

Select Board Meeting
Monday, August 16th, 2021, 6:30 p.m.
Nowak Room, Town Offices
10 Front Street, Exeter NH 03833

Meeting in the Nowak Room at the Town Office Building. For virtual access, see instructions below.

Watch this meeting on Channel 22, or EXTV Facebook <https://www.facebook.com/ExeterTV>, or YouTube <https://www.youtube.com/c/ExeterTV98> .

To access the meeting via Zoom, click this link: <https://exeternh.zoom.us/j/89624485136>

To access the meeting via telephone, call +1 646 558 8656 and enter Webinar ID 896 2448 5136

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

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

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

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

AGENDA

1. Call Meeting to Order
2. Board Interviews – Recreation Advisory Board
3. Bid Award – Salem Street Utility Project
4. Non Public Session
5. Public Comment
6. Proclamations/Recognitions
 - a. Proclamations/Recognitions
7. Approval of Minutes
 - a. Regular Meeting: August 2nd, 2021
8. Appointments
9. Discussion/Action Items
 - a. Bill Rawson and Karen Lassey re: PEA Opening
 - b. COVID 19 Updates
 - c. Second Quarter Financial Report – Doreen Chester, Finance Director
 - d. Third Reading: Swasey Parkway One Way Street
 - e. Third Reading: Mobile Vending Ordinance
10. Regular Business
 - a. Tax Abatements, Veterans Credits & Exemptions
 - b. Permits & Approvals
 - c. Town Manager’s Report
 - d. Select Board Committee Reports
 - e. Correspondence
11. Review Board Calendar

12. Non-Public Session

13. Adjournment

Niko Papakonstantis, Chair

Select Board

Posted: 8/13/21 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

Board Interviews



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

August 16, 2021
6:50 pm

Statement of Interest Boards and Committee Membership

Committee Selection: RECREATION ADVISORY BOARD

New Re-Appointment Regular Alternate

Name: RICHARD L. (DICK) MATTHEWS Email: DICKMD@SPECTRUMMARKETING.COM

Address: 13 RUNAWIT RD Phone: 781-835-7707

Registered Voter: Yes No

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

FATHER OF 5 CHILDREN (ALL GROWN) - PTO PRESIDENT (3 YEARS - PAPER MIDDLE SCHOOL)
COACHED BASEBALL FOOTBALL BASKETBALL - READING, MA
CUBMASTER (8 YEARS), SCOUTMASTER (10 YEARS) BSA, BOSTON MINUTEMAN COUNCIL, BSA BOARD (15 YEARS)
AVID GOLFER, BICYCLIST, PICKLEBALL PLAYER, SKIER
EXETER RESIDENT 8 YEARS - TIME TO GIVE BACK (U)

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

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

After submitting this application for appointment to the Town Manager:

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

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

Signature: [Signature] Date: 8-10-21

To be completed by Select Board upon appointment:

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

Bid Award – Salem Street Utility Project



EXETER PUBLIC WORKS DEPARTMENT

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

www.exeternh.gov

DATE: August 13, 2021
TO: Russell Dean, Town Manager
FROM: Jennifer Mates, P.E., Assistant Town Engineer
RE: Salem Street Area Improvement Project
Contractor Bid Award Recommendation

The Salem Street Area Improvement Project includes water, sewer, drainage, roadway, and sidewalk construction on all or portions of Forest Street, Hale St, Locust Street, Oak Street, Park Street (portion), Salem Street, Wadleigh Street, Walnut Street, and Warren Street. The town voted in March 2021 to approve funding for construction, construction administration (CA), and inspection in the amount of \$5,100,000.

The design process included two public meetings to obtain input from the residents. During these meetings, the need for sidewalks was identified. A curbed sidewalk and associated closed drainage system were added to a portion of Oak Street and Salem Street.

On June 30, 2021, the Department of Public Works (DPW) issued a request for bids for construction. A non-mandatory pre-bid meeting was held at DPW on July 13, 2021. Four contractors submitted bids on or before the due date of August 2, 2021, which are summarized below:

Contractor	Total
Jamco Excavators, LLC	\$3,415,853.69
DeFelice Corporation	\$4,095,711.25
<i>Engineer's estimate</i>	<i>\$4,193,448.54</i>
Albanese D&S, Inc.	\$4,215,838.00
N. Granese & Sons, Inc.	\$4,394,925.00

The bids were reviewed by Hoyle, Tanner & Associates (HTA) and found to be complete. Reference checks were also completed for the apparent low bidder. DPW reviewed the available water, sewer, and general fund budgets for the project and found that the low bid is within the budget for each fund. **Both HTA and the DPW recommend the award of the contract to Jamco Excavators in the amount of \$3,415,853.69.**

Page 2 of 2
Mr. Russel Dean
August 13, 2021

The HTA contract for CA and inspection is will be presented for consideration at a future Select Board meeting. A neighborhood meeting will be scheduled prior to the start of construction to discuss the scheudule and what residents can expect during construction. Construction is anticipated to start in September 2021 and continue through the fall of 2022. This includes a winter shut-down of work which is typically from December to April.

Proclamations/Recognitions

Minutes

**Select Board Meeting
Monday August 2, 2021 6:50 PM
Nowak Room, Town Offices
Draft Minutes**

1. Call Meeting to Order

Members present: Julie Gilman, Molly Cowan, Lovey Roundtree Oliff, Niko Papakonstantis, and Town Manager Russ Dean were present at this meeting. Daryl Browne was not present. The meeting was called to order by Mr. Papakonstantis at 6:55 PM.

2. Board Interviews

- a. The Board interviewed Tom Patterson for the Conservation Committee.

3. Public Comment

- a. Bill Campbell of 111 High Street asked if the new position of Assistant Town Manager has been filled. Mr. Papakonstantis said this was not a new position, but a reorganization of the Human Resources Director position due to a retirement and in response to a goal of reorganization identified by the Select Board at their planning session. Mr. Dean said the position was filled a week ago Tuesday. Mr. Campbell said his understanding was that the process was non-public, the position was not posted, and only one candidate was considered. Mr. Dean said it was an internal promotion and was not posted to the general public. Mr. Campbell said he considers this a new position; it should have been open to public candidates, and should have gone to the Budget Recommendations Committee. He remembers a lot of positions created during his time on the Select Board that went to the BRC. This process [for the Assistant Town Manager position] was not transparent.

4. Proclamations/Recognitions

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

5. Approval of Minutes

- a. Regular Meeting: July 19, 2021

MOTION: Ms. Cowan moved to approve the minutes of July 19, 2021 as presented. Ms. Oliff seconded. Ms. Gilman abstained, as she was not present at the July 19 meeting, and the minutes were approved 3-0-1.

6. Appointments

- a. Appointment - Conservation Committee

Mr. Dean said that the Conservation Commission has two alternate vacancies and a full member vacancy, all ending in 2022. Ms. Gilman said they should let the Conservation Commission decide whether to move the appointee up to a full member.

MOTION: Ms. Cowan moved to appoint Thomas Patterson to the Conservation Committee as an alternate. Ms. Gilman seconded. All were in favor and the motion passed 4-0.

b. Resignation

MOTION: Ms. Gilman moved to accept with regret the resignation of David Wold from the Communications Advisory Committee. Ms. Cowan seconded. All were in favor and the motion passed 4-0.

7. Discussion/Action Items

a. Swasey Parkway One Way - Second Reading Town Ordinance Amendment

Ms. Gilman read the amendment:

Amend chapter Three of the Exeter Town Ordinances, One-Way Streets and Traffic Circles, as follows:

Add to 301 One-way streets, add "Swasey Parkway northerly from Water Street entrance to exit on Water Street."

Mr. Papakonstantis asked for public comment, but there was none. The third and final reading will be at the Select Board meeting August 16.

b. Mobile Vending - Second Reading Town Ordinance Amendment

Ms. Gilman said that they are having the second reading of the change and implementation as previously discussed. Mr. Papakonstantis asked for public comment, but there was none. The third and final reading will be at the Select Board meeting August 16.

Mr. Dean said Mr. Browne had asked a question at the last meeting about the language of the ordinance, but it comes directly from the NH RSA.

c. Bid Opening - Salem Street Utilities Project

Jen Mates of Public Works, as well as Joe Ducharme of Hoyle Tanner, the Project Manager for the engineering firm that designed the project, and Donna Akerley, the Senior Advisor on the electronic bid opening process, were present virtually via Zoom to do the bid opening. Ms. Mates said this is a virtual bid opening, and the bid documents came in through an online distributor. There were 11 original plan holders, and they were down to 4 that have picked up the addenda to submit a bid.

Mr. Ducharme read the bids:

- i. Jamco Excavation LLC, \$3,415,853.69
- ii. Defelice Corporation, \$4,095,711.25
- iii. Albanese D&S Inc, \$4,215,838
- iv. N. Granese & Sons \$4,394,925

Mr. Ducharme said they will review the bids with the DPW staff in more detail. Mr. Dean said the project is budgeted at \$5.1M, so the quotes look good. Ms. Mates said the \$5.1M budget includes engineering costs, which will be an additional contract for HTA when they understand how to phase the construction.

These bids are not the final numbers; they will be closer to \$5.1M, but likely not at \$5.1M.

MOTION: Ms. Gilman moved to forward the bids for construction on Salem Street Area Utility Project to the Department of Public Works for their review. Ms. Cowan seconded. All were in favor and the motion passed 4-0.

d. CBDG Public Hearing: Icey Hill Cooperative

MOTION: Ms. Gilman moved to open the public hearing on the Icey Hill Cooperative Water and Sewer Connection. Ms. Cowan seconded. All were in favor and the motion passed 4-0.

Donna Lane, the CDBG consultant, was present to discuss the project. An informational document was available at the meeting.

Ms. Lane read a statement:

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 for public facility projects, up to \$500,000 for housing projects, and up to \$350,000 for emergency activities. Up to \$25,000 is available per planning study grant. All projects must directly benefit a majority of low and moderate income persons. This public hearing is to update the public on, and take public comment on, the progress of the Icey Hill Cooperative water and sewer connection into the municipal systems CDBG project. Icey Hill is a 15 unit manufactured housing cooperative located at Deep Meadows Lane in Exeter. The project is currently out to bid with construction to begin in the late summer/fall. Construction completion is expected by summer/fall 2022. The project was supposed to be done by December 2021 but was delayed. We are requesting a year extension as well.

Ms. Gilman said it's great that this work is continuing.

Mr. Papakonstantis asked for public comment, but there was none. He brought the discussion back to the Board.

MOTION: Ms. Gilman moved to close the public hearing. Ms. Cowan seconded. All were in favor and the motion passed 4-0.

MOTION: Ms. Cowan moved to open the Public Hearing on the Icey Hill Cooperative Project Gap Financing. Ms. Gilman seconded. All were in favor and the motion passed 4-0.

Ms. Lane read a statement:

NH CDFA has made available a Gap Financing pool set aside of approximately \$900,000 for projects financially impacted by increased costs due to Covid-19. \$71,000 of Gap funds have been requested for the Icey Hill Cooperative Municipal Water and Sewer Connection Project. \$71,000 of Gap financing funds have been requested, and will go to CDBG Advisory Board on Thursday. The condition is this required public hearing.

Mr. Papakonstantis asked for public comment, but there was none. He brought the discussion back to the Board.

MOTION: Ms. Cowan moved to close the public hearing. Ms. Gilman seconded. All were in favor and the motion passed 4-0.

MOTION: Ms. Cowan moved to approve the submittal of a GAP funding amendment request to CDFA for \$71,000 for the Icey Hill Cooperative Municipal Water and Sewer Connection CDBG Project to cover increased construction costs due to COVID-19. Ms. Gilman seconded. All were in favor and the motion passed 4-0.

8. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

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

b. Permits & Approvals

- i. There were no permits or approvals considered at this meeting.

c. Town Manager's Report

- i. Mr. Dean said Melissa Roy is the new Human Resources Director/Assistant Town Manager. They're excited to welcome her to that role. David Tovey is now the Assistant Parks and Rec Director.
- ii. Nicholas Patterson is a new Police Officer, and his swearing-in will be on Aug 9 at 9 AM in the Nowak Room.
- iii. Mr. Dean attended the BRC kickoff and gave a budget overview. Instructions for FY22 have been distributed to Department heads. The CIP draft was given to the Planning Board, which will have an initial public hearing August 12th.
- iv. 15 firms submitted for the Public Safety Building RFQ. It was narrowed to 5, and they interviewed 2 firms today and will interview 3 tomorrow. They should have a proposed contract in the next 2-3 weeks. The submittals were of high quality.
- v. They extended outdoor dining for Vino e Vivo. The town is still approving temporary dining outdoors, even though the State of Emergency has expired.
- vi. He has a Health Trust summit Wednesday through Friday. This is an annual retreat to learn about their latest offerings.
- vii. PEA funded an upgrade of the sidewalks on Spring Street.
- viii. The stop sign and striping at the Brentwood Road/Epping Road intersection are in place.

d. Select Board Committee Reports

- i. Mr. Papakonstantis said tomorrow night is National Night Out at Swasey Park. He did not have any committee meetings, but Zoomed into the BRC to thank the members for the work they will put in.
- ii. Ms. Oliff had no report.
- iii. Ms. Cowan attended the Planning Board meeting last Thursday, where they conditionally approved the Nouria Energy project at the Jaguar

dealership, but they're a ways from getting actual approval. The Planning Board also voted 5-2 to approve Brian Griset's project.

