b>0%</b>

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Delegation		Approved Transfers	Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
		FY 2020 Encumbrances	FY 2021 Budget								\$ Change	% Change
<b>11200000</b>	<b>FINANCE OFFICE</b>											
	<i>PARTIAL EF REIMBURSEMENT</i>											
51002	Staff		618,302		618,302	570,840	92%		680,979	704,600	86,298	14%
51004	Compensated Absences		15,000		15,000	15,000	100%		22,500	22,500	7,500	50%
51400	Health Buyout		1,500		1,500	875	58%		1,500	1,500	-	0%
51401	Longevity		1,800		1,800	1,650	92%		1,950	1,950	150	8%
	<b>TOTAL SALARIES</b>	-	<b>636,602</b>	-	<b>636,602</b>	<b>588,365</b>	<b>92%</b>	-	<b>706,929</b>	<b>730,550</b>	<b>93,948</b>	<b>15%</b>
52100	Social Security Taxes		47,553		47,553	41,064	86%		52,359	54,166	6,613	14%
52101	Employee Health Insurance		140,400		140,400	140,400	100%		156,000	140,000	(400)	0%
52102	Employee Dental Insurance		6,500		6,500	6,500	100%		7,700	7,700	1,200	18%
52103	Retirement		69,265		69,265	63,449	92%		96,020	99,200	29,935	43%
52104	Worker's Compensation		455		455	455	100%		545	564	109	24%
52105	Unemployment Insurance		600		600	448	75%		550	550	(50)	-8%
52106	Short Term Disability		3,902		3,902	3,902	100%		4,060	4,112	210	5%
	<b>TOTAL PAYROLL EXPENSES</b>	-	<b>268,675</b>	-	<b>268,675</b>	<b>256,218</b>	<b>95%</b>	-	<b>317,234</b>	<b>306,292</b>	<b>37,617</b>	<b>14%</b>
53000	Telephone/Communications		850		850	664	78%		700	700	(150)	-18%
53100	Postage		200		200	100	50%		100	100	(100)	-50%
53300	Dues		2,783		2,783	2,565	92%		2,521	2,521	(262)	-9%
53400	Office Supplies		4,910		4,910	3,610	74%		3,376	3,376	(1,534)	-31%
53501	Expendable Equipment	3,723	10,700		14,423	10,222	71%		7,058	7,058	(3,642)	-34%
53502	Non Expendable Equipment		1		1	-	0%		1	1	-	0%
53600	Service Contracts		242,600		242,600	242,208	100%		248,799	248,799	6,199	3%
53700	Publications		2,350		2,350	2,504	107%		2,942	2,942	592	25%
53701	Software	20,615	20,000		40,615	12,010	30%		15,000	15,000	(5,000)	-25%
53900	Conferences/Trng/Cont Ed		14,186		14,186	6,285	44%		14,834	12,834	(1,352)	-10%
53903	Travel Reimbursement		1,300		1,300	471	36%		1,000	1,300	-	0%
	<b>TOTAL OPERATING EXPENSE</b>	<b>24,338</b>	<b>299,880</b>	-	<b>324,218</b>	<b>280,639</b>	<b>87%</b>	-	<b>296,331</b>	<b>294,631</b>	<b>(5,249)</b>	<b>-2%</b>
	<b>TOTAL BUDGET - FINANCE OFFICE</b>	<b>24,338</b>	<b>1,205,157</b>	-	<b>1,229,495</b>	<b>1,125,222</b>	<b>92%</b>	-	<b>1,320,494</b>	<b>1,331,473</b>	<b>126,316</b>	<b>10%</b>

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation		Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
			FY 2021 Budget	Approved Transfers							\$ Change	% Change
<b>11300000</b>	<b>ENGINEERING &amp; MAINTENANCE</b>											
	<i>PARTIAL EF</i>											
51002	Administration Salaries		257,569		257,569	252,129	98%		267,107	279,101	21,532	8%
51004	Compensated Absences		41,500		41,500	41,500	100%		41,500	41,500	-	0%
51207	Technical and Trade Salaries		1,210,027		1,210,027	1,127,537	93%		1,254,456	1,228,565	18,538	2%
51400	Health Buyout		6,000		6,000	7,500	125%		7,500	7,500	1,500	25%
51401	Longevity		13,500		13,500	13,500	100%		13,500	13,500	-	0%
51402	Maintenance Overtime		53,000		53,000	32,403	61%		53,000	53,000	-	0%
	<b>TOTAL SALARIES</b>	-	<b>1,581,596</b>	-	<b>1,581,596</b>	<b>1,474,569</b>	<b>93%</b>	-	<b>1,637,063</b>	<b>1,623,166</b>	<b>41,570</b>	<b>3%</b>
52100	Social Security Taxes		117,740		117,740	102,587	87%		121,984	120,920	3,180	3%
52101	Employee Health Insurance		374,400		374,400	374,400	100%		358,800	322,000	(52,400)	-14%
52102	Employee Dental Insurance		18,200		18,200	18,200	100%		19,600	19,600	1,400	8%
52103	Retirement		164,639		164,639	155,215	94%		223,282	216,132	51,493	31%
52104	Worker's Compensation		23,570		23,570	23,570	100%		24,132	23,545	(25)	0%
52105	Unemployment Insurance		1,680		1,680	1,252	75%		1,400	1,400	(280)	-17%
52106	Short Term Disability		9,633		9,633	9,633	100%		10,393	10,294	661	7%
	<b>TOTAL PAYROLL EXPENSES</b>	-	<b>709,862</b>	-	<b>709,862</b>	<b>684,857</b>	<b>96%</b>	-	<b>759,591</b>	<b>713,891</b>	<b>4,029</b>	<b>1%</b>
53000	Telephone/Communications		850		850	650	76%		750	750	(100)	-12%
53100	Postage		450		450	450	100%		400	400	(50)	-11%
53400	Office Supplies & Expenses		4,000		4,000	4,000	100%		4,000	4,000	-	0%
53405	Computer Supplies & Expenses		1		1	-	0%		1	1	-	0%
53500	Office Equipment Repair & Replace		1		1	-	0%		1	1	-	0%
53501	Equipment-Expendable		1		1	-	0%		1	1	-	0%
53502	Equipment-Non Expendable		1		1	-	0%		1	1	-	0%
53504	Office Equipment		1		1	-	0%		1	1	-	0%
53600	Service Contracts		1,700		1,700	1,600	94%		1,700	1,700	-	0%
53701	Software		1		1	-	0%		1	1	-	0%
53901	Conferences/Trng/Cont Ed		1,800		1,800	-	0%		1,800	1,800	-	0%
54501	Uniform Allowance		5,700		5,700	4,882	86%		5,700	5,700	-	0%
55600	Communications - Radio Maintenance		2,000		2,000	2,315	116%		2,000	2,000	-	0%
55601	Communications - Tel. Sys. & Repairs		3,000		3,000	3,000	100%		3,000	3,000	-	0%
57131	Vehicle lease		34,000		34,000	34,100	100%		38,125	38,125	4,125	12%
2-53500	RCNH Equipment Repairs		7,500		7,500	7,500	100%		7,500	7,500	-	0%



**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation		Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
			Approved FY 2021 Budget	Approved Transfers							\$	%
											Change	Change
2-53501	RCNH Equipment	2,500	7,500		10,000	7,500	75%		7,500	7,500	-	0%
2-53502	RCNH Non-Expendable		1		1	-	0%		8,500	8,500	8,499	849900%
2-54510	RCNH Laundry Repairs		4,500		4,500	6,706	149%		4,000	4,000	(500)	-11%
2-55400	RCNH Maintenance Supplies & Expenses		20,000		20,000	18,000	90%		20,000	20,000	-	0%
2-55500	RCNH Purchases Services		59,000		59,000	61,612	104%		62,000	62,000	3,000	5%
3-53500	Corrections Equipment Repairs		8,000		8,000	8,000	100%		8,000	8,000	-	0%
3-53501	Corrections Equipment		15,000		15,000	15,000	100%		15,000	15,000	-	0%
3-53502	Corrections Non-Expendable Equipment		1		1	-	0%		1	1	-	0%
3-55400	Corrections Maintenance Supplies & Expenses		30,000		30,000	30,000	100%		30,000	30,000	-	0%
3-55500	Corrections Purchased Services		110,000		110,000	110,000	100%		110,000	110,000	-	0%
17-53500	Boiler Plant - Equipment Repairs		6,000		6,000	9,400	157%		8,000	8,000	2,000	33%
17-53501	Boiler Plant - Equipment		11,000		11,000	12,500	114%		11,000	11,000	-	0%
17-53502	Boiler Plant -NonExpendable Equipment		1		1	-	0%		6,250	6,250	6,249	624900%
17-55400	Boiler Plant Supplies & Expenses		17,000		17,000	17,000	100%		17,000	17,000	-	0%
17-55500	Boiler Plant - Purchased Services	25,375	35,000		60,375	30,000	50%		35,000	35,000	-	0%
18-53500	WWT Plant - Equip. Rpr.		2,500		2,500	2,500	100%		2,500	2,500	-	0%
18-53501	WWT Plant - Equipment		7,500		7,500	7,500	100%		7,500	7,500	-	0%
18-53502	WWT Plant - Non-Expendable Equipment		6,000		6,000	5,717	95%		6,000	6,000	-	0%
18-55400	WWT Plant Supp. & Exp.		5,500		5,500	5,500	100%		5,500	5,500	-	0%
18-55500	WWT Plant - Pur. Svs.		18,300		18,300	17,100	93%		18,300	18,300	-	0%
19-53500	Spray Irrigation - Equipment Repairs		5,000		5,000	6,700	134%		5,000	5,000	-	0%
19-53501	Spray Irrigation - Equipment		2,000		2,000	2,200	110%		2,000	2,000	-	0%
19-53502	Spray Irrigation -Non-Expendable Equipment		1		1	0	0%		13,275	13,275	13,274	1327400%
19-55400	Spray Irrigation - Mntc. Supplies & Expenses		4,300		4,300	4725	110%		4,300	4,300	-	0%
19-55500	Spray Irrigation - Purchased Services		200		200	80	40%		200	200	-	0%
20-53500	Generator Plant - Equipment Repairs		750		750	750	100%		750	750	-	0%
20-53501	Generator Plant - Equipment		1		1	0	0%		1	1	-	0%
20-53502	Generator Plant - Non-Expendable Equipment		1		1	0	0%		1	1	-	0%
20-55400	Generator Plant - Supplies & Expenses		2,250		2,250	2250	100%		2,250	2,250	-	0%
20-55500	Generator Plant - Purchased Services		3,500		3,500	3500	100%		3,500	3,500	-	0%
21-53500	Water Systems - Equipment Repairs		2,500		2,500	2500	100%		2,500	2,500	-	0%
21-53501	Water Systems - Equipment		3,500		3,500	3500	100%		3,500	3,500	-	0%
21-53502	Water Systems - Non-ExpendableEquipment		1		1	0	0%		1	1	-	0%
21-55400	Water Systems - Supplies & Expenses		12,000		12,000	12000	100%		12,000	12,000	-	0%
21-55500	Water Systems - Purchases Services		8,000		8,000	12500	156%		8,000	8,000	-	0%

