

Select Board Meeting
Monday, September 27th, 2021, 7:00 p.m.
Nowak Room, Town Offices
10 Front Street, Exeter NH 03833

1. Call Meeting to Order
2. Public Comment
3. Proclamations/Recognitions
 - a. Proclamations/Recognitions – Purple Heart Day
4. Approval of Minutes
 - a. Regular Meeting: August 23rd, 2021
 - b. Regular Meeting: September 13th, 2021
5. Appointments
6. Discussion/Action Items
 - a. Bower Land Donation – Public Hearing
 - b. Conservation Deed – Mendez Trust
 - c. Tree Ordinance First Reading
 - d. Public Safety Complex Analysis Contract – Dave Sharples, Town Planner
 - e. Construction Administration Contract – Salem Street Utility Project
 - f. FY22 Preliminary Budget
7. Regular Business
 - a. Tax Abatements, Veterans Credits & Exemptions
 - b. Permits & Approvals – 2021 Tax Deeds
 - c. Town Manager's Report
 - d. Select Board Committee Reports
 - e. Correspondence
8. Review Board Calendar
9. Non-Public Session
10. Adjournment

Niko Papakonstantis, Chair
Select Board

Posted: 9/24/21 Town Office, Town Website

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

AGENDA SUBJECT TO CHANGE

Proclamations/Recognitions

*Town of Exeter, New Hampshire
A Proclamation*

In the year of our Lord, Two Thousand and Twenty-One

Military Order of the Purple Heart



Whereas, the people of the Town of Exeter have great admiration and the utmost gratitude for all citizens of our community who have unselfishly served in the Armed Forces, which has been vital in maintaining the freedom and way of life enjoyed by our citizens; and,

Whereas, citizens of our community have been wounded in action or killed in action while serving in the Armed Forces, and have been posthumously awarded the Purple Heart for their ultimate sacrifices; and

Whereas, the Purple Heart is the oldest American military decoration and was created as The Badge of Military Merit made of purple cloth in the shape of a heart with the word "Merit" sewn upon it, on August 7, 1782 in Newburgh, New York by General George Washington; and

Whereas, the heritage it represents is sacred to those who know the price paid to wear the Purple Heart; and

Whereas, August 7th is nationally recognized as Purple Heart Day.

Now Therefore, We the Select Board of the Town of Exeter, New Hampshire will recognize August 7th, annually, as Purple Heart Day and encourage citizens and organizations of Exeter to display the American flag, as well as other public expressions of recognition of our Purple Heart recipients.

Dated this 27th day of September, 2021

Niko Papakonstantis,
Select Board Chair, Exeter, NH



Minutes

**Select Board Meeting
Monday August 23, 2021
7 PM
Nowak Room, Town Offices
Draft Minutes**

1. Call Meeting to Order

Members present: Julie Gilman, Molly Cowan, Daryl Browne, Niko Papakonstantis, and Town Manager Russ Dean were present at this meeting. Lovey Roundtree Oliff was not present. The meeting was called to order by Mr. Papakonstantis at 7 PM.

2. Public Comment

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

3. Proclamations/Recognitions

- a. **Mr. Papakonstantis said that on Wednesday he, Ms. Gilman, Mr. Dean, Ms. Roy, and Ms. Perry met with Congressman Chris Pappas to discuss the siphons project, and the meeting went well. Mr. Papakonstantis recognized Ms. Perry who gave an excellent presentation and Ms. Roy who started this process in Mr. Dean's absence. Ms. Cowan asked when they will know the status of this request, and Mr. Papakonstantis said likely in September.**

4. Approval of Minutes

- a. **Regular Meeting: August 16, 2021**

MOTION: Ms. Gilman moved to table the meeting minutes. Mr. Browne seconded. All were in favor.

5. Appointments and Resignations

- a. **Resignation**

MOTION: Ms. Gilman moved to accept with regret the resignation of Anne Kenny from the Arts & Culture Advisory Commission. Mr. Browne seconded. All were in favor.

- b. **Appointment**

MOTION: Ms. Gilman moved to appoint Dick Matthews as a full member of the Rec Advisory Board, term to expire 4/30/23. Mr. Browne seconded. Mr. Papakonstantis and Ms. Cowan abstained, and the motion failed 2-0-2.

MOTION: Ms. Cowan moved to table the appointment of Dick Matthews to the Rec Advisory Board. Mr. Browne seconded. All were in favor.

6. Discussion/Action Items

- a. **SAU 16 Opening**

School Superintendent David Ryan was present to discuss the school district's opening plans. They will be opening on time, on Aug 30, with all students in school every day, for what they hope will be the duration of the

academic year. Given the resurgence of the virus and the rise of the Delta variant, they proposed masking guidelines based on the level of community vaccination and transmission. The COOP Board approved these guidelines August 3rd, and Exeter is discussing them tonight.

They will start the year with everyone back in school every day. They will follow all mitigation strategies recommended by DHHS. They didn't receive much guidance from the State regarding masking, so the District created a masking matrix, which was copied by DPHS in their recommendations to NH schools. If the schools were opening tomorrow, all students and staff would be wearing masks indoors, and will be for as long as there is substantial transmission. As they move to moderate or minimal, they will have different guidelines. They will follow the levels of the Seacoast Public Health Region, not just Exeter.

They will also follow physical distancing guidelines, and field trips and school events will be considered on a case-by-case basis. There will be frequent handwashing, improved ventilation, and all the standard mitigation. School buildings will be open for outside groups to use, and they've worked with Greg Bisson of Parks and Rec on resuming activities; there will be no additional surcharge for cleaning this year. Public meetings such as School Board meetings must now be held in person. IEP and 504 team meetings will mostly be in person, but if parents are more comfortable having them online they can accommodate that.

Regarding transportation, they're running into issues with staffing; they're down six drivers, who are in training now. They've had to compress four routes and may push some pickup times earlier. Masking on busses is a federal mandate. 80% of students have chosen to use school bus transportation.

Music, drama, clubs, and activities will all be in person. Coach Ball is looking forward to getting the teams out on the field, which has nice new turf. All sports programs will go forward.

Regarding contact tracing, quarantine and exclusion, DHHS says if there were a case, they no longer need to exclude any close contact, just the person identified as the Covid case.

Most Boards have accepted the guidelines, but the Stratham School Board wanted to develop their own masking matrix. Overall the plan had a positive reception.

The CMS renewal project is just about complete. The HS had a renovation of the commons areas, to give additional office and learning space. A house on Blue Hawk Drive was purchased by the COOP when the land was purchased for the construction of the new HS, and it was a rental unit until 2 years ago. Administration worked with the Department of Education to use IDEA Federal funding for special education to turn the house into a working laboratory classroom for special needs students 18 - 21; they will use this space to teach them life skills, such as how to cook a meal, clean a house, etc. The students previously had to go elsewhere for this instruction. This house is the first one of its kind in NH.

There are new employees at the SAU office, including Heather Murray, the new Director of Human Resources, and Andres Meija, the new DEIJ Coordinator. Regarding DEIJ, they had a public meeting where they heard support and concerns, which was facilitated by NH Listens from UNH. There's a new staff orientation tomorrow, and Thursday there will be an Academic Convocation, where students and staff will assemble to celebrate the beginning of the year.

Ms. Gilman congratulated Dr. Ryan for getting all this done. She asked if they'd taken all the lockers out at the High School, and Dr. Ryan said they took about half of them out. Ms. Gilman said her daughters never used their lockers. Dr. Ryan said they recognized a lack of use for lockers and an increased need for meeting and learning space. Even after this project, they will still return \$4.2M in unassigned funds to taxpayers.

Mr. Browne asked if they are offering any resources to the kids and staff for whom "safer at home" was not the case. Dr. Ryan said they understand the gap for students may have widened over the past year. They had a summer learning academy and tutoring for those identified as not having as successful a learning year. They will be working on reconnecting with students and families. With competency-based education, they can identify where students are and progress that they did or didn't make over the year. This year, the first few weeks of school will be focused on welcoming students back into the routine, creating relationships, and breaking some bad habits. They will spend more time with students in a tier 2 or 3 situation. At the HS, they have a Mental Health Counselor and School Social Workers. At the Elementary level, the Social Workers, Para Educators, and Counselors are devoted to Social Emotional Learning.

Mr. Browne asked about food security during the past year, and Dr. Ryan said Jeanne Pierce, the District Food Director, set up meal distribution points 2x/week to ensure all families had food. There have been free meals for all families, using Federal funding, which will continue through December. Counselors and Para-educators are looking into student homes and ensuring conditions are conducive for learning, for example with food security and connectivity.

Ms. Cowan thanked Dr. Ryan and the staff for all the work to get kids back in school. She asked if there is any extra funding through Federal Grants to supplement the wage for jobs such as bus drivers or Paras, people who are hard to find. Dr. Ryan said they have three different funding sources, and were just given green light on a FEMA reimbursement. They're getting into a wage war with area businesses, and staff is finding that they can make more money elsewhere. Creating a wage scale that can compete using public money is nearly impossible, so they have to be creative with how they retain employees, including treating them with care and compassion, publicly valuing their work, and creating a family atmosphere. They're not having a mass exodus of employees, and people are still clamoring to come work for the district.

Mr. Papakonstantis said during the pandemic it was good to know that every weekend they would get a communication from Dr. Ryan. SAU 16 took the ball and ran with remote learning, they didn't miss a beat. Dr. Ryan has an open invitation to come and talk about anything regarding the schools.

Ms. Gilman asked whether parents are going to be integrated into the classrooms through volunteering. Dr. Ryan said that was one topic of conversation at the Exeter School Board meeting. It's not going to be permitted at the beginning of the year, but once they move into moderate or minimal transmission they would invite those volunteers back in. For everyday issues, parents don't have to wait outside school this year, they can go inside with a mask.

Ms. Gilman asked about band. Dr. Ryan said they're doing a lot outside. The State has music guidelines for voice and instruments, such as using appropriate distancing and putting special masks on the instruments. They're coming up with ways to ensure that kids are enjoying the arts.

b. Communications Advisory Committee Report

Martha McEntee and Bob Glowacky were present to discuss the work of the Communications Advisory Committee. Ms. McEntee said the Select Board established the committee in 2018 to look into issues that have arisen with all of the new communication channels. They've spent the last three years looking at this, and are not done yet. They're losing Chairman Conor Barry, who was an effective leader and will be missed. The remaining members are Lindsay Sonnett, Nina Braun, Exeter TV rep Bob Glowacky, and Select Board designee Daryl Browne. Andy Swanson has also advised. Molly Cowan and Kathy Corson were former reps of the Select Board, and Debbie Kane and Bevin Kennedy were former members. They also had help from Town Manager Russ Dean and Assistant Town Manager Melissa Roy in creating the report.

The committee was founded to have seven members, but they would like the Board to consider reducing that to five, as they've never had the full number. They were charged with evaluating the way the town communicates with the public and finding ways to maximize citizen engagement. They analyzed existing communications channels and usage, conducted a communications survey in 2020, and have written plain English summaries of town warrant articles for the last three years.

The basic question is, how do we want to present our town to the public? The Select Board needs to establish communications guidelines, policies, and best practices. They recommend designating a Communications Coordinator to oversee this process for the town. Each department should still be responsible for providing content about its own activities, and each department should designate a staff member to be responsible for its communications. They're not recommending that this new person or role would micromanage or preapprove all communications. They should establish staff training once they have guidelines in place.

Regarding the channels of communications, the priorities should be the town website, "push notifications" such as alerts and subscriptions, and a social media presence.

The committee did some research on the website platform, and it doesn't need to be replaced, but they should look at how to use it more effectively. There's no webmaster coordinating the website, which has led to some confusion and inconsistent presentation. Information can be unreliable or out of date. The search functionality doesn't work well, but this can be tweaked by designating top results for certain search terms. For about \$1,000, they can redesign the website to more prominently feature upcoming meetings/events and news.

Regarding texting and push notifications, people want to receive information, rather than have to look for it. Push notifications are already being used by some Departments, and they should expand this practice to other Departments. They need to replace the MyExeterNH App, which has not been well-used by residents or town staff. The town already has a mobile notification service through the EMS/PD/FD (Rave Mobile), which could also be used by the non-emergency uses in town. They should also create a handbook for new residents, perhaps in partnership with real estate agents or the Chamber of Commerce.

Mr. Papakonstantis said he and Ms. Oliff are in the process of looking at all committees and their functions, but he agrees that they have too many members and can't fill the committee. Five is a reasonable number. The Board will also try to recruit more members. Is the MyExeterNH App obsolete? Mr. Glowacky said the app itself had only minor issues, such as not working well with the town website. The main reason they got it was the "report an issue" feature, but the town didn't really adopt it. Department information would be better sent out to the public, rather than getting into a back and forth about it.

Mr. Papakonstantis said the website improvement they're already paying for should be the first point they address. Staff is one of the hardest things to review when going through a budget; there may be room for a new position down the road, but for now they should look at resources they have in place. Mr. Dean said they're always interested in improving the website. The website is decentralized at the Department level, and the closest to a webmaster they have is the IT department. They will look to start making incremental improvements.

Mr. Browne said the committee has done high-level strategic work on communications efforts and given best practices. The Assistant Town Manager is doing a lot of this work de facto by managing communication between the Town Manager and Department Heads. Technology expenses won't solve anything, it's got to be part of a greater initiative. The Communications Committee should stay strategic rather than being dragged into tactical details.

Ms. Gilman said she's impatient to have push notifications and accurate information on the website. They should use the report's information to get improvements started.

Ms. Cowan said there's the makings here of a strategic plan for communications going forward, including things that are free and low-lift. The Communications Coordinator would be a new position, which would be a BRC discussion, but they need to have the strategic plan in place so that it gets easier to bring someone on. They need to consider who's in charge of making Department pages look the same and ensuring that Departments are using the website to the fullest potential. She asked Ms. McEntee what skills they're looking for on the committee so that the Select Board can better help with recruitment. Ms. McEntee said it's important to have someone that loves technology and is comfortable with different channels of information.

Mr. Papakonstantis said for next steps, they should look at the website and extra things they could be doing they're already paying for. The website could be an agenda item for the next Department meeting, and Mr. Dean could ask the Departments how they want to communicate. Mr. Dean said they have a Department head meeting on Wednesday, and he will share this information with them and report back in September.

Ms. McEntee said the committee would like more guidance on what to look at next.

MOTION: Mr. Browne moved to change the size of the Communications Advisory Committee from seven members to five. Ms. Gilman seconded. All were in favor.

Ms. McEntee asked if they could change the original charge they gave the committee to remove point 3, "ensure that events, especially large ones, provide options for food and childcare." Ms. Gilman said that they'd heard that younger people would join more meetings if their children had a place to play. Ms. McEntee said they felt it's beyond the scope of the committee. Ms. Cowan said people are more adept at online options now, and there are more ways to participate not in person.

MOTION [not voted]: Mr. Browne moved to strike number 3 from the Communications Advisory Committee charge. Ms. Gilman seconded. Mr. Papakonstantis asked if the Board would allow him and Ms. Oliff to finish their review of all Committee mission statements. Ms. Cowan said she doesn't want the Communications Advisory Committee to get hung up on that point, but it's worth having a broader discussion about it. Mr. Browne rescinded his motion and Ms. Gilman rescinded her second.

c. **Town Ordinance Update: Swasey Parkway One Way Street**

Mr. Papakonstantis said they had the third reading of this ordinance change last week, but prior to making a motion, Mr. Browne had asked to reach out to Town Counsel re ADA requirements. They heard from Attorney Mitchell, who said there were no ADA requirements or DOT prohibitions that would keep the town from reopening Swasey Parkway. To keep it discontinued, even for public safety, would be opening them to legal challenges. Mr. Papakonstantis said if the Board moves to include Swasey Parkway as a one-way street, he

would encourage continued conversation about the Parkway, including changes that would require a town meeting vote. They will get input on these options from the Trustees and the public.

Ms. Gilman said regarding ADA compliance, there's only one crosswalk. Perhaps there should be more crosswalks with curb cuts, or they should restrict the size of the street to reduce speeds. It's not clear to pedestrians where to cross the road. They should talk to the Trustees about it. Mr. Papakonstantis said they've reached a point where after September 6th, the Board does not have the authority to restrict vehicular traffic. If they vote to make it one way, there will be some measure of safety; otherwise, on September 7th, it will be open to two-way traffic. He encouraged the public to read the Trust in its entirety to understand what the Board has the authority to do and not do.

Mr. Browne asked if a petition on the town warrant would be enough to close the Parkway. Mr. Papakonstantis said they could craft a warrant article, which would seem more binding than a citizen's petition. After that, they would still have to go before the State to handle the Trust part of it. Mr. Dean said it's a class 5 road, not a class 6 road as mentioned last week. They would have to work with the Attorney General's office to end the road in perpetuity

MOTION [not voted]: Mr. Browne moved to open Swasey Parkway for one-way traffic only, but to begin DPW work on crosswalks to make the road safer for pedestrians. Ms. Gilman said those things should be separate. Mr. Browne rescinded his motion.

MOTION: Ms. Gilman moved to adopt an amendment to Chapter Three of the Exeter Town Ordinances, One-Way Streets and Traffic Circles, as follows: to 301 One-way streets, add "Swasey Parkway northerly from Water Street entrance to exit on Water Street," effective September 7, 2021. Mr. Browne seconded. All were in favor.

Mr. Papakonstantis asked Mr. Dean to look into the possibility of crosswalks. Ms. Cowan said she'd like for the barriers to still be there blocking half the road, to make it clear that it's a one-way road.

Jennifer Perry, the Public Works Director, said she needs to confer with Jay Perkins, who's been giving this some serious thought. There needs to be a suite of improvements, messages, and barriers.

Ms. Perry added that the exit street is Newfields Road, not Water Street. Ms. Gilman asked if they would have to re-read it three times, and Mr. Dean suggested just amending the motion to say Newfields Road.

MOTION: Ms. Gilman moved to reconsider the vote on amending Chapter 3 of the town ordinances. Mr. Browne seconded. All were in favor.

MOTION: Ms. Gilman moved to adopt an amendment to Chapter Three of the Exeter Town Ordinances, One-Way Streets and Traffic Circles, as follows: to 301 One-way streets, add "Swasey Parkway northerly from Water Street entrance to exit on Newfields Road," effective September 7, 2021. Mr. Browne seconded. All were in favor.

Mr. Papakonstantis asked if the DPW could post the information about upcoming changes to the road on the website and share them back with the Board.

d. Bower Land Donation

Kristen Murphy, the Natural Resources Planner, was present remotely via Zoom to discuss a land donation. Ms. Murphy said the town was approached by the estate of the Bower family with interest in donating land to the town for Conservation purposes. The town is required to obtain recommendations from Conservation Commission and Planning Board, and have two public meetings before taking a vote to accept the land. This parcel is 5 acres, landlocked and undeveloped, and partly wetland. It would contribute to a large connected corridor of conservation land. She went to the Conservation Commission on August 10 and the Planning Board on August 12, and received a unanimous recommendation for acquiring the property.

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

Ms. Gilman said the opportunity makes sense. It fits in with existing easements. Ms. Cowan said she voted to accept this land in the Planning Board. It's an interesting opportunity to get more wetland property into the town's use.

Mr. Dean said this process takes multiple hearings, so they will bring it back in September.

e. Water Resources Update

Jennifer Perry, the DPW Director, said the last time she gave an update, in July, they were at the beginning of a major change in precipitation. July 2021 was the rainiest July on record, with over 13 inches of rain; the July average is only 2 inches. The precipitation deficit was erased, and they town is no longer in drought. Groundwater levels are recovering at different rates across the states, but there is significant recovery in this area. They recommend removing the level 2 water restrictions.

MOTION: Ms. Cowan moved to remove the level 2 water restrictions, effective immediately. Ms. Gilman seconded. All were in favor.

f. Great Bay Permit

Paul Vlasich, the Town Engineer, was present to discuss the Great Bay Nitrogen Permit and the town strategic plan.

Ms. Perry said that when they received the final permit in Dec 2020, they were offered the opportunity to submit a voluntary plan, which they did. This plan will ensure they are reducing nitrogen, in both wastewater and stormwater. Exeter has been under an administrative order for several years and has been making significant efforts in total nitrogen reduction. There's developmental pressure and continued expansion of land use, so they have to be ready to offset

those increases in impervious surface if they want to make substantial reductions in total nitrogen. They have been addressing nitrogen with enhanced street sweeping and cleaning catch basins; there are 19 Pet waste stations to encourage the public to deposit pet waste. There's tracking and accounting of nitrogen with NH DES and the UNH Stormwater Center. They're involved in regional efforts, including the Watershed Integration for Swamscott Exeter (WISE), an integrated plan for reducing nitrogen. They're incorporating reductions in the capital projects, such as tree filters in the downtown sidewalk project and infiltration galleries in the Lincoln Street area. To get where they need to be at the end of the 5 year permit cycle, they need to identify ways to increase their efforts and make substantial improvements. Exeter has joined the Municipal Alliance for Adaptive Management (MAAM), which includes surrounding towns, to make contributions to water quality monitoring, track steel grass and other recoveries in Great Bay, and do further research, and there is a UNH grant to focus on this. MAAM submitted to the EPA at the end of July, but they want to accentuate some of the uniqueness of the Exeter approach.

Paul Vlasich presented the adaptive management plan, aspects of which will be in the CIP and budgeting process. They are looking to make improvements in water quality and monitoring, nitrogen tracking, and source reduction. Mr. Browne asked where the sediments from the catch basins are taken when they are cleaned out. Mr. Vlasich said to the transfer station.

g. Epping Road/Brentwood Road Intersection

Mr. Papakonstantis said they asked Public Works and the Town Engineer to take a look at this project and give suggestions, and asked Dave Sharples to create a survey of folks that live in that area.

Mr. Vlasich said per his memo from Aug 18, he went out there several times, and met with the consultant from Hoyle Tanner Associates. At that intersection, everyone he saw was making the correct movements. He focused on the drivers: it used to be an unconventional intersection and those not familiar with it had trouble, but now, out-of-staters managed it well and local traffic seemed confused. He presented a plan for additional striping and signage changes that may lessen the confusion. They can move forward for \$10,300, with a change order approved by DOT.

Mr. Papakonstantis said he heard positive feedback just from the stop sign installation. He likes all the new suggestions. Mr. Browne said he's comfortable with this, since Public Works are the experts. Ms. Cowan said it makes sense, but she will still recuse herself. Mr. Vlasich said they can come back with the change order and that can be approved by the Town Manager. Typically minor changes don't need the vote of the Board.

Mr. Sharples said they're underbudget on the TAP project, so he's hopeful that they don't have to spend any new funds for these changes.

MOTION: Mr. Browne moved to authorize the Town Manager to approve the change order as recommended by the Public Works Department with respect to the Epping Road Winter/Spring TAP project. Ms. Gilman seconded. Ms. Cowan abstained, and the motion passed 3-0-1.

Mr. Vlasich said he talked to HTA and VHB regarding the proposed three-way stop at Washington Street at Spruce. During a recent police speed study, it was found that the average speed on Washington Street was 23 MPH, and the 85th percentile was 28 MPH, so generally people are obeying the speed limit sign. There have been few accidents at that intersection. An all-ways stop at that intersection is not recommended.

Ms. Gilman asked about sidewalks on Washington Street. Mr. Vlasich said there's a mix of sidewalk and no sidewalk. Ms. Gilman said she thinks lack of sidewalks is driving this concern.

Mr. Sharples said he sent a draft survey to the Town Manager. He talked to the RPC Planning Director, and they can use the Public Input software to do the survey. Ms. Gilman said this will be a good test run for looking at the other intersections. Mr. Sharples said he will work with Mr. Dean on putting out the survey.

7. Regular Business

- a. Tax Abatements, Veterans Credits and Exemptions
 - i. There were no abatements or credits considered at this meeting.
- b. Permits & Approvals
 - i. There were no permits or approvals considered at this meeting.
- c. Town Manager's Report
 - i. The Departments are continuing to work on budgets, which will be due this Friday.
 - ii. The 2nd public hearing on the CIP is at the Planning Board this week.
 - iii. He attended a meeting on voting accessibility, which went well.
 - iv. The tax deeding list is coming out soon.
 - v. The Town Electrician, Ron Wheeler, put in additional work on the electrical outlets at Swasey Parkway.
- d. Select Board Committee Reports
 - i. Ms. Cowan had no report. She won't be at the Planning Board meeting this week, and asked Mr. Browne to attend if possible. Mr. Papakonstantis said he can attend if not.
 - ii. Ms. Gilman said the Heritage Commission had a public demolition hearing which wasn't well attended. She would like to work on communications.
 - iii. Mr. Browne had no report.
 - iv. Mr. Papakonstantis attended the meeting with Congressman Pappas, and met with Mr. Dean and the Town Moderator re building accessibility.
- e. Correspondence
 - i. There was no correspondence considered at this meeting.

8. Review Board Calendar

- a. The next meetings are September 13 and 27

9. Non-Public Session

MOTION: Ms. Cowan moved to enter into non-public session under RSA 91-A:3II(a) and (d). Ms. Gilman seconded. In a roll call vote, all were in favor, and the meeting entered non-public session at 9:53 PM. The Board emerged from non public session. Selectwoman Cowan moved to seal the minutes of the non public session until the matter was concluded. Selectman Browne seconded. The motion carried unanimously.

10. Adjournment. Selectwoman Gilman moved to adjourn. Selectwoman Cowan seconded. The Board stood adjourned at 10:05 pm.

Respectfully Submitted,
Joanna Bartell
Recording Secretary

**Select Board Meeting
Monday September 13, 2021
7 PM
Nowak Room, Town Offices
Draft Minutes**

1. Call Meeting to Order

Members present: Julie Gilman, Lovey Roundtree Oliff, Niko Papakonstantis, and Town Manager Russ Dean were present at this meeting. Molly Cowan and Daryl Browne were not present. The meeting was called to order by Mr. Papakonstantis at 7 PM.

2. Public Comment

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

3. Proclamations/Recognitions

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

4. Approval of Minutes

- a. Regular Meeting: August 16, 2021

MOTION: Ms. Gilman moved to approve the minutes of August 16, 2021 as presented. Ms. Oliff seconded. The motion passed 3-0.

- b. Regular Meeting: August 23, 2021

Mr. Papakonstantis said Ms. Oliff was not present at the August 23 meeting, so they don't have a quorum to vote on these minutes.

MOTION: Ms. Gilman moved to table the minutes of August 23, 2021. Ms. Oliff seconded. The motion passed 3-0.

5. Appointments and Resignations

- a. Dick Matthews's appointment to the Rec Advisory Board

Mr. Papakonstantis said he typically abstains from voting on Rec Advisory Board matters, as his wife chairs the committee. He asked Ms. Gilman and Ms. Oliff if they would like to table the motion. Ms. Gilman said she supports him voting on the appointment.

MOTION: Ms. Gilman moved to appoint Dick Matthews as a full member of the Rec Advisory Board, with a term to expire April 2023. Ms. Oliff seconded. The motion passed 3-0.

- b. Don Clement's resignation from the Budget Recommendations Committee

MOTION: Ms. Gilman moved to accept Don Clements's resignation from the Budget Recommendations Committee. Ms. Oliff seconded. The motion passed 3-0.

6. Discussion/Action Items

- a. Bower Land Donation Public Hearing

Mr. Papakonstantis said this is regarding land being donated to the town.

The Conservation Commission and Planning Board have both recommended accepting the donation.

MOTION: Ms. Gilman moved to open the public hearing on the acquisition of the Bower land as a donation to the Conservation Commission. Ms. Oliff seconded. The motion passed 3-0.

Mr. Papakonstantis asked for public comment, but there was none.

MOTION: Ms. Gilman moved to close the public hearing. Ms. Oliff seconded. The motion passed 3-0.

There will be a second public hearing on Sept 27.

b. 10 Hampton Road Building Land Purchase

Mr. Bisson was present to discuss the potential purchase of land for the Rec Park. The town has entered into a Purchase and Sales agreement for 10 Hampton Road. This proposal did not make it into the CIP. They just approached the owner, who agreed on the acquisition.

This property is 1.64 Acres directly abutting the Rec Park at 4 Hampton Road. They believe they can add 60 - 80 parking spots here. It will also give a new access point for the park. It includes a 6,000 square foot building, with offices, bathrooms, and multipurpose rooms. There's also a detached garage with office space. This purchase would allow them to expand parking and relocate their offices to a site with more parking. They could use the building in its current state, with minimal renovations. The building could be accessed by the summer camp, so they would no longer need to cram kids into the bath house on rainy days. The Court Street building has 1,800 sq feet, vs this building's 6,000 sq. feet. In the future, programming could be expanded.

Regarding renovations, they will need to create an ADA entrance to the building and get the bathroom up to ADA compliance; reconfigure some downstairs offices; tie into the town's network; and set up parking. They're looking to finalize a renovation budget, but it will be no more than \$100,000.

The proposal will go to the Facilities Advisory Committee, Planning Board, and BRC. This acquisition will minimize the current Parks and Rec asks in the CIP: they will remove the athletic field project for \$4.5M, and eliminate the accessibility assessment of 32 Court Street, since they would be moving the offices. The original \$6.5M proposal would be reduced to \$2M to \$3M 6 - 8 years out for the multigenerational center, with the additions of a gym, programming space, meeting space, and access to bathrooms.

Mr. Dean thanked Darren Winham, who helped with the purchase and sale agreement. Mr. Bisson mentioned that Mr. Winham negotiated the cost from \$1.35M to \$1.15M. An expert real estate person said the fair market value is \$800,000 - \$1.3M, so it's right in that price range. This is an opportunity that they will only get once, otherwise the property will be sold and developed. Mr. Dean said regarding preliminary tax impacts, they would likely have a ten year bond of

\$1.25M, which is \$.06 per thousand, or \$19 for a \$300,000 home. That estimate also doesn't take into account avoided costs.

Ms. Oliff asked whether there would be enough offices for current staff in the new space. Mr. Bisson said yes; there are 12 offices, 5 of which would be key for customer service. There are also several on the 2nd floor that they'd be turning into programming space. This building could be adapted into a multigenerational center down the line. It's double the size of what they currently have. It would also allow those playing softball and soccer not to cross Route 27 from the parking lot across the street. Mr. Dean said that this property is between two commercial properties, so the residential impact is far less than building in other areas.

Ms. Gilman said she sees a lot of benefits to this proposal. A second parking lot would be good for the grandmother who wants to see the grandkids play.

Mr. Papakonstantis asked Mr. Bisson to reach out to the Facilities Committee, Planning Board, and BRC, as well as the two abutters, and the immediate neighborhood as well. Mr. Bisson said he's already drafted the emails to those groups to send once it's official.

Mr. Papakonstantis said he likes that they can gradually build up with this opportunity, since they heard feedback that the other Rec Center plans were too much, too fast.

Mr. Bisson said the new building is much more efficient than the current building, and has potential for additional energy efficiency initiatives such as solar panels. There's forced hot air throughout, so it would be a healthier atmosphere than the current building with radiators.

Mr. Papakonstantis said the land may be worth more than the price. The owner wanted the community to have this opportunity. Mr. Bisson said the owner reimagined his own business model and wanted to do something good for the town. This property was not available previously.

Mr. Papakonstantis asked if this would affect Planet Playground. Mr. Bisson said the proposed purchase of that area is still in HUD limbo, so they're talking about relocating it.

Mr. Dean said that for full disclosure, the property owner's name is Phil Dean, but he is no relation.

c. Andrew Elliott re: Washington Street

Mr. Papakonstantis said earlier in the summer, Mr. Elliott approached the Board members with his concerns and ideas for Washington Street. In late June, he came forward at public comment and submitted a citizen's petition looking to raise and appropriate \$260,000 for the design and construction of road and sidewalk improvements on Washington Street.

Mr. Elliott said in May, he started talking to Dave Sharples about how to slow down traffic on Washington Street. This is a very busy street with lots of people and young kids, and people go fast. If a person is hit by a car going 40

MPH, there's an 80% chance of the person dying; as you reduce those numbers, the chances of death go down. At 20 MPH, the chance of death is only 6%. Motorists tend to go as fast as the road allows. Following the change to the Brentwood Road intersection, he talked to Detective Bruce Page, who did a radar speed survey. The max speed seen was 50 MPH, and there were 1,200 people going more than 24 MPH. ¾ of the days of the speed study, there was a Police presence on the street. They need to consider how development is going to impact the streets handling the traffic.

Mr. Elliott proposes road or lane diets to make Washington Street thinner, or other traffic calming measures. He knows of 11+ kids under 10 on that street, and they are taking their life into their own hands.

Sandra Angelone of 84 Washington Street said there's a bus stop on Brentwood, so parents with little children are walking up Washington, which has no sidewalks in that area.

Mr. Elliott described chicanes, which jut out in the street to make the road feel less wide, to make motorists slow down. He's parked his car on the street to make the road smaller, and it works. The cost estimates on chicanes are \$2,500 to \$16,000 each, so not very expensive. He doesn't want his own car to get damaged. These islands could accommodate new trees providing natural shade and replacing the aging trees on Washington Street. Highway Department Supervisor Jay Perkins said the town would donate trees. Another potential option is a choker, which is a bump-out on both sides of the street. Or they could consider a "complete streets" program with road narrowing, finishing sidewalks to the end of Washington Street, and adding a bike lane.

Mr. Elliott said he was working with DPW Director Jen Perry, but she hasn't been returning his emails, and the project needs to move along.

He would also like the Board to look into updating the town ordinances to change the speed limit to include 25 MPH for Washington Street.

The sidewalk plan needed to be done in 2014, but the yearly sidewalk budget is \$120,000, while the estimate for Washington Street is \$130,000, which means it will never get done.

There are other CIP projects moving forward, such as Westside Drive and the School Street area, but neither one of those is a through street or sees the volume of traffic that Washington Street does. They should start with the one with 2,500 cars a day on it. He's surprised that School Street will be \$345,000 for design work. It's only 2,200 feet for those three streets, which means it would be \$160 per foot to design the improvements.

Mr. Elliott mentioned that he has emails from Tom and Rebecca Bergeron and a resident named Denise, which he will forward to the Board.

Chief Stephan Poulin said they have stepped up patrols of that area. Regarding the posted speed limit, he's willing to work with the Board on updating the town ordinances. There are other roads in town that are posted improperly.

Mr. Dean said Paul Vlasich from Public Works talked about Sewer issues on Washington Street. They did a water rehab project on that street 4-5 years

ago, but need to replace Sewer Mains at some point. They try to lump together water, sewer, road reconstruction, and sidewalks. He would like to get more detail from the DPW. The citizen's petition warrant article that Mr. Elliott submitted is valid and will go to the voters in the spring.

Ms. Oliff said regarding bump-outs and chicanes, there's a question of plowing, street cleaning, parking, etc. She would like to figure out why it was listed as "not appropriate" in Portsmouth. She likes the idea of extending the sidewalks. She would like to find out why Washington Street is not the #1 priority of the DPW and to be more transparent.

Mr. Elliott said regarding traffic calming not being recommended in Portsmouth, Portsmouth has designated types of streets as having different requirements. A Connector Road in Exeter is like a City Core Connector in Portsmouth, where curb extensions are appropriate in limited circumstances.

Mr. Elliott said that with off-street parking, there's room for wider sidewalks. They shouldn't wait for the sewer to be replaced. The recent Front Street project was done without touching the sidewalks, so they could do the sidewalks on Washington Street without touching the street. Ms. Perry said they needed to find out if the town has easements to put in sidewalks. Officer Page has offered to do another speed survey in the future. They should check speeds again without Police or signboards on the street.

Sandra Angelone of 84 Washington Street asked if they get a vehicle count when they do the speed analysis, and is there a way to go back and see what the increase is from a year ago? Chief Poulin said they get a vehicle count, but they'd have to look if there were speed surveys from a year ago. Regarding a new survey, the residents should tell them when they want it done.

Mr. Dean said he will get the answer to the question about the easements.

Mr. Papakonstantis said the next steps are for the Board to work with the Police Dept on this street and other streets that need to be revised. He would like the DPW to come before the Board to comment on Mr. Elliott's ideas and their feasibility in the near future, and he will let Mr. Elliott know the date. There's a long-term plan for sidewalks, and he would like to hear from the DPW where this falls in the plan. He would also like to hear why the other DPW projects cost so much.

7. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

MOTION: Ms. Gilman moved to approve a Solar Exemption for 91-25 in the amount of \$10,500 for 2022. Mr. Papakonstantis seconded. The motion passed 3-0.

b. Permits & Approvals

There is a financial report that the Board needs to sign. The DRA is a requirement at the end of each fiscal year. It's a submittal of voted appropriations vs actual expenditures.

MOTION: Ms. Gilman moved to accept the NH DRA Financial Report of the 2021 Budget. Ms. Oliff seconded. The motion passed 3-0.

c. Town Manager's Report

- i. They had a leak at the pool. Mr. Bisson is in the process of getting repair estimates. There was a \$20,000 bill for the water at the Rec Park, so the Board should consider whether they'd be willing to abate that.
- ii. Negotiations for SEIU, Fire, and Police are underway. They've had several meetings which have gone pretty well.
- iii. He's had several budget meetings with the Dept heads.
- iv. It's time for tax deeding. They're encouraging people to pay those.
- v. He recognized Dave Sharples for his work on the Public Safety study. Out of the \$100,000, Lavallee Brensinger is going to do most of the work for \$80,000. Mr. Sharples will be before the Board with a contract at the next meeting.
- vi. The Board will get a draft budget on Sept 27.
- vii. Mr. Papakonstantis said Swasey Park has reopened to vehicular traffic, and it seems to be incident free. Mr. Dean said he hasn't heard of any incidents.
- viii. Mr. Papakonstantis said he, Mr. Dean, and Ms. Roy attended the 9/11 Ceremony at the Public Safety building. There was a new dedicated wreath and statues. It was a wonderful ceremony. He thanked Police, Fire, and Public Works, and Parks and Rec for the work they put into that area.

d. Select Board Committee Reports

- i. Ms. Oliff attended an Arts and Culture Committee meeting, where there was continued discussion about the Exeter Cultural website, and a possible public art/sculpture display. Anne Kenney has since stepped down from committee. Does the Board need to vote on a new member or does it automatically go to an alternate? Mr. Papakonstantis said the Committee can determine which alternate to make into a full member, and make a recommendation to the Board. Ms. Oliff said she also had a Housing Committee meeting on Friday Sept 10. Ms. Gilman was there as the Rep from the State, and they discussed workforce housing and alternative solutions.
- ii. Ms. Gilman had a Heritage Commission meeting, where they discussed a demo at 10 Wadley Street. They decided that the building should be preserved and rehabilitated, but they can only give advice, they can't stop a demo. The demo review subcommittee will also look at 7 Wadley Street.
- iii. Mr. Papakonstantis said the Sustainability Advisory Committee met; he had a conflict, but he talked to the Chair prior to the meeting, and the one big agenda item was a proposal for the BRC to increase the hours of a

part time employee currently reporting to Mr. Sharples to full-time, and to assign the Sustainability Coordinating initiative to that person.

e. Correspondence

- i. A memo from the Exeter Fire Department stating that Covid numbers are continuing to climb steadily. 8 residents tested positive in the past week, 4 during Labor Day weekend. Since March 2020, Exeter has had 1,018, with 10 active cases. NH had 2,200 positive tests last week. There have been 10 Covid deaths in NH in the past week, 2 from Rockingham County. The FD is becoming more active with the Public Health Network, and has identified areas to give vaccines. Mr. Papakonstantis asked if Chief Wilking or Mr. Murray could come monthly to discuss Covid updates.
- ii. A request for Exeter to consider becoming a Purple Heart Community. Ms. Gilman said she would support it because the Independence Museum has an original purple heart medal. Mr. Dean said they'll draw up a proclamation for the next meeting.
- iii. An email referencing Swasey Parkway.
- iv. A thank you note from Family Promise of Seacoast NH for a recent donation.
- v. A memo from Darren Winham regarding HB154 and SB102. Ms. Gilman said HB 154 would develop housing opportunity zones, which give tax incentives for developers to reuse existing housing stock 40+ years old. Now it's been signed by the Governor, but the question keeps coming up of how to know that the affordable housing policy continues after the tax incentive has ended.
- vi. On October 16, The Public Works garage will host a waste collection event.

8. Review Board Calendar

- a. The next Select Board meetings are September 27 and Oct 4 and Oct 18. There's a BRC meeting on September 29th.

9. Non-Public Session

MOTION: Ms. Gilman moved to enter into non-public session under RSA91-A3:II(e). Ms. Oliff seconded. In a roll call vote, the motion passed 3-0. The Board emerged from non-public session. Selectwoman Gilman moved to seal the minutes of the non-public session until the matter is settled. Selectwoman Oliff seconded the motion. The motion carried unanimously.

10. Adjournment. Selectwoman Gilman moved to adjourn. Selectwoman Oliff seconded. The motion carried and the Board stood adjourned at 8:55 pm.

Respectfully Submitted,

Joanna Bartell
Recording Secretary

Appointments

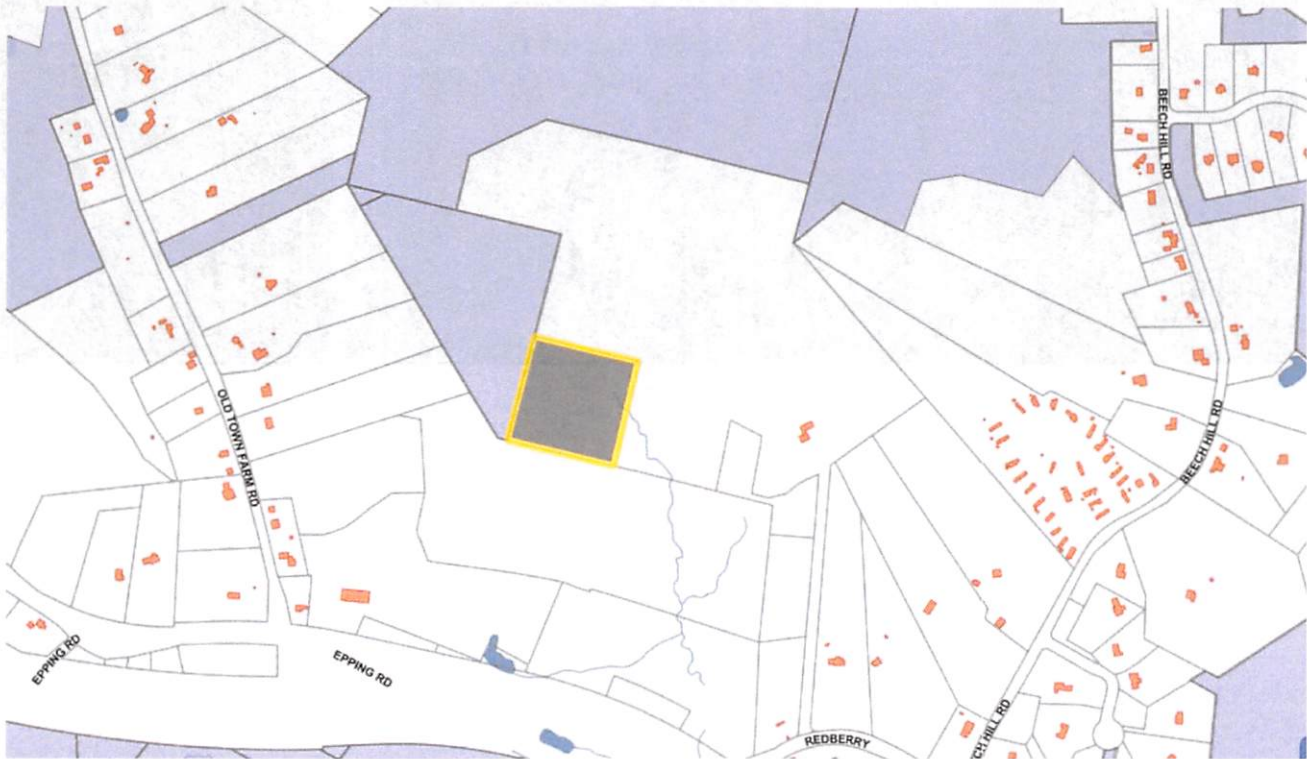
Bower Land Donation

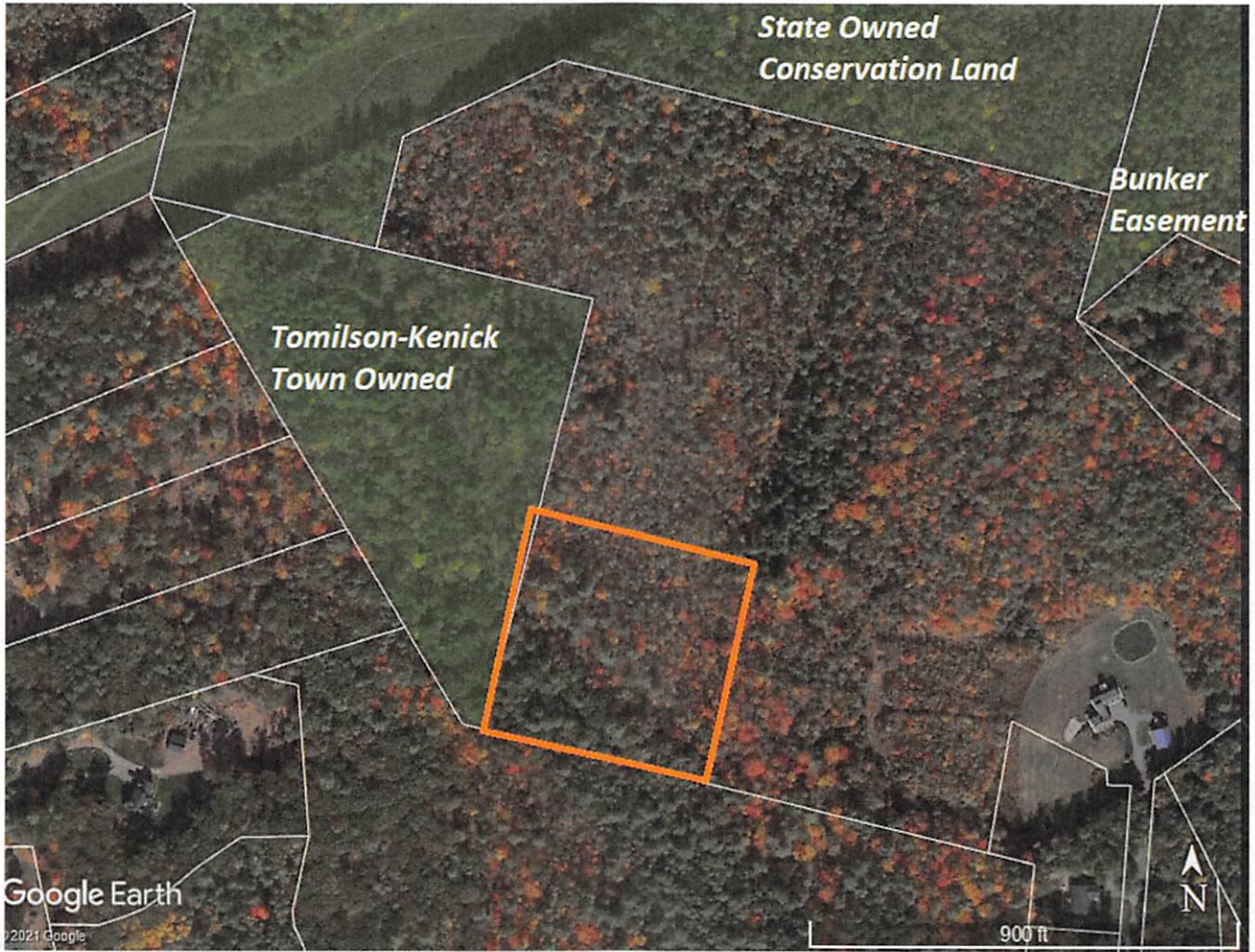
**TOWN OF EXETER
PLANNING DEPARTMENT MEMORANDUM**

Date: August 16, 2021
To: Russ Dean, Town Manager
Exeter Select Board
From: Kristen Murphy, Natural Resource Planner
cc: Drew Koff, Chair, Exeter Conservation Commission
Lang Plumer, Chair, Exeter Planning Board
Subject: Mary Bower Land, Beech Hill Road, Map 28, Lot 16

The estate of Mary Bower wishes to donate a 5 acre parcel of undeveloped land to the Town for conservation purposes. The parcel (indicated in yellow below) is a land-locked wooded parcel that contains a mix of upland and wetland. It abuts the existing town-owned conservation parcel Tomilson Kenick Land and would add to a regional corridor of protected lands (indicated in purple below) between Old Town Farm Road and Beech Hill Road.

In accordance with RSA 41:14-a, the proposal was presented to the Conservation Commission on August 10th and the Planning Board on August 12th. Both committees voted unanimously in support of the Town acquiring this land for conservation purposes. The Conservation Committee and Planning Board would like to express their appreciation for this generous gift from the Bower family.





Conservation Deed – Mendez Trust



CELEBRATING OVER 35 YEARS OF SERVICE TO OUR CLIENTS

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

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

September 16, 2021

VIA HAND DELIVERY

Niko Papakonstanis, Chairman
Town of Exeter Select Board
10 Front Street
Exeter, NH 03833

Re: Acceptance of Warranty Deed to Town of Exeter from
Mendez Revocable Real Estate Trust

Dear Chairman Papakonstanis and Members of the Board:

Enclosed please find a proposed warranty deed, which if accepted by the Town, will convey approximately thirty-one (31) acres of land to the Town. The land will be restricted against future development and will allow for passive recreational use of the public.

The proposed deed was recently presented to the Conservation Commission and the Commission recommended approval subject to legal counsel review. We ask that the Select Board review this proposed conveyance of land and approve acceptance of same.

We also ask that this proposal be reviewed at the September 27, 2021 meeting of the Select Board. We are happy to attend the meeting and answer any questions you may have. If you have any immediate questions, please do not hesitate to contact me.

Very truly yours,
DONAHUE, TUCKER & CIANDELLA, PLLC

Justin L. Pasay, Esq.
jpasay@dtclawyers.com

cc: Brian Griset
Sharon C. Somers, Esq.

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

Town Manager's Office

SEP 16 2021

Received

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

WARRANTY DEED

BRETT L. NEEPER, TRUSTEE OF THE MENDEZ REVOCABLE REAL ESTATE TRUST u/d/t dated March 26, 2003, with an address of 12 Stonepost Circle, Raymond, New Hampshire 03077 (hereinafter referred to, collectively, as the "Grantor", which word where the context requires includes the plural and shall, unless the context clearly indicates otherwise, include the Grantor's executors, administrators, legal representatives, devisees, heirs, successors and assigns),

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

the "Property" being unimproved land in the Town of Exeter, County of Rockingham and State of New Hampshire, shown on a plan of land entitled "Lot Consolidation, Subdivision, Open Space & Condominium Site Plan Prepared for Adela J. Griset & Hidden Meadow Condominium Shown as Tax Map 81 / Lot 53 & Tax Map 96 / Lot 15 Located at 26 Cullen Way & Tamarind Lane, County of Rockingham, Exeter, NH," prepared by David W. Vincent, LLS, Land Surveying Services, dated January 10, 2019, revised through May 10, 2021, which plan is recorded in the Rockingham County Registry of Deeds as Plan No. D-_____, more particularly bounded and described in **Exhibit "A"** attached hereto and made a part hereof.

1. **PURPOSES**

The Property hereby granted is exclusively for the following conservation purposes:

- A. To assure that the Property will be retained forever in its undeveloped, scenic, and open space condition and to prevent any use of the Property that will significantly impair or interfere with the conservation values of the Property;
- B. To preserve the Property for the passive recreational use of the public; and
- C. To preserve open spaces, particularly the wetland and upland, of which the Property conveyed hereby consists, for the scenic enjoyment of the general public and consistent with New Hampshire RSA Chapter 79-A which states: "It is hereby declared to be in the public interest to encourage the preservation of open space in the state by providing a healthful and attractive outdoor environment for work and recreation of the state's citizens, by maintaining the character of the state's landscape, and by conserving the land, water, forest, and wildlife resources;

all consistent with the Exeter Master Plan which calls for preservation of the character of the Town by preservation of forest land open spaces and protection of water supply sources, the Property being unimproved land situated in the Town of Exeter as set forth in **Exhibit "A"**.

DESCRIPTION OF ENVIRONMENTAL VALUE

The Property contains a prime wetland with two (2) vernal pools. There are numerous signs of wildlife and signs that the area is used for travel purposes by various mammals, including deer. Rockingham County is the fastest growing county in the State and large tracts of land are being lost to development. The preservation of prime wetlands is of particular importance.

The Property is hereby conveyed with the following restrictions:

2. USE LIMITATIONS

- A. The Property shall be maintained in perpetuity as open space without there being conducted thereon any industrial or commercial activities.
- B. No use shall be made of the Property, and no activity shall be permitted thereon which is inconsistent with the intent of this grant, that being the perpetual protection and preservation of the Property.
- C. No structure or improvement shall be constructed upon the Property except as listed below in Section K.
- D. No removal, filing, or other disturbances of soil surface, nor any changes in topography surface, or subsurface water systems, wetlands, or natural habitats shall be allowed unless such activities:

- i. Are commonly necessary for the accomplishment of the conservation, habitat management, or non-commercial outdoor recreational uses of the Property specifically reserved in Section 3 hereof.
- ii. Do not harm state or federally recognized rare, threatened, or endangered species, such determination of harm to be based upon information from the New Hampshire Heritage inventory or the agency then recognized by the State of New Hampshire as having responsibility for the identification and/or conservation of such species.
- iii. Do not impact wetland vegetation, soils, hydrology or habitat.
- iv. Are not detrimental to the purposes of this grant.

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

- E. No outdoor signs shall be displayed on the property except as desirable or necessary in the accomplishment of the conservation and non-commercial outdoor recreational uses of the Property and provided such signs are not detrimental to the purpose of this grant.
- F. There shall be no mining, quarrying, excavation, or removal of rocks, minerals, gravel, sand, topsoil, or other similar materials on the Property except in connections with improvements made pursuant to the provisions of Section K.
- G. There shall be no dumping, injection, burning, or burial of refuse, trash, rubbish, debris, junk, waste, man-made materials, or materials then known to be environmentally hazardous, including vehicle bodies or parts and other similar substances.
- H. There shall be no defacement, movement, removal, or alteration of any stone walls or other monuments or markers that serve as legal boundaries, as per New Hampshire RSA 472:6, or as the legal boundary of the Property as described in Appendix A.
- I. The Property may be used to satisfy the density requirements of the Town of Exeter Zoning Ordinance and Site Review Regulations so as to obtain a ten (10%) density bonus which will provide for one dwelling unit above that which is otherwise allowed, in association with Planning Board Case #20-2, approval date July 29, 2021.
- J. Pedestrian trails may be created and maintained by Grantee provided that such trails are located at least one hundred (100) feet from the boundary of other property of the Grantor identified as Town Tax Map 96, Lot 15. Trails are to be used only for pedestrian use; no bicycles, motorized vehicles or horses are allowed. The Property shall not be used after sunset or before sunrise.