- iv. Ms. Gilman had an Energy Committee meeting, where they discussed the Power Aggregation Committee. They heard an update on the solar exemption, and the town could see a tax valuation reduction. Two members are working on a webpage for rebate programs for residents. In the Conservation Committee, they gave conditional approval to a wetland permit for 32 Charter Street. There will be a skywatch event at Raynes Farm Oct 2nd. The Tree Committee was sent a proposed ordinance related to trees.

e. Correspondence

- i. A letter from Congressman Pappas congratulating Exeter on becoming a Tree City USA.
- ii. A citizens petition presented to the Select Board last week
- iii. A letter from two residents with a summary of multiple years of issues with PEA and people parking along Drinkwater Road. Mr. Dean will reach out to the relevant departments and will also follow up with the residents.
- iv. A letter from Xfinity regarding service changes
- v. A letter from Xfinity regarding their emergency fund to support school districts and libraries. Mr. Dean mentioned that our Library receives free service from Comcast.
- vi. An email from Unitil about an electric exercise on Aug 12
- vii. A letter from the Exeter Area Charitable Foundation thanking Exeter for their donation
- viii. A memo from Senator Shaheen outlining requests submitted, including those from the town of Exeter. Mr. Dean said Congressman Pappas indicated the Siphons request has moved to the next phase. He also talked to Senator Shaheen's Office on the Webster Pump Station and body cameras projects, both of which are looking good.
- ix. A letter from a resident in favor of closing Swasey Parkway to vehicle traffic.

9. Review Board Calendar

- a. The next meetings are August 16, August 23, and September 13.

10. Non-Public Session

MOTION: Ms. Cowan moved to enter into non-public session under RSA 91-A-3II(d). Ms. Gilman seconded. In a roll call vote, all were in favor and the meeting entered non-public at 7:41 PM.

11. Adjournment

MOTION: Selectwoman Gilman moved to adjourn, seconded by Selectwoman Roundtree Oliff. The motion carried and the Board stood adjourned at 8:17 PM.

Respectfully Submitted,

Joanna Bartell
Recording Secretary

Appointments

Board and Committee Appointments
August 16th, 2021

Conservation Commission

Conor Madison, full member, term to expire 4/30/22

Resignations

Val Castonguay, Recreation Advisory Board



Con Com membership

4 messages

Andrew Koff <drewkoff@gmail.com>

Thu, Jun 3, 2021 at 9:01 PM

To: Russ Dean <rdean@exeternh.gov>, "pmcelroy@exeternh.gov" <pmcelroy@exeternh.gov>

Cc: Kristen Murphy <kmurphy@exeternh.gov>, Kristen Osterwood <osterwood@gmail.com>, Nick Champion <champion.n@gmail.com>

As chair of the Conservation Commission I would like to request the Select Board appoint Nick Champion and Kristen Osterwood to the vacant voting member positions with terms to expire 4/2024.

Regards,
Andrew Koff

Pam McElroy <pmcelroy@exeternh.gov>

Fri, Jun 4, 2021 at 8:17 AM

To: Andrew Koff <drewkoff@gmail.com>

Cc: Russ Dean <rdean@exeternh.gov>, Kristen Murphy <kmurphy@exeternh.gov>, Kristen Osterwood <osterwood@gmail.com>, Nick Champion <champion.n@gmail.com>

Thanks Andrew.

We'll forward this request to the Select Board for their meeting on Monday, 6/7.

[Quoted text hidden]

--

Pam McElroy

Town of Exeter

Executive Assistant, Town Manager's Office

603-773-6102

Human Services Administrator

603-773-6116

Andrew Koff <drewkoff@gmail.com>

Tue, Aug 10, 2021 at 6:51 PM

To: Russ Dean <rdean@exeternh.gov>, "pmcelroy@exeternh.gov" <pmcelroy@exeternh.gov>

Cc: Kristen Murphy <kmurphy@exeternh.gov>

Please promote Conor Madison to voting member and Thomas Patterson should be an alternate.

Thank you!

Drew

On Thu, Jun 3, 2021 at 9:01 PM Andrew Koff <drewkoff@gmail.com> wrote:

[Quoted text hidden]

Pam McElroy <pmcelroy@exeternh.gov>

Wed, Aug 11, 2021 at 8:03 AM

To: Andrew Koff <drewkoff@gmail.com>

Cc: Russ Dean <rdean@exeternh.gov>, Kristen Murphy <kmurphy@exeternh.gov>

Thanks Drew.

[Quoted text hidden]

[Quoted text hidden]



Fwd: Rec Board

2 messages

Greg Bisson <gbisson@exeternh.gov>
To: Pam McElroy <pmcelroy@exeternh.gov>

Mon, Aug 2, 2021 at 7:36 PM

Lost another one.

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

From: **Valerie Castonguay** <valerie.poisson@gmail.com>
Date: Mon, Aug 2, 2021 at 6:55 PM
Subject: Rec Board
To: Greg Bisson <Gbisson@exeternh.gov>

Hi Greg,

I'm sorry to do this, but I need to step down from the board. When I renewed I had every intention of being a committed member for an additional two years, but without getting into the nitty gritty, I can't commit to meetings right now. I do plan on continuing to support the Rec by helping Ben with track and field in the spring, I just need to step down from the role of board member.

Thanks for understanding,

Val

--

From Greg's phone

Pam McElroy <pmcelroy@exeternh.gov>
To: Greg Bisson <gbisson@exeternh.gov>

Mon, Aug 2, 2021 at 7:42 PM

Thanks Greg. I'll forward this.

[Quoted text hidden]

--

Pam McElroy

Town of Exeter

Executive Assistant, Town Manager's Office

603-773-6102

Human Services Administrator

603-773-6116

Principal William Rawson and Karen Lassey, re: PEA Opening Plans

COVID 19 Updates

Weekly FD Report
Friday, August 13
Russ,

- Numerous EMS and Fire calls during the week, with nothing notable.
- COVID numbers continue to climb steadily fueling more concerns about the Delta variant, especially in unvaccinated residents.
- Exeter had 18 residents test positive for the virus over the past week, with 10 of those over the July 31-Aug. 1 weekend, and an additional 8 on Wednesday & Thursday. These have increased our total since March 2020 to 964, with 19 cases considered active.
- This past week NH had 1,154 positive tests for a daily average of 165. There have been 3 COVID19 related death statewide recorded this past week, with 2 coming from Rockingham County.
- While speaking with the Exeter hospital, though positive cases of COVID 19 continue to rise, the number of those cases requiring hospitalization remain very low. As of Friday, August 13, Exeter Hospital was treating 1 known case of COVID and 1 suspected case. The patients being treated may not be from Exeter, as the name and contact information cannot be given due to privacy concerns.
- Currently the state does not report whether these COVID cases are break-through positives in vaccinated residents or primarily those that are unvaccinated. We are working with our NH DHHS contacts to try to receive more focused data on vaccinated vs unvaccinated.
- Anecdotally...It would seem that the Delta variant has definitely caused an increase in COVID infections in Exeter. Most officials we speak to have indicated that due to our high community vaccination rate, are seeing much less severe symptoms of COVID, resulting in fewer requests for an ambulance, and fewer required hospital stays and reduced fatality rates.
- Statewide, COVID related hospitalizations are holding steady at in the mid to upper 50s, and fatalities have been reported between 1 and 3 weekly.

A quick summary...

Exeter finished the month of June with 927 positive cases of COVID
Between July 1-15 we saw 6 cases for a total of 933
Between July 16-30 we had only 3 additional cases for a total of 936

The weekend of July 31-August 1 the positive rates began to climb with Exeter having 8 more positive tests bringing our total to 944
Between August 2-8, 12 positive cases have been reported for a total of 956.
Between August 9-12, 8 positive cases have been reported, for a new total of 964.

Second Quarter Financial Report – Doreen Chester, Finance Director



TOWN OF EXETER
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www.exeternh.gov

TO: SELECT BOARD AND RUSS DEAN, TOWN MANAGER
FROM: DOREEN CHESTER, FINANCE DIRECTOR
SUBJECT: BUDGET VS ACTUAL RESULTS (UNAUDITED) AS OF 06/30/21
DATE: AUGUST 16, 2021

General Fund Budget vs. Actual Revenues and Expenses

General Fund Revenues

For the six months ended, June 30, 2021, (“current year”) General Fund (“GF”) actual revenues are \$9.4M or 47% collected versus the (“prior year”) ended June 30, 2020 with revenues of \$10.1M or 50% collected reflecting a decrease of \$624.8K from the prior year. Warrant articles account for \$386.7K of the variance.

Highlights of General fund revenues through June 30, 2021 are as follows:

- **Property Tax Revenues:** First half of real estate taxes of \$27,86M were billed in May 2021 and are due July 1. The Town’s portion of the tax is estimated to be \$6.6M for the first half of the current year. The balance of the taxes goes to the Exeter schools and the county.
- **Penalties and Interest on Tax Liens:** \$55K (increase of \$11K over the prior year)
- **Motor Vehicle Revenues:** \$1.65M (up by \$102.7K or 3% from the prior year)
- **Building & Permit Fees:** \$223K (increase of \$ 108.4K or 31% over the prior year due to more construction including a new PEA dormitory and Exeter Hospital Cancer Center addition)
- **Other Permits and Fees:** \$77.8K (an increase of \$ 5.6K or 3% over the prior year mostly due to increased boat registrations and OHRV license fees)
- **Revenue Sharing** was estimated to be \$147.7K for FY21. This municipal aid is suspended for FY21.
- **FEMA:** \$5.5K received so far in FY21 (federal funds have been received in FY21 and F20 for Covid-19 related reimbursements. Prior year FEMA revenues are reflected in the second half of the year)
- **State Highway Block Grant:** \$119K (decrease of \$6.7K from prior year)
- **Other State Grants:** \$14.2K (decrease of \$60.3K mostly due to the one-time first responder stipend in FY20)
- **Income from Departments:** \$ 385K (a drop of \$76K from the prior year)
 - As of June 2021, the following revenue streams realized decreases:
 - Fire general revenue; \$32.9K due to discontinuance of monitoring of fire alarm master/radio boxes in FY20 (although there isn’t a revenue replacement, the FD reduced budget line items in FY21 to offset some of the lost revenue. SRO revenue, \$13.3K curtailed for the first four months of the year due to Covid, but has been resumed under a new MOU for the months of May and June for \$ 8.4K and will be reflected in the next quarter’s revenue, \$13.3K blue bag revenue; \$11K, welfare reimbursements; 9.6K, security alarm revenue; \$ 7.2 and other miscellaneous decreases of \$2K.
- **Interest Income:** \$5.7K (decrease of \$41.3K from prior year due to lower interest rates)
- **Town Rental Revenues:** \$4K (decrease of \$16K from the prior year mostly due to the loss of Simpson Estate rental revenue in June 2020)

General Fund Expenditures

General fund expenditures are \$8.4M or 42% spent against the current year budget of \$20.2M. Expenses are \$306K lower than prior year budget of \$20.3M. Expenditure highlights are discussed below in the department sections.

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

- **General government group** has a budget of \$935K with expenditures of \$502K or 54%. Expenditures have increased by \$25K from the prior year at this time.
 - **Town Manager** expenses are \$140.2K or 55% spent in the current year versus \$127K or 52% in the prior year. Salaries, payroll taxes and benefits are \$12.6K more than projected, due to budgeted wages, taxes and benefits and unanticipated wages paid for the Interim Town Manager.
 - **Human Resources** is \$63K or 48% spent against the budget at the end of the second quarter. Expenses are up \$15K from the prior year due to the hiring of a budgeted, part-time HR Assistant in May 2021.
 - **Town Clerk** expenses are \$177.7K or 49% spent against the budget. The increase of \$3.8K is mostly due to budgeted wage, tax and benefit increases.
 - **Elections/Registration** expenses are \$7.3K and down by \$5.9K or 45% in the current year due to less elections in FY21 than the prior year.
 - **Liability** insurance expense is \$66.9K and reflects a \$7K increase over the prior year.
 - **Legal** expense is \$36.9K and has decreased by \$5.9K from the prior year.

Finance Group (Finance, Tax, Assessing and IT)

- **Finance group** budgets are \$983.3K in total with current expenditures of \$433.5K or 44% spent against the budget. Total finance group expenditures are less by \$23.7K from the prior year.
 - **Finance** is budgeted for \$338K and has current expenditures of \$171K or 51% spent which is \$7.5K less than the prior year. Audit expenditures are down by \$18.5K due to timing of payments, contract services have decreased by \$6.5K due to a small OPEB update needed in the current year and other miscellaneous decreases of \$.5K are offset by increased maintenance for Munis software of \$10.5K and budgeted increases for wages taxes and benefits of \$7.5K net of water and sewer allocations of \$2K.
 - **Tax Collection** is budgeted for \$108.4K and is expended by \$52K or 48%. Expenses are up by \$4.4K from the prior year mostly due to budgeted increases of \$6K for wages taxes and benefits offset by decreases in tax billing services and tax deed services of \$1.3K and \$1K, respectively.
 - **Assessing** is budgeted for \$ 234.9K and expended by \$126K or 54% which is a decrease of \$24.7K from the prior year. The majority of the decrease is due to a one-time upgrade charge to a cloud-based system for Vision in the prior year.
 - **Information Technology** is budgeted for \$291.5K and is expended by \$78K or 27% and is a slight increase of \$ 4.1K from the prior year. Increases are mostly due to budgeted increases in wages, payroll taxes and benefits. The larger ticket items in the budget for computers and equipment have not yet been spent in the first half of the year and is the same in the prior year. These purchases have been delayed due to the increased costs of computers and equipment.

Planning, Other Boards and Building Inspection and Economic Development Departments

Planning, Inspection/Code Enforcement, other Boards and Commissions budgets are \$533K and are expended by \$221.9K or 42% and has decreased by \$33K from the prior year.

- **Planning** expenses are \$110.9K or 45% spent from the \$244K budget and is \$10K less than the prior year. There is a decrease of \$12.9K in benefits due to changes in health plans offset by budgeted increases in wages, salaries and benefits of \$2.9K.
- **Inspection and Code Enforcement** has a budget of \$271K and is expended by \$108K and is a decrease of \$17.6K from the prior year. The decrease is mostly due to the retirement of the part-time building inspector position that has not been able to be filled.