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation		Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
			FY 2021 Budget	Approved Transfers							\$ Change	% Change
22-53500	Building Repairs - Equipment Repairs		2,000		2,000	2000	100%		2,000	2,000	-	0%
22-53501	Building Repairs - Tools & Equipment		3,500		3,500	3500	100%		3,500	3,500	-	0%
22-53502	Building Repairs - Non-Expendable Equipment					0			1	1	1	#DIV/0!
22-55400	Building Repairs - Supplies & Expenses		15,000		15,000	17,000	113%		15,000	15,000	-	0%
22-55500	Building Repairs - Purchased Services		30,000		30,000	31,000	103%		30,000	30,000	-	0%
22-55800	Building Repairs - Carpentry		6,000		6,000	7,000	117%		6,000	6,000	-	0%
22-55801	Building Repairs - Metal Fabrication		1,000		1,000	1,000	100%		1,000	1,000	-	0%
22-55802	Building Repairs - Electrical		15,000		15,000	12,000	80%		15,000	15,000	-	0%
22-55803	Building Repairs - Plumbing		13,500		13,500	15,000	111%		13,500	13,500	-	0%
22-55804	Building Repairs - Painting		3,000		3,000	4,800	160%		3,000	3,000	-	0%
22-55805	Building Repairs - Masonry		1,500		1,500	1,500	100%		1,500	1,500	-	0%
22-55806	Building Repairs - Heating		7,000		7,000	7,000	100%		7,000	7,000	-	0%
22-55807	Building Repairs - A/C Refrigeration		6,500		6,500	6,500	100%		11,500	11,500	5,000	77%
22-55808	Building Repairs - Lightbulbs		2,000		2,000	2,500	125%		2,000	2,000	-	0%
22-55810	Door Hardware and Security		8,000		8,000	8,000	100%		8,000	8,000	-	0%
23-53500	Grounds & Roads - Equipment Repair		5,000		5,000	7,000	140%		5,000	5,000	-	0%
23-53501	Grounds & Roads - Equipment		2,000		2,000	2,200	110%		3,500	3,500	1,500	75%
23-53502	Grounds & Roads - Non-Expendable equip		1		1	-	0%		13,275	13,275	13,274	1327400%
23-55400	Grounds & Roads - Supplies & Expenses	185	23,500		23,685	23,500	99%		23,500	23,500	-	0%
23-55700	EPA grounds and roads	111,146	25,000		136,146	2,000	1%		25,000	25,000	-	0%
24-53500	Motor Services - Equipment Repairs		9,000		9,000	9,000	100%		9,000	9,000	-	0%
24-53501	Motor Services - Equipment & Tools		2,750		2,750	2,750	100%		6,750	6,750	4,000	145%
24-53502	Motor Services - Non Expendable Equipment					-			1	1	1	100%
24-55400	Motor Services - Supplies & Expenses		3,500		3,500	3,500	100%		3,500	3,500	-	0%
25-53500	RCNH Motor Service Equipment Repairs		1,500		1,500	1,500	100%		1,500	1,500	-	0%
25-55400	RCNH Motor Service Supplies & Expenses		1,000		1,000	1,000	100%		1,000	1,000	-	0%
26-53500	Corrections Motor Service Equipment Repairs		3,000		3,000	3,000	100%		3,000	3,000	-	0%
26-55400	Corrections Motor Service Supplies & Expenses		2,000		2,000	2,000	100%		2,000	2,000	-	0%
27-53800	Motor Services - Cruiser Mntc		25,000		25,000	25,000	100%		25,000	25,000	-	0%
37-53500	Assisted Living- Equipment Repair		4,500		4,500	5,000	111%		4,500	4,500	-	0%
37-53501	Assisted Living - Expendable Equipment		1,000		1,000	628	63%		1,000	1,000	-	0%
37-53502	Assisted Living - Non Expendable Equipment		1		1	-	0%		1	1	-	0%
37-55400	Assisted Living - Supplies and Expenses		3,200		3,200	3,200	100%		3,200	3,200	-	0%
37-55500	Assisted Living - Purchased Services		14,000		14,000	12,000	86%		14,000	14,000	-	0%
53801	Gas Mntc		33,500		33,500	25,000	75%		31,500	31,500	(2,000)	-6%

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Delegation		Approved Transfers	Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
		FY 2020 Encumbrances	FY 2021 Budget								\$ Change	% Change
2-53801	Gas RCNH		650		650	150	23%		300	300	(350)	-54%
3-53801	Gas Corrections		7,500		7,500	4,750	63%		6,000	6,000	(1,500)	-20%
8-53801	Gas Sheriff		80,000		80,000	55,000	69%		70,000	70,000	(10,000)	-13%
2-55100	Electricity - RCNH		366,475		366,475	332,454	91%		340,599	340,599	(25,876)	-7%
3-55100	Electricity - Corrections		192,600		192,600	187,777	97%		192,377	192,377	(223)	0%
5-55100	Electricity - Administration Building		8,560		8,560	9,114	106%		9,338	9,338	778	9%
6-55100	Electricity - Extension Service Building		13,589		13,589	10,312	76%		10,564	10,564	(3,025)	-22%
7-55100	Electricity - Maintenance		89,666		89,666	73,931	82%		75,742	75,742	(13,924)	-16%
8-55100	Electricity - Sheriff		24,075		24,075	20,680	86%		21,187	21,187	(2,888)	-12%
9-55100	Electricity - Commissioners		2,996		2,996	2,047	68%		2,097	2,097	(899)	-30%
11-55100	Electricity - Delegation		856		856	712	83%		729	729	(127)	-15%
13-55100	Electricity - Nutrition		2,033		2,033	1,783	88%		1,827	1,827	(206)	-10%
37-55100	Electricity- Assisted Living		52,965		52,965	47,493	90%		48,657	48,657	(4,308)	-8%
2-55200	Fuel - RCNH		502,533		502,533	327,860	65%		510,772	434,943	(67,590)	-13%
3-55200	Fuel - Corrections		165,835		165,835	114,216	69%		160,039	142,988	(22,847)	-14%
5-55200	Fuel - Administration Building		9,300		9,300	7,998	86%		10,157	10,157	857	9%
6-55200	Fuel - Extension Service		9,741		9,741	6,040	62%		9,631	8,118	(1,623)	-17%
7-55200	Fuel - Maintenance		24,300		24,300	21,734	89%		27,602	27,602	3,302	14%
8-55200	Fuel - Sheriff		15,074		15,074	11,384	76%		15,641	14,104	(970)	-6%
9-55200	Fuel - Commissioners		11,903		11,903	7,468	63%		11,908	10,038	(1,865)	-16%
11-55200	Fuel- Delegation		1,400		1,400	1,101	79%		1,399	1,399	(1)	0%
13-55200	Fuel- Nutrition		3,700		3,700	3,241	88%		4,116	4,116	416	11%
37-55200	Fuel-Assisted Living		75,152		75,152	46,624	62%		74,891	62,927	(12,225)	-16%
	<b>TOTAL OPERATING EXPENSE</b>	<b>139,206</b>	<b>2,402,168</b>	<b>-</b>	<b>2,541,374</b>	<b>2,014,184</b>	<b>79%</b>	<b>-</b>	<b>2,405,111</b>	<b>2,295,347</b>	<b>(106,821)</b>	<b>-4%</b>
	<b>SUBTOTAL - ENGINEERING &amp; MAINTENANCE</b>	<b>139,206</b>	<b>4,693,626</b>	<b>-</b>	<b>4,832,832</b>	<b>4,173,610</b>	<b>86%</b>	<b>-</b>	<b>4,801,765</b>	<b>4,632,404</b>	<b>(61,222)</b>	<b>-1%</b>

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation		Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
			FY 2021 Budget	Approved Transfers							\$ Change	% Change
<b>11300001</b>	<b>E&amp;M IT SECTION</b>											
	<i>PARTIAL EF REIMBURSEMENT</i>											
51002	Staff Salaries		73,005		73,005	69,203	95%		122,493	106,737	33,732	46%
51004	Compensated Absences		500		500	500	100%		500	500	-	0%
51400	Health Buyout		1		1	-	0%		1	1	-	0%
51401	Longevity		300		300	300	100%		450	450	150	50%
	<b>TOTAL SALARIES</b>	-	<b>73,806</b>	-	<b>73,806</b>	<b>70,003</b>	<b>95%</b>	-	<b>123,444</b>	<b>107,688</b>	<b>33,882</b>	<b>46%</b>
52100	Social Security Taxes		5,608		5,608	5,074	90%		9,405	8,200	2,592	46%
52101	Employee Health Insurances		15,600		15,600	15,600	100%		31,200	28,000	12,400	79%
52102	Employee Dental Insurance		650		650	650	100%		1,400	1,400	750	115%
52103	Retirement		7,741		7,741	7,730	100%		16,794	14,578	6,837	88%
52104	Worker's Compensation		82		82	82	100%		289	87	5	6%
52105	Unemployment Insurance		60		60	44	73%		100	100	40	67%
52106	Short Term Disability		419		419	419	100%		590	590	171	41%
	<b>TOTAL PAYROLL EXPENSES</b>	-	<b>30,160</b>	-	<b>30,160</b>	<b>29,599</b>	<b>98%</b>	-	<b>59,778</b>	<b>52,955</b>	<b>22,795</b>	<b>76%</b>
53000	Telephone/Communications		61,711		61,711	61,700	100%		64,431	64,431	2,720	4%
53100	Postage		450		450	-	0%		450	450	-	0%
53400	Supplies and Expenses		20,788		20,788	20,788	100%		15,734	15,734	(5,054)	-24%
53501	Equipment Expendable		83,547		83,547	83,547	100%		88,934	88,934	5,387	6%
53502	Equipment Non-Expendable		56,846		56,846	57,273	101%		26,204	26,204	(30,642)	-54%
53600	Service Contracts		236,082		236,082	236,000	100%		256,162	256,162	20,080	9%
53602	Consulting	3,500	3,500		7,000	-	0%		3,500	3,500	-	0%
53700	Publications		1		1	-	0%		1	1	-	0%
53701	Software		123,895		123,895	123,895	100%		128,422	128,422	4,527	4%
53901	Training/Continuing Ed		3,180		3,180	3,180	100%		300	300	(2,880)	-91%
53903	Travel		1,000		1,000	-	0%		1,000	1,000	-	0%
53905	County Training		10,780		10,780	10,780	100%		2,879	2,879	(7,901)	-73%
	<b>TOTAL OPERATING EXPENSE</b>	<b>3,500</b>	<b>601,780</b>	-	<b>605,280</b>	<b>597,163</b>	<b>99%</b>	-	<b>588,017</b>	<b>588,017</b>	<b>(13,763)</b>	<b>-2%</b>
	<b>TOTAL BUDGET E&amp;M IT SECTION</b>	<b>3,500</b>	<b>705,746</b>	-	<b>709,246</b>	<b>696,765</b>	<b>98%</b>	-	<b>771,239</b>	<b>748,660</b>	<b>42,914</b>	<b>6%</b>
	<b>TOTAL BUDGET - ENGINEERING &amp; MAINTENANCE</b>	<b>142,706</b>	<b>5,399,372</b>	-	<b>5,542,078</b>	<b>4,870,375</b>	<b>88%</b>	-	<b>5,573,004</b>	<b>5,381,064</b>	<b>(18,308)</b>	<b>0%</b>

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Delegation		Approved Transfers	Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
		FY 2020 Encumbrances	FY 2021 Budget								\$	%
											Change	Change
<b>1160000</b>	<b>DEPARTMENT OF CORRECTIONS</b>											
51002	Administrative Salaries		758,445		758,445	789,272	104%		894,404	817,059	58,614	8%
51301	Correctional Officers Salaries		4,225,576		4,225,576	3,459,411	82%		4,239,761	4,278,016	52,440	1%
51402	Corrections Overtime		297,225		297,225	215,044	72%		297,225	297,225	-	0%
51004	Compensated Absences		65,000		65,000	65,000	100%		65,000	65,000	-	0%
51400	Health Buyout		23,025		23,025	23,169	101%		18,000	21,000	(2,025)	-9%
51401	Longevity		17,350		17,350	14,200	82%		14,450	14,450	(2,900)	-17%
	<b>TOTAL SALARIES</b>	-	<b>5,386,621</b>	-	<b>5,386,621</b>	<b>4,566,096</b>	<b>85%</b>	-	<b>5,528,840</b>	<b>5,492,750</b>	<b>106,129</b>	<b>2%</b>
52100	Social Security Taxes		113,279		113,279	95,590	84%		119,176	117,102	3,823	3%
52101	Employee Health Insurances		1,232,400		1,232,400	1,232,400	100%		1,294,800	1,182,800	(49,600)	-4%
52102	Employee Dental Insurance		61,750		61,750	61,750	100%		68,500	66,500	4,750	8%
52103	Retirement		1,385,777		1,385,777	1,151,610	83%		1,719,480	1,710,118	324,341	23%
52104	Worker's Compensation		59,872		59,872	59,872	100%		63,839	63,589	3,717	6%
52105	Unemployment Insurance		6,240		6,240	4,740	76%		5,250	5,250	(990)	-16%
52106	Short Term Disability		36,007		36,007	36,007	100%		33,432	33,272	(2,735)	-8%
	<b>TOTAL PAYROLL EXPENSES</b>	-	<b>2,895,325</b>	-	<b>2,895,325</b>	<b>2,641,969</b>	<b>91%</b>	-	<b>3,304,477</b>	<b>3,178,631</b>	<b>283,306</b>	<b>10%</b>
53000	Telephone/Communications		13,020		13,020	13,020	100%		13,920	13,920	900	7%
53100	Postage		3,710		3,710	2,045	55%		2,710	2,710	(1,000)	-27%
53300	Dues		6,896		6,896	8,204	119%		11,122	11,122	4,226	61%
53400	Office Supplies/Expenses		42,350		42,350	42,350	100%		37,900	37,900	(4,450)	-11%
53408	Employee Retention								5,500	5,500	5,500	100%
53500	Equipment Repairs Replacement		18,950		18,950	10,000	53%		16,950	16,950	(2,000)	-11%
53501	Equipment Expendable		12,400		12,400	10,000	81%		12,400	12,400	-	0%
53502	Equipment Non-Expendable		21,000		21,000	21,000	100%		20,000	20,000	(1,000)	-5%
54850	Video Court Arraignment Project		1		1		0%		1	1	-	0%
53600	Service Contracts		25,158		25,158	25,000	99%		31,208	31,208	6,050	24%
53700	Publications		9,395		9,395	9,395	100%		1,675	1,675	(7,720)	-82%
53701	Software		3,301		3,301	3,300	100%		1,500	1,500	(1,801)	-55%
53804	New Cruiser Equipment		1		1	-	0%		1	1	-	0%
53900	Conferences/Trng/Cont Ed		8,000		8,000	8,000	100%		15,000	15,000	7,000	88%
53903	Travel Reimbursements		3,200		3,200	4,425	138%		2,500	2,500	(700)	-22%