K. Grantee may construct and maintain two (2) observation points overlooking the area designated by the Town as prime wetlands.

L. No hunting shall occur on the Property.

3. ACKNOWLEDGEMENT

A. The Parties acknowledge and agree that the Property shall be referred to as the “Griset/Mendez Family Conservation Area” and that the Grantor will work with the Town of Exeter’s Recreation Department to finalize plans to erect a sign identifying the Property as the “Griset/Mendez Family Conservation Area” at a mutually agreeable location on abutting Town-owned property identified as Town Tax Map 81, Lot 57, also known as the Brickyard Park. The sign shall list appropriate uses and building limitations on the Property hereby conveyed and it shall be substantially similar in appearance to the existing signage identifying the Morrisette Conservation Area located in Exeter, New Hampshire. Grantor will pay for the signage and Grantee shall maintain the sign once erected.

4. AFFIRMATIVE OBLIGATIONS

A. To keep the Property open to the public for passive recreational use for the scenic enjoyment of the public. The obligation shall exist in perpetuity.

5. STEWARDSHIP

- A. A plan of land title “Base Plan for Griset/Mendez Family Conservation Land, Kingston Road, Exeter, NH” is attached hereto as **Exhibit “B”** (the “Base Plan”). The Base Plan depicts the Property’s boundary markers as well as all the Property’s prominent natural resources to include vernal pools, a prime wetland, swamp white oak, and other features.
- B. Once the bounds of the conservation area are set, the Grantor and the Exeter Conservation Commission, or a representative thereof, shall walk the boundaries to confirm proper placement.

6. BENEFITS AND BURDENS

The restrictions imposed hereby shall run with the Property and shall be enforceable by all future unit owners of the Hidden Meadow Condominium.

Subject further to the following: The perpetual right of the public to use any trails constructed in accordance with Section 2(J). above.

PURSUANT TO RSA 564-A:7, II, the undersigned trustee as Trustee under the **Mendez Revocable Real Estate Trust**, created under trust agreement dated March 26, 2003, and thereto has full and absolute power in said trust agreement to convey any interest in real estate and improvements thereon held in said trust and no purchaser or third party shall be bound to inquire whether the trustee has said power or is properly exercising said power or to see to the application

of any trust asset paid to the Trustee for a conveyance thereof.

The undersigned Trustee, upon oath, deposes and says that the said Trust has not been revoked, modified or amended in any manner that would cause the representations contained in this document to be incorrect.

The Grantee joins in this deed to evidence its acknowledgement and agreement to the foregoing and Grantee assumes and agrees to perform and comply with all of the conditions, covenants, restrictions and reservations and obligations set forth in this instrument.

IN WITNESS WHEREOF, Grantor has hereunto set its hand this _____ day of _____, 2021.

MENDEZ REVOCABLE REAL ESTATE TRUST

By: Brett L. Neeper, Trustee

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM, ss.

This instrument was acknowledged before me on this _____ day of _____, 2021 by Brett L. Neeper, Trustee of the Mendez Revocable Real Estate Trust.

Notary Public

ACCEPTED this _____ day of _____, 2021:

TOWN OF EXETER
BY ITS SELECT BOARD

Niko Papakonstantis, Chair

Molly Cowan, Vice-Chair

Julie D. Gilman, Clerk

Daryl Browne

Lovey Roundtree Oliff

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

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

Notary Public

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

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

Notary Public

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

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

Notary Public

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

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

Notary Public

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

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

Notary Public

EXHIBIT A

LEGAL DESCRIPTION

A certain parcel of unimproved land situated in the Town of Exeter, County of Rockingham and State of New Hampshire, depicted as Map/Lot 81-53 shown on a plan of land entitled, "Lot Consolidation, Subdivision, Open Space & Condominium Site Plan Prepared for Adela J. Griset & Hidden Meadow Condominium Shown as Tax Map 81 / Lot 53 & Tax Map 96 / Lot 15 Located at 26 Cullen Way & Tamarind Lane, County of Rockingham, Exeter, NH," prepared by David W. Vincent, LLS, Land Surveying Services, dated January 10, 2019, revised through May 10, 2021, and recorded in the Rockingham County Registry of Deeds as Plan No. D-_____ (the "Plan"), being more particularly bounded and described as follows:

Beginning at an iron rod point at Map 81/Lot 49 and the easterly corner of Map/Lot 81-53, as shown on said Plan; thence running along Map 73/Lot 47 (Boston & Maine Railroad) S 36°13'19" W a distance of 1375.92 feet to an iron rod at Map/Lot 96-15-17; thence turning and running N 25°12'09" W a distance of 545.95 feet along Map/Lot 96-15-17 and Map/Lot 96-15 to an iron rod to be set; thence turning and running N 05°07'57" W a distance of 676.25 feet along the "Common Area" to a point at the lot line to be eliminated; thence turning and running N 05°07'57" W a distance of 106.29 feet to an iron rod to be set; thence turning and running the following six (6) courses and distances along Map 81/Lot 57 (Town of Exeter): S 61°28'51" E a distance of 130.46 feet to an iron pipe found; thence N 01°23'45" E a distance of 132.13 feet; thence N 04°20'00" E a distance of 53.67 feet; thence N 07°01'56" E a distance of 231.75 feet; thence N 01°24'33" E a distance of 106.41 feet; and thence N 05°00'43" E a distance of 98.19 feet to an iron pin found at Map 81/Lot 52 (Brickyard Business Condo Association); thence turning and running the following four (4) courses and distances along Map 81/Lot 52: N 84°09'16" E a distance of 10.00 feet; thence N 71°59'49" E a distance of 209.23 feet; thence N 71°59'32" E a distance of 50.00 feet; and thence N 71°59'52" E a distance of 395.07 feet to an iron pipe found at Map 81/Lot 49 (Christine H. Henderson Revocable Living Trust); thence turning and running S 20°07'01" E a distance of 298.23 feet along Map 81/Lot 49; thence continuing S 20°07'01" E a distance of 456.77 feet along Map 81/Lot 49; thence turning and running S 16°07'01" E a distance of 224.00 feet still along Map 81/Lot 49 to the iron rod at the point and place of beginning. Said Map/Lot 81-53 containing 1,377,057 square feet, 31.61 acres according to said Plan.

Meaning and intending to describe and convey a portion of the premises conveyed to Brett L. Neeper, Trustee of the Mendez Revocable Real Estate Trust by deed of Thomas C. Bashaw dated April 2, 2003 and recorded in the Rockingham County Registry of Deeds at Book 3996, Page 1371; together with Parcel A and Parcel D as show on said Plan as conveyed to Brett L. Neeper, Trustee of the Mendez Revocable Real Estate Trust by deed of Adela J. Griset dated _____ and recorded in said Registry at Book _____, Page _____. For further reference, see deed conveying Parcel B and Parcel C on said Plan to Adela J. Griset dated _____ and recorded in said Registry at Book _____, Page _____.

S:\GM-GR\Griset, Adela\Conservation Property\2021 09 15 Warranty Deed (FINAL).docx

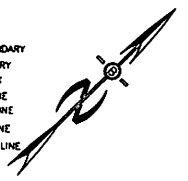
THIS MAP PRODUCT IS WITHIN THE TECHNICAL STANDARDS OF THE NATIONAL COOPERATIVE SOIL SURVEY. IT IS A SPECIAL PURPOSE PRODUCT, INTENDED FOR INFILTRATION REQUIREMENTS BY THE ALTERATION OF TERRAIN BUREAU. IT WAS PRODUCED BY A PROFESSIONAL SOIL SCIENTIST, AND IS NOT A PRODUCT OF THE US DA NATURAL RESOURCES CONSERVATION SERVICE. THERE IS A REPORT THAT ACCOMPANIES THIS MAP.

THE SITE SPECIFIC SOIL SURVEY (SSSS) WAS PRODUCED DECEMBER 17, 2019, AND WAS PREPARED BY JAMES P. GOVE, CSS # 004, GOVE ENVIRONMENTAL SERVICES, INC. THE SURVEY AREA IS LOCATED AT TAHARIND LAKE, EXETER, NH.

SOILS WERE IDENTIFIED WITH THE NEW HAMPSHIRE STATE-WIDE NUMERICAL SOILS LEGEND, USDA NRCS, DURHAM, NH, ISSUE # 10, JANUARY 2011. THE NUMERIC LEGEND WAS AMENDED TO IDENTIFY THE CORRECT SOIL COMPONENTS OF THE COMPLEX.

HYDROLOGIC SOIL GROUP FROM KSAT VALUES FOR NEW HAMPSHIRE SOILS, SOCIETY OF SOIL SCIENTISTS OF NEW ENGLAND, SPECIAL PUBLICATION NO. 5, SEPTEMBER, 2009.

LEGEND	
---	STONE WALL
---	TREE LINE
---	SHORELAND ZONE LINE
---	150' SHORELAND SETBACK
---	WETLAND BOUNDARY
---	PRIME WETLAND BOUNDARY
---	FLOOD ZONE BOUNDARY
---	40' WETLAND SETBACK
---	BUILDING SETBACK LINE
---	ABUTTING PROPERTY LINE
---	EXISTING PROPERTY LINE
---	PROPOSED PROPERTY LINE

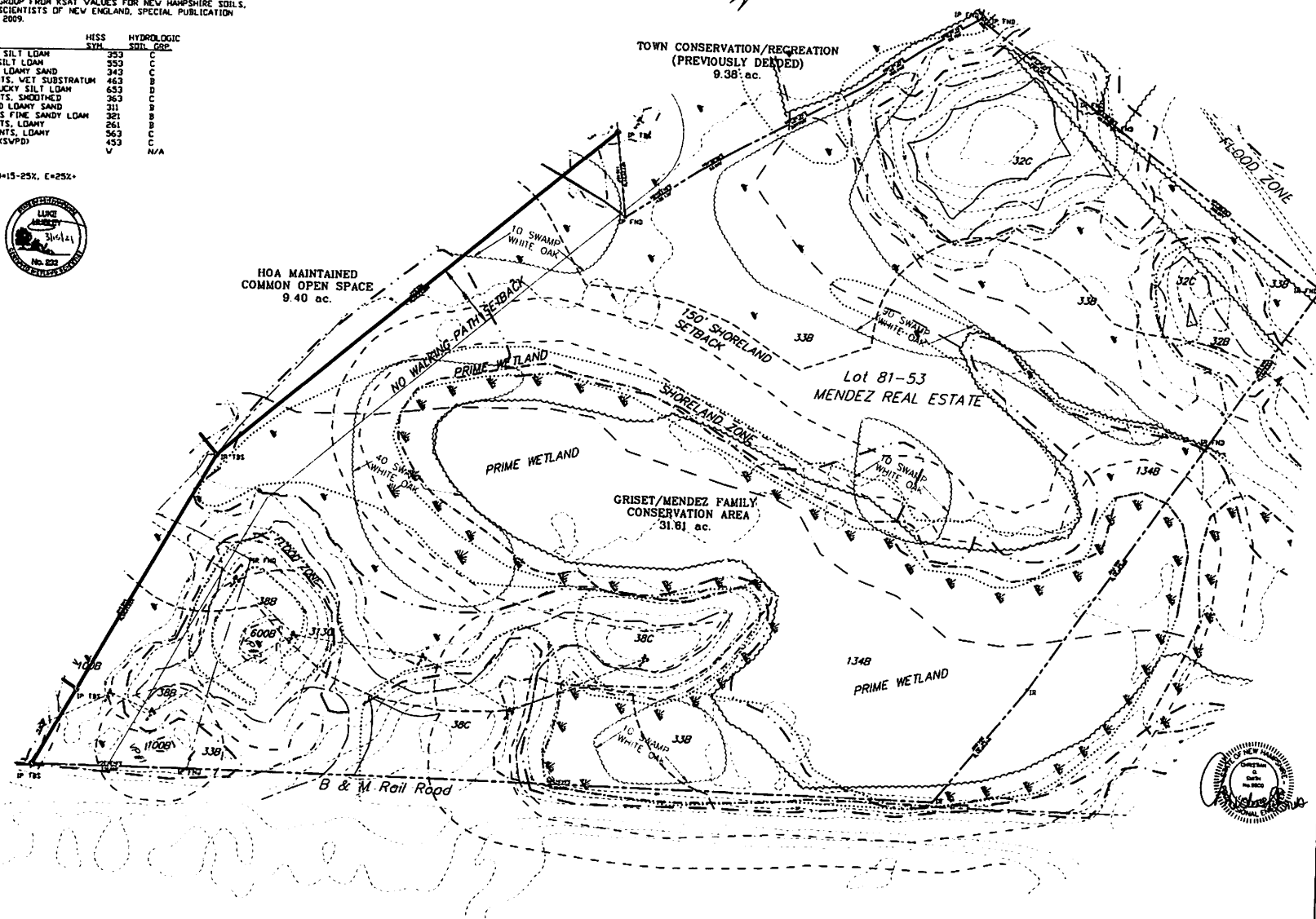


PREPARED FOR:
BRIAN GRISET
 28 CULLEN WAY
 EXETER, NH 03883

BEALS ASSOCIATES PLLC
 70 PORTSMOUTH AVE, STRATHAM, N.H. 03885
 PHONE: 603-583-4860, FAX: 603-583-4863

SSSS SYM	SSSS MAP NAME	HISS SYM	HYDROLOGIC SOIL GRP.
32	BEDFORD SILT LOAM	353	C
33	SCITTED SILTY LOAM	353	C
38	ELDRIDGE LOAMY SAND	343	C
100	UDORTHENTS, WET SUBSTRATUM	463	B
134	HAYRID MUCKY SILTY LOAM	653	B
299	UDORTHENTS, SMOOTHED	363	C
313	DEERFIELD LOAMY SAND	311	B
444	NEWFIELDS FINE SANDY LOAM	321	B
500	UDORTHENTS, LOAMY	361	B
600	ENDODUENTS, LOAMY	363	C
953	BEDFORD (SVPD) WATER	453	C
V		V	N/A

SLOPE PHASE:
 B=0-8%, C=8-15%, D=15-25%, E=25%+



ZONING REQUIREMENTS

ZONE	FT	SP
LOT SIZE	48,000 SF	20,000 SF
REAR FRONTAGE	150'	150'
REAR DEPTH	150'	150'
MAX HEIGHT	25'	35'
BUILD SETBACKS	20'	30'
FRONT	20'	30'
SIDE	15'	25'
REAR	15'	30'
WETLANDS PB & VPD	75'	30'

WETLANDS BUFFER
 40' PERILY SHADDED NO-CUT, NO DISTURBANCE BUFFER
 50' VERY PERILY SHADDED NO-CUT, NO DISTURBANCE BUFFER
 WETLANDS CONSERVATION OVERLAY DISTRICT
 75' VERNAL POND, NO CUT, NO DISTURBANCE BUFFER
 150' PRIME WETLAND NO CUT, NO DISTURBANCE BUFFER
 SHORELAND PROTECTION OVERLAY DISTRICT

NET TRACT AREA CALCULATION FOR OS DEVELOPMENT:
 TOTAL TRACT AREA = 83.83-10% = 57.45 AC
 LESS VPD = 10.76 AC
 NET TRACT AREA = 22.10 AC
 NET TRACT AREA = 24.59 AC
 30% OPEN-SPACE REQUIRED = 7.38 AC

PUBLIC OPEN-SPACE CALCULATION:
 31.81 AC + 9.38 AC PREVIOUSLY DEEDED TO THE TOWN "BERRYARD PARK" = 40.99 AC = 64% OF 63.83 AC

LAND AREA TO BE DEEDED TO TOWN CONSERVATION:
 15.04 AC WETLAND (PD)
 8.23 AC PRIME WETLAND (VPD)
 TOTAL 31.81 ACRES

YIELD PLAN DENSITY CALCULATIONS:
 17 LOTS COMPLYING WITH ALL R-1 ZONING REQUIREMENTS + 10% (1 LOT) DENSITY BONUS FOR DEEDING TO TOWN OVER 50% OF PARCEL FOR CONSERVATION OPEN SPACE. TOTAL YIELD = 17 + 1 = 18 LOTS.

1. SWAMP WHITE OAKS (SWO) LOCATED IN THE FIELD BY JAMES GOVE, CSS, CNS ON 1-29-20 (SEE MEMO FROM GES DATE 2-4-20). THERE ARE AN ESTIMATED 180 SWO TREES 6" OR LARGER AT GREATEST HEIGHT THROUGHOUT THE AREA.



REVISED PER PB, COMS COMM & NRD OFFICER	9-14-21
REVISIONS:	DATE
BASE PLAN	
PLAN FOR: GRISSET/MENDEZ FAMILY CONSERVATION LAND KINGSTON ROAD EXETER, NH	
DATE: SEPT, 2021	SCALE: 1"=80'
PROJ. NO: NH-1154.1	SHEET NO. 1 OF 1

Tree Ordinance – First Reading

CHAPTER X TREE ORDINANCE

XXX PURPOSE

The purpose of this Chapter is to encourage the proper management of public trees within the Town of Exeter; to establish a standard of care and provide clear guidance to Town officials, public utilities, arborists, and residents regarding the planning, planting, preservation, maintenance, care, and removal of trees in public parks and on public rights-of-way within the Town of Exeter; and to establish and assign proper authority regarding care of public trees on these lands within the Town of Exeter.

XXX JURISDICTION

Areas subject to the Ordinance: All streets, highways, parks, cemeteries, or other grounds owned by the Town. This includes public easements along all public roads to the property line. The Conservation Commission has its own procedures for dealing with trees on conservation land, therefore this Ordinance does not apply to Town owned (fee owned) conservation land.

Activities subject to the Ordinance: Planning, planting, preservation, maintenance, care, and removal of trees in public parks and on public rights-of-way within the Town of Exeter. Any work on public trees shall comply with the tree regulations regardless of whether such work involves private individuals, businesses, public utility companies, contractors, or Town officials.

XXX DEFINITIONS

As used in this Chapter, the following terms are defined as follows:

Caliper

Tree Caliper means an American National Standards Institute (ANSI) standard for the measurement of nursery trees and shall be used for trees under 12" in Diameter at Breast Height (DBH). The caliper measurement of a trunk shall be taken 6" above the ground for trees up to and including a 4" caliper size at that height. If the caliper at 6" above ground exceeds 4", the caliper measurement should be taken at 12" above the ground. For trees above 12" in diameter, Diameter at Breast Height (DBH) is used.

Central Leader

Referred to as the leader or dominant leader. It is a vertical continuation of the main trunk, beginning above the highest lateral branch and extending to the top of the tree.

Diameter at Breast Height (DBH)

The measurement of a tree's trunk diameter in inches at breast height (4 ½ feet above ground level at the tree's base). For trees with less than 4 ½ feet of clear

trunk, the diameter shall be of the largest leader measured 4 ½ feet above ground level. For multi-trunk trees, it shall be the sum of the diameter of the individual trunks measured 4 ½ feet above ground level.

Easement

An agreed-upon use of land by a party other than the landowner, whereby the holder of the easement acquires only a reasonable and usual enjoyment of the property, and the owner of the land retains the benefits and privileges of ownership consistent with the easement.

Fee Owned Conservation Land

Outright ownership of a property.

Hazard Tree

A tree or tree part that has defects or structural weaknesses that poses a high risk upon its failure of causing personal injury or death, or damage to property; public or private, and could be a threat to public passage or traffic safety.

A tree becomes a potential hazard when its woody structure is weakened by one or more defects which decrease its structural integrity and increase its potential for failure. Defects are visible signs that a tree has failed, is failing, or has the potential to fail. There are seven main categories of defects:

1. Cracks,
2. Weak branch unions,
3. Stem or branch decay,
4. Cankers, infectious disease, insect problems,
5. Dead trees, tops or branches,
6. Root problems, and
7. Poor tree architecture.

As defined by the International Society of Arboriculture (ISA), a hazard tree must meet three (3) criteria:

- (1) The tree is sufficiently large enough to cause damage should it fall;
- (2) The tree has a target that would be damaged should it fall;
- (3) The tree has a condition that would make it likely to fall.

By definition, a hazard tree = a defective tree plus a target

Note: Hazard trees within the river are addressed through the River Hazard Removal Policy (Select Board Policy 2010-01)

Invasive Species

An alien or an introduced organism that causes ecological harm, or is likely to cause harm in a new environment where it is not native. Invasive species can lead to extinction of native plants or animals, destroy biodiversity, and permanently alter habitats. The NH Department of Agriculture maintains the list of NH Invasive Species in accordance with the State Invasive Species Act.

Memorial Tree Program

The Exeter Parks and Recreation Department's Memorial Tree Program is designed as a resource to allow residents, organizations, and businesses the opportunity to assist the Town in its beautification of public spaces with a purchase of designated trees. The Memorial Tree Program contributes to the Town's goal of increasing trees in the community through the efforts of the Tree Committee.

Through this special Exeter Parks and Recreation program, trees can also be purchased and planted in public places as living tributes to friends and loved ones or to commemorate a special occasion.

Park

An area of land owned and managed by the Town and set aside for environmental protection and/or recreation.

A list of Exeter's parks can be found [here](#).

Property Owner

A person or business entity with a legal or equitable interest in a property (as shown by the Town's Assessor's list).

Pruning

A horticultural practice of selectively cutting/removing specific portions of a tree (such as roots, buds, branches) that are dead, undesirable, or overgrown, OR trimming for healthy plant development and aesthetic purposes. Pruning can be considered preventive maintenance.

Public Places

Includes all streets, highways, parks, cemeteries, easements, or other grounds owned by the Town. This includes public easements along all public roads to the property line. Property owners should ascertain the public easement along their property line before any tree work, including pruning, removal, or planting. Questions can be directed to the Tree Warden or the Code Enforcement Officer of the Town.

Public Trees and Street Trees

Public Trees refers to trees, shrubs, and other woody vegetation within the public right-of-way or on any public property. This includes shade, ornamental, and forest trees or shrubs growing on any street, park, cemetery, or public place. Street Trees refers to trees and other woody vegetation growing on public streets and on land lying within the public rights-of-way.

Replacement Trees

A tree or trees to be planted to replace any trees removed. The replacement trees will be nursery grown, with a preference for native trees.

Equivalent Replacement: The replacement of a removed or damaged tree to compensate for that tree's removal, or its damage, with one tree the same diameter, or a combination of smaller trees that will equal that removed tree's DBH as defined herein. Alternatively, payment of equivalent replacement value can be made to the Parks and Recreation Memorial Tree Fund.

Tree-for-Tree Replacement: Replacing a removed tree with a tree, or trees, with a minimum of two to two-and-one-half inches in cumulative trunk diameter at breast height (DBH). The Tree Warden and the Tree Committee will develop and maintain within the regulations an up-to-date list of approved trees for planting under appropriate circumstances.

Right-of-Way

The "legal right, established by grant or usage, to pass along a specific route through grounds or property belonging to another". It usually includes the median, utility poles, sidewalks, and the area immediately adjacent to the street.

Significant Trees

Significant trees, as defined in Exeter's Site and Subdivision regulations (7.4.7), are 20-inches or greater in diameter at breast height (DBH).

Tree Maintenance

Activities, equipment, plans, and provisions to keep trees alive and flourishing.

XXX TREE WARDEN

The Exeter Tree Warden is an appointed official with relevant training and/or experience, who has the authority and responsibility for maintaining public trees, and advising the public on matters relating to public trees. The Tree Warden works with and is supported by the Exeter Tree Committee.

The Tree Warden's job may include, but is not limited to, the oversight of the following:

- Pruning of trees for health and safety;
- Spraying of trees;
- Removal of trees that are dead or dying as a result of storms, insects, disease, or old age;
- Identification of sites for planting new trees;
- Planting new trees;
- Maintaining an inventory of public trees;
- Supervising Town tree workers;
- Inspecting contracted tree work;
- Utility arboricultural operations;
- Assessment of trees for potential hazards to public safety.

The Technical Review Committee may request that the Tree Warden or designee provide advice on tree removal, tree selection, and placement of trees on projects that come before the Planning Board.

The Tree Warden shall advise on and help coordinate landscaping efforts on Town properties and/or within the Town's right-of-way.

XXX TREE COMMITTEE

The Exeter Tree Committee was created in 2019 as part of the Town of Exeter's efforts to be officially recognized as a Tree City. The Committee is a subcommittee of the Conservation Commission, and is made up of volunteers who will:

- Coordinate efforts in support of Exeter's Tree City USA designation;
- Aid in carrying out the provisions of this ordinance;
- Collaborate with the Tree Warden, Town departments, and other Town officials to foster a tree-rich community;
- Help monitor the health and protection of public trees;
- Work to update our inventory of public trees;
- Seek grants and secure funds to support and advance the work of the committee;
- Advance educational efforts to promote awareness and knowledge of the benefits of trees.

More information on the Tree Committee can be found on the Town's website under the [Conservation Commission Main Web Page](#).

More information on Tree City USA at Arboday.org can be found [here](#).

XXX PERMITS / PERMISSION REQUIRED

Permission must be obtained from the Tree Warden prior to doing any work related to public trees, or commencing any activity within the public right-of-way that may disturb roots, trunks, or limbs of public trees. This can include, but is not limited to, trimming, fertilizing, planting, treating with chemicals (fertilizer, herbicides, or pesticides), and removal.

Any person engaging in the business of cutting, planting, pruning, removing, spraying or otherwise treating public trees must first produce evidence of certification/license to the Tree Warden or designee.

Permission for removal of a public tree will not be granted without first

establishing an acceptable plan for replacement. The Tree Warden shall determine which replacement method (Equivalent or Tree-For-Tree Replacement) is appropriate for the given circumstance.

XXX TREE COMMITTEE CONSULTATION

A significant public tree (defined as having a diameter larger than 20" DBH) may be removed only with prior approval of the Tree Committee, and only after the opportunity for public input at a Tree Committee meeting, *except* where delay in the removal of the tree would pose an imminent threat to public safety or property.

Replacement plans for Significant Trees will be determined in consultation with the Tree Committee.

XXX SPONSORSHIP OF PUBLIC TREES

The sponsorship of public trees within the public right-of-way by the abutting property owner is permissible and encouraged provided that the Tree Warden approves the location and selection of such trees. The selected tree or trees will be planted by the Department of Public Works, and it will be the responsibility of the abutting property owner to water the tree(s) until they have become successfully established.

(See our standards for planting and care.)

XXX TREE REMOVAL AND REPLACEMENT

The Tree Warden, subject to the approval of the Tree Committee, shall take such action necessary to order the removal of a public tree or trees wherever necessary to preserve public safety or to prevent the spread of disease or insects to other public trees and places. The approval of the Tree Committee is not necessary in emergency situations when public safety, health, and welfare is at risk.

Prior to the removal of a public tree, a replacement plan must be approved by the Tree Warden. The plan shall identify the replacement method (Equivalent Replacement or Tree-for Tree Replacement), planting location, and tree species. If the tree to be removed is a Significant public tree, the replacement plan will be determined in consultation with the Tree Committee.

When a public tree has been (unlawfully) damaged or destroyed, in addition to tree replacement, the responsible party shall pay for the removal and disposal of the removed tree, including the stump, and any resulting sidewalk and/or landscape repairs, and shall provide a 3-year guarantee of success. (Trees that do not survive must be replaced.)

XXX HARMING PUBLIC TREES

No person shall, willfully or mischievously, break down, injure, climb upon, or commit any injury to public trees, nor shall they interfere with the roots or place signs or posters or any other fixture on a tree using nails or other devices which may damage the tree. Removal of any guard, stake, or watering device intended for the promotion of the health and protection of a public tree is also prohibited.

XXX PENALTIES

Anyone who violates any provision of this ordinance, upon being found guilty of violation, shall be subject to a fine not to exceed (\$300) for each separate offense. If the injury, mutilation, or death of any public tree(s) is caused, the cost of repair or replacement, or the appraised dollar value of such tree(s), shall be borne by the party in violation.

XXX ENFORCEMENT

The Town Warden or designee, in consultation with the Tree Committee, shall have the power to promulgate and enforce regulations, rules, and specifications concerning the spraying, trimming, removal, planting, and protection of public trees.

XXX PRIVATE TREES

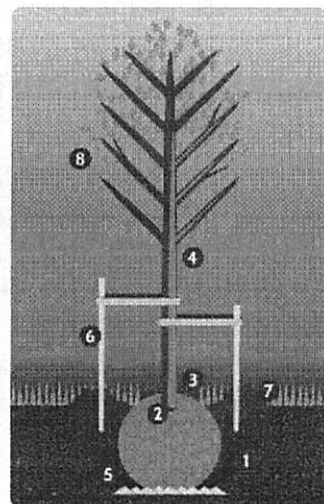
If the Tree Warden determines that a tree on private property is a public hazard, the Tree Warden will notify the property owner to make them aware of the problem, and alert them that immediate action must be taken to resolve the issue. If the property owner does not respond, or does not take corrective action, the Town Manager will be notified and the Tree Warden will then remove what is necessary to ensure public safety.

XXX STANDARDS FOR PROPER PLANTING AND MAINTENANCE

See Exhibit A for technical planting and maintenance specifications.

The following are general planting guidelines to aid in successful tree/shrub planting and maintenance:

1. Dig a shallow, broad planting hole. The hole should be three times the diameter of the tree's root ball but only as deep as the root ball itself. It's important to make the hole wide because roots on the newly-established tree push through surrounding soil to establish.
2. Identify trunk flare. Find the trunk flare so you can determine how deep the hole needs to be for proper planting. Trunk flare is the point where roots spread at the tree base. This point should



be partially visible after the tree is planted (see diagram). If the trunk flare is not visible, remove some soil from the top of the root ball.

3. Place tree at the proper height. Before placing the tree in its hole, ensure that the hole has been dug to the proper depth. Many roots on the newly-planted tree will develop in the top 12 inches of soil. If the hole is too deep, new roots will have difficulty developing from lack of oxygen. Plant the tree two to three inches above the base of trunk flare. This planting level allows for settling (see diagram). To avoid damage when setting the tree in the hole, lift it by its root ball, never by the trunk.
4. Straighten the tree. Before backfilling, check the tree from several directions to confirm that it's straight.
5. Fill the hole gently but firmly. Fill the hole about 1/3 with soil and gently but firmly pack that soil around the base of the root ball. If the root ball is wrapped, cut and remove any fabric, plastic, string, and wire from around the trunk and root ball to facilitate growth (see diagram). Take care not to damage trunk or roots while unwrapping.

Fill in the hole, packing soil firmly to eliminate air pockets that may cause roots to dry out. Add soil a few inches at a time and settle with water. Continue until the hole is filled and the tree is firmly planted. Fertilizer isn't necessary during planting.

6. Stake the tree, if necessary. Trees establish more quickly and develop stronger trunk and root systems if they aren't staked during planting. However, protective staking may be required on sites where lawn-mower damage, vandalism or windy conditions are concerns. If staking is necessary, use two stakes in conjunction with a wide, flexible tie material on the lower half of the tree. This holds the tree upright, provides flexibility, and minimizes injury to the trunk (see diagram). Remove support staking and ties after the first year of growth.
7. Mulch the tree's base. Mulch acts like a blanket that holds in moisture, controls soil temperature extremes and prevents grass and weed competition. Choices include leaf litter, pine straw, shredded bark, peat moss, or composted wood chips. A two to four-inch layer is ideal. More than four inches may cause oxygen problems. When placing mulch, don't cover the tree trunk (it promotes decay). A mulch-free area, one to two inches wide at the base of the tree, prevents moist bark conditions and decay.
8. Follow-up care: Keep soil moist but not soaked; overwatering causes leaves to turn yellow or fall off. Water trees at least once weekly and more frequently during hot weather. When soil is dry below the surface of the mulch, it's time to water. Continue until mid-fall, tapering off for lower

temperatures that require less-frequent watering.

XXX NATIVE TREES AND SHRUBS

See Exhibit B: Approved Trees and Shrubs

See Exhibit C: Prohibited Trees and Shrubs

Note: This will be updated every 5 years.

XXX FUNDING

It is the goal of the Tree Committee to work with the Town to establish a fund that will support the activities of the Committee.

This fund would cover for activities and purchases including:

- Tree work such as labeling public trees in Town;
- The expense of a Town arborist;
- The purchase, planting, and maintenance of new trees in public places;
- The purchase of equipment for emergency and tree maintenance work to be done in-house.

Exhibit: A(1)

Central leader. (See crown observations detail).

Trunk caliper shall meet ANSI Z60 current edition for root ball size.

Root ball modified as required.

Round-topped soil berm 4" high x 8" wide above root ball surface shall be constructed around the root ball. Berm shall begin at root ball periphery.

Existing soil.

Slope sides of loosened soil.

Bottom of root ball rests on existing or recompacted soil.

3x widest dimension of root ball.
SECTION VIEW

Top of root ball shall be flush with finished grade.

Prior to mulching, lightly tamp soil around the root ball in 6" lifts to brace tree. Do not over compact. When the planting hole has been backfilled, pour water around the root ball to settle the soil.

Loosened soil. Dig and turn the soil to reduce compaction to the area and depth shown.

4" layer of mulch. No more than 1" of mulch on top of root ball. (See specifications for mulch).

Finished grade.

Notes:
1- Trees shall be of quality prescribed in crown observations and root observations details and specifications.

2- See specifications for further requirements related to this detail.

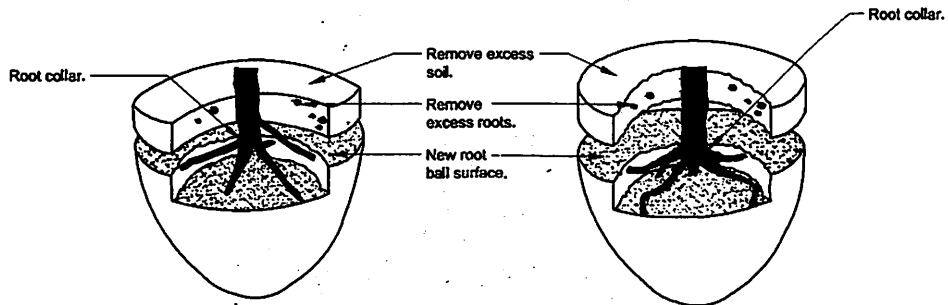
URBAN TREE FOUNDATION © 2014
OPEN SOURCE FREE TO USE

P-X

TREE w/ BERM (EXISTING SOIL NOT MODIFIED)

Exhibit: A(2)

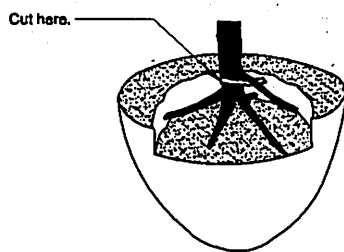
Step 1 - Remove soil and roots over the root collar.



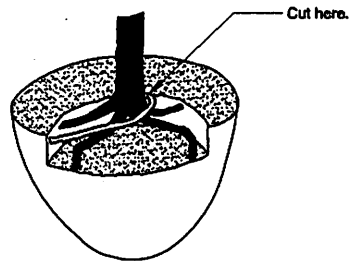
Tree planted too deeply in root ball. Remove excess soil and roots to meet root inspection detail.

Tree planted too deeply in root ball. Remove excess soil and roots to meet root inspection detail.

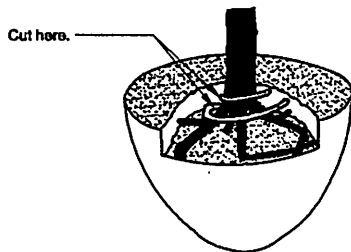
Step 2 - Remove defects.



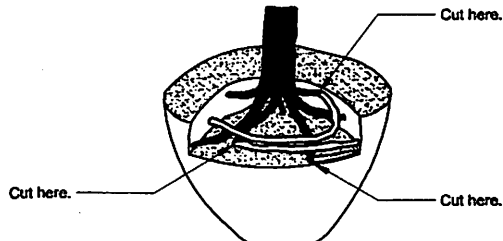
Five structural (large) roots shown in black. Remove structural (white) root wrapping root collar.



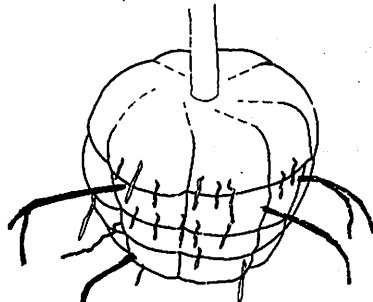
Four structural roots shown in black. Remove root (white) growing over structural roots.



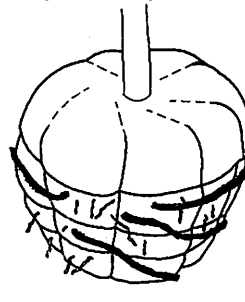
Six structural roots shown in black. Remove structural roots (white) growing over root collar by cutting them just before they make an abrupt turn.



Seven structural roots shown in black. Remove structural roots (white) growing around or over root collar by cutting them just before they make an abrupt turn.



Remove structural roots (4 shown in black) extending from root ball.



Remove structural roots (4 shown in black) deflected on root ball periphery. Small roots (1/2" or less) at the periphery of the root ball are not defined as defects and do not need to be removed.

Notes:

- 1- All trees shown are rejectable unless they undergo recommended correction.
- 2- First step 1, then step 2. Adjust hole depth to allow for the removal of excess soil and roots over the root collar.
- 3- Roots and soil may be removed during the correction process; substrate/soil shall be replaced after the correction has been completed.
- 4- Trees shall pass root observations detail following correction.

EXHIBIT B: APPROVED TREES AND SHRUBS

Please Note: Justification must be provided prior to the selection of a non-native species.

The Town maintains a spreadsheet with tree characteristics and suitable planting conditions (street tree, park or suitable for larger area, high salt tolerance, and more). Contact the Tree Warden at the Department of Public Works if you would like assistance in selecting a species for particular conditions. (*indicates native to the Eastern US)

Common name	Scientific name	Native
Red maple	<i>Acer rubrum</i>	Yes
Sugar maple	<i>Acer saccharum</i>	Yes
Freeman maple	<i>Acer xfreemanii</i>	Yes
Serviceberry/ juneberry	<i>Amelanchier canadensis</i>	Yes
River birch (single trunk)	<i>Betula nigra</i>	Yes
American hornbeam, ironwood, musclewood	<i>Carpinus caroliniana</i>	Yes
Hackberry	<i>Celtis laevigata</i>	Yes
Common hackberry	<i>Celtis occidentalis</i>	Yes
Pagoda dogwood/alternate leaf dogwood	<i>Cornus alternifolia</i>	Yes
Flowering dogwood	<i>Cornus florida</i>	Yes
Hawthorn	<i>Crataegus macrosperma</i>	Yes
American beech	<i>Fagus grandifolia</i>	Yes
Eastern red cedar	<i>Juniperus virginiana</i>	Yes
Sweetgum	<i>Liquidambar styraciflua</i>	Yes*
Tulip tree or tulip poplar	<i>Liriodendron tulipifera</i>	Yes*
Cucumber magnolia	<i>Magnolia acuminata</i>	Yes*
Black gum or black tupelo	<i>Nyssa sylvatica</i>	Yes
Ironwood	<i>Ostrya virginiana</i>	Yes
White spruce	<i>Picea alba</i>	Yes
Pitch pine	<i>Pinus ridgida</i>	Yes
White pine	<i>Pinus strobus</i>	Yes
American sycamore	<i>Platanus occidentalis</i>	Yes
Pin cherry	<i>Prunus pensylvanica</i>	Yes

Common name	Scientific name	Native
White oak	<i>Quercus alba</i>	Yes
Swamp white oak	<i>Quercus bicolor</i>	Yes
Scarlet oak	<i>Quercus coccinea</i>	Yes
Bur oak	<i>Quercus macrocarpa</i>	Yes
Red oak	<i>Quercus rubra</i>	Yes
Black willow	<i>Salix nigra</i>	Yes
Sassafras	<i>Sassafras albidum</i>	Yes
American mountain ash	<i>Sorbus americana 'dwarfscrown'</i>	Yes
Common baldcypress	<i>Taxodium distichum</i>	Yes*
American linden/basswood	<i>Tilia americana</i>	Yes
American elm	<i>Ulmus americana</i>	Yes
Eastern redbud	<i>Cercis canadensis</i>	No
White fir	<i>Abies concolor</i>	No
Flame amur maple	<i>Acer ginnala 'flame'</i>	No
Paperbark maple	<i>Acer griseum</i>	No
Fort McNair horse chestnut	<i>Aesculus carnea 'fort McNair'</i>	No
European hornbeam	<i>Carpinus betulus</i>	No
Northern catalpa	<i>Catalpa speciosa</i>	No
Yellowwood	<i>Cladrastis kentukea</i>	No
Stellar pink dogwood	<i>Cornus 'stellar pink'</i>	No
Cornelian-cherry dogwood	<i>Cornus mas</i>	No
Ginkgo	<i>Ginkgo biloba</i>	No
Honey locust	<i>Gleditsia triacanthos</i>	No
Kentucky coffee tree	<i>Gymnocladus dioicus</i>	No
Elizabeth magnolia	<i>Magnolia 'elizabeth'</i>	No
Flowering crabapple	<i>Malus spp.</i>	No
Dawn redwood	<i>Metasequoia glyptostroboides</i>	No

Common name	Scientific name	Native
Sourwood	<i>Oxydendron arboretum</i>	No
Norway spruce	<i>Picea abies</i>	No
Bloodgood london planetree (sycamore, <i>plantanus occidentia</i>)	<i>Platanus acerfolia</i>	No
Japanese cherry	<i>Prunus serrulata</i>	No
Douglas fir	<i>Pseudotsuga menziesii</i>	No
Pin oak	<i>Quercus palustris</i>	No
Scholar tree or japanese pagodatree	<i>Sophora japonica</i>	No
Japanese stewartia	<i>Stewartia pseudocamellia</i>	No
Japanese tree lilac	<i>Syringa reticulata</i>	No
Japanese zelkova	<i>Zelkova serrata</i>	No
Green vase zelkova	<i>Zelkova serrata</i> 'green vase'	No

EXHIBIT C: PROHIBITED TREES AND SHRUBS

Prohibited Species: No trees or shrubs that have been designated a State of New Hampshire Prohibited Species may be planted. The full list can be found at [State of New Hampshire Office of Legislative Services, Administrative Rules s Agr-3800](#) and shall be the main resource. Below is a compilation of the trees and shrubs from that list, current as of 8/6/21.

Prohibited Plant Species		
Scientific name	Synonyms	Common name
<i>Acer platanoides</i> L.	<i>Acer platanoides</i> var. <i>schwedleri</i> Nichols.	Norway maple
<i>Ailanthus altissima</i> (P. Mill.) Swingle	<i>Ailanthus glandulosa</i> Desv.	Tree of heaven
<i>Alnus glutinosa</i> (L.) Gaertn.	<i>Alnus alnus</i> (L.) Britt.; <i>Betula alnus</i> L. var. <i>glutinosa</i> L.	European black alder
<i>Berberis thunbergii</i> DC.		Japanese barberry
<i>Berberis vulgaris</i> L.		European barberry
<i>Celastrus orbiculatus</i> Thunb.		Oriental bittersweet
<i>Elaeagnus umbellata</i> Thunb. var. <i>parvifolia</i> (Royle) Schneid.	<i>Elaeagnus parvifolia</i> Royle	Autumn olive
<i>Euonymus alatus</i> (Thunb.) Sieb.	<i>Celastrus alatus</i> Thunb.	Burning bush
<i>Frangula alnus</i> P. Mill.	<i>Rhamnus frangula</i> L.	Glossy buckthorn
<i>Ligustrum obtusifolium</i> Sieb. & Zucc. var. <i>obtusifolium</i>	<i>Ligustrum obtusifolium</i> var. <i>leiocalyx</i> (Nakai) H. Hara	Blunt-leaved privet
<i>Ligustrum vulgare</i> L.		Common privet
<i>Lonicera japonica</i> Thunb.	<i>Nintooa japonica</i> (Thunb.) Sweet	Japanese honeysuckle
<i>Lonicera maackii</i> (Rupr.) Herder*		Amur honeysuckle*
<i>Lonicera morrowii</i> Gray*		Morrow's honeysuckle*
<i>Lonicera tatarica</i> L.*		Tartarian honeysuckle*
<i>Lonicera ×bella</i> Zabel*	<i>Lonicera morrowii</i> × <i>L. tatarica</i>	Bella honeysuckle*
<i>Lysimachia nummularia</i> L.		Moneywort
<i>Rhamnus cathartica</i> L.		Common buckthorn
<i>Rosa multiflora</i> Thunb. ex Murr.		Multiflora rose

****See page 2 for Plants Recommended for Avoidance****

Recommended for Avoidance: The following list of plants are strongly discouraged for public tree planting is based on a combination of the NH Invasive Plant Species Watch List, developed by the New Hampshire Invasive Species Committee (ISC), as well as additional plants that are discouraged due to their invasive-like growth qualities.

Scientific	Synonyms	Common Name
<i>Acer ginnala</i> Maxim.		Amur maple
<i>Amorpha fruticosa</i> L.	<i>Amorpha fruticosa</i> var. <i>angustifolia</i> Pursh; <i>Amorpha fruticosa</i> var. <i>oblongifolia</i> Palmer; <i>Amorpha fruticosa</i> var. <i>tennesseensis</i> (Shuttlw. ex Kunze) Palmer	False indigo-bush
<i>Bassia scoparia</i> (L.) A.J. Schott	<i>Chenopodium scoparium</i> L.; <i>Kochia scoparia</i> (L.) Schrad.; <i>Kochia scoparia</i> var. <i>pubescens</i> Fenzl; <i>Kochia scoparia</i> var. <i>subvillosa</i> Moq.	Firebush smotherweed
<i>Cytisus scoparius</i> (L.) Link var. <i>scoparius</i>	<i>Spartium scoparium</i> L.	Scotch broom
<i>Elaeagnus angustifolia</i> L.		Russian-olive
<i>Euonymus europaeus</i> L.		European spindle-tree
<i>Euonymus fortunei</i> (Turcz.) Hand.- Mazz	<i>Euonymus fortunei</i> var. <i>radicans</i> (Sieb. ex Miq.) Rehd.; <i>Euonymus fortunei</i> var. <i>vegetus</i> (Rehd.) Rehd.; <i>Euonymus radicans</i> Sieb. ex Miq.; <i>Euonymus radicans</i> Sieb. ex Miq. var. <i>vegetus</i> Rehd.	Climbing spindle-tree
<i>Kalopanax septemlobus</i> (Thunb.) Koidz.	<i>Acanthopanax ricinifolius</i> (Sieb. & Zucc.) Seem.; <i>Kalopanax pictus</i> (Thunb.) Nakai	Castor-aralia
<i>Lespedeza bicolor</i> Turcz.		Two-colored bush-clover
<i>Lonicera xylosteum</i> L.		Fly honeysuckle
<i>Phellodendron amurense</i> Rupr.	<i>Phellodendron amurense</i> var. <i>sachalinense</i> F. Schmidt; <i>Phellodendron japonicum</i> Maxim.; <i>Phellodendron sachalinense</i> (F. Schmidt) Sarg.	Amur corktree
<i>Pinus sylvestris</i> L.		Scotch pine
<i>Populus alba</i> L.	<i>Populus alba</i> L. var. <i>bolleana</i> Lauche	White poplar
<i>Pyrus calleryana</i> ,		Callery/Bradford Pear
<i>Robinia pseudoacacia</i> L.		Black locust
<i>Rosa rugosa</i> Thunb.		Beach rose
<i>Ulmus pumila</i> L.		Siberian elm

Public Safety Complex Analysis Contract



TOWN OF EXETER

Planning and Building Department

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

www.exeternh.gov

Date: September 21, 2021
To: Russell Dean, Town Manager
From: Dave Sharples, Town Planner
Re: Public Safety Complex Analysis Contract

I am writing this memorandum to request that this matter be placed on the September 27, 2021 Select Board meeting for their consideration. I have enclosed a proposed contract between the Town and Lavallee Brensinger Architects (LBA) PLLC.

As you know, the voters approved the following Warrant Article in March 2021:

Article 13 – Public Safety Complex Alternatives Analysis (\$100,000) To see if the Town will raise and appropriate, through special warrant article, the sum of one hundred thousand dollars (\$100,000), for the purpose of evaluating alternatives for a new public safety complex. This sum to come from general taxation.

After the vote, Town staff coordinated with the Facilities Advisory Committee to finalize a scope of work for this analysis. Once finalized with the FAC, we issued the enclosed Request for Qualifications (RFQ) on May 10, 2021 with a deadline for submittals on June 18, 2021. We received a total of fifteen (15) responses to the RFQ. I have enclosed the response from LBA.

We formed an interview selection committee that initially consisted of myself, Police Chief Poulin, Fire Chief Wilking, Mark Leighton representing the Facilities Advisory Committee, and you. The interview committee reviewed and ranked all of the responses and chose five (5) firms to interview. We held the interviews in early August. Kris Weeks, the Chair of the FAC, along with Paul Vlasich, the Town Engineer, attended the interviews along with you, myself and the chiefs. Subsequently, the committee met and discussed the interviews on several occasions and selected Lavallee Brensinger Architects to negotiate a final scope and fee for the project.

I negotiated with Robert Robicsek from LBA who initially proposed a fee of \$94,000 plus up to \$2,000 for reimbursable. The Chiefs and I discussed this and even though we had funding to cover this under the approved Warrant Article, we wanted some leeway in the event other tasks present themselves during the analysis. I reached out to LBA and after discussion, they agreed to keep the same scope of work with a fee of \$78,800 plus reimbursables up to \$1,000 for a total project cost not-to-exceed \$79,800. I would like to thank LBA for their willingness to revise their fee without reducing the scope, it is greatly appreciated and I believe it underscores their willingness to be a solid partner with the Town on this project.

The enclosed contract has been reviewed by our legal counsel. Exhibit A has been reviewed by myself and both Chiefs and we find it consistent with the scope as presented in the RFQ. Therefore, we collectively recommend the Select Board authorize you to execute any and all documents between the Town and LBA to complete the Public Safety Alternatives Analysis. I have included a proposed motion at the end of this memo. You will note that I add the authority to expend up to \$100,000 which is the total amount approved by the voters. Although the enclosed contract is for a not-to-exceed amount of \$79,800, approval of the entire amount will allow us to engage LBA for additional services if the need arises within the total approved funding amount.

I believe this process went well and would like to acknowledge the hard work and commitment from the FAC, the Chiefs, Paul Vlasich and yourself.

MOTION: *I move that the Town Manager is authorized to execute any documents, agreements and take any and all such actions on behalf of the Town, to complete the Public Safety Complex Alternatives Analysis project in accordance with Town Warrant Article 13 approved on March 10, 2021. This authorization includes executing the attached contract with Lavallee Brensinger Architects PLLC for a total price not-to-exceed \$79,800 and up to \$21,200 for any additional work (i.e. Geotech, Hazardous materials survey, etc.) up to a total not-to-exceed \$100,000 to complete the project as approved by the voters.*

Thank You.

enc (3)



TOWN OF EXETER, NEW HAMPSHIRE

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Town of Exeter

This agreement (“Agreement”) made and entered into at Rockingham County, New Hampshire, this 28 day of September 2021, by and between Town of Exeter, New Hampshire, (the “Town”) with an address of 10 Front Street, Exeter, NH 03833 and Lavallee Brensinger Architects PLLC, (“LBA”) with an address of 155 Dow Street, Suite 400 Manchester NH 03101.

WHEREAS, the Town desires comprehensive professional consulting services for Program and Site Evaluation for a Public Safety Complex (the Project);

WHEREAS, LBA submitted a proposal dated June 18, 2021 for “Professional consulting services for Program and Site Evaluation for a Public Safety Complex”;

WHEREAS, the Town received and reviewed 15 proposals and conducted interviews with five firms and selected LBA to partner with on this project;

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

Article 1: Scope of Services and Schedule

LBA shall perform the Services as set forth in attached Exhibit A on the proposed schedule and for the fee set forth in the document.

Article 2: LBA’s Responsibilities

- A. The Town has deemed LBA qualified to provide services under this Agreement based upon information provided in by LBA in its Proposal. LBA is responsible for providing notice to the Town upon change of any information or representations made in its Proposal.
- B. LBA shall provide the Town all services in Exhibit A: Scope of Services, Schedule and Fee for the cost set forth in Exhibit A. LBA will perform the services in the Agreement with the degree of skill and care ordinarily exercised by qualified professionals performing the same type of services under similar conditions. No warranty, express or implied, including warranty of marketability or fitness for a particular purpose, is made or intended by LBA’s proposal or by any of LBA’s oral or written reports.
- C. LBA agrees to comply with State of New Hampshire and Federal requirements with respect to all services provided in this Agreement. LBA agrees to assist TOWN with submission of any documents required by State and Federal agencies for permitting and/or reporting.



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Article 3: Town's Responsibilities

- A. The Town shall assist LBA by compiling and provided all available information pertinent to the PROJECT, including previous reports, records, plans, and other relevant data. The TOWN shall be responsible for the accuracy and completeness of information furnished to LBA for use in providing the services.
- B. The Town will make provisions for LBA to enter upon public and private lands, municipal facilities and industrial establishments as required to perform work under this Agreement.
- C. The Town agrees to comply with State of New Hampshire and Federal requirements with respect to Town's obligations under this Agreement. The Town agrees it shall be responsible for acquiring, with the assistance of LBA, all the necessary approvals, permits licenses or consents necessary.
- D. The Town agrees to pay LBA for work performed in accordance with the terms of this Agreement. The Town also agrees to pay all application and permit fees associated with approvals and permits from governmental authorities having jurisdiction over the work set forth in the Scope of Services.
- E. The Town may withhold payment if an invoice is disputed, however, the Town must advise LBA within 30 days of receipt of the invoice of the reason for withholding payment for all or part of an invoice. The Town agrees pay portions of the invoice which are not disputed. If Town and LBA are unable to informally resolve any dispute related to an invoice within sixty (60) days of notice to LBA of a dispute, they agree to use the process set forth at Article for dispute resolution.