Police Department

- **Police department** expenditures are \$1.59M or 42% spent against a budget of \$3.8M. There were 4 vacancies in the police department at the end of June 2021. One of the two vacant patrol officers was hired at the beginning of the next quarter, one position in dispatch and one position for animal control are still vacant.
 - **Police Administration** expenses are \$374K or 46% of the \$818.5K budget. There is an increase of \$4K above the prior year. Notable variances are increased FT wages and associated taxes and benefits of \$16.8K offset by decreased part-time wages and first responder stipends of \$6.3K and 6.8K respectively and other miscellaneous expenses of \$.3K.
 - **Police Staff** expenses are \$300K or 45% expended from the \$674K budget. The increase of \$34K over the prior year is mostly due increases in wages, payroll taxes and benefits of \$30K per union contract and increased training and education of \$4K.
 - **Police Patrol** expenses are \$747K or 39% expended from the \$1.9M budget. Expenses are down by \$137.4K from the prior year. Patrol division expenses are lower than expected due to position vacancies. The decreases are reflected in wages, taxes and benefits of \$104K per union contract and a reduction in a one-time expenditure of \$36.3K in FY20 for first responder stipends (federally funded) offset by a fuel increase of \$3K.
 - **Police Communications** is \$167.9K or 44% expended against the budget of \$377.8K with an overall increase of \$3.3K over the prior year. Wages, taxes and benefits have increased by \$4.9K per union contract and are offset by decreases in equipment maintenance and repair of \$1.6K.

Fire Department

- **Fire Department** expenses are \$1.74M or 45% spent against the current year budget of \$3.9M. Overall year-to-date expenses have dropped by \$87.5K.
 - **Fire Administration** expenses are \$330K or 44% expended against the current year budget of \$747K. Expenses for this division have increased by \$34.7K over the prior year and are mostly attributable to the promotion of two deputy chiefs and budgeted increases in wages, taxes and benefits.
 - **Fire Suppression** expenses are \$1.3M or 45% spent against the current year budget of \$2.98M. There is an overall decrease in the division of \$115K due to turnover at the beginning of the year reflecting a decrease of \$86K in salaries, wages and benefits and \$52.2K less in one-time payments in FY20 for first responder stipends that were federally funded. Decreases are offset by timing of expenditures in general equipment, \$9.9K education and training, \$3.5K, vehicle maintenance, \$4.5K and \$5K in uniforms.

TOWN OF EXETER – BVA REVENUE & EXPENDITURES JUNE 30, 2021 (UNAUDITED)

- **Emergency Management** expenses are \$13K or 26% expended of a \$49.4K budget. Expenses are higher by \$8.7K over the prior year and are mostly related to newly contracted computer services of \$8.2K.
- **Health Department** expenses are \$47.9K or 40% expended from a total budget of \$119K. Expenses are \$15.9K less than the prior year. The decrease of \$15.5K is related to the replacement of the mosquito control vendor at an annual budgeted savings of \$17.1K and miscellaneous increases of \$1.2K offset by timing of a \$2.4K payment of software maintenance in the current year.

Public Works Department

- **Public Works Department** expenditures are \$2.1M or 37% spent against a budget of \$5.6M. Overall, expenses are down from the prior year by \$197.7K partly due to three general fund vacancies.
 - **DPW Administration** expenses are \$19K or 34% spent of the current year budget of \$405K. Expenses are down by \$36.8K from the prior year and is due to unallocated fuel of \$23K, water and sewer allocations, \$7.4K and office supplies and postage, \$3K. One position remains unfilled for an engineering technician. There isn't a variance, because the position remained vacant during the entire 2020 year.
 - **Highways and Streets Department** expenses are \$757K or 38% spent against current year budget of \$2M. There is a decrease of \$93K or 11% in expenses from the prior year. Only one of the two vacancies for heavy equipment operator in the highway department was filled in early June. Wages benefits and taxes have decreased by \$17K from the prior year due to a vacancy for a highway heavy equipment operator. Storm drain cleaning, \$19.9K, paving, \$61K, culvert replacement, street repairs, \$7.7K, \$5.6K and dam maintenance, \$2.3K have decreased from the prior year due to timing of work. These increases are offset by a \$20.3K increase in vehicle maintenance.
 - **Solid Waste** expenses \$430K or 31% spent against the current budget of \$1.38M. A decrease of \$112.9K from the current year relates to timing of solid waste and recycling contract payments. As of the end of the second quarter, payments for the disposal contract and recycling were made through May 2020. June invoices are paid in July.
 - **Maintenance Department and Town Buildings Maintenance** expenses are \$366K or 40% spent at the end of the second quarter with a \$24K increase over the prior year. There is a \$10K increase in contracted janitorial services due to a temporary staff shortage in the maintenance department. Maintenance projects are spent by \$15.5K as of the end of the current quarter that is causing part of the increase. In the prior year maintenance projects were delayed due to Covid-19. There is a position vacancy for the HVAC technician that has been open for over a year.
 - **Public Works Garage** expenses are \$88K or 32% spent against a budget of \$273K. A vacancy for a second mechanic has not been filled for over a year.

Parks & Recreation

- **Parks & Recreation** expenditures are \$266K or 46% spent against a budget of \$580K. Recreation expenses are \$171K or 248% spent against a budget of \$357K. Parks expense are \$95K or 43% of the current budget of \$222.8K. There is one vacancy in parks for a laborer that retired at the end of May. The vacancy was not filled until the third quarter in August.

Exeter Public Library

- **Library** expenditures are \$607.9K or 56% spent versus the prior year expenditures of \$459.6K or 44% spent. Expenditures are up \$148K over the prior year. Wages, payroll taxes and benefits increased by \$46K over the prior year. Public service expenditures of \$206.3K or 100% was requested in full by the end of the second quarter of FY21. In the prior year, only \$106K or 48% was requested by the end of the second quarter. Detailed public service expenses are maintained by the Exeter Public Library.

Debt Service

- **Debt Service** expense for the general fund is \$185K or 13% of the total debt service budget of \$1.37M. The amount includes fifty percent of debt service interest through the second quarter. The principal and balance of interest payments are due in July amounting to \$ 1.2M

General Fund Net Income as of June 30, 2021 is \$1.04M versus the prior year of \$1.37M or a difference of \$318.6K from the prior year. Revenues and expenses that affect net income are described in the above narrative.

Water Fund Budget vs. Actual Revenue and Expenditures

Water Fund Revenues

- **Water Fund (“WF”) enterprise revenues are \$1.7M or 43% collected against the budget of \$4.05M.**
 - **Water consumption charges are \$1.38M or 41% collected in the current year, Prior year water consumption charges are higher by \$48K.**
 - **Water service charges are \$308K or 51% collected. The service charges exceed the prior year by \$5.5K or 2%.**
 - **Water impact fees are \$ 3K in the current year versus \$ 20K in the prior year and has a variance of \$17K.**
 - **Other water service fees are \$34.7K and have increased by \$19.1K over the prior year.**
- **Water fund receivables are \$412.8K and include: current year receivables, \$399.7K and over 90 days is \$13.1K. Delinquency notices will be sent out in July 2021 and water shut-offs are planned on August 3. 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 \$ 1.5M or 37% spent against budget through the first half of the year. Expenses have increased by \$50.7K over the prior year.**
 - **Water Administration expenses are \$229.7K or 56% spent against budget and reflect an increase of \$ 31.9K over the prior year. Wages, taxes and benefits have increased by \$25K. General operating expenditures have increased by \$6.1K of which \$5K are higher property insurance costs.**
 - **Water Billing expenditures are \$82.5K or 48% of the \$171K budget. Expenses are \$3.6K higher than the prior year. Wages, payroll taxes and benefits have increased by \$7.9K. Other expense increases are water billing software of \$ 2.8K due to conversion costs for new Munilink utility billing software included in this line item. These increased costs are offset by timing of audit fee payments of \$7K.**
 - **Water Distribution expenses are \$360K or 41% with a current year budget of \$ \$872K. There is an increase of \$44K from the prior year. Most of the variance is due to timing of quarterly payments, \$39K. for water tank maintenance. There are two vacancies for heavy equipment operators since the first quarter of the year. Half of the costs for these positions are allocated to the sewer collection department.**
 - **Water Treatment expenses are \$365K or 44% spent against the current year budget of \$822K. Expenses are \$32.7K less than the prior year due to timing for equipment maintenance, \$25K, chemicals, \$11K, contracted services for \$6.6K and building maintenance of \$5.5K offset by increases in wages, payroll taxes and benefits of \$11.2K, software agreement of \$7.4K and other miscellaneous expenses of \$3.2K.**
 - **Water Debt Service is budgeted at \$ 1.26M for FY21. Expenses for the current year are \$454K or 36% of the \$1.3M budget. Debt service is up slightly by \$1K 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 income is \$215.3K in the current year versus \$507 K in the prior year. It represents a \$291.7K decrease from the prior year. The fund needs to be self-supporting to carry all of the expenses. New rates were developed, approved and will be in effect in the third quarter of 2021.**

Sewer Fund Budget vs. Actual Revenues and Expenditures

Sewer Fund Revenues

- Sewer Fund (“SF”) revenues are \$3.17M or 45% collected against the budget of \$7M. Prior year revenues are \$2.96M or 44% collected against the budget. There is a \$209.6K increase in sewer revenue from the prior year.
 - Sewer usage charges are \$2.56M or 41% collected and are \$76K lower than the prior year.
 - Sewer service charges are \$293.5K or 51% collected and are relatively flat year over year.
 - Sewer impact fees are \$7.4K versus \$47.7K in the prior year with a variance of \$40K.
 - Sewer septage fee revenue has yielded \$84.8K through the second quarter of the year.
 - Other sewer fees are \$ 221.4K vs a negative \$24K in the prior year due to a reclass of sewer impact fees that crossed years.
- **Sewer fund receivables** are \$815K as of June 30, 2021. Current sewer receivables are approximately \$752.6K and receivables over 90 days are approximately \$62.9K
 - 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 are dropping. Payment plans have more than doubled since the prior year.

Sewer Fund Expenses

- Sewer Fund expenses are \$ 1.36M or 19% spent in the current year versus prior year expenses of \$1.32M or 17% spent with an overall decrease of \$33.4K from the prior year.
 - Sewer Administration expenses are \$256.1K or 55% spent in the current year budget of \$463K. The year over year variance is a \$12.4K increase. Wages, taxes and benefits are \$12K higher in the current year due to budgeted increases. Property insurance increased by \$6.8K. The increase is offset by a decrease in legal of \$4.7K and other smaller decreases of \$1.7K.
 - Sewer Billing expenses are \$ 81.5K or 49% of the \$167.9K budget, Expenses are \$2.3K lower than the prior year. Wages, payroll taxes and benefits have increased by \$1.4K. Other expense increases are water billing software of \$ 2.8K due to a conversion costs for new Munilink utility billing software included in this line item. These increased costs are offset by timing of audit fee payments of \$7K.
 - Sewer Collection expenses are \$269K or 37% of the current year budget of \$732K. Expenditures have decreased by \$111K from the prior year. Wages, benefits and taxes have decreased by \$5.7K and is attributable to two vacancies for heavy equipment operators since the first quarter of the year. Half of the costs for these positions are allocated to the water distribution department. Other decreases are timing related expenses for pipe relining, \$79.5K, manhole maintenance and \$32.3K. These decreases are offset by vehicle maintenance of \$4.6K and other miscellaneous increases of \$1.9K.
 - Sewer Treatment expenses are \$558.9K or 42% of the current year budget of \$1.3M. There is a \$11.6K increase over the prior year. Wages, benefits and taxes have increased by \$17.8K, equipment maintenance, \$6.2, natural gas, \$3.4K and fuel of \$1.4K. These expenses are offset by decreases in timing of expenses for chemicals, \$10.8K and solids handling, \$6.4K

TOWN OF EXETER – BVA REVENUE & EXPENDITURES JUNE 30, 2021 (UNAUDITED)

- **Sewer Fund Debt Service is budgeted at \$4.1M**, for the current year. Expenses for the first half of the year 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 are due in December.
- **Capital Outlay** has a budget to \$ 215K with year-to-date expenditures of \$5K. 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 \$1.82M versus the prior year of \$1.79M which reflects an increase of \$178K from the prior year of which \$150K is warrant articles.
 - The sewer fund was projected to run in a negative position in FY21 due to the deferment of the planned sewer rate change in 2020, because of 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 was held on May 10, 2021 during the Select Board meeting. New sewer rates were approved and become effective in July 2021.

Revolving Funds - Budget vs. Actual Revenues and Expenses

Cable Television Revolving Fund (“CATV”)

- CATV budgeted revenues are \$137.5K for the current year. Year-to-date, Comcast has paid \$37.2K in franchise fees.
- **Budgeted expenditures** are \$201.8K for the CATV fund in the current year. As of June 30, 2021, expenses are \$76K or \$8K lower than the prior year and is mostly due to timing of expenditures.
 - **Wages, taxes and benefits expenses** are \$53.9K or 42% spent in the current year. Overall, wages, payroll taxes and benefits have increased by \$7.4K. There is a \$3.4K budgeted increase in full-time wages payroll taxes and benefits. Part-time wages and taxes have increased by \$ 4.1K due to the reclassification of camera operators to media technicians and placing them on the Town’s pay scale.
 - **General expenses** are expended by \$22.3K or 30% of the budget. It is \$16.1K less from the prior year at this time due to timing of expenses. CATV capital outlay expenditures planned for the rest of the year are improvements to the Nowak room audio and establishing a podcast room in one of the new Exeter Public Library meeting rooms.
 - **Net Deficit** is \$39K as of the current second quarter versus the prior year second quarter net deficit of \$47.5K. The CATV fund is supposed to be a self-supporting fund. Deficits are depleting the CATV fund balance which is approximately \$63.9K as of June 30, 2021. CATV fund deficits need to be addressed by the Town Manager/Select Board.