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation		Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
			FY 2021 Budget	Approved Transfers							\$ Change	% Change
54800	Photography & Fingerprinting		6,350		6,350	3,200	50%		6,350	6,350	-	0%
54801	Inmate Clothing		20,000		20,000	8,000	40%		19,500	19,500	(500)	-3%
54804	Outside Medical Care		75,000		75,000	5,000	7%		75,000	75,000	-	0%
54805	Staff Polygraphs and Psych Evals		8,000		8,000	3,600	45%		9,200	9,200	1,200	15%
54806	Contracted Services Medical Care		1,830,821		1,830,821	1,830,821	100%		1,879,746	1,879,746	48,925	3%
54808	Corrections Meals		725,000		725,000	600,000	83%		700,000	700,000	(25,000)	-3%
54809	Corrections Laundry		8,000		8,000	5,000	63%		8,000	8,000	-	0%
54810	Personal Care Items		9,500		9,500	6,300	66%		8,500	8,500	(1,000)	-11%
54811	Bedding Expenses		6,000		6,000	1,000	17%		6,000	6,000	-	0%
54812	Inmate Human Services		26,925		26,925	26,900	100%		31,198	31,198	4,273	16%
54813	Clinical Supervision		1,000		1,000	-	0%		1,000	1,000	-	0%
54814	Chapel Expenses		36,080		36,080	26,915	75%		36,080	36,080	-	0%
54815	Inmate Work Details		8,600		8,600	4,000	47%		8,600	8,600	-	0%
54816	Cost of Inmates at Other Facilities		500,000		500,000	240,726	48%		500,000	500,000	-	0%
54817	Inmate Testing Supplies		25,000		25,000	21,000	84%		25,000	25,000	-	0%
54818	Uniform Allowance	2,500	55,000		57,500	50,000	87%		55,000	55,000	-	0%
54819	Business Forms and Booklets		2,800		2,800	2,800	100%		2,800	2,800	-	0%
54822	Paper/Plastic Supplies		35,000		35,000	20,250	58%		35,000	35,000	-	0%
54823	Janitorial Supplies		15,000		15,000	6,180	41%		15,000	15,000	-	0%
54824	Correctional Officer Certification Expense		33,326		33,326	33,326	100%		33,320	33,320	(6)	0%
54847	Health and Safety Supplies	3,411	20,020		23,431	22,117	94%		20,020	20,020	-	0%
54848	Task Force Sex Offender		6,000		6,000	250	4%		6,000	6,000	-	0%
56307	Day Reporting		1		1	-	0%		1	1	-	0%
56308	Electronic Monitoring		47,450		47,450	35,228	74%		47,450	47,450	-	0%
57161	2020 vehicle lease		1		1	-	0%		1	1	-	0%
58303	Drug Court Assistance		1		1	-	0%		1	1	-	0%
	<b>TOTAL OPERATING EXPENSE</b>	<b>5,911</b>	<b>3,668,257</b>	<b>-</b>	<b>3,674,168</b>	<b>3,109,352</b>	<b>85%</b>	<b>-</b>	<b>3,701,154</b>	<b>3,701,154</b>	<b>32,897</b>	<b>1%</b>
	<b>TOTAL BUDGET - DEPARTMENT OF CORRECTIONS</b>	<b>5,911</b>	<b>11,950,203</b>	<b>-</b>	<b>11,956,114</b>	<b>10,317,417</b>	<b>86%</b>	<b>-</b>	<b>12,534,471</b>	<b>12,372,535</b>	<b>422,332</b>	<b>4%</b>

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Delegation		Approved Transfers	Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
		FY 2020 Encumbrances	FY 2021 Budget								\$ Change	% Change
<b>11500000</b>	<b>HUMAN RESOURCES</b>											
	<i>PARTIAL EF REIMBURSEMENT</i>											
51002	Staff Salaries		446,142		446,142	418,072	94%		484,951	508,065	61,923	14%
51004	Compensated Absences		3,000		3,000	3,000	100%		3,000	3,000	-	0%
51401	Longevity		300		300	300	100%		450	450	150	50%
51400	Health Buyout		1,500		1,500	1,500	100%		1,500	1,500	-	0%
	<b>TOTAL SALARIES</b>	-	<b>450,942</b>	-	<b>450,942</b>	<b>422,872</b>	<b>94%</b>	-	<b>489,901</b>	<b>513,015</b>	<b>62,073</b>	<b>14%</b>
52100	Social Security Taxes		34,268		34,268	30,265	88%		37,248	39,016	4,748	14%
52101	Employee Health Insurance		93,600		93,600	93,600	100%		109,200	98,000	4,400	5%
52102	Employee Dental Insurance		4,550		4,550	4,550	100%		5,600	5,600	1,050	23%
52103	Retirement		45,773		45,773	44,741	98%		58,823	65,892	20,119	44%
52104	Worker's Compensation		304		304	304	100%		355	373	69	23%
52105	Unemployment Insurance		420		420	312	74%		400	400	(20)	-5%
52106	Short Term Disability		2,572		2,572	2,572	100%		2,713	2,775	203	8%
	<b>TOTAL PAYROLL EXPENSES</b>	-	<b>181,487</b>	-	<b>181,487</b>	<b>176,344</b>	<b>97%</b>	-	<b>214,339</b>	<b>212,056</b>	<b>30,569</b>	<b>17%</b>
53000	Telephone/Communications		1,605		1,605	1,243	77%		2,085	2,085	480	30%
53100	Postage		2,150		2,150	2,900	135%		2,700	2,700	550	26%
53200	Printing		773		773	686	89%		773	773	-	0%
53300	Dues		1,554		1,554	1,457	94%		1,564	1,564	10	1%
53400	Office Supplies		8,477		8,477	8,000	94%		8,389	8,389	(88)	-1%
53402	Advertising		23,660		23,660	25,000	106%		33,661	33,661	10,001	42%
53501	Expendable Equipment		1,000		1,000	1,000	100%		1,000	1,000	-	0%
53514	Ergonomics		4,000		4,000	550	14%		4,000	4,000	-	0%
53600	Service Contracts		64,828		64,828	58,000	89%		66,817	66,817	1,989	3%
53700	Publications		1		1	-	0%		1	1	-	0%
53701	Software		19,000		19,000	5,500	29%		16,575	16,575	(2,425)	-13%
53900	Conferences/Trng/Cont Ed		12,902		12,902	9,407	73%		7,299	7,299	(5,603)	-43%
53903	Travel Reimbursement		1,000		1,000	-	0%		1,000	1,000	-	0%
53905	County Training		10,500		10,500	-	0%		15,000	15,000	4,500	43%
54002	Safety Committee Expenses		1		1	-	0%		1	1	-	0%
54003	New Hire Costs		5,500		5,500	5,200	95%		5,500	5,500	-	0%
	<b>TOTAL OPERATING EXPENSE</b>	-	<b>156,951</b>	-	<b>156,951</b>	<b>118,943</b>	<b>76%</b>	-	<b>166,365</b>	<b>166,365</b>	<b>9,414</b>	<b>6%</b>
	<b>TOTAL BUDGET - HUMAN RESOURCES</b>	-	<b>789,380</b>	-	<b>789,380</b>	<b>718,159</b>	<b>91%</b>	-	<b>870,605</b>	<b>891,436</b>	<b>102,056</b>	<b>13%</b>

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation	Approved	Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
			FY 2021 Budget								Transfers	\$ Change
<b>17500000</b>	<b>STATUTORY ORGANIZATIONS</b>											
56400	Rockingham County Conservation District		90,000		90,000	90,000	100%		90,000	90,000	-	0%
56412	UNH Cooperative Agreement		410,054		410,054	410,054	100%		414,973	414,973	4,919	1%
	<b>TOTAL BUDGET - STATUTORY ORGANIZATIONS</b>	-	500,054	-	500,054	500,054	100%	-	504,973	504,973	4,919	1%
<b>18000000</b>	<b>NON COUNTY SPECIALS</b>											
56401	Haven (formerly A Safe Place and SASS)		20,000		20,000	20,000	100%		25,000	24,000	4,000	20%
56402	Area Homemakers		20,000		20,000	20,000	100%		30,000	20,000	-	0%
56407	Retired Senior Volunteer Program		7,000		7,000	7,000	100%		7,000	7,000	-	0%
56411	Nutrition * Meals on Wheels		143,000		143,000	143,000	100%		143,000	143,000	-	0%
56414	Child Advocacy Center		15,000		15,000	15,000	100%		20,000	15,000	-	0%
56415	CASA (Court Appointed Special Advocates)		5,000		5,000	5,000	100%		5,000	5,000	-	0%
56418	Isaiah 58		7,500		7,500	7,500	100%		10,000	7,500	-	0%
56419	Rockingham County ServiceLink		7,000		7,000	-	0%		-	-	(7,000)	-100%
56420	New Generations Inc		5,000		5,000	5,000	100%		5,000	5,000	-	0%
56421	Richie McFarland Center		7,500		7,500	7,500	100%		7,500	7,500	-	0%
56422	TASC		3,000		3,000	3,000	100%		3,000	3,000	-	0%
56423	Alliance for Community Transportation (ACT)								4,000	3,000	3,000	100%
	<b>TOTAL BUDGET - NON COUNTY SPECIALS</b>	-	240,000	-	240,000	233,000	97%	-	259,500	240,000	-	0%



**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Delegation		Approved Transfers	Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
		FY 2020 Encumbrances	FY 2021 Budget								\$	%
											Change	Change
	<b>LONG TERM CARE SERVICES</b>											
	<b>NURSING HOME (A)</b>											
<b>11700000</b>	<b>ADMINISTRATION</b>											
51002	Salaries		929,356		929,356	917,727	99%		1,048,778	1,061,460	132,104	14%
51004	Compensated Absences		19,500		19,500	19,500	100%		19,500	19,500	-	0%
51400	Health Buyout		4,800		4,800	5,175	108%		5,400	5,400	600	13%
51401	Longevity		4,150		4,150	3,850	93%		3,850	3,850	(300)	-7%
	<b>TOTAL SALARIES</b>	-	<b>957,806</b>	-	<b>957,806</b>	<b>946,252</b>	<b>99%</b>	-	<b>1,077,528</b>	<b>1,090,210</b>	<b>132,404</b>	<b>14%</b>
52100	Social Security Taxes		71,780		71,780	65,648	91%		80,939	81,909	10,129	14%
52101	Employee Health Insurance		171,600		171,600	171,600	100%		202,800	182,000	10,400	6%
52102	Employee Dental Insurance		9,750		9,750	9,750	100%		11,900	11,900	2,150	22%
52103	Retirement		87,421		87,421	84,512	97%		123,142	121,171	33,750	39%
52104	Worker's Compensation		2,649		2,649	2,649	100%		2,685	2,695	46	2%
52105	Unemployment Insurance		900		900	896	100%		850	850	(50)	-6%
52106	Short Term Disability		4,342		4,342	4,342	100%		4,417	4,463	121	3%
	<b>TOTAL PAYROLL EXPENSES</b>	-	<b>348,442</b>	-	<b>348,442</b>	<b>339,397</b>	<b>97%</b>	-	<b>426,733</b>	<b>404,988</b>	<b>56,546</b>	<b>16%</b>
53000	Telephone/Communications		15,360		15,360	12,487	81%		18,060	18,060	2,700	18%
53100	Postage		8,000		8,000	2,746	34%		5,300	5,300	(2,700)	-34%
53101	Mail Express and Freight		1		1	-	0%		1	1	-	0%
53300	Dues		13,431		13,431	17,512	130%		19,390	19,390	5,959	44%
53400	Office Supply and Expense		20,000		20,000	16,238	81%		20,000	20,000	-	0%
53406	Marketing		2,500		2,500	2,103	84%		10,000	10,000	7,500	300%
53500	Equip Repairs		1		1	-	0%		1	1	-	0%
53501	Equipment-Expendable		1		1	-	0%		1	1	-	0%
53502	Equipment Non -Expendable		1		1	-	0%		1	1	-	0%
53600	Service Contracts		80,800		80,800	80,220	99%		140,600	140,600	59,800	74%
53700	Publications		6,100		6,100	2,321	38%		6,100	6,100	-	0%
53701	Software		1		1	-	0%		1	1	-	0%
53900	Conferences		42,100		42,100	9,592	23%		37,500	37,500	(4,600)	-11%
53903	Travel		4,800		4,800	139	3%		3,000	3,000	(1,800)	-38%