Article 4: Fees and Compensation

- A. The Town agrees to make payment to LBA, for services rendered on the fee schedule set forth at Exhibit B within thirty (30) days of receipt of an invoice for the Project except in the case of dispute as described above.
- B. If the Town does not make payment to LBA within the terms of the Agreement, LBA may suspend services after giving the Town fifteen (15) days' notice. LBA may resume services upon receipt of payment if mutually agreed by both parties.

Article 5: Insurance

- A. LBA shall procure and maintain insurance in the minimum amounts below and provide proof of coverage, the certificate of which shall be included in this Agreement as Exhibit B -



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LBA's Certificate of Insurance. The requested insurance must be written by a Company in good standing and licensed to do business in New Hampshire at the time the policy is issued.

- B. LBA shall procure and maintain minimum insurance coverage for the duration of the Agreement. Minimum coverage required is as follows:

Professional Liability

Limits of Liability - \$1,000,000.00 per claim/aggregate

Commercial General Liability

Limits of Liability - \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate

Workmen's Compensation Insurance

New Hampshire Statutory Limits

Automobile Liability

Limits of Liability - \$500,000.00 per accident for bodily injury and property damage

- C. The Town shall be listed as additional insured on the general liability insurance policy.
- D. LBA shall provide the Town with reasonable notice of material changes to any policy and update Exhibit B accordingly.
- E. LBA shall require that any subcontracts retained for the Project, carry insurance coverage of the types (where applicable) and in the amounts specified above listing the Town as an additional insured on their commercial general liability policy.

Article 6: Use, Transfer, and Ownership of Documents

- A. All documents, Data, calculations and work papers prepared or furnished by LBA are instruments of service and will remain LBA's property.
- B. Final documents prepared by LBA under this Agreement shall become the property of TOWN upon completion of the services and payment in full of all monies due to LBA. Under no circumstances shall the transfer of ownership of LBA's documents, electronic files, or other instruments of services be deemed a sale by LBA. All analytical testing and subsurface exploration reports and other test data prepared by LBA or LBA's sub-consultants shall be delivered to the Town and become the property of the TOWN upon payment for services.
- C. The Town shall be copied on all correspondence with State and Federal agencies relating to funding, permits, authorizations, and other regulatory aspects of the Project. LBA shall provide copies of any final applications and permits it prepares to the Town.



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- D. Reuse of reports or other materials by Town or others on extensions or modifications, without LBA's written permission or adaptation for the specific purpose intended shall be at the user's sole risk, without liability on LBA's part.
- E. Upon request, LBA shall provide documents in electronic format to the TOWN. When transferring documents in electronic media format, LBA makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems or computer hardware differing from those in use by LBA at the beginning of each Task Order.

Article 7: Suspension and Termination

- A. The Town may terminate or suspend this Agreement at any time for any reason whatsoever to interrupt or terminate any part of or all of the work required of LBA under this Agreement, with a fifteen (15) day written notice of such interruption or termination transmitted to LBA by the Town.
 - 1. If this Agreement is terminated by the Town for cause, which shall be defined as a failure to perform any obligation of this Agreement, violation of any state or federal law or regulation or failure to meet the standard of care, Town shall provide notice that all work by LBA cease immediately upon such notice.
 - 2. In the event of termination of any part of or all of this Agreement without fault on the part of LBA, LBA shall be entitled to compensation for all work performed to the date of the Notice of Termination and pursuant to this Agreement.
- B. LBA may terminate this Agreement for cause with fifteen (15) days prior written notice to Town. Cause shall be defined as failure to perform any obligation under this Agreement. Failure of Town to make payments when due shall be cause for suspension of services or, ultimately, termination, unless and until LBA has been paid in full all amounts due for services, expenses, and other related charges.

Article 8: Indemnification

- A. To the fullest extent permitted by law, LBA shall indemnify, and hold harmless Town, its officers, directors, and employees, agents and representatives, ("Indemnified Parties") from and against any and all liabilities, claims, damages, penalties, , costs, and expenses, including but not limited to payment of reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of a person, or loss of or damage to property caused by LBA's services under this Agreement or by its employees, contractors or subcontractors, but only to the extent caused by LBA, its employees, contractors or subcontractors, negligence..



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In addition, LBA shall indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, that LBA's officers, employees, contractors or subcontractor are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages for taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation and/or any other similar obligation associated with an employment relationship.

- B. If LBA retains the services of a sub-contractor to perform services under this Agreement, LBA shall require that any subcontracts retained for the Project, agree to indemnify the Town under the same terms as in paragraph A above.
- C. The provisions of the Indemnification shall survive the termination of this Agreement without regard for the reason for termination.
- D. Both Parties waive consequential damages for claims, disputes or other matters in question arising out of or related to this Agreement. This mutual waiver is applicable, without limitation to all consequential damages due to either party's termination in accordance with the termination provisions of this agreement.

Article 9: Independent Contractor & Disclaimer of Joint Venture, Partnership, and Agency

- A. **Independent Contractor:** LBA's relationship with the Town under this Agreement shall be that of an independent contractor. The employees, procedures, equipment and facilities used by LBA shall at all times, be under its exclusive direction and control. Nothing in this Agreement shall be construed to designate LBA, or any of its employees, agents or subcontractors, as employees, agents, joint ventures or partners of the Town. LBA's principals, officers, agents, employees, personnel, contractors and subcontractors are not employees or agents of Town within the meaning or application of any federal, state or local law, rule or regulation, including without limitation, laws rules and regulations regarding or related to unemployment benefits, workers' compensation, labor, or taxes of any kind. LBA shall assume sole and exclusive responsibility for the payment of wages and all applicable taxes and insurance for its employees and shall require the same of any contractor or subcontractor it retains in connection with this Agreement. LBA shall protect indemnify, safe and hold harmless TOWN from any third-party claims stemming from the subject of this paragraph.
- B. **Disclaimer of Joint Venture, Partnership, and Agency:** This Agreement shall not be interpreted or construed to create an association, joint venture, or partnership between the parties or to impose any partnership obligation or liability upon either party. Neither party



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shall have any right, power or authority to enter into any agreement or undertaking for, or act on behalf of, or to act as or be an agent or representative of, or to otherwise bind, the other party unless explicitly contracted to do so.

Article 10: Dispute Resolution

- A. The Town and LBA agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement to non-binding mediation.
- B. Either party may demand mediation by serving a written notice stating the essential nature of the dispute, the damages claimed. A mediator shall be selected jointly by the Town and LBA and mediation will take place within forty-five (45) days of the notice to mediate.
- C. No action or suit shall be commenced unless mediation has occurred and did not settle the dispute or unless a statute of limitation period would expire if suit were not filed prior to expiration of the forty-five (45) day notice required under paragraph B above.

Article 11: Hazardous Materials or Conditions

- A. The Town and LBA agree that LBA's scope of services does not include any services related to the presence of asbestos, PCBs, petroleum, hazardous waste or radioactive materials at the Project site. The Town acknowledges that LBA is performing professional services for Town and LBA is not and shall not be required to become an "arranger," "operator," "generator" or "transporter" of hazardous substances.
- B. If the Town or LBA becomes aware of any hazardous materials, hazardous conditions, environmental concerns, or safety concerns within a PROJECT site or related to the Project, the parties agree to immediately disclose that information to the other party. The Town and LBA may then negotiate additional scope and fee to amend a Task Order, prepare a separate Task Order, and/or incorporate additional terms as amendment to this Agreement as relates to the hazardous materials, conditions, or concerns.

Article 12: Notices: Any notice required pursuant to this contract shall be deemed adequate when sent to the recipient by email to the representative of either party listed below or by certified mail, return receipt requested.

A. TOWN:
Eric Wilking
Fire Chief
Exeter Public Safety Complex
20 Court St Exeter NH 03833

B. FOR Lavallee Brensinger PLLC:
Robert Robicsek ,
Principal
155 Dow Street, Suite 400
Manchester NH 03101



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Article 13: Severability: If any of the terms and conditions of this agreement are deemed unenforceable or invalid, in whole or in part, by judgment or order of a court, that shall not affect the remaining terms and conditions of the Agreement and they shall remain in full force and effect.

Article 14: Waiver of Provisions: Non-enforcement of any provision of this Agreement by the Town or LBA shall not constitute a waiver of that provision; and non-enforcement shall not prohibit subsequent enforcement of the provision or any other provision of the Agreement.

Article 15: Governing Law, Jurisdiction and Venue: This Agreement shall be administered and interpreted under the laws of the State of New Hampshire. Jurisdiction of litigation arising from the Agreement, if any, shall be in the State of New Hampshire, County of Rockingham regardless of LBA's corporate office location or location where LBA performs services for the Town.



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IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT the day, month, and year below.

FOR THE TOWN

Town of Exeter

Russel Dean
Town Manager

Date

FOR LB

LB

Robert Robicsek
Principal

Date



TOWN OF EXETER, NEW HAMPSHIRE

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

www.exeternh.gov

Exhibits

EXHIBIT A: Scope of Services, Schedule and Fee

EXHIBIT B: LB's Certificate of Insurance

Dear David ,

We thank you and the FAC for selecting Lavallee Brensinger Architects (referred to as LBA) to serve as Architect for the Town of Exeter Program and Site Evaluation Study for a Public Safety Complex. Please consider the following as our written Scope and Fee proposal for this project. We believe you will find its terms to be consistent with our previous communications regarding this Study.

Project Scope

The Town of Exeter has retained Lavallee Brensinger Architects to conduct a feasibility study and space needs analysis that will compare three options, engage the public, and select a preferred alternative for the Town's Public Safety Services. Our team will collaborate with the Facilities Advisory Committee (FAC), Town Planner, Fire and Police Chiefs and their command staff, and the Town Manager during the study.

The existing Public Safety Complex is located at 20 Court Street on an approximately 1.18-acre site located in downtown Exeter. The current facility is approximately 17,000 square feet and houses both the Police and Fire Departments. The Police Department occupies approximately 6,000 square feet, the Fire Department occupies the remainder of the building.



Existing Public Safety Complex

The scope of the Study incorporates the following three options:

1. Explore renovation and additions to the existing PSC facility to accommodate the current and future programmatic needs of the PD and the FD
2. Renovate the existing PSC for the use of one department (PD or FD) and relocate the other department to a new site (PD or FD) – the 2 acre parcel at 24 Continental Drive in the Industrial Park
3. Relocate both PD/FD departments to a new site in a new combined Public Safety Complex (PSC) on a portion of the approximately 17 acre site on Holland Way adjacent to the Exeter Sportsman's Club. This option will abandon the current PSC and make it available for other future Town uses. Based on review of the Town-provided GIS "heat maps" for service calls, this option may require a small FD Substation on the West Side, potentially on the 2 acre site on Continental Drive.

Scope of Work and Schedule

Lavallee Brensinger Architects will provide the following Basic Services outlined below, and plan to complete our work in approximately 6 months from the Notice-to-Proceed. This can be adjusted based on mutual agreement with the Town, the Facilities Advisory Committee (FAC) and the Police and Fire Departments.

BASIC SERVICES TASKS	APPROX. TIME LINE	PARTICIPATING TEAM MEMBERS & NOTES
<p>PROJECT KICK OFF & REVIEW OF EXISTING INFORMATION</p> <ul style="list-style-type: none"> ▪ Schedule, organize, and attend a Project Kick Off meeting with the Town, FAC, PD and FD. ▪ Confirm the project schedule, approach, and work plan. Establish specific project parameters and objectives. ▪ Review existing PSC building and site documentation for the existing site and two (2) proposed sites. ▪ Visit the current and proposed PSC facility and sites with our A/E team to review and document existing conditions. 	<p>2 weeks</p>	<p>Project Kick-off meeting and on-site facility tour of the existing PSC</p> <p>Participants:</p> <ul style="list-style-type: none"> ▪ Lavallee Brensinger ▪ MRI – FD Operational Consultants ▪ VHB – Civil ▪ FBRA – Structural ▪ Yeaton – MEP/FP
<p>PROGRAM DEVELOPMENT</p> <p>The LBA Team will prepare a spatial needs assessment which will itemize the size and general layout requirements of a modern Police and Fire facility. Where possible the programming study will identify regulatory requirements and design standards, which support the need for specific spaces within the existing and/or proposed new facility. We will work with PD and FD/EMS staff to develop and refine the Spatial Needs Program. A Draft and Final copies of the Space Program Needs Assessment will be provided to the PD, FD/EMS and the FAC for review. Our team will implement the following approach:</p> <ul style="list-style-type: none"> ▪ Review the conditions and operations of the existing facility and the proposed new site ▪ Review information already obtained by the Town with regards to expectations of the new facility from prior studies. ▪ Meet with key PD and FD project stake holders and review program requirements in previous studies and reports, including existing and projected personnel, apparatus, and specialized equipment. ▪ Interview designated personnel/departments to determine special operational and functional requirements and organize and/or attend focus groups as required. ▪ Prepare summary of staff interviews for review and approval. ▪ Review equipment usage, ventilation, storage, and other PD and FD operational requirements. ▪ Prepare a final Space Program Report including statement of requirements, project schedule, and conceptual bubble diagrammatic blocking/stacking diagrams. ▪ Review the Program Summary with the PD, FD/EMS and FAC and incorporate revisions and comments. ▪ Prepare a Final Space Program summary report. 	<p>6 weeks</p>	<p>Meetings/facilitated work sessions with key FD and Town staff during this phase</p> <p>Participants:</p> <ul style="list-style-type: none"> ▪ Lavallee Brensinger – Architecture and Public Safety Programming – four (4) on site meetings ▪ MRI – PD and FD Operational Consultants – one (1) on site meeting
<p>SITES(S) EVALUATION</p> <p>Review the proposed new sites and the existing Public Safety Complex site for the following criteria:</p> <ul style="list-style-type: none"> ▪ Review infrastructure including: <ul style="list-style-type: none"> ✓ Water ✓ Sewer ✓ Power/Electric ✓ Telephone/Communications/Data 	<p>Concurrent with Programming</p>	<p>Participants:</p> <ul style="list-style-type: none"> ▪ Lavallee Brensinger ▪ VHB – Civil

<ul style="list-style-type: none"> ▪ Ability to accommodate the Space Program ▪ Accessibility to adjacent roads ▪ Hardness and Resilience of the sites 		
<p>FACILITY OPTIONS</p> <ul style="list-style-type: none"> ▪ Prepare an Existing Conditions Evaluation Report for the existing Public Safety Complex. ▪ Develop three (3) potential options for a combined new facility: <ol style="list-style-type: none"> 1. Explore renovation and additions to the existing PSC facility to accommodate increased programmatic needs of the PD and the FD 2. Renovate the existing PSC for the use of one department (PD or FD) and relocate the other department to a new site (PD or FD) – the 2 acre parcel at 24 Continental Drive in the Industrial Park 3. Relocate both PD/FD departments to a new site in a new combined Public Safety Complex (PSC) on a portion of the approximately 17 acre site on Holland Way adjacent to the Exeter Sportsman’s Club. This option will abandon the current PSC and make it available for other future Town uses. Based on review of the Town-provided GIS “heat maps” for service calls, this option may require a small FD Substation on the West Side, potentially on the 2 acre site on Continental Drive. ▪ Assist the Town with presenting the options at Public Forum #1 	<p>6 Weeks</p>	<p>Participants:</p> <ul style="list-style-type: none"> ▪ Lavallee Brensinger – Architecture for Architectural assessment and conceptual design and Pubic Forum presentation #1 <p>Existing PSC Facility Evaluation:</p> <ul style="list-style-type: none"> ▪ VHB – Civil ▪ FBRA – Structural ▪ Yeaton – MEP/FP
<p>FEASIBILITY STUDY/CONCEPTUAL DESIGN</p> <p>Based on the approved Space Programs and initial Conceptual Options outlined above, our team will develop the following:</p> <ul style="list-style-type: none"> ▪ Developed 3 conceptual options including site, overall building square footage, building massing, number of stories, Basis of Design narrative to assist with conceptual cost estimating. ▪ Conceptual level floor plans and 3D massing models for presentations ▪ Meet and review options with key stake holders and the FAC ▪ Assist the Town with posting the options to the Town web site for public comment ▪ Assist the Town with presenting the options at Public Forum #2 ▪ Issue the Final Feasibility Study featuring the preferred option to the Town including associated conceptual cost estimates for the three (3) options 	<p>8 Weeks</p>	<p>Design review meetings with Fire/EMS and Police to review the Conceptual Design</p> <p>Participants:</p> <ul style="list-style-type: none"> ▪ Lavallee Brensinger ▪ MRI – FD Operational Consultants ▪ VHB – Civil ▪ Jobin Cost Consultants <p>Public Forum #2</p> <ul style="list-style-type: none"> ▪ Lavallee Brensinger
<p>STUDY DELIVERABLES</p> <p>Our team will prepare a Final Feasibility Study Report in digital format and printed medium including all components of the Study as noted above:</p> <ul style="list-style-type: none"> ▪ Site(s) Evaluation Report ▪ Final Site and Building Program for PD and FD/EMS 	<p>2 Weeks Cont'd next page</p>	<p>Participants:</p> <ul style="list-style-type: none"> ▪ Lavallee Brensinger

<ul style="list-style-type: none"> ▪ Proposed Facilities Options comprised of: <ul style="list-style-type: none"> ✓ Site Plan ✓ Proposed conceptual building plans ▪ Conceptual 3D CAD generated massing and renderings for the selected option. ▪ Basis of Design – conceptual design narratives for the selected option. ▪ Conceptual Level Cost Estimate for the three (3) options including the selected final option ▪ High level sustainability review for: <ul style="list-style-type: none"> ✓ Selected Site ✓ Selected PSC concept option 		
<p>TOTAL PROPOSED DURATION OF THE STUDY</p>	<p>Estimated 6 months</p>	
<p>ADDITIONAL COMMUNITY PRESENTATIONS & OUTREACH In addition to the two (2) Public Forums included in the scope of services, Lavallee Brensinger Architects will provide support with community outreach including attendance at public presentations, communication materials, and public outreach strategies.</p>	<p>TBD with the Town</p>	<p>Participants:</p> <ul style="list-style-type: none"> ▪ Lavallee Brensinger

ARCHITECTURAL/ENGINEERING FEES – BASIC SERVICES

Lavallee Brensinger Architects fees for the Basic Services outlined above shall be the fixed fee of *seventy eight thousand eight hundred dollars (\$78,800.00)*, plus customary reimbursable expenses which will be invoiced as incurred, and shall not exceed *one thousand dollars (\$1,000.00)* without prior written approval from the Owner.

Invoices for Lavallee Brensinger Architects services shall be forwarded approximately monthly, and payment shall be due within thirty (30) days thereof. Balances outstanding for more than thirty (30) days shall bear interest at the rate of 1% per month.

ADDITIONAL and OPTIONAL SERVICES

These services will be provided upon request and with approval from the Owner:

Item	Allowance	Clarifications
Evaluation of New Sites for a proposed PD, FD, or a combined PSC facility	Hourly as requested and authorized	New Sites identified by the Town in addition to the those included under the Scope of Basic Services as directed by the Owner.
Additional Meetings with the Owner	Hourly as requested and authorized	In addition to the meetings included under Basic Services
Structural Review of Additional Town Facilities	Hourly as requested and authorized	In excess of the site visits included under Basic Services
Meetings with the State of NH and Other Approval Bodies	Hourly as requested and authorized	As requested by the Owner
Field Measuring and/or Laser Scanning the existing PSC and preparation accurate Existing Conditions CADD plans	Hourly as requested and authorized	Laser scanning costs can be provided at the request of the Owner.

<p>Civil Engineering Service for: Geotechnical, Wetlands-related services, Environmental, Traffic Engineering and Services in addition to those specifically identified under the Scope of Basic Services above.</p>	<p>Hourly as required and authorized</p>	<p>Civil Engineering Services will only be provided upon direction and written request from the Owner.</p>
<p>Energy modeling, life cycle cost analysis, and LEED application , registration, and certification</p>	<p>Hourly as required and authorized</p>	

ADDITIONAL INFORMATION

In addition to the existing information provided by the Town to date, it is anticipated that the following additional information may be provided by the Town to our project team to assist with the Study:

- Property Surveys - VHB believes that it is able to utilize tools available to VHB which include State of NH Lidar, Town of Exeter GIS, “Nearnormal” aerial photography, and other site information provided by the Town to review the proposed sites. If this information is not deemed as adequate to evaluate the proposed sites, a planimetric survey of the proposed site and the existing site to include existing conditions features and 1 FT contours of the subject property, utilities, wetlands, and other key site features may be required.
- Geotechnical Borings - soil borings in the vicinity of the proposed location of a new Public Safety Complex on the two new sites noted above will be helpful to more accurately estimate costs associated with a proposed new PSC buildings. Our team can retain these services if requested by the Town.
- Hazardous Building Material Survey – A hazardous building materials survey/report may be helpful to assist with understanding the potential costs of renovation or partial demolition of the existing Public Safety Complex.

PROPOSAL CLARIFICATIONS

1. Presentations:

The following number of presentations and review meetings are included in the Scope of Basic Services

- Review meetings with the FAC (may be combined with Finance Committee) – two (2) meetings
- Town Select Board – one (1) meeting
- Community presentations – two (2) meetings

2. Items to be provided by the Town:

- Site Information - the Town provide available information on the three sites under consideration: GIS, Tax Maps, Surveys (basically any information that contains site dimensions, existing utility info, etc.) The Town will provide any available information on these 3 sites.
- Prior Reports and Studies – the Town will provide any applicable prior studies and reports for PD and FD/EMS services.

- Other Relevant Information – the Town will provide our team with GIS/Heat Maps for FD and PD call incidents and other supporting information.
3. It is understood that the following services shall be provided by others or provided as an Additional Service upon written approval of the Owner:
- Geotechnical and Hydrological/Wetland Engineering Design
 - Programming and planning of other Town functions in addition to the specific departments included in the Agreement.
 - Design options, renderings and plans in addition to those specifically noted within the Basic Scope of Services.
 - Schematic Design, Design Development, Construction Documents, Bidding, and Construction Phases for the project.
 - Environmental assessments, testing, and abatement services
 - Civil, Structural, and MEP/FP engineering services in addition to those specifically noted within the Basic Scope of Services. Structural engineering review is limited to the existing PSC facility.
 - MRI Operational Review is limited to a “high level” review of the Police and Fire Departments.
 - Destructive investigation and exploratory cutting of existing structures.
 - LEED certification and registration services.
 - Field measuring and preparation of existing conditions CAD plans and elevations of the existing site and building conditions.
 - Detailed level Cost Estimating Services.
 - Realistic level renderings of the proposed new buildings and building addition/renovation.
 - Submittal, Review and Permitting with applicable State and Local agencies.
 - Traffic Engineering and Service Response Studies in addition to those specifically noted within the Basic Scope of Services.
4. See Attachment “A” for customary reimbursable expenses and prevailing hourly rate schedule.
5. LBA shall perform its services to the standard of care practiced by architects on other regional projects of similar type and size.
4. LBA shall not be responsible for the investigation, discovery, detection, identification, presence, leakage, discharge, release, use, handling, disposal, encapsulation, abatement, treatment, or removal of, or exposure of a person or persons to hazardous materials, pollutants, contaminants, or disease transmitting organisms, pre-existing or otherwise deposited in any form at the project, indoors or outdoors, at any time before, during or after construction, including but not limited to volatile organic compounds, petroleum products, molds, fungus, asbestos or asbestos products, lead, radon, electro-magnetic frequency radiation or other radiation.
5. The Owner shall be responsible for the selection, specification, procurement and installation of all equipment and apparatus.
9. In recognition of the relative risks, rewards and benefits of the Project to both the Owner and the Architect, the risks have been allocated such that the Owner understands and agrees that, to the

fullest extent permitted by law, the Architect, his officers, employees and consultants total liability to the Owner for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this Agreement from any cause or causes shall be limited to the fee for this Study.

10. LBA may provide Project related computer files for the use of the Owner, Contractor, consulting engineers and/or others. Such machine-readable documents are provided without any warranties, guarantees and/or representations of any nature whatsoever regarding the correctness, accuracy and/or completeness of the information contained therein. LBA shall not be responsible for claims, losses, damages and/or liabilities arising out of or relating to the use, misuse, modification, interpretation, misinterpretation and/or misrepresentation of any such information. It is understood and agreed that only the hard copy of the Contract Documents stamped and signed by LBA shall serve as the exclusive and definitive record of the Project.
11. All documents prepared by LBA under this Agreement will become the property of Owner. LBA retains the right to utilize these documents in the future related to its practice. They shall not be modified or used in any way not contemplated by this Agreement, without our written authorization. LBA shall not be responsible for any consequences resulting from such unauthorized modifications or uses. The Town of Kennebunk, Maine shall be able to utilize images and information created under this Agreement in community outreach, project funding, and public relations with credit given to LBA as the Architect/Designer.
12. Any provision of this Agreement later held to be unenforceable for any reason shall be deemed void, and all remaining provisions shall continue in full force and effect.
13. LBA shall not be responsible for Work designated in the scope of the Study and on the Drawings as "Not in Contract" or "By Others".
14. The proposed fee excludes preparation of detailed cost estimating and the specification of furniture, equipment, specialty items, equipment, and appliances. These services can be provided as an additional service if so requested. Basic scope of services include the preparation of conceptual level budget estimates for the three (2) options.

Thank you once again for choosing LBA to serve as your Architects. We welcome your call should you have any further questions regarding this Letter of Agreement.

Sincerely,

Robert C. Robicsek, AIA, NCARB



Principal, Civic Studio Leader Lavallee Brensinger Architect

2021
ATTACHMENT "A"

LAVALLEE BRENSINGER PLLC
PROFESSIONAL FEE SCHEDULE

PRINCIPAL	\$233.00
ASSOCIATE PRINCIPAL	\$203.00
SENIOR PROJECT MANAGER	\$194.00
TECHNICAL LEADER	\$194.00
PROJECT MANAGER	\$172.00
PROJECT DESIGNER	\$172.00
ARCHITECT 3	\$163.00
ARCHITECT 2	\$152.00
ARCHITECT 1	\$142.00
TECHNICIAN 3	\$142.00
TECHNICIAN 2	\$119.00
TECHNICIAN 1	\$108.00
SENIOR INTERIOR DESIGNER	\$156.00
INTERIOR DESIGNER 2	\$119.00
INTERIOR DESIGNER 1	\$108.00
GRAPHIC DESIGNER 2	\$142.00
GRAPHIC DESIGNER 1	\$108.00
ADMINISTRATOR	\$104.00

REIMBURSABLE EXPENSES
(Direct Project Expenses)

LARGE FORMAT PRINTING (COLOR)	\$3.14 / SF
LARGE FORMAT PRINTING (BLACK AND WHITE)	\$.90 / SF
SMALL FORMAT PRINTING (HIGH QUALITY)	\$1.86 / SF
SMALL FORMAT PRINTING (LASER)	\$.80 / SF
PRINTING (OUT OF OFFICE)	INV. x 1.20
TRAVEL	\$0.56 / MILE
AUTHORIZED OUT-OF-TOWN LODGING AND MEALS	INV X 1.00
OVERNIGHT/SPECIAL DELIVERY	INV. x 1.20
CONSULTANTS (FOR ADDITIONAL SERVICES)	INV. x 1.20
FILE TRANSFER SOFTWARE (Dropbox or similar if requested by owner)	INV. x 1.10
OTHER PROJECT EXPENSES	2.75% OF GROSS FEES INVOICED
(TELEPHONE, POSTAGE, SUPPLIES, WEB-BASED MEETINGS, CAD/BIM EQUIPMENT)	

Fees for custom models, renderings, photography, project specific FTP services, dedicated cell phone service, graphics, 3D printing, presentation materials and equipment, etc. to be invoiced on a per project basis. Lavallee Brensinger PLLC may perform 3D computer modeling/rendering for its own use in studying project design. Plots of such modeling can be made available to the Owner on an "as-is" basis for the cost of related printing only. Should the Owner request that such modeling/rendering be enhanced or modified for other purposes, related time and expenses will be separately invoiced as additional services.

Rates are adjusted the beginning of each year.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/17/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: Davis & Towle Morrill & Everett, Inc.
INSURED: Lavallee Brensinger PLLC dba Lavallee Brensinger Architects
CONTACT NAME: Jennifer L. Good, AAI
INSURER A: Acadia Insurance Company
INSURER B: Hudson Specialty Ins. Co.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Table with columns: INSR LTR, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, Workers Compensation, and Cyber Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Workers Compensation States: NH, MA, ME, NY, VT, CT, PA
Certificate holder and any additional named parties shall be afforded additional insured status on General Liability, Automobile and Umbrella when required by written contract or agreement.

CERTIFICATE HOLDER CANCELLATION

Form with fields for Certificate Holder (For Information Purposes Only) and Cancellation (Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. Authorized Representative: Jennifer Good)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/11/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Poole Professional B&B of MA 107 Audubon Rd, #2, Ste 305 Wakefield, MA 01880 Thomas M. Mullard	781-245-5400	CONTACT Thomas M. Mullard NAME: PHONE (A/C, No, Ext): 781-245-5400 E-MAIL ADDRESS: FAX (A/C, No): 781-245-5463													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : XL Specialty Insurance Company</td> <td>37885</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : XL Specialty Insurance Company	37885	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER E :															
INSURER F :															
INSURED Lavallee Brensinger PLLC dba Lavallee Brensinger Architects 155 Dow St Suite 400 Manchester, NH 03101															


COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Arch/Eng ProfLiab incl PollutionLiab			DPR9974721	03/18/2021	03/18/2022	Per Claim 5,000,000 Aggregate 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER CANCELLATION

Lavallee Brensinger PLLC dba Lavallee Brensinger Architects 155 Dow St Suite 400 Manchester, NH 03101	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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EXETER PLANNING DEPARTMENT

10 FRONT STREET • EXETER, NH • 03833 • (603) 773-6112 • FAX 772-4709

www.exeternh.gov

REQUEST FOR QUALIFICATIONS

PROFESSIONAL CONSULTING SERVICES FOR PROGRAM AND SITE EVALUATION FOR A PUBLIC SAFETY COMPLEX

RFQ No. PL 2021-01

May 10, 2021

INTRODUCTION

The Town of Exeter is requesting statements of qualifications to provide comprehensive professional consulting services for Program and Site Evaluation for a Public Safety Complex. No

GENERAL REQUIREMENTS

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

Sealed qualifications should be plainly marked "**RFQ No. PL 2021-01 – Professional Consulting Services for Program and Site Evaluation for a Public Safety Complex**" on the outside of the mailing envelope and addressed to:

Town of Exeter
Planning Department
10 Front St
Exeter, NH 03833
Attn: Dave Sharples

Qualifications will be accepted until **2:00 p.m. on Friday, June 18, 2021** at the Planning Office. Five copies of the proposal shall be submitted.

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

BACKGROUND

The existing public safety complex is located at 20 Court Street in Exeter NH on an approximately 1.18-acre site located in downtown Exeter. The current facility is approximately 17,000 square feet and houses both the Police and Fire Departments. The Police Department occupies approximately 6,000 square feet, the Fire Department occupies the remainder of the building.

In the late 1990's space (equipment and personnel) became a concern at the existing Court St location, prompting the fire department leadership and town leaders to try to determine if a 2nd station was feasible. A study was approved in 2000, and in 2001 FireScope delivered a study that indicated that an additional station somewhere on Epping Rd would decrease response times to the

northern area of Exeter, and provide response assets on both sides of the railroad track. In 2003 a \$4.5 million fire station project was discussed at town meeting and was soundly defeated. After the vote in 2003, the town decided the 1.3-acre town owned parcel near the intersection on Industrial Dr and Epping Rd. was too small and was later sold. In 2007, another study to look at fire department operations/staffing and station locations was approved. This study was completed by Mark Morris and Associates (MMA) and reaffirmed the need for an additional fire station location and offered response time and coverage data for a station along Epping Rd and another site of town owned property on White Oaks Dr (The Ridge at Riverwoods). The town then purchased a 2.05-acre parcel of land at 30 Continental Drive with the intent of building a Fire Substation. The Fire Substation remained in the Capital Improvement Program (CIP) for many years but it was never funded. During development of the 2021 CIP, it was decided to remove the Fire Substation from the CIP and replace it with funding for an analysis of both Police and Fire department needs. The rationale for this change was that the Police Department had outgrown its space. Desks and offices were created in hallways, numerous partitions were installed to separate uses and create work space, and even trailers were brought in for additional storage. At the same time as the Fire Substation was being reconsidered to include an analysis of both public safety departments, a study was completed by Center for Public Safety Management (CPSM) in Washington, DC.

The Facilities Advisory Committee (FAC), created by the Select Board in 2016, became involved in the process of reviewing capital projects regarding town facilities per their adopted charge. The FAC worked with Town staff and supported funding for an analysis to examine the town's options regarding the public safety complex. The Town Manager, Town Planner, Fire and Police Chiefs worked with the Facilities Committee to develop this RFQ. At this time, the town is reviewing several options that include purchasing a new site near the downtown to house a new public safety complex for both the Fire and Police Departments, as well as a combination of renovating the existing Public Safety Center for one of the Departments and building a new facility for the other Department.

The Town is seeking a qualified Consultant to aid the town by conducting a feasibility study and space needs analysis that will compare the options, engage the public throughout the process, and select a preferred alternative. Part of this analysis will include a third-party independent estimate for each alternative analyzed. The town has issued an RFQ because we intend to work with the chosen consultant to negotiate a scope of work and fee in the best interest of the town.

CONSULTANT INVITATIONS

All qualified consultants are invited to submit.

CONTRACT DOCUMENT

Upon selection, the successful Consultant will prepare a Contract for execution. Upon execution of the Contract the Consultant will be instructed to commence providing the work outlined in the contract. All information, data, documents, photos, computer records and other materials of any kind acquired or developed by the Consultant pursuant to this proposal shall be the property of the Town of Exeter and shall not be considered proprietary.

SCOPE OF SERVICES

The final scope of services shall be set forth in the negotiated agreement, and may include, but not be limited to the following:

1) Program Review

- a) Space planning and allocation
 - i) Police
 - ii) Fire & EMS
 - iii) Staffing support
 - iv) Shared services - Dispatch

2) Site Evaluation

- a) Background
 - i) Confirm Infrastructure
 - (1) Water
 - (2) Sewer
 - (3) Power/Electric
 - (4) Tel/Com/Data
 - ii) Hardness / Resilience

3) Facility Options

- a) Existing conditions evaluation on current facility
- b) Develop possible combinations of new facility:
 - i) All new combined facility
 - ii) Renovate/add to existing facility for both
 - iii) Renovate existing for one dept. and build new for the other on a separate site.
 - iv) Other combinations
- c) Present options in public forum #1

4) Feasibility Study

- a) Develop concepts for 3 different options, including site/building square footage, building massing/number of stories, and building/system narratives to aid in cost estimating. Minimal site and floor plans, 3D virtual massing model for presentation.
- b) Evaluate for operational capability and costs (cost estimates to be generated by a 3rd party)
- c) Review options with town departments and committees, CPSM (public safety operations consultant)
- d) Post options to project website for public comments
- e) Review with residents in public forum #2
- f) Refine to 1 preferred option, present to residents in public forum #3
- g) Issue final feasibility study with preferred option to the town, including cost estimates for all options.

5) Deliverables

- a) Feasibility Study that includes the following:
 - i) Site Evaluation Report

-
- ii) Site and Building Program
 - iii) Facility Options
 - (1) Site Plan
 - (2) Building Plans
 - iv) Overall concept renderings
 - v) Design Narratives by construction division
 - vi) Independent Cost Estimate for all 3 options
 - vii) Sustainability analysis
 - (1) Site
 - (2) Facility

Project cost proposals are not requested at this time.

EVALUATION CRITERIA & INTERVIEWS

From the qualifications submitted by qualified consulting firms, the Town may select finalists for an interview. The final selection will be based upon the following criteria:

1. Firm's qualifications and resource capability
2. Qualifications of project team
3. Prior successful experience with the public sector, especially with Fire and Police facility design and evaluation
4. Demonstrated success working with local government entities, citizen committees, and members of the general public
5. Understanding of the Project Scope
6. Approach for completing the work
7. Commitment to, and previous demonstrated track record in meeting project timelines and budgets
8. Quality of Proposal
9. References

The firms will be rated based on their success in satisfying the previously listed Evaluation Criteria and on the Interviews and an attempt will be made to negotiate a fee schedule with the top-ranked firm. If the Town is unable to reach agreement with the selected firm, the Town reserves the right to negotiate with the next highest ranked firm(s) until an agreement is reached.

TOWN ROLE

Town staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the Town's Planning Department, Fire Department, and Police Department will review plans and other documents prepared by the Consultant.

RESERVATION OF RIGHTS

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

directly with the firm selected for additional project work.

CONTACT INFORMATION

If you have any questions regarding this RFQ, please contact Dave Sharples, Town Planner at dsharples@exeternh.gov or (603) 773-6114.




**LAVALLEE
BRENSINGER**
ARCHITECTS

Town of Exeter

RFQ No. PL 2021-01—Professional Consulting Services for
Program and Site Evaluation for a Public Safety Complex

June 18, 2021



Your Mission inspires us.

Our creativity and knowledge empower you.

Together we achieve excellence.



www.LBPA.com

June 18, 2021

Mr. Dave Sharples
Town of Exeter
Planning Department
10 Front Street
Exeter, NH, 03833

Subject: Professional Consulting Services for Program and Site Evaluation for a Public Safety Complex

Dear Mr. Sharples and Members of the Selection Committee:

This is an exciting time for the Town of Exeter. It is not just an opportunity to improve operational efficiency and conditions for Public Safety staff but also create a facility that is inviting to the community. These departments provide critical services for the community and—in turn—the facilities that serve as their home need to be responsive to the specialized nature of their work.

From reading the project history, it is evident that the Town has struggled to identify the best solution for fire / EMS and police facilities. We want to assure you that we understand studies of this nature and we are prepared to be your trusted partner to move this important project forward.

Our ability to translate your ideas into a project that is thoughtful, enduring, and cost effective is the first step in earning support from the community. The ability to design a public safety complex that is reflective of Exeter's character and meets the specific and unique needs of the Town while also incorporating the best practices of Police, Fire / EMS, and workplace standards and design is the advantage that Lavalée Brensinger Architects brings to this project.

Our project team incorporates an outstanding group of highly qualified professionals with specialized municipal expertise, including Municipal Resources, Inc. (MRI) who will provide an operational analysis of Police and Fire / EMS department functions and offer opportunities for efficiency and improved operations. MRI's practice spans the New England region, and provides the project with regional and national best practices in public safety planning.

Additionally, we have experience with municipal facility programming that is evidenced and benchmarked against communities of similar size and character. We are leaders in sustainability and will incorporate innovative features of energy efficiency, renewable energy sources, durability, and maintainability into all aspects of the project.

Our philosophy is to fully engage your Police and Fire / EMS Departments, Town Planning Department, Town Officials, the Facilities Advisory Committee, and the Exeter community to provide you with a proven process that delivers a facility that is designed for and unique to Exeter.

Our team's management process and style will engage various constituencies and the public at the right time during every phase of the project, to build and maintain consensus and momentum leading you toward optimized solutions and successful project implementation.

We look forward to discussing our qualifications and approach to the project in more detail with you. We are fully committed to collaborating closely with the Town and all stakeholders for a successful project.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Robicsek", with a long horizontal flourish extending to the right.

Robert Robicsek
Civic Studio Leader / Principal-in-Charge
robert.robicsek@LBPA.com
603.622.5450



**DOVER POLICE
DEPARTMENT**

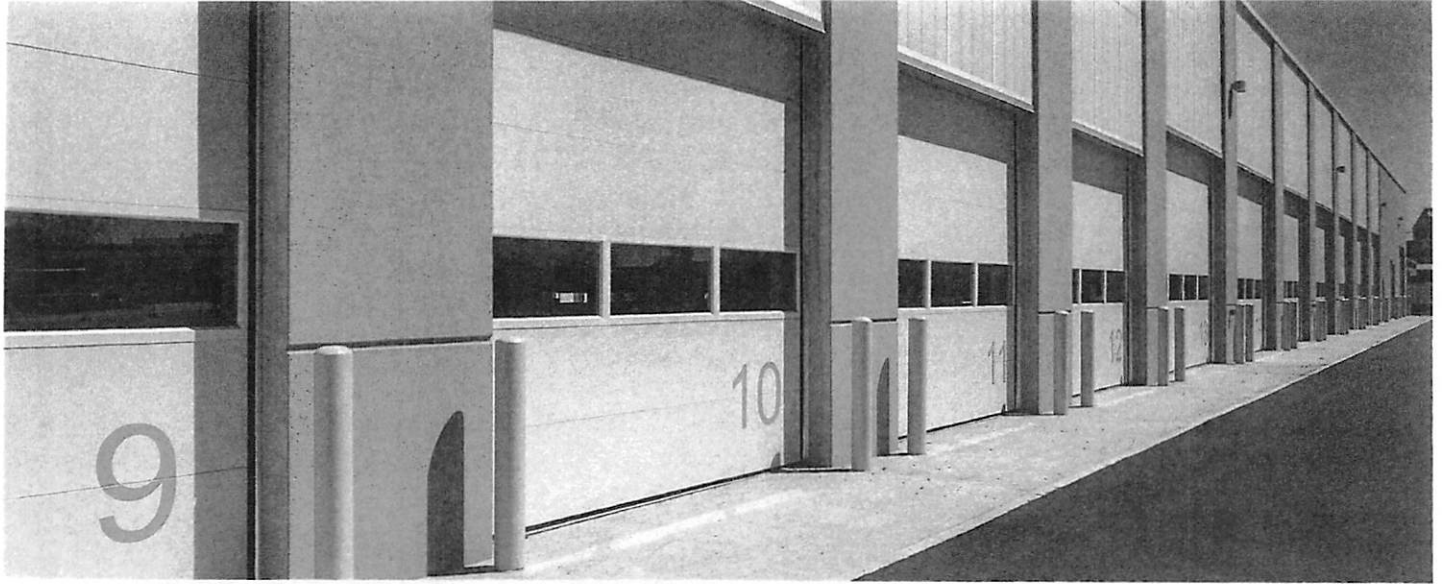
DOVER POLICE DEPT



Table of Contents

- A. Firm Qualifications
- B. Proposed Team
- C. Relevant Experience
- D. Project Approach





Firm Profile

ESTABLISHED

1976

PROFESSIONAL STAFF

47 Architectural Design
5 Interior Designers
6 Marketing / Graphic Design
6 Administrative

REGISTRATIONS

CA, CT, MA, ME, NH, NY, PA, RI, VT

LOCATIONS

MANCHESTER

155 Dow Street, Suite 400
Manchester, NH 03101
603.622.5450

BOSTON

99 Bedford Street, Suite 501
Boston MA 02111
617.398.2035

PORTLAND

305 Commercial Street
Portland, ME 04101
207.558.7200

PRIMARY CONTACT

Robert Robicsek, Principal-in-Charge /
Public Safety Designer
603.622.5450
robert.robicsek@LBPA.com

We are passionate about creative design that fulfills your vision and needs while building a lasting relationship. This is achieved through collaboration and being your advisor and advocate. Our approach is innovative, imaginative, and thoughtful, resulting in a design which is reflective of your brand, vision, and budget. We are trustworthy, fun to work with, diligent, and sincere in our commitment to help you reach your goals. Our staff and firm culture fully embraces this tenet; who we are, how we work, and our mission statement are all built on this principle.

Your Mission inspires us.

Our creativity and knowledge empower you.

Together we achieve excellence.

We offer extensive experience, focused expertise, a comprehensive complement of in-house services, and an extraordinary depth of portfolio. We serve a wide spectrum of market sectors including: municipal / community (specializing in public safety projects); primary, secondary, and higher education; senior care; science and technology; workplace / corporate; healthcare; behavioral health; and medical education / simulation.

Together—in close collaboration with you and your team—we pledge our full commitment of resources with principal level staff who will lead your project from inception through successful completion!

PROFESSIONAL SERVICES

- 3D modeling and animations
- ADA surveys
- Adaptive reuse
- Building code reviews
- Building design
- Construction budgeting
- Construction scheduling
- Environmental sustainability studies
- Facility assessment
- Feasibility studies
- Furniture and equipment
- Graphic design
- Historic renovation
- Interior design
- Life-cycle cost analysis
- Master planning
- Operations analysis
- Post-construction evaluation
- Project team management
- Signage and wayfinding
- Site analysis and land planning



Lavallee Brensinger Architects is a USGBC® national member, and our staff of LEED® Accredited Professionals are available to monitor the LEED® certification process according to the USGBC®

Sustainable Design

Lavallee Brensinger Architects approaches sustainable design with a holistic, economic, and ecological point of view. We empower our clients to achieve the highest level of sustainability producing results including reduced life cycle, energy, and operating costs. We front-load sustainability considerations to help clients realize reduced first costs and integrated, high-performance solutions. Working collaboratively with clients, building owners, and consultants, we establish clear project goals and requirements and conduct in-depth cost/benefit analysis to achieve the greatest return on investment.



RIGHT-SIZE PROGRAM

Proper analysis and space utilization validation allows our team to “right-size” your program. Basing space needs on actual demands, and not intuition, often results in the reduction of square footage; ultimately reducing operations and maintenance expenses for years to come.



WELLNESS

We encourage clients to go beyond a building’s carbon footprint or energy efficiency, and include occupant health and wellness.



MATERIALS

Carefully selected materials are: locally available; recycled or have high recycled content; not environmentally harmful during manufacturing; long-lasting and easily maintained without chemicals; not harmful to building occupants; are functional and aesthetically pleasing; and fully recyclable at the end of their useful life.



ENERGY

Thoughtful design decisions can substantially reduce building energy use for heating, cooling, and electricity resulting in both environmental and financial benefits.



BUILDING REUSE

With the environmental benefits of reusing existing buildings found to be up to six times greater than new construction, we encourage existing building reuse whenever practical. As a result, we have developed extensive experience renovating heritage and historic buildings to adapt them for modern use.



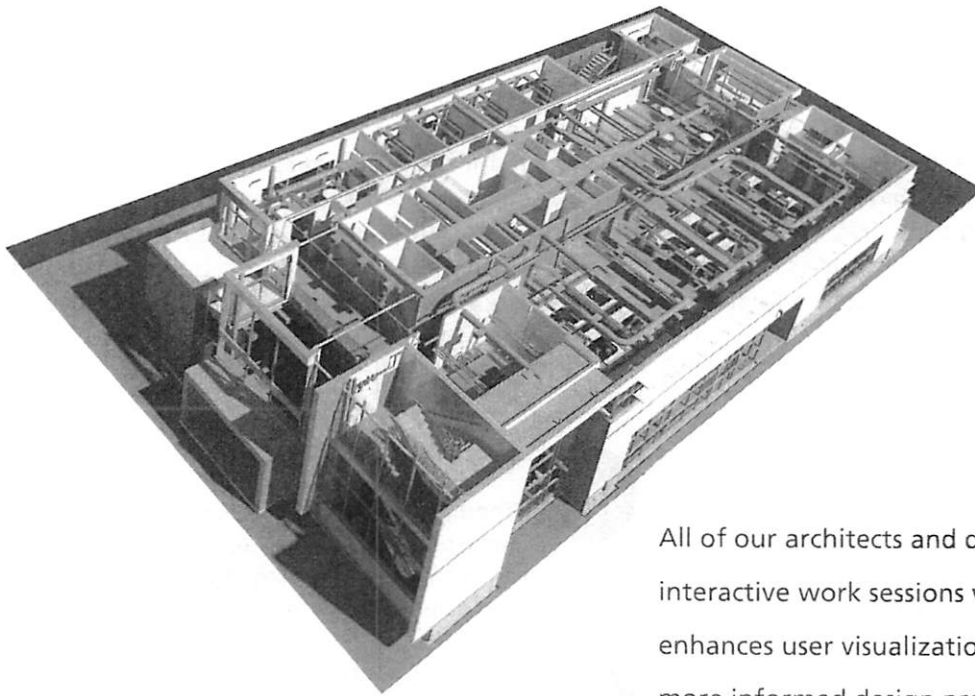
WATER

Specifying automatic sensors, WaterSense products, xeriscaping, meters for each system, and rainwater harvesting systems are just some of the ways we help our clients to protect our most valuable resource on earth.

Building Information Modeling (BIM)

Lavallee Brensinger was one of the first adopters of Building Information Modeling (BIM) in the Northeast. In 2007, we made a commitment that 100% of our projects would be fully BIM.

Over the years our expertise has grown to maximize the benefit this powerful technology brings to our clients and their projects. We integrate BIM throughout the project development from programming to construction.



◀ *Department of
Public Works, Building
Information Model*

All of our architects and designers utilize BIM in interactive work sessions with our clients. This greatly enhances user visualization of a design. The result is a more informed design process, avoiding surprises on opening day.

As leaders in BIM implementation, we work closely with our key engineers to develop integrated models that incorporate structural, mechanical, and electrical components into a single coordinated model.

We also encourage sharing this model with construction managers to assure that the value of the BIM model continues through the construction phase.



Community Outreach

A Community Engagement Plan

The success of a project starts with community buy-in. This support is solely based on voter confidence. We believe in working closely with all community members, establishing vital connections with all stakeholders, and engaging in a constructive discourse regarding the value and return on investment your project will provide. Focusing discussions on community participation and community values, as well as the process used to arrive at decisions, helps justify the needs and cost.

Key Components

Based on our successful track record, we are confident in our ability to assist you to do the same. Key components of our recommended community communication plan may include components of strategic planning, media and public information, public charettes, and other support materials.

Strategic Planning

We will facilitate a Kick-Off Meeting to discuss the history, current opinions, and opportunities for building strong voter consensus. We will solicit input from the stakeholders regarding the key constituents and their issues and concerns. A time line will be generated and communication protocols established.

Media and Public Information

Based on your needs, we will devise a strategy which utilizes various media to engage and inform the community of the projects value and benefits. Communication tools may include:

- Informational brochures
- Community television and radio
- Internet-based discussion board, blogs, social networking sites
- On-line surveys, webcasts, podcasts
- Press releases and newsletters

Public Charrettes

Once sufficient information has been assembled to begin design of conceptual options and solutions, we will facilitate a series of public design meetings (a/k/a charrettes) at which the public will be encouraged to join the Building Committee, and the design team in considering design possibilities and alternatives. Often these charrettes include review and discussion of a physical model, or a 3D computer-based “fly through” presentation.

Support Materials

We have a fully staffed marketing and graphic design group that will develop a variety of print and graphic materials to assist in the public outreach component of the development process. Our many successes have included very complex and sometimes controversial projects. We will bring our vast resources, skills, and expertise to help move your project forward.







**DALE
DOLLER**

PROJECT ARCHITECT

**ROBERT
ROBICSEK**

PROJECT TEAM LEADER

**COURTNEY
CARRIER**

PROJECT DESIGNER

**KATHLEEN
PORTER**

COMMUNITY ENGAGEMENT

**DOUG
SHILO**

SUSTAINABILITY LEADER

**CARMINE
DEBLASI**

CODE COMPLIANCE

**Municipal
Resources, Inc.**

PUBLIC SAFETY
OPERATIONS

VHB

CIVIL ENGINEERS

**Foley Buhl
Roberts &
Associates**

STRUCTURAL ENGINEERS

Yeaton M.E.P. Inc.

MEP / FP ENGINEERS

**Jobin
Construction
Consultants**

COST ESTIMATORS



ROBERT C. ROBICSEK, AIA, NCARB
PRINCIPAL-IN-CHARGE / PUBLIC SAFETY DESIGNER

Bob is a senior level professional with over 40 years of architectural design experience and more than 35 years of experience as a Project Team Leader and Principal-in-Charge for projects performed for regional and national governmental, civic, municipal, and institutional clients. Bob brings extensive experience with user needs analysis, programming, space planning, building evaluation analysis, project scope definition, budget review, life safety code issues, and management of design and construction phase services. Bob has actively participated in, programmed, and planned over 20 public safety projects.

EDUCATION

Master of Architecture
University of Pennsylvania
Design and Historic Preservation

Bachelor of Science in
Architecture
University of Illinois Urbana-
Champaign

STATE REGISTRATIONS

IL, MA, ME

CERTIFICATIONS

National Council of Architectural
Registration Boards (NCARB)

COMMUNITY INVOLVEMENT

Keene State College -
Department of Architecture
(Guest Studio Critic)

Town of Atkinson Board of
Adjustment (Member)

Town of Atkinson Facility Needs
Committee (Member)

ASSOCIATIONS

American Institute of Architects
Society of College & University
Planners (SCUP)

**SPEAKING ENGAGEMENTS
2020**

NNECERAPPA Spring
Conference: *Aligning your
Academic Instructional Spaces
with your Enrollment and
Utilization*

PUBLIC SAFETY EXPERIENCE

Bob's public safety experience prior to joining Lavallee Brensinger Architects includes projects with the Illinois State Police, the Chicago Police Department, U. S. Marshals Service, the FBI, and the USPS Police.

RELEVANT PROJECT EXPERIENCE

City of Dover

New Police Headquarters and Parking Garage

Town of Wells

New Combined Police and Fire Department Facility

City of Lebanon

Police Department and Fire Department Master Plan Study

Town of Wolfeboro

Public Safety Facility Study and Master Plan

City of Springfield

Police Headquarters Study

City of Lowell

Police Headquarters / Municipal Complex Feasibility Study

City of Quincy

New Central Fire Station

City of Keene

West Side Fire Station Feasibility Study

Town of Belmont

Public Safety Space Needs and Facility Study

City of Nashua

Police Department Master Plan

City of Portsmouth

Police, Municipal Offices and DPW Complex Study, City Hall North Facade Replacement, Municipal Parking Office Relocation, Police Department Programming Study

Town of Lee

Municipal Facilities Planning and Design

Town of Kennebunk

Town Facilities Study and Conditions Report Town Facilities Study and Conditions Report, Including a New Public Safety Building

Milford School District

Facilities Assessment and Planning

Town of Atkinson

Programming and Planning for new Fire Department, Town Hall, and Community Center



DALE E. DOLLER, AIA, LEED® AP
PROJECT ARCHITECT

Dale is among Lavallee Brensinger's most experienced Project Architects. During his 29 years with the firm, he has designed a number of complex and prestigious projects across all sectors: commercial, civic, education, and healthcare. His attention to detail, strong communication skills, and disciplined management of tasks and budget allow him to continually deliver successful projects.