Recreation Revolving Fund (“RR”)

- **Recreation Revolving Fund Revenues** are \$306K in the current year versus the prior year of \$55.7K. Most recreation programming that generates revenue was curtailed in 2020 due to the pandemic. The current year is not quite back to normal levels according to the Parks & Recreation Director, but is a definite improvement over the prior year.
 - **Program Revenue** has rebounded since FY20 and is \$258.9K in FY21 compared to \$41K in FY20. Care Kids was the only program that could be run last year in June 2020.
 - **Pool Program Revenue** is \$21.4K in the current year versus none in the prior year. The pool did not open in FY20. A strong start to the summer season in June helped this revenue stream. More season and day passes were purchased in June than in previous years. Last year the pool did not open.
 - **Concession Stand Revenue** \$6.2K and is dependent upon summer camp children enrolled. The concession has not returned to 2019 levels, because there is a smaller fraction of kids in camp and less products sold. Last year the concession stand was not open due to the pandemic.
 - The **Swim Program** was not able to run in FY21 or FY20. Parks & Recreation anticipated running swim lessons in FY21, but unfortunately, there was massive staff turnover, a lack of trained staff for swimming lessons and staff shortages. Swim classes were cancelled for 2021.
 - **Trip Revenue** is \$1.3K vs \$4.8K in the prior year. Trips are being offered, but were off to a slow start. Trips will be offered unless it is not healthy and/or safe to do so.

TOWN OF EXETER – BVA REVENUE & EXPENDITURES JUNE 30, 2021 (UNAUDITED)

- **Sponsorship Revenue** is \$6.5K in the current year. Current year sponsors are: Convenient MD, Planet Fitness, Las Olas and Jersey Mike's Subs.
- **Recreation Revolving Fund Expenses**
 - **Wages, taxes and benefits** are \$10K or 4% spent compared to the prior year of \$5.9K. Temporary/seasonal employees have been hired in FY21 as summer camp and pool staff. In the prior year, the only staff hired was for the Care Kids program.
 - **General expenses** are \$53.3K in the current year versus \$ 122.5K in the prior year with a variance of \$69K. Prior year expenses included capital outlay from recreation impact fees of \$54.7K of which \$29.7K was used to construct a pavilion at Gilman Park and \$25K was used for playground equipment removal as the initial part of the Kid's Park renovation. Program costs were higher by \$11.4K, because of the timing of expenses (Kid's Care started in June 2020), special events, \$6.1K. and printing, \$4.3K. These are offset by an increase in pool supplies of \$7.4K to get ready for the pool opening in FY21.

Net Income as of June 30, 2021 is \$242.7K versus a deficit of \$72.7K in the prior year which reflects an increase of \$315.4K in net income over the prior year.

EMS Revolving Fund

- **EMS Revolving Fund Revenue**
 - Ambulance revolving fund revenue is \$268.5K for the current year compared to \$282.9K in the prior year. EMS revenues have decreased by \$14K or 5% in the current year and is mostly due to federal stimulus funds of \$25.6K received in the prior year to defray the cost of Covid-19 expenses. Actual ambulance revenues are up by \$11.2K. Revenue dropped in FY20 due to fewer people calling for service during the FY20 pandemic.
 - Accounts billed in FY21 are 357 that represents \$349,249 in revenue versus the prior year of 409 billings and revenue of \$319,221. Collections are \$268.5 in the current year versus \$ 257.3 in the prior year for ambulance services.
- **EMS Revolving Fund** expenses are budgeted at \$377K and have been expended by \$146.9K or 39% in the current year.
 - **Wages, taxes and benefits** are \$91K or 45% expended versus \$85K 45% in the prior year with a \$6.2K increase over the prior year due to more call volume. Full-time wages, payroll taxes and benefits are up by \$1.7K due to budgeted increases. Overtime is up by \$3.4 over the prior year due to increased ambulance calls.
 - **General Expenses** are \$55K or 32% expended against budget versus the prior year of \$41K or 25% resulting in a \$19K increase. The majority of the variance is due to capital outlay of \$20.4K for a Life Pak 15 equipment for the ambulance. The unit was approved for purchase, because the old unit was failing. The unit was purchased at a 50% discount plus a \$9K trade in of the old equipment. The Life Pak 15 provides cardiac and oxygen monitoring as well as defibrillation for patients on board the Town's ambulances.
- **Net income** is \$121.5K in the current year versus \$155.8K in the prior year resulting in a \$34.3K decrease year-over-year.

Town of Exeter
 General Fund Revenues (unaudited)
 As of June 30, 2021 and 2020

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General Fund Revenues	Current Year 2021 Budget vs Actual				Prior Year 2020 Budget vs Actual				Comparison of Actuals	
	2021 Budget	Actual Revenue 06/30/21	\$ Budget Variance (Over) /Under	% Collected	2020 Budget	Actual Revenue 06/30/20	\$ Budget Variance (Over) /Under	% Collected	2021 vs 2020 \$ Variance	2021 vs 2020 % Variance
Property Tax Revenue	\$ 13,530,017	\$ 6,680,578	\$ 6,849,439	49%	\$ 12,965,585	\$ 6,505,939	\$ 6,459,646	50%	\$ 174,639	1%
Motor Vehicle Permit Fees	3,080,000	1,647,842	1,432,158	54%	3,080,000	1,545,149	1,534,851	50%	\$ 102,693	3%
Building Permits & Fees	300,000	223,214	76,786	74%	350,000	114,831	235,169	33%	\$ 108,383	31%
Other Permits and Fees	210,000	77,843	132,157	37%	210,000	72,193	137,807	34%	\$ 5,650	3%
State Revenue Sharing	147,707	-	147,707		158,990		158,990	0%	\$ -	0%
Meals & Rooms Tax Revenue	778,371		778,371		779,375		779,375	0%	\$ -	0%
State Highway Block Grant	304,590	119,097	185,493	39%	311,502	125,830	185,672	40%	\$ (6,733)	-2%
GOFERR Grant	-		-	100%	-	345,849	(345,849)	100%	\$ (345,849)	0%
FEMA	67,016	5,502	61,514	100%					\$ 5,502	0%
Other State Grants/Reimbursements	50,000	14,245	35,755	28%	25,000	74,516	(49,516)	298%	\$ (60,271)	-241%
Income from Departments	1,000,000	385,102	614,898	39%	1,075,000	461,137	613,863	43%	\$ (76,035)	-7%
Sale of Town Property	50,000	-	50,000		50,000	50,000	-	100%	(50,000)	-100%
Interest Income	55,000	5,767	49,233	10%	115,000	47,023	67,977	41%	(41,256)	-36%
Rental & Misc Revenues	14,000	6,825	7,175	49%	29,500	22,185	7,315	75%	(15,360)	-52%
Revenue Transfers In/Out	354,381	-	354,381		455,585	39,441	416,144	9%	(39,441)	-9%
Total General Fund Revenues	\$ 19,941,082	\$ 9,166,015	\$ 10,713,553	46%	\$ 19,605,537	\$ 9,404,093	\$ 10,201,444	48%	\$ (238,078)	-1%

Town of Exeter
 General Fund Expenses (unaudited)
 As of June 30, 2021 and 2020

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Department	Current Year 2021 Budget vs Actual				Prior Year 2020 Budget vs Actual				Comparison of Actuals	
	2021 Budget	Actual Expenses 06/30/21	\$ Budget Variance Under/ (Over)	% Spent	2020 Budget	Actual Expenses 06/30/20	\$ Budget Variance Under/ (Over)	% Spent	2021 vs 2020 \$ Variance	2021 vs 2020% Variance
Total General Government	\$ 935,476	\$ 502,707	\$ 432,769	54%	\$ 948,110	\$ 477,370	\$ 470,740	50%	25,337	5%
Total Finance	983,295	433,540	549,755	44%	963,748	457,198	506,550	47%	(23,658)	-5%
Total Planning & Building	533,540	221,910	311,630	42%	568,810	255,193	313,617	45%	(33,283)	-13%
Total Economic Development	147,302	70,979	76,323	48%	151,341	69,442	81,899	46%	1,537	2%
Total Police	3,781,444	1,590,822	2,190,622	42%	3,743,027	1,685,875	2,057,152	45%	(95,053)	-6%
Total Fire	3,903,592	1,740,963	2,162,629	45%	3,986,921	1,828,503	2,158,418	46%	(87,540)	-5%
Total Public Works	5,560,195	2,047,618	3,512,577	37%	5,585,091	2,245,300	3,339,791	40%	(197,682)	-9%
Total Welfare	73,120	21,193	51,927	29%	73,052	42,668	30,384	58%	(21,475)	-50%
Total Human Services	106,720	29,304	77,416	27%	103,805	36,178	67,627	35%	(6,874)	-19%
Total Parks & Recreation	580,176	266,339	313,837	46%	562,592	265,474	297,118	47%	865	0%
Total Other Culture/Recreation	33,500	15,473	18,027	46%	32,000	4,604	27,396	14%	10,869	236%
Total Library	1,081,267	607,902	473,365	56%	1,032,885	459,556	573,329	44%	148,346	32%
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	400,866	250,761	150,105	63%	421,159	277,448	143,711	66%	(26,687)	-10%
Payroll Benefits & Taxes	396,374	317,648	78,725	80%	377,856	402,374	(24,518)	106%	(84,726)	-21%
Total Transfers Out	-	1,300	(1,300)	100%	-	-	-	100%	1,300	#DIV/0!
Total General Fund Expenses	\$ 19,891,082	\$ 8,303,424	\$ 11,587,657	42%	\$ 19,605,537	\$ 8,629,527	\$ 10,976,010	44%	\$ (326,103)	-4%
Warrant Articles	\$ 276,459	\$ 100,000	\$ 176,459	36%	\$ 663,164	\$ 80,076	\$ 583,088	12%	19,924	25%
Total Expenditures	\$ 20,167,541	\$ 8,403,424	\$ 11,764,116	42%	\$ 20,268,701	\$ 8,709,603	\$ 11,559,098	43%	\$ (306,179)	-4%
Net Income/ (Deficit)	\$ 50,000	\$ 1,039,050	\$ (1,050,563)	-5%	\$ -	\$ 1,357,654	\$ (1,357,654)	-7%	(318,604)	-23%
Amounts Voted from Fund Balance	\$ 150,000	\$ 150,000	\$ -	100%	\$ 150,000	\$ 150,000	\$ -	100%	\$ -	0%

Town of Exeter

Water Fund Revenues & Expenses (unaudited)

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As of June 30, 2021 and 2020

Description	Current Year 2021 Budget vs Actual				Prior Year 2020 Budget vs Actual				Comparison of Actuals	
	2021 Budget	Actual Revenue 06/30/21	\$ Budget Variance (Over) /Under	% Collected	2020 Budget	Actual Revenue 06/30/20	\$ Budget Variance (Over) /Under	% Collected	2021 vs 2020 \$ Variance	2021 vs 2020% Variance
Water Fund Revenues										
DWSRF Asset Management Grant			-			-	0	0%	-	100%
Water Consumption Charges	3,369,674	1,384,529	1,985,145	41%	2,924,900	1,432,747	1,492,153	49%	(48,218)	-3%
Water Service Charges	602,760	308,757	294,003	51%	548,895	303,213	245,682	55%	5,544	2%
Water Impact Fees	25,000	3,066	21,934	12%	5,000	20,480	(15,480)	410%	(17,414)	-85%
Other Water Service Fees	56,750	34,653	22,097	61%	74,000	15,587	58,413	21%	19,066	100%
Water Enterprise Revenues	\$ 4,054,184	\$ 1,731,005	\$ 2,323,179	43%	\$ 3,552,795	\$ 1,772,027	\$ 1,780,768	50%	\$ (41,022)	-2%
Appropriations for Warrant Articles			-		\$ 200,000	\$ 200,000	-	100%	(200,000)	0%
Water Fund Revenues & Appropriations	\$ 4,054,184	\$ 1,731,005	\$ 2,323,179	43%	\$ 3,752,795	\$ 1,972,027	\$ 1,780,768	53%	\$ (241,022)	-12%
Water Fund Expenditures										
		Current Year				Prior Year			Comparison of Actuals	
		Actual	Variance			Actual	Variance		2021	2021 vs
DEPARTMENT	2021 Budget	Expenses 06/30/21	Under/ (Over)	% Spent	2020 Budget	Expenses 06/30/20	Under/ (Over)	% Spent	vs 2020 \$ Variance	2020% Variance
Water Administration	\$ 409,340	\$ 229,677	\$ 179,663	56%	\$ 393,161	\$ 197,719	\$ 195,442	50%	\$ 31,958	16%
Water Billing	\$ 171,147	\$ 82,504	\$ 88,643	48%	\$ 179,553	\$ 78,869	\$ 100,684	44%	\$ 3,635	5%
Water Distribution	\$ 872,786	\$ 360,213	\$ 512,573	41%	\$ 836,826	\$ 316,124	\$ 520,702	38%	\$ 44,089	14%
Water Treatment	\$ 822,395	\$ 365,605	\$ 456,790	44%	\$ 813,514	\$ 398,272	\$ 415,242	49%	\$ (32,667)	-8%
Water Fund Debt Service	\$ 1,263,186	\$ 454,747	\$ 808,439	36%	\$ 1,164,650	\$ 453,716	\$ 710,934	39%	\$ 1,031	0%
Water Fund Capital Outlay	\$ 515,330	\$ 22,968	\$ 492,362	0%	\$ 165,091	\$ 20,294	\$ 144,797	12%	\$ 2,674	13%
Total Water Fund Operating Expenses	\$ 4,054,184	\$ 1,515,714	\$ 2,538,470	37%	\$ 3,552,795	\$ 1,464,994	\$ 2,087,801	41%	\$ 50,720	3%
Warrant Articles			\$ -		\$ 200,000		\$ 200,000	0%	\$ -	0%
Grand Total of Water Fund Expenses	\$ 4,054,184	\$ 1,515,714	\$ 2,538,470	37%	\$ 3,752,795	1,464,994	\$ 2,287,801	39%	\$ 50,720	3%
Net Income/(Deficit)	\$ -	\$ 215,291	\$ (215,291)	100%	\$ -	507,033	(507,033)	100%	(291,742)	-58%