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation		Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
			FY 2021 Budget	Approved Transfers							\$	%
59030	Trust Projects		1		1	-	0%		1	1	-	0%
59031	Grants GR		1		1	-	0%		1	1	-	0%
59032	HB 663 5.5% Bed Assessment		1,350,000		1,350,000	1,297,551	96%		1,500,000	1,425,000	75,000	6%
59034	Excess Proshare to CF Transfer		400,000		400,000	400,000	100%		75,000	25,000	(375,000)	-94%
59033	Special Resident Projects		10,000		10,000	13,124	131%		5,000	5,000	(5,000)	-50%
	<b>TOTAL OPERATING</b>	-	1,953,098	-	1,953,098	1,854,033	95%	-	1,839,957	1,714,957	(238,141)	-12%
	<b>TOTAL BUDGET ADMINISTRATION</b>	-	3,259,346	-	3,259,346	3,139,682	96%	-	3,344,218	3,210,155	(49,191)	-2%
<b>11701000</b>	<b>DIETARY</b>											
53400	Office Expense - Supplies		20,000		20,000	19,768	99%		2,600	2,600	(17,400)	-87%
53500	Equipment Repairs		15,000		15,000	11,895	79%		15,000	15,000	-	0%
53501	Equipment-Expendable		12,000		12,000	11,394	95%		17,500	17,500	5,500	46%
53502	Equipment-Non- Expendable		40,000		40,000	39,033	98%		36,000	36,000	(4,000)	-10%
53600	Service Contracts		4,102,800		4,102,800	3,411,462	83%		4,203,000	4,203,000	100,200	2%
	<b>TOTAL OPERATING</b>	-	4,189,800	-	4,189,800	3,493,552	83%	-	4,274,100	4,274,100	84,300	2%
	<b>TOTAL BUDGET DIETARY</b>	-	4,189,800	-	4,189,800	3,493,552	83%	-	4,274,100	4,274,100	84,300	2%

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation		Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
			FY 2021 Budget	Approved Transfers							\$	%
											Change	Change
<b>11702000</b>	<b>NURSING &amp; MEDICAL</b>											
51002	Salaries		10,799,172		10,799,172	8,945,628	83%		11,068,542	11,110,845	311,673	3%
51400	Health Buyout		37,200		37,200	31,356	84%		35,400	35,400	(1,800)	-5%
51401	Longevity		31,850		31,850	27,300	86%		29,450	29,450	(2,400)	-8%
51004	Compensated Absences		60,000		60,000	60,000	100%		60,000	60,000	-	0%
	<b>TOTAL SALARIES</b>	-	10,928,222	-	10,928,222	9,064,284	83%	-	11,193,392	11,235,695	307,473	3%
52100	Social Security Taxes		731,398		731,398	482,875	66%		721,654	721,654	(9,744)	-1%
52101	Employee Health Insurance		2,012,400		2,012,400	2,012,400	100%		2,184,000	2,002,000	(10,400)	-1%
52102	Employee Dental Insurance		103,350		103,350	103,350	100%		116,200	118,300	14,950	14%
52103	Retirement		759,676		759,676	525,371	69%		895,901	1,027,693	268,017	35%
52104	Worker's Compensation		131,558		131,558	131,558	100%		117,740	137,482	5,924	5%
52105	Unemployment Insurance		12,300		12,300	9,260	75%		10,200	10,550	(1,750)	-14%
52106	Short Term Disability		44,600		44,600	44,600	100%		33,703	35,693	(8,907)	-20%
	<b>TOTAL PAYROLL EXPENSES</b>	-	3,795,282	-	3,795,282	3,309,414	87%	-	4,079,398	4,053,372	258,090	7%
53400	Supplies and Expenses		20,000		20,000	20,241	101%		20,000	20,000	-	0%
53500	Equipment Repairs		8,000		8,000	7,981	100%		11,400	11,400	3,400	43%
53501	Equipment - Expendable	4,552	21,100		25,652	29,787	116%		16,400	16,400	(4,700)	-22%
53502	Equipment-Non- Expendable		31,000		31,000	-	0%		49,500	49,500	18,500	60%
53600	Service Contract		48,000		48,000	7,560	16%		90,600	90,600	42,600	89%
59001	Uniforms		30,000		30,000	150	1%		24,000	24,000	(6,000)	-20%
59200	Doctor Services		255,000		255,000	192,985	76%		265,000	265,000	10,000	4%
59202	Mental Health Services		10,200		10,200	10,000	98%		10,200	10,200	-	0%
59203	Dental Unit		5,000		5,000	2,097	42%		4,000	4,000	(1,000)	-20%
59204	Medical Supplies		456,000		456,000	309,913	68%		465,000	465,000	9,000	2%
59205	Oxygen Supplies		42,000		42,000	24,437	58%		40,000	40,000	(2,000)	-5%
	<b>TOTAL OPERATING</b>	4,552	926,300	-	930,852	605,151	65%	-	996,100	996,100	69,800	8%
	<b>TOTAL BUDGET NURSING &amp; MEDICAL</b>	4,552	15,649,804	-	15,654,356	12,978,849	83%	-	16,268,890	16,285,167	635,363	4%

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation		Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
			FY 2021 Budget	Approved Transfers							\$ Change	% Change
<b>11704000</b>	<b>LAUNDRY</b>											
51002	Salaries		380,108		380,108	299,997	79%		378,417	381,704	1,596	0%
51400	Health Buyout		1,500		1,500	1,875	125%		1,500	1,500	-	0%
51401	Longevity		3,050		3,050	3,050	100%		3,200	3,200	150	5%
51004	Compensated Absences		7,000		7,000	7,000	100%		7,000	7,000	-	0%
	<b>TOTAL SALARIES</b>	-	<b>391,658</b>	-	<b>391,658</b>	<b>311,922</b>	<b>80%</b>	-	<b>390,117</b>	<b>393,404</b>	<b>1,746</b>	<b>0%</b>
52100	Social Security Taxes		29,426		29,426	21,803	74%		29,308	29,560	134	0%
52101	Employee Health Insurance		187,200		187,200	187,200	100%		171,600	154,000	(33,200)	-18%
52102	Employee Dental Insurance		8,450		8,450	8,450	100%		8,400	8,400	(50)	-1%
52103	Retirement		40,685		40,685	32,959	81%		46,476	46,746	6,061	15%
52104	Worker's Compensation		4,580		4,580	4,580	100%		4,617	4,657	77	2%
52105	Unemployment Insurance		780		780	580	74%		650	650	(130)	-17%
52106	Short Term Disability		2,425		2,425	2,425	100%		2,186	1,975	(450)	-19%
	<b>TOTAL PAYROLL EXPENSES</b>	-	<b>273,546</b>	-	<b>273,546</b>	<b>257,997</b>	<b>94%</b>	-	<b>263,237</b>	<b>245,988</b>	<b>(27,558)</b>	<b>-10%</b>
53400	Supplies & Expense		24,500		24,500	20,532	84%		25,000	25,000	500	2%
53500	Equipment Repairs		23,500		23,500	12,052	51%		23,000	23,000	(500)	-2%
53501	Equipment Expendable		1		1	-	0%		1	1	-	0%
53502	Equipment-Non- Expendable		25,500		25,500	25,500	100%		25,500	25,500	-	0%
59001	Uniforms		1,950		1,950	1,495	77%		1,950	1,950	-	0%
59400	Linen and Bedding		32,000		32,000	9,606	30%		32,000	32,000	-	0%
59401	Mattresses		5,000		5,000	4,987	100%		34,000	34,000	29,000	580%
	<b>TOTAL OPERATING</b>	-	<b>112,451</b>	-	<b>112,451</b>	<b>74,172</b>	<b>66%</b>	-	<b>141,451</b>	<b>141,451</b>	<b>29,000</b>	<b>26%</b>
	<b>TOTAL BUDGET LAUNDRY</b>	-	<b>777,655</b>	-	<b>777,655</b>	<b>644,091</b>	<b>83%</b>	-	<b>794,805</b>	<b>780,843</b>	<b>3,188</b>	<b>0%</b>

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation		Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
			Approved FY 2021 Budget	Approved Transfers							\$	%
											Change	Change
<b>11706000</b>	<b>ENVIRONMENTAL SERVICES</b>											
51002	Salaries		1,009,373		1,009,373	874,821	87%		1,022,043	1,039,675	30,302	3%
51400	Health Buyout		3,000		3,000	5,025	168%		6,900	6,900	3,900	130%
51401	Longevity		3,750		3,750	3,600	96%		2,850	2,850	(900)	-24%
51004	Compensated Absences		20,000		20,000	20,000	100%		20,000	20,000	-	0%
	<b>TOTAL SALARIES</b>	-	<b>1,036,123</b>	-	<b>1,036,123</b>	<b>903,446</b>	<b>87%</b>	-	<b>1,051,793</b>	<b>1,069,425</b>	<b>33,302</b>	<b>3%</b>
52100	Social Security Taxes		77,733		77,733	62,918	81%		78,932	80,281	2,548	3%
52101	Employee Health Insurance		436,800		436,800	436,800	100%		390,000	350,000	(86,800)	-20%
52102	Employee Dental Insurance		20,150		20,150	20,150	100%		21,000	21,000	850	4%
52103	Retirement		107,289		107,289	91,491	85%		141,112	138,340	31,051	29%
52104	Worker's Compensation		12,163		12,163	12,163	100%		12,469	12,684	521	4%
52105	Unemployment Insurance		1,920		1,920	1,432	75%		1,600	1,600	(320)	-17%
52106	Short Term Disability		6,788		6,788	6,788	100%		6,869	6,279	(509)	-7%
	<b>TOTAL PAYROLL EXPENSES</b>	-	<b>662,843</b>	-	<b>662,843</b>	<b>631,742</b>	<b>95%</b>	-	<b>651,982</b>	<b>610,184</b>	<b>(52,659)</b>	<b>-8%</b>
53400	Supplies and Expense	2,436	131,000		133,436	103,449	78%		115,000	115,000	(16,000)	-12%
53500	Equipment Repairs		11,000		11,000	10,737	98%		12,500	12,500	1,500	14%
53501	Equipment Expendable		24,300		24,300	18,042	74%		30,000	30,000	5,700	23%
53502	Equipment-Non- Expendable		13,000		13,000	13,000	100%		1	1	(12,999)	-100%
55500	Contract Services		48,700		48,700	45,284	93%		51,500	51,500	2,800	6%
59001	Uniforms		4,500		4,500	3,625	81%		4,000	4,000	(500)	-11%
59327	Supplies-Painting		9,500		9,500	4,983	52%		9,500	9,500	-	0%
	<b>TOTAL OPERATING</b>	<b>2,436</b>	<b>242,000</b>	-	<b>244,436</b>	<b>199,120</b>	<b>81%</b>	-	<b>222,501</b>	<b>222,501</b>	<b>(19,499)</b>	<b>-8%</b>
	<b>TOTAL BUDGET ENVIRONMENTAL SERVICES</b>	<b>2,436</b>	<b>1,940,966</b>	-	<b>1,943,402</b>	<b>1,734,308</b>	<b>89%</b>	-	<b>1,926,276</b>	<b>1,902,110</b>	<b>(38,856)</b>	<b>-2%</b>

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation		Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
			FY 2021 Budget	Approved Transfers							\$ Change	% Change
<b>11707000</b>	<b>PPS SERVICES</b>											
59600	Medication		350,000		350,000	141,321	40%		250,000	250,000	(100,000)	-29%
	<b>TOTAL BUDGET PPS</b>	-	350,000	-	350,000	141,321	40%	-	250,000	250,000	(100,000)	-29%
<b>11708000</b>	<b>SOCIAL SERVICES</b>											
51002	Salaries		223,151		223,151	222,793	100%		231,750	237,425	14,274	6%
51400	Health Buyout		1,500		1,500	1,500	100%		1,500	1,500	-	0%
51401	Longevity		1,450		1,450	1,450	100%		1,750	1,750	300	21%
51004	Compensated Absences		5,000		5,000	5,000	100%		5,000	5,000	-	0%
	<b>TOTAL SALARIES</b>	-	231,101	-	231,101	230,743	100%	-	240,000	245,675	14,574	6%
52100	Social Security Taxes		17,297		17,297	16,264	94%		17,977	18,412	1,115	6%
52101	Employee Health Insurance		46,800		46,800	46,800	100%		46,800	42,000	(4,800)	-10%
52102	Employee Dental Insurance		2,600		2,600	2,600	100%		2,800	2,800	200	8%
52103	Retirement		25,088		25,088	24,657	98%		32,830	33,628	8,540	34%
52104	Worker's Compensation		413		413	413	100%		440	451	38	9%
52105	Unemployment Insurance		240		240	180	75%		200	200	(40)	-17%
52106	Short Term Disability		1,485		1,485	1,485	100%		1,513	1,513	28	2%
	<b>TOTAL PAYROLL EXPENSES</b>	-	93,923	-	93,923	92,399	98%	-	102,560	99,004	5,081	5%
53400	Supplies and Expense		3,500		3,500	2,054	59%		2,000	2,000	(1,500)	-43%
53501	Equipment-Expendable		1		1	-	0%		1	1	-	0%
53502	Equipment-Non- Expendable		1		1	-	0%		1	1	-	0%
	<b>TOTAL OPERATING</b>	-	3,502	-	3,502	2,054	59%	-	2,002	2,002	(1,500)	-43%
	<b>TOTAL SOCIAL SERVICES</b>	-	328,526	-	328,526	325,196	99%	-	344,562	346,681	18,155	6%
<b>11711000</b>	<b>THERAPY SERVICES</b>											
53600	Consultant Fees		850,000		850,000	860,115	101%		804,000	804,000	(46,000)	-5%
53400	Supplies		33,000		33,000	10,164	31%		25,000	25,000	(8,000)	-24%
53500	Equipment Repair		1		1	-	0%		1	1	-	0%
53501	Equipment Expendable		9,500		9,500	3,146	33%		9,000	9,000	(500)	-5%
53502	Equipment Non-Expendable		1		1	-	0%		13,200	13,200	13,199	1319900%
	<b>TOTAL BUDGET THERAPY SERVICES</b>	-	892,502	-	892,502	873,425	98%	-	851,201	851,201	(41,301)	-5%