EDUCATION

Bachelor of Architecture
Kansas State University

STATE REGISTRATIONS

NH

CERTIFICATIONS

USGBC LEED® Accredited
Professional

ASSOCIATIONS

American Institute of Architects
(AIA) - Former Chapter President

Northeast Sustainable Energy
Association (NESEA)

Construction Specifications
Institute (CSI)

RELEVANT PROJECT EXPERIENCE

City of Dover

New Police Headquarters and Parking Garage

Town of Wells

New Combined Police and Fire Department Facility

City of Lebanon

Police Department & Fire Department Master Plan Study

Town of Wolfeboro

Public Safety Facility Study and Master Plan

City of Quincy

New Central Fire Station

City of Keene

West Side Fire Station Feasibility Study

City of Portsmouth

City Hall North Facade Replacement and Police Department Master Plan

Town of Lee

Municipal Facilities Planning and Design

Town of Kennebunk

Town Facilities Study and Conditions Report, Including a New
Public Safety Building

Town of Milford

Police Facility Study

Manchester-Boston Regional Airport

New Terminal Building
Rental Car Facility
Renovation Projects

State of New Hampshire

State House Dome Restoration
Interior Space Renovation



COURTNEY CARRIER
PROJECT DESIGNER

Courtney is a valuable member of the Civic, Higher Education, and Senior Living Design Studios. Working directly with clients, she has a keen ability to translate the client's wants and needs into clever solutions that are supported by staff and community alike. Known for her charming personality and talent, Courtney is able to find results, build consensus, and communicate the design intent. Courtney has a particular passion for designing spaces that bring people together.

EDUCATION

Master of Architecture
University of Massachusetts
Amherst

Bachelor of Arts in Architectural
Studies
Mount Holyoke College

COMMUNITY INVOLVEMENT

ACE Mentor Program of America
(Mentor)

Plan New Hampshire (Member)

RELEVANT PROJECT EXPERIENCE _____

City of Lebanon

Police Department and Fire Department Master Plan Study

Town of Wolfeboro

Public Safety Facility Study and Master Plan

City of Quincy

New Central Fire Station

City of Keene

West Side Fire Station Feasibility Study

City of Nashua

Police Department Master Plan

Town of Kennebunk

Town Facilities Study and Conditions Report, Including a New
Public Safety Building

Boys & Girls Club - Manchester

New Construction and Renovation

Greater Nashua Mental Health

Mobile Crisis Center

State of Vermont

Vermont Physically Secure Recovery Residence



KATHLEEN PORTER COMMUNITY ENGAGEMENT

Kathleen is an experienced marketing and business development professional in the A / E industry. She has a long history as a community volunteer and prides herself in being a part of the solution.

Kathleen has worked with many of our clients to help them communicate project goals and visions to the community.

EDUCATION

Bachelor of Arts Political Science
California State University

COMMUNITY INVOLVEMENT

American Heart Association - Go
Red for Women Campaign

Auburn, NH School District -
Board Member and Former
Chairperson

Auburn, NH - Town Moderator,
Budget Committee, School
Facilities Committee, Zoning
Board of Adjustment

Concord Hospital - Evening En
Blanc Committee, Planning
Committee Member

Girl Scouts of the Green and
White Mountains - Get Her
There Committee

Greater Concord Chamber
of Commerce - Chamber
Connections

Greater Manchester Chamber
of Commerce - Education and
Infrastructure Committee

Hooksett, NH - Zoning Board of
Adjustment

Plan NH - Committee Member

SAU #15 - Board Member and
Former Chairperson

TEDxAmoskeagMillyard -
Steering Committee

ASSOCIATIONS

Society for Marketing
Professional Services - Northern
New England Member and
Former Board President

RELEVANT PROJECT EXPERIENCE

City of Lebanon

Public Safety Master Plan

City of Keene

West Side Fire Station Feasibility Study

Town of Belmont

Space Needs and Facility Study

Town of Lee

Municipal Facilities Planning and Design

Milford School District

Facilities Assessment and Planning

Hampton School District¹

Hampton Academy Renovation

Auburn School District

Village School Renovation

High School Contract Negotiations and Transition

SAU #15

Cooperative School District Feasibility

Pinkerton Academy

Career and Technical Education Renovation
Master Plan

¹ While at The HL Turner Group



DOUG SHILO, AIA, LEED® AP BD+C
SUSTAINABILITY LEADER

Doug has over 10 years of experience designing sustainable spaces for corporate, university, and medical campuses. He uses the latest technology and standards to deliver creative solutions on every project. As our Sustainability Leader, he guides the firm in how to design high-performance, low-impact projects, and specializes in envelope detailing. Doug also champions Lavallee Brensinger's 2030 commitment with the AIA, and is currently administrating several LEED projects.

EDUCATION

Bachelor of Architecture
Rice University

Bachelor of Arts
Rice University

STATE REGISTRATIONS

NH

CERTIFICATIONS

USGBC LEED® BD+C

COMMUNITY INVOLVEMENT

U.S. Green Building Council, NH
Chapter Board - Chair

1% Program¹

Concord Architectural Design
Review Committee - Board
Member

ASSOCIATIONS

American Institute of Architects
AIA NH Chapter

PUBLICATIONS

Behind LEED, Wood Home,
Working with LEED V4 (USGBC
NH Chapter Newsletter)

LEED v4 BD+C Case Study –
IDEXX Synergy East (USGBC
Website)

AWARDS

2017

ENR Award of Merit for
Excellence, Wildcat Stadium

2007

Ralph S. Herman Memorial
Scholarship

RELEVANT PROJECT EXPERIENCE

City of Dover

New Police Headquarters

Town of Wells

Three Public Safety Facilities

City of Portsmouth

City Hall North Facade Replacement

State of Maine - Bureau of General Services

Deering Building Renovations
Greenlaw Building Renovations

IDEXX Laboratories

Corporate Office Expansion (LEED® Gold)
Synergy East Expansion (Targeting LEED® Gold)

PRIMEX

Lower Level Renovations
COVID-19 Re-Occupancy Recommendations
Upper Level Renovations

State of New Hampshire

Probate Court

Town of North Hampton

Town Campus

Weeks Public Library

Library Expansion

Town of Meredith

Public Library Study

Government of Thailand and private donations

NMR Meditation Center (LEED® Silver)¹

¹Work of Doug while serving as a Project Designer at APC / Architectural Resources, Cambridge



CARMINE DEBLASI, RA, NCARB, SENIOR ASSOCIATE CODE COMPLIANCE

Carmine offers more than 20 years of experience working on Public Safety Projects. From project start to finish, the role of Technical Leader is to ensure each project is guided by experienced technical oversight and a deliberate Quality Control process. Carmine's responsibilities include: Document review during each phase of project development for technical accuracy, conformance with Owner's building standards, and constructability; determination of applicable codes and regulations and related analysis; ADA and 521 CMR accessibility evaluation; participation in meetings with regulatory authorities; material research and specifications; and team consultations regarding technical details.

EDUCATION

Bachelor of Science,
Architecture
Wentworth Institute of
Technology

Associate of Architectural
Engineering Technology
Wentworth Institute of
Technology

STATE REGISTRATIONS

MA and ME

CERTIFICATIONS

National Council of
Architectural Registration
Boards (NCARB)

SPEAKING ENGAGEMENTS 2017

NEHES Twin State Seminar
Dartmouth Hospital
ADA Regulations Review

RELEVANT PROJECT EXPERIENCE

City of Dover

New Police Headquarters

City of Lebanon

Police Department and Fire Department Master Plan Study

Town of Wolfeboro

Public Safety Facility Study and Master Plan

City of Springfield

Police Headquarters Study

City of Lowell

Police Headquarters / Municipal Complex Feasibility Study

Town of Belmont

Public Safety Space Needs & Facility Study

City of Portsmouth

City Hall North Facade Replacement

Town of Lee

Municipal Facilities Planning and Design

City of Springfield

Police Headquarters Study

Five Middlesex - Assembly Square

Kingston Community Library

New Library
Office Renovation

Langdon Public Library

Addition and Renovations

State of New Hampshire

Tobey Building Historic Renovation and Restoration
State House Dome Restoration
Interior Space Renovation

Wadleigh Public Library

New Library



Alan is recognized for his creativity in community policing and his leadership in promoting ethics in the law enforcement community. In addition to his responsibilities as MRI's Chief Operating Officer, Mr. Gould manages most of the company's public safety projects including operational studies and "internal" investigations. Mr. Gould also specializes in recruitment/selection processes for executive level municipal positions and has completed dozens of processes for top management positions throughout New England.

EDUCATION

Bachelor of Science
Criminal Justice
Saint Anselm College

Command Training Institute
Program
Babson College

FBI LEEDS Program

EXPERIENCE

Municipal Resources, Inc., Meredith, NH | 2008 - Present
President and Chief Operating Officer

Town of Rye, Rye, NH
Town Administrator, Deputy Emergency Management Director

New Hampshire Police Academy, Concord, NH
Ethics Instructor

Rye Police Department, Rye, NH
Chief of Police

Salem Police Department, Salem, NH
All Ranks

Mr. Gould began his public sector career with the Salem, NH, Police Department where, during 21 years, he served at all ranks of the Department. He served as Chief of Police in Rye, NH, where, upon retirement from law enforcement, he was appointed and served as Town Administrator until joining MRI in 2008. Mr. Gould served as the Ethics Instructor at the New Hampshire Police Academy for 15 years and has been an instructor of college courses in Criminal Code, Criminal Investigation, Report Writing, Constitutional Law, and Juvenile Delinquency. Among his many community involvements, Alan served as an initial incorporator of two non-profit organizations; one addressing family violence and visitation issues, and the other established to help seniors remain in their homes as they age. He continues to serve as Deputy Emergency Management Director in the coastal community of Rye, NH, located within the Seabrook Nuclear Power Plant's Emergency Planning Zone.



BRIAN P. DUGGAN

MUNICIPAL RESOURCES INC.

Director of Fire, Rescue, and Emergency Services Management

Brian is one of few fire service professionals to be designated as a Chief Fire Officer by the Commission on Fire Accreditation International. He leads the Massachusetts fire service through his affiliation as Chairman of the Fire Chief Association of MA Technology Committee and as a Regional Director on the MA State Fire Mobilization Committee. Mr. Duggan has authored several publications, inclusive of writing Section 7, Chapter 3, Fire Department Information Systems, in the Nineteenth and Twentieth Editions of the National Fire Protection Association's Fire Protection Handbook. Chief Duggan has served as a subject advisor to MRI since 2002.

EDUCATION

Bachelor of Business
Management and Fire Science
Providence College

Master of Business
Administration (MBA)
Nichols College

National Fire Academy Executive
Fire Officer Program

Senior Executive Program for
State and Local Leaders
Harvard University

Master of Homeland Security
Naval Post Graduate School

EXPERIENCE

Municipal Resources, Inc., Meredith, NH | 2003 - Present

Director of Fire, Rescue, and Emergency Management Services

Develop and manage all Fire, EMS, Rescue, and Emergency Management related projects, contracts, and client relationships throughout the east coast.

Westhampton Fire Department, Westhampton, MA | 2015 - 2019

Assistant Chief of Emergency Management - Volunteer Position

Responsible for the coordination of emergency management functions and special projects within the Westhampton Fire Department, a volunteer agency.

Northampton Fire Department, Northampton, MA | 1998 - 2015

Fire Chief, Emergency Manager

Responsible for all administrative and operational aspects of the organization including management and implementation of a \$6.63M annual operations budget. Supervised and led a 75-member unionized force that provided a wide range of life safety services to the City of Northampton, MA and by contract to 18 surrounding communities within Pioneer Valley. Actively participated in labor negotiations and management decisions regarding contract terms. Lead changes in a unionized environment and developed a team that allowed the organization to progress from dysfunctional to a regional leader.

David H. Fenstermacher, PE

Site/Civil Engineering



Dave is the Director of Land Development for VHB's Bedford, NH, office. He has had extensive experience in all aspects of land development, land planning, and site design. He has managed on-call contracts with long-term clients and multidisciplinary teams for the completion of complex land planning, design, and construction projects throughout the Northeast.

22 years of professional experience

Education

BS, Civil Engineering with Environmental Option, Virginia Polytechnic Institute, 1996

Registrations

Professional Engineer NH, 2011

Professional Engineer MA, 2001

Professional Engineer ME, 2009

Professional Engineer VT, 2010

Affiliations/Memberships

International Council of Shopping Centers, Bedford, Affiliated Member, 2012

Phillips Exeter Academy, Front Street Improvements, Exeter, NH

Dave is Project Manager on an effort to relocate the existing Front Street crosswalks to new locations to improve pedestrian safety and circulation, and to create a gateway corridor for the Phillips Exeter Academy campus. VHB is providing final design and engineering services on this project, including project planning, cost estimating, developing construction documents, assisting with bids and negotiations, and providing construction administration and post-construction monitoring.

Public Safety Facilities Assessment, Lebanon, NH

Working as a subconsultant to Lavallee Brensinger Architects, Dave is Project Manager for a project to develop a strategic plan for the City's public safety facilities. The team will perform an operational and space needs analysis in order to identify current and future needs, determine the need for renovation and/or expansion, as well as provide master planning options and conceptual budget estimates.

West Side Fire Station Study, Keene, NH

Working as a subconsultant to Lavallee Brensinger Architects, Dave is VHB's Project Manager for a project to assist the City with the evaluation of the existing Fire facility, including site access, parking and ancillary needs, and ability of the sites to accommodate expansion. The primary goal of this study is to evaluate the current building to determine if it is economically feasible to renovate the existing facility or if the City should consider constructing a new facility.

Wentworth-Douglass Hospital at Pease, Portsmouth, NH

Dave is Project Manager for a project to provide survey, engineering, traffic and landscaping services for two new buildings and associated parking and access improvements at Wentworth-Douglass Hospital's current medical center at Pease International Tradeport. Once completed, Wentworth-Douglass will have about 100,000 square feet of space in the tradeport overlooking the Spaulding Turnpike.

Merrimack Park Place, Merrimack, New Hampshire

Dave is Project manager for Merrimack Park Place, a 372,000 SF proposed mixed-use development located on the entrance outparcel of the Merrimack Premium Outlets. The project will also include a Fairfield Inn and Suites by Marriott, 192 apartments, office space and 900 additional parking spaces. VHB is providing integrated engineering services, including permitting, environmental, traffic, and civil engineering services.

KENNETH G. MARSHALL, P.E.

Principal-in-Charge

EDUCATION

B.S. Civil Engineering, University of New Hampshire, 1990
M.S. Structural Engineering, University of New Hampshire, 1991

PROFESSIONAL EXPERIENCE

1992 Costello, Lomasney & DeNapoli, Inc., Manchester, NH, Project Engineer
1996 Foley and Buhl Engineering, Inc., Manchester, NH, Project Engineer
2003 Foley and Buhl Engineering, Inc., Manchester, NH, Senior Engineer
2005 Foley Buhl Roberts & Associates, Inc., Manchester, NH, Senior Engineer
2006 Foley Buhl Roberts & Associates, Inc., Manchester, NH, Senior Engineer/Associate
2021 Foley Buhl Roberts & Associates, Inc., Manchester, NH, Associate Principal

ENGINEERING REGISTRATIONS

New Hampshire No. 9063
Massachusetts No. 49470
Vermont No. 018.0134311

PROFESSIONAL ASSOCIATIONS

American Concrete Institute
American Institute of Steel Construction
Structural Engineers of New Hampshire
Tau Beta Pi Association - The Engineering Honor Society

RELEVANT EXPERIENCE (Public Safety, Municipal and Projects in Exeter)

Abbott Library (Sunapee) - New Facility
Exeter Hospital - The Center for Orthopedics and Movement - Renovation and Adaptive Re-use
Lebanon City Hall - Renovations and Additions
Lebanon Public Safety Facilities - Facilities Study
Lee Municipal Facilities - Existing Conditions Assessment and Study
Londonderry School District - District Wide Master Planning and Feasibility Study (In Progress)
Manchester City Hall and City Hall Annex - Renovations and Additions
Manchester Municipal Complex - New Police Headquarters and DPW Administration Building
Milford Police Headquarters - New Facility
Nashua Police Department - Space Planning Study
New Hampshire State Police Troop C (Keene) - Assessment and Renovation (In Design)
Newbury Fire Station - New Facility (Under Construction)
North Hampton Public Library - Renovation and Addition (Under Construction)
Swanzey Fire Station - Assessment and Conceptual Design
Weeks Public Library (Greenland) - Renovation and Addition

Ryan C. Nealley, P.E., M.S.M.E., C.E.M. – Mechanical Engineering Manager



Ryan is a registered Professional Engineer at Yeaton. Prior to joining the company, Ryan held the title of Senior Mechanical Engineer at the engineering firms of AKF Group and CES, Inc. as well as being the Mechanical Engineering Department Manager for Diversified Technology Consultants in Connecticut. Ryan has extensive experience in healthcare, academic, industrial, commercial and federal government facilities.

Work Experience

- | | |
|--|----------------|
| • Yeaton – Bedford, New Hampshire
<i>Mechanical Engineering Manager/Project Manager</i> | 2015 - Present |
| • Diversified Technology Consultants – Hamden, Connecticut
<i>Mechanical Engineering Department Head/ Project Manager</i> | 2013 - 2015 |
| • AKF Group – Stamford, Connecticut
<i>Senior Mechanical Engineer/Project Manager</i> | 2011 - 2013 |
| • CES, Inc.
<i>Senior Mechanical Engineer</i> | 2009 - 2011 |
| • Di Bari Engineering, PC
<i>Mechanical Engineer</i> | 2003 - 2009 |

Featured Projects

- | | |
|--|--|
| • American University | • Nashua Fire Station - Spit Brook Road |
| • Bradley International Airport | • Nashua Police Complex - Facility-wide HVAC Upgrade |
| • Bridgeport Senior Housing | • New Haven Police Department Training Facility |
| • Caledonia Courthouse | • Newbury Public Library Addition & Renovation |
| • City of Keene West Side Fire Station Assessment | • North Conway Public Library Renovation & Addition |
| • Concord Park Senior Living Addition & Renovation | • North Hampton Library Renovation & Addition |
| • Dartmouth College Graduate Housing Complex | • Omni Mount Washington Resort Addition |
| • FairPoint – Operations Buildings | • Oyster River Middle School |
| • Glen House Hotel | • Rivier University Science and Innovation Center |
| • Green Mountain College – Ackley Lab | • Somersworth Fire Station Conceptual Design |
| • Greenwich Central Fire Station | • Sullivan County Court/Opera House Assessment |
| • Lebanon School District - Maintenance Garage | • University of New Hampshire – Thompson Feasibility Study |
| • Litchfield Fire Station | • Vermont Air National Guard - Flight Simulator Facility |
| • Manchester EPD WWTF Boiler Replacements | • Weeks Public Library Renovation & Addition |
| • Meredith Library Addition & Renovation | • Wolfeboro Public Library Renovation & Addition |
| • Nashua Fire Station - Lake St. HVAC Replacement | • Yale University - Multiple Projects |

Professional Qualifications

- Connecticut Professional Engineer (License Number PEN.0028084)
 Maine Professional Engineer (License Number 14174)
 Massachusetts Professional Engineer (License Number 50937)
 New Hampshire Professional Engineer (License Number 14881)

Education

- M.E. Mechanical Engineering - University of New Haven
 B.S. Mechanical Engineering - Worcester Polytechnic Institute

Craig M. Farnsworth – Electrical Project Manager



Craig is a Senior Electrical Designer & Project Manager at Yeaton. Prior to joining the firm, Craig held the position of Electrical Design Engineer at BLW Engineers in Massachusetts for 14 years. Craig has extensive project experience in Senior Living, Academic and Hotels/Resorts as well as extensive experience in the Boston and metro Boston market. Craig works out of the Bedford, New Hampshire Office.

Work Experience

- Yeaton – Littleton, New Hampshire 2017 - Present
Sr. Electrical Designer/Project Manager
- BLW Engineers, Inc. 2003 - 2017
Electrical Design Engineer
- Lindberg Engineering, Inc. 2001 - 2002
Jr. Electrical Designer
- M.J. Supranovicz Associates 1996 - 2001
Senior CAD Operator & Jr. Electrical Designer

Featured Projects

- AmeriHealth Caritas
- Beverly Regional Airport - Above-Ground Fuel Farm
- Bretton Woods Event Center
- Concord Park Senior Living Addition & Renovation
- Dartmouth College Graduate Housing Complex
- Glen House Hotel
- Harvard Law School
- Litchfield Fire Station
- Manchester Country Club - Agronomy Building
- Manchester Patrol Shed
- Marshfield Airport - Above-Ground Fuel Farm
- Meredith Library Addition & Renovation
- Nashua Police Complex - Facility-wide Upgrade
- Nashua South High School
- Newbury Public Library Addition & Renovation
- New Hampton School - Health & Wellness Center
- New Hampton School - Lane Hall
- North Conway Public Library Renovation & Addition
- North Hampton Library Renovation & Addition
- Omni Mount Washington Resort Addition
- Oyster River Middle School
- Portsmouth High School
- PSU - Prospect Hall Dining Renovation
- Rivier University – Athletics Facility Improvements
- Rivier University Science and Innovation Center
- Rotobec – Groveton, NH
- Simmons College Library
- Somersworth Fire Station Conceptual Design
- Summer Park Housing
- UCVH - Kitchen/Cafeteria Expansion
- Weeks Public Library Renovation & Addition
- Wolfeboro Public Library Renovation & Addition

Education

Middlesex Community College – Bedford, MA



MARC JOBIN

*OWNER'S PROJECT MANAGER
PROFESSIONAL CONSTRUCTION
ESTIMATOR*

**EDUCATION &
CERTIFICATIONS**

Architectural Engineering BS Degree
Wentworth Institute of Technology
Boston, MA

Architectural Engineering AS Degree
NH Technical Institute
Concord, NH

Construction Project Management
Certificate
Northeastern University
Boston, MA



18 Checkerberry Lane
Bedford, NH 03110
(603) 486-6400
mjobin@comcast.net

EXPERIENCE

Owner project manager and professional estimator responsible for the oversight large scale projects including; pre-construction, construction, completion and closeout. Experience in field operations, estimating, and project management plays an important role in the successful execution of the project. Managed projects in the municipal, healthcare, educational, corporate and multi-residential fields.

**RELEVANT ESTIMATING PROJECT
EXPERIENCE**

WOLFEBORO NH POLICE AND FIRE SAFETY COMPLEX

MANCHESTER DPW AND POLICE STATION

**BELMONT NH TOWN HALL AND POLICE STATION
RENOVATION PROJECTS**

LEBANON NH PUBLIC SAFETY COMPLEX

HAMPSTEAD POLICE STATION

**LEE NH TOWN HALL AND LIBRARY
ADDITION/RENOVATION PROJECT**

DUNBARTON TOWN HALL RENOVATIONS

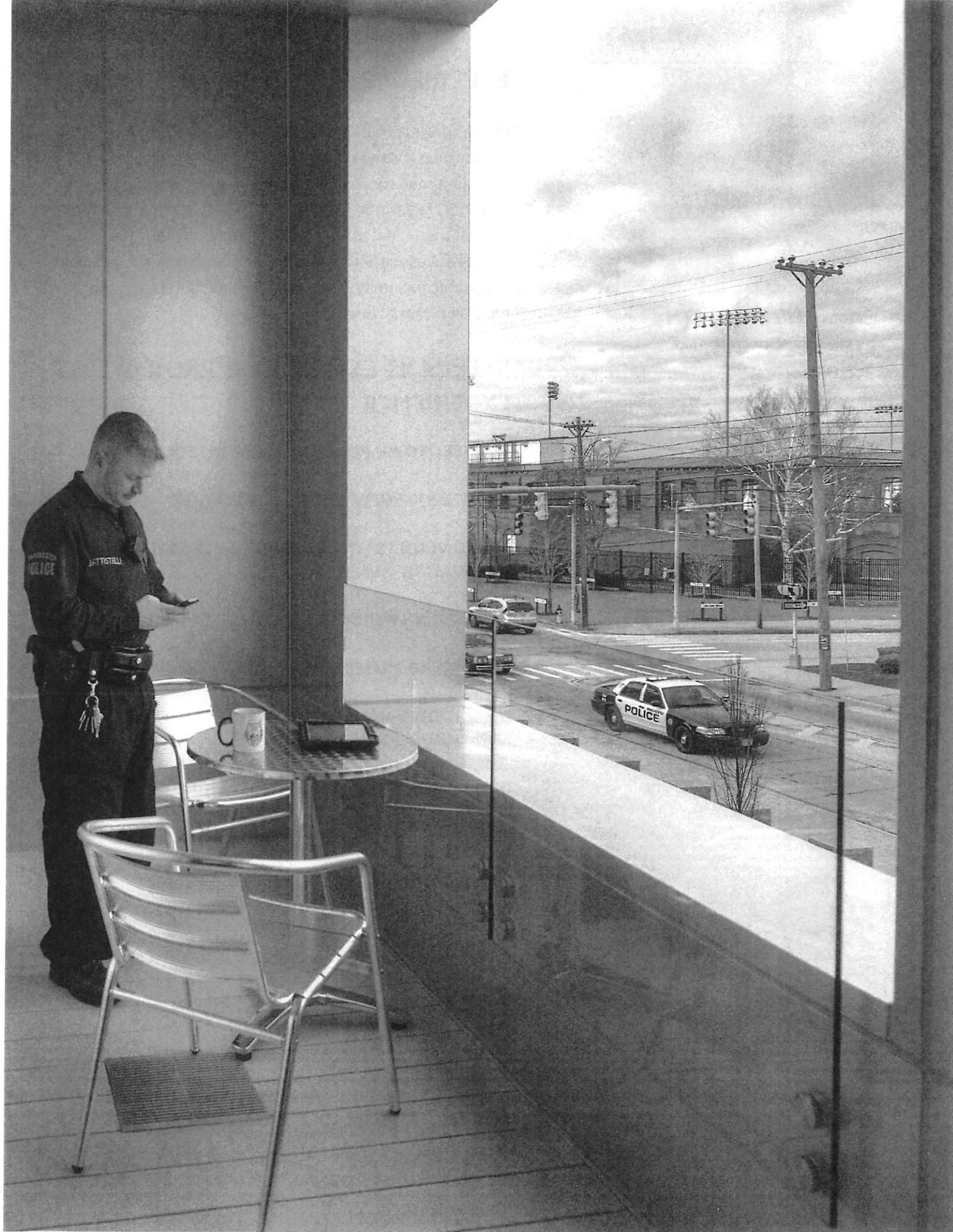
PORTSMOUTH CITY HALL FAÇADE REPLACEMENT

**MILFORD SCHOOL DISTRICT – DISTRICT WIDE
ASSESSMENT**

MERRIMACK COUNTY PROBATE COURT RENOVATIONS

STATE OF NEW HAMPSHIRE RENOVATION PROJECTS

- Annex Building Renovation
- Second District Courthouse Renovation
- Merrimack County Probate Court Renovations
- Archives Building Addition
- Tobey Building Renovation
- Police Standards Building Renovation







Civic Experience

City of Dover

Police Facility and Parking Garage

City of Keene

Fire Department Study

City of Lebanon

Police Department and Fire Department
Master Plan Study

City of Lowell

Municipal Complex, Police Department and
Consolidated Fleet Facility Study

City of Manchester

Police Headquarters
Public Works Complex
City Hall Renovation
Manchester Civic Center

City of Nashua

Police Department Master Plan
Stellos Stadium

City of Portsmouth

Police Facility Programming Study
Municipal Complex Facility Conditions Assessment
City Hall North Building Facade Replacement
Parking Operations Office Study

City of Quincy

New Central Fire Station

City of Springfield

Police Department Headquarters Study

Concord District Court

Planning and New Construction

Hillsborough County Superior Court - North

Planning and Renovations

Hillsborough County Superior Court - South

Planning and New Construction

Manchester District Court

Planning and Renovations

State of New Hampshire

John H. Sununu Youth Services Center
Probate Court
Tobey Building
State House Dome Renovation

State of Maine - Bureau of General Services

Deering and Greenlaw Building Renovations

Town of Belmont

Municipal Facilities Study & Space Needs

Town of Kennebunk

Town Facilities Study and Conditions Report

Town of Kingston

Kingston Public Library

Town of Lee

Municipal Facilities Planning and Design

Town of Meredith

Library

Town of Naples

Town Hall Facility Conditions Assessment

Town of North Hampton

Town Campus

Town of Swampscott

Library

Town of Wells

Public Safety Facilities

Town of Wolfeboro

Public Safety Building Study and Master Plan

PORTSMOUTH POLICE DEPA



Client References

Among Lavallee Brensinger Architects' guiding principles is ensuring that every project concludes with a happy client. In this regard, we have been particularly successful. We encourage you to call ANY current or past Lavallee Brensinger client: we are confident they will confirm the quality of our services and depth of our commitment.

City of Dover

Anthony Colarusso

Chief of Police
603.742.4646
a.colarusso@dover.nh.gov

City of Lebanon

Shaun Mulholland

City Manager
603.448.4220
shaun.mulholland@lebanonnh.gov

City of Nashua

Michael Carignan

Chief of Police
603.594.3600
carignan@nashuapd.com

City of Portsmouth

Peter Rice

Director of Public Works
603.427.1530
phrice@cityofportsmouth.com

Town of Kennebunk

Christopher Osterrieder

Town Engineer / Director of Community Development
207.985.2102 x1337
costerrieder@kennebunkmaine.us

Town of Wells

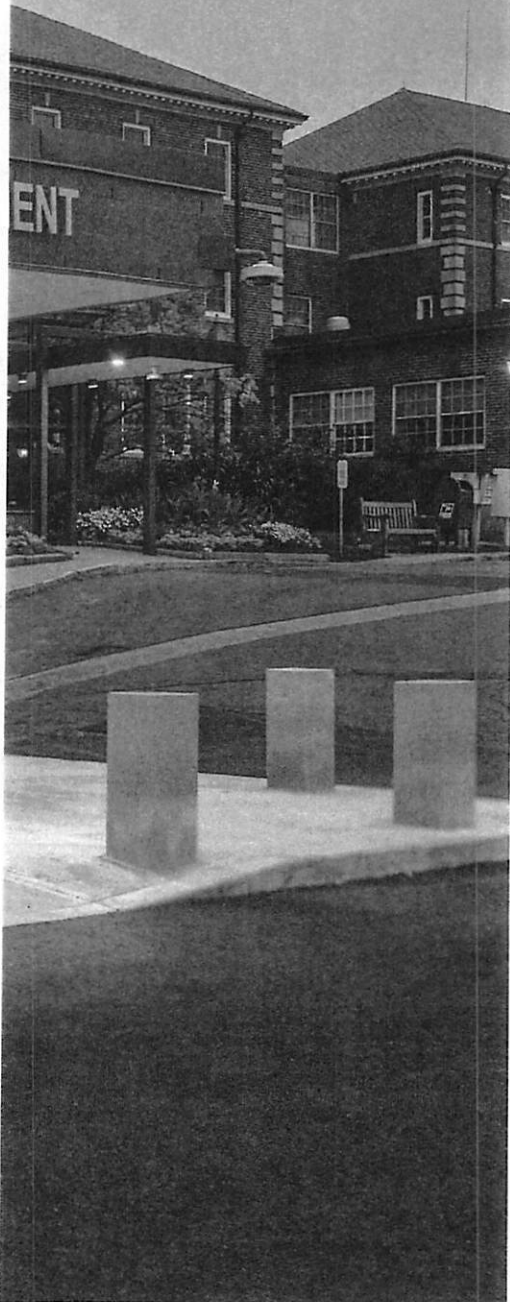
Larissa Crockett

Town Manager
207.646.5113
lcrockett@wellstown.org

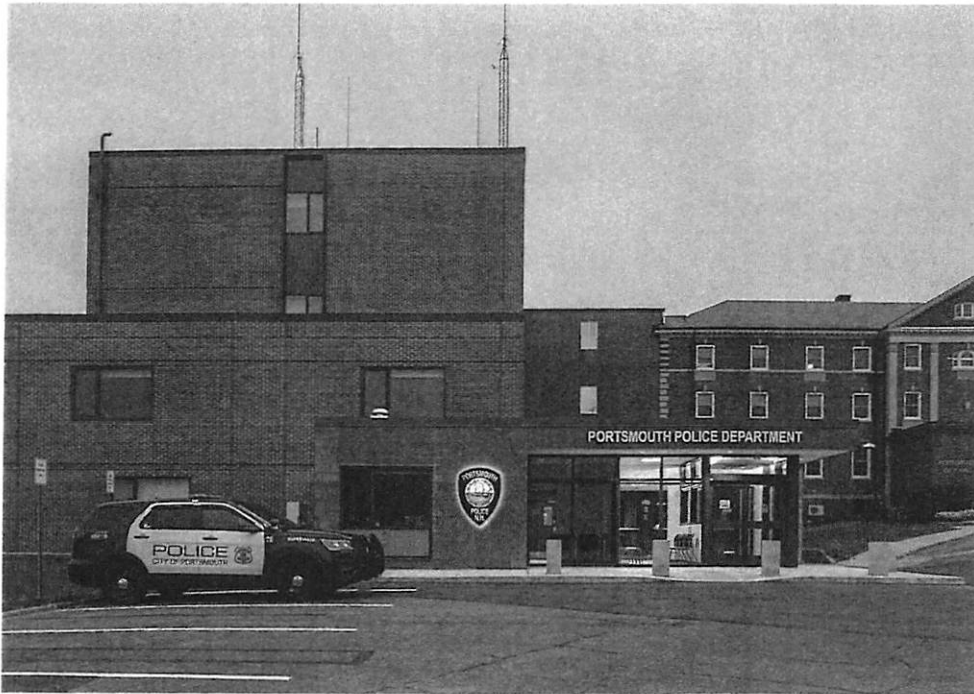
Town of Wolfeboro

James Pineo

Town Manager
603.569.8190
townmanager@wolfeboronh.us



City of Portsmouth
Municipal Complex Programmatic Study and Master Plan
Portsmouth, NH



Size

118,650 SF

Completion

Feasibility Study: Spring 2016

Project: July 2019

Services Provided

Spatial Needs Assessment

Municipal Campus Master

Planning

Phased Implementation Plan

Project Opportunities

The City of Portsmouth needed an assessment of the conditions of their existing municipal complex. The facility is located in a prominent location close to the center of the city and was originally built as a hospital, with three connected buildings. They currently house the City's Police Department, City Council Chamber, and all major city departments including the City Clerk, Tax Collection, Assessing, Parking, Water and Sewer, Accounting, Planning, Inspections, Legal, City Manager, and Schools. One of their goals was to create an improved visitor experience with a unified Customer Service Center for all public services on the main floor.

Lavallee Brensinger Architects was retained to perform the assessment and conduct a thorough programming and planning exercise to determine the most efficient future use of the building's 118,600 SF that spans over four floors. We collaborated with the City Department, stakeholders, and administration to develop multiple approaches to the phased renovation and reorganization of the existing building, including consideration of strategic additions to improve both the entrance experience and horizontal and vertical circulation.

The study incorporated a review and evaluation of the police department which currently occupies approximately 45,000 SF in the north wing of the complex. Multiple options were evaluated to address the PD's long term operational needs including re-stacking of PD functions, potential additions, and relocation to a new site.

City of Dover
New Police Headquarters
Dover, NH



Size

Police: 28,000 SF
Garage: 121,000 SF

Completion

Police: March 2016
Garage: November 2015

Services Provided

Programming
Site Selection
Concept Design

Project Opportunities

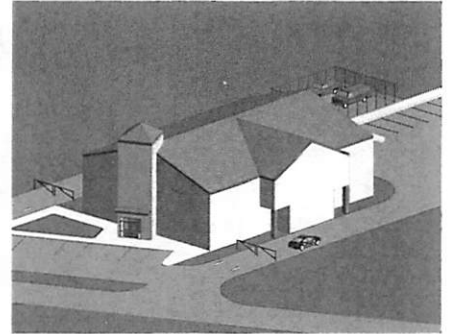
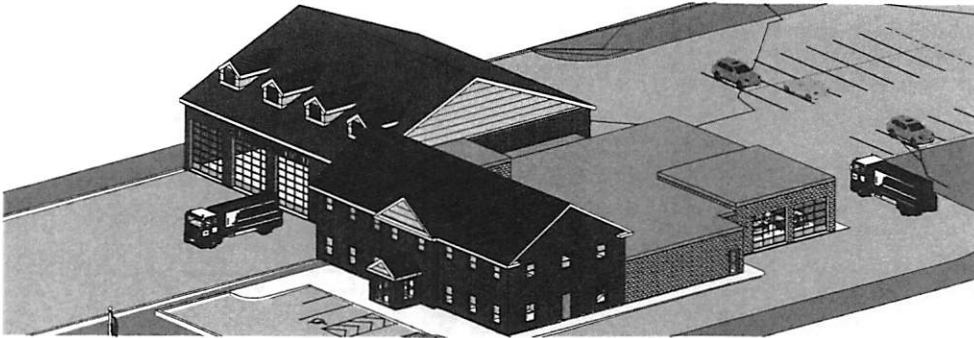
Since 1935, the Dover Police headquarters were located on the lower level of the City Hall building. As the fastest growing city in New Hampshire, not only has the city doubled in size since that time, but advances in technology, office environments, and policing have changed immensely. In 2013 the City explored the construction of a new police Station in the historic downtown area.

Lavallee Brensinger Architects—in association with Architects Design Group—designed new, state-of-the-art police headquarters. Our team provided programming, site selection, and full design and construction administration services. Thoughtful consideration was given to appropriate location, contextual design, and building size. The completed building is a two-story 28,000 SF structure. The design is modern but utilizes materials, scale, and textures respectful of the older buildings existing adjacent to it. The new police headquarters adds a meaningful civic presence to the fabric of the neighborhood.

With parking at a premium and the City's desire to provide the community additional parking spaces, the new police station is attached to a new 121,000 SF parking deck. A secured portion of the parking deck houses the Department's sally port and cruisers.

Dover's new police headquarters houses booking and intake, evidence, Code Enforcement, the Criminal Investigations Division, 911 / EOC / Dispatch, police administration, professional services, records, and uniform patrol.

Town of Wolfeboro
Public Safety Facility Study
Wolfeboro, NH



Size

29,000 SF

Completion

Ongoing

Services Provided

Programming
Planning
Architectural
Civil Engineering
MEP/FP
Structural Engineering
Cost Estimating

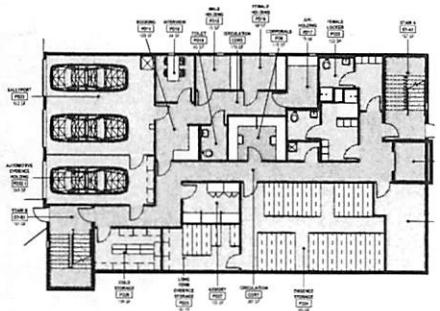
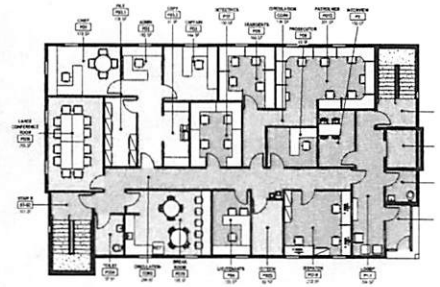
Project Opportunities

Lavallee Brensinger Architects assisted the Town of Wolfeboro with the preparation of a feasibility study for the existing public safety building. The site forms a municipal campus with the adjacent town library which is undergoing an expansion. Lavallee Brensinger Architects was retained by the Town to perform a space needs analysis of the Town's public safety building, which is jointly occupied by the police and fire departments and central dispatching.

The project goal was to determine whether the Departments' space needs could be met by renovating and expanding the current public safety building facility or whether a new public safety facility would be required. Additionally we provided master planning options and an opinion of probable development costs for addressing the space needs of the public safety building facility at its current location.

The evaluation of the existing facility and site addressed comprehensive factors—drainage issues, vehicular and pedestrian circulation, parking and ancillary needs, as well as programmatic spaces that can be shared—all with the goal of supporting Wolfeboro's Police and Fire Departments' continued delivery of quality public safety services for its residents and visitors.

Town of Belmont
Space Needs & Facility Study
Belmont, NH



Size
6,700 SF

Completion
2019

Services Provided
Programming
Planning
Conceptual Design
MEP / FP
Structural Engineering
Civil Engineering

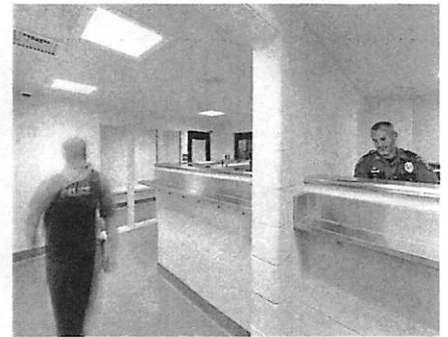
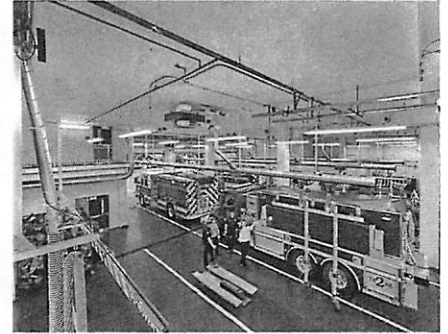
Project Opportunities

Lavallee Brensinger Architects was retained by the Town of Belmont to undertake a comprehensive study of police department and Town Hall functions. The resulting Master Plan needed to accommodate the operational and programmatic requirements of these critical Town departments 20 years into the future.

Working closely with the Police Department and the Town stakeholders, we implemented a detailed space needs assessment, developed a comprehensive space program, and explored several conceptual options. In addition, we tested several site fit options on the existing site and on additional Town sites.

The resulting study provided future direction, suggested project implementation, and served as an effective community communications tool; helping raise awareness and support.

Town of Wells
Three Public Safety Facilities
Wells, ME



Size
43,600 SF

Completion
2019

Services Provided
Feasibility, Conceptual Design
Pre - Referendum

Project Opportunities

Lavallee Brensinger Architects—in association with Architects Design Group—joined the Town of Wells on their mission to re-create their Town center with a new public safety facility incorporating their police, fire, and ambulatory services.

As a seaside tourist community, Wells has a police force that expands during the summer tourist season to three times that of its off-season capacity. Wells selected our team for our proven planning expertise and success in building support.

Starting with a community engagement and planning process to visualize a solution that accommodated their unique force fluctuation, the process focused on a state-of-the-art facility that embodies a sympathetic design language to form the center of this quaint, nautical community.

Incorporating a new fire department central station and ambulatory response unit placed the community's comprehensive safety services onto one central campus. Additionally, two fire substations will be consolidated and located strategically to minimize fire and ambulance response time.

City of Lebanon
Public Safety Building Study
Lebanon, NH



Size
40,000 SF

Completion
Study / Master Plan: March 2020

Services Provided
Programming
Planning
Architectural
Civil Engineering
MEP / FP
Structural Engineering
Cost Estimating

Project Opportunities

Lavallee Brensinger Architects assisted the City of Lebanon with the preparation of a master plan for the City's existing public safety facilities consisting of fire station #1 and #2, substation #3, and the police station.

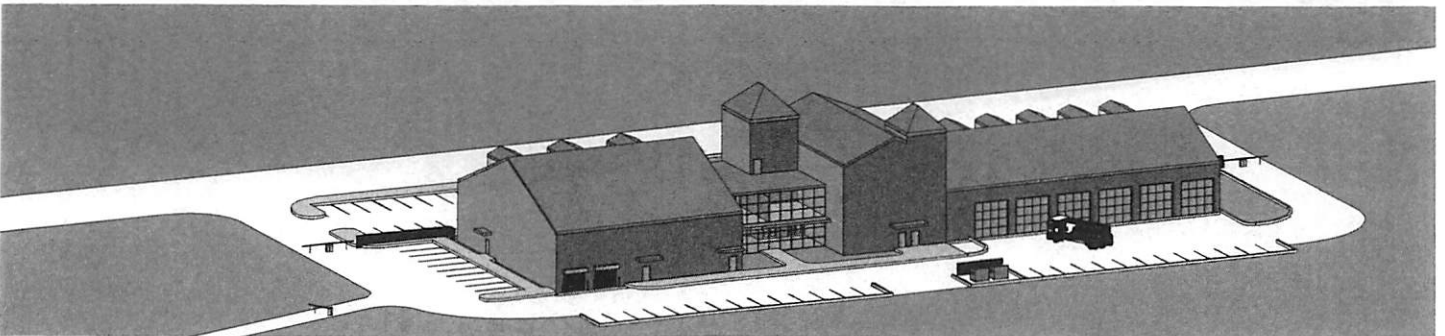
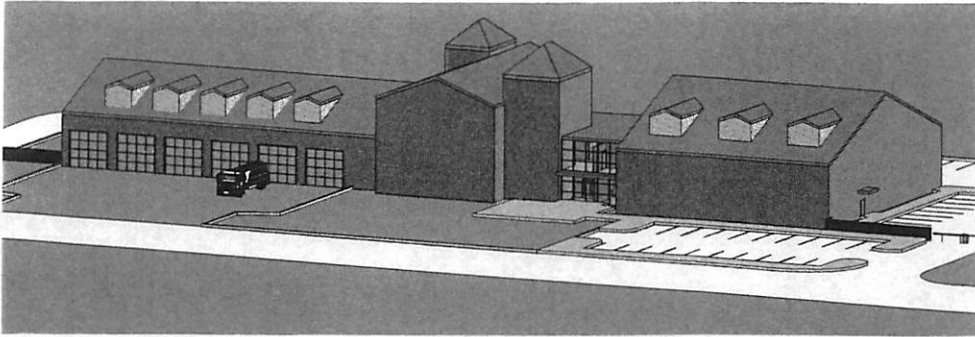
The study included an operational and space needs analysis of the City's fire and police departments, and central dispatching which assessed their current and future needs. This assisted in determining whether the Departments' space and operational needs could be accommodated by renovating and expanding the existing main fire station, substation, and police station, or if new public safety facilities would be required.

We prepared master planning options and conceptual budget estimates for the future space needs of the police and fire departments at the current or new locations within the City.

The review of the existing fire and police facilities and sites addressed multiple evaluation factors including: site access, parking and ancillary needs, ability of the sites to accommodate expansion, and potential programmatic spaces that can be shared. This supports the City's Police and Fire Departments' goal to continually deliver quality public safety services for its residents and visitors.

The result of the study was a clear implementation plan and schedule for the City's public safety facilities.

Town of Kennebunk
Facilities Assessment and Master Plan
Kennebunk, ME



Size
80,000 SF

Completion
June 2021

Services Provided
Full Architectural
Operational Assessment
Civil Engineering
Structural Engineering
MEP / FP
Cost Estimating

Project Opportunities

Outgrowing their existing space and wanting to continue delivery of quality services for residents and visitors, the Town of Kennebunk hired Lavallee Brensinger Architects to conduct a facilities assessment of their police station, Town Hall, library, community center, and fire buildings. With a 20-year look into the future, the findings and subsequent master plan were reflected in the Town's long-term capital improvement plan.

Through staff interviews and in close collaboration with the Town Administrator and individual departments, a comprehensive space needs assessment, space program, and conceptual solutions were developed.

Beyond determining a conceptual level budget and timelines, the completed assessment contained: a review of existing facilities conditions, a report detailing the conceptual budget addressing noted deficiencies, and a determination of current and future space and operational needs that discussed whether those needs could be accommodated by renovating or expanding, or if new facilities would be required.

The Master Plan includes options and budget estimates, and will identify specific actions and priorities for a Capital Improvement Plan.

City of Nashua
Police Department Master Plan
Nashua, NH



Size

Existing: 62,500 SF
Proposed: 11,500 SF

Completion

TBD

Services Provided

Programming
Planning
Architectural

Project Opportunities

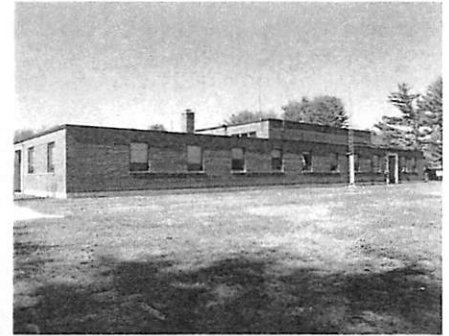
The City of Nashua's Police Department approached our firm in order to solve the challenges they were having with their existing building. We conducted a space and operational needs analysis of the departments which identifies current and future requirements. We examine whether renovation or an addition would be the best solution and provided conceptual planning options and budgets for addressing the future space needs at the current location.

The evaluation of the existing factors including considering the ability of the building and site to accommodate vertical and/or horizontal expansion; all with the goal of supporting the Police Department's continued delivery of quality public safety services for the residents of the City.

The current facility is composed of two parts: a 1970 original portion and a 2000 addition. The buildings are contiguous but present several challenges structurally in their current layout including the location of elevators and stair towers. Another challenge is the existing site which features a significant grade variance from the front of the property to the back. Parking is also at a premium, requiring a creative approach to site planning.

Key focus areas include separation of the public from PD functions, security, improvements to the evidence and booking/processing area, and increased workplace flow and space efficiency. The completed Master Plan, associated phasing, and budgeting all provide a blueprint for a capital plan and the phased implementation of the project.

City of Keene
West Side Fire Station Feasibility Study
Keene, NH



Size

15,000 SF

Completion

Anticipated July 2021

Services Provided

- Programming
- Planning
- Architectural
- Fire Operational Consulting Services
- Civil Engineering
- MEP / FP

Project Opportunities

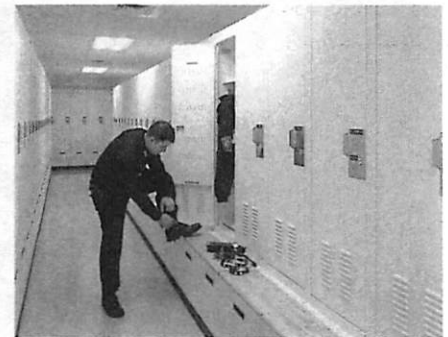
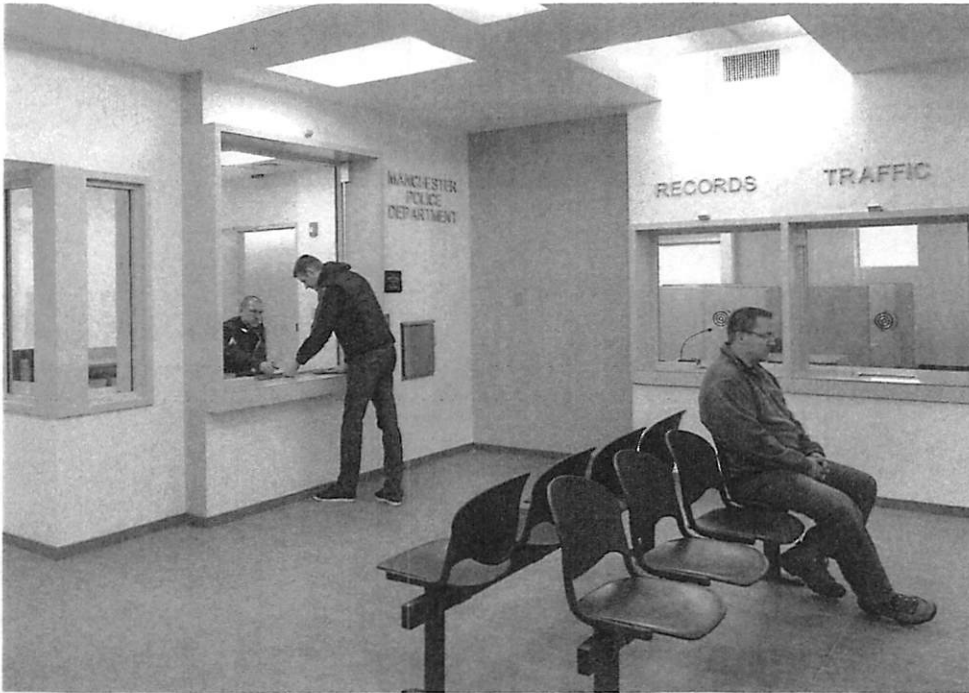
The primary goal of the project is to evaluate the current West Side Fire Station building and site to determine if it is economically feasible to renovate the existing facility or if the City should consider constructing a new facility. The scope also includes a review of the location of the City's EOC from City Hall to the Hastings Avenue location.

The first step of the process is the evaluation of existing building: a 22,000 SF building originally constructed as a National Guard facility. We will determine if this can be renovated to reliably meet the current and future needs of the Fire Department, personnel, and the surrounding community.

Response times, staffing levels, equipment types, training needs, site constraints, and health and wellness all impact the design. There is a need for the fire station to accommodate diverse functions, such as apparatus storage and maintenance, living quarters for FD crew, equipment storage and maintenance, housing, training, and community education and services. The specific types of emergency response provided by the Keene Fire Department and EMS services at this location and the need to minimize response times will impact the station's design.

The result of the study is the design of a fire facility that meets the specific and unique needs of the City's fire and EMS services incorporating best practices in fire facility planning, and earning the support of the City of Keene stakeholders and community for the project.