Town of Exeter
Sewer Fund Revenues & Expenses (unaudited)
As of June 30, 2021 and 2020

DRAFT

Sewer Fund Revenues	Current Year 2021 Budget vs Actual				Prior Year 2020 Budget vs Actual				Comparison of Actuals	
	2021 Budget	Actual Revenue 06/30/21	\$ Budget Variance (Over) /Under	% Collected	2020 Budget	Actual Revenue 06/30/20	\$ Budget Variance (Over) /Under	% Collected	2021 vs 2020 \$ Variance	2021 vs 2020% Variance
Description										
State Grant Revenue	\$ 16,421	\$ -	\$ 16,421		\$ 877,854	\$ -	\$ 877,854		\$ -	0%
Sewer Usage Charge	6,211,003	2,566,220	3,644,783	41%	6,160,935	2,642,897	3,518,038	43%	(76,677)	-3%
Sewer Service Charges	573,440	293,524	279,916	51%	568,916	289,393	279,523	51%	4,131	1%
Sewer Impact Fees	45,000	7,435	37,565	17%	8,000	47,764	(39,764)	597%	(40,329)	-84%
Sewer Septage Fees	150,000	84,800	65,200	100%	-	8,136	(8,136)	100%	76,664	100%
Other Sewer Fees	19,500	221,361	(201,861)	1135%	70,900	(24,454)	95,354	-34%	245,815	-1005%
Sewer Enterprise Revenues	\$ 6,998,943	\$ 3,173,340	\$ 3,825,603	45%	\$ 6,808,751	\$ 2,963,736	\$ 3,845,015	44%	\$ 209,604	7%
Total Sewer Fund Revenue	\$ 7,015,364	\$ 3,173,340	\$ 3,842,024	45%	\$ 7,686,605	\$ 2,963,736	\$ 4,722,869	39%	209,604	7%
Warrant Articles	\$ -	\$ -			\$ 150,000	\$ 150,000	\$ -	100%	(150,000)	-100%
Sewer Fund Revenues & Appropriations	\$ 7,015,364	\$ 3,173,340	\$ 3,842,024	45%	\$ 7,836,605	\$ 3,113,736	\$ 4,722,869	40%	\$ 209,604	7%

Sewer Fund Expenditures	Current Year 2021 Budget vs Actual				Prior Year 2020 Budget vs Actual				Comparison of Actuals	
	2021 Budget	Actual Expenses 06/30/21	\$ Budget Variance Under/ (Over)	% Spent	2020 Budget	Actual Expenses 06/30/20	\$ Budget Variance Under/ (Over)	% Spent	2021 vs 2020 \$ Variance	2021 vs 2020% Variance
DEPARTMENT										
Sewer Administration Expense	463,039	256,088	206,951	55%	417,513	243,671	173,842	58%	\$ 12,417	5%
Sewer Billing Expense	167,922	81,490	86,432	49%	176,328	83,807	92,521	48%	\$ (2,317)	-3%
Sewer Collection Expense	732,111	269,210	462,901	37%	708,202	380,258	327,944	54%	\$ (111,048)	-29%
Sewer Treatment Expense	1,330,179	558,964	771,215	42%	1,415,475	547,336	868,139	39%	\$ 11,628	2%
Sewer Fund Debt Service Expense	4,106,782	55,239	4,051,543	1%	4,848,995	64,738	4,784,257	1%	\$ (9,499)	-15%
Sewer Fund Capital Outlay Expense	215,331	5,107	210,224	2%	120,092	4,716	115,376	4%	\$ 391	8%
Total Sewer Fund Operating Expenses	7,015,364	1,291,098	5,724,266	18%	7,686,605	1,324,526	6,362,079	17%	\$ (33,428)	-3%
Sewer Appropriations from Reserves										
Solar Array Purchase		65,000	(65,000)	100%	-	-	-	0%	\$ 65,000	100%
Warrant Articles					150,000		150,000		\$ -	0%
Total Sewer Expenses	\$ 7,015,364	\$ 1,356,098	\$ 5,659,266	19%	\$ 7,836,605	\$ 1,324,526	\$ 6,512,079	17%	\$ 31,572	2%
Net Income/(Deficit)	\$ -	\$ 1,817,242	\$ (1,817,242)		\$ -	\$ 1,789,210	\$ (1,789,210)		\$ 178,032	10%

CATV Revolving Fund- Revenue & Expenses (unaudited)

DRAFT

Description	Current Year 2021 Budget vs Actual					Prior Year 2020 Budget vs Actual				Comparison of Actuals	
	2021	Budget	Actual 06/30/21	\$ Variance	% Variance	2020 Budget	Actual 06/30/20	\$ Variance	% Variance	2021 vs 2020 \$ Variance	2021 vs 2020% Variance
	Cable Franchise Fees	137,500	37,247	100,253	73%	150,000	37,381	112,619	75%	(134)	0%
CATV Revenue	137,500	37,247	100,253	73%	150,000	37,381	112,619	75%	(134)	100%	
CATV Expenses											
Wages, Taxes & Benefits	\$ 127,434	\$ 53,933	\$ 73,501	42%	\$ 132,183	\$ 46,497	\$ 85,686	35%	\$ 7,436	16%	
General Expenses	\$ 74,550	\$ 22,361	\$ 52,189	30%	\$ 78,921	\$ 38,482	\$ 40,439	49%	(16,121)	-42%	
Total CATV Expenses	\$ 201,984	\$ 76,294	\$ 125,690	38%	\$ 211,104	\$ 84,979	\$ 126,125	40%	(8,685)	-10%	
Net Income/(Deficit)	\$ (64,484)	\$ (39,047)	\$ (25,437)	61%	\$ (61,104)	\$ (47,598)	\$ (13,506)	78%	\$ 8,551	-18%	

Town of Exeter

Recreation Revolving Fund Revenues & Expenses(unaudited)

DRAFT

As of June 30, 2021 and 2020

Description	Current Year				Prior Year Restated				Comparison of Actuals	
	2021 Budget	Actual 06/30/21	\$ Variance	% Variance	2020 Budget	Actuals 06/30/20	\$ Variance	% Variance	2021 vs 2020 \$ Variance	2021 vs 2020% Variance
Total Revenue	\$ 582,000	306,083	\$ (275,917)	53%	\$ 656,500	\$ 55,768	\$ (600,732)	8%	\$ 250,315	449%
Wages, Taxes & Benefits	\$ 238,675	\$ 10,090	\$ 228,585	4%	\$ 240,625	\$ 5,972	\$ 234,653	2%	\$ 4,118	69%
General Expenses	\$ 289,525	\$ 53,309	\$ 236,216	18%	\$ 328,010	\$ 122,497	\$ 205,513	37%	\$ (69,188)	-56%
Total Rec Revolving Expenses	\$ 528,200	\$ 63,399	\$ 464,801	12%	\$ 568,635	\$ 128,469	\$ 440,166	23%	\$ (65,070)	-51%
Net Income/(Deficit)	\$ 53,800	\$ 242,684	\$ 188,884	451%	\$ 87,865	\$ (72,701)	\$ (160,566)	-83%	\$ 315,385	-434%

**Town of Exeter
Ambulance Revolving Fund - Revenues & Expenses (unaudited)
As of June 30, 2021 and 2020**

DRAFT

	Current Year				Prior Year				Comparison of Actuals	
	2021 Budget	Actual 06/30/21	\$ Variance	% Variance	2020 Budget	Actual 06/30/20	\$ Variance	%Variance	\$ Variance	%Variance
Total EMS Revolving Revenue	\$ 566,000	\$ 268,483	\$ 297,517	47%	\$ 556,000	\$ 282,885	\$ 273,115	51%	\$ (14,402)	-5%
Wages, Taxes & Benefits	\$ 203,121	\$ 91,747	\$ 111,374	45%	\$ 191,496	\$ 85,524	\$ 105,972	45%	\$ 6,223	7%
General Expenses	\$ 173,957	\$ 55,213	\$ 118,744	32%	\$ 164,368	\$ 41,530	\$ 122,838	25%	\$ 13,683	33%
Total Expenses	\$ 377,078	\$ 146,960	\$ 230,118	39%	\$ 355,864	\$ 127,054	\$ 228,810	36%	\$ 19,906	16%
Net Income/(Deficit)	\$ 188,922	\$ 121,523	\$ 527,635	64%	\$ 200,136	\$ 155,831	\$ 501,925	78%	\$ (34,308)	-22%

Town of Exeter
 Accounts Receivable Aging Analysis - Water & Sewer
 As of 06/30/21 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 06/30/21	\$ 1,035,242	\$ 700	\$ 79,201	\$ 113,259	\$ 1,228,402
Percent Outstanding	84%	0%	6%	9%	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)	\$ 167,116	\$ (46,641)	\$ 25,121	\$ (175,205)	\$ (29,609)
% Increase/(Decrease)	19%	-99%	46%	-61%	-2%

Accounts receivable over 90 days have decreased by \$175K or 61% from 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 Water & Sewer Collections Office has resumed the shut-off process in 2021 and have reached out to ratepayers with overdue balances to set up payment plans.

Current Year

Breakdown of Water/Sewer Accts Receivable Outstanding by Year: As of June 30, 2021				
<u>Year</u>	<u>Water</u>	<u>Sewer</u>	<u>Total</u>	<u>Percent of Total</u>
2017 and Prior	(226)	3,107	2,881	0.23%
2018	(39)	29,685	29,646	2.41%
2019	164	3,078	3,242	0.26%
2020	13,165	27,057	40,222	3.27%
*2021	399,762	752,649	1,152,411	93.81%
Total	412,826	815,576	1,228,402	100%

* Includes current cycle billing

Town of Exeter

Analysis of Property Tax/Liens Receivable
As of 06/30/21 and 12/31/20

DRAFT

<u>Type</u>	<u>Bill Year</u>	<u>Balance Outstanding as of 06/30/21</u>	<u>Balance Outstanding as of 12/31/20</u>	<u>\$ Change</u>	<u>% Change</u>
Lien	2009	\$ 403	\$ 403	-	0%
Lien	2010	839	839	-	0%
Lien	2011	4,244	6,189	(1,945)	(31)%
Lien	2012	5,604	5,604	-	0%
Lien	2013	10,957	11,848	(891)	(8)%
Lien	2014	18,266	18,973	(707)	(4)%
Lien	2015	25,128	27,038	(1,910)	(7)%
Lien	2016	55,992	61,491	(5,499)	(9)%
Lien	2017	89,809	99,203	(9,394)	(9)%
Lien	2018	154,264	199,008	(44,744)	(22)%
Lien	2019	414,241	518,935	(104,694)	(20)%
Lien	2020	574,001	1,865,534	(1,291,533)	(69)%
	Subtotal	\$ 1,353,748	\$ 2,815,065	\$ (1,461,317)	(52)%
Tax	2021	\$ 3,775,945	\$ -	\$ 3,775,945	N/A
	Subtotal	\$ 3,775,945	\$ -	\$ 3,775,945	
Grand Total		\$ 5,129,693	\$ 2,815,065	\$ 2,314,628	82%

Property tax liens receivable have decreased by 52% or \$ 1.46M from December 31, 2020. As of June 30, 2021, current year property taxes receivable are 86% collected. First half of 2021 property taxes are due on July 1, 2021. Property tax receivables for the first half of 2021 decreased by \$1.4M on July 1, 2021 and reflects an uncollected balance of \$2.3M or 82% collected.

Swasey Parkway One Way Street – Third Reading

EXETER TOWN ORDINANCES AMENDMENT – CHAPTER THREE

Chapter Three of the Town of Exeter Town Ordinances, One-Way Streets and Traffic Circles, is hereby amended as follows:

Add:

301 One – Way Streets

Add the following to the table of one-way streets

“Swasey Parkway Northerly from Water Street entrance to exit onto Water Street”

Signed this _____ day of _____, 2021

Exeter Select Board

Niko Papakonstantis, Chair

Molly Cowan, Vice Chair

Julie D. Gilman, Clerk

Lovey Roundtree Oliff

Daryl Browne

Effective Date: _____

First reading: 7/19/21

Second reading: 8/2/21

Third (final) reading: 8/16/21

Adoption Date: Effective Date:.

CHAPTER 3 ONE- WAY STREETS AND TRAFFIC CIRCLES

301 One – Way Streets

It shall be unlawful for any person to operate a motor vehicle on the following streets, highways or public ways except in the direction indicated by signs or signals or under the direction of a police officer.

Clifford Street	Northerly from Bow Street to Franklin Street
Franklin Street	Southerly from Clifford to South Street
Gill Street	Northerly from Linden to Front Street
Hall Place	Northerly from High Street for a distance of 93 feet
Kossuth Street	Northerly from Front to Garfield Street
Park Street	Westerly from B&M bridge to Oak Street
Spring Street	Northerly from Front Street to Water Street
Spruce Street	Easterly from Columbus Avenue to Winter Street
Tan Lane	Southerly from Main Street to Front Street
Water Street Municipal Parking Lot	Northeasterly onto Water Street

302 Traffic Circles

A vehicle passing around a rotary traffic island shall be driven only to the right of such island.

302.1 The following areas shall be subject to the provisions of Section 302 of this Chapter.


The Exeter Bandstand

310 Penalties

A person violating any provision of Chapter 3 of the traffic code shall be punished by a fine of not more than one hundred (\$100.00) dollars for each offense.

Mobile Vending – Third Reading Town Ordinance Amendment

**TOWN OF EXETER
MEMORANDUM**

TO: Select Board
FROM: Town Manager 
RE: Mobile Vendor Ordinance Amendment/Update
DATE: August 16th, 2021

In order to implement the changes to the mobile vendor process approved by the Board, the Town Ordinances need to be updated to include same. Attached to this agenda item is an updated ordinance that reflects those approved changes, plus forms staff plan to use to implement the permitting. This item is the third of three readings that will fully implement the changes previously approved by the Board.