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation		Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
			FY 2021 Approved	Approved Transfers							\$	%
			Budget	Transfers							Change	Change
<b>11713000</b>	<b>RESIDENT ACTIVITIES</b>											
51002	Salaries		390,210		390,210	352,231	90%		400,419	400,375	10,165	3%
51400	Health Buyout		2,625		2,625	4,750	181%		2,625	2,625	-	0%
51401	Longevity		2,700		2,700	2,250	83%		2,850	2,850	150	6%
51004	Comp Abs		8,500		8,500	8,500	100%		8,500	8,500	-	0%
	<b>TOTAL SALARIES</b>	-	<b>404,035</b>	-	<b>404,035</b>	<b>367,731</b>	<b>91%</b>	-	<b>414,394</b>	<b>414,350</b>	<b>10,315</b>	<b>3%</b>
52100	Social Security Taxes		30,258		30,258	26,064	86%		31,051	31,048	790	3%
52101	Employee Health Insurance		156,000		156,000	156,000	100%		156,000	140,000	(16,000)	-10%
52102	Employee Dental Insurance		7,800		7,800	7,800	100%		7,700	7,700	(100)	-1%
52103	Retirement		37,834		37,834	34,358	91%		48,894	47,967	10,133	27%
52104	Worker's Compensation		6,692		6,692	6,692	100%		6,567	6,566	(126)	-2%
52105	Unemployment Insurance		720		720	536	74%		600	600	(120)	-17%
52106	Short Term Disability		2,724		2,724	2,724	100%		2,720	2,646	(78)	-3%
	<b>TOTAL PAYROLL EXPENSES</b>	-	<b>242,028</b>	-	<b>242,028</b>	<b>234,174</b>	<b>97%</b>	-	<b>253,532</b>	<b>236,527</b>	<b>(5,501)</b>	<b>-2%</b>
53400	Supplies		16,000		16,000	7,997	50%		16,000	16,000	-	0%
53500	Equipment Repairs		750		750	-	0%		750	750	-	0%
53501	Equipment Expendable		1		1	-	0%		1	1	-	0%
53502	Equipment-Non- Expendable		1		1	-	0%		1	1	-	0%
53600	Service Contract/Ancillary Therapy		21,200		21,200	-	0%		15,000	15,000	(6,200)	-29%
	<b>TOTAL OPERATING</b>	-	<b>37,952</b>	-	<b>37,952</b>	<b>7,997</b>	<b>21%</b>	-	<b>31,752</b>	<b>31,752</b>	<b>(6,200)</b>	<b>-16%</b>
	<b>TOTAL BUDGET RESIDENT ACTIVITIES</b>	-	<b>684,015</b>	-	<b>684,015</b>	<b>609,902</b>	<b>89%</b>	-	<b>699,678</b>	<b>682,629</b>	<b>(1,386)</b>	<b>0%</b>
<b>11714000</b>	<b>PASTORAL CARE</b>											
53600	Fees		14,000		14,000	13,489	96%		14,000	14,000	-	0%
	<b>TOTAL BUDGET PASTORAL</b>	-	<b>14,000</b>	-	<b>14,000</b>	<b>13,489</b>	<b>96%</b>	-	<b>14,000</b>	<b>14,000</b>	<b>-</b>	<b>0%</b>
<b>11715000</b>	<b>ADULT MEDICAL DAY CARE</b>											
53600	Contracted Services		120,000		120,000	77,533	65%		120,000	100,000	(20,000)	-17%
	<b>TOTAL BUDGET ADULT MEDICAL DAY CARE</b>	-	<b>120,000</b>	-	<b>120,000</b>	<b>77,533</b>	<b>65%</b>	-	<b>120,000</b>	<b>100,000</b>	<b>(20,000)</b>	<b>-17%</b>
	<b>TOTAL NURSING HOME</b>	6,988	<b>28,206,614</b>	-	<b>28,213,602</b>	<b>24,031,348</b>	<b>85%</b>	-	<b>28,887,730</b>	<b>28,696,886</b>	<b>490,272</b>	<b>2%</b>

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation		Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
			FY 2021 Budget	Approved Transfers							\$	%
<b>11718000</b>	<b>ASSISTED LIVING ( B )</b>											
51002	Salaries		1,127,930		1,127,930	1,071,897	95%		1,118,182	1,201,597	73,667	7%
51400	Health Buyout		6,450		6,450	5,600	87%		8,250	8,250	1,800	28%
51401	Longevity		6,750		6,750	6,750	100%		6,750	6,750	-	0%
51004	Comp Abs		29,331		29,331	29,331	100%		29,331	29,331	-	0%
	<b>TOTAL SALARIES</b>	-	<b>1,170,461</b>	-	<b>1,170,461</b>	<b>1,113,578</b>	<b>95%</b>	-	<b>1,162,513</b>	<b>1,245,928</b>	<b>75,467</b>	<b>6%</b>
52100	Social Security		87,296		87,296	79,135	91%		86,688	93,070	5,774	7%
52101	Health Insurance		265,200		265,200	265,200	100%		249,600	224,000	(41,200)	-16%
52102	Dental Insurance		14,300		14,300	14,300	100%		14,000	14,000	(300)	-2%
52103	Retirement		88,955		88,955	83,083	93%		123,142	115,198	26,243	30%
52104	Worker's Compensation		16,649		16,649	16,649	100%		17,598	16,555	(94)	-1%
52105	Unemployment Insurance		1,320		1,320	984	75%		1,100	1,100	(220)	-17%
52106	Short Term Disability		6,507		6,507	6,507	100%		6,634	6,722	215	3%
	<b>TOTAL PAYROLL EXPENSES</b>	-	<b>480,227</b>	-	<b>480,227</b>	<b>465,858</b>	<b>97%</b>	-	<b>498,762</b>	<b>470,645</b>	<b>(9,582)</b>	<b>-2%</b>
53000	Telephone		1,560		1,560	1,000	64%		1,560	1,560	-	0%
53400	Supplies and Expenses		8,000		8,000	4,791	60%		8,000	8,000	-	0%
53100	Postage		840		840	840	100%		840	840	-	0%
53300	Dues		800		800	4,517	565%		800	800	-	0%
53500	Equipment Repairs		1,000		1,000	-	0%		1,000	1,000	-	0%
53501	Equipment Expendable		1		1	-	0%		1,200	1,200	1,199	119900%
53502	Equipment Non-Expendable		1		1	-	0%		20,000	20,000	19,999	1999900%
53600	Service Contract		6,120		6,120	3,804	62%		74,300	74,300	68,180	1114%
53900	Conferences		2,100		2,100	523	25%		1,500	1,500	(600)	-29%
54808	Meals		105,000		105,000	76,178	73%		105,000	105,000	-	0%
54804	Medical Expenses		8,000		8,000	7,186	90%		8,000	8,000	-	0%
59102	Tableware		1,000		1,000	-	0%		1,000	1,000	-	0%
54809	Laundry		500		500	124	25%		500	500	-	0%
	<b>TOTAL OPERATING EXPENSE</b>	-	<b>134,922</b>	-	<b>134,922</b>	<b>98,963</b>	<b>73%</b>	-	<b>223,700</b>	<b>223,700</b>	<b>88,778</b>	<b>66%</b>
	<b>TOTAL BUDGET ASSISTED LIVING</b>	-	<b>1,785,610</b>	-	<b>1,785,610</b>	<b>1,678,399</b>	<b>94%</b>	-	<b>1,884,975</b>	<b>1,940,273</b>	<b>154,663</b>	<b>9%</b>
	<b>TOTAL BUDGET - LONG TERM CARE</b>	<b>6,988</b>	<b>29,992,224</b>	-	<b>29,999,212</b>	<b>25,709,747</b>	<b>86%</b>	-	<b>30,772,705</b>	<b>30,637,159</b>	<b>644,935</b>	<b>2%</b>
	<b>TOTAL COUNTY APPROPRIATIONS</b>	<b>302,399</b>	<b>65,397,930</b>	-	<b>65,700,312</b>	<b>57,708,091</b>	<b>88%</b>	-	<b>68,057,744</b>	<b>67,496,147</b>	<b>2,098,217</b>	<b>3%</b>



**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Delegation		Approved Transfers	Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
		FY 2020	FY 2021								\$	%
		Encumbrances	Budget									
<b>11402000</b>	<b>CATEGORICAL ASSISTANCE/MEDICAID LIABILITY</b>											
56102	Intermediate Nursing Care/Nursing Facility		15,280,886		15,280,886	14,784,723	97%		14,963,179	14,963,179	(317,707)	-2%
56106	Home and Community Based Care		4,690,174		4,690,174	5,117,895	109%		5,157,226	5,157,226	467,052	10%
56110	IDN Funding		1		1	-	0%		-	-	(1)	-100%
	<b>TOTAL BUDGET - CATEGORICAL ASSISTANCE</b>	-	<b>19,971,061</b>	-	<b>19,971,061</b>	<b>19,902,618</b>	<b>100%</b>	-	<b>20,120,405</b>	<b>20,120,405</b>	<b>149,344</b>	<b>1%</b>
	<b>GRAND TOTAL APPROPRIATIONS</b>	<b>302,399</b>	<b>85,368,991</b>	-	<b>85,671,373</b>	<b>77,610,709</b>	<b>91%</b>	-	<b>88,178,149</b>	<b>87,616,552</b>	<b>2,247,561</b>	<b>3%</b>
<b>FOOTNOTES:</b>												
<i>EF</i>	Expenses of Department partially offset by reimbursement from Nursing Home's daily rate											
<i>GR</i>	Percentage of expenses offset by grant revenue											
<i>SU</i>	Percentage of expenses offset by document surcharge fees											
<i>NT</i>	No expenses can be incurred or will continue to be incurred after the program starts if department does not have at least 100% funding generated from the program to cover direct expenses. Currently, the County is not providing prosecution services for FY 2021 and anticipates not doing so for FY 2022. One dollar (\$1) amounts are budgeted for several accounts only as a "placeholder" in case the situation were to change for FY 2022.											
<i>EM</i>	Installation of the Biomass generates a return on investment of approximately \$100,000 used each year to repay the Capital Fund for FY 2021 and FY 2022.											
<b>NOTES:</b>	1. Even though the Home and Community Based Care (HCBC) line is trending towards being overspent significantly at 06/30/20, the Finance Director is authorized, per Delegation Resolution 15-2021, to perform one year-end transfer between the Nursing Facility and HCBC expense lines.											
	2. FY 2021 Encumbrances have not been determined yet, and therefore are not represented on the FY 2022 Commissioners Proposed Budget. These encumbrances have no impact on FY 2022 Budgeted Appropriations as they are not a component of FY 2022 Appropriation amounts.											