City of Manchester
Municipal Complex
Manchester, NH



Size

Land: 10 acres
Buildings: 220,000+ SF

Completion

2013

Services Provided

Programming
Planning
Full Architectural
MEP / FP
Structural Engineering
Civil Engineering

Awards

AIA NH Excellence in
Architecture, Honor Award,
2013

AIA NH Excellence in
Architecture, Honor Award,
2014

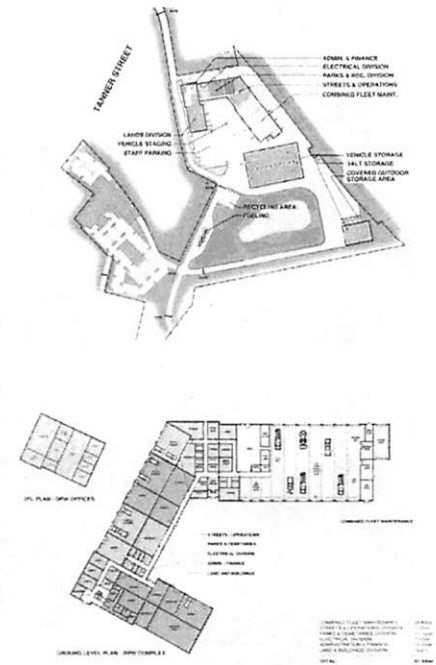
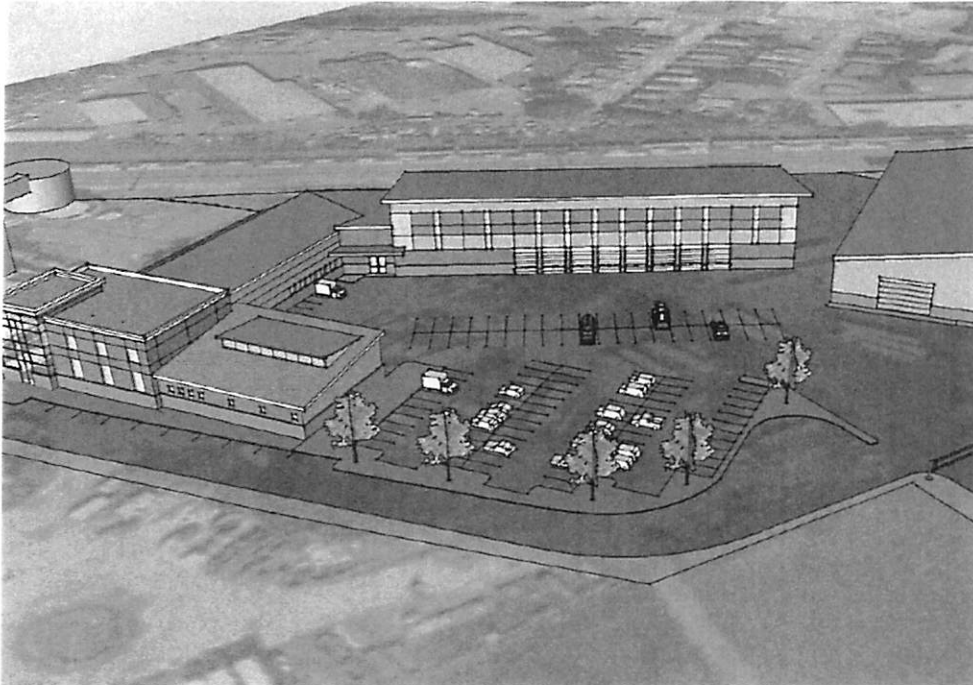
Project Opportunities

The new facility provides a safe, collaborative, and energy efficient work environment for the 500 public service employees to be housed on the 10 acre campus. Previously, the Department of Public Works and the Police Department resided in four separate parts of the city in buildings as old as 50 years that severely lacked the necessary functional and safety features required to serve their employees and the City.

Setting the stage for future public service departmental growth, our team completed the facility on time and under budget to provide the optimal high-tech and state-of-the-art facilities for the growing community departments. Lavalée Brensinger included many improved features in the designs to increase the safety and efficiency in areas where those qualities were integral for success.

The new municipal complex is composed of several distinct buildings, including a new police headquarters, Department of Public Works Admin., fleet maintenance, vehicle storage, fueling station, general storage, and salt storage. Restricted in size due to its urban location, the site required careful planning to ensure all project elements would fit properly on the site. Over 40 different site planning options were developed in order to find the perfect arrangement of buildings, parking, and open space that met functional requirements, public space, and urban planning necessary for the project's success.

City of Lowell
Police Headquarters and Department of Public Works Feasibility Study
 Lowell, MA



Size

Building: 80,000 SF
 Land: 14 Acres

Completion

April 2016

Services Provided

- Programming
- Planning
- Architectural
- Civil Engineering
- MEP / FP
- Structural Engineering
- Cost Estimating

Project Opportunities

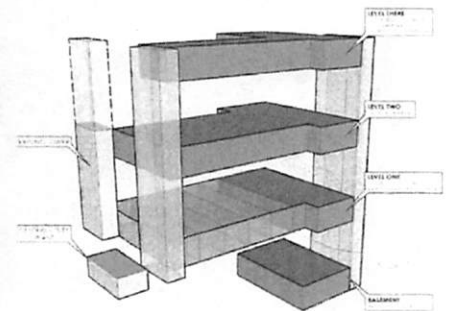
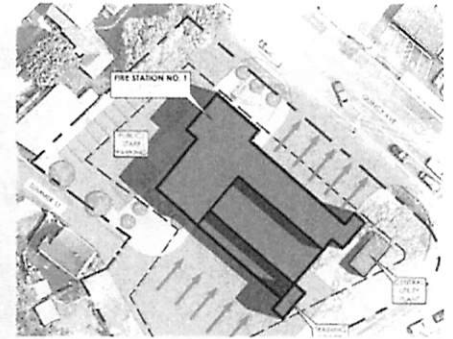
Lavallee Brensinger Architects was tasked with the planning, programming, conceptual design, and assessment of alternate sites within the City of Lowell for the development of a new combined Municipal Complex to house: Police Headquarters, Department of Public Works, a Consolidated Fleet Maintenance Facility (including Fire Department vehicles), a large indoor DPW vehicle parking facility, a Central Fueling Facility, Materials Yard, and Salt Dome.

Working closely with the Lowell Department of Public Works leadership and City Administration, we developed comprehensive Department of Public Works Space Needs Assessment which addressed current and future requirements for a modern, fully-functional Public Works facility.

The total Space Program resulted in a 51,000 SF Department of Public Works central offices and shops facility, a 30,000 SF Combined Municipal Fleet Maintenance Facility, a proposed 55,000 SF indoor Vehicle Storage Building, a 14,000 square foot Salt Storage Shed, and a shared Municipal Vehicle Fueling Facility.

Upon selection of the preferred site, our team created preliminary conceptual site plans, conceptual floor plans, and 3D computer-generated architectural graphics indicating the approximate size and configuration of the buildings on the combined municipal complex site. As part of the Study, the team prepared estimates of probable development costs to design and construct the proposed municipal complex; developed a long term project schedule; as well as researched and assisted the City with identifying potential federal and state funding sources.

City of Quincy
New Central Fire Station
Quincy, MA



Size
27,000 SF

Completion
Study: June 2021
Project: 4th Qtr 2022

Services Provided
Programming
Planning
Architectural
Structural
Civil
MEP / FP
Cost Estimating

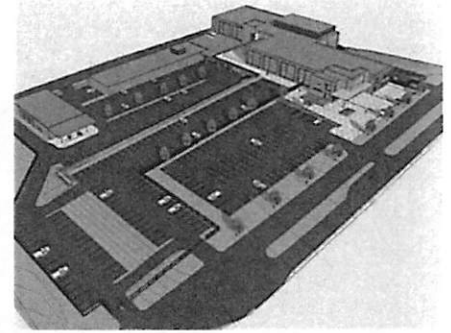
Project Opportunities

The Central Fire Station supports the needs of fire department personnel, but also the surrounding community. Response times, staffing levels, equipment types, training needs, health and wellness, and site constraints all impact the design. The design will accommodate diverse functions, such as apparatus storage and maintenance, decontamination areas, living quarters for FD crew, equipment storage and maintenance, housing, training, and community education services. The specific types of emergency response provided by the City of Quincy Fire and EMS services at this location will shape the new station's overall design.

The initial step in the process is the development of a comprehensive Space Program for the new station addressing the City's needs 20 years into the future. The next steps include preparation of site test fits for a one, two, and three story new facility, along with block floor plans and 3D building massing for each option. The site is complex and poses several challenges including parking on site, movement of apparatus, and traffic management.

The final step in the study portion of the project includes the development of Basis of Design for the project, and a conceptual cost estimate for each option. The result of the Study portion of the project is the design of a Fire Facility that meets the specific and unique needs of the City's Fire and EMS Services incorporating best practices in fire facility planning, and earning the support of the City of Quincy stakeholders and community for the project. This project was completed in association with Architects Design Group.

City of Springfield
Police Headquarters Study
Springfield, MA



Size

New Building: 99,000 SF
Fleet Maintenance: 7,000 SF
Firing Range: 12,000 SF
Covered Parking: 27,000 SF

Completion

Study: June 2017
Project Implementation: Est.
2021-2022

Services Provided

Programming
Planning
Site & Building Evaluation
Concept Design & Budget
Development

Project Opportunities

The community of Springfield needed additional space for the police headquarters to effectively carry out their community-focused mission. The Lavallee Brensinger team was selected to perform a detailed gap analysis and spatial needs assessment to determine current and future needs of the police department. Their home was a 90,000 SF two-story, late-1960s structure in similar condition to its original design. The facility did not meet their needs, nor did it address modern urban policing methods.

Using Situational Adjacency Studies, our team planned and designed this facility in order to maximize operational efficiency. Special design consideration was given to the following: public lobby, community meeting room, interior corridors, 911/EOC/Dispatch, records, investigative services, patrol operations, armory, SWAT/tactical ready room, briefing and muster, locker and shower rooms, physical agility rooms, community policing, and victim interview/waiting rooms.

Using the findings from our analysis, we evaluated the existing building to determine the feasibility of renovation, adaptive re-use, or additions to the facility. Our team developed a new construction option on the existing site with conceptual design plans and cost projections for each option. Additionally, we analyzed the existing site for vehicular and pedestrian access, relationship to the adjacent land uses, parking, and environmental and storm water parameters.

The information gathered and developed was detailed in a comprehensive report outlining the various options to achieve the Police Department's future operational and spatial needs.



Project / Study Info

PROJECT	BUDGET	COST	COMPLETION	DURATION
City of Portsmouth	\$4M	\$4M	July 2019	12 Months
Town of Wells	\$14.2M	\$11.3M	December 2019	16 Months
City of Manchester	\$42.2M	\$38.7M	March 2013	24 Months
City of Quincy	\$18M	TBD	Ongoing	TBD
City of Dover	\$19.5M	\$20.2M ¹	Garage: Nov. 2015 Police: March 2016	16 Months

¹Final cost included a parking garage not contained in original project scope

STUDY

Town of Kennebunk	N / A	\$120K	Ongoing	TBD
City of Keene	N / A	\$20K	Ongoing	TBD
City of Lowell	N / A	\$300K	May 2016	24 Weeks
City of Springfield	N / A	\$300K	June 2017	32 Weeks
Town of Wolfeboro	N / A	\$110K	Ongoing	TBD
City of Lebanon	N / A	\$125K	Ongoing	TBD
Town of Belmont	N / A	\$65K	December 2019	24 Weeks

Projects Under Contract: Civic Studio

We understand the importance of the proposed Public Safety Complex to the Town of Exeter and the community it serves. We also understand that time is of the essence in completing the programming, planning, and site evaluation tasks.

With this in mind, our team has the staffing resources and depth-of-bench to complete the study in a timely manner. We will collaborate with the Town and the Project Committee to develop an appropriate schedule for the project, taking into account Town review, community presentations, and Select Board meetings. With a qualified staff of over 64 architects, planners, interior designers, and technical team, we have the qualified personnel to dedicate to your project.

As detailed below, our public safety design team is completing several similar assignments, and is ready and poised to focus on your project.

PROJECT	SIZE	COST	PHASE	COMPLETION
STATE OF MAINE Maine Department of Public Health Labs Greenlaw Building Renovation	50,000 SF	\$28.5M	Construction Administration	March 2022
CITY OF LEBANON Public Safety Study Main Fire and Substations and Police Facility Expansion	45,000 SF	\$18M Projected Total	Conceptual Planning	May 2023
TOWN OF KENNEBUNK Municipal Facilities New Public Safety Building FD/PD	75,000 SF	TBD - Study in Progress	Conceptual Planning	TBD
TOWN OF WOLFEBORO Public Safety Study New Fire and Police Facilities	30,000 SF	\$14M Projected Total	Conceptual Planning	2023
CITY OF KEENE West Side Fire Station	15,000 SF	Budget in Development	Programming / Planning	TBD







Gardiner, ME
Police; Fire/Ambulance; Public Works;
and Library Study 2015
Scott Morelli, City Manager
6 Church Street
Gardiner, ME 04345
(207) 582-4460

Kennebunk, ME
Police Union Negotiations 2016
Barry Tibbetts, Town Manager
One Summer Street
Kennebunk, ME 04043
(207) 985-2102

Kittery, ME
Police Chief Background Check 2016
Administrative Inquiry 2012
Town Council
200 Rogers Road
Kittery, ME 03904
(207) 439-0452

Presque Isle, ME
Organizational Study 2011
James Bennett, former City Manager
205 Main Street
Biddeford, ME 04005
(207) 571-0700

Hudson, NH
Police Chief Assessment Center 2008
Police Department Facility Study 2019
Police Synergy for Sgt. & Lt.
Stephen Malizia, Town Adm.
12 School Street
Hudson, NH 03051
(603) 886-6024

Lebanon, NH
Interim Police Manager 2016
Police Chief Background Check 2013
Fire Department Internal Investigation 2011
Police Study 2002
Board of Selectmen
51 North Park Street
Lebanon, NH 03766
(603) 448-4220

Rockport, ME
Police Internal Investigation 2016
Melissa Hewey, Esquire
Drummond Woodsum
84 Marginal Way, Suite 600
Portland, ME 04101
(207) 253-0528

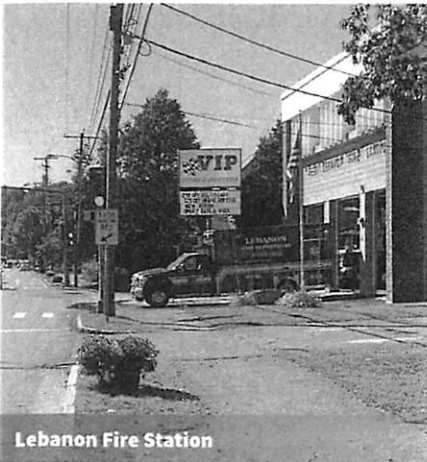
Southern Maine Community College
Campus Safety Study 2008
Ronald G. Cantor, Ph.D., President
2 Fort Road
South Portland, ME 04106
(207) 741-5500

Westbrook Maine
Policy Update and Development 2020
Chief Janine Roberts
570 Main Street
Westbrook, Maine (207) 854-0644

Westborough, MA
Police Department Staffing Analysis 2018
Alan Gordon, Police Chief
Westborough Police Department
34 West Main Street
PO Box 1123
Westborough, MA 01581
(508) 366-3060

Concord, MA
Police Lieutenant Assessment Ctr. 2015
Police Chief Recruitment and
Assessment Center 2014
Christopher Whelan, Town Manager
PO Box 535
22 Monument Square
Concord, MA 01742
(978) 318-3000

Relevant Projects - Safety and Municipal Facilities



Lebanon Fire Station

Public Safety Facilities Assessment | Lebanon, NH

Working as part of a team with Lavallee Brensinger Architects, VHB is providing civil engineering and traffic services in support of developing a strategic plan for the City's public safety facilities. The project includes reviewing existing public safety buildings including two fire stations and a police station. The team will perform an operational and space needs analysis in order to identify current and future needs, determine the need for renovation and/or expansion, as well as provide master planning options and conceptual budget estimates.

West Side Fire Station Study, Keene, NH

Working as part of a team with Lavallee Brensinger Architects, VHB was recently selected to provide site/civil engineering and design for a feasibility study for the West Side Fire Station in Keene, NH. The project involves reviewing existing site access, parking and ancillary needs, and options for future expansion. The primary goal of this study is to evaluate the current building to determine if it is economically feasible to renovate the existing facility or if the City should consider constructing a new facility.

Oyster River Middle School Site Assessment | Durham, NH

Working as part of a team with Lavallee Brensinger Architects, VHB provided traffic engineering services for the new Oyster River Middle School in Durham, NH. The project involved pedestrian and vehicular traffic analysis of patterns, parking, and volume to the school area and adjacent roadways.

Town Hall Development | Arundel, ME

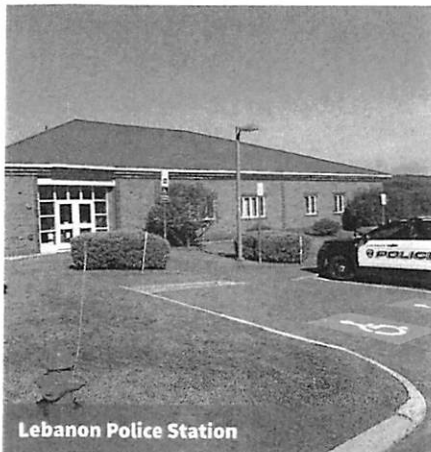
VHB provided survey, land planning, environmental, civil engineering, and landscape architecture services for a proposed town hall development in Arundel, Maine. The project involved review of local zoning ordinances related to permitting and landscape requirements, parking evaluation, utility investigation, and traffic analysis. In addition, VHB completed site plans and stormwater permitting required by Maine Department of Environmental Protection.

Sara Holbrook Community Center | Burlington, VT

For the development of a new building addition and site improvements at the Sara Holbrook Center, VHB provided professional site design and civil engineering services. The site plans depicted site access, parking layout, sidewalks, proposed addition location, and general proposed site features. VHB prepared final design documents, including the development of details and technical specifications for bidding.

Town Hall and Library Engineering and Design | Abington, MA

Over the years, VHB has completed more than sixteen projects within the Town of Abington. It was no surprise that Abington turned to VHB when building a new Town Hall and nearby Library, one of the most expensive projects in the Town's history. Working closely with the project architects for the Town Hall and new Abington Library, the VHB team completed a variety of engineering and environmental design tasks. VHB's contribution to the project included design and permitting of a stream crossing for site access, and wetland mitigation design, as well as overall site circulation, storm drainage and sanitary sewer design.



Lebanon Police Station

SELECTED PROJECTS PUBLIC SAFETY/MUNICIPAL COMPLEX



Cohas Brook Fire Station
Manchester, NH
2004 - New, 12,000 SF, \$1.88M



Dover Police Headquarters
Dover, NH
2016 - New, 31,950 SF, \$8.0M



Dudley Municipal Complex
Dudley, MA
2004 - Renovation and adaptive re-use of an 1935 school converted to Police Station, Town Hall Offices and Senior Center, 34,000 SF, \$5.0M



Liberty North End Fire Station
Dover, NH
2008 - New, 14,500 SF, \$2.95M



Manchester Municipal Complex
Manchester, NH
2012 - New, 143,000 SF, \$38.0M
Police HQ, DPW Administration Building and Fleet Maintenance Building
2013 Honor Award (New Hampshire AIA) (left, above and right)



New Hampshire State Police Marine Patrol Headquarters
Gilford, NH
2016 - New, 32,000 SF, \$7.8M



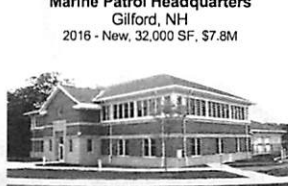
Beverly Police Station
Beverly, MA
Under Construction - New, 32,600 SF, \$23.0M



Shrewsbury Fire Headquarters
Shrewsbury, MA
2007 - New, 16,000 SF, \$4.6M



Westport Fire Department Station 1
Westport, MA
2010 - New, 20,400 SF, \$4.8M



Whitman Police Station
Whitman, MA
2011 - New, 16,000 SF, \$5.4M

Public Safety/Municipal Complex Projects

Beverly Police Station
Beverly, MA
New Facility (Under Construction)

Boxford Police Station
Boxford, MA
Renovations and Addition

Brockton Public Safety Facility
Brockton, MA
New Facility (In Design)

Brookline Public Safety Building
Brookline, NH
New Facility

Cohas Brook Fire Station
Manchester, NH
New Facility

Concord Police Station
Concord, MA
Renovations

Dover Police Headquarters
Dover, NH
New Facility

Dudley Police Station and Municipal Complex
Dudley, MA
Renovation and Adaptive Re-use

Fenton Public Safety Annex
Springfield, MA
Renovation and Addition

Hinsdale Police Headquarters
Hinsdale, NH
New Facility

Leominster Police Station
Leominster, MA
New Facility (In Design)

Liberty North End Fire Station
Dover, NH
New Facility

Manchester Police Headquarters and Municipal Complex
Manchester, NH
New Complex

Milford Police Headquarters
Milford, NH
New Facility

New Hampshire State Police Field Operations Bureau Troop C
Keene, NH
Renovation (In Design)

New Hampshire State Police Marine Patrol Headquarters
Gilford, NH
New Facility

Newbury Fire Station
Newbury, NH
New Facility (Under Construction)

Quincy Central Fire Station
Quincy, MA
New Facility (Concept Study in Progress)

Quincy Police Headquarters
Quincy, MA
Renovations and Addition

Sherborn Police Headquarters
Sherborn, MA
New Facility

Shrewsbury Fire Headquarters
Shrewsbury, MA
New Facility

Shrewsbury Police Boathouse
Shrewsbury, MA
New Facility

Stow Fire Station and Pompsitticut Community Center
Stow, MA
Renovation and Adaptive Re-use

West Tisbury Fire Dept. Station No. 2
West Tisbury, MA
New Facility

Western Massachusetts Police Academy
Springfield, MA
Restoration, Renovation and Adaptive Re-use

Westport Fire Department Station No. 1
Westport, MA
New Facility

Whitman Police Station
Whitman, MA
New Facility

Woburn Fire Department Headquarters
Woburn, MA
New Facility (Bidding)

2150 Washington St.
Newton MA 02462

T 617-527-9600
F 617-527-9606

500 Commercial St.
Manchester NH 03101

T 603-622-4578
F 603-622-4593

254 Commercial St.
Portland ME 04101

T 207-200-2500
F 207-200-2520

2335 Oakshire Ct.
Decatur GA 30033

T 770-939-3480
F 770-818-5880

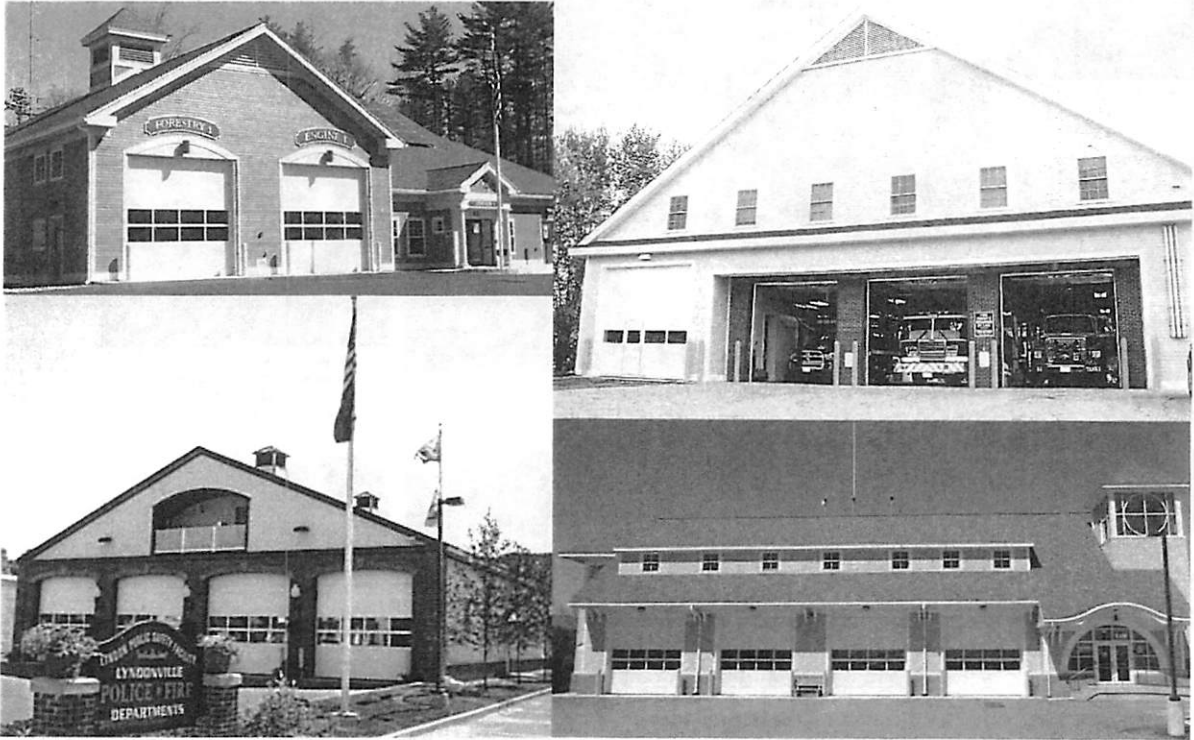
www.fbra.com

Rev. 060321

YEATON

M.E.P. Inc.

Public Safety Complex Experience



Clockwise from top left:

North Londonderry Fire Station – Londonderry, NH; Certified LEED® Silver by the U.S.G.B.C.

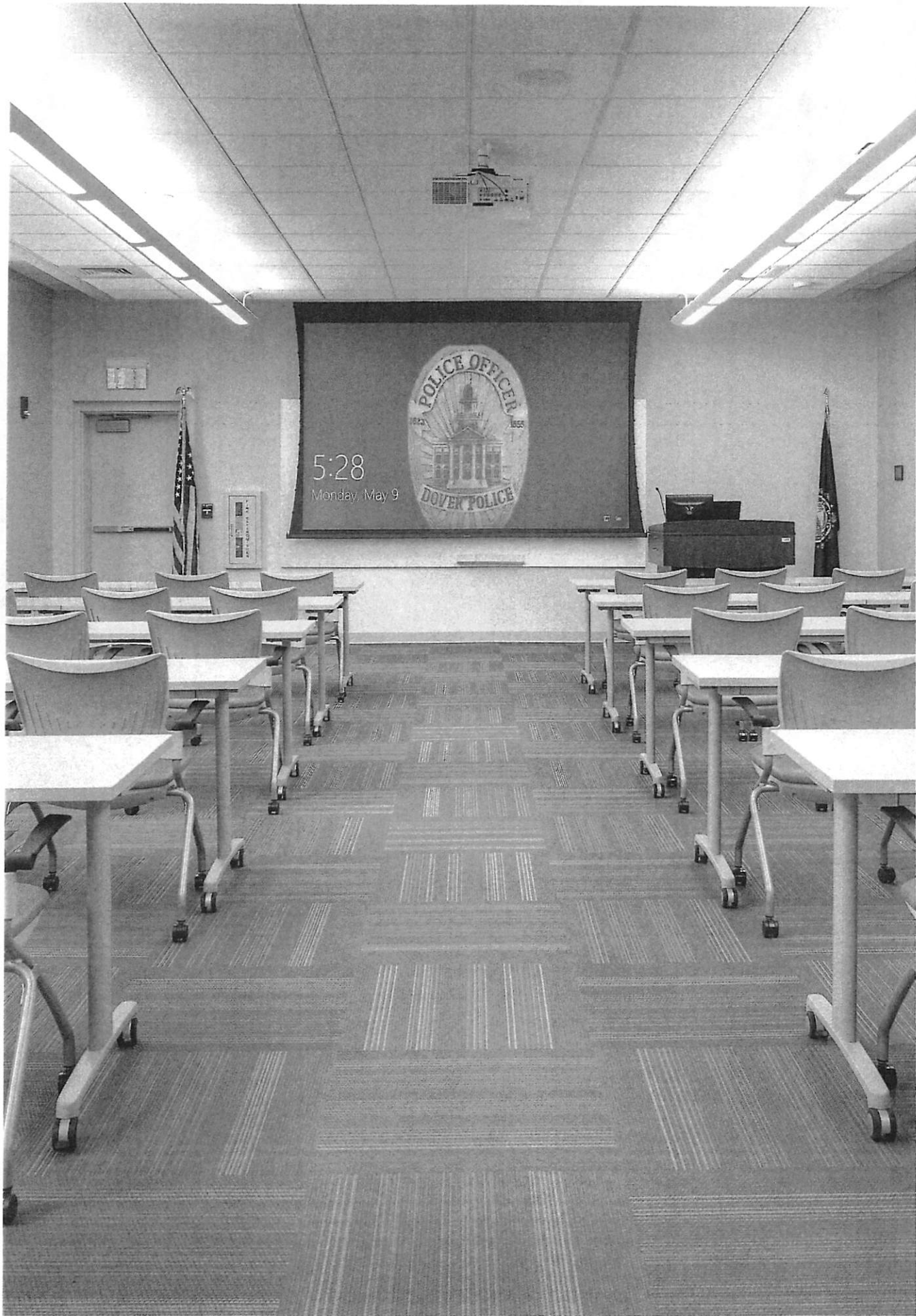
Hopkinton Fire Station – Hopkinton, NH

Hampton Fire & Rescue Station – Hampton Beach, NH

Lyndonville Police & Fire Complex – Lyndonville, VT

- Bartlett Fire Station
- Bethlehem Town Building/Fire Station
- Center Harbor Fire Station
- Freedom Town Offices & Fire Station
- Hampton Fire & Rescue – Brown Ave.
- Hampton Fire & Rescue – Winnacunnet Rd.
- Holderness Fire/Police Station
- Hopkinton Fire Station
- Laconia Fire Station
- Litchfield Fire Station
- Littleton Fire Station
- Londonderry Fire Stations
- Lyndonville Public Safety Police & Fire Complex
- Manchester Fire Station – E. Industrial Park Drive
- Manchester Fire Station – Cohas Brook
- Nashua Fire Station – East Hollis Street
- Nashua Fire Station – Spit Brook Road
- North Conway Fire Station
- Pelham Fire Station
- Tilton Police Station
- Tuftonboro Fire Station
- VT Air National Guard Fire/Crash/Rescue Facility

Yeaton MEP, Inc. | Bedford, New Hampshire | Littleton, New Hampshire | T: 603.444.6578





Project Approach

Project Understanding

The Town of Exeter is planning to conduct a feasibility study and space needs analysis that will compare options, engage the public throughout the process, and select a preferred alternative. The scope of the study will also include a third-party independent estimate for each conceptual alternative.

The Town is reviewing several options including purchasing a site near the downtown area for a new Public Safety Complex to house both the Fire and Police Departments, as well as a combination of renovating the existing Public Safety Center for one of the departments and building a new facility for the other department.

Lavallee Brensinger Architects will be your trusted partner throughout this process. We will work hand-in-hand with you to develop these options and determine the best route for the Town and key stakeholders.

The existing public safety complex is located at 20 Court Street on an approximately 1.18-acre site located in downtown Exeter. The current facility is approximately 17,000 SF and houses both the Police and Fire Departments. The Police Department occupies approximately 6,000 SF, while the Fire Department occupies the remainder of the building.

We have helped over 300 projects move forward as evidenced in our over 70% community approval rate.



Project Understanding (Continued)

The Town has explored the possibility of a combined public safety complex for a considerable amount of time. In the late 1990s, space needs became a concern at the existing Court Street location due to a lack of accommodation for equipment and personnel, prompting the Fire Department leadership and Town leaders to determine if a Fire substation was a feasible solution to address those needs.



Existing Public Safety Complex



Greater Exeter Area *Red dots indicate existing FD/PPD*



Exeter Downtown Area

PRIOR CONSIDERATION

2001: A study approved in 2000 was completed, indicating that an additional station on Epping Road would decrease response times to north Exeter and would provide response assets on both sides of the railroad track.

2003: A \$4.5M fire station project discussed at Town meetings did not garner community support. After that year's vote, a 1.3-acre Town-owned parcel of land on Epping Road near the intersection of Industrial Drive was deemed too small and was later sold.

2007: Another study explored FD operations / staffing and station locations. The study confirmed

need for an additional fire station location, and offered response time and coverage data for a station along Epping Road and another site of Town property on White Oak Drive.

CAPITAL IMPROVEMENT PROGRAM

The Town purchased a 2.05-acre parcel of land at 30 Continental Drive with the intent to build a fire substation. This remained in the Capital Improvement Program (CIP) for several years but was never funded.

During development of the 2021 CIP, the proposed substation was removed and replaced with funding for an analysis of operational needs for the police

and fire departments, based on the PD's need to expand beyond their current space.

FACILITIES ADVISORY COMMITTEE

The Facilities Advisory Committee (FAC)—created by the Select Board in 2016—became involved in the process of reviewing capital projects regarding town facilities per their adopted charge.

The FAC worked with Town staff and supported funding for an analysis to examine the Town's options regarding the public safety complex. The Town Manager, Town Planner, and the Fire and Police Chiefs worked with the FAC to develop the scope of this RFQ.

Project Approach

OUR TEAM

The Lavallee Brensinger Architects team is led by Bob Robicsek, AIA, applying over 38 years of hands-on experience with the programming, planning, and design of similar scope Public Safety projects: fire, police, EMS, and EOC facilities in New Hampshire, Maine, and Massachusetts.

As previously outlined, our current projects include Fire, EMS, and Police Departments in Nashua, Lebanon, Wolfeboro, Keene, and Portsmouth in New Hampshire, Fire Departments in Quincy, Massachusetts, and Police, Fire, and EMS in Kennebunk, Maine.

PROGRAMMING AND PLANNING

Our programming and planning team includes Municipal Resources, Inc. (MRI); New England's leading fire and police operational consultants. MRI works alongside Lavallee Brensinger Architects, providing critical insight into FD and PD operations including input into the programming and planning process.

We collaborate with MRI and our engineering consultants to develop a Basis of Design narrative which outlines the level of quality for the proposed buildings. This is utilized by our Cost Estimating Consultant to develop cost estimating budgets for the proposed projects based on similar public safety projects in New Hampshire. Key components that impact the final project budget include proposed project phasing, the current construction industry labor climate, as well as projected cost escalation factors for 2021, 2022, and later years.

OUR APPROACH

Our technical project approach is based on the proven process we've developed by performing similar public safety facility studies. Our process is collaborative and interactive; we will work closely with all key project stakeholders, the Fire and Police Departments, project FAC, and the Town to develop a comprehensive space program, site evaluation, and conceptual design documents that address the current and future space needs of the Exeter Fire and Police Departments.

*For the past 42 years,
Lavallee Brensinger
Architects has
successfully designed
more than 300
municipal projects
throughout New
England.*



SPACE PROGRAM

Once the space needs assessment is complete, we'll develop a space program document for the project that, upon approval, becomes the basis for all future site evaluation, project planning, and design work. Our design team aims to maximize specific aspects for your proposed public safety complex and finds key opportunities to optimize square footage. Building development costs are also considered through including identifying potential shared spaces, and optimizing spaces like training rooms, dispatch, fitness room, staff break areas and kitchenette, and other applicable support functions.

SITE PLANNING

During the programming and conceptual design phases, we will take into account the proposed new and existing site considerations including the location of a new public safety complex, or expansion and addition to the existing public safety center. We will include an analysis of traffic flow, parking, security, public access, and pertinent resources which can be shared or combined. Our site planning will take into account the key traffic and vehicular movement on the sites:

- » Response time from the proposed new location
- » Separation of Fire apparatus from visitors/public, separation of Police vehicle traffic, secured FD and PD staff and vehicle parking, and the ability for future expansion at each site
- » Fire apparatus apron and direct access to adjacent streets
- » Traffic control signaling for Fire apparatus street access



Project Schedule

Scope of Work and Proposed Schedule

The RFQ does not reference a specific schedule for this study. Based on our experience with similar scope public safety studies, our team proposes to complete our work in approximately 6 months from the Notice-to-Proceed. This can be adjusted as necessary based on mutual agreement with the Town, the Facilities Advisory Committee, and the Police and Fire Departments.

Task: Project Kick-Off and Review of Existing Information**Duration: Two Weeks****SUMMARY**

- » Schedule, organize, and attend a Project Kick Off meeting with the Town, FAC, PD and FD.
- » Confirm project schedule, approach, and work plan.
- » Review existing site documentation for the proposed site.
- » Visit the current and proposed public safety facility and sites with our team to review existing conditions.
- » Establish specific project parameters and objectives.

TEAM MEMBERS

Lavallee Brensinger Architects
(Architecture, Public Safety)

Municipal Resources, Inc. *(FD / PD Operations)*

VHB *(Civil Engineers)*

Foley Buhl Roberts & Associates
(Structural Engineers)

Yeaton M.E.P. Inc. *(MEP / FP Engineers)*

COMMENTS

Project Kick-off meeting and on-site facility tour.

Task: Program Development**Duration: Six Weeks****SUMMARY**

We will prepare a spatial needs study itemizing the size and general layout requirements of a modern police and fire facility. Where possible, the study will identify code and regulatory requirements as well as other design standards including IACP, CALEA, NFPA, which justify the need for a given space within the facility.

Our team will implement the following approach:

- » Review the conditions and operations of the existing facility and the proposed new site.
- » Review information already obtained by the Town, with regard to expectations of the new facility from prior studies.
- » Meet with key project stakeholders and review program requirements in previous studies and reports, including existing and projected personnel, apparatus, and specialized equipment.
- » Interview designated personnel and departments to determine special operational and functional requirements and organize / attend focus groups as required.
- » Prepare summary of interviews for review and approval.
- » Review equipment usage and power, ventilation, storage, and other operational requirements.
- » Prepare a final space program report including statement of requirements, project schedule, and conceptual blocking / stacking diagrams.
- » Review program summary with the PD, FD / EMS, and FAC and refine through incorporating revisions and comments.
- » Prepare a final space program needs assessment summary report.
- » Schedule, organize, and attend a project kick-off meeting with the Town, FAC, PD, and FD / EMS.
- » Confirm the project schedule, approach, and work plan.
- » Review existing documentation for the proposed site.
- » Visit the current and proposed public safety facility and sites with our team to review existing conditions.
- » Establish specific project parameters and objectives.

TEAM MEMBERS

Lavallee Brensinger Architects
(Architecture, Public Safety)

Municipal Resources, Inc. *(FD / PD Operations)*

COMMENTS

Meetings and/or facilitated work sessions with key Police Department, Fire / EMS Dept., and Town staff during this phase.

Task: Site Evaluation

Duration: Concurrent With Programming

SUMMARY

Review the proposed new and the existing public safety complex sites for the following criteria:

- » Review infrastructure including: water; sewer; power and electric; telephone / communications / data.
- » Evaluate site hardness and resilience.

TEAM MEMBERS

Lavallee Brensinger Architects
(Architecture, Public Safety)
VHB *(Civil Engineers)*

COMMENTS

N/A

Task: Facility Options

Duration: Six Weeks

SUMMARY

- » Prepare an existing conditions evaluation of the existing public safety complex.
- » Develop potential options for a combined new facility:
 - » A new combined public safety complex;
 - » Renovation/addition to the existing public safety center;
 - » Renovation of one department in the current location and construction of a new building on a separate site;
 - » Other potential combinations.
- » Assist the Town with presenting the options at Public Forum #1.

TEAM MEMBERS

Lavallee Brensinger Architects
(Architecture, Public Safety)
VHB *(Civil Engineers)*
Foley Buhl Roberts & Associates
(Structural Engineers)
Yeaton M.E.P. Inc. *(MEP / FP Engineers)*

COMMENTS

N/A

Task: Feasibility Study / Conceptual Design

Duration: Eight Weeks

SUMMARY

Based on the approved space programs and conceptual options outlined above, our team will develop the following:

- » Three conceptual options including site, overall building square footage, building massing, number of stories, Basis of Design narrative to assist with cost estimating.
- » Conceptual level floor plans and 3D massing models for presentations.
- » Evaluation of operational capacity / associated costs.
- » Meet and review options with key stakeholders and the FAC, and the CPSM.
- » Assist the Town with posting the options to the Town web site for public comment.
- » Assist the Town with Public Forum #2 presentation.
- » Refine the selection to present at Public Forum #3.
- » Issue the final feasibility study featuring the preferred option, including conceptual cost estimates for all three options.

TEAM MEMBERS

Lavallee Brensinger Architects
(Architecture, Public Safety)
Municipal Resources, Inc. *(FD / PD Operations)*
VHB *(Civil Engineers)*
Foley Buhl Roberts & Associates
(Structural Engineers)
Jobin Construction
Consultants, LLC. *(Cost Consultants)*

COMMENTS

Hold meetings with Fire/EMS and Police to review conceptual designs of the project.

Task: Study Deliverables

Duration: Two Weeks

SUMMARY

- » Site Evaluation Report.
- » Final site and building program for PD / FD / EMS.
- » Proposed facilities options each composed of site plan and proposed building plans.
- » Conceptual 3D renderings of the approved option.
- » Basis of Design – conceptual design narratives.
- » Independent conceptual cost estimate for all three options.
- » Sustainability analysis for site and proposed facility.

TEAM MEMBERS

Lavallee Brensinger Architects
(Architecture, Public Safety)

COMMENTS

We will prepare a final feasibility study report in digital and printed media that includes all aforementioned components of the study.

Project Completion

Total Duration: Approx. Six Months

Community Presentations and Outreach

To supplement the three public forums included in the scope of services, Lavallee Brensinger Architects will also provide support with community outreach including attendance at public presentations, communication materials, and public outreach strategies.

Additional Information Required

In addition to the existing information provided by the Town to date, it is anticipated that our project team will be provided the following to assist with the study:

PROPERTY SURVEY

A planimetric survey of the proposed site and the existing site to include existing conditions features and 1 FT contours of the subject property, utilities, wetlands, and other key site features.

GEOTECHNICAL BORINGS

Soil borings in the vicinity of the proposed location of a new public safety complex will be helpful to more accurately estimate costs associated with a potential new building.

HAZARDOUS BUILDING MATERIAL SURVEY

A hazardous building materials survey/report may be helpful to assist with understanding the potential costs of renovation or partial demolition of the existing public safety complex.



Contact Us

Robert C. Robicsek, AIA, NCARB
Principal, Civic Studio Leader

603.622.5450

robert.robicsek@LBPA.com

www.LBPA.com

**LAVALLEE
BRENSINGER**

ARCHITECTS

**Construction Administration Contract
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: September 24, 2021
TO: Russell J. Dean, Town Manager
FROM: Jennifer Mates, P.E., Assistant Town Engineer
RE: Construction Administration Services
Salem Street Area Utility Improvement Project
Consultant 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.

Hoyle, Tanner & Associates (HTA) were the design engineers for the project. Attached is a contract for Construction Administration (CA) and Resident Project Representative (RPR) Services to facilitate the Salem Street Area Utility Improvement Project for \$568,500. The contract will be split between the General Fund (\$100,000), Water Fund (\$288,500), and the Sewer Fund (\$188,000). **The Department recommends approving the CA and RPR contract for the Salem Street Utility project to HTA for \$568,000.**

Suggested language for the motion:

To approve the contract for Construction Administration and Resident Project Representative Services to facilitate the Salem Street Area Utility Improvement Project in the amount of \$568,500 and to authorize the Town Manager to sign said contract amendment.



August 30, 2021

Ms. Jennifer Mates, PE
Assistant Town Engineer
Exeter Public Works
13 Newfields Road
Exeter, New Hampshire 03833

Re: Construction Administration (CA) and Resident Project Representative (RPR) Services to facilitate the Salem Street Area Utility Improvements Project.

Dear Jen:

Hoyle, Tanner & Associates, Inc. (Hoyle Tanner) is pleased to present this proposal for CA & RPR Services ("the project"). The project is located in the Salem Street Area of Exeter, NH. This proposal includes providing CA & RPR services to the OWNER (Town of Exeter) for a period of approximately 16 consecutive months beginning on or about September 1, 2021. We've included three (3) neighborhood meetings to improve communication and public understanding of the project.

Project Understanding

We base this proposal on the above understanding of the project. We anticipate a phased project schedule and delivery process as outlined below.

Hoyle Tanner will provide the following services for the above referenced project:

Task 1 – Contract Administration

- a. Update and modify bid documents to generate a set of conformed contract documents for construction
- b. Prepare contract documents for the OWNER to Notice Award of the contract
- c. Receive and review Contractor's Payment Bond, Performance Bond, and Insurance Certificates
- d. Facilitate exchange of Agreement and formal execution of the construction contract between the OWNER and Contractor
- e. Establish chain-of-command for project communications
- f. Monitor, update, and track project construction budget throughout construction
- g. Manage outreach and communication to private utilities throughout the construction
- h. Monitor Engineer's scope and budget throughout construction and notify OWNER when out of scope services are requested

Task 2 – Construction Administration

- a. Check detail construction, shop and erection drawings submitted by the Contractor
- b. Log/track submittals for review and approval. Two (2) reviews of each submittal are included in the Engineer's scope. *Additional review time exceeding two (2) reviews to achieve approval are beyond the Engineer's scope and are subject to charges at standard hourly rates.*
- c. Determination of "equality" for substitution of materials and equipment specified
- d. Review laboratory, shop, and mill test reports of materials and equipment
- e. Respond to Contractor's Request for Information (RFI). Amend plan details as required to supplement and/or clarify the contract documents. *Development of whole plans for new or changed utilities not part of the contract bid set is beyond the Engineer's scope and are subject to charges at standard hourly rates.*
- f. Review, verification, and approval of estimates for periodic and final payments to the Contractor for submittal to the OWNER
- g. Consultation and advise to OWNER during construction
- h. Preparation of application, supporting and associated documents for monthly reimbursement requests
- i. Determination of need for and preparation of change orders for approval by the OWNER based on conditions found during construction and/or additions or modifications to the work requested by the OWNER and approved by the ENGINEER and implemented at a price recommended by the ENGINEER as equitable. OWNER and ENGINEER agree that a reasonable effort to negotiate change orders is within the Engineer's scope of services. *However, if CONTRACTOR repeatedly provides insufficient backup or otherwise extends the negotiations beyond a reasonable time the ENGINEER will notify the OWNER who agrees that ENGINEER shall be due additional compensation at standard hourly rates. For change order items exceeding \$10,000, the ENGINEER shall prepare an independent cost estimate.*

Task 3 – Engage/Coordinate Subconsultant and Private Utility Services

- a. ENGINEER shall engage and coordinate subconsultants to support the proper administration of the project
- b. ENGINEER shall engage the services of a licensed land surveyor to provide temporary benchmarks, and basic control for the CONTRACTOR's use
- c. ENGINEER shall coordinate OWNER's testing services for verification of materials delivered, placement, and compaction
- d. ENGINEER shall coordinate and document private utility field adjustments or relocations as may be required on the project
- e. ENGINEER shall transmit to OWNER documentation of findings and activities by subconsultants on the PROJECT

Task 4 – Project Meetings and Public Communication

- a. Prepare agenda and conduct a pre-construction meeting to include the OWNER, ENGINEER, CONTRACTOR, and the PUBLIC (residents of the neighborhood) to outline the requirements and objectives of the PROJECT. (PUBLIC MEETING #1)
- b. Conduct weekly project progress meetings (OWNER, ENGINEER, RPR, CONTRACTOR only) to review progress to date, schedule of near-term activities, and assess overall project progress
- c. Conduct monthly pay requisition meetings (OWNER, ENGINEER, RPR, CONTRACTOR only) to review monthly progress, CONTRACTOR's request for payment, and any changes in work scope or schedule

- d. Conduct PUBLIC MEETING #2 during the winter shut-down period to update residents on project progress, schedule, and to gain input and feedback from residents on the project to date
- e. Meet with private utility representatives, private development contractor (Rose Farm) and OWNER as needed throughout the project to coordinate private utility work on the project
- f. Conduct final PUBLIC MEETING at time of CONTRACTOR's request for Project Substantial Completion to obtain feedback from residents on project concerns or deficiencies observed by residents

Task 5 – Resident Project Representative Services

- a. The ENGINEER agrees to provide construction observation for compliance with the contract documents
- b. The ENGINEER agrees to provide at least one Registered Professional Civil Engineer on the project and one Resident Project Representative (RPR) full time to assist the ENGINEER in the work of General Construction Administration and in observing construction activity for compliance with the contract documents and any associated change orders.
- c. The RPR shall be in the employ of and under direct control of the ENGINEER.
- d. For purposes of this contract, the RPR services are estimated at 48 hours per week for 52 weeks.
- e. It is further agreed that failure of the RPR to administer the PROJECT to the satisfaction of the OWNER is deemed to be sufficient basis for his/her removal from the PROJECT and replacement.
- f. RPR shall oversee and coordinate with CONTRACTOR the field testing of materials in place during construction of the PROJECT.
- g. Periodic inspection of work and final inspection.
- h. Observing and reporting performance and qualifying tests required by specifications.
- i. Keeping daily records of construction progress and compiling same into progress reports for submission to the OWNER.
- j. Verifying and keeping records of construction items of work accomplished for use as a basis of checking CONTRACTORS' monthly estimates.

Task 6 – Project Close-Out Documents

- a. Prepare a Certificate of Substantial Completion to include a punch list (prepared by the RPR) of work to be completed prior to final acceptance of the PROJECT.
- b. Prepare a Certificate of Final Completion following verification that punch list work is completed to the satisfaction of the OWNER and ENGINEER.
- c. Conduct a PROJECT Closeout meeting for sign-off and transfer of executed documents to include Certificate of Final Completion, Contractor's Affidavit, Final Lien Waivers and Final Pay Request.

Task 7 – Prepare Record Drawings

- a. Obtain from CONTRACTOR their "as-built" plans to use in preparation of record drawings of the work as constructed.
- b. ENGINEER to prepare in AutoCAD one (1) set of printed record drawings and two (2) sets of electronic record drawings (one set of .dwg files; one set of PDF files) to be provided to the OWNER.

Client Responsibilities

Your responsibilities under this agreement shall include:

- Assist the ENGINEER by placing at his disposal all available information pertinent to the PROJECT, including previous reports and other data relative to the reports
- Make provisions for the ENGINEER to enter upon public and private lands, municipal facilities and industrial establishments as required to perform work under this AGREEMENT
- Designate a contact person who can act with the client's authority regarding this Project.
- Client shall provide through Project Team members all pertinent existing information (including but not limited to plans, specifications, studies, reports, surveys, borings and geotechnical reports, borings, test pits, etc.)
- Provide access to the site and advise the Consultant of any safety or security programs which may be applicable to the Consultant during Project site visits.
- Pay for and obtain all project related fees.
- The Client shall give prompt notice to the Consultant whenever the Client becomes aware of anything that would have a significant effect on the scope or timing of the Consultant's services.
- Client shall make decisions and perform other Client responsibilities in a timely manner so as not to delay the Consultant's performance of services.
- If the Client engages a construction manager or any other professionals for the Project in addition to the Consultant; the Client must define the duties and responsibilities of each professional services provider.
- If this Agreement provides for any construction phase services by Consultant, it is understood that the Contractor, not Consultant, is responsible for the construction of the project, and that Consultant is not responsible for the acts or omissions of any Contractor, Subcontractor or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the Contractor.
- The Consultant, including the resident project representative if provided, does not assume any responsibility for the Contractor's failure to perform the construction in accordance with the Contract documents.
- Site visits and observations by Consultant are intended to provide the Client greater confidence that the completed work by the Contractor will conform to the Contract documents; and site visits are not detailed inspections and do not extend to every aspect of the Contractor's work.

Schedule

See Exhibit C

Basis of Payment

Client shall pay Consultant for services set forth above as follows:

Lump Sum Method of Payment

Construction Administration Services	\$	<u>168,500.00</u>	Lump Sum
Total Compensation	\$	<u>168,500.00</u>	Lump Sum

Consultant shall notify Client if the scope of services changes to the extent that the compensation needs to be adjusted and, if needed, negotiate an appropriate fee adjustment with Client.

Lump sum amounts include compensation for the Consultant's services and the services of the Consultant's subconsultants unless subconsultant fees are specifically identified as separate.

Reimbursable expenses such as transportation, postage, telephone, fax, printing and rental equipment are included in the lump sum amounts unless specifically estimated and identified as separate compensation.

Consultant shall bill Client based on the Consultant's estimate of the percentage of the services completed during the billing period.

Standard Hourly Rates Method of Payment

Resident Project Representative Services	\$ <u>362,500.00</u>	Estimated Amount
Total Compensation	\$ <u>362,500.00</u>	Estimated Amount

The estimated amounts shall equal the cumulative hours charged by each class of Consultant's personnel time applicable standard hourly rates for each category.

The estimated amounts include reimbursable expenses such as transportation, postage, telephone, fax, printing and equipment rental; and include charges of subconsultants engaged by Consultant.

The Consultant may modify the amounts for individual phases to reflect services actually provided by phase; however, Consultant shall not exceed the total Compensation without the approval of Client.

Consultant shall bill Client based on hours charged at standard billing rates plus reimbursable expenses incurred plus subconsultant expenses for the billing period.

Allowance for Subconsultants

Subconsultant Services	\$ <u>37,500.00</u>	Estimated Amount
Total Compensation	\$ <u>37,500.00</u>	Estimated Amount

Consultant shall notify Client if the scope of services changes to the extent that the compensation needs to be adjusted and, if needed, negotiate an appropriate fee adjustment with Client.

Additional Services

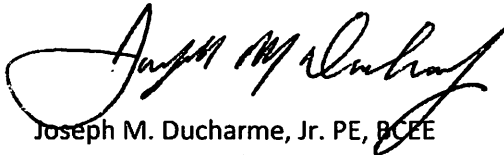
Services outside of the scope outlined above (Additional Services) will be charged at standard hourly rates, at the time of services, plus reimbursable expenses or as otherwise agreed between the parties.

Authorization

This Proposal and Exhibit A (Standard Terms and Conditions), Exhibit B (Insurance) and Exhibit C (Schedule) constitute the entire AGREEMENT between you (the Client) and Hoyle Tanner. Please examine these documents and if acceptable, you may execute this Proposal as an AGREEMENT by signing the original and returning it to us. Retain a copy for your records. This Proposal will be open for acceptance for 60 days from the date of this Proposal, unless extended by Hoyle Tanner, in writing.

We look forward to the opportunity to provide professional engineering services to you on this important project. Please don't hesitate to call if you have any questions. If this proposal satisfactorily sets forth your understanding of our agreement, please sign and return a copy of this letter to us.

Respectfully submitted,
Hoyle, Tanner & Associates, Inc.



Joseph M. Ducharme, Jr. PE, BCEE
Senior Vice President
Division Manager-Municipal Engineering Services

Accepted by:

Client Name

Signature

Name

Title

Date

Exhibit A
TERMS AND CONDITIONS
(attached)

An Agreement between Hoyle, Tanner & Associates, Inc. and Client for Professional Services

Article 1 - Scope of Services: Hoyle, Tanner & Associates, Inc. (Hoyle, Tanner) shall provide the services set forth in the Agreement.

Article 2 - Client's Responsibilities: The Client shall provide to Hoyle, Tanner all of Client's criteria and information as to requirements for the Project including objectives, constraints, performance requirements, and budgetary limitations.

The Client shall provide Hoyle, Tanner with all information available to the Client pertinent to Hoyle, Tanner's work under this Agreement. The Client shall assist Hoyle, Tanner as necessary to obtain available pertinent information from Federal, State or local offices or from other engineers or others who have previously worked for the Client on matters affecting this Project. Client shall also make available all information Client may have relative to concealed, subsurface, soil, and other conditions that are not apparent from visual, non-invasive, and non-destruction observations of the applicable site.