Motion: Move the Select Board adopt the amendments to Chapter 8 of the Town Ordinance for Mobile Vendors

EXETER TOWN ORDINANCES AMENDMENT – CHAPTER EIGHT

Chapter Eight of the Town of Exeter Town Ordinances, Ordinance to Regulate Vendors, Hawkers, Peddlers, Solicitors, and other Itinerant Vendors, and Door-to-Door Solicitations and Canvassing is hereby amended as follows:

Add:

802: “and Mobile Vending”

Change:

802.2 c. “Board of Selectmen” to “Select Board”

Change:

802.3 “Board of Selectmen” to “Select Board”

Delete:

802.3 c. “and fax numbers”

Add:

802.3 k. “Vendors, Hawkers, Peddlers, Solicitors, and other Itinerant Vendors and Door-to-Door Solicitations and Canvassing” “OR”

802.3 l. “a non-refundable Mobile Vendor Town House Common Permit Fee of \$1,200.00 per calendar year (or prorated monthly), payable at the time of application.” “OR”

802.3 m. “a non-refundable Mobile Vending outside of WC & C1 Downtown Districts Permit Fee of twenty-five (\$25) dollars per day, one hundred (\$100) dollars per week, or two hundred fifty (\$250) per year or any part thereof, payable at the time of application.”

Change:

802.4 A. “Board of Selectmen” to “Select Board”

Change:

802.4 A. 3. “Chief of Police or designee” to “required Town Departments”

Change:

802.4 B. “Board of Selectmen” to “Select Board” (3 times)
“Chief of Police or designee” to “required Town Departments”

Change:

802.6 “Board of Selectmen” to “Select Board” (2 times)

Change:

802.7 “Board of Selectmen” to “Select Board”

Add:

802.9 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. Mobile Vendor is responsible for removal of their own trash.
4. Mobile vending units approved signage and garbage receptacles must be removed daily.
5. 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.

Additional Specifications Related to Town House Common Mobile Vending

7. 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;
8. 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 – 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.
9. 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.”

Signed this _____ day of _____, 2021

Exeter Select Board

Niko Papakonstantis, Chair

Molly Cowan, Vice-Chair

Julie Gilman, Clerk

Lovey Roundtree Oliff

Daryl Browne

First Reading: 7/19/21

Second Reading:

Third (final) Reading:

Adoption Date:

Effective Date:

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 Itinerant 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 Town House Common Permit Fee of \$1,200.00 per calendar year (or prorated monthly), payable at the time of application.

OR

- m. a non-refundable Mobile Vending outside of WC & C1 Downtown Districts Permit Fee of twenty-five (\$25) dollars per day, one hundred (\$100) dollars per week, or two hundred fifty (\$250) per year or any part thereof, 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 **required Town Departments** for review.
- B. After the application for a permit has been reviewed by the **Select Board** or designee and the **required Town Departments**, 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. Mobile vendor is responsible for removal of their own trash.
4. Mobile vending units approved signage and garbage receptacles must be removed daily.
5. 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.

Additional Specifications Related to Town House Common Mobile Vending

7. 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;
8. 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.
9. 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)

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

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 Board of Selectmen 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 Selectmen 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 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.

802.4 Official Action on the Permit

- A. Before granting any permit under this chapter, the Board of Selectmen 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 Board of Selectmen 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 Board of Selectmen or designee. A decision shall be made no later than five (5) working days after receipt of application. If the permit is denied, the Board of Selectmen 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 Board of Selectman 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 Board of Selectmen 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 Board of Selectmen 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: A vendor selling from a motor vehicle shall not:

1. Conduct his motorized 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. Stop, stand, or park his vehicle upon any street for the purpose of selling or sell on any street under any circumstances during the hours when parking, or stopping or standing has been prohibited or is prohibited by statute by signs or curb markings or ordinance;
3. Remain in any one location for longer than is authorized by the parking ordinances of the Town unless specifically authorized to do so. In areas not covered by the parking ordinances, parking shall be limited to thirty (30) minutes.

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.

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 \$X,XXX.XX 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 clean and sanitary 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 Vendor departs the vending space daily. 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 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 submit a Certificate of Insurance and endorsement/provisions with completed application maintaining General Liability/Bodily Injury/Property Damage of \$1,000,000 per occurrence, \$2,000,000 aggregate; the Town of Exeter must be listed additional insured. A copy of the Certificate of 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

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:

Downtown Mobile Vending Space Bid in figures:

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
10 Front Street
Exeter, NH 03833

Phone: 603-773-6102 Email: pmcelroy@exeternh.gov

PERMIT APPLICATION FOR MOBILE VEHICLE VENDING 802
(does not apply to WC & C1 Downtown Districts)

Fee: \$25.00 per day or \$100.00 per week or \$250.00 per calendar year or any part thereof, in accordance with Town Ordinance 802.

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

Mobile Vending location will occur at specific location as approved on this application. Not to include Town House Common permitted spaces, nor any WC or C1 Downtown District space.

Liability Insurance Required: Certificate of Insurance and endorsement/provisions to be submitted with completed application. Requirement amounts: General Liability/Bodily Injury/Property Damage: \$1,000,000 per occurrence, \$2,000,000 aggregate; the Town of Exeter must be listed as additional insured.

Today's Date: _____

Representative Information:

Name: _____

Street Address: _____ Town/State/Zip: _____

Phone#: _____ Email: _____

Organization Information:

Name: _____ Organization Tax ID#: _____

Street Address: _____ Town/State/Zip: _____

Phone#: _____ Email: _____

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

At what Town locations will mobile vending occur: (WC & C1 Downtown Districts require a separate application and fee).

Product to be sold through mobile vending _____

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

Motor Vehicle Information:

License plate#: _____ State: _____ Vehicle Description: _____

License plate#: _____ State: _____ Vehicle Description: _____

Attach additional sheet if necessary.

Complete the following information for each individual involved:

Name: _____ DOB: _____ SS#: _____

Name: _____ DOB: _____ SS#: _____

Name: _____ DOB: _____ SS#: _____

Name: _____ DOB: _____ SS#: _____

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

Town of Exeter Ordinance: 802

To regulate Vendors, Hawker, Peddlers, Solicitors, and other Itinerant Vendors, and Door-to-Door Solicitations and Canvassing, and 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

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 vehicle;

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;

Mobile Vendor is responsible for removal of their own trash.

Mobile vending units approved signage and garbage receptacles must be removed daily.

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 must apply due to special event scheduling.

Additional Specifications Related to Town House Common Mobile Vending

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 green space 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.

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 #: _____

Approvals:

Code Enforcement Officer: _____ Date: _____

Health Officer: _____ Date: _____

Highway Superintendent: _____ Date: _____

Exeter Police Chief: _____ Date: _____

Approved as authorized by the Select Board/Designee:

_____ Date



Town of Exeter
10 Front Street
Exeter, NH 03833
Phone: 603-773-6102 Email: pmcelroy@exeternh.gov

PERMIT APPLICATION FOR TOWN HOUSE COMMON 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.

Liability Insurance Required: Certificate of Insurance and endorsement/provisions to be submitted with completed application. Requirement amounts: General Liability/Bodily Injury/Property Damage: \$1,000,000 per occurrence, \$2,000,000 aggregate; the Town of Exeter must be listed as additional insured.

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 **Product to be Sold**: _____

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

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;

Mobile Vendor is responsible for removal of their own trash.

Mobile vending units, approved signage and garbage receptacles must be removed daily.

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.

Additional Specifications Related to Town House Common Mobile Vending:

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.

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: _____

Highway Superintendent: _____ 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



Tax Abatements, Credits & Exemptions

List for Select Board meeting August 16, 2021

Abatements			
Map/Lot/Unit	Location	Amount	Tax Year
104/79/1004	1004 Camelot Dr	455	2016

Permits and Approvals



EXETER FIRE DEPARTMENT

20 COURT STREET • EXETER, NH • 03833-3792 • (603) 773-6131 • FAX 773-6128

www.exeternh.gov

Advanced Life Support / EMS - Fire Suppression - Health Department - Emergency Management

INTEROFFICE MEMORANDUM

TO: RUSS DEAN, TOWN MANAGER
FROM: JUSTIN PLIZON, ASSISTANT FIRE CHIEF
SUBJECT: ADDRESS CHANGE - 14 REAR TAN LANE
DATE: 6/22/2021

Russ,

Can you please add this application for a voluntary address change to the packet for the next Select Board meeting?

Phillips Exeter Academy (PEA) is in the process of demolishing the Fisher Theater which is currently addressed as 14 Rear Tan Lane. This building is accessed from Front Street however, with no access from Tan Lane.

PEA will be constructing a new dorm and educational space on this lot which will also be accessed from Front Street. To maintain consistency and for the ease of emergency response, PEA has requested a change of address to reflect the actual building location.

The new building will be addressed as 77 Front Street. The E911 Committee previously approved this request.

77 Front Street is an available address and will not affect any other properties.

Thank you and the Select Board's time and consideration,

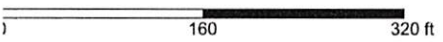
Justin



- Parcels
- NH Highways
- Interstate
- US Highway
- State Highway
- Town Boundary
- Abutting Towns
- Streets (Updated Feb)
- Misc Streams
- Parcel Streams
- Open Water
- Buildings



The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data.



Correspondence



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

July 28, 2021

William Cass, P.E.
Assistant Commissioner

Town Manager's Office

Niko Papakonstantis, Chairman of Selectmen
Town of Exeter
10 Front Street
Exeter, NH 03833

AUG 02 2021

Received

**Re: Exeter Highway Block Grant Aid – in Accordance with RSA 235:23
Payment for Maintenance, Construction and Reconstruction of Class IV and V Highways**

Dear Mr. Papakonstantis:

The following is notification of State Highway Block Grant Aid available to your town in State Fiscal Year 2022 (July 1, 2021 thru June 30, 2022) based on estimated revenues through June 30, 2021. The Block Grant Aid payment includes highway revenue from Senate Bill (SB) 367 that was effective July 1, 2014. The total could possibly change based on final audited State Fiscal Year 2021 revenues. The resulting adjustment will be reflected in the April payment. Funding is anticipated to be available upon the availability and continued appropriation of funds in the future operating budget.

State Highway Block Grant Aid anticipated to be available to the Town of Exeter during Fiscal Year 2022 (July 1, 2021 to June 30, 2022) is as follows:

July 2021 Actual Payment:	\$88,689.57
October 2021 Actual Payment:	\$88,689.57
January 2022 Actual Payment:	\$59,126.39
April 2022 Estimated Payment:	\$59,126.38

TOTAL FOR FY 2022: \$295,631.91

In generalized terms and in accordance with statutory provisions for distribution of Apportionment "A" and SB 367 funds, a disbursement is made of approximately \$1,430 for each mile of Class IV and Class V highway inventoried by each municipality and approximately \$13 for each person residing in a municipality based on the state planning estimate of population. Apportionment "B" is distributed this year to 18 small towns under a somewhat more complicated formula as specified in RSA 235:23, which recognizes the economics of maintaining their Class V highway mileage when considered in relationship to their equalized valuation tax base.

Please contact us at 271-3344 if you have any questions.

Sincerely,

C. R. Willeke

C. R. Willeke, PE
Municipal Highways Engineer
Bureau of Planning and Community Assistance

CRW/dmp



TOWN OF EXETER, NEW HAMPSHIRE

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

www.exeternh.gov

July 30, 2021

Mr. Michael Cobb
U.S. Environmental Protection Agency, Region 1
5 Post Office Square, Suite 100
Boston, MA 02109-3912

Re: Great Bay Total Nitrogen General Permit
NPDES General Permit NHG58A000
Adaptive Management Framework Voluntary Submittal

Dear Mr. Cobb:

The Town of Exeter is hereby voluntarily submitting this letter and enclosed Adaptive Management Framework Proposal in accordance with Part 3 of the NPDES Great Bay Total Nitrogen General Permit. Although the Town has joined with other communities and stakeholders in the Municipal Alliance for Adaptive Management (MAAM), we have elected to submit this proposal separately.

The Town has clearly demonstrated a significant commitment to improving water quality in the Squamscott and Exeter Rivers and Great Bay downstream. The Town is committed to continuing these efforts. Additionally, the Town is committed to identifying, prioritizing and implementing meaningful approaches that will further improve water quality. The enclosed proposal details these approaches and collaborative efforts.

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

Sincerely,

Town of Exeter, New Hampshire

Russell Dean
Town Manager

Jennifer Perry
Public Works Director

encl.

cc. Stergios Spanos, NHDES (w/attachment)
Ted Diers, NHDES (w/attachment)



Society of Saint Vincent de Paul Exeter

Cleo Castonguay Community Assistance Center and Food Pantry

August 9, 2021

Town of Exeter Human Services
Attn: Russell Dean, Town Manger
10 Front Street
Exeter, NH 03833

Dear Russell,

Thank you for generously gifting SVdP Exeter the Town of Exeter Human Services grant in the amount of \$2000 in March 2021 and \$2000 in July 2021 for a total of \$4000 year to date. We are so grateful for your support. This donation helps us secure healthy foods like fresh produce, milk, eggs, meats and personal care items for our neighbors in need. Your generous support of our Exeter area neighbors makes it possible for SVdP Exeter to exist. We are grateful to be in a community that values our mission.

Nothing affects our mission more than the support displayed by donors/organizations such as yours. It is this kind of support that has resulted in our ability to distribute food and provide emergency financial support to our clients for the last 33 years. Your benevolence helps make a positive impact to our neighbors in need while providing hope for a better future for the clients we serve.

Again, thank you on behalf of our community's most vulnerable citizens, our volunteers, staff and board members.