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

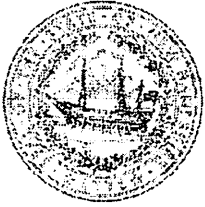
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation		Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
			FY 2021 Budget	Approved Transfers							\$ Change	% Change
<b>REVENUES</b>												
<b>10300000</b>	<b>GENERAL GOVERNMENT</b>											
30103	Interest Earned		200,000		200,000	70,979	35%		100,000	100,000	(100,000)	-50%
30106	Escheat Funds		200,000		200,000	150,000	75%		250,000	250,000	50,000	25%
30232	Miscellaneous Revenues		25,000		25,000	28,000	112%		50,000	50,000	25,000	100%
30301	Grant - FEMA		100,000		100,000	11,031	11%		100,000	100,000	-	0%
30320	COVID-19 Stimulus Funds		250,000		250,000	999,176	400%		500,000	500,000	250,000	100%
	<b>TOTAL GENERAL GOVERNMENT (EXCL. TAXES)</b>	-	<b>775,000</b>	-	<b>775,000</b>	<b>1,259,186</b>	<b>162%</b>	-	<b>1,000,000</b>	<b>1,000,000</b>	<b>225,000</b>	<b>29%</b>
<b>30100</b>	<b>New Taxes</b>		<b>49,457,963</b>	-	<b>49,457,963</b>	<b>49,457,963</b>	<b>100%</b>		<b>50,000,000</b>	<b>49,771,191</b>	<b>313,228</b>	<b>1%</b>
<b>14100000</b>	<b>REGISTER OF DEEDS</b>											
30224	Document Surcharge & Interest		90,000		90,000	90,000	100%		100,000	100,000	10,000	11%
30225	Real Estate Transfer Taxes 4% Cnty		1,200,000		1,200,000	2,120,000	177%		2,100,000	2,100,000	900,000	75%
30232	Recording, copy and fax fees		1,600,000		1,600,000	2,926,340	183%		2,364,835	2,364,835	764,835	48%
30251	Deeds LCHIP		37,000		37,000	45,000	122%		58,157	58,157	21,157	57%
	<b>TOTAL DEEDS REVENUE</b>	-	<b>2,927,000</b>	-	<b>2,927,000</b>	<b>5,181,340</b>	<b>177%</b>	-	<b>4,622,992</b>	<b>4,622,992</b>	<b>1,695,992</b>	<b>58%</b>
<b>15100000</b>	<b>SHERIFF'S OFFICE</b>											
30226	Outside Detail		432,834		432,834	277,100	64%		375,241	375,241	(57,593)	-13%
30231	Bailiff Salary Reimbursement		496,000		496,000	381,950	77%		503,978	503,978	7,978	2%
30227	Civil		400,000		400,000	216,610	54%		380,500	380,500	(19,500)	-5%
30307	Sheriff's Grants		1		1	0	0%		1	1	-	0%
30232	Sheriff's Misc		2,100		2,100	2,150	102%		2,400	2,400	300	14%
30233	District Court and Juv Transport		82,000		82,000	3,400	4%		41,000	41,000	(41,000)	-50%
30255	RDS Server Licensing		-		-	-	-		36,000	36,000	36,000	100%
	<b>TOTAL SHERIFF'S REVENUES</b>	-	<b>1,412,935</b>	-	<b>1,412,935</b>	<b>881,210</b>	<b>62%</b>	-	<b>1,339,120</b>	<b>1,339,120</b>	<b>(73,815)</b>	<b>-5%</b>
<b>15101000</b>	<b>DISPATCH</b>											
30302	Seabrook Salary Reimbursement		50,000		50,000	50,000	100%		50,500	50,500	500	1%
	<b>TOTAL DISPATCH REVENUE</b>	-	<b>50,000</b>	-	<b>50,000</b>	<b>50,000</b>	<b>100%</b>	-	<b>50,500</b>	<b>50,500</b>	<b>500</b>	<b>1%</b>
<b>11300000</b>	<b>MAINTENANCE</b>											
30232	Maintenance Misc		1		1	21,533	2153300%		1	1	-	0%
30261	TREC Revenues		50,000		50,000	16,668	33%		110,000	110,000	60,000	120%
	<b>TOTAL MAINTENANCE REVENUE</b>	-	<b>50,001</b>	-	<b>50,001</b>	<b>38,201</b>	<b>76%</b>	-	<b>110,001</b>	<b>110,001</b>	<b>60,000</b>	<b>120%</b>
<b>11300001</b>	<b>IT</b>											
30232	Telecommunications		15,000		15,000	8,957	60%		10,000	10,000	(5,000)	-33%
	<b>TOTAL IT REVENUE</b>	-	<b>15,000</b>	-	<b>15,000</b>	<b>8,957</b>	<b>60%</b>	-	<b>10,000</b>	<b>10,000</b>	<b>(5,000)</b>	<b>-33%</b>
<b>13100000</b>	<b>COUNTY ATTORNEY</b>											
30232	Misc		1		1	6,008	600800%		1	1	-	0%
30240	Plastow District Court		1		1	-	0%		1	1	-	0%
30250	Exeter District Court		1		1	-	0%		1	1	-	0%
30307	Grants VOCA		50,000		50,000	48,000	96%		50,000	50,000	-	0%
	<b>TOTAL COUNTY ATTORNEY REVENUES</b>	-	<b>50,003</b>	-	<b>50,003</b>	<b>54,008</b>	<b>108%</b>	-	<b>50,003</b>	<b>50,003</b>	-	0%

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Delegation				Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
		FY 2020	FY 2021	Approved	Approved						\$	%
		Encumbrances	Budget	Transfers	Transfers						Change	Change
<b>11717000</b>	<b>LONG TERM CARE SERVICES</b>											
	<b>Nursing Home (A)</b>											
	Board and Care											
30208	NH Medicaid		7,262,373		7,262,373	6,487,600	89%	7,724,900	7,724,900	462,527	6%	
30209	Private		4,239,471		4,239,471	2,036,500	48%	3,992,000	3,992,000	(247,471)	-6%	
30232	Misc		500		500	500	100%	500	500	-	0%	
30234	Medicare Part B		194,229		194,229	556,800	287%	462,900	462,900	268,671	138%	
30235	Medicare Part A		2,180,890		2,180,890	1,000,000	46%	1,695,900	1,695,900	(484,990)	-22%	
11700*30246	HB 663 5.5% Bed Assessment		2,900,000		2,900,000	2,674,698	92%	2,569,000	2,569,000	(331,000)	-11%	
	<b>Total Board and Care</b>	-	<b>16,777,463</b>	-	<b>16,777,463</b>	<b>12,756,098</b>	<b>76%</b>	<b>16,445,200</b>	<b>16,445,200</b>	<b>(332,263)</b>	<b>-2%</b>	
<b>11700000</b>	<b>Administration</b>											
30230	Telephone		1		1	-	0%	1	1	-	0%	
30232	Misc		1		1	5,001	500100%	1	1	-	0%	
30247	Special Resident Projects		5,000		5,000	-	0%	5,000	5,000	-	0%	
30408	Gift shop		20		20	-	0%	20	20	-	0%	
	<b>Total Administration</b>	-	<b>5,022</b>	-	<b>5,022</b>	<b>5,001</b>	<b>100%</b>	<b>5,022</b>	<b>5,022</b>	<b>-</b>	<b>0%</b>	
<b>11701000</b>	<b>Dietary</b>											
30232	Misc		2,500		2,500	-	0%	500	500	(2,000)	-80%	
30407	Snack Bar		-		-	428	0%	-	-	-	0%	
	<b>Total Dietary</b>	-	<b>2,500</b>	-	<b>2,500</b>	<b>428</b>	<b>17%</b>	<b>500</b>	<b>500</b>	<b>(2,000)</b>	<b>-80%</b>	
<b>11706000</b>	<b>Environmental Services</b>											
30232	Misc		-		-	-	0%	-	-	-	0%	
	<b>Total Environmental Services</b>	-	<b>-</b>	-	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	
<b>11702000</b>	<b>Medical and Nursing</b>											
30232	Misc		1		1	1,746	174600%	1	1	-	0%	
30215	Physicians Fees		60,000		60,000	6,353	11%	60,000	60,000	-	0%	
	<b>Total Medical and Nursing</b>	-	<b>60,001</b>	-	<b>60,001</b>	<b>8,099</b>	<b>13%</b>	<b>60,001</b>	<b>60,001</b>	<b>-</b>	<b>0%</b>	
	<b>Total Nursing Home</b>	-	<b>16,844,986</b>	-	<b>16,844,986</b>	<b>12,769,626</b>	<b>76%</b>	<b>16,510,723</b>	<b>16,510,723</b>	<b>(334,263)</b>	<b>-2%</b>	
<b>11718000</b>	<b>Assisted Living ( B )</b>											
30209	Assisted Living Private Pay		1,133,713		1,133,713	868,650	77%	1,130,000	1,130,000	(3,713)	0%	
30208	Assisted Living Medicaid		424,601		424,601	306,700	72%	418,000	418,000	(6,601)	-2%	
30232	Misc		100		100	-	0%	100	100	-	0%	
30234	Medicare B		17,175		17,175	35,200	205%	22,600	22,600	5,425	32%	
	<b>Total Assisted Living</b>	-	<b>1,575,589</b>	-	<b>1,575,589</b>	<b>1,210,550</b>	<b>77%</b>	<b>1,570,700</b>	<b>1,570,700</b>	<b>(4,889)</b>	<b>0%</b>	
	<b>SUBTOTAL LTC REVENUES</b>	-	<b>18,420,575</b>	-	<b>18,420,575</b>	<b>13,980,176</b>	<b>76%</b>	<b>18,081,423</b>	<b>18,081,423</b>	<b>(339,152)</b>	<b>-2%</b>	
11717*30221	Proportionate Share Receipts		5,750,000		5,750,000	6,876,369	120%	5,800,000	5,928,809	178,809	3%	
	<b>TOTAL LTC REVENUES</b>	-	<b>24,170,575</b>	-	<b>24,170,575</b>	<b>20,856,545</b>	<b>86%</b>	<b>23,881,423</b>	<b>24,010,232</b>	<b>(160,343)</b>	<b>-1%</b>	

**ROCKINGHAM COUNTY FISCAL YEAR 2022 COMMISSIONERS PROPOSED BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2020 Encumbrances	Delegation		Approved 2021 Including Transfers & Encumbrances	Expected at 6/30/2021	% Expected at 6/30/2021	FY 2021 Encumbrances	Department Proposed FY 2022	Commissioners Proposed FY 2022	vs. FY 2021 Approved Budget	
			FY 2021 Budget	Approved Transfers							\$ Change	% Change
<b>11600000</b>	<b>DEPARTMENT OF CORRECTIONS</b>											
30204	Federal Prisoners		1		1	-	0%		1	1	-	0%
30205	Work Release Board		50,000		50,000	-	0%		25,000	25,000	(25,000)	-50%
30315	Medical Co-Pay		1,000		1,000	25	3%		1,000	1,000	-	0%
30312	Adult Diversion Program		35,000		35,000	39,333	112%		35,000	35,000	-	0%
30318	Drug Court Assistance		1		1	-	0%		1	1	-	0%
30319	Inmate Commissary Transfers		36,400		36,400	30,000	82%		1	1	(36,399)	-100%
30232	Corrections Misc.		6,500		6,500	500	8%		6,500	6,500	-	0%
	<b>TOTAL DEPT OF CORRECTIONS REVENUE</b>	-	<b>128,902</b>	-	<b>128,902</b>	<b>69,858</b>	<b>54%</b>	-	<b>67,503</b>	<b>67,503</b>	<b>(61,399)</b>	<b>-48%</b>
<b>11301000</b>	<b>PROPERTY MANAGEMENT</b>											
30200	Farm Trailer Rents		9,600		9,600	9,600	100%		9,600	9,600	-	0%
30201	Hay Sales		16,000		16,000	7,464	47%		16,000	16,000	-	0%
30260	Water Sales		28,000		28,000	36,550	131%		38,000	38,000	10,000	36%
	<b>TOTAL PROPERTY MANAGEMENT</b>	-	<b>53,600</b>	-	<b>53,600</b>	<b>53,614</b>	<b>100%</b>	-	<b>63,600</b>	<b>63,600</b>	<b>10,000</b>	<b>19%</b>
<b>11400000</b>	<b>HUMAN SERVICES/Categorical Assistance</b>											
30232	Misc Recoveries		160,000		160,000	137,000	86%		100,000	100,000	(60,000)	-38%
	<b>TOTAL HUMAN SERVICES REVENUES</b>	-	<b>160,000</b>	-	<b>160,000</b>	<b>137,000</b>	<b>86%</b>	-	<b>100,000</b>	<b>100,000</b>	<b>(60,000)</b>	<b>-38%</b>
<b>11500000</b>	<b>HUMAN RESOURCES AND FINANCE</b>											
30232	Misc		1		1	43	4300%		1	1	-	0%
	<b>TOTAL HR/FIS REVENUE</b>	-	<b>1</b>	-	<b>1</b>	<b>43</b>	<b>4300%</b>	-	<b>1</b>	<b>1</b>	-	<b>0%</b>
32005	Transfers In		2,000		2,000	2,000	100%		2,000	2,000	-	0%
	<b>TOTAL REVENUES</b>	-	<b>79,252,980</b>	-	<b>79,252,980</b>	<b>78,049,925</b>	<b>98%</b>	-	<b>81,297,143</b>	<b>81,197,143</b>	<b>1,944,163</b>	<b>2%</b>
	<b>TOTAL REVENUES OTHER THAN TAXES</b>	-	<b>29,795,017</b>	-	<b>29,795,017</b>	<b>28,591,962</b>	<b>96%</b>	-	<b>31,297,143</b>	<b>31,425,952</b>	<b>1,630,935</b>	<b>5%</b>
<b>10000000</b>	<b>FUND BALANCE</b>											
33000	Reserve for Encumbrances	302,399			302,399	302,399	100%				-	0%
33030	Unreserved Fund Balance		6,116,011		6,116,011	-	0%		6,881,006	6,419,409	303,398	5%
	<b>TOTAL FUND BALANCE</b>	<b>302,399</b>	<b>6,116,011</b>	-	<b>6,418,410</b>	<b>302,399</b>	<b>5%</b>	-	<b>6,881,006</b>	<b>6,419,409</b>	<b>303,398</b>	<b>5%</b>
	<b>TOTAL REVENUE and FUND BALANCE</b>	<b>302,399</b>	<b>85,368,991</b>	-	<b>85,671,390</b>	<b>78,352,324</b>	<b>91%</b>	-	<b>88,178,149</b>	<b>87,616,552</b>	<b>2,247,561</b>	<b>3%</b>



# STATE OF NEW HAMPSHIRE

## Executive Council

STATE HOUSE ROOM 207

CONCORD, NEW HAMPSHIRE 03301

(603) 271-3632 FAX: 271-3633



**TO: All District Three Constituents**  
**FROM: Executive Councilor Janet Stevens**

**DATE: April 21, 2021**

The Executive Council met on Wednesday, April 21, 2021 to review and vote on 106 warrant/agenda items and to approve Civil Commissions, Nominations and Confirmations, as well as Department of Military Affairs and Veterans Services Nominations, Confirmations and Appointments. Additionally, 25 Informational Items, Pursuant to RSA 21-P:43, RSA 4:45, RSA 4:47 and Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24, and 2020-25 were included on the agenda.