It may be necessary for Hoyle, Tanner's personnel and / or Subconsultant to enter areas of the Project property. The Client shall arrange for and provide Hoyle, Tanner with access to such areas on a timely basis.

The Client shall examine all documents prepared for the Project by Hoyle, Tanner; and at the Client's option, obtain advice from legal counsel, insurance counsel, and other appropriate advisors, and advise Hoyle, Tanner of any opinion or recommendations resulting from said advice.

The Client shall give prompt notice to Hoyle, Tanner whenever the Client becomes aware of anything that would have a significant effect on the scope or timing of Hoyle, Tanner's services.

The Client shall bear all costs related to compliance with this Article of this Agreement. If the Client engages a construction manager or any other professionals for the Project in addition to Hoyle, Tanner; the Client must define the duties and responsibilities of each professional services provider.

During the construction of the project, it is recommended the Client or his designated representative, other than Hoyle, Tanner, attend the following meetings: Pre-construction bid meeting, bid opening, pre-construction conference, construction progress meetings, and Project completion meetings.

The Client shall advise Hoyle, Tanner of any safety or security programs which may be applicable to Hoyle, Tanner during Project site visits. Client shall make decisions and perform other Client responsibilities in a timely manner so as not to delay Hoyle, Tanner's performance of services.

Article 3 - Schedule: Hoyle, Tanner is authorized to begin providing services on the effective date of the Agreement. Hoyle, Tanner shall perform services in conformance with the schedule guided by and subject at all times to sound judgment and practice in accordance with law and professional ethics.

If the schedule changes or orderly progress of services is impaired through no fault of Hoyle, Tanner; the schedule for services shall be adjusted and compensation may be adjusted by amendment to this Agreement.

Specific schedule requirements for providing services may be provided in the Agreement.

Services will be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. Notwithstanding anything to the contrary contained herein, Hoyle, Tanner shall not be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control or without its negligence.

Article 4 - Compensation and Payment for Services: Hoyle, Tanner shall charge for all services requested by the Client and rendered by Hoyle, Tanner in connection with the Project in strict accordance with the conditions set forth in this Article of the Agreement.

The charges made by Hoyle, Tanner under this Article and the payment of said charges by the Client shall constitute full compensation for all expenses incurred by Hoyle, Tanner in connection with the services rendered including F.I.C.A. taxes, Federal and State unemployment taxes, costs in connection with employees' benefits, office expenses, supplies, and equipment, the general costs of doing business, and Hoyle, Tanner's profit; and Subconsultant engaged by Hoyle, Tanner for the Project, if any.

Hoyle, Tanner's compensation for services and the method of compensation shall be as described in the Agreement. Hoyle, Tanner shall prepare and submit monthly applications for payment for services completed under this Agreement. Invoices shall be Hoyle, Tanner's standard form or other form approved by Client. Invoices are due within thirty (30) days of receipt by Client.

If payments are not made on time, Hoyle, Tanner may suspend services under this Agreement, after giving Client seven (7) days' notice, until payment is received by Hoyle, Tanner. Client waives any and all claims against Hoyle, Tanner due to such suspension of services and agrees to appropriate adjustments to the Project schedule and Hoyle, Tanner's schedule.

Client may withhold payment of a disputed invoice; however, Client must advise Hoyle, Tanner promptly of the reason for doing so and Client agrees to process and pay any portion of the invoice which is not in dispute. Client shall not withhold payments based on damages that the Client has incurred or alleges that it has incurred unless Hoyle, Tanner has been adjudged liable for such damages and failed to compensate the Client accordingly within 30 days of such determination.

Article 5 - Standard of Care: The standard of care for all professional services performed or furnished by Hoyle, Tanner under this Agreement will be the skill and care used by members of Hoyle, Tanner's profession practicing under similar circumstances at the same time and in the same locality. Hoyle, Tanner makes no warranties, express or implied, under this Agreement or otherwise, in connection with Hoyle, Tanner's services.

Article 6 - Opinions of Cost: When included in Hoyle, Tanner's scope of services, opinions or estimates of probable construction costs are prepared on the basis of Hoyle, Tanner's experience and qualifications and represent Hoyle, Tanner's judgment as a professional generally familiar with the industry. However, since Hoyle, Tanner has no control over the cost of labor, materials, equipment or services furnished by others, or Contractor's methods of determining prices, or over competitive bidding or market conditions, Hoyle, Tanner cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from Hoyle, Tanner's opinions or estimates of probable construction cost.

Article 7 - Compliance with Laws and Regulations: Hoyle, Tanner shall review codes, regulations, and laws applicable to Hoyle, Tanner's services and shall exercise professional care to design in compliance with all applicable codes, regulations and laws in effect as of the effective date of this Agreement. Hoyle, Tanner cannot warrant that the applicable interpreting or enforcing authority will similarly interpret such requirements. If such codes, regulations and laws change during the project and are imposed during the project by government authorities with jurisdiction over the project, such changes may require changes to Hoyle, Tanner's scope of services, schedule and compensation.

Article 8 - Underground Facilities: The location of underground facilities may be required in order to perform subsurface explorations for the project and the location of underground facilities may be shown on the construction Contract drawings.

Unless otherwise provided, Client shall provide Hoyle, Tanner with the locations of underground facilities, structures and utilities. If the locations are not known, are inaccurate or cannot be confirmed, Client accepts and retains all risk of damages or losses resulting from the exploration work. Hoyle, Tanner will take reasonable precautions to avoid damage to underground facilities and shall coordinate the locations of such facilities with known owners of the facilities.

The information shown on the construction Contract drawings with respect to underground facilities shall be based on information furnished by the facility owners to the Client and Hoyle, Tanner and Hoyle, Tanner shall not be responsible for the accuracy or completeness of such information.

If conditions or locations of underground facilities are found to be different during construction appropriate adjustments, if any, shall be made in accordance with the provisions of the construction Contract.

Article 9 - Construction Phase Services: If this Agreement provides for any construction phase services by Hoyle, Tanner, it is understood that the Contractor, not Hoyle, Tanner, is responsible for the construction of the project, and that Hoyle, Tanner is not responsible for the acts or omissions of any Contractor,

An Agreement between Hoyle, Tanner & Associates, Inc. and Client for Professional Services

Subcontractor or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the Contractor.

Hoyle, Tanner, including the resident project representative if provided, does not assume any responsibility for the Contractor's failure to perform the construction in accordance with the Contract documents. Site visits and observations by Hoyle, Tanner are intended to provide the Client greater confidence that the completed work by the Contractor will conform to the Contract documents; and site visits are not detailed inspections and do not extend to every aspect of the Contractor's work.

Article 10 - Design without Construction Phase: Hoyle, Tanner and Client agree that if Hoyle, Tanner's services do not include construction phase services, Client or Client's designated agent shall be solely responsible for interpretation of the Contract documents and observing the work of the Contractor to discover, correct and mitigate errors, inconsistencies or omissions and if Client authorizes deviations from Hoyle, Tanner prepared documents or if conditions are discovered that are not accounted for in Hoyle, Tanner prepared documents, Client shall not bring any claim against Hoyle, Tanner and shall indemnify and hold Hoyle, Tanner, its agents and employees harmless from and against claims, losses, damages and expenses, including but not limited to defense costs and time of Hoyle, Tanner, to the extent such claims, loss, damage or expenses arise out of or result in whole or in part from such deviations, regardless of whether or not such claims, loss, damage or expense is caused in part by a party indemnified under this provision.

Article 11 - Use of Documents and Ownership of Electronic Documents: All documents prepared or furnished by Hoyle, Tanner pursuant to this Agreement are instruments of Hoyle, Tanner's professional service, and Hoyle, Tanner shall retain an ownership and property interest therein. Hoyle, Tanner grants Client a license to use instruments of Hoyle, Tanner's professional service for the purpose of constructing, occupying and maintaining the Project. Reuse or modification of any such documents by Client, without Hoyle, Tanner's written permission and professional involvement, shall be at Client's sole risk, and Client agrees to indemnify and hold Hoyle, Tanner harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by Client or by others acting through Client.

Documents that may be relied upon by Client are limited to those that are signed or signed and sealed by Hoyle, Tanner, which may be in electronic or hardcopy format in conformance with professional engineering practice regulations in effect in project jurisdiction. Any conclusion or information obtained or derived from such other documents will be at the user's sole risk.

When transferring documents in electronic media format, Hoyle, Tanner makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems or computer hardware differing from those in use by Hoyle, Tanner at the beginning of this assignment.

Article 12 - Insurance: Hoyle, Tanner procures and maintains insurance as set forth in Exhibit B. Hoyle, Tanner shall cause Client to be an additional insured on any applicable general liability insurance policy of Hoyle, Tanner. Hoyle, Tanner shall provide Client reasonable notice of changes to any policy.

Client shall procure and maintain workers' compensation insurance, employer's liability insurance, general liability insurance, excess or umbrella liability and automobile liability insurance. Client shall cause Hoyle, Tanner and its Subconsultant to be additional insureds on any general liability policies and as loss payees on any property insurance policies of the Client applicable to the projects.

Client shall require Contractor to carry workers' compensation, general liability, property damage, motor vehicle damage and injuries and other insurances to protect Client and Hoyle, Tanner and Subconsultant; and Client shall require Contractor's policies to cover Hoyle, Tanner and its Subconsultant as additional insureds. Client may request Hoyle, Tanner and/or Subconsultant provide and maintain additional insurance coverage, however, the expense of such additional coverage shall be the Client's.

Article 13 - Suspension and Termination: Client may terminate this Agreement with seven days prior written notice to Hoyle, Tanner for convenience or cause. Hoyle, Tanner may terminate this Agreement for cause with seven days prior

written notice to Client. Failure of Client to make payments when due shall be cause for suspension of services or, ultimately, termination, unless and until Hoyle, Tanner has been paid in full all amounts due for services, expenses and other related charges.

Article 14 - Indemnification and Limitation of Liability: To the fullest extent permitted by law, Hoyle, Tanner shall indemnify Client, its officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of Hoyle, Tanner or Hoyle, Tanner's officers, directors, members, partners, agents, employees, or subconsultants in the performance of services under this Agreement.

To the fullest extent permitted by law, Client shall indemnify Hoyle, Tanner, its officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of Client or Client's officers, directors, members, partners, agents, employees, or subconsultants in the performance of services under this Agreement.

Article 15 - Dispute Resolution: Client and Hoyle, Tanner agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association, effective as of the date of this agreement.

Article 16 - Environmental Conditions: It is acknowledged by both parties that Hoyle, Tanner's scope of services does not include any services related to the presence at the site of asbestos, PCBs, petroleum, hazardous waste or radioactive materials. Client acknowledges that Hoyle, Tanner is performing professional services for Client and Hoyle, Tanner is not and shall not be required to become an "arranger," "operator," "generator" or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA). Further, Hoyle, Tanner has no responsibility for the handling, identification, remediation, or presence of any hazardous materials at the site.

Article 17 - Controlling Law: This Agreement shall be governed by the laws of the principal place of business of Hoyle, Tanner/State of New Hampshire.

Article 18 - Successors and Assigns: The Client and Hoyle, Tanner each binds itself, its partners, successors, executors, administrators and assigns, to the other party of the Agreement and to the partners, successors, executors, administrators and assigns, for such other party to all covenants of this Agreement. Except as above, neither the Client nor Hoyle, Tanner shall assign, sublet or transfer its interest in this Agreement without the written consent of the other party hereto.

Nothing in this paragraph shall prevent Hoyle, Tanner from employing such independent subconsultants as Hoyle, Tanner may deem appropriate to assist in the performance of the services of this Agreement.

Article 19 - Severability: If any of the terms and conditions of this agreement are deemed unenforceable or invalid, in whole or in part, by judgment or order of a court, that shall not affect the remaining terms and conditions of the Agreement and they shall remain in full force and effect.

Article 20 - Waiver of Provisions: Non-enforcement of any provision of this Agreement by the Client or Hoyle, Tanner shall not constitute a waiver of that provision; and non-enforcement shall not prohibit subsequent enforcement of the provision or any other provision of the Agreement.

**Exhibit B
INSURANCE**

Consultant has the following Insurance coverages:

a.	Workers' Compensation and Employers' Liability	\$ 1,000,000	Each Accident
		\$ 1,000,000	Disease-Each Employee
		\$ 1,000,000	Disease-Policy Limit
b.	General Liability Commercial Package	\$ 1,000,000	Per claim
		\$ 2,000,000	Annual Aggregate
		\$ 2,000,000	Products- Comp/Op Agg
		\$ 1,000,000	Personal & Adv Injury
		\$ 10,000	Med Exp (any one person)
c.	Umbrella	\$ 10,000,000	Each Occurrence
		\$ 10,000,000	Aggregate
d.	Business Auto (Hired and Non-Owned)	\$ 1,000,000	Combined Single Limit Per Accident
e.	Professional Liability	\$ 5,000,000	Per claim
		\$ 5,000,000	Annual Aggregate

**Exhibit C
SCHEDULE**

Services shall commence following the Engineer's recommendation to award and shall span 16 consecutive months beginning on or about September 1, 2021 and shall not extend beyond December 31, 2022 without an amendment for additional Engineering services.

An Agreement between Hoyle, Tanner & Associates, PC and Client for Professional Services

Article 1 - Scope of Services: Hoyle, Tanner & Associates, PC (Hoyle, Tanner) shall provide the services set forth in the Agreement.

Article 2 - Client's Responsibilities: The Client shall provide to Hoyle, Tanner all of Client's criteria and information as to requirements for the Project including objectives, constraints, performance requirements, and budgetary limitations.

The Client shall provide Hoyle, Tanner with all information available to the Client pertinent to Hoyle, Tanner's work under this Agreement. The Client shall assist Hoyle, Tanner as necessary to obtain available pertinent information from Federal, State or local offices or from other engineers or others who have previously worked for the Client on matters affecting this Project. Client shall also make available all information Client may have relative to concealed, subsurface, soil, and other conditions that are not apparent from visual, non-invasive, and non-destruction observations of the applicable site.

It may be necessary for Hoyle, Tanner's personnel and / or Subconsultant to enter areas of the Project property. The Client shall arrange for and provide Hoyle, Tanner with access to such areas on a timely basis.

The Client shall examine all documents prepared for the Project by Hoyle, Tanner, and at the Client's option, obtain advice from legal counsel, insurance counsel, and other appropriate advisors, and advise Hoyle, Tanner of any opinion or recommendations resulting from said advice.

The Client shall give prompt notice to Hoyle, Tanner whenever the Client becomes aware of anything that would have a significant effect on the scope or timing of Hoyle, Tanner's services.

The Client shall bear all costs related to compliance with this Article of this Agreement. If the Client engages a construction manager or any other professionals for the Project in addition to Hoyle, Tanner, the Client must define the duties and responsibilities of each professional services provider.

During the construction of the project, it is recommended the Client or his designated representative, other than Hoyle, Tanner, attend the following meetings: Pre-construction bid meeting, bid opening, pre-construction conference, construction progress meetings, and Project completion meetings.

The Client shall advise Hoyle, Tanner of any safety or security programs which may be applicable to Hoyle, Tanner during Project site visits. Client shall make decisions and perform other Client responsibilities in a timely manner so as not to delay Hoyle, Tanner's performance of services.

Article 3 - Schedule: Hoyle, Tanner is authorized to begin providing services on the effective date of the Agreement. Hoyle, Tanner shall perform services in conformance with the schedule guided by and subject at all times to sound judgment and practice in accordance with law and professional ethics.

If the schedule changes or orderly progress of services is impaired through no fault of Hoyle, Tanner, the schedule for services shall be adjusted and compensation may be adjusted by amendment to this Agreement.

Specific schedule requirements for providing services may be provided in the Agreement.

Services will be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. Notwithstanding anything to the contrary contained herein, Hoyle, Tanner shall not be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control or without its negligence.

Article 4 - Compensation and Payment for Services: Hoyle, Tanner shall charge for all services requested by the Client and rendered by Hoyle, Tanner in connection with the Project in strict accordance with the conditions set forth in this Article of the Agreement.

The charges made by Hoyle, Tanner under this Article and the payment of said charges by the Client shall constitute full compensation for all expenses incurred by Hoyle, Tanner in connection with the services rendered including F.I.C.A. taxes, Federal and State unemployment taxes, costs in connection with employees' benefits, office expenses, supplies, and equipment, the general costs of doing business, and Hoyle, Tanner's profit; and Subconsultant engaged by Hoyle, Tanner for the Project, if any.

Hoyle, Tanner's compensation for services and the method of compensation shall be as described in the Agreement. Hoyle, Tanner shall prepare and submit monthly applications for payment for services completed under this Agreement. Invoices shall be Hoyle, Tanner's standard form or other form approved by Client. Invoices are due within thirty (30) days of receipt by Client.

If payments are not made on time, Hoyle, Tanner may suspend services under this Agreement, after giving Client seven (7) days' notice, until payment is received by Hoyle, Tanner. Client waives any and all claims against Hoyle, Tanner due to such suspension of services and agrees to appropriate adjustments to the Project schedule and Hoyle, Tanner's schedule.

Client may withhold payment of a disputed invoice; however, Client must advise Hoyle, Tanner promptly of the reason for doing so and Client agrees to process and pay any portion of the invoice which is not in dispute. Client shall not withhold payments based on damages that the Client has incurred or alleges that it has incurred unless Hoyle, Tanner has been adjudged liable for such damages and failed to compensate the Client accordingly within 30 days of such determination.

Article 5 - Standard of Care: The standard of care for all professional services performed or furnished by Hoyle, Tanner under this Agreement will be the skill and care used by members of Hoyle, Tanner's profession practicing under similar circumstances at the same time and in the same locality. Hoyle, Tanner makes no warranties, express or implied, under this Agreement or otherwise, in connection with Hoyle, Tanner's services.

Article 6 - Opinions of Cost: When included in Hoyle, Tanner's scope of services, opinions or estimates of probable construction costs are prepared on the basis of Hoyle, Tanner's experience and qualifications and represent Hoyle, Tanner's judgment as a professional generally familiar with the industry. However, since Hoyle, Tanner has no control over the cost of labor, materials, equipment or services furnished by others, or Contractor's methods of determining prices, or over competitive bidding or market conditions, Hoyle, Tanner cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from Hoyle, Tanner's opinions or estimates of probable construction cost.

Article 7 - Compliance with Laws and Regulations: Hoyle, Tanner shall review codes, regulations, and laws applicable to Hoyle, Tanner's services and shall exercise professional care to design in compliance with all applicable codes, regulations and laws in effect as of the effective date of this Agreement. Hoyle, Tanner cannot warrant that the applicable interpreting or enforcing authority will similarly interpret such requirements. If such codes, regulations and laws change during the project and are imposed during the project by government authorities with jurisdiction over the project, such changes may require changes to Hoyle, Tanner's scope of services, schedule and compensation.

Article 8 - Underground Facilities: The location of underground facilities may be required in order to perform subsurface explorations for the project and the location of underground facilities may be shown on the construction Contract drawings.

Unless otherwise provided, Client shall provide Hoyle, Tanner with the locations of underground facilities, structures and utilities. If the locations are not known, are inaccurate or cannot be confirmed, Client accepts and retains all risk of damages or losses resulting from the exploration work. Hoyle, Tanner will take reasonable precautions to avoid damage to underground facilities and shall coordinate the locations of such facilities with known owners of the facilities.

The information shown on the construction Contract drawings with respect to underground facilities shall be based on information furnished by the facility owners to the Client and Hoyle, Tanner and Hoyle, Tanner shall not be responsible for the accuracy or completeness of such information.

If conditions or locations of underground facilities are found to be different during construction appropriate adjustments, if any, shall be made in accordance with the provisions of the construction Contract.

Article 9 - Construction Phase Services: If this Agreement provides for any construction phase services by Hoyle, Tanner, it is understood that the Contractor, not Hoyle, Tanner, is responsible for the construction of the project, and that Hoyle, Tanner is not responsible for the acts or omissions of any Contractor,

An Agreement between Hoyle, Tanner & Associates, PC and Client for Professional Services

Subcontractor or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the Contractor.

Hoyle, Tanner, including the resident project representative if provided, does not assume any responsibility for the Contractor's failure to perform the construction in accordance with the Contract documents. Site visits and observations by Hoyle, Tanner are intended to provide the Client greater confidence that the completed work by the Contractor will conform to the Contract documents; and site visits are not detailed inspections and do not extend to every aspect of the Contractor's work.

Article 10 - Design without Construction Phase: Hoyle, Tanner and Client agree that if Hoyle, Tanner's services do not include construction phase services, Client or Client's designated agent shall be solely responsible for interpretation of the Contract documents and observing the work of the Contractor to discover, correct and mitigate errors, inconsistencies or omissions and if Client authorizes deviations from Hoyle, Tanner prepared documents or if conditions are discovered that are not accounted for in Hoyle, Tanner prepared documents,, Client shall not bring any claim against Hoyle, Tanner and shall indemnify and hold Hoyle, Tanner, its agents and employees harmless from and against claims, losses, damages and expenses, including but not limited to defense costs and time of Hoyle, Tanner, to the extent such claims, loss, damage or expenses arise out of or results in whole or in part from such deviations, regardless of whether or not such claims, loss damage or expense is caused in part by a party indemnified under this provision.

Article 11 - Use of Documents and Ownership of Electronic Documents: All documents prepared or furnished by Hoyle, Tanner pursuant to this Agreement are instruments of Hoyle, Tanner's professional service, and Hoyle, Tanner shall retain an ownership and property interest therein. Hoyle, Tanner grants Client a license to use instruments of Hoyle, Tanner's professional service for the purpose of constructing, occupying and maintaining the Project. Reuse or modification of any such documents by Client, without Hoyle, Tanner's written permission and professional involvement, shall be at Client's sole risk, and Client agrees to indemnify and hold Hoyle, Tanner harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by Client or by others acting through Client.

Documents that may be relied upon by Client are limited to those that are signed or signed and sealed by Hoyle, Tanner, which may be in electronic or hardcopy format in conformance with professional engineering practice regulations in effect in project jurisdiction. Any conclusion or information obtained or derived from such other documents will be at the user's sole risk.

When transferring documents in electronic media format, Hoyle, Tanner makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems or computer hardware differing from those in use by Hoyle, Tanner at the beginning of this assignment.

Article 12 - Insurance: Hoyle, Tanner procures and maintains insurance as set forth in Exhibit B. Hoyle, Tanner shall cause Client to be an additional insured on any applicable general liability insurance policy of Hoyle, Tanner. Hoyle, Tanner shall provide Client reasonable notice of changes to any policy.

Client shall procure and maintain workers' compensation insurance, employer's liability insurance, general liability insurance, excess or umbrella liability and automobile liability insurance. Client shall cause Hoyle, Tanner and its Subconsultant to be additional insureds on any general liability policies and as loss payees on any property insurance policies of the Client applicable to the projects.

Client shall require Contractor to carry workers' compensation, general liability, property damage, motor vehicle damage and injuries and other insurances to protect Client and Hoyle, Tanner and Subconsultant; and Client shall require Contractor's policies to cover Hoyle, Tanner and its Subconsultant as additional insureds. Client may request Hoyle, Tanner and/or Subconsultant provide and maintain additional insurance coverage, however, the expense of such additional coverage shall be the Client's.

Article 13 - Suspension and Termination: Client may terminate this Agreement with seven days prior written notice to Hoyle, Tanner for convenience or cause. Hoyle, Tanner may terminate this Agreement for cause with seven days prior

written notice to Client. Failure of Client to make payments when due shall be cause for suspension of services or, ultimately, termination, unless and until Hoyle, Tanner has been paid in full all amounts due for services, expenses and other related charges.

Article 14 - Indemnification and Limitation of Liability: To the fullest extent permitted by law, Hoyle, Tanner shall indemnify Client, its officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of Hoyle, Tanner or Hoyle, Tanner's officers, directors, members, partners, agents, employees, or subconsultants in the performance of services under this Agreement.

To the fullest extent permitted by law, Client shall indemnify Hoyle, Tanner, its officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of Client or Client's officers, directors, members, partners, agents, employees, or subconsultants in the performance of services under this Agreement.

Article 15 - Dispute Resolution: Client and Hoyle, Tanner agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association, effective as of the date of this agreement.

Article 16 - Environmental Conditions: It is acknowledged by both parties that Hoyle, Tanner's scope of services does not include any services related to the presence at the site of asbestos, PCBs, petroleum, hazardous waste or radioactive materials. Client acknowledges that Hoyle, Tanner is performing professional services for Client and Hoyle, Tanner is not and shall not be required to become an "arranger," "operator," "generator" or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA). Further, Hoyle, Tanner has no responsibility for the handling, identification, remediation, or presence of any hazardous materials at the site.

Article 17 - Controlling Law: This Agreement shall be governed by the laws of the principal place of business of Hoyle, Tanner/State of New Hampshire.

Article 18 - Successors and Assigns: The Client and Hoyle, Tanner each binds itself, its partners, successors, executors, administrators and assigns, to the other party of the Agreement and to the partners, successors, executors, administrators and assigns, for such other party to all covenants of this Agreement. Except as above, neither the Client nor Hoyle, Tanner shall assign, sublet or transfer its interest in this Agreement without the written consent of the other party hereto.

Nothing in this paragraph shall prevent Hoyle, Tanner from employing such independent subconsultants as Hoyle, Tanner may deem appropriate to assist in the performance of the services of this Agreement.

Article 19 - Severability: If any of the terms and conditions of this agreement are deemed unenforceable or invalid, in whole or in part, by judgment or order of a court, that shall not affect the remaining terms and conditions of the Agreement and they shall remain in full force and effect.

Article 20 - Waiver of Provisions: Non-enforcement of any provision of this Agreement by the Client or Hoyle, Tanner shall not constitute a waiver of that provision; and non-enforcement shall not prohibit subsequent enforcement of the provision or any other provision of the Agreement.

FY22 Preliminary Budget

2022 Exeter Preliminary Town Budget

September 27th, 2021

To the Exeter Select Board,

Attached you will find the Town of Exeter preliminary budget request for Fiscal Year 2022. The fiscal year addressed in this budget begins on January 1, 2022 and ends December 31, 2022. I would like to acknowledge the efforts of all Town departments, and in particular, the Finance Department, for their assistance in preparing this preliminary budget. This budget represents the beginning of the FY22 budget process that will conclude approximately 5 ½ months from now, on Tuesday, March 8th, 2022.

Overview

The FY22 Operating Budget Request covers three major funds (General, Water, Sewer) plus warrant articles and any proposed bond issues. Items that propose funding by warrant articles and bonding are described in the Town's Capital Improvement Program FY22-27, as adopted by the Planning Board.

TOWN GOVERNMENT BUDGET PROCESS, VALUES AND TAX RATES

Exeter functions under the SB2 form of government, which allows for both an operating and a default budget. The budget is prepared by the Town Manager in September, and adjustments continue throughout the fall with the Budget Recommendations Committee. The budget is reviewed and finalized for the annual budget hearing by the Select Board. A public hearing on the proposed spending plan for the FY22 year is held the third Tuesday in January per state law. The Town deliberative session takes place the first Saturday in February. The final budget is voted on the second Tuesday in March as part of the Town election. The Town Warrant contains the Town budgets for the ensuing fiscal year.

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

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

The Water and Sewer Fund budgets are approved separately from the Town budget in their own articles, and like the general fund operating budget, have their own default budgets.

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

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

Overview – Five Year Tax Rate Trend

The five-year tax rate trend reflects a consistent approach to budgeting. As noted below, the Town’s portion of the overall tax rate as a percentage, has remained stable. This is primarily due to planning and budgeting strategies that have allowed for funding of operations and capital improvements, while managing the general fund balance and general inflationary and market pressures on fixed costs, contracts, and benefits.

Property Tax Rate – Town Share – Last 5 years

Year	Municipal Tax Rate	Overall Property Tax Rate per 1,000 value	Town as % of Total Rate
2021	TBD (November)	TBD (November)	TBD (November)
2020	5.91/1,000	24.49/1,000	24.13%
2019	5.71/1,000	23.27/1,000	24.54%
2018	7.25/1,000	27.50/1,000	26.36%
2017	7.08/1,000	26.77/1,000	26.45%
2016	7.09/1,000	26.24/1,000	27.02%

The 2021 tax rate will be set in November. The new tax rate will reflect the most recent valuation adjustments submitted to the NHDRA.

Town spending proportionally represents approximately 24% of the average property tax bill. This figure does not include the cost of overlay (reserve for property tax abatements) or the veteran’s credit program, which adds another 30 cents per 1,000 of assessed value to the Town’s share of the tax rate. The remaining 76% of the tax bill is dedicated to local schools, the state education tax, and the county tax. The cost of the veteran’s credits program (\$500 per

eligible property) and overlay for abatements is added to the Town side of the operating tax levy to generate the total Town share of tax rate. The New Hampshire Department of Revenue Administration sets the Town's new tax rate in late October /early November each year.

Property Value Trends

Net Taxable Value – Last 5 years – Town of Exeter

Year	Net Taxable Value	% Increase over Prior Year	\$ Value increase over prior year
2021	TBD	TBD	TBD
2020	2,196,207,682	.98%	\$21,217,258
2019	2,174,990,424	24.25%	\$424,550,023
2018	1,750,440,401	1.27%	\$21,894,984
2017	1,728,545,417	1.92%	\$32,510,135
2016	1,696,035,282	2.05%	\$33,998,960

Exeter's tax base consists of over 6,200 residential and commercial properties. In 2019, the Town conducted a revaluation resulting in a dramatic increase in property values in all categories. The Town has 376 million of value in non taxable value in land and buildings (federal government, non profits, conservation land), and issues another 40 million annually in various property tax value exemptions (disabled, elderly, blind). Exeter's three largest taxpayers are at least partially not for profit or educational in nature, and therefore are not considered 100% taxable. In addition, since Exeter has such a range of housing (the largest portion of the overall tax base), there can be large differences in the annual property tax burden for homeowners. These differences impact the general affordability and desirability of Exeter as well as the share of the property tax burden according to property type. The property mix and demand for good schools, public safety services, recreation, infrastructure and facilities also influence the overall property tax rate of Exeter. Below is a table comparing various tax rates in NH communities.

Net Taxable Value and Tax Rates – 2020 - Selected Communities

City/Town	Population 2019 Estimate	2020 Net Taxable Value w/utills	2020 Tax Rate	Municipal Share
Exeter	15,382	2,196,207,682	\$24.49/1,000	\$5.91/1,000
Durham	15,946	1,230,868,663	\$27.73/1,000	\$7.79/1,000
Newmarket	9,460	981,517,373	\$25.46/1,000	\$6.01/1,000
Hampton	15,207	3,790,515,423	\$15.93/1,000	\$5.92/1,000
Bedford	23,011	4,092,109,157	\$20.02/1,000	\$4.24/1,000

Portsmouth	22,206	6,301,589,965	\$14.70/1,000	\$6.83/1,000
Londonderry	26,266	4,661,377,059	\$20.11/1,000	\$4.66/1,000

Sources: 2019 Population Estimates (Office of Strategic Initiatives, July 2020), NHDRA Tax Rates, 2020

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

GENERAL FUND BUDGET

Town General Fund budgets have averaged a 2.67% annual increase over the past 5 years. The FY22 General Fund preliminary budget is a 3.26% increase over prior year.

Town General Fund Budgets – Last 5 years

Year	Town Budget	% Increase over Prior Year	\$ Increase over Prior Year
2022	\$20,566,002	3.39%	\$674,920
2021	\$19,891,082	1.46%	\$285,545
2020	\$19,605,537	2.83%	\$538,680
2019	\$19,066,857	2.25%	\$420,213
2018	\$18,646,644	2.81%	\$509,218
2017	\$18,137,426	3.19%	\$560,691

The Town General Fund budget provides core services to the community such as General Government, Finance, Tax and Assessing, Planning & Building, Economic Development, Public Safety (Police, Fire/EMS, Communications, Health), Public Works (Administration/Engineering, Highway, Solid Waste, Storm water, Snow Removal, Street Lights), DPW Maintenance, Welfare/Human Services, Parks/Recreation, Library, Debt Service/Capital, and Benefits & Taxes.

Exeter has an active and engaged population that interacts with Town government, facilities, and programs in many different ways. In addition, many volunteer boards support the Town government structure and are responsible for many key decisions of the Town in areas of general government, land use, sustainability, water supply, sewerage treatment and disposal, economic development, and capital improvements. The Town does not have a charter. The Town website (exeternh.gov) shows the large number of boards, committees, and commissions that make up a part of Town government, whether acting in a formal statutory role, or in an advisory capacity to the Select Board. Staff time and resources are dedicated in many instances to supporting the Town committee structure, in areas of land use, budget, general governance, and public works.

The total FY22 General Fund preliminary budget is \$20,566,002, an increase of 3.26%, or \$648,461, over the FY21 approved adjusted budget of \$19,917,541. This request is independent of CIP warrant articles which total an additional \$328,135, and are discussed on Page 21-22 of this document. In addition another \$269,770 in warrant articles are proposed to be funded from the General Fund unassigned fund balance.

Three Year Budget Trend

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

<u>Function</u>	<u>FY20 Approved</u>	<u>FY21 Approved</u>	<u>FY22 Request</u>	<u>\$ '22/'21</u>	<u>% Inc. '22/'21</u>
General Government	1,139,592	1,157,515	1,323,408	165,893	14.33%
Finance/Tax/Treasurer/Assessing	708,888	691,833	707,455	15,623	2.26%
Planning/Building/Econ Dev	720,151	680,842	721,209	40,367	5.93%
Police	3,325,944	3,426,844	3,504,902	78,058	2.28%
Fire/EMS/EM	3,851,911	3,784,396	3,826,206	41,810	1.10%
Communications	417,082	381,059	386,745	5,686	1.49%
Health	135,010	119,196	122,954	3,758	3.15%
Public Works – General Fund	4,394,953	4,345,531	4,473,820	128,289	2.95%
Maintenance - Garage	1,190,139	1,214,664	1,239,264	24,600	2.03%
Welfare/Human Services	176,857	179,840	178,153	-1,687	-.94%
Parks/Recreation	562,592	580,176	622,757	42,581	7.34%
Other Culture/Recreation	32,000	33,500	33,500	0	0.00%
Public Library	1,032,885	1,081,267	1,124,151	42,884	3.97%
Debt Service/Capital	1,476,303	1,775,086	1,643,416	-131,670	-7.42%
Benefits and Taxes	<u>441,230</u>	<u>465,795</u>	<u>658,062</u>	<u>192,268</u>	<u>41.28%</u>
Total General Fund	19,605,537	19,917,541	20,566,002	648,461	3.26%

FY21 Budget is total approved budget of \$19,891,082 plus Police CBA of \$26,459

General Budget Discussion

Overview – The FY22 budget of \$20,566,002 represents Town Department workplans for FY22.

FY22 Budget – Wage & Benefit Assumptions

Wages. The Town has three union contracts currently being negotiated with all other employees falling under the Town personnel plan. The three collective bargaining agreements expire on December 31, 2021 and June 30, 2022 meaning all three unions are bargaining in 2021 for the 2022 budget year. Nonunion wages have been budgeted for FY22 with a 2.5% step adjustment plus a 2.0% COLA adjustment effective July, 2022 to reflect the current labor market and a rising CPI.

Health Insurance – The Town offers family, 2-person and single plan health insurance to eligible full time employees. The Town is a member of HealthTrust. The Trust is a pooled risk program covering over 50,000 public employees (including school districts) statewide. For the purposes of the FY22 budget, a 7.5% increase over FY21 has been included in the preliminary budget. Rates will be set in October 2021 by the HealthTrust Board of Directors. Rates are determined based on claims experience and the overall pool rating. Exeter is in the over 50 member group,

and like each community and school district receives an individual rating. The Town's rating for FY21 was a 2.5% increase for all plan offerings. Health insurance contributions by plan vary by bargaining unit. Nonunion contributions increased to 20% in July 2021 for Blue Choice, and remain at 13% for Access Blue New England HMO.

Dental Insurance - Dental insurance for eligible employees is provided through HealthTrust. An increase of 2.0% has been forecast for the FY22 budget. The rating for dental insurance is done at the same time as the health insurance rating, and budgets will be adjusted accordingly when rates are known.

Retirement – The Town's full time employees participate in the New Hampshire Retirement System. The system classifies employees as either Group 1 (administrative and public works) or Group 2 (Police/Fire). Rates applied to payroll are: Group 1 employees – 14.06%, Group 2 employees - Police 33.88%, Fire 32.99%. Group 1 employees participate in Social Security (6.2% of payroll), while Group 2 employees do not.

FY22 Budget Notes

Below is a summary of Department FY22 budgets. These budgets will be adjusted once health insurance, dental insurance, LTD insurance, and life insurance costs are known for FY22.

GENERAL GOVERNMENT

Select Board - (5 Elected) – FY22 Budget Request \$20,636, decrease of \$45 or -.22% under FY21. The Select Board are the Town's elected governing body. The role of the Select Board is to manage the prudential affairs of the Town, including recommending the final budget to go before the Town deliberative session. Each Board member is compensated \$3,000 per year, and the Chair is compensated \$4,000 per year. FY22 budget changes include a small reduction in the life insurance line item to reflect members enrolled.

Town Manager - (2.0 FTEs) – FY22 Budget Request \$257,359, increase of \$2,383, or .93% over FY21. The Town's executive and day to day chief administrative functions are exercised through the Town Manager. The Town Manager's Office also provides administrative support to the Town's many boards and committees created by RSA, Town Meeting, or the Select Board, including the Budget Recommendations Committee, Swasey Parkway Trustees, Transportation Committee, Facilities Committee, Communications Advisory Committee, Housing Advisory Committee, and Water/Sewer Advisory Committee, among others. The Town Manager's Office produces all packets and information for the Select Board, oversees preparation of the annual Town budget, and supervises all Town departments.

The Town Manager's budget includes two (2) full time personnel, the Town Manager and Executive Assistant/Welfare Human Services Administrator. FY22 budget changes include a reduction of \$6500 in the contract services line which reflects a non-renewal of the DocuSign service. Conferences, education/training and travel reimbursement budgets have been returned to pre-COVID 19 levels. Dues have been increased \$500 to account for increases in dues by NHMA (Town-wide dues) and ICMA. Other FY22 budget changes include an increase of \$1,450 in the office equipment lease account, as a result of a new Pitney Bowes contract for the main Town Office postage machine.

Human Resources – (1.73 FTE) – FY22 Budget Request: \$172,771, increase of \$40,036 or 30.16% over FY21. The Human Resources office is staffed by 1 full time Assistant Town Manager/Human Resources Director and a part-time Human Resources Assistant. The Human Resources office is primarily responsible for coordinating interviewing, hiring and on boarding of all Town employees, administering union contracts and Town benefit programs, and performing general personnel administration. This includes administration of health, dental, and life insurance programs, retirement benefits, evaluations, leave accruals and payroll, compensation changes, and benefit changes. The Human Resources Department also participates in collective bargaining. FY22 budget changes include the recent reorganization of the Assistant Town Manager/HR Director plus a requested increase to full-time status for the HR Assistant to further support the Department. The net increase to salaries/benefits is \$35,478. Adjustments have also been made to the education/training accounts and Munis training: \$2590 increase and conference/room/meals \$845 increase, to fund professional development in FY22. The reclassification account is budgeted at \$15,000 to address several outstanding reclassification requests.

Transportation – (assessment only) – FY22 Budget Request: \$1, increase of \$0 over FY21. The transportation account includes \$1 as a placeholder for FY22. In FY19, the budget for COAST was moved to the transportation fund (COAST FY22 request is \$20,000, same amount as FY21). This placeholder of \$1.00 has remained in the event any transportation expenses are charged to the general fund in FY22.

Legal – (Contracted Services) – FY22 Budget Request: \$80,000 – \$0, 0% increase over FY21 budget. The Town is represented by Mitchell Municipal Group for general counsel. The Town contracts with Jackson Lewis for collective bargaining, labor and personnel issues. McLane Middleton is utilized for environmental issues, and DTC Lawyers are special counsel in cable TV matters. Each firm charges various rates and the FY22 budget has been allocated at \$80,000 for general legal work throughout the year. Each fund is charged for legal services based on work done in those areas (general, water, sewer, CATV).

Information Technology – (2.0 FTEs) – FY22 Budget Request: \$389,746, increase of \$98,283, or 33.72% over FY21. The IT Department is staffed by three full time personnel: the IT Coordinator, Network Administrator and EXT/IT Technician. The IT Department oversees IT issues Town wide and manages the Town's IT infrastructure. The EXT/IT Technician spends the majority of time supporting EXT issues, including public access and televising, streaming and zoom functions with government meetings. The Department is also responsible for managing the Town wide phone system. In addition, the Department updates and upgrades Town software, manages the IT security platforms, manages credit/debit card acceptance, permitting software, and GIS needs. The frequent and visible work done by EXT gets support from the IT Department, with a portion of the IT Coordinator's salary charged to the Cable Access Revolving Fund. FY22 budget changes include purchase of AristotleInsight, an A.I. log scanner, for \$14,200. This software was recommended as part of the recently completed IT audit. Contract services are reduced by a net of \$3,000 with reductions in contracted hours but adding an additional \$5,000 for network penetration testing as recommended by the IT audit. Email archiving is reduced by \$8,700, and equipment is reduced by \$1,500. Line item increases include internet services \$5,013, education/training \$300, and equipment purchase \$400. The line item for network supplies has been increased by \$53,000 to support a full server storage refresh. The PC account has been increased by \$6,350 to support more PC purchases in 2022 as these were put on hold in 2021 due to other needs. A portion of the IT budget is allocated to the water/sewer funds for support of those enterprises.

Trustees of Trust Funds - (3 Member Board, Elected) – FY22 Budget Request: \$891, increase of \$0, or 0% over FY21. The Trustees of Trust Funds are an elected three member board that oversees all Town and school trust funds created under RSA 31 and capital reserve funds created via RSA 35. The Chair of the Trustees is paid a stipend of \$828 each year. This stipend is part of the general government budget.

Town Moderator – (2 PT Elected) – FY22 Budget Request: \$1,130, increase of \$377, or 50% over FY21. The Town Moderator is an elected position charged with elections oversight and Town Meeting oversight. The Moderator acts as the Chair of the Town Meeting. The following items have been budgeted for FY21 requiring the Moderator: February Deliberative Session, March Town Election, State Primary Election, State General Election. The Moderator is paid \$175 per meeting. The Town also budgets for one Special Town Meeting in the event it is needed. There is also an Assistant Moderator appointed to assist the Town Moderator during elections and Town Meetings.

Town Clerk - (4.0 FTE including 1 FT Elected) – FY22 Budget Request: \$375,871, increase of \$11,915, or 3.27%, over FY21. The Town Clerk's Office services include registering motor vehicles, ORVs, and boats, performing vital records research, dog licensing, records retention,

Town Meeting coordination and ballot preparation, and elections oversight (working with the Checklist Supervisors, Select Board, and the Town Moderator). The Town Clerk's Office also sells stickers to residents for the transfer station, including bulky stickers, electronics stickers, as part of the Town's solid waste program. FY22 budget increases include education/training returning to pre-COVID 19 levels increasing by \$1800, software agreement - a \$100 increase for Interware software, and travel reimbursement increased \$400 for reimbursement to those who attend training.

Elections/Registration – (0 FTE, PT Elected) – FY22 Budget Request - \$25,003, increase of \$12,945, or 107.36%, over FY21 budget. The Elections/Registration budget covers election and Town Meeting costs outside the Moderator's wages. The Elections budget covers wage costs for poll workers, checklist supervisors, as well as expenses of postage, printing, coding, collating, and voting machine maintenance. There will be three elections in FY22 - the Town election in March 2022, and the state primary and general election in the fall of FY22. Estimates are made taking these elections into account plus one potential special election should the need arise.

FINANCE/TREASURER/TAX/ASSESSING

Finance/Tax Collection/Treasurer/Assessing – FY22 Budget Request \$707,455, an increase of \$15,623, or 2.26% over FY21.

Finance - (3.0 FTE) – FY22 Budget Request: \$358,248, increase of \$19,560, or 5.78%, over FY21. The Finance Department executes day to day budget implementation and fund accounting, payroll processing, accounts payable, Town audit preparation, single audit act compliance, state and Town financial reporting, general ledger management, and cash management. The Finance Department manages several different Town funds: General, Water, Sewer, EMS revolving, CATV revolving, Parks/Recreation revolving, Police Detail Fund, Planning Fund, Heritage Fund, and many other capital reserve, expendable trust, and escrow funds. Changes in the Finance Department accounts in FY22 include an increase in \$5,000 for the GASB 74/75 valuation report, an increase in education training to pre-COVID levels of \$1,280, an increase in the Munis software agreement of \$6,746 and travel reimbursement \$1,100. Audit fees have been reduced \$3,250 in the general fund with the water/sewer funds picking up more audit costs related to those two funds.

Treasurer - (1 Elected) – FY22 Budget Request: \$9,792, increase of \$0, 0% over FY21. The Town Treasurer is elected, and the Treasurer is paid a stipend of \$8,864 per year. The Treasurer works closely with the Finance Department performing cash reconciliations and managing cash flow, weekly cash disbursements, and bank account management. The Town Treasurer is a statutory position required by RSA 41:29.

Tax Collection - (2.0 FTE) – FY22 Budget Request: \$101,652, decrease of \$6,707, or -6.19%, under FY21. The Tax/Water/Sewer Office is located in the Town Offices at 10 Front Street, and collects all property tax revenue and water/sewer revenue for the Town, including property taxes for the local school district and SAU16. In addition, the tax/water/sewer office administers all property tax deeding and lien issues, coordinates bankruptcy filings, creates payment plans for residents with delinquent water and sewer accounts, coordinates the semi-annual tax billing process in May and November, and compiles the MS-61 report of the Tax Collector required by the NHDRA. FY22 budget changes for the Tax Department include reduction in bank fees due to discontinuance of the lockbox - \$5300 decrease, postage decrease of \$1500 related to lockbox cancellation, and changes in wages/benefits due to a retirement in the Department. The office functions with 2 FT personnel, the Deputy Tax Collector, and the Collections Specialist.

Assessing - (1.0 FTE, plus contracted services). FY22 Budget Request: \$237,764, increase of \$2,769, or 1.18%, over FY21. The Town's contract Tax Assessor is MRI. The office is supported by a full-time Deputy Assessor. The current agreement with MRI is ending at the end of 2021, and is currently being reviewed. The Assessing Department is responsible for administering the assessment of all real and personal property, processing abatements, all credit and exemption programs, map/lot/building database management, and deed management/recording. The Assessing office acts as a resource to local real estate agents and property owners, and performs a variety of functions regarding land use for other Town departments such as Planning, Economic Development and Public Works. FY22 budget changes include an increase in the mapping budget of \$150, an increase in postage to pay for sales questionnaires of \$800 and a reduction in the software agreement line of \$1,385. Overall general expenses are down \$425 from FY21.

PLANNING/BUILDING/ECONOMIC DEVELOPMENT – FY22 Budget Request \$721,209, increase of \$40,367, or 5.93% over FY21.

Planning - (2.4 FTE) – FY22 Budget Request \$271,143, increase of \$27,079, or 11.10%, over FY21. The Planning Department is staffed by one full time and two part time personnel including the full time Town Planner, who provides technical support and guidance to the Planning Board, including overseeing the Town's technical review committee, site plan review process, lot line adjustments, and conditional use permit issuance. The FY22 Planning budget also includes funding to increase hours to make the part-time Natural Resources Planner full time. Part of this initiative will be for the Natural Resources Planner to staff the Energy and Sustainability Committees and support their work. The Natural Resources Planner currently provides primary support to the Conservation Commission. The position also coordinates conditional use permits and state wetlands permit applications to the Commission, attends all

Commission meetings, and administers Town conservation properties and easements. The Planning Department also has a part time Administrative Assistant who supports planning, building, land use, and conservation areas, but is budgeted in the Planning Department. The FY22 expense budget in Planning is increased \$915 with \$315 covering dues increases and \$600 for travel reimbursement to restore funding to pre-COVID 19 levels.

Economic Development - (1.0 FTE) – FY22 Budget Request \$152,886, increase of \$5,584, or 3.79%, over FY21. Economic Development’s primary responsibilities include working with current and prospective businesses and property owners to expand and improve upon the Town’s commercial tax base and enhance overall economic development within the Town. The Department administers the TIF District on Epping Road, oversees RSA 79-E applications for qualifying districts, and works to promote Exeter. This Department also interacts frequently with Federal, State and other local officials to further the goals of economic development for Exeter. The FY22 Economic Development budget includes funding to complete an economic development certification program (the EDI) sponsored by the University of Oklahoma (total cost \$3600). Consulting services have been reduced by \$1800 from \$3000 to \$1200. Mobile communications have been reduced \$400 as a result of switching phone plans.

Inspections/Code Enforcement – (2.6 FTE) – FY22 Budget Request \$279,096, increase of \$7,704, or 2.84%, over FY21. The Building Department has a full time Building Inspector/Code Enforcement Officer, plus a full time Deputy Code Enforcement Officer. The Deputy CEO also supports the Planning Department. The Department budget also includes a part-time Electrical Inspector of 24 hours per week. This Department provides all building and electrical inspections as required by the building and electrical codes. The Department reviews septic permits, and also performs code enforcement duties as needed. Budget increases for FY22 include a \$140 increase in the mobile communications account for a new smartphone for the Building Inspector/Code Enforcement Officer. The Electrical Inspector position has been vacant since mid-2020 due to a retirement during COVID 19. The Building Inspector/CEO has been performing the duties since the retirement.

Land Use Boards and Committees

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

Zoning Board of Adjustment, Historic District Commission, Conservation Commission, Heritage Commission - (0 FTE, Recording Secretary assistance) – FY22 Budget Requests: ZBA

\$4,326, increase of \$0, or 0% over FY21, HDC \$2,825, increase of \$0, or 0% over FY21, Conservation Commission \$10,039, increase of \$0, or 0%, over FY21, Heritage Commission \$893, increase of \$0, or .0% over FY21, Renewable Energy Expense, \$1, or 0% over FY21.

These budgets pay for recording secretaries for each board and committee, along with grant matching funds (Historic District Commission), land administration (Conservation Commission), public notices (all). The Conservation Commission budget also includes funds for conservation land management, including mowing and trail maintenance. The Historic District Commission budget includes \$1000 for grant matching funds through the Certified Local Government program.

PUBLIC SAFETY

Police Department – (29 FT) – FY22 Budget Request - \$3,504,902, increase of \$78,058, or 2.28%, over FY21.

The FY22 budget for the Police Department reflects continued funding of 29 full-time personnel. General expenses are a net increase of 2.3% or \$6,193. Increases include \$206 for accreditation, \$200 for Chief's expenses, \$373 for dues. In addition education/training is a \$4,000 increase with a special emphasis on mental health training for officers and dispatchers. Mobile communications are increased \$2,106 which are a combining of staff and patrol into a single account. Dry cleaning has been reduced \$1,200, fuel has been reduced \$3,440. Munitions are up \$3,700 due to inflation in this category. Software agreement has increased \$785. Uniforms have increased \$815. Veterinarian services are down \$1,150 and veterinarian equipment is down \$200 from FY21.

Fire/Emergency Management Department -- (31 FTE) – FY22 Budget Request - \$3,826,206, increase of \$41,810, or 1.10%, over FY21.

The FY22 Fire Department budget request of \$3,826,206 represents a \$41,810 increase, or 1.10% over FY21. The budget request includes funding of two additional firefighters to bring shift strength to 7 for each of the 4 shifts. Due to retirements and personnel changes the net increase to the full-time wage budget is \$40,166 or 2.0% over FY21. The Department has also reduced a part-time clerical position representing a savings of \$17,467 from FY21. The Fire Department expense budget is increased by \$10,172 or 3.3%. This increase includes \$1,128 in building supplies, \$666 in uniforms, \$792 in communications equipment, \$1,255 in mobile communications, \$2,065 in physicals, \$3,200 in conference/rooms/meals (returning to pre COVID 19 levels), and \$2,169 in replacement turnout gear. These increases are offset by decreases in fuel \$2,667 and education/training \$514 for a net increase in expenses of \$10,172.

PUBLIC SAFETY SHARED SERVICES

Communications/Dispatch – (6 FTE) – FY22 Budget Request - \$386,745, increase of \$5,686, or 1.49%, over FY21.

The Town's Dispatch center functions 24 hours per day and 7 days per week. The general phone number 772-1212 connects to Dispatch. The Department fielded over 8,246 calls in 2020 plus over 2,900 E911 calls. Dispatch is responsible for dispatching E-911 calls, as well as non emergency calls for both Fire and Police. The Department employs 6 full time dispatchers including a Dispatch Supervisor. One Dispatcher is charged to the EMS Fund. Wage changes in the full-time line item are an increase of \$1,615 or .8% over FY21 and benefits are increased \$3,921 or 3.9% over FY21. Expenses are increased \$150 or .6% over FY21 with a small increase in the phone repairs/service account.

Health – FY22 Budget Request – (1 FTE) -- \$122,954, increase of \$3,758, or 3.15%, over FY21.

The Health budget includes funding for 1 FT Health Officer who works out of the Fire Department. This position is responsible for all food licensing, enforcing sanitary codes, and all public health issues under state law and local ordinance. In FY20 and FY21 the Health Officer served as the Town's primary point of contact for COVID 19 issues. FY22 budget changes include reductions in the supplies account of \$350, and travel reimbursement of \$300. Education/training has been increased by \$1,500 to support Health Department education. The general expense accounts are a net increase of \$853, or 1.9%, over FY21.

PUBLIC WORKS

PUBLIC WORKS - GENERAL FUND – (27.2 FTE including Maintenance) – FY22 Budget Request - \$4,473,820, increase of \$128,289, or 2.95%, or, over FY21.

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

Administration and Engineering (6.0 FTE) – FY22 Budget Request: \$419,664, increase of \$14,305, or 3.53%, over FY21. This Division provides primary oversight and administrative and engineering support to the other Public Works divisions and also oversees all capital projects which originate through DPW, including water/sewer projects. The Division also manages the overall Department including DPW contracts, personnel management, payroll, customer service, sticker sales, etc.. The Division also supports various committees such as the River Advisory Committee, Water/Sewer Advisory Committee, and works closely with State and Federal agencies on a variety of different regulatory issues. The division also provides staff

support to the Planning Board and Planning office as part of the Town's Technical Review Committee. This Committee reviews all development projects under the purview of the Planning Board. The FY22 Administration and Engineering budget includes restoration of \$2,999 for conferences/rooms/meals that had been reduced in the COVID 19 budget.