With gratitude,

Molly Zirillo
Executive Director

Town Manager's Office

AUG 12 2021

Received

This letter serves as your official tax receipt and certifies that no goods or services were provided in exchange for your donation. Please retain this letter for your records.



Pam McElroy <pmcelroy@exeternh.gov>

Drinkwater road

2 messages

David Sharples <dsharples@exeternh.gov>
To: Pam McElroy <pmcelroy@exeternh.gov>

Fri, Aug 6, 2021 at 10:42 AM

Hello Pam,

According to the Town's GIS data, the Drinkwater Road right-of-way (ROW) in the area of addresses 44-46 is 50 feet wide. The pavement width is about 26' so there is about 12' on either side of the pavement that is within the town ROW. The pavement may favor one side of the ROW or the other but it doesn't appear too far off from center in this area so the town controls at least 10' off the edge of pavement on the side of the trailhead. There is room with the town ROW for any kind of parking area.

Thanks,
Dave

Pam McElroy <pmcelroy@exeternh.gov>
To: David Sharples <dsharples@exeternh.gov>

Fri, Aug 6, 2021 at 10:51 AM

Thanks for the info.

[Quoted text hidden]

--

Pam McElroy

Town of Exeter

Executive Assistant, Town Manager's Office

603-773-6102

Human Services Administrator

603-773-6116



Russ Dean <rdean@exeternh.gov>

Take 2 - Drinkwater Road/PEA Trailhead Letter 7-27-21

Kristen Murphy <kmurphy@exeternh.gov>
To: Russ Dean <rdean@exeternh.gov>
Cc: "Koff, Andrew" <drewkoff@gmail.com>

Tue, Aug 10, 2021 at 12:51 PM

Hi Russ,
*Drew Koff, ConCom Chair cc'd

I would be happy to share this letter with the Conservation Commission tonight and if needed, add it to the September agenda but I do want to share limitations on our ability to curtail public access and clarify property management activities.

In my experience, the majority of the traffic they are concerned about are users of the PEA trails. I suspect most users find the trail information, not on the Town's website, but on apps like Strava, OpenStreetMap.org, TrailForks, etc. Property owners have no control over the information on these sites and it is a national issue with conservation lands. Having said that, I have removed the PEA trail map from the Conservation Commission portion of the website.

The parcel under the Town's authority is what we call the Smith-Page property and relatively speaking, receives minimal use. These parcels were acquired from the Forest Society (Smith property) and the Page family in 1979. The acquisition was made possible with funding from the Land Water Conservation Service (LWCF), a federal program under the Department of Interior that is managed locally by the State of NH through a project agreement. It is important to note the deeds *prohibit the conversion of the land to anything other than public outdoor recreation without approval of the US Secretary of Interior*. Therefore closing the property to public use is not feasible, nor would it meet the intent of the original grantors. NH Fish and Game does provide free signs for landowners concerned about hunting that they could add to their land. More information about those signs can be found by searching NH Fish and Game Operation Land Share.

The Conservation Commission has (even prior to my arrival in 2008) discussed adding a connector trail between the two existing "Y" shaped out and back trails. The purpose was to minimize impacts to natural resources onsite. Users of the property would 'bushwack' between the two ends of the "Y" creating several trail braids which encroach on sensitive vernal pools onsite. Adding the connector trail directs people away from sensitive areas. I worked with volunteers to install this connector last year but that did not open the trails up to the public. It merely directed any existing use to less impactful portions of the property.

As far as notifying abutters before going onto the property, we have a legal obligation to monitor all conservation land yearly. I (or the interns) put a sign on the vehicle when monitoring that has my personal phone number should anyone have concerns. Though I recognize there may be concerns about seeing people walking in the woods near your home, we are familiar with property boundaries, stay within the town-owned portion, often wear orange vests and have approached people we may see to explain our purpose if we feel safe to do so. Notifying abutters every time we go to a property would quite honestly be a large and cumbersome effort. We monitor 82 distinct parcels spread throughout town and the number of abutters would be several thousand at least.

As the author indicated, we have been informed of concerns. In the absence of the ability to prohibit public access, we have honored their concerns essentially by not promoting the property. Despite being a publicly owned asset and a beautiful gem of a property, we do not host public walks onsite, have not created a trail brochure for the land (as we do for many other lands), and have minimal signage at the entrance. The sign in fact fell off in recent years and needs to be replaced. We are required by LWCF to sign the entrance, a deficiency that was mentioned when inspected by the State last year.

As far as a long term parking solution for access to the land, we have been and will continue to look into what limited possibilities there may be to add parking, but at this stage have no indication as to whether any effort will be fruitful. Any acquisition of new land must follow the public process so should we make headway with any options to add parking, there would be an opportunity for public comment.

I hope this information helps.
Kristen

[Quoted text hidden]

--

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

JEANNE SHAHEEN
NEW HAMPSHIRE

SUITE SH-506
HART BUILDING
WASHINGTON, DC 20510
(202) 224-2841

United States Senate

WASHINGTON, DC 20510

June 24, 2021

The Honorable Patrick Leahy
Chairman
Committee on Appropriations
United States Senate
S-128, The Capitol
Washington, DC 20510

The Honorable Richard Shelby
Vice Chairman
Committee on Appropriations
United States Senate
S-128, The Capitol
Washington, DC 20510

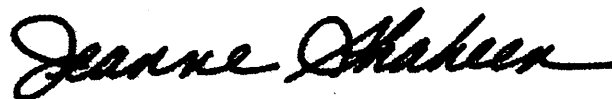
The Honorable Jeff Merkley
Chair
Subcommittee on Interior & Environment
Senate Committee on Appropriations
131 Dirksen Senate Office Building
Washington, DC 20510

The Honorable Lisa Murkowski
Ranking Member
Subcommittee on Interior & Environment
Senate Committee on Appropriations
131 Dirksen Senate Office Building
Washington, DC 20510

Dear Chairman Leahy, Vice Chairman Shelby, Chair Merkley and Ranking Member Murkowski:

I certify that neither I nor my immediate family has a pecuniary interest in any of the congressionally directed spending items that I have requested in the Fiscal Year 2022 Interior, Environment and Related Agencies Appropriations Bill, consistent with the requirements of paragraph 9 of Rule XLIV of the Standing Rules of the Senate.

Sincerely,



Jeanne Shaheen
United States Senator

Congressionally Directed Spending Requests Submitted by Senator Jeanne Shaheen to the FY 2022 Interior and Environment Appropriations Bill

Project Location	Recipient Name	Project Purpose	Amount Requested (in thousands)
Bow, NH	Town of Bow	To spur economic development, the Town established the Bow Business Corridor Tax Increment Finance District consisting of 422 acres. The highest priority project is to extend the Town’s existing municipal water system to service the properties within the District. A large portion of the land has been re-zoned for commercial, industrial or mixed uses to take advantage of its prime location and I-89/I-93 highway access. The lack of public water impedes any future development. MtBE was detected in Bow Junction and Bow Mills and the contamination levels do not meet Drinking Water Quality standards set by the NH Department of Environmental Services. The project includes the installation of approximately 15,500 linear feet of new water main north along NH Route 3A to service the District, a water storage tank, and water booster. This project is included on the State’s Drinking Water SRF Intended Use Plan.	\$801
Canaan, NH	Town and Village of Canaan	Replacing and enhancing drinking water infrastructure, including leaded water line replacement and river crossing protection.	\$1,470
Concord, NH	NH Preservation Alliance	This project rescues, restores and revives the vacant Gasholder building in Concord, listed on the National Register of Historic Places (2018) and documented by the Historic American Engineering Record (1984). This distinctive 88' diameter brick structure with a wooden cupola is a visible and significant landmark in the capital city. This rare survivor is one of 14	\$500

		known gasholders in the U.S. and is the only one to have its inner workings intact. Major roof damage nearly a decade ago caused water infiltration that has made the vacant and unused landmark extremely vulnerable.	
Conway, NH	Conway Village Fire District	This project would address sources of inflow and infiltration into aging sewer lines to reduce flows within the system and ensure sewage is not leaking into groundwater.	\$1,000
Dover, NH	City of Dover	Replacement of existing 14-inch or 16-inch cast iron water mains installed in 1880 on Central Avenue that are tuberculated and undersized for current and future needs.	\$4,800
Durham, NH	University of New Hampshire	Funds would be used to provide combined monitoring of SARS-CoV-2 biomarkers and per-and polyfluoroalkyl substances (PFAS) in campus and regional community wastewater systems, as well as develop methods to extend wastewater surveillance to include a wide range of other emerging contaminants (e.g., pharmaceuticals, antibiotics, personal care products, anticonvulsants, insecticides, etc.).	\$1,335
Exeter, NH	Town of Exeter	Upgrade of the Webster Ave sewer pump station and appurtenances will provide for greater commercial and residential development in the sewershed, including the expansion of Exeter Hospital.	\$1,040
Gorham, NH	Appalachian Mountain Club	Franconia Ridge Trail is one of the most popular of all the White Mountain National Forest trails and is also part of the famed Appalachian Trail (AT). The trail work would concentrate on installing structures to better define the trail to keep hikers from veering off the path and trampling fragile alpine vegetation, of which the East Coast has so little. Trail work would also focus on installing rock steps and water bars to protect the trail from further erosion.	\$1,125

Greenville, NH	Town of Greenville	Design and construction of a chemical feed facility to achieve compliance with a NPDES permit in furtherance of State and Federal environmental goals, while limiting further economic hardship on a community which is already facing significant financial limitations.	\$750
Keene, NH	City of Keene	Funding would be used to do an engineering assessment of the sewer force main to determine condition, identify weak points/areas at high risk of failure and the work to repair these areas.	\$325
Lebanon, NH	City of Lebanon	Replacement of a major high pressure, 1958 cast-iron 12" water main that services many businesses and connects the water supply from Lebanon to West Lebanon. The purpose is to provide both domestic and fire protection water to a very essential business district in the most economical way to address the water asset deficiencies.	\$2,200
Lyme, Canaan, Hanover, and Dorchester, NH	U.S. Fish and Wildlife Service, Silvio O. Conte NFWR	Funding for this project would support federal acquisition of a conservation easement by USFWS of more than 4,092 acres of priority lands in New Hampshire from a willing seller (Bear Hill Conservancy) as additions to the Silvio O. Conte National Fish and Wildlife Refuge (Conte Refuge), which spans the four-state Connecticut River watershed.	\$5,000
Milan, NH	Nansen Ski Club	This federal appropriation will be used to help in the preservation of the Big Nansen Ski Jump, a historic site registered on the National Register of Historic Places, in Milan, NH. The Big Nansen Ski Jump was once the largest ski jump in the world and used for several Olympic Trials, including the 1938 trials, and other national championships. This appropriation will be used to address structural issues associated with the site's aging infrastructure.	\$1,500

Nashua, NH	City of Nashua	Overhaul of deteriorating fish ladder at the Jackson Mills Hydroelectric project to support the watershed and fish habitat.	\$1,000
Newport, NH	Town of Newport	Engineering for preliminary and final design, project bidding and selection, and construction inspection of the wastewater treatment plant upgrade.	\$1,000
Rochester, NH	City of Rochester	The proposed project will provide upgrades to the City's wastewater treatment plant septic receiving area which are necessary to comply with EPA's Great Bay Total Nitrogen General Permit effective February 2021. Funding for this project will be allocated for the engineering design and the construction of a modern and user-friendly system to collect and treat waste from septic systems in Rochester, NH. The project will protect public health and reduce in non-point source nitrogen loading to the Great Bay watershed by providing a reliable means for septage disposal. This project is included in the State's Clean Water SRF Intended Use Plan.	\$900
Rochester, NH	City of Rochester	Sewer extension project (Colonial Pines) to connect homes currently serviced by septic system to city sewer service in an area with high groundwater and a history of failed septic systems. This ongoing work to reduce septic systems will reduce nitrogen in groundwater and receiving water bodies.	\$5,083

JEANNE SHAHEEN
NEW HAMPSHIRE

SUITE SM 605
HART BUILDING
WASHINGTON, DC 20510
(202) 224-2843

United States Senate
WASHINGTON, DC 20510

June 21, 2021

The Honorable Patrick Leahy
Chairman
Committee on Appropriations
United States Senate
S-128, The Capitol
Washington, DC 20510

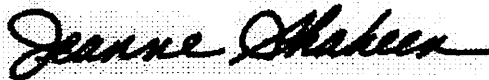
The Honorable Richard Shelby
Vice Chairman
Committee on Appropriations
United States Senate
S-128, The Capitol
Washington, DC 20510

The Honorable Jerry Moran
Ranking Member
Appropriations Subcommittee on Commerce,
Justice, Science, and Related Agencies
Washington, DC 20510

Dear Chairman Leahy, Vice Chairman Shelby and Ranking Member Moran:

I certify that neither I nor my immediate family has a pecuniary interest in any of the congressionally directed spending items that I have requested in the Fiscal Year 2022 Commerce, Justice, Science and Related Agencies Appropriations Bill, consistent with the requirements of paragraph 9 of Rule XLIV of the Standing Rules of the Senate.