Following the Executive Council meeting on April 21, 2021, the Executive Council held a confirmation hearing for a Judicial Branch nominee to serve on the New Hampshire Circuit Court and a nominee to serve on the Public Utilities Commission. The Circuit Court nominee, Attorney Beth Kissinger of Hopkinton, NH, current Staff Attorney for the Circuit Court and Daniel Goldner, of Manchester, spoke before the Executive Council and were questioned by members of the Executive Council. Testimony - both for and against the nominees - was provided in person and via telephone. The nomination of Attorney Kissinger to serve on the Circuit Court was supported by the Judicial Selection Commission. The Executive Council will vote on the nominees at the next meeting of the Council on Wednesday, May 5, 2021.

#### **#4 MOP 150, I, B (4): Nominations, Confirmations and Appointments**

##### **DEPARTMENT OF TRANSPORTATION**

**#E.** Authorized the Bureau of Right of Way's request to revise the **Commission for the hearing on the proposed reconstruction of the intersection of NH Route 108, Amesbury Road and Maple Avenue in Newton.** On April 7, 2021, item #4E, the G&C authorized a hearing, and the appointment of a Commission of three persons. The membership of the suggested committee has since changed to include Councilor Janet L. Stevens, in place of Christopher Cross at the Councilor's request.

**#4F** Authorized the Bureau of Right of Way's Request to revise the Special Committee for the hearing on a proposal to reconstruct and widen NH Route 125 to a three lane section to improve safety and access control along the corridor. The proposal includes realignments of Kingston Road, Happy Hollow Road and Colonial Road. On September 23, 2020, the G&C authorized a hearing and the appointments of a special committee. **The membership of the suggested committee has since changed to include Councilor Janet L. Stevens, in place of Councilor Theodore Gatsas, who has resigned from the committee.**

#### **#5 MOP 150, I, B (5): Other Items**

##### **DEPARTMENT OF ENVIRONMENTAL SERVICES**

**#D.** Authorized to amend a contract with the **Rockingham Planning Commission, Exeter, NH (originally approved by G&C on 1-8-20, item #39), for the "Coastal Resilience: North Hampton and Little Boars Head Coastal Hazards and Adaptation Mater Plan Chapters"** project by extending the completion date to June 30, 2022 from June 30, 2021, and revising the scope of work to include additional reporting deliverables. Effective upon G&C approval. No Cost. 100% Federal Funds.

## **DEPARTMENT OF TRANSPORTATION**

**#20** Authorized the Bureau of Right of Way to pay property and business owners \$59,250 as documented in the Contemplated Awards List for amounts greater than \$5,000 for the period extending from March 17, 2021 through April 7, 2021. Derry/Londonderry I-93 Exit 4A New Interchange. Accurate Chassis Solutions, LLC compensated for moving expenses - business owner (\$6,750). Replacement housing payment (Housing of Last Resort-Owner) Charles and Linda Carter (\$52,000) Effective upon G&C approval.

**#28** Authorized the Bureau of Highway Maintenance, Well Section, to enter into a contract with Wragg Bros., of Vermont, Inc., Ascutney, VT, for the decommissioning of three wells in the Towns of Chester, Hopkinton and Weare, NH, in the amount of \$12,780. Effective upon G&C approval through May 20, 2022. 100% Highway Funds.

## **DEPARTMENT OF MILITARY AFFAIRS AND VETERANS SERVICES**

**#38** Authorized to exercise the first renewal option in an existing contract with AC Electric Corp., Auburn, ME (originally approved by G&C on 6-24-20, item #89), to provide transformer preventative maintenance services at the Pease Air National Guard Facility in Newington, NH, in the amount of \$56,369. Effective July 1, 2021 through June 30, 2022. 25% General, 75% Federal Funds.

## **DEPARTMENT OF AGRICULTURE, MARKETS & FOOD**

**#46** Authorized the State Conservation Committee to enter into a grant with Seabrook-Hampton Estuary Alliance, Hampton, NH, in the amount of \$21,900 for Hampton –Seabrook Estuary Management Plan project in the Town of Hampton, Rockingham County. Effective upon G&C approval through April 30, 2023. 100% Other Funds.

**#50** Authorized the State Conservation Committee to enter into a grant with Southeast Land Trust of NH, Exeter, NH, in the amount of \$20,000 for Leighton Forest project in the Towns of Barrington and Strafford, Strafford County. Effective upon G&C approval through April 30, 2023. 100% Other Funds.

## **DEPARTMENT OF ENVIRONMENTAL SERVICES**

**#67** Authorized to award a grant to the Rock Rimmon Cooperative Inc., Danville, NH, in the amount not to exceed \$250,000 for water system improvements. Effective upon G&C approval through December 1, 2022. 100% Drinking Water and Groundwater Trust Fund. (2)Further authorize a loan agreement with the Rock Rimmon Cooperative Inc., Danville, NH, in the amount not to exceed \$452,500 to finance water system improvements. Effective upon G&C approval. 100% Drinking Water State Revolving Loan Fund Repayment Funds.

**#68** Authorized to enter into grant agreements with the entities, as detailed in a letter dated March 17, 2021, totaling \$27,750, to fund exotic aquatic plant control activities. Powwow Pond in Kingston (\$3,000), Beaver Lake and Meadows in Derry (\$5974). Note: These grant awards, while less than \$10,000 threshold, require Governor and Council approval as the entities have already received funds in excess of the threshold for the fiscal year. Effective upon G&C approval through December 31, 2021.

**#73** Authorize to award a Local Source Water Protection grant to the Town of Epping, in the amount of \$15,000 to complete a project to protect public drinking water supplies. Effective upon G&C approval through May 31, 2022. 100% Federal Funds.

**#76** Authorized to enter into an agreement with the Rockingham Planning Commission, Exeter, NH, to

complete the Update Exeter-Squamscott River Corridor Management Plan project, in the amount of \$7,340. Effective upon G&C approval through December 31, 2022. 100% Federal Funds.

**#79** Authorized to enter into a grant agreement with Two Devine Lobster Company LLC, Hampton Falls, NH, totaling \$38,000 for partial funding of a commercial fishing boat marine engine replacement. Effective upon G&C approval through September 30, 2021. 45% Federal, 55% VW Settlement Funds.

#### **DEPARTMENT OF ENVIRONMENTAL SERVICES**

**#80** Authorized to enter into a sole source agreement with the Rockingham County Conservation District, Brentwood, NH, to control invasive plants within Odiorne Point State Park in Rye, NH, in the amount of \$50,000. Effective upon G&C approval through December 31, 2022. 100% Federal Funds.

**#81** Authorized to enter into a sole source agreement with the University of NH, Sponsored Programs Administration, Durham, NH, to provide planning technical assistance to coastal communities, in the amount of \$12,500. The New Hampshire Coastal Program (NHCP) annual program budget includes local technical planning assistance funds for the UNHCE/NHSG programs, the Seabrook Hampton Estuaries Alliance (SHEA), and the two Regional Planning Agencies - Rockingham Planning Commission. Effective July 1, 2021 through June 30, 2022. 100% Federal Funds.

**#83** Authorized Ridgewood Association's request to perform work on Great Pond in Kingston.

**TABLED ITEM#'s 93**

**WITHDRAWN ITEMS#'s 104, 105**

**ITEM REMOVED FROM THE TABLE AND APPROVED-#57 (Public Utilities Commission –tabled at G&C meeting 3/24/21& 4/7/21)**

**ITEM REMOVED FROM THE TABLE AND DENIED-#81 (Fish and Game Commission –tabled at G&C meeting 1/22/21)**

**ITEM REMOVED FROM THE TABLE AND FAILED-#40 (Office of Strategic Initiative –tabled at G&C meeting 3/24/21 & 4/7/2021)**

#### **INFORMATIONAL ITEMS**

##### **DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**#D.** Pursuant to RSA 4:45, RSA 21-P:43, and Section 4 of Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24, 2020-25, 2021-01, 2021-02, and 2021-04, Governor Sununu has authorized the Department of Health and Human Services, Office of the Commissioner, to enter into a Retroactive, Sole Source lease agreement with Mall at Rockingham, LLC, Salem, NH, in the amount of \$192,903, to secure an indoor location for a State Vaccination Site as part of the State's COVID-19 vaccination strategy, effective March 12, 2021 through December 31, 2021. 100% Other Funds (FEMA Public Assistance).

##### **DEPARTMENT OF TRANSPORTATION**

**#T.** Pursuant to RSA 4:45, RSA 21-P:43, and Section 4 of Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24, 2020-25, 2021-01, 2021-02, 2021-04 and 2021-05 and suspend the Manual of Procedures 150, V., A.,

5., requirement, Governor Sununu has authorized the Department of Transportation to accept federal funding from the Federal Aviation Administration (FAA) to fund operations and maintenance, concessions and airport planning and development projects at the Portsmouth International Airport at Pease and the Skyhaven Airport. Federal participation in the amount of \$2,455,647.00 through September 30, 2025. 100% Federal Funds (FAA).

#### **DEPARTMENT OF ADMINISTRATIVE SERVICES**

**#X.** Pursuant to RSA 21-P:43, RSA 4:45, RSA 4:47 and Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24, and 2020-25, and suspend the Manual of Procedures 150, V., A., 5., requirement, Governor Sununu has authorized the Department of Administrative Services (DAS), Division of Public Works (DPW) to enter into a Sole Source contract amendment with RTH Mechanical Contractors, Inc., Brentwood, NH for work related to the Air Handling System at the NH Hospital, Concord, NH by increasing the price limitation by \$1,296,533.34, from \$2,828,320 to \$4,124,853.34. Effective upon the Governor's approval through June 30, 2021. 100% Federal Funds.

#### **DEPARTMENT OF MILITARY AFFAIRS AND VETERANS SERVICES**

**Major John R. Lockard, Roslindale, MA, to the rank of Major, NH Air National Guard.**  
**Captain Erick B. Earle, Hollis, NH, to the rank of Major, NH Air National Guard.**  
**Major Christopher S. Cahill, Wichita, KS, to the rank of Major, NH Air National Guard.**

#### **CONFIRMATIONS**

**Assistant Commissioner, Department of Corrections**  
**Board of Licensed Dietitians**  
**Cannon Mountain Advisory Commission**

**Education and Training Officer, Department of Administrative Services**  
**Nash Stream Forest Citizens Committee**  
**Oil Fund Disbursement Board**  
**Rivers Management Advisory Committee**  
**Speech-Language Pathology Governing Board**  
**Waste Management Council**  
**Per Diem Justice, Circuit Court**

**William T. Conway, Concord**  
**Courtney L. Eaton, Merrimack**  
**Frank A. MacConnell, Newport**  
**Terry W. Penner, Carroll**  
**Thaddeus D. Presby, Franconia**  
**Stephen J. Mason Jr., Gilmanton**  
**Sally Manikian, Shelburne**  
**Dana G. Jones, Conway**  
**Robert M. Roseen, Stratham**  
**Mariellen J. MacKay, Nashua**  
**Steven D. Bullek, Madbury**  
**Bradley M. Lown, Portsmouth**

#### **NOMINATIONS**

**Advisory Committee on Marine Fisheries**

**Associate Justices, Superior Court**

**Board of Licensing for Alcohol and Other Drug Use Professionals**  
**Board of Medical Imaging and Radiation Therapy**  
**Board of Medicine**  
**Board of Natural Scientists**  
**Division of Ports and Harbors Advisory Council**

**Ellen D. Goethel, Hampton**  
**Peter A. Whelan, Portsmouth**  
**Daniel E. Will, Loudon**  
**Elizabeth M. Leonard, Concord**  
**Renee E. DePalo, Lebanon**  
**Brandy C. Cusson, Bow**  
**Emily R. Baker, Hanover**  
**James H. Long, Lee**  
**Bradley J. Cook, Portsmouth**



**Enhanced 911 Commission**  
**Invasive Species Committee**  
**Milk Sanitation Board**  
**New Hampshire Commission for Human Rights**  
**Passenger Tramway Safety Board**

**Patrick Robinson, Manchester**  
**Andrew Mauch, Tilton**  
**Bonnie Hurley, Colebrook**  
**Elizabeth A. Asch, Hanover**  
**Stanley J. Judge, Shelburne**



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



*Victoria F. Sheehan*  
*Commissioner*

*William Cass, P.E.*  
*Assistant Commissioner*

April 26, 2021

Re: Exeter, 43254

Mr. Niko Papakonstantis  
Select Board Chair  
10 Front Street  
Exeter, NH 03833

Dear Mr. Papakonstantis:

The New Hampshire Department of Transportation (NHDOT) proposes to conduct repairs on a 42" Corrugated Metal Pipe (CMP) culvert spanning Rocky Hill Brook located on NH Route 85 (Newfields Road) in Exeter approximately 140 feet south of the NH 85 intersection with Walters Way. The repairs will consist of slip lining the pipe, replacing the headwalls and potentially adding a diffuser to the outlet. A location map is enclosed.