Highways/Streets - (12.0 FTE) – FY22 Budget Request: \$2,155,040, increase of \$137,443, or 6.81% over FY21. The FY22 Highways and Streets budget includes the following changes. A decrease of \$18,500 in the bridge repairs line representing the completion of repairs on Garrison Lane bridge; and increase of \$2,000 in the culvert maintenance account for increased cleaning of culverts; an increase of \$2,500 in the equipment rentals line item to rent heavy equipment, an increase of \$500 in the general hand tools line item; an increase of \$1,000 in the safety equipment line item, an increase of \$1,000 in the signs account; an increase of \$10,000 in the street marking line item, and increase of \$2,500 in the tree maintenance line item, an increase of \$700 in the uniforms account, and increase of \$10,000 in vehicle maintenance; an increase of \$100,000 in the paving account to restore the paving budget to pre-COVID 19 levels; a decrease in the culvert replacement line item of \$13,000 representing the completed Tamarind Lane culvert project; an increase of \$5,000 in the sidewalks/curbing account, and an increase of \$10,000 in the storm drain cleaning account. Overall the Highways/Streets budget is increased by \$137,443 or 6.81% over FY21.

Snow Removal - (0 FTE, Overtime plus Contracted Services) – FY22 Budget Request: \$313,201, increase of \$2,011, or .65% over FY21. The FY22 snow removal budget is nearly level compared to FY21. The sole increase in expenses is \$1,000 additional in the sand line item for sand purchase. The snow/ice budget is entirely weather dependent and varies from year to year. The Town uses a combination of in house personnel and contracted plows. The Town also maintains a snow/ice deficit fund, which is funded each year by \$50,000 from general fund surplus. This funding offsets any deficits in the snow/ice budget due to a bad winter, and has a balance of \$103,150 as of August 2021.

Solid Waste - (1 PT Employee, plus OT for Highway employees assigned to the transfer station on weekends) – FY22 Budget Request: \$1,324,555, decrease of \$63,830, or -4.60%, uner FY21. The Town's Solid Waste budget includes operating costs for the Transfer Station at 9 Cross Road, and the Town's solid waste contract including weekly trash pickup, weekly recycling pickup, yard waste pickup, and bulky item pickup. FY22 will be the fifth year of a five year contract signed in 2017 with Waste Management. An extension through the remainder of FY22 is being discussed as of this writing. This budget also includes landfill monitoring requirements at the Town's 2 closed landfills (Cross Road and Powder Mill Road). These sites are monitored through an engineering contract with GZA Environmental.

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

FY22 budget changes include an increase of \$10,000 to the blue bags account to reflect an increased number of bags produced and distributed. Landfill monitoring has been reduced by \$58,965 representing a one time reduction related to a landfill slope repair in FY21. The disposal/recycling contract has been reduced by \$34,000 to reflect a recovering recycling market. The recycle containers account is increased \$5,900 to account for a price increase in 65 gallon totes. Increases have been made to the brush grinding line item, \$5,000, operations maintenance, \$1,000, and construction debris \$3,400. The construction debris program is also offset by bag revenue.

Street Lights (0 FTE, expenses only) – FY22 Budget Request: \$169,000, increase of \$0, or 0%, over FY21. The Town has 695 street lights in the street light account and is responsible for paying the electric bills for these lights under a tariff system. In FY19, the Town successfully converted the inventory of street lights to LED and completed a purchase of the system from Unitil. This is expected to result in a level budget for the next 5 years and savings thereafter once the system cost is paid off. The traffic light maintenance line item is level funded at \$9,000. This account pays for emergency repairs of traffic lights.

Stormwater - (0 FTE, contracted services) – FY22 Budget Request: \$92,360, increase of \$38,360, or 71.0% over FY21. The Stormwater budget includes primary expenses related to MS4 permit compliance as well as the Town’s LTCP (Long Term Control Plan) for nitrogen. The expenses itemized in this budget include contracted services paid to engineering firms for reports due to the EPA on MS4 and AOC compliance issues. The FY22 budget has been increased by \$10,360 in contracted services to fund activities related to permit compliance. In addition, the catch basin replacement item is a new account for rebuilding faulty catch basins with poor sump infrastructure. Each catch basin costs approximately \$4,000 to rebuild, and the budget has funding for seven catch basins.

PUBLIC WORKS – MAINTENANCE – FY22 Budget Request - \$1,239,264, increase of \$24,600, or 2.03%, over FY21.

Maintenance - General - (5.8 FTE) – FY22 Budget Request - \$567,247, increase of \$19,062 or 3.48% over FY21. The Town Maintenance General Division is part of the Public Works Department Facilities Operation. The Maintenance Superintendent oversees general Town building maintenance along with the garage. The general building maintenance staff includes a full time electrician, carpenter, and an HVAC/plumbing technician. This Division also includes a

full time custodian, and a part time custodian budgeted at 34 hours per week. Cleaning of Town buildings is done via a contract with outside forces on off hours, as well as a full-time in house Custodian and a part-time Custodian. FY21 budget changes include wages/benefits, plus an expense line of \$8,000 for unanticipated COVID 19 expenses; computer software has increased \$2,000 for a tracking software program for maintenance.

Town Buildings – (0 FTE, Utility and Maintenance Expenses) – FY22 Budget Request - \$294,175, increase of \$730, or .25%, over FY21. These accounts include expenses for maintenance of Town buildings, electricity, natural gas, and water/sewer bills. Town buildings include Town Hall, Town Office, DPW Complex, Public Safety Complex, Senior Center, Parks/Recreation Building, and 4 Hampton Road. It also includes the Swasey Parkway, Swasey Bandstand, 47 Front Street building, and Train Station expenses. FY22 budget includes a favorable kwh rate of 7.47 cents as well as a favorable per therm cost for natural gas, both of which are helping keep the Town Buildings utility budgets in a favorable position. The building maintenance account is increased at the Safety Complex by \$2,000, a number offset by a \$3,000 decrease in electricity for the same building.

Maintenance Projects – (0 FTE, Maintenance Projects) – FY22 Budget Request - \$100,000, increase of \$0, or 0% over FY21. This budget supports capital projects overseen by the Maintenance Department on Town buildings. FY22 projects include work on the police side of the public safety complex including roof repair and ridge line modification to prevent water intrusion and damage - \$20,000; Energy efficient attic insulation at the Town Hall - \$25,000; Room renovations at the Town Hall Gallery, Main Entrance - \$20,000; Replacement of overhead doors and exterior steel doors at the DPW Complex - \$20,000; and repointing and sealing of the tile flooring and base at the Swasey Gazebo downtown - \$5,000.

Maintenance - Garage - (3.0 FTE) – FY22 Budget Request - \$277,842, increase of \$4,808, or 1.76%, over FY21 budget. The Town Maintenance Garage is located at the 13 Newfields Road Public Works complex. The budget includes three full time personnel, a lead mechanic and two full time mechanics. The Division is responsible for primary maintenance of the Town vehicle fleet. The Division also coordinates smaller efforts with local mechanic shops on problem diagnosis when warranted. The FY22 budget includes an increase of \$900 in the mechanics tools account. The line item mechanics tools has gone several years without an adjustment.

WELFARE/HUMAN SERVICES

Welfare/Human Services (0 FTE, wages paid to TM Executive Assistant as differential) – FY22 Budget Request - \$178,153, decrease of \$1,687, or -.94%, over FY21. The Town administers welfare assistance as required by state law, RSA 165. The Town Manager's Executive Assistant is the Town's Welfare/Human Services Administrator and processes assistance applications,

screens applicants, and provides aid in the area of rent, electricity, food, and other basic needs. The position also regularly interfaces with outside agencies to seek funding to assist Exeter residents in need of basic assistance. This budget also reflects amounts recommended from the Human Services Funding Committee, which reviews applications for human services grants, and recommends a figure to both the Budget Recommendations Committee and Select Board each year for funding. The Welfare/Human Services Administrator coordinates this process. The FY22 Welfare budget includes an increase in non direct relief expenses of \$40, and a reduction in direct relief expenses of \$465. The electricity line is reduced by \$1,500. The human service agency funding line is reduced by \$1,615 or 1.5% after a review of all agency funding requests by the Human Services Funding Committee. The Committee has recommended funding in the amount of \$105,105 in the FY22 budget to support agencies serving Exeter. There is an increase in the dues line of \$100 for membership in Housing Action New Hampshire.

PARKS/RECREATION – FY22 Budget Request - \$622,757, increase of \$42,581, or 7.34%, over FY21.

Recreation - (4.0 FTE) – FY22 Budget Request \$388,549, increase of \$31,237, or 8.74%, over FY21. The Recreation budget includes 4 full-time positions of Recreation Director, Assistant Director, Recreation Coordinator, and Office Manager. FY22 recreation wages are increased \$2,997 or 1.2%, over FY21 due to changes and turnover in personnel. Benefits are increased by \$30,740, or 32.9%, also due to changeover in personnel. Expenses have been reduced by \$2,500 or 25.4%, with a proposed reduction in the senior services line item to be offset by grants and donations.

Parks - (2.0 FTE) – FY22 Budget Request - \$234,208, increase of \$11,345, or 5.09% over FY21. The Parks budget includes 1 full-time Parks Foreman and 1 full-time Laborer. The budget for full-time personnel has been increased by 6.0% to account for wages for the Foreman position. Overtime and longevity have been decreased by \$1,000 in each account partially offsetting the full-time wage increase. Benefits have increased \$9,461, or 19.7% in the Parks budget resulting from health plan changes. Expenses are a net decrease of \$765 or -.8%. Increases are in chemical toilets – an increase of \$200 due to lack of availability and market forces. The equipment purchase line has been increased by \$2,000 to \$5,000 to support buying an enclosed trailer for carrying parks equipment. In order to offset this increase the equipment supplies line has been decreased by \$1,000 and the landscaping supplies line is also decreased by \$1,000. One other decrease is in fuel with a \$965 decrease. Total general parks expenses are \$90,450, a decrease of \$765 from the FY21 budget of \$91,215.

OTHER CULTURE/RECREATION – FY22 Budget Request - \$33,500, increase of \$0, or 0%, over FY21.

Other Culture/Recreation. The Other Culture and Recreation FY22 budget is \$33,500. This budget includes the following requests. Many of these items support traditional community events held in Exeter:

1. **Christmas Lights:** \$5,000. These funds go to offset costs related to hanging lights, Unitil electric bill, garlands, and holiday decorations associated with the annual holiday season light display.
2. **Holiday Parade:** \$4,500. These funds support the Town’s annual Holiday Parade. The funds represent an annual Town contribution and go to offset parade costs including bands, police details, etc..
3. **Summer Concerts** - Sponsored by Parks/Recreation on Swasey Parkway. Thursdays in the summer : \$9,000 requested. The budget has been level funded for FY22.
4. **Exeter Brass Band.** These are payments to members of the band for their summer concert series held each Monday in July: \$3,500.
5. **Veterans Activities** - This budget supports the annual Memorial Day Parade and Veterans Activities: \$3,500.
6. **AIM Festival Fireworks** - \$8,000. The Parks/Recreation Department sponsors a fireworks display each year to coincide with the American Independence Festival. Cost of the display is estimated at \$8,000 for FY22.

LIBRARY – FY22 Budget Request - \$1,124,151, increase of \$42,884, or 3.97% over FY21.

Public Library - (8.0 FT, 14 part-time employees) – The FY22 Library budget reflects funding for 8 FT employees and 14 part time employees. The budget also includes funds for purchasing books, maintenance contracts, utilities, technology, and supplies. The FY22 budget is put forward by the Library Trustees. Main activities at the Library in FY22, in addition to their broad amount of regularly offered programs to all ages, will include the first year operation of the newly renovated library, now open to the public. Public services are level funded from FY21 at \$202,604. This account pays for all operating expenses at the library including utilities and book purchases.

DEBT SERVICE AND CAPITAL – FY22 Budget Request - \$1,643,416 – decrease of \$131,670, or - 7.42% over FY21.

Debt Service - General Fund – FY22 Budget Request \$1,385,502, an increase of \$11,287, or .82%, over FY21. The General Fund carries debt service on long term bonds for large capital projects. Principal payments on debt service in FY22 include the first year payment on the Salem Street utilities bond (general fund portion) of \$56,996. This expense is offset by a debt

retirement of the Great Dam study of \$34,200. Net principal has increased \$21,196 or 2.1% from FY21. Debt service interest is decreased 2.6% or \$9,909 due to lower interest payments on maturing debt. The FY22 Debt Service budget also includes the first year interest payment on the Salem Street project of \$39,148.

Vehicles Replacement/Leases – FY22 Budget Request - \$253,658, a decrease of \$142,957, or - 36.04%, under FY21. The Vehicles/Replacement and Leases budget includes all current leases on heavy equipment. See CIP page 106 for the most recent lease/purchase schedule. FY21 will be the last payment on Ladder 1 as well as a DPW dump truck. The lease/purchase budget has decreased from \$290,615, to \$143,658 as a result. \$110,000 is being requested to replace two police cruisers with hybrid interceptor cruisers. Other vehicles included in the FY22 budget are listed as proposed warrant articles, with some to be funded from fund balance.

BENEFITS AND TAXES – FY22 Budget Request \$658,062, increase of \$192,268, or 41.28% over FY21.

The FY22 Benefits and Taxes budget includes the health insurance reserve (7.5% estimated plan cost increase totaling \$181,265), the health insurance buyout program (employees taking the buyout receive 30% of the Town's savings), dental and life insurance reserve (2.0% increase), and flexible spending fee reserve (the Town pays the administrative fee to encourage enrollment in the program). The unemployment budget \$2,897, worker's compensation budget \$236,198, and property/liability insurance budget \$69,424 are also part of this budget. The Town participates in the Primex CAP program which caps increases in insurance to not more than 6%. The Library budget carries the Library share of the worker's compensation, property/liability, and unemployment budget allocations for Library employees. In addition, allocations are made for these budgets to the Water and Sewer Funds.

Total General Fund Budget: \$20,566,002, increase of \$648,461, or 3.26%, over FY21.

BOND ARTICLES - GENERAL FUND

10 Hampton Road Property Purchase - \$1,150,000. This warrant article would be a special land and building purchase of the 10 Hampton Road property. Purchase of this property would allow Parks/Recreation to move their offices from the current location at 32 Court Street, create a dual access to the Recreation Park at 4 Hampton Road, and provide for an additional 60-80 parking spaces for Department activities.

Pickpocket Dam Modification - \$300,000. See page 19 of the CIP for full details of this project. This would be a 5 year borrowing to complete the feasibility study of alternatives of what to do with Pickpocket Dam. The Dam is under a Letter of Deficiency from NHDES with requirements and timelines for a solution. The net cost of this project would be \$185,000 after the Town

receives a \$40,000 Coastal Resiliency Grant, and qualifies for \$75,000 in SRF funding. After further review this article may be considered for a funding source other than a bond.

Westside Drive Area Reconstruction (Design Funds) - \$330,715. See page 25 of the CIP for full details of this project. Design funds would be sought through a 5 year bond article for the Westside Drive project. The project is funded \$69,338.33 general fund, \$69,338.33 sewer fund, and \$192,038.33 water fund.

WARRANT ARTICLES – INDIVIDUAL ARTICLES

Collective Bargaining Agreements (TBD). As previously mentioned, the Town may have three collective bargaining agreements to present to the voters for ratification in FY22.

WARRANT ARTICLES – CAPITAL IMPROVEMENT PROGRAM (CIP)

WARRANT ARTICLES – LEASE/PURCHASES

Self Contained Breathing Apparatus – Fire Department - \$348,344. See page 13 of the CIP for more information. First year lease/purchase payment assuming a 7 year lease/purchase would be \$59,064.

Police Body Worn Cameras – Police Department - \$233,000. See page 14 of the CIP for more information. NOTE: This project may be eligible for Congressional Direct Spending (CDS) from the federal government. As of this writing, decisions for CDS projects have not yet been made. First year lease/purchase payment assuming 5 year term would be \$52,821.

WARRANT ARTICLES – NON DEBT SERVICE CAPITAL ARTICLES

Raynes Barn Improvements – Conservation Commission - Gross Cost \$249,000, net cost via warrant article \$100,000. See page 12 of the CIP for a full description. This project is recommended to be funded from general fund balance.

Replace 1-Ton with Dump Body Truck #9 – Public Works - \$71,801. See page 71 of the CIP for more information. This vehicle replacement is recommended to be funded by general fund balance.

Intersection Improvements Plan – \$50,000 - See page 18 of the CIP. This program is being moved up a year to FY22 in response to the need to review problem intersections.

Public Works Facility Garage – Public Works - \$50,000. See page 1 of the CIP for a full description. Funding for this project would be \$20,000 general fund, \$15,000 water fund, and \$15,000 sewer fund. It is reduced from \$75,000 in the CIP. The new amount would allow preliminary site and building costs, determine siting and traffic circulation and completion of

the DPW facility master plan. It would defer borings, fuel island design and remove any contingencies.

Parks Improvement Fund CRF – Parks/Recreation - \$50,000. – See page 15 of the CIP for more information. The recommended amount is decreased from the requested amount of \$150,000. This funding is recommended to be funded via general fund balance.

Car 3 Replacement – Fire Department - \$47,969 – See page 41 of the CIP. This vehicle replacement is recommended to be funded by general fund balance.

Facilities Condition Assessment - \$45,000. See page 2 of the CIP for a full description. This project is sponsored by the Facilities Committee. A consultant would be hired to conduct the FCA.

Replace Jeep #65 Patriot with Ford Explorer Hybrid – Public Works- \$44,750 – See page 59 of the CIP for more information. This vehicle will be swapped for Water/Sewer sedan #13.

Replace Jeep Patriot #51 - \$31,500 – See page 87 of the CIP for a full description.

Bike and Pedestrian Improvement Plan – Planning Department - \$25,000. See page 9 of the CIP for more information.

ARPA FUNDED PROJECTS

GB Total Nitrogen Permit – Public Works - \$93,900. See page 17 of the CIP for a full description. This project will be eligible for ARPA funding. DPW has reduced the amount in the CIP by \$6,000.

Winter Street Stormwater Mitigation – Public Works - \$66,800. See page 26 of the CIP for a full description. Funding for this project would be \$66,800 Town, and a grant for \$100,200. This project will be eligible for ARPA funding.

DEFERRALS

Replace Sedan #24 – Public Works - \$24,000. See page 75 of the CIP for more information.

Replace Sidewalk Tractor #57 – Public Works - \$162,400. See page 65 of the CIP for more information. First year lease/purchase payment assuming a 5 year term would be \$36,816.

Replace ½ Ton Truck #5 with ½ Ton Hybrid – Public Works - \$51,252. See page 69 of the CIP for more information.

Engine 5 Replacement – Fire Department - \$650,000. See page 45 of the CIP for more information. This project would be funded via a lease/purchase. First year payment assuming a 10 year lease/purchase would be \$82,355.

Town Office Geotechnical Evaluation – Public Works Maintenance - \$50,000. See page 4 of the CIP for a full description.

Replace Pavement Hot Box #60 - \$59,481. See page 63 of the CIP for more information.

Fire Inspector Vehicle Replacement - \$41,250. See page 47 of the CIP for a full description.

Total General Fund Appropriations

FY22 Preliminary Budget - \$20,566,002

FY22 Warrant Articles (Non Fund Balance General Fund) - \$328,135

Total FY22 Preliminary: \$20,894,137

Total FY21 General Fund Appropriations: \$20,167,541

Total \$ Appropriations over FY21: \$726,596

Total % Appropriations over FY21: 3.60%

Tax Impact: 39 cents per 1,000 of valuation

FY22 GENERAL FUND REVENUES

The Town has limited revenues to apply to offset the general fund budget. The main categories of revenue include vehicle registration revenues, the cable television franchise fee, building permits, interest on taxes and penalties, and intergovernmental revenue (highway block grant aid, and meals and rooms tax distributions). A table summarizing FY22 budget revenue is below:

Description	Revenue FY20	Revised Revenue FY21	Projected Revenue FY22
Interest and Penalties	\$150,000	\$115,000	\$115,000
Current Use Tax	7,500	147,770	7,500
Yield Tax Revenue	5,400	2,000	2,000
Payment In Lieu Of Taxes	41,304	44,039	44,039
Excavation Tax	500	500	500
Jeopardy Tax Revenue	1,500	1,500	1,500
Motor Vehicle Permits	3,025,000	3,080,000	3,080,000
Building Permits & Fees	325,000	350,000	\$350,000
General Town Clerk Revenue & Franchise Fees	210,000	210,000	\$210,000
General Revenue Sharing	158,990	0	0
Meals and Rooms Tax Revenue	779,375	1,046,425	1,081,094
State Highway Block Grant	311,502	304,590	304,590
Water Pollution Grant	16,421	16,421	0
State Grant Revenues	25,000	25,000	25,000
FEMA Reimbursements	0	67,016	0
Income From Departments	1,075,000	1,215,000	1,000,000
Sale of Town Property – Other	50,000	0	0
Interest Income	55,000	10,000	10,000
Total Rental/Misc Income	27,500	5,500	5,000
Transfers In Trust/Special Revenue Funds	220,857	312,650	200,000
Excess Bond Revenues	100,916	0	0
Use of Fund Balance	\$700,000	\$700,000	\$800,000
Total Revenues	\$7,286,765	\$7,653,411	7,236,223

ENTERPRISE FUNDS

Water and Sewer Funds

The total Water Fund budget request is \$4,253,495 an increase of \$199,311, or 4.92%, over FY21. The total Sewer Fund budget request is \$7,449,750, an increase of \$434,386 or 6.19%, over FY21.

The Water and Sewer Fund budgets fund all operations, maintenance, capital and debt service for the Town’s water and sewer systems. Approximately three quarters of the Town’s population are on the public water and sewer system.

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

Budget Overview

Water – Major budget drivers in the FY22 Water Fund budget include meter replacements, building maintenance, the second year payment on the groundwater/surface water assessment program, and capital outlay increases for the Surface Water Treatment Plant on Portsmouth Avenue.

Sewer – Major budget drivers in the FY22 Sewer Fund budget include nitrogen testing related to the new Great Bay permit, equipment maintenance, and debt service payments for the lagoon sludge removal project, and the Salem Street utilities project. FY22 will be the third year of operation for the new Wastewater Facility and Main Pumping Station.

Water and Sewer Funds – FY22 Budget Request

Fund	FY21	FY22	% Increase/Decrease
Water Fund	\$4,054,184	\$4,253,495	4.92%
Sewer Fund	<u>\$7,015,364</u>	<u>\$7,449,750</u>	6.19%
Total Water-Sewer Funds	\$11,069,548	\$11,703,245	5.72%

WATER FUND

WATER FUND

<u>Program Area</u>	<u>FY20 Budget</u>	<u>FY21 Budget</u>	<u>FY22 Budget Preliminary</u>	<u>\$ Differential</u>	<u>% Differential</u>
Administration	\$393,161	\$409,340	\$432,935	\$23,595	5.76%
Billing/Collections	179,553	171,147	192,101	20,954	12.2%
Water Distribution	836,826	872,786	891,551	18,765	2.15%
Water Treatment	813,514	822,395	844,587	22,192	2.70%
Debt Service	1,164,650	1,263,186	1,323,021	59,835	4.74%
Capital Outlay	165,091	515,330	569,300	53,970	10.47%
Approp. Reserves					
Totals	\$3,552,795	\$4,054,184	\$4,253,495	\$199,311	4.92%

Water Administration – FY22 Budget \$432,935, increase of \$23,595, or 5.76%, over FY21. The Water Fund administration budget includes indirect and direct support from general municipal departments (Town Manager, IT, Human Resources) along with DPW administrative overhead (Director, Town Engineer, Assistant Engineer, Engineering Technician, office management). It also includes the Water/Sewer Assistant Manager position, and temporary wages for seasonal personnel who serve the Water/Sewer Department. FY22 budget changes include an increase in \$5000 in the consulting services account to create a lead service line replacement plan. This is in response to the latest lead and copper rules promulgated by EPA.

Conferences/rooms/meals has been increased to pre COVID 19 levels at \$3,000. The printing account has been increased \$100.

Water Billing – FY22 Budget \$192,101, increase of \$20,954, or 12.24%, over FY21. The billing budget includes administration of the billing program from the Collections Department located at the Town office, the Utilities Clerk, and Billing Clerk functions. It also includes financial support allocations of the Finance Director, Deputy Tax Collector, Collections Specialist, Accountant, and Human Resources and Accounting Specialist. FY22 budget changes include an increase in audit fees of \$4,125, an increase of \$10,501 in the software agreement line item for Munis and Munilink software. An increase to \$550 in the travel reimbursement line for Munis training and an increase to \$2,290 in the education/training line to allocate a portion of Munis training to the Water/Sewer budgets.

Water Distribution – FY22 Budget \$891,551, increase of \$18,765, or 2.15%, over FY21. The Water Distribution budget covers operating costs related to the distribution system, meter replacements, pump station maintenance, and storage tanks. The distribution budget has been

increased by \$18,765 or 2.15% over FY21. FY22 budget changes include an increase in building maintenance account of \$2,000; increase in vehicle maintenance of \$1,000; a new line for fire alarm communications of \$3,500 to pay for fire alarms for pump stations; an increase in GIS software of \$1,500 as more modules are being used for PeopleGIS plus a version upgrade. Meter replacements have also been increased by \$3,000 to replace more meters (the 'cash registers') in the system.

Water Treatment – FY22 Budget \$844,587, increase of \$22,192, or 2.70%, over FY21. The Water Treatment budget covers operating and maintenance costs for the groundwater facility on Lary Lane (GWTP), and the surface water treatment plant on Portsmouth Avenue (SWTP). The Water Treatment budget includes one full time Operation Supervisor, a Senior Operator, and two Operators. FY22 treatment budget changes include an increase of \$12,000 in the lagoon cleaning line item for cleaning the surface water treatment plant clearwell. This cleaning should be done every 2-3 years. Supplies/lab equipment has been increased by \$2,000 for increased testing to comply with the Safe Drinking Water Act using certified laboratories. Fire alarm communications increased by \$1,100 to support the new fire alarm system at the surface and groundwater plants. Lab testing increased by \$2,000 for the lead/copper test ramp up and SDWA revisions. Water treatment chemicals have been increased by \$4,000 for increased chemical costs of the 11 chemicals used to treat water in the production process.

Water Debt Service – FY22 Budget \$1,323,021, increase of \$59,835, or 4.74%, over FY21. – FY22 changes to the debt service budget include the first payment principal and interest on the Salem Street Utilities Project, and second payment on the groundwater/surfacewater assessment program. The Jady Hill waterline debt was retired with a final payment in FY21.

Capital Outlay – FY22 Budget \$569,300, increase of \$53,970, or 10.47%, over FY21. – The Water Capital Outlay account includes funds for capital projects and vehicles/equipment in the system that are funded through the budget. FY22 vehicle requests include a Ford Escape Hybrid, a ½ ton crew cab Hybrid (split 50/50 with sewer fund) and ¾ ton crew cab water only. The vehicle/equipment requests total \$93,970. The Water budget is carrying \$460,000 for water system capital outlay. The Water/Sewer Manager will present a proposed contract with Suez to take over maintenance of the clarifiers and filters at the Surface Water Treatment Plant. The first year cost of this contract is \$335,412. Additional requests are for rehabilitation of Lary Lane Well: \$100,000 and rehabilitation of Stadium Well: \$20,000.

WATER FUND BOND ARTICLES AND OTHER APPROPRIATIONS

Westside Drive Area Reconstruction (Design Funds) - \$330,715. See page 25 of the CIP for full details of this project. Design funds would be sought through a 5 year bond article for the

Westside Drive project. The project is funded \$69,338.33 general fund, \$69,338.33 sewer fund, and \$192,038.33 water fund.

SEWER FUND

Sewer Fund

<u>Program Area</u>	<u>FY20 Budget</u>	<u>FY21 Budget</u>	<u>FY22 Budget Preliminary</u>	<u>\$ Differential</u>	<u>% Differential</u>
Administration	417,513	463,039	\$464,032	\$993	.21%
Billing/Collections	176,328	167,922	188,876	20,954	12.48%
Sewer Collection	708,202	732,111	744,226	12,115	1.65%
Sewer Treatment	1,415,476	1,330,179	1,428,971	98,792	7.43%
Debt Service	4,848,995	4,106,782	4,366,940	260,158	6.33%
Capital Outlay	120,091	215,331	256,705	41,374	19.21%
Totals	\$7,686,605	\$7,015,364	7,449,750	434,386	6.19%

Sewer Administration – FY22 Budget \$464,032, increase of \$993 or .21%, over FY21. The Sewer Fund administration budget includes indirect and direct support from general municipal departments (Town Manager, IT, Human Resources) along with DPW administrative overhead (Director, Town Engineer, Assistant Engineer, Engineering Technician, office management). It also includes the Water/Sewer Manager position, Water/Sewer Assistant Manager position, and temporary wages for seasonal personnel who serve the Water/Sewer department. FY22 budget decreases in administration include a reduction of \$20,000 in the consulting services line, offset by increases in the legal expense line - \$2500 and conference/rooms/meals: \$2,999. The conference/room/meals line is returning to pre-COVID levels. Legal expenses are expenses related to regulatory requirements of the new Great Bay integrated permit.

Sewer Billing – FY22 Budget \$188,876, increase of 20,954, or 12.48%, over FY21. The billing budget includes administration of the billing program from the Collections Department located at the Town office, the Utilities Clerk, and Billing Clerk functions. It also includes financial support allocations of the Finance Director, Deputy Tax Collector, Collections Specialist, Accountant, and Human Resources and Accounting Specialist. FY22 budget changes include an increase in audit fees of \$4,125, an increase of \$10,510 in the software agreement line item for Munis and Munilink software. An increase to \$550 in the travel reimbursement line for Munis training and an increase to \$2,290 in the education/training line to allocate a portion of Munis training to the Water/Sewer budgets.

Sewer Collection – FY22 Budget \$744,226, increase of \$12,115, or 1.65%, over FY21. The Sewer Collection budget covers operating costs related to the collections system, lift stations, I and I abatement and manhole maintenance. FY22 budget line increases in Sewer Collection include \$1,000 increase in vehicle maintenance, \$250 in grit removal, \$1,499 in fire alarm communication, \$250 in safety equipment, and \$1,500 in GIS software. There is a reduction in

the licenses line item of \$150. The GIS software increase is due to more modules being utilized plus an inflationary adjustment for the software.

Sewer Treatment – FY22 Budget \$1,428,971, increase of \$98,792, or 7.43%, over FY21. The Sewer Treatment budget includes all facility costs of treatment at the new WWTF. General expenses are up \$80,900 with the two largest items being \$59,000 for lab testing under the new Great Bay integrated permit, and \$22,500 in equipment maintenance for a solarbee maintenance contract of \$22,500.

Sewer Debt Service – FY22 Budget \$4,366,940, increase of \$260,158, or 6.33%, over FY21. In FY22, the Sewer Fund debt service budget will include the third payment on the new Wastewater Facility. In addition debt service payments have been budgeted for the Lagoon Sludge Removal project - \$244,540, and the sewer portion of the Salem Street Utilities project - \$151,356.

Sewer Capital Outlay – FY22 Budget \$256,705, increase of \$41,374, or 19.21%, over FY21. The Sewer Capital Outlay FY22 budget includes \$200,000 for smaller capital projects including completing the coating to the WWTF basin walls and flume wall. In addition this budget is carrying two vehicle requests made by the Department, split 50/50 with water/sewer. The first is a Ford Escape hybrid, the second a ½ ton truck with a crew cab, also a hybrid.

SEWER FUND BOND ARTICLES AND OTHER APPROPRIATIONS

Westside Drive Area Reconstruction (Design Funds) - \$330,715. See page 25 of the CIP for full details of this project. Design funds would be sought through a 5 year bond article for the Westside Drive project. The project is funded \$69,338.33 general fund, \$69,338.33 sewer fund, and \$192,038.33 water fund.

Court Street Design - \$400,000 – see CIP Page 29.

Sewer Capacity Rehabilitation - \$200,000 – see CIP Page 30. The first year amount for this project is reduced from \$500,000 to \$200,000 in order to complete design. This will determine the scope for the rest of the project going forward.

Webster Avenue Pump Station Project - \$5,200,000. See page 34 in CIP. NOTE: A portion of this project may be eligible for Congressional Direct Spending. This project is still being evaluated overall and may be deferred due to increased cost.

REVOLVING FUNDS – CATV, EMS, AND RECREATION

The Town has three Revolving Funds which are non-appropriated funds. This means the funds are managed by the respective departments with revenues coming from fees. The Town uses each revolving fund to support the specific service associated with the fund. The three funds are Recreation Revolving, EMS Revolving Fund and Cable Television PEG Fund. These funds provide funding for various programs and services outside the general fund and therefore have no impact on property taxes. The primary revenues for the Recreation Revolving Fund are program fees and the annual powder keg festival; the EMS Fund EMS revenues, and the Cable Television PEG Revolving Fund, Franchise Fee revenues. Cable TV Fund revenues are split 50/50 with the General Fund. The current cable franchise fee generates approximately \$250,000 per year in gross revenues. In FY22, revenues are estimated at \$140,000 for the CATV fund, and \$500,000 for the EMS Revolving Fund. The FY22 Recreation Revolving Fund revenues have been estimated at \$460,000. There is one capital outlay replacement planned in FY22 for the EMS Fund.

Ambulance 1 Replacement - \$245,000. – See page 35 of the CIP. This ambulance replacement would be funded from the EMS revolving fund and not through the Town Warrant. The ambulance would be proposed to be funded via a lease/purchase for 3 or 5 years.

As always, I would like to thank the Town Departments for their efforts and diligence on their FY22 budget submittals. I look forward to working with the Select Board and Budget Recommendations Committee in refining this budget in the coming months.

Respectfully submitted,

Russell Dean
Town Manager

Town of Exeter							
2022 Preliminary Budget							
September 24, 2021 Version #1							
DEPARTMENT	2020 Budget	2020 Actual	2021 Budget	2021 August Actual	2022 Preliminary Budget	2022 Budget vs. 2021 Budget \$ Increase/-(Decrease)	2022 Budget vs. 2021 Budget %-Difference
General Fund Appropriations							
General Government							
Select Board	22,981	21,791	20,681	12,623	20,636	(45)	-0.22%
Town Manager	244,451	239,189	254,976	187,384	257,359	2,383	0.93%
Human Resources	150,748	89,709	132,735	75,992	172,771	40,036	30.16%
Transportation	1	-	1	-	1	-	0.00%
Legal	80,000	102,959	80,000	45,365	80,000	-	0.00%
Information Technology	254,861	242,051	291,463	138,859	389,746	98,283	33.72%
Trustees of Trust Funds	891	891	891	891	891	-	0.00%
Town Moderator	1,319	2,503	754	377	1,130	377	50.00%
Town Clerk	353,739	344,100	363,956	232,857	375,871	11,915	3.27%
Elections/Registration	30,601	28,464	12,058	7,648	25,003	12,945	107.36%
Total General Government	1,139,592	1,071,657	1,157,515	701,995	1,323,408	165,893	14.33%
Finance							
Finance/Accounting	329,674	319,710	338,688	242,501	358,248	19,560	5.78%
Treasurer	9,792	9,592	9,792	6,412	9,792	-	0.00%
Tax Collection	115,812	97,431	108,358	81,237	101,652	(6,707)	-6.19%
Assessing	253,610	249,500	234,994	162,934	237,764	2,769	1.18%
Total Finance	708,888	676,234	691,833	493,084	707,455	15,623	2.26%
Planning & Development							
Planning	275,873	240,385	244,064	143,169	271,143	27,079	11.10%
Economic Development	151,341	140,945	147,302	93,698	152,886	5,584	3.79%
Inspections/Code Enforcement	265,855	238,910	271,392	143,460	279,096	7,704	2.84%
Conservation Commission	10,039	5,552	10,039	1,320	10,039	-	0.00%
Renewable Energy Expense	-	-	1	-	1	-	0.00%
Zoning Board of Adjustment	4,326	3,810	4,326	1,336	4,326	-	0.00%
Historic District Commission	11,825	1,255	2,825	238	2,825	-	0.00%
Heritage Commission	892	892	893	65	893	-	0.00%
Total Planning & Development	720,151	631,750	680,842	383,286	721,209	40,367	5.93%
Public Safety							
Police	3,325,944	3,138,015	3,426,844	1,936,190	3,504,902	78,058	2.28%
Fire	3,851,911	3,669,690	3,784,396	2,219,238	3,826,206	41,810	1.10%
Communications	417,082	360,064	381,059	223,529	386,745	5,686	1.49%
Health	135,010	131,693	119,196	71,565	122,954	3,758	3.15%
Total Public Safety	7,729,948	7,299,463	7,711,495	4,450,522	7,840,807	129,312	1.68%
Public Works - General Fund							
Administration & Engineering	412,348	347,197	405,359	227,336	419,664	14,305	3.53%
Highways & Streets	2,112,946	1,817,974	2,017,597	1,007,071	2,155,040	137,443	6.81%
Snow Removal	334,555	243,489	311,190	192,266	313,201	2,011	0.65%
Solid Waste Disposal	1,304,764	1,354,828	1,388,385	654,636	1,324,555	(63,830)	-4.60%
Street Lights	170,340	165,172	169,000	96,705	169,000	-	0.00%
Stormwater	60,000	68,165	54,000	23,782	92,360	38,360	71.04%
Total Public Works - General Fund	4,394,953	3,996,826	4,345,531	2,201,797	4,473,820	128,289	2.95%

Town of Exeter							
2022 Preliminary Budget							
September 24, 2021 Version #1							
DEPARTMENT	2020 Budget	2020 Actual	2021 Budget	2021 August Actual	2022 Preliminary Budget	2022 Budget vs. 2021 Budget \$ Increase/-(Decrease)	2022 Budget vs. 2021 Budget %-Difference
Maintenance							
General	527,219	448,824	548,185	298,314	567,247	19,062	3.48%
Town Buildings	289,424	248,434	293,445	185,965	294,175	730	0.25%
Maintenance Projects	100,000	100,000	100,000	33,080	100,000	-	0.00%
Mechanics/Garage	273,496	180,039	273,034	117,123	277,842	4,808	1.76%
Total Maintenance	1,190,139	977,297	1,214,664	634,482	1,239,264	24,600	2.03%
Welfare & Human Services							
Welfare	73,052	74,866	73,120	34,608	73,048	(72)	-0.10%
Human Services	103,805	103,430	106,720	40,635	105,105	(1,615)	-1.51%
Total Welfare & Human Services	176,857	178,296	179,840	75,243	178,153	(1,687)	-0.94%
Parks & Recreation							
Recreation	344,410	335,543	357,313	222,387	388,549	31,237	8.74%
Parks	218,182	209,800	222,863	121,821	234,208	11,345	5.09%
Total Parks & Recreation	562,592	545,343	580,176	344,207	622,757	42,581	7.34%
Other Culture/Recreation							
Other Culture/Recreation	17,000	15,359	18,500	13,825	18,500	-	0.00%
Special Events	15,000	3,627	15,000	13,562	15,000	-	0.00%
Total Other Culture/Recreation	32,000	18,986	33,500	27,387	33,500	-	0.00%
Public Library							
Library	1,032,885	1,012,365	1,081,267	740,622	1,124,151	42,884	3.97%
Total Library	1,032,885	1,012,365	1,081,267	740,622	1,124,151	42,884	3.97%
Debt Service & Capital							
Debt Service	1,055,140	1,050,614	1,374,215	1,368,183	1,385,502	11,287	0.82%
Vehicle Replacement/Lease	416,907	410,876	396,615	249,781	253,658	(142,957)	-36.04%
Misc. Expense	4	1,578	4	4,164	4	-	0.00%
Cemeteries	1	-	1	-	1	-	0.00%
Capital Outlay - Other	4,251	14,879	4,251	3,332	4,251	-	0.00%
Total Debt Service & Capital	1,476,303	1,477,947	1,775,086	1,625,460	1,643,416	(131,670)	-7.42%
Benefits & Taxes							
Health Insurance Buyout/Sick Leave/Flex Spending	161,552	262,258	157,276	145,421	164,113	6,838	4.35%
Insurance Reserves	-	-	-	-	185,430	185,430	-
Unemployment	2,897	2,897	2,897	2,897	2,897	-	0.00%
Worker's Compensation	213,402	213,402	236,198	201,346	236,198	-	0.00%
Insurance	63,379	62,378	69,424	66,263	69,424	-	0.00%
Total Benefits & Taxes	441,230	540,935	465,795	415,928	658,062	192,268	41.28%
Total GF Operating Budget	19,605,537	18,427,099	19,917,541	12,094,012	20,566,002	648,461	3.26%

Town of Exeter							
2022 Preliminary Budget							
September 24, 2021 Version #1							
DEPARTMENT	2020 Budget	2020 Actual	2021 Budget	2021 August Actual	2022 Preliminary Budget	2022 Budget vs. 2021 Budget \$ Increase/-(Decrease)	2022 Budget vs. 2021 Budget %-Difference
Other Appropriations - Warrant Articles							
Self-Contained Breathing Apparatus					59,064	59,064	
Police Body Cameras					52,821	52,821	
Sick Leave Expendable Trust Fund	100,000		100,000		100,000	-	0.0%
Conservation Fund Appropriation	50,000		50,000		-	(50,000)	-100.0%
Raynes Barn Improvements					100,000	100,000	
1-Ton Dump Body Truck					71,801	71,801	
Snow/Ice Deficit Fund	50,000		50,000		50,000	-	0.0%
Intersection Improvements Program					50,000	50,000	
Parks & Rec Capital Reserve Fund	100,000		100,000		50,000	(50,000)	-50.0%
Fire Dept Car#3 Replacement					47,969	47,969	
Facilities Assessment					45,000	45,000	
Ford Explorer Hybrid					44,750	44,750	
DPW Replacement of car #51					31,500	31,500	
Bike & Pedestrian Improvement Plan					25,000	25,000	
Public Works Facility Garage			-		20,000	20,000	
SEIU 1984 Collective Bargaining					-	-	
Sidewalk Program CRF	60,000				-	-	
Swasey Parkway Permit Fee Approp			1,300		3,635	2,335	179.6%
Exeter Police Association Agreement					-	-	
Exeter Professional FF's Association					-	-	
Pickpocket Dam Capital Reserve Fund	110,000				-	-	
Stewart Park Seawall Deficit Funding			105,794		-	(105,794)	-100.0%
Public Safety Study			100,000		-	(100,000)	-100.0%
Town wide Vehicle Replacements	147,872					-	
Communications Repeater Site Impr	78,792					-	
Metered Parking	115,000					-	
Total Other Approp.-WAR	811,664	-	507,094	-	751,540	244,446	48.21%
Borrowing Other							
Pickpocket Dam Modification					300,000	300,000	
Westside Dr Area Reconst Design					69,338	69,338	
Purchase of 10 Hampton Rd.					1,150,000	1,150,000	
			3,600,000			(3,600,000)	
Salem St. Area Utility Replacements			1,010,000			(1,010,000)	
Total Borrowing Other	-	-	4,610,000	-	1,519,338	(3,090,662)	-67.04%
Total GF & WAR & Borrowing	20,417,201	18,427,099	25,034,635	12,094,012	22,836,880	(2,197,755)	-8.78%

Town of Exeter							
2022 Preliminary Budget							
September 24, 2021 Version #1							
DEPARTMENT	2020 Budget	2020 Actual	2021 Budget	2021 August Actual	2022 Preliminary Budget	2022 Budget vs. 2021 Budget \$ Increase/-(Decrease)	2022 Budget vs. 2021 Budget %-Difference
Water Fund							
Administration	393,161	376,937	409,340	259,418	432,935	23,595	5.76%
Billing and Collection	179,553	159,651	171,147	102,932	192,101	20,954	12.24%
Distribution	836,826	779,211	872,786	505,317	891,551	18,765	2.15%
Treatment	813,514	771,930	822,395	514,745	844,587	22,192	2.70%
Debt Service	1,164,650	1,152,439	1,263,186	1,225,931	1,323,021	59,835	4.74%
Capital Outlay	165,091	105,721	515,330	25,851	569,300	53,970	10.47%
Total WF Operating Budget	3,552,795	3,345,888	4,054,184	2,634,194	4,253,495	199,311	4.92%
Other Appropriations - Warrant Articles							
SEIU 1984 Collective Bargaining						-	
Salem St. Area Utility Replacements			2,500,000			(2,500,000)	-100.0%
Groundwater Source Development	200,000		1,000,000			(1,000,000)	-100.0%
Public Works Garage Design			-		15,000	15,000	
Westside Dr Area Reconst Design					192,038	192,038	
Total Other Appropriations	200,000	-	3,500,000	-	207,038	(3,292,962)	-94.1%
Total Water Fund Appropriations	3,752,795	3,345,888	7,554,184	2,634,194	4,460,533	(3,093,651)	-40.95%
Sewer Fund							
Administration	417,513	462,097	463,039	299,605	464,032	993	0.21%
Billing and Collection	176,328	156,801	167,922	101,634	188,876	20,954	12.48%
Collection	708,202	665,403	732,111	341,265	744,226	12,115	1.65%
Treatment	1,415,476	1,172,927	1,330,179	786,874	1,428,971	98,792	7.43%
Debt Service	4,848,995	4,816,969	4,106,782	514,945	4,366,940	260,158	6.33%
Capital Outlay	120,091	87,315	215,331	6,131	256,705	41,374	19.21%
Appropriations from Reserves	-	-	-	65,000			
Total SF Operating Budget	7,686,605	7,361,513	7,015,364	2,115,453	7,449,750	434,386	6.19%
Other Appropriations - Warrant Articles							
SEIU 1984 Collective Bargaining					-	-	
Salem St. Area Utility Replacements			1,590,000			(1,590,000)	-100.0%
Squamscott River Sewer Siphons	1,600,000					-	
Folsom Street PS Rehabilitation	150,000					-	
Public Works Garage Design					15,000	15,000	
Lagoon Sludge Removal			2,600,000			(2,600,000)	-100.0%
Court Street Pump Station Design	-				400,000	400,000	
Sewer Capacity Rehabilitation					200,000	200,000	
Webster Ave Pump Station	-				5,200,000	5,200,000	
Westside Dr Area Reconst Design					69,338	69,338	
Total Other Appropriations	1,750,000	-	4,190,000	-	5,884,338	1,694,338	40.44%
Total Sewer Fund Appropriations	9,436,605	7,361,513	11,205,364	2,115,453	13,334,088	2,128,724	19.00%

Town of Exeter										
2022 Preliminary Sewer Fund Budget										
September 24, 2021 Version #1										
Org	Object	Description	2020 Budget	2020 Actual	2021 Budget	2021 August Actual	2022 Preliminary Budget	2022 Budget vs. 2021 Budget \$ Increase/-(Decrease)	2022 Budget vs. 2021 Budget %-Difference	Explanation
SEWER FUND Administration										
13432031	51110	SA- Sal/Wages FT	211,725	213,455	222,420	125,298	235,798	13,378	6.0%	2 FT W/S Mgr & Asst Mgr Split 50/50, and GF allocations
13432031	51200	SA- Sal/Wages PT	3,145	5,588	3,104	4,285	861	(2,243)	-72.3%	GF allocation (HR Assistant move to FT)
13432031	51210	SA- Sal/Wages Temp	3,500	-	3,500	-	3,500	-	0.0%	PT Seasonal Employee 50/50 W&S Split
		Salaries Total	218,370	219,043	229,024	129,583	240,159	11,135	4.9%	
13432031	52100	SA- Health Insurance	45,142	45,142	51,780	30,200	49,365	(2,415)	-4.7%	Allocations from GF
13432031	52110	SA- Dental Insurance	3,384	2,878	3,691	2,126	3,982	291	7.9%	Allocations from GF
13432031	52120	SA- Life Insurance	259	259	275	165	283	8	2.9%	Allocations from GF
13432031	52130	SA- LTD Insurance	520	520	532	266	556	24	4.5%	Allocations from GF
13432031	52140	SA- Health Insurance Buyout	2,828	2,828	2,214	1,108	2,186	(28)	-1.3%	Allocations from GF
13432031	52200	SA- FICA	13,539	13,459	14,199	7,867	14,890	690	4.9%	Based on wages: 6.2%
13432031	52210	SA- Medicare	3,166	3,147	3,321	1,840	3,482	161	4.9%	Based on wages: 1.45%
13432031	52300	SA- Retirement Town	23,650	24,099	27,526	15,387	33,153	5,627	20.4%	Based on wages: 14.06%
13432031	52600	SA- Workers Comp Insurance	4,729	4,729	5,234	4,461	5,234	-	0.0%	Primex
		Benefits Total	97,217	97,061	108,772	63,420	113,131	4,359	4.0%	
13432031	55293	SA- Supplies	4,000	4,044	4,000	2,639	4,000	-	0.0%	20% of general office supplies, copy costs, batteries; 50% of meter records maintenance; 50% supplies/maint. multi-function plotter
13432031	55224	SA- Postage	2,000	2,255	2,000	1,308	2,000	-	0.0%	Postage allocation, IPP notices and MOR reports
13432031	55055	SA- Consulting Services	12,000	48,095	32,000	19,506	12,000	(20,000)	-62.5%	WW lagoon groundwater discharge permit; PFAS/PFOA; trunk lines capacity evaluation \$20k in 2020
13432031	55124	SA- Fleet Insurance	662	662	728	729	728	-	0.0%	Primex
13432031	55228	SA- Property Insurance	68,824	68,825	75,713	75,713	75,713	-	0.0%	Primex
13432031	55257	SA- Safety Equipment	-	547	-	130	-	-	-	DOL & OSHA standards, asbestos pipe, confined space equip. maint (moved to SC & ST)
13432031	55158	SA-Insurance Reimbursed Repairs	1,000	-	1	-	1	-	0.0%	Damage repairs on insurance claims
13432031	55170	SA- Legal Expense	5,000	17,618	5,000	5,722	7,500	2,500	50.0%	Legal expenses related to EPA permit issues
13432031	55190	SA- Mobile Communications	800	449	800	150	800	-	0.0%	20% Director, Town Engineer, Asst Engineer cellphones, 50% W/S Manager
13432031	55002	SA- Advertising	500	-	500	-	500	-	0.0%	Bid packages, requests for proposals
13432031	55050	SA- Conf Rooms/Meals	2,640	535	1	-	3,000	2,999	299900.0%	Annual national conference
13432031	55091	SA- Education/Training	4,500	2,965	4,500	705	4,500	-	0.0%	Wastewater treatment and collections training
		General Expenses Total	101,926	145,994	125,243	106,602	110,742	(14,501)	-11.6%	
		Administration Total	417,513	462,097	463,039	299,605	464,032	993	0.2%	
Billing										
13432134	51110	SB- Sal/Wages FT	75,818	76,522	77,983	42,783	77,846	(137)	-0.2%	1 FT Utilities Clerk (50/50 split W&S) & GF Allocations
13432134	51200	SB- Sal/Wages PT	11,765	7,286	12,154	3,775	12,493	339	2.8%	1 PT Utilities Clerk 24 hrs/wk (from 16 hrs/wk PRYR) (50/50 split W&S)
13432134	51300	SB- Sal/Wages OT	306	322	306	36	-	(306)	-100.0%	Allocations from GF
13432134	51400	SB- Longevity Pay	375	375	375	188	-	(375)	-100.0%	Allocations from GF
		Salaries Total	88,264	84,505	90,818	46,781	90,339	(479)	-0.5%	

Town of Exeter										
2022 Preliminary Sewer Fund Budget										
September 24, 2021 Version #1										
Org	Object	Description	2020 Budget	2020 Actual	2021 Budget	2021 August Actual	2022 Preliminary Budget	2022 Budget vs. 2021 Budget \$ Increase/-(Decrease)	2022 Budget vs. 2021 Budget %-Difference	Explanation
I3432134	52100	SB- Health Insurance	26,052	26,052	26,483	15,424	28,854	2,371	9.0%	Allocations from GF
I3432134	52110	SB- Dental Insurance	1,828	1,714	1,828	1,072	1,955	127	6.9%	Allocations from GF
I3432134	52120	SB- Life Insurance	101	101	101	68	101	-	0.0%	Allocations from GF
I3432134	52130	SB - LTD Insurance	129	129	133	66	135	2	1.5%	Allocations from GF
I3432134	52200	SB- FICA	5,472	5,124	5,631	2,819	5,601	(30)	-0.5%	Based on wages: 6.2%
I3432134	52210	SB- Medicare	1,280	1,199	1,317	659	1,310	(7)	-0.5%	Based on wages: 1.45%
I3432134	52300	SB- Retirement Town	8,545	8,612	9,939	5,304	10,945	1,006	10.1%	Based on wages: 14.06%
I3432134	52600	SB- Workers Comp Insurance	1,102	1,102	1,220	1,040	1,220	-	0.0%	Primex
		Benefits Total	44,509	44,033	46,652	26,453	50,121	3,470	7.4%	
I3432134	55200	SB- Supplies	3,750	2,366	3,750	1,234	3,750	-	0.0%	Water bill processing, Ink Cartridges, paper, letterhead, pens, etc
I3432134	55224	SB- Postage	2,500	3,000	2,500	1,500	2,500	-	0.0%	Postage for sewer bills
I3432134	55055	SB- Consulting Services	5,000	-	500	-	500	-	0.0%	Allocation of actuarial costs for GASB compliance \$500
I3432134	55014	SB- Audit Fees	8,500	8,500	9,000	7,625	13,125	4,125	45.8%	Financial Audit and Single Audit Fees for Melanson
I3432134	55213	SB- Phone Utilization	4,200	4,290	4,263	2,786	4,500	238	5.6%	12.5% allocation of IT phone utilization
I3432134	55247	SB- Registry of Deeds	25	-	25	-	25	-	0.0%	Sewer Lien Releases
I3432134	55159	SB- Internet Services	1,155	1,155	2,565	1,628	4,266	1,701	66.3%	12.5% allocation of IT internet services (website)
I3432134	55383	SB- Email Archiving			2,350	1,434	900	(1,450)	-61.7%	12.5% allocation of IT cost
I3432134	55270	SB- Software Agreement	10,500	8,952	5,500	12,193	16,010	10,510	191.1%	Munilink UB Software Maintenance & Munis Allocation
I3432134	55308	SB- Travel Reimbursement	1,500	-	-	-	550	550		Munis PACE training travel
I3432134	55091	SB- Education & Training	6,425	-	-	-	2,290	2,290		Allocation of Munis Training
		General Expenses Total	43,555	28,264	30,453	28,400	48,416	17,963	59.0%	
		Sewer Billing Total	176,328	156,801	167,922	101,634	188,876	20,954	12.5%	
Collection										
I3432532	51110	SC- Sal/Wages FT	210,258	199,482	215,727	123,880	214,806	(921)	-0.4%	8 FT split 50/50 WD/SC
I3432532	51300	SC- Sal/Wages OT	21,000	9,238	21,000	1,556	21,000	-	0.0%	WD/SC/WWTP/PS (calls from dispatch or SCADA alarms)
I3432532	51310	SC- Sal/Wages Stand-By	3,640	3,500	3,640	2,380	3,640	-	0.0%	Pay for after hours on-call status, \$140/week per union contract split 50/50 WD/SC
I3432532	51400	SC- Longevity Pay	1,725	1,725	1,775	-	1,825	50	2.8%	8 FT per union contract split 50/50 WD/SC
		Salaries Total	236,623	213,946	242,142	127,817	241,271	(871)	-0.4%	
I3432532	52100	SC-Health Insurance	68,863	68,863	78,918	46,362	83,818	4,901	6.2%	
I3432532	52110	SC- Dental Insurance	4,036	3,740	4,715	2,799	5,222	507	10.7%	
I3432532	52120	SC- Life Insurance	216	227	216	138	216	-	0.0%	
I3432532	52200	SC- FICA	14,671	12,594	15,013	7,707	14,959	(54)	-0.4%	Based on wages: 6.2%
I3432532	52210	SC- Medicare	3,431	2,946	3,511	1,802	3,498	(13)	-0.4%	Based on wages: 1.45%
I3432532	52300	SC- Retirement Town	26,431	23,898	30,626	14,915	33,923	3,297	10.8%	Based on wages: 14.06%
I3432532	52600	SC- Workers Comp Ins	8,787	8,787	9,725	8,290	9,725	-	0.0%	Primex
		Benefits Total	126,434	121,054	142,723	82,012	151,360	8,637	6.1%	