Sincerely,



Jeanne Shaheen
United States Senator

Congressionally Directed Spending Requests Submitted by Senator Jeanne Shaheen to the FY 2022 Commerce, Justice and Science Appropriations Bill

Project Location	Recipient Name	Project Purpose	Amount Requested (in thousands)
Cheshire County, NH	City of Keene Police Department	This project would provide funding for 50 Body Worn Camera (BWC) units and equip 16 cruisers with integrated In-Car Video Systems, as well as associated Wireless Access Points and necessary training and start-up equipment. It would also provide the Keene Police Department (PD) with unlimited cloud storage and the software necessary to run the program and conduct redaction as necessary for Right to Know requests based on NH Statute. Keene PD is requesting this funding to meet the NH Law Enforcement Accountability, Community, and Transparency Commission's recommendation to implement BWC programs in all New Hampshire law enforcement agencies as part of New Hampshire law enforcement reforms.	\$415
Cheshire County, NH	Cheshire County Sherriff's Office	This project would replace Cheshire County Sherriff's Office Dispatch Center existing public safety and emergency communications network with a wide area digital network radio system. The project will also support engineering studies that will provide recommendations for the strategic placement and best use of the remote radio and relay sites and provide solutions that best address how to fill in radio communications gaps in the highly rural areas.	\$750
Concord, NH	McAuliffe-Shepard Discovery Center	This project would replace the Discovery Center's 92 planetarium seats (installed in 1990) with new adjustable seating that would provide a better view of presentations on the Center's overhead domed screen. The funds would also allow for the Center to replace their old projectors with a newer, more energy-efficient model.	\$348
Durham, NH	The University of New Hampshire	This proposal builds on the University of New Hampshire's (UNH) efforts to construct a unique, ultra-sensitive magnetometer array to better understand how Earth's geomagnetic environment responds to space weather generated by the sun. This work, and these instruments, help build interest in STEM and space research at the undergraduate level through Space Weather UnderGround (SWUG), and graduate level through federal projects where students	\$501

		in the SWUG can get hands-on experience with flight instrumentation.	
Exeter, NH	Town of Exeter Police Department	This project would provide funding for the Exeter Police Department (PD) to purchase body-worn camera (BWC) units and equip cruisers with integrated In-Car Video Systems, as well as associated Wireless Access Points and necessary training and start-up equipment. Exeter PD is requesting this funding to meet the New Hampshire Law Enforcement Accountability, Community, and Transparency Commission's recommendation to implement BWC programs in all New Hampshire law enforcement agencies as part of New Hampshire law enforcement reforms.	\$232
Greenland, NH	Greenland Police Department	This project would allow the Greenland Police Department (PD) to purchase 9 body-worn camera (BWC) units and access the cloud storage and the software necessary to run the program and conduct redaction as necessary for Right to Know requests based on New Hampshire Statute. Greenland PD is requesting this funding to meet the New Hampshire Law Enforcement Accountability, Community, and Transparency Commission's recommendation to implement BWC programs in all New Hampshire law enforcement agencies as part of New Hampshire law enforcement reforms.	\$70
Greenland, NH	Greenland Police Department	This project would fund the installation of an electronic (via cards or fobs) key security system for the Greenland Police Station, which would provide documentation of who enters/leaves, access of the property/evidence room and building security. The funds would cover the cost of the physical security system (estimated at five (5) electronic entrances and 15 cards/fobs to be issued to authorized employees), the computer and/or software needed to run/control the system.	\$15
Hillsborough County, NH	Merrimack Police Department	This project would fund the Merrimack Police Department and Fire Department's efforts to upgrade to their existing radio system to an 800 megahertz (MHz) digital trunked radio system in order to alleviate current coverage issues. Both departments have had radio coverage issues while trying to transmit inside large structures and other geographically compromised areas.	\$1,472

Nashua, NH	Nashua Police Department	This project would allow the Nashua Police Department (PD) to provide interpretation and translation services to community members. Currently, this service is not provided due to a lack of local resources. Nashua PD would contract with an outside vendor who would provide interpretation and translation 24/7 via phone as well as video conference in both the field and a formal setting.	\$95
Rochester, NH	Municipal Alliance for Adaptive Management	This federal funding would help the Municipal Alliance for Adaptive Management invest in and expand both eel grass and oyster restoration in Great Bay. The Municipal Alliance for Adaptive Management would work with the Piscataqua River Estuaries Program to monitor the eel grass growth and would partner with other organizations on oyster restoration monitoring. Both eel grass and oyster beds can naturally help to treat and improve the water quality in Great Bay.	\$1,000
Rockingham and Strafford Counties, NH	The University of New Hampshire	This project would expand and renovate the University of New Hampshire Jackson Estuarine Lab (JEL) by 4,000 sq ft. to: 1) launch a state-of-the-art water quality lab that can leverage UNH's investment in genomic sequencing, better engage federal, state, and local partners, and provide real time monitoring of the Great Bay Estuarine System; 2) provide the local support through a new high bay space for marine operations (manned, autonomous), aquaculture systems for sustainable seafood, expanded diving, and field operations; and 3) create convening space to support Federal, state, and community engagement and coordination.	\$3,813
Rockingham and Strafford Counties, NH	NH Fish and Game Department	This project would fund New Hampshire Fish and Game outreach efforts to inform the New Hampshire fishing industry of NOAA's proposed rule related to Agency-required efforts to reduce the risk of injury and mortality to the North Atlantic Right Whales. The funds provided by the request would assist in the development of outreach materials and meetings with the industry to outline the current issues and obtain input on remedies that will help the lobstermen comply with the proposed rule modifications.	\$50
Statewide, NH	NH Department of Justice	This CDS project would allow the New Hampshire Department of Justice to solicit applications from New Hampshire Law Enforcement for one time capital expenses, security upgrades and community police initiatives. This will include funding for body and dashboard cameras, radio system upgrades, bulletproof vests, stipends for training of police officers and community policing initiatives. This will	\$500

		allow law enforcement agencies to make important upgrades that may not have been available because of limited local budgets.	
Statewide, NH	NH Department of Safety – Division of State Police	This CDS proposal would provide the New Hampshire State Police with funding needed to obtain hardware, software and additional training to appropriately respond to the rise in digital crime. The project will allow the NH State Police Department of Special Investigation to provide improved, free services to local Law enforcement agencies as well as expanded training for forensics lab staff.	\$1,224
Statewide, NH	Plymouth State University	This project would fund upgrades to the Plymouth State University's (PSU) Draper & Maynard Outfitting the Electromechanical Technology and Robotics (EMTR) Lab with new technology and equipment. EMTR is a new PSU four-year program that aims to prepare students for state-of-the-industry technology careers in robotics, automation and IoT (Internet of Things) technology platforms.	\$1,000
Strafford County, NH	Durham Department of Public Safety	This project would replace the Town of Durham's existing public safety and emergency services land mobile radio (LMR) communications equipment infrastructure which is obsolete and unserviceable, with new modern technology and equipment. The Town of Durham and Strafford County government are collaborating with Motorola Solutions to build an updated communications system. The project is shovel-ready (pending funding) and can be constructed over a twelve to eighteen month period.	\$900
Strafford County, NH	Strafford County	This project would allow Strafford County to build out an engineered two-way radio system to cover the current needs of all County Law Enforcement, Fire, EMS and Emergency Management Entities. This system will provide portable radio coverage at an industry standard of 95% coverage area and 95% reliability county-wide to increase responder safety and coordination by having reliable and improved coverage.	\$750

allow law enforcement agencies to make important upgrades that may not have been available because of limited local budgets.

Statewide, NH	NH Department of Safety – Division of State Police	This CDS proposal would provide the New Hampshire State Police with funding needed to obtain hardware, software and additional training to appropriately respond to the rise in digital crime. The project will allow the NH State Police Department of Special Investigation to provide improved, free services to local Law enforcement agencies as well as expanded training for forensics lab staff.	\$1,224
Statewide, NH	Plymouth State University	This project would fund upgrades to the Plymouth State University's (PSU) Draper & Maynard Outfitting the Electromechanical Technology and Robotics (EMTR) Lab with new technology and equipment. EMTR is a new PSU four-year program that aims to prepare students for state-of-the-industry technology careers in robotics, automation and IoT (Internet of Things) technology platforms.	\$1,000
Strafford County, NH	Durham Department of Public Safety	This project would replace the Town of Durham's existing public safety and emergency services land mobile radio (LMR) communications equipment infrastructure which is obsolete and unserviceable, with new modern technology and equipment. The Town of Durham and Strafford County government are collaborating with Motorola Solutions to build an updated communications system. The project is shovel-ready (pending funding) and can be constructed over a twelve to eighteen month period.	\$900
Strafford County, NH	Strafford County	This project would allow Strafford County to build out an engineered two-way radio system to cover the current needs of all County Law Enforcement, Fire, EMS and Emergency Management Entities. This system will provide portable radio coverage at an industry standard of 95% coverage area and 95% reliability county-wide to increase responder safety and coordination by having reliable and improved coverage.	\$750

Nashua, NH	Nashua Police Department	This project would allow the Nashua Police Department (PD) to provide interpretation and translation services to community members. Currently, this service is not provided due to a lack of local resources. Nashua PD would contract with an outside vendor who would provide interpretation and translation 24/7 via phone as well as video conference in both the field and a formal setting.	\$95
Rochester, NH	Municipal Alliance for Adaptive Management	This federal funding would help the Municipal Alliance for Adaptive Management invest in and expand both eel grass and oyster restoration in Great Bay. The Municipal Alliance for Adaptive Management would work with the Piscataqua River Estuaries Program to monitor the eel grass growth and would partner with other organizations on oyster restoration monitoring. Both eel grass and oyster beds can naturally help to treat and improve the water quality in Great Bay.	\$1,000
Rockingham and Strafford Counties, NH	The University of New Hampshire	This project would expand and renovate the University of New Hampshire Jackson Estuarine Lab (JEL) by 4,000 sq ft. to: 1) launch a state-of-the-art water quality lab that can leverage UNH's investment in genomic sequencing, better engage federal, state, and local partners, and provide real time monitoring of the Great Bay Estuarine System; 2) provide the local support through a new high bay space for marine operations (manned, autonomous), aquaculture systems for sustainable seafood, expanded diving, and field operations; and 3) create convening space to support Federal, state, and community engagement and coordination.	\$3,813
Rockingham and Strafford Counties, NH	NH Fish and Game Department	This project would fund New Hampshire Fish and Game outreach efforts to inform the New Hampshire fishing industry of NOAA's proposed rule related to Agency-required efforts to reduce the risk of injury and mortality to the North Atlantic Right Whales. The funds provided by the request would assist in the development of outreach materials and meetings with the industry to outline the current issues and obtain input on remedies that will help the lobstermen comply with the proposed rule modifications.	\$50
Statewide, NH	NH Department of Justice	This CDS project would allow the New Hampshire Department of Justice to solicit applications from New Hampshire Law Enforcement for one time capital expenses, security upgrades and community police initiatives. This will include funding for body and dashboard cameras, radio system upgrades, bulletproof vests, stipends for training of police officers and community policing initiatives. This will	\$500

		in the SWUG can get hands-on experience with flight instrumentation.	
Exeter, NH	Town of Exeter Police Department	This project would provide funding for the Exeter Police Department (PD) to purchase body-worn camera (BWC) units and equip cruisers with integrated In-Car Video Systems, as well as associated Wireless Access Points and necessary training and start-up equipment. Exeter PD is requesting this funding to meet the New Hampshire Law Enforcement Accountability, Community, and Transparency Commission's recommendation to implement BWC programs in all New Hampshire law enforcement agencies as part of New Hampshire law enforcement reforms.	\$232
Greenland, NH	Greenland Police Department	This project would allow the Greenland Police Department (PD) to purchase 9 body-worn camera (BWC) units and access the cloud storage and the software necessary to run the program and conduct redaction as necessary for Right to Know requests based on New Hampshire Statute. Greenland PD is requesting this funding to meet the New Hampshire Law Enforcement Accountability, Community, and Transparency Commission's recommendation to implement BWC programs in all New Hampshire law enforcement agencies as part of New Hampshire law enforcement reforms.	\$70
Greenland, NH	Greenland Police Department	This project would fund the installation of an electronic (via cards or fobs) key security system for the Greenland Police Station, which would provide documentation of who enters/leaves, access of the property/evidence room and building security. The funds would cover the cost of the physical security system (estimated at five (5) electronic entrances and 15 cards/fobs to be issued to authorized employees), the computer and/or software needed to run/control the system.	\$15
Hillsborough County, NH	Merrimack Police Department	This project would fund the Merrimack Police Department and Fire Department's efforts to upgrade to their existing radio system to an 800 megahertz (MHz) digital trunked radio system in order to alleviate current coverage issues. Both departments have had radio coverage issues while trying to transmit inside large structures and other geographically compromised areas.	\$1,472

Congressionally Directed Spending Requests Submitted by Senator Jeanne Shaheen to the FY 2022 Commerce, Justice and Science Appropriations Bill

Project Location	Recipient Name	Project Purpose	Amount Requested (in thousands)
Cheshire County, NH	City of Keene Police Department	This project would provide funding for 50 Body Worn Camera (BWC) units and equip 16 cruisers with integrated In-Car Video Systems, as well as associated Wireless Access Points and necessary training and start-up equipment. It would also provide the Keene Police Department (PD) with unlimited cloud storage and the software necessary to run the program and conduct redaction as necessary for Right to Know requests based on NH Statute. Keene PD is requesting this funding to meet the NH Law Enforcement Accountability, Community, and Transparency Commission's recommendation to implement BWC programs in all New Hampshire law enforcement agencies as part of New Hampshire law enforcement reforms.	\$415
Cheshire County, NH	Cheshire County Sherriff's Office	This project would replace Cheshire County Sherriff's Office Dispatch Center existing public safety and emergency communications network with a wide area digital network radio system. The project will also support engineering studies that will provide recommendations for the strategic placement and best use of the remote radio and relay sites and provide solutions that best address how to fill in radio communications gaps in the highly rural areas.	\$750
Concord, NH	McAuliffe-Shepard Discovery Center	This project would replace the Discovery Center's 92 planetarium seats (installed in 1990) with new adjustable seating that would provide a better view of presentations on the Center's overhead domed screen. The funds would also allow for the Center to replace their old projectors with a newer, more energy-efficient model.	\$348
Durham, NH	The University of New Hampshire	This proposal builds on the University of New Hampshire's (UNH) efforts to construct a unique, ultra-sensitive magnetometer array to better understand how Earth's geomagnetic environment responds to space weather generated by the sun. This work, and these instruments, help build interest in STEM and space research at the undergraduate level through Space Weather UnderGround (SWUG), and graduate level through federal projects where students	\$501