Engineering studies have been initiated to refine the scope and limits of work necessary for this project. The Department's Bureau of Environment is in the process of evaluating the potential environmental impacts associated with the project. To assist in this evaluation, I am asking that you notify me of any concerns relative to the project's potential impacts on environmental, social, economic, or cultural resources, such as wetlands, historic properties, and invasive plant species.

The tentative advertising date for this project is March 2022. Please feel free to contact me if you have any questions or require further information regarding the project. This letter has been sent to the Select Board, Town Manager, Town Planner, Public Works, Heritage Commission, and Conservation Commission.

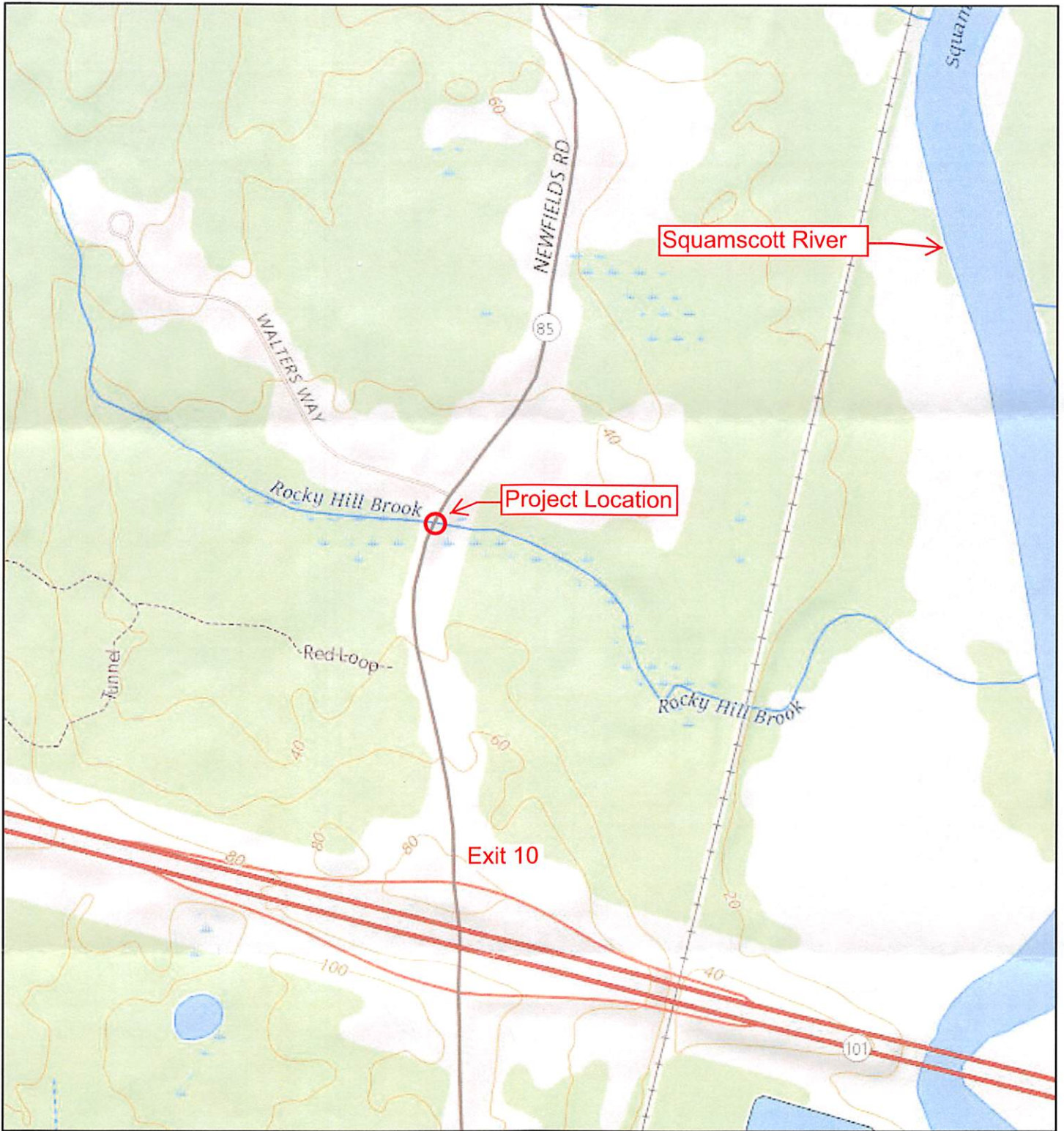
Thank you for your assistance.

Sincerely,

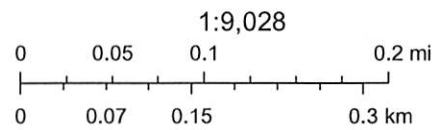
Marc Laurin  
Senior Environmental Manager  
NH Department of Transportation  
Bureau of Environment  
271-4044  
marc.g.laurin@dot.nh.gov

MGL:mgl  
Encl.

# Exeter, 43254



April 20, 2021



USGS The National Map: National Boundaries Dataset, 3DEP Elevation Program, Geographic Names Information System, National Hydrography Dataset, National Land Cover Database, National Structures Dataset, and National Transportation Dataset; USGS Global Ecosystems; U.S. Census



[racialunityteam1@gmail.com](mailto:racialunityteam1@gmail.com)

603-263-6511

Non-profit 501 (C) (3) organization

Contact: Ken Mendis  
Phone: 603-395-1242  
Email Address: [ken.racialunityteam@gmail.com](mailto:ken.racialunityteam@gmail.com)

### **News Release**

## **Racial Unity Team Organizes Art & Poetry Challenge for New Hampshire Residents of All Ages**

The Art & Poetry Challenge—the living, breathing proof of the power of the arts—is an annual challenge hosted by the Racial Unity Team. Up to \$2,000 in prize money will be awarded to winners in elementary, middle school, high school and adult categories of both art and poetry.

Every New Hampshire resident is invited to submit an original poem or visual work of art inspired by a line they choose from **Amanda Gorman's Inauguration Poem, "The Hill We Climb."**

"The challenge is designed to capture a new understanding of the meaning of racial diversity, equity, inclusion, and justice," said Racial Unity Team Chair, Ken Mendis.

The deadline for submissions is September 1, and winners will be announced prior to the September 18-25 exhibit of all entries at the historic Exeter Town Hall Gallery. For contest guidelines visit <https://racialunityteam.com/contest-rules>.

Teachers are encouraged to share this information and to encourage their students to participate. For further information, please call 603-263-6511.

**Our Mission - To advance relationships among people of different racial identities, increase understanding, and reduce racial bias in our community.**



Russ Dean &lt;rdean@exeternh.gov&gt;

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## Bigger Truck Language Pushed as Congress Weighs Infrastructure Package

1 message

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**Brad Roseberry** <broseberry@cabt.org>  
Reply-To: Brad Roseberry <broseberry@cabt.org>  
To: rdean@exeternh.gov

Thu, May 6, 2021 at 12:32 PM

Dear Town Manager Dean,

With your help, CABT is taking on special interests in Congress who are threatening to push through measures that will negatively impact public safety and infrastructure.

At issue is the current debate on Capitol Hill concerning the scope of the federal infrastructure package that is expected to be marked up this month. Various groups are leveraging that debate as an opportunity to slip through proposals that would increase the length and weight of trucks on our highways:

- FedEx CEO Fred Smith is pressing Congress to allow double 33 foot trucks, claiming it would help the environment – an erroneous assertion.
- The big truck lobby is pressing lawmakers for a pilot program that would allow states to permit any truck to increase their weight up to 91,000 pounds with six axles on interstates.
- The forestry industry is pushing a bill (H.R. 2213) that would allow massive log trucks, anywhere from 84,000 pounds up to 156,000 pounds, on interstates in up to 30 states. This would create a patchwork of weight limits on interstates, creating a nightmare for law enforcement and interstate commerce.
- State specific weight exemptions on interstates are being discussed, such as a proposal from Members of the Connecticut delegation to allow 100,000 pound trucks on their interstates.

As you know, all of these proposals would be both an added public safety danger and contribute to even more damage to our infrastructure.

The Coalition Against Bigger Trucks will continue to work with you and our national and state partners across the country to defeat these legislative threats while pressing Congress to maintain the current truck length and weight limits. Law enforcement, local government officials, first responders and civic groups have been at the forefront of this issue and are the reason we have been so successful at preventing these increases.

We will keep you updated as these proposals move through Congress.

Thank you,

Brad Roseberry  
Vice President  
Coalition Against Bigger Trucks

[Click here to unsubscribe.](#)

## Gunfire on Town Property

One of the last remaining aggressively anti-local government bills is **HB 307**, which is scheduled for a hearing on **Monday, May 10 at 1:30 p.m.**, in the Senate Judiciary Committee. It is crucial that local officials oppose this bill.

The most important thing to know about **HB 307** is that, while it calls itself “the New Hampshire Second Amendment state preemption act,” it has nothing to do with the Second Amendment. It is all about preventing municipalities from controlling their own property.

Current law, RSA 159:26, completely preempts municipal regulation of the sale, ownership, possession, or transportation of firearms. Cities and towns have absolutely no authority over these matters, nor may they require licensing or permitting of firearms. They may not prohibit or limit the carrying of a firearm on public property. Nor may they regulate the use of firearms on private property. Thus, although **HB 307** supporters claim the bill is necessary to protect gun owners’ rights, it is not. Those rights are already as safe from municipal regulation as they can possibly be.

The one thing municipalities may do under current law is to control what happens on their own property—just like any other property owner. RSA 41:11-a gives the governing body “authority to manage all real property owned by the town and to regulate its use, unless such management and regulation is delegated to other public officers by vote of the town.” This includes authority to regulate the discharge (but not the possession) of firearms on town-owned property.

**HB 307** would change that. It states, in relevant part:

No public entity shall, and no private entity leasing or operating in any manner on any property owned . . . by the state [or] a political subdivision . . . shall regulate or attempt to regulate the sale, use, or possession of firearms . . . on any property owned . . . by the state [or a] political subdivision . . . unless explicitly authorized by statute.

Thus, a city or town could no longer prohibit, or regulate in any way, the discharge of firearms on its own property. It could not, for example, post its land against hunting or other uses of guns under RSA 635:4.

There is another statute, RSA 644:13, that would still provide some limits. That statute prohibits the discharge of a firearm “within the compact part of a town or city.” The statute’s definition of “compact part” arguably includes the area around town-owned buildings—although even that is unclear—and includes “any park, playground, or other outdoor public gathering place designated by the legislative body.” But it clearly does not include the following areas, which are not “public gathering places,” and **HB 307** would not allow a municipality to prohibit shooting on these properties:

- A town cemetery;
- A town forest;
- A closed municipal landfill;
- Protected land around a municipal water source;
- Land held by the town for conservation purposes;
- Any other undeveloped town-owned land, including land taken by tax deed;

- A municipal parking lot more than 300 feet from the nearest commercial building (a separate state law, RSA 207:3-a, prohibiting hunting within 300 feet of a residential building does not apply to shooting for non-hunting purposes).

No doubt there are many other examples.

Further, the prohibition in **HB 307** applies to anyone “leasing or operating in any manner” on municipal property. Thus, if a town owns an agricultural field and leases it to a local farmer—an arrangement that exists in at least a few New Hampshire towns—the farmer could not post “No Hunting” signs on the land or restrict gunfire in any other way. (This would also apply to state-owned fields—see the following paragraph—that are leased to private individuals or businesses.)

Oddly, the bill as written even prohibits the state and counties from regulating the use of firearms on their own properties. We will not even try to imagine all the kinds of state-owned and county-owned properties where unlimited gunfire would now be permitted.

A town’s inability to regulate shooting on municipal property raises an obvious public safety concern, but that may not even be the biggest problem. At least a few towns have dealt with unauthorized shooting ranges on town property, and shooting ranges create a huge problem of lead contamination. If lead on town-owned land gets into the groundwater, the town could face significant clean-up costs and other liabilities. The state should not prohibit towns from protecting their own properties against environmental contamination.

Finally, the bill also prohibits municipalities from regulating the use of “firearms accessories” on municipal property. These would include items like Tannerite, the reactive rifle target that produces an explosion, such as the recent one in Kingston that rocked several neighboring towns and was heard as far away as Massachusetts.

**HB 307** is a dangerous bill that would seriously damage one of the most basic powers of a town or city—the power to control its own property. It does absolutely nothing to enhance Second Amendment rights; it merely requires local officials and residents to give up their rights to control local property. ***Please sign in opposition to HB 307 using the Senate remote sign-in sheet, contact members of the Judiciary Committee, and let us know if you have any questions.***