Town of Exeter										
2022 Preliminary Sewer Fund Budget										
September 24, 2021 Version #1										
Jrg	Object	Description	2020 Budget	2020 Actual	2021 Budget	2021 August Actual	2022 Preliminary Budget	2022 Budget vs. 2021 Budget \$ Increase/- (Decrease)	2022 Budget vs. 2021 Budget % Difference	Explanation
13432532	55022	SC- Building Maintenance	10,000	5,427	10,000	6,855	10,000	-	0.0%	10 pumping stations
13432532	55105	SC- Equipment Maintenance	5,000	3,721	5,000	2,387	5,000	-	0.0%	consumables; repairs; cutting heads
13432532	55252	SC- Road Repairs	5,000	1,565	5,000	830	5,000	-	0.0%	Sewer trench paving; compaction test requirements, service repairs at mains
13432532	55153	SC- I/I Abatement	20,000	3,033	20,000	-	20,000	-	0.0%	Maintenance, catch basin & sump pump removal, smoke & dye testing
13432532	55369	SC- Pipe Relining	40,000	79,452	40,000	-	40,000	-	0.0%	Relining vitrified clay, RCP
13432532	55319	SC- Vehicle Maintenance	10,000	11,284	9,000	10,341	10,000	1,000	11.1%	10 vehicles, 3 trailers, split 50/50 with water dist
13432532	55140	SC- Grit Removal	2,500	-	2,500	2,148	2,750	250	10.0%	Transport of gravel, sand, etc. to Waste Management from WWTP
13432532	55543	SC- CSO Monitoring	13,500	13,500	13,500	6,750	13,500	-	0.0%	Maintenance fee for Combined Sewer Overflow (CSO) \$13.5K for monitoring
13432532	55179	SC- Manhole Maintenance	69,600	66,138	69,600	7,230	69,600	-	0.0%	Manholes, piping & service repairs
13432532	55236	SC- Pump & Control Maintenance	49,450	38,252	49,450	20,213	49,450	-	0.0%	Maintain 22 sewer pumps; wear rings, impellers, shaft couplings, seals
13432532	55173	SC- Licenses	1,000	431	1,000	70	850	(150)	-15.0%	19 certifications for 16 individuals in sewer collection; 1/2 master electrician (due in Nov)
13432532	55190	SC- Mobile Communications	1,450	1,054	1,600	1,043	1,600	-	0.0%	4 MiFi's (50%)
13432532	55003	SC- Drug/Alcohol Testing	800	97	500	149	500	-	0.0%	Contract w/Fleet Screen & Convenient MD; USDOT required random testing for all CDL holders & screening new hires
13432532	55545	SC- Fire Alarm Communication	1	-	1	-	1,500	1,499	149900.0%	Main Pump Station fire alarm
13432532	55257	SC- Safety Equipment	2,250	2,020	2,500	1,303	2,750	250	10.0%	PPE & tools for new asbestos pipe OSHA standards, confined space equip. maint.
13432532	55314	SC- Uniforms	2,145	2,131	2,145	1,236	2,145	-	0.0%	7 split 50/50 WD/SC
13432532	55136	SC- GIS Software	4,500	4,750	7,500	5,875	9,000	1,500	20.0%	Software revisions/maintenance; handheld and software agreement with TISales; new asset mngt modules
13432532	55260	SC- SCADA Software	3,000	-	3,000	-	3,000	-	0.0%	Software annual maintenance; I/O cards
13432532	55301	SC- Tools	2,500	1,774	2,500	886	2,500	-	0.0%	Sewer augers, CCTV parts
13432532	55194	SC- Natural Gas	11,150	6,612	11,150	5,526	11,150	-	0.0%	Heat & generator fuel
13432532	55092	SC- Electricity	82,000	79,202	82,000	52,182	82,000	-	0.0%	Heat, lights, pumps, etc. (new power for MPS grinder pump)
13432532	55128	SC- Fuel	9,300	9,960	9,300	6,414	9,300	-	0.0%	Diesel, propane, gasoline for vehicles, equipment and pumping stations
		General Expenses Total	345,146	330,403	347,246	131,436	351,595	4,349	1.3%	
		Collection Total	708,202	665,403	732,111	341,265	744,226	12,115	1.7%	
Treatment										
13432633	51110	ST- Sal/Wages FT	255,439	262,716	269,641	177,169	280,426	10,785	4.0%	5 FT: 3 Operators, 1 Sr Operator, 1 Chief Operator (8 Mos)
13432633	51300	ST- Sal/Wages OT	19,000	27,145	19,000	14,004	19,000	-	0.0%	average OT rate = \$36.95/hr, 514 hours
13432633	51310	ST- Sal/Wages Stand-By	7,280	7,280	7,280	4,760	7,280	-	0.0%	After hours on-call status, \$140/wk per union contract
13432633	51350	ST- Sal/Wages Storm Related FEMA	1	-	1	-	1	-	0.0%	Expenses related to declared emergencies
13432633	51400	ST- Longevity Pay	700	700	750	-	800	50	6.7%	1 FT per union contract
		Salaries Total	282,420	297,841	296,672	195,933	307,507	10,835	3.7%	

Town of Exeter										
2022 Preliminary Sewer Fund Budget										
September 24, 2021 Version #1										
Org	Object	Description	2020 Budget	2020 Actual	2021 Budget	2021 August Actual	2022 Preliminary Budget	2022 Budget vs. 2021 Budget \$ Increase/-(Decrease)	2022 Budget vs. 2021 Budget %-Difference	Explanation
13432633	52100	ST- Health Insurance	122,421	122,421	125,845	80,310	125,481	(364)	-0.3%	2.5% increase in the premium rate
13432633	52110	ST- Dental Insurance	8,650	7,799	7,800	5,228	8,650	850	10.9%	No change in the premium rate
13432633	52120	ST- Life Insurance	270	298	270	192	270	-	0.0%	No change in the premium rate
13432633	52200	ST- FICA	17,510	17,309	18,394	11,172	19,065	672	3.7%	Based on wages: 6.2%
13432633	52210	ST- Medicare	4,095	4,048	4,302	2,613	4,459	157	3.7%	Based on wages: 1.45%
13432633	52300	ST- Retirement Town	31,546	33,269	37,494	23,231	43,235	5,741	15.3%	Based on wages: 14.06%
13432633	52600	ST- Workers Comp Insurance	8,787	8,787	9,727	8,292	9,727	-	0.0%	Primex
		Benefits Total	193,279	193,931	203,831	131,037	210,888	7,057	3.5%	
13432633	55022	ST- Building Maintenance	10,500	18,403	10,500	20,572	10,500	-	0.0%	3 high exposure buildings; 6 new buildings & 4 large process tanks
13432633	55105	ST- Equipment Maintenance	50,000	43,395	75,000	37,696	97,500	22,500	30.0%	Chem feed pumps, flow meters, motorized valves, aerators; new centrifuges (2), RAS/WAS pumps (6), UV Bulbs & Ballasts; DO, ORP & TN probes replacement; Atlas Copco (\$5k); Solarbee circulator maint contract (\$17,680)
13432633	55337	ST- Weed Control	3,000	2,056	4,500	-	4,500	-	0.0%	Invasive species control in lagoons from 2x to 3x/yr
13432633	55204	ST- Outfall Dredging	6,500	-	6,500	-	1	(6,499)	-100.0%	biennial inspection & cleaning if needed
13432633	55154	ST- Industrial Pre-treat	15,000	4,602	12,000	2,782	12,000	-	0.0%	5 significant industrial permits with monitoring
13432633	55220	ST- Pond/Lagoon Maintenance	2,500	1,344	2,500	150	2,000	(500)	-20.0%	Inter-lagoon sluice gates/piping, wires, etc.
13432633	55173	ST- Licenses	1,200	328	1,200	625	1,000	(200)	-16.7%	Required training for licensing; professional development; master electrician 15 hr training
13432633	55190	ST- Mobile Communications	3,000	1,719	3,000	877	3,000	-	0.0%	WWTP operators' 1 MiFi for SCADA backup
13432633	55545	ST- Alarm Communications	1	-	1	-	7,500	7,499	749900.0%	WWTF fire alarms and SCADA alarms, 7 @ \$1500/building
13432633	55003	ST- Drug/Alcohol Testing	500	16	500	-	500	-	0.0%	Contract w/Fleet Screen & Convenient MD; USDOT required random testing for all CDL holders & screening new hires
13432633	55257	ST- Safety Equipment	2,500	2,968	3,500	605	3,500	-	0.0%	PPE, gas monitors, Tyvek suits, gloves, confined space equip. maint.
13432633	55314	ST- Uniforms	3,375	2,220	3,375	1,459	3,375	-	0.0%	uniforms for 5 operators
13432633	55260	ST- SCADA Software/Hardware	5,000	4,917	5,000	2,316	5,000	-	0.0%	Software revisions/annual maintenance
13432633	55072	ST- Dam Registration	1,500	1,500	1,500	-	1,500	-	0.0%	Annual NHDES dam fees for WWTP and Clemson Pond lagoons
13432633	55161	ST- Lab Testing	60,000	57,931	46,000	43,228	105,000	59,000	128.3%	CSO testing, NPDES nitrogen testing, EPA effluent testing, groundwater monitor report, Great Bay & river monitoring from \$18k to \$75k & TN annual report
13432633	55034	ST- Chemicals	100,000	64,897	100,000	50,888	100,000	-	0.0%	polymer, magnesium hydroxide & supplemental carbon
13432633	55373	ST- Solids Handling	336,000	233,699	280,000	156,676	280,000	-	0.0%	Biweekly centrifuge solids generation & weekly disposal at Turnkey
13432633	55194	ST- Natural Gas	22,000	11,158	20,000	11,461	20,000	-	0.0%	Building heat
13432633	55092	ST- Electricity	312,000	228,385	250,000	128,213	250,000	-	0.0%	Aerators, lights, recirc. & chem feed pumps
13432633	55128	ST- Fuel	4,200	1,619	3,600	2,356	3,600	-	0.0%	2 vehicles
13432633	55131	ST- Gas Monitoring	1,000	-	1,000	-	100	(900)	-90.0%	Hydrogen sulfide monitoring
		General Expenses Total	939,776	681,156	829,676	459,904	910,576	80,900	9.8%	
		Sewer Treatment Total	1,415,476	1,172,927	1,330,179	786,874	1,428,971	98,792	7.4%	

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Debt Service										
13471135	58020	Sewer Line Replacement	101,500	101,500	99,750	99,750	-	(99,750)	-100.0%	2021 Final payment
13471135	58009	Jady Hill Phase II	130,000	130,000	130,000	130,000	130,000	-	0.0%	2032 Final payment
13471135	58013	Portsmouth Av Sewerline	79,732	79,732	79,732	79,732	79,732	-	0.0%	2023 Final payment
13471135	58011	Sewerline Lincoln & Main Sts	20,000	20,000	15,000	15,000	15,000	-	0.0%	2024 Final payment
13471135	58025	Lincoln Street Ph#2	53,219	53,219	53,219	53,219	53,219	-	0.0%	2032 Final payment
13471135	58035	Salem St. Utility Design & Engin	28,554	28,554	26,769	26,769	26,769	-	0.0%	2024 Final payment
13471135	58033	Wastewater Treatment Plant	2,666,533	2,642,940	2,642,940	-	2,666,533	23,593	0.9%	2039 Final payment STATE ESTIMATE dated 12/4/2020
13471135		SWTP Lagoon Sludge Removal					143,650	143,650		2036 Final payment
13471135		Salem St. Utility Improvements					89,726	89,726		2036 Final payment
		Sewer Debt Service Principal Total	3,079,538	3,055,946	3,047,410	404,471	3,204,629	157,218	5.2%	
13472136	58511	Sewer Line Replacement	6,038	6,038	2,993	2,993	-	(2,993)	-100.0%	2021 Final payment
13472136	58520	Jady Hill Phase II	61,150	61,150	55,950	55,950	50,750	(5,200)	-9.3%	2032 Final payment
13472136	58505	Portsmouth Ave Sewerlins	17,063	17,063	12,797	12,797	8,531	(4,266)	-33.3%	2023 Final payment
13472136	58503	Sewerline Lincoln & Main Sts	4,080	4,080	3,060	3,060	2,295	(765)	-25.0%	2024 Final payment
13472136	58526	Lincoln Street Ph#2	33,156	33,156	30,441	30,441	27,727	(2,714)	-8.9%	2032 Final payment
13472136	58535	Salem St. Utility Design & Engin	7,340	7,340	5,233	5,233	3,868	(1,365)	-26.1%	2024 Final payment
13472136	58533	Wastewater Treatment Plant	1,640,631	1,632,198	948,897	-	906,621	(42,276)	-4.5%	2039 Final payment STATE ESTIMATE dated 12/4/2020
13472136		SWTP Lagoon Sludge Removal					100,890	100,890		2036 Final payment
13472136		Salem St. Utility Improvements					61,630	61,630		2036 Final payment
		Sewer Debt Service Interest Total	1,769,458	1,761,024	1,059,371	110,474	1,162,311	102,940	9.7%	
		Debt Service Total	4,848,995	4,816,969	4,108,782	514,945	4,366,940	260,158	6.3%	
Capital Outlay										
13490237	57010	CO- Capital Outlay - Leases	17,030	17,044	15,329	-	15,329	-	0.0%	See separate Lease schedule
13490237	55361	CO- Capital Outlay - Land Acquisition/Purchase		-	1	-		(1)	-100.0%	
13490237	57017	CO- Capital Outlay- WWTP	30,000	10,850	200,000	6,131	200,000	-	0.0%	complete coating application to WWTF UV basin walls and flume wall \$192k
13490237	57009	CO- Capital Outlay - Vehicle	73,060	59,421	-	-	41,376	41,376		Ford Escape Hyb & 1/2 T crew cab Hyb split 50/50 W/S
13490237	57022	CO- Lagoon Sludge Removal	1		1	-		(1)	-100.0%	CIP
		Capital Outlay Total	120,091	87,315	215,331	6,131	256,705	41,374	19.2%	
Sewer Appropriations from Reserves										
13490363	55382	Approp from Reserves- Solar Array				65,000				Revolution Energy, LLC (located at 13 Newfields Rd)
		Sewer Appropriations from Reserves Total	-	-	-	65,000	-	-		
		Sewer Fund Total	7,686,605	7,361,513	7,015,364	2,115,453	7,449,750	434,386	6.2%	

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Warrant Articles/Borrowing										
		Westside Dr. Reconstruction Design	100,000				69,338	69,338		CIP P#25 Westside Drive Area Reconstruction (General Fund & Water Fund components)
03500000	59102	Public Works Garage Design			-		15,000	15,000		CIP P#1 Design (General Fund & Water Fund components)
03500000		SEIU 1984 Collective Bargaining						-		SEIU 1984 CBA
		Squamscott River Sewer Siphons	1,600,000					-		
		Folsom Street Pump Station Rehabilitation	150,000					-		
		Salem St. Area Utility Replacements			1,590,000			(1,590,000)	-100.0%	CIP #19 Sewer drain lines replacement (General & Water Fund components)
		Lagoon Sludge Removal			2,600,000			(2,600,000)	-100.0%	
		Court Street Pump Station Design					400,000	400,000		CIP P#29
		Sewer Capacity Rehabilitation					200,000	200,000		CIP P#30 Complete Design work
		Webster Ave Pump Station					5,200,000	5,200,000		CIP P#34 A portion of this project may be eligible for Congressional Direct Spending
		Warrant Articles/Borrowing Total	1,750,000	-	4,190,000	-	5,884,338	1,694,338	40.4%	
		Total Sewer Fund with WAR	9,436,605	7,361,513	11,205,364	2,115,453	13,334,088	2,128,724	19.0%	

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WATER FUND										
Administration										
02433021	51110	WA- Sal/Wages FT	211,725	213,625	222,420	126,212	235,798	13,378	6.0%	2 FT W/S Mgr & Asst Mgr Split 50/50, and GF allocations
02433021	51200	WA- Sal/Wages PT	3,145	5,588	3,104	4,428	861	(2,243)	-72.3%	GF allocation (HR Assistant move to FT)
02433021	51210	WA- Sal/wages Temp	3,500	-	3,500	-	3,500	-	0.0%	PT Seasonal Employee 50/50 W&S Split
		Salaries Total	218,370	219,213	229,024	130,640	240,159	11,135	4.9%	
02433021	52100	WA- Health Insurance	45,142	45,142	51,780	30,567	49,365	(2,415)	-4.7%	Allocations from GF
02433021	52110	WA- Dental Insurance	3,384	2,878	3,691	2,126	3,982	291	7.9%	Allocations from GF
02433021	52120	WA- Life Insurance	259	259	275	169	283	8	2.9%	Allocations from GF
02433021	52130	WA- LTD Insurance	520	520	532	266	556	24	4.5%	Allocations from GF
02433021	52140	WA - Health Insurance Buyout	2,828	2,828	2,214	1,108	2,186	(28)	-1.3%	Allocations from GF
02433021	52200	WA- FICA	13,539	13,469	14,199	7,928	14,890	690	4.9%	Based on wages: 6.2%
02433021	52210	WA- Medicare	3,166	3,150	3,321	1,854	3,482	161	4.9%	Based on wages: 1.45%
02433021	52300	WA- Retirement Town	23,650	24,118	27,526	15,489	33,153	5,627	20.4%	Based on wages: 14.06%
02433021	52600	WA- Workers Comp Insurance	4,729	4,729	5,234	4,461	5,234	-	0.0%	Primex
		Benefits Total	97,217	97,092	108,772	63,968	113,131	4,359	4.0%	
02433021	55293	WA- Supplies	4,000	4,192	4,000	2,511	4,000	-	0.0%	20% of general office supplies, copy costs, batteries; 50% of meter records maintenance; 50% Supplies/maint. multi-function plotter
02433021	55055	WA- Consulting Services	5,000	5,000	5,000	5,000	10,000	5,000	100.0%	Misc. consulting services; lead service line replacement plan, risk & resiliency, emergency response plan
02433021	55124	WA- Fleet Insurance	335	335	368	369	369	1	0.3%	Primex
02433021	55228	WA- Property Insurance	45,698	45,699	50,273	50,273	50,273	-	0.0%	Primex
02433021	55157	WA- Insurance Deductible	1	-	1	-	1	-	0.0%	Line item for insurance deductible
02433021	55158	WA- Insurance Reimbursed Repairs	1,000	-	1	-	1	-	0.0%	Damage repairs on insurance claims
02433021	55170	WA- Legal Expense	5,000	-	1	-	1	-	0.0%	Legal expenses wellhead negotiations, administrative orders
02433021	55190	WA- Mobile Communications	800	429	800	150	800	-	0.0%	20% Director, Town Engineer, Asst Engineer cellphones, 50% W/S Manager
02433021	55002	WA- Advertising	500	-	500	-	500	-	0.0%	Bid packages, Requests for Proposals
02433021	55227	WA- Printing	2,600	2,317	2,600	2,600	2,700	100	3.8%	Annual Consumer Confidence Rpt (CCR) & postage
02433021	55171	WA- Legal/Public Notices	4,000	-	3,000	998	3,000	-	0.0%	Notice of main flushing, Public Hearings, violations
02433021	55050	WA- Conf Rooms/Meals	2,640	-	-	-	3,000	3,000		Annual national conference Dir 20%, WS Mgr & Asst. Mgr 50%
02433021	55091	WA- Education/Training	6,000	2,660	5,000	2,910	5,000	-	0.0%	Treatment, Distribution & Backflow required CEUs & dues
		General Expenses Total	77,574	60,632	71,544	64,811	79,645	8,101	11.3%	
		Administration Total	393,161	376,937	409,340	259,418	432,935	23,595	5.8%	
Billing										
02433124	51110	WB- Sal/Wages FT	75,818	76,522	77,983	42,783	77,846	(137)	-0.2%	1 FT Utilities Clerk (50/50 split W&S) & GF Allocations
02433124	51200	WB- Sal/Wages PT	11,765	7,286	12,154	3,775	12,493	339	2.8%	1 PT Utilities Clerk 24 hrs/wk (50/50 split W&S)
02433124	51300	WB- Sal/Wages OT	306	322	306	36	-	(306)	-100.0%	Allocations from GF
02433124	51400	WB - Longevity Pay	375	375	375	188	-	(375)	-100.0%	Allocations from GF
		Salaries Total	88,264	84,504	90,818	46,781	90,339	(479)	-0.5%	

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02433124	52100	WB- Health Insurance	26,052	26,052	26,483	15,424	28,854	2,371	9.0%	Allocations from GF
02433124	52110	WB- Dental Insurance	1,828	1,714	1,828	1,072	1,955	127	6.9%	Allocations from GF
02433124	52120	WB- Life Insurance	101	101	101	68	101	-	0.0%	Allocations from GF
02433124	52130	WB - LTD Insurance	129	129	133	66	135	2	1.5%	Allocations from GF
02433124	52200	WB- FICA	5,472	5,124	5,631	2,819	5,601	(30)	-0.5%	Based on wages: 6.2%
02433124	52210	WB- Medicare	1,280	1,198	1,317	659	1,310	(7)	-0.5%	Based on wages: 1.45%
02433124	52300	WB- Retirement Town	8,545	8,612	9,939	5,304	10,945	1,006	10.1%	Based on wages: 14.06%
02433124	52600	WB- Workers Comp Insurance	1,102	1,102	1,220	1,040	1,220	-	0.0%	Primex
		Benefits Total	44,509	44,032	46,652	26,452	50,121	3,470	7.4%	
								-		
02433124	55200	WB- Supplies	3,750	3,326	3,750	1,231	3,750	-	0.0%	Water bill processing, ink cartridges, paper, letterhead, pens, etc
02433124	55224	WB- Postage	5,750	4,891	5,750	2,803	5,750	-	0.0%	Certified shut-off notices
02433124	55055	WB- Consulting Services	5,000	-	500	-	500	-	0.0%	Allocation of actuarial costs for GASB compliance \$500
02433124	55014	WB- Audit Fees	8,500	8,500	9,000	7,625	13,125	4,125	45.8%	Financial Audit and Single Audit Fees for Melanson
02433124	55213	WB- Phone Utilization	4,200	4,290	4,263	2,786	4,500	238	5.6%	12.5% allocation of IT phone utilization
02433124	55159	WB- Internet Services	1,155	1,155	2,565	1,628	4,266	1,701	66.3%	12.5% allocation of IT internet services (website)
02433124	55383	WB- Email Archiving	-	-	2,350	1,434	900	(1,450)	-61.7%	12.5% allocation of IT cost
02433124	55270	WB- Software Agreement	10,500	8,952	5,500	12,193	16,010	10,510	191.1%	Munilink UB Software Maintenance & Munis Allocation
02433124	55308	WB- Travel Reimbursement	1,500	-	-	-	550	550		Munis PACE training travel
02433124	55091	WB- Education/Training	6,425	-	-	-	2,290	2,290		Allocation of Munis Training
		General Expenses Total	46,780	31,114	33,678	29,699	51,641	17,963	53.3%	
		Water Billing Total	179,553	159,651	171,147	102,932	192,101	20,954	12.2%	
Distribution										
02433222	51110	WD- Sal/Wages FT	210,258	214,382	215,727	124,931	214,806	(921)	-0.4%	8 FT split 50/50 Water Distribution/Sewer Collection
02433222	51300	WD- Sal/Wages OT	21,000	23,527	21,000	11,165	21,000	-	0.0%	Avg's OT rate = \$35/hr, 600 hours; for WD/SC/WWTP/PS (calls from dispatch or SCADA alarms)
02433222	51310	WD- Sal/Wages Stand-By	3,640	3,780	3,640	2,380	3,640	-	0.0%	Pay for after hours on-call status, \$140/week per union contract split 50/50 WD/SC
02433222	51400	WD- Longevity Pay	1,725	1,725	1,775	-	1,825	50	2.8%	4 FT per union contract, split 50/50 WD/SC
		Salaries Total	236,623	243,414	242,142	138,475	241,271	(871)	-0.4%	
02433222	52100	WD- Health Insurance	68,863	68,863	78,918	46,361	83,818	4,901	6.2%	
02433222	52110	WD- Dental Insurance	4,036	4,460	4,715	2,799	5,222	507	10.7%	
02433222	52120	WD- Life Insurance	216	243	216	138	216	-	0.0%	
02433222	52200	WD- FICA	14,671	14,355	15,013	8,367	14,959	(54)	-0.4%	Based on wages: 6.2%
02433222	52210	WD- Medicare	3,431	3,357	3,511	1,957	3,498	(13)	-0.4%	Based on wages: 1.45%
02433222	52300	WD- Retirement Town	26,431	27,189	30,626	16,165	33,923	3,297	10.8%	Based on wages: 14.06%
02433222	52600	WD- Workers Comp Insurance	8,788	8,788	9,727	8,292	9,727	-	0.0%	Primex
		Benefits Total	126,435	127,255	142,725	84,078	151,362	8,637	6.1%	

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02433222	55022	WD- Building Maintenance	8,000	5,682	8,000	6,476	10,000	2,000	25.0%	9 water pumping stations/wells
02433222	55105	WD- Equipment Maintenance	7,000	6,370	7,000	4,672	7,000	-	0.0%	Pumps, generators, misc equipment
02433222	55252	WD- Road Repairs	10,000	9,974	10,000	9,397	10,000	-	0.0%	Trench patch, materials, crushing (replacing deteriorating service saddles); may use contractor
02433222	55319	WD- Vehicle Maintenance	10,000	6,975	9,000	5,824	10,000	1,000	11.1%	15 vehicles/equipment, 4 trallers split 50/50 WD/SC;mower maintenance 2020 (\$1k)
02433222	55296	WD- System Maintenance	54,000	38,990	52,000	16,071	52,000	-	0.0%	5 Hydrant assemblies, risers, service saddles, curbstops, pipe, valve boxes, other parts
02433222	55059	WD- Tank Maintenance	158,723	158,723	158,723	119,042	158,723	-	0.0%	Tank maintenance & rehab programs - 1 MG Hampton Rd \$42,000/yr; 1.5 MG Epping Rd Tower \$116,723/yr
02433222	55173	WD- Licenses	800	650	800	-	800	-	0.0%	Distribution licenses exams/renewals \$50/ea
02433222	55190	WD- Mobile Communication	1,450	1,073	1,600	846	1,600	-	0.0%	4 MiFi's (50%); additional tablet 2020
02433222	55545	WD- Fire Alarm Communication	1	-	1	-	3,500	3,499	349900.0%	Pump station fire alarms with Burns Security for Gilman, Lary, & Stadium
02433222	55134	WD- General Hand Tools	1,500	586	1,500	703	1,500	-	0.0%	Drills, bits, taps, dies, ratchet wrenches
02433222	55003	WD- Drug/Alcohol Testing	900	66	900	149	900	-	0.0%	Contract w/Fleet Screen & Convenient MD; USDOT required random testing for all CDL holders & screening new hires
02433222	55257	WD- Safety Equipment	3,500	3,152	4,000	1,961	4,000	-	0.0%	PPE incl hardhats, gloves, Tyvek suits, respirators
02433222	55314	WD- Uniforms	2,145	2,330	2,145	1,236	2,145	-	0.0%	Per union contract, 8 split 50/50 WD/SC
02433222	55136	WD- GIS Software	4,500	4,750	7,500	5,875	9,000	1,500	20.0%	Software revisions/maintenance; handheld and software agreement with TiSales; new People GIS asset mngt modules
02433222	55188	WD- Metering & Back Flow	80,000	56,621	112,000	53,252	115,000	3,000	2.7%	Rebuild/replace meters to AWWA accuracy specifications, 503 meters >10 yrs old \$152K (3 year ramp up); brass meter parts \$15k; testing, repair & replace backflow devices \$8k, brass fittings
02433222	55235	WD- Pump Station & Towers	41,950	22,655	24,450	3,778	24,450	-	0.0%	Pumps, I/O cards, check valve rebuilds, fuses/breakers
02433222	55194	WD- Natural Gas	10,000	5,079	9,000	5,521	9,000	-	0.0%	Heating/generator fuel; new generators at new well buildings
02433222	55092	WD- Electricity	70,000	74,876	70,000	41,546	70,000	-	0.0%	Water Pumping Stations and towers; 3 wells
02433222	55128	WD- Fuel	9,300	9,989	9,300	6,414	9,300	-	0.0%	Vehicles & equiment fuel
		General Expenses Total	473,769	408,543	487,919	282,764	498,918	10,999	2.3%	
		Water Distribution Total	836,826	779,211	872,786	505,317	891,551	18,765	2.2%	

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Treatment										
02433523	51110	WT- Sal/Wages FT	240,508	230,128	248,345	161,168	252,448	4,103	1.7%	1 FT WTP Ops Spr, 1 Snr Op, 2 WTP Ops
02433523	51300	WT- Sal/Wages OT	19,075	38,651	19,075	25,027	19,075	-	0.0%	
02433523	51310	WT- Sal/Wages Stand-By	7,280	7,260	7,280	4,760	7,280	-	0.0%	Pay for after hours on-call status, \$140/week per union contract
02433523	51400	WT- Longevity Pay	1,500	1,500	1,600	-	1,700	100	6.3%	2 FT per union contract
		Salaries Total	268,363	277,540	276,300	190,956	280,503	4,203	1.5%	
02433523	52100	WT- Health Insurance	97,527	97,527	99,375	67,087	92,241	(7,134)	-7.2%	Reduction due to plan change
02433523	52110	WT- Dental Insurance	6,750	6,750	6,750	4,800	5,900	(850)	-12.6%	
02433523	52120	WT- Life Insurance	216	394	216	208	216	-	0.0%	
02433523	52200	WT- FICA	16,639	16,902	17,131	11,575	17,391	261	1.5%	Based on wages: 6.2%
02433523	52210	WT- Medicare	3,891	3,953	4,006	2,707	4,067	61	1.5%	Based on wages: 1.45%
02433523	52300	WT- Retirement Town	29,976	31,001	34,926	22,683	39,439	4,513	12.9%	Based on wages: 14.06%
02433523	52600	WT- Workers Comp Insurance	8,786	8,787	9,725	8,290	9,725	-	0.0%	Primex
		Benefits Total	163,785	165,314	172,129	117,350	168,979	(3,150)	-1.8%	
02433523	55022	WT- Building Maintenance	12,000	10,017	12,000	4,352	12,000	-	0.0%	3 buildings @ SWTP & GWTP
02433523	55368	WT- Basin/Lagoon Cleaning	30,000	-	-	-	12,000	12,000		SWTP clearwell cleaning
02433523	55105	WT- Equipment Maintenance	46,000	47,240	45,000	33,239	45,000	-	0.0%	Repair pumps & blowers; replacement parts; chemical tubing; \$15k for Clearwell/CRT/River intake cleaning and inspection
02433523	55294	WT- Supplies Lab Equip	24,000	20,265	23,000	16,074	25,000	2,000	8.7%	Safe Drinking Water Act compliance; chloramine testing reagents & field units; in-line instrumentation calibration
02433523	55055	WT- Consulting	5,000	4,512	5,000	6,658	5,000	-	0.0%	Chloramine nitrification action plan assistance; PFOA asst
02433523	55270	WT- Software Equip/Contracted Services	5,000	5,000	10,000	8,693	10,000	-	0.0%	VT SCADA/telemetry support, hydraulic model H2O Map
02433523	55173	WT- Licenses	1,200	500	1,200	-	1,200	-	0.0%	Treatment licenses exams/renewals \$50/ea
02433523	55190	WT- Mobile Communication	3,600	2,277	2,600	445	2,600	-	0.0%	WTP Operations Supervisor cellphone and WTP Ipad for SCADA
02433523	55545	WT- Fire Alarm Communication	1	-	1	-	1,100	1,099	109900.0%	SWTP/GWTP fire alarms
02433523	55257	WT- Safety Equipment	1,500	506	1,500	84	1,500	-	0.0%	Boots, gloves, hard hats, eye & hearing protection
02433523	55314	WT- Uniforms	2,400	985	1,500	652	1,500	-	0.0%	Per union contract, 3 emp
02433523	55271	WT- Software Services	7,000	7,250	10,000	670	10,000	-	0.0%	VT SCADA software maintenance service
02433523	55072	WT- Dam Registrations	3,000	3,000	3,000	-	3,000	-	0.0%	Annual NHDES fees/Reservoir & Pickpocket dams
02433523	55229	WT-Property Taxes	360	286	360	143	400	40	11.1%	Skinner Springs in Stratham (Pickpocket Dam in Brentwood now tax exempt); Pan Am charges for Summer St
02433523	55161	WT- Lab testing	33,500	30,400	30,000	7,328	32,000	2,000	6.7%	Colliform bacteria, organic carbon, volatile & synthetic, quarterly PFOA/PFAS \$4,500; 30 Lead & Copper samples
02433523	55034	WT- Chemicals	105,000	94,918	131,000	65,731	135,000	4,000	3.1%	11 chemicals including ammonium sulfate for chloramines & greensand filters; New regulations require the addition of ferric chloride for arsenic precipitation.
02433523	55194	WT- Natural Gas	23,000	17,537	19,000	10,438	19,000	-	0.0%	heating/generator fuel
02433523	55092	WT- Electricity	72,000	77,362	72,000	49,173	72,000	-	0.0%	Pumps, lights, etc
02433523	55128	WT- Fuel	1,860	749	1,860	472	1,860	-	0.0%	Water Treatment Plant truck
02433523	55211	WT- Phone Lease Alarms	4,945	6,273	4,945	2,286	4,945	-	0.0%	AT&T texting alarm services
		General Expenses Total	381,366	329,076	373,966	206,439	395,105	21,139	5.7%	
		Water Treatment Total	813,514	771,930	822,395	514,745	844,587	22,192	2.7%	

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Debt Service										
02471125	58024	Water Tank SRF	201,558	201,558	208,314	208,314	215,297	6,983	3.4%	2028 Final payment
02471125	58010	Water Line- Main & Lincoln Sts	120,000	120,000	120,000	120,000	120,000	-	0.0%	2024 Final payment
02471125	58022	Water Line Replacement- JH	153,700	153,700	151,050	151,050	-	(151,050)	-100.0%	2021 Final payment
02471125	58012	Portsmouth Ave Waterline	15,268	15,268	15,268	15,268	15,268	-	0.0%	2023 Final payment
02471125	58023	Lary Lane GWTP SRF	224,045	224,045	228,436	228,436	232,914	4,478	2.0%	2036 Final payment
02471125	58027	Lincoln Street Phase #2	9,593	9,593	9,593	9,593	9,593	-	0.0%	2032 Final payment
02471125	58028	Court Street Culvert	3,910	3,910	3,910	3,910	3,910	-	0.0%	2027 Final payment
02471125	58032	Washington Street	55,000	55,000	55,000	55,000	55,000	-	0.0%	2028 Final payment
02471125	58035	Salem St. Utility Design & Engin	29,538	29,538	27,692	27,692	27,692	-	0.0%	2024 Final payment
02471125	58036	Surface Water Plant TTHM Treatment	84,000	88,241	88,241	88,241	88,241	-	0.0%	2034 Final payment
02471125	58038	Groundwater Sources			109,000	109,000	105,000	(4,000)	(0)	2025 Final payment
02471125		Salem St. Utility Improvements					141,078	141,078		2036 Final payment
		Water Debt Service Principal Total	896,612	900,854	1,016,504	1,016,505	1,013,993	(2,511)	-0.2%	
02472126	58524	Water Tank SRF	69,188	69,188	62,432	25,181	55,450	(6,982)	-11.2%	2028 Final payment
02472126	58502	Water Line- Main & Lincoln Sts	30,600	30,600	24,480	24,480	18,360	(6,120)	-25.0%	2024 Final payment
02472126	58521	Water Line Replacement- JH	9,143	9,143	4,532	4,532	-	(4,532)	-100.0%	2021 Final payment
02472126	58504	Portsmouth Ave Waterline	3,267	3,267	2,450	2,451	1,634	(816)	-33.3%	2023 Final payment
02472126	58522	Lary Lane GWTP SRF	87,587	87,587	83,196	83,196	78,719	(4,477)	-5.4%	2036 Final payment
02472126	58525	Lincoln Street Phase #2	5,977	5,977	5,487	5,487	4,998	(489)	-8.9%	2032 Final payment
02472126	58529	Court Street Culvert	1,554	1,554	1,354	1,354	1,155	(199)	-14.7%	2027 Final payment
02472126	58531	Washington Street	24,480	24,480	21,675	21,672	18,870	(2,805)	-12.9%	2028 Final payment
02472126	58535	Salem St. Utility Design & Engin	7,593	7,593	5,414	5,414	4,002	(1,412)	-26.1%	2024 Final payment
02472126	58536	Surface Water Plant TTHM Treatment	28,649	12,196	8,458	8,458	7,518	(940)	-11.1%	2034 Final payment
02472126	58538	Groundwater Sources			27,204	27,201	21,420	(5,784)	-21.3%	2025 Final payment
02472126		Salem St. Utility Improvements					96,902	96,902		
		Water Debt Service Interest Total	268,038	251,585	246,682	209,426	309,028	62,346	25.3%	
		Debt Service Total	1,164,650	1,152,439	1,263,186	1,225,931	1,323,021	59,835	4.7%	
Capital Outlay										
02490027	55318	CO- Capital Outlay - Leases	17,031	17,044	15,329	-	15,329	-	0.0%	See separate lease schedule
02490027	57009	CO- Capital Outlay - Vehicle	48,059	-	-	-	93,970	93,970		Ford Escape Hyb & 1/2 ton crew cab Hyb split 50/50 W/S; 3/4 ton crew cab water only
02490027	55361	CO- Capital Outlay - Land Acquisition/Purchase	1	-	1	-	1	-	0.0%	
02490027	57015	CO- Water System Capital	100,000	88,677	500,000	25,851	460,000	(40,000)	-8.0%	Filter/Clarifier Maint. \$340,000; LLW Rehab \$100,000; Stadium Well Rehab/Repairs \$20,000
		Capital Outlay Total	165,091	105,721	515,330	25,851	569,300	53,970	10.5%	
		Water Fund Total	3,552,795	3,345,888	4,054,184	2,634,194	4,253,495	199,311	4.9%	

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WF -Warrant Articles/Borrowing										
02500000	59102	Public Works Garage Design			-		15,000	15,000		CIP P#1 Design (General Fund & Sewer Fund components)
		Westside Dr Area Reconst Design					192,038	192,038		CIP P#25 Westside Drive Area Reconstruction (General Fund & Sewer Fund components)
02500000		SEIU 1984 Collective Bargaining						-		SEIU 1984 CBA
		Salem St. Area Utility Replacements			2,500,000			(2,500,000)	-100.0%	
		Groundwater Source Development	200,000		1,000,000			(1,000,000)	-100.0%	
		Warrant Articles/Borrowing Total	200,000	-	3,500,000	-	207,038	(3,292,962)	-94.1%	
		Total Water Fund with WAR	3,752,795	3,345,888	7,554,184	2,634,194	4,460,533	(3,093,651)	-41.0%	

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GENERAL FUND										
General Government										
Select Board										
01413010	51000	SB- Sa/Wages Elected	16,000	16,100	16,000	10,667	16,000	-	0.0%	\$3K each 4-Select Person, \$4K for 1- Chair Person
		Salaries Total	16,000	16,100	16,000	10,667	16,000	-	0.0%	
01413010	52120	SB- Life Insurance	255	42	255	-	210	(45)	-17.6%	
01413010	52200	SB- FICA	992	998	992	661	992	-	0.0%	Based on wages: 6.2%
01413010	52210	SB- Medicare	232	234	232	155	232	-	0.0%	Based on wages: 1.45%
		Benefits Total	1,479	1,274	1,479	816	1,434	(45)	-3.0%	
01413010	55055	SB- Consulting Services	1,000	-	100	-	100	-	0.0%	Expenses related to tax deeded properties, other services
01413010	55050	SB- Conf/Room/Meals	500	-	100	-	100	-	0.0%	NHMA seminars, mileage reimbursement
01413010	55106	SB- Equipment Purchase	1	-	1	-	1	-	0.0%	Placeholder for equipment needs
01413010	55267	SB-Signs	1	59	1	-	1	-	0.0%	Sign for the Town Office
01413010	55273	SB- Special Expense	4,000	4,358	3,000	1,140	3,000	-	0.0%	Proclamations, recognitions, special events for committees, E911 Committee activities, memberships
		General Expenses Total	5,502	4,417	3,202	1,140	3,202	-	0.0%	
		Select Board Total	22,981	21,791	20,681	12,623	20,636	(45)	-0.22%	
Town Manager										
01413011	51110	TM- Sa/Wages FT	172,832	172,588	177,332	126,110	182,270	4,938	2.8%	2 FT: Town Mgr and Executive Assistant
01413011	51200	TM- Sa/Wages PT	7,500	7,196	7,500	3,756	7,500	-	0.0%	2 PT: Recording secretaries @ \$15 per hour (SB/BRC/Rec
		Salaries Total	180,332	179,784	184,832	129,866	189,770	4,938	2.7%	Advisory meetings), Vacation repl for Ex Asst
01413011	52100	TM- Health Insurance	51,646	51,646	52,940	35,292	52,940	-	0.0%	
01413011	52110	TM- Dental Insurance	3,800	3,800	3,800	2,533	3,800	-	0.0%	
01413011	52120	TM- Life Insurance	162	162	216	120	216	-	0.0%	
01413011	52130	TM- LTD Insurance	1,148	1,148	1,178	60	1,210	32	2.7%	
01413011	52200	TM- FICA	11,181	10,592	11,460	7,667	11,766	306	2.7%	Based on wages: 6.2%
01413011	52210	TM- Medicare	2,615	2,478	2,680	1,793	2,752	72	2.7%	Based on wages: 1.45%
01413011	52300	TM- Retirement Town	19,305	19,278	22,383	14,877	25,627	3,244	14.5%	Based on wages: 14.06%
		Benefits Total	89,857	89,104	94,657	62,343	98,311	3,654	4.1%	

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01413011	55050	TM- Conf/Room/Meals	2,000	90	100	-	1,000	900	900.0%	ICMA/MMANH/Primex conference, seminars
01413011	55058	TM- Contract Services	2,000	-	6,500	-	-	(6,500)	-100.0%	DocuSign software/function
01413011	55088	TM- Dues	16,000	15,996	16,000	16,032	16,500	500	3.1%	NHMA (townwide), ICMA (TM), MMANH (TM) annual dues
01413011	55091	TM- Education/Training	500	-	300	80	300	-	0.0%	ICMA/MMANH/Primex conference, seminars
01413011	55105	TM- Equipment Purchase	300	-	300	-	300	-	0.0%	Small equipment (file cabinet, other)
01413011	55128	TM- Fuel	1	-	1	-	-	(1)	-100.0%	Unreimbursed fuel expense
01413011	55171	TM- Legal/Public Notices	500	536	500	124	400	(100)	-20.0%	Budget/bond notices, public hearings, CDBG hearings
01413011	55198	TM - Office Equipment Leases	10,000	10,743	11,250	7,426	12,700	1,450	12.9%	Printed Bowes Postage & Folding Machines (2021 3 prnts - 2022 4 qtrly prnts); Canon printer \$253.87/mo 1 1/2 yrs left on lease; Great America Brother printers \$269.40/mo (TM only) 2 1/2 yrs left on lease
01413011	55200	TM- Supplies	3,600	4,018	3,600	1,525	3,000	(600)	-16.7%	Supplies for town offices (paper, etc.)
01413011	55212	TM - Phone Reimbursement	1,380	1,480	1,380	1,340	1,380	-	0.0%	Phone reimbursement (TM, EA- 50/50 split with Welfare) *2021 Interim TM \$411.10.
01413011	55224	TM- Postage	150	376	300	116	300	-	0.0%	TM office postage needs (Reserve moved to GG); postage rates have increased
01413011	55246	TM- Reference Material	200	-	150	-	100	(50)	-33.3%	NHMA, ICMA publications
01413011	55291	TM- Subscriptions	260	117	260	107	200	(60)	-23.1%	Exeter News-Letter, Google Storage
01413011	55302	TM- Town Report Expense	2,400	2,346	2,400	2,332	2,400	-	0.0%	Printing of annual Town Report (Select Print Solutions)
01413011	55308	TM- Travel Reimbursement	500	126	300	20	700	400	133.3%	Mileage reimbursement for TM/EA
		General Expenses Total	39,791	35,829	43,341	29,103	39,280	(4,061)	-9.4%	
01413011	55998	TM- Due from Water Fund	(32,764)	(32,764)	(33,927)	(16,963)	(35,001)	(1,074)	3.2%	12.5% water fund
01413011	55999	TM- Due from Sewer Fund	(32,764)	(32,764)	(33,927)	(16,963)	(35,001)	(1,074)	3.2%	12.5% sewer fund
		Due from Water/Sewer Funds	(65,529)	(65,528)	(67,854)	(33,927)	(70,002)	(2,148)	3.2%	
		Town Manager Total	244,451	239,189	254,976	187,384	257,359	2,383	0.93%	
								-		
Human Resources										
01415515	51110	HR- Sal/Wages FT	72,742	73,846	74,950	52,253	123,385	48,435	64.6%	2 FT: Assi Town Manager/HR Director; HR Assistant (9 Months)
01415515	51200	HR- Sal/Wages PT	31,451	7,285	31,165	12,771	8,610	(22,555)	-72.4%	1 PT: Human Resource Assistant (29 hr/wk) (3 Months)
		Salaries Total	104,193	81,131	106,115	65,024	131,995	25,880	24.4%	
01415515	52100	HR- Health Insurance	19,128	19,128	19,610	9,803	17,646	(1,964)	-10.0%	Dept reorganization due to retirement; Includes 8 Months for FT HR Assistant
01415515	52110	HR- Dental Insurance	1,050	1,050	1,050	683	3,166	2,116	201.5%	Dept reorganization due to retirement; Includes 8 Months for FT HR Assistant
01415515	52120	HR- Life Insurance	108	108	108	66	144	36	33.3%	Dept reorganization due to retirement; Includes 8 Months for FT HR Assistant
01415515	52130	HR- LTD Insurance	684	684	705	23	821	116	16.5%	
01415515	52200	HR- FICA	7,817	4,767	7,044	4,734	8,184	1,140	16.2%	Based on wages: 6.2%
01415515	52210	HR- Medicare	1,828	1,115	1,647	911	1,914	267	16.2%	Based on wages: 1.45%
01415515	52300	HR- Retirement Town	10,570	8,114	9,460	7,206	17,348	7,888	83.4%	Based on wages: 14.06%
		Benefits Total	41,186	34,965	39,625	23,425	49,223	9,598	24.2%	

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01415515	55050	HR- Conf Rooms/Meals	1,320	-	475	-	1,320	845	177.9%	Director - IPMA-HR, NHMA & Primex
01415515	55055	HR- Consulting Services	1	-	1	-	1	-	0.0%	
01415515	55088	HR- Dues	504	390	547	219	561	14	2.6%	SHRM(Director \$219), IPMA-HR-2 @\$156, Anhphehra 2@\$1
										Munis Training-\$600 per day 3 days recommended by Finance \$4,000 (\$800 to W&S) for new Munis upgrade, NHMA conference, \$150, IPMA-HR Conference, \$ 700, Sheehan Phinney Annual Labor Employment Review, \$25 and HR online training, \$800
01415515	55091	HR- Education/Training	4,260	-	2,285	49	4,875	2,590	113.3%	
01415515	55097	HR- Employee Relations	1,500	473	1,500	740	1,500	-	0.0%	Benefits Fair, employee service and recognition
01415515	55099	HR- Employee Notices	1,500	-	1,500	25	1,500	-	0.0%	Posting of open job positions
01415515	55106	HR- Office Equipment Purchase	200	-	-	-	350	350		Desk top scanner for HR Assistant
01415515	55190	HR-Mobile Communications	360	360	360	180	585	225	62.5%	Cell Phone Plan HR Director (\$48.75 per month-town phone and plan)
01415515	55200	HR- Office Supplies	775	1,140	775	203	775	-	0.0%	Office supplies update filing system and address records retention issues
01415515	55224	HR- Postage				1	350	350		Estimated mailings to all employees 3 times a year
01415515	55226	HR- Pre-Employment Screening	600	298	600	617	600	-	0.0%	Pre-employment expenses
01415515	55246	HR- Reference Materials	400	28	400	-	100	(300)	-75.0%	Department Required Posters
01415515	55270	HR Software Agreement/Contract					180	180	100.0%	E-Fax secure HIPPA compliant faxing system - monthly subscription
01415515	55308	HR- Travel Reimbursement	1,135	-	200	-	100	(100)	-50.0%	Mileage, Tolls, Parking
01415515	55371	HR- Wage Reclassifications	21,890	-	7,500	-	15,000	7,500	100.0%	Wage adjustments/classifications (Currently 4 requests)
		General Expenses Total	34,445	2,689	16,143	2,033	27,797	11,654	72.2%	
01415515	55998	HR- Due from Water Fund	(14,538)	(14,538)	(14,574)	(7,245)	(18,122)	(3,548)	24.3%	10% to water fund
01415515	55999	HR- Due from Sewer Fund	(14,538)	(14,538)	(14,574)	(7,245)	(18,122)	(3,548)	24.3%	10% to sewer fund
		Due from Water/Sewer Funds	(29,076)	(29,076)	(29,148)	(14,491)	(36,244)	(7,096)	24.3%	
		Human Resources Total	150,748	89,709	132,735	75,992	172,771	40,036	30.2%	
Transportation										
01419919	55040	GG - Transportation	1	-	1	-	1	-	0.0%	Request from COAST bus service with \$ 16.77K to come from Transportation Fund 05
		Transportation Total	1	-	1	-	1	-	0.0%	
Legal										
01415320	55170	GG- Legal Expense	80,000	102,959	80,000	45,365	80,000	-	0.0%	Professional legal services for Mitchell Municipal Group and other legal advisors
		Legal Total	80,000	102,959	80,000	45,365	80,000	-	0.0%	
Information Technology										
01415025	51110	IT- Sal/Wages FT	101,832	101,320	148,712	79,600	178,790	30,078	20.2%	3 FT: IT Coord (Split 80% GF and 20% CATV Fund); IT Tech (Split 40% GF, 5% Water/Sewer each, 50% CATV); Network Admin (FY) (12.5% Water/Sewer each)
		Salaries Total	101,832	101,320	148,712	79,600	178,790	30,078	20.2%	
01415025	52100	IT- Health Insurance	17,587	17,587	35,437	11,887	17,682	(17,755)	-50.1%	
01415025	52110	IT- Dental Insurance	1,384	1,384	2,226	640	2,859	633	28.4%	
01415025	52120	IT- Life Insurance	113	113	185	111	221	36	19.5%	
01415025	52130	IT - LTD Insurance	722	722	722	39	760	38	5.3%	
01415025	52200	IT- FICA	6,314	5,927	9,220	4,676	11,085	1,865	20.2%	Based on wages: 6.2%
01415025	52210	IT- Medicare	1,477	1,386	2,156	1,093	2,592	436	20.2%	Based on wages: 1.45%
01415025	52300	IT- Retirement Town	11,375	11,317	19,108	9,667	25,138	6,030	31.6%	Based on wages: 14.06%
		Benefits Total	38,971	38,437	69,054	28,112	60,337	(8,717)	-12.6%	

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01415025	55048	IT- Computer Software	17,500	13,923	21,700	7,052	29,680	7,980	36.8%	See Narrative
01415025	55058	IT- Contract Services	26,500	26,650	16,000	-	13,000	(3,000)	-18.8%	cutting purchased support services in half but adding \$5000 for penetration testing recommended in our audit
01415025	55088	IT- Dues			-	184	184	184		ASCAP
01415025	55091	IT- Education/Training	2,800	1,939	2,700	1,836	3,000	300	11.1%	Online training for 1 FT employee (\$1300), Town Wide training on email security (\$1700)
01415025	55106	IT- Equipment Purchase	1,000	256	800	-	1,200	400	50.0%	Tools and furniture staff has increased
01415025	55136	IT- GIS Software	7,000	6,600	7,500	3,000	8,000	500	6.7%	Maps Online, ESRI licenses, increase to Support calls (Invoiced in November) Added \$1500 to explore productivity options requested by the Natural Resources
01415025	55159	IT- Internet Services	30,920	28,245	20,580	10,483	25,593	5,013	24.4%	See Narrative new email accounts; 12.5% allocated to Water/Sewer Funds each
01415025	55190	IT- Mobile Communications	400	420	600	-	960	360	60.0%	Cell Phone reimb for IT staff - 2 people now Full server and storage refresh(\$52,800), Spare DNS server per audit recommendations (\$1500) Switching, environmental monitoring, Cabling, replacement drives and parts balance
01415025	55195	IT- Network Supplies	11,000	9,805	6,000	6,199	59,000	53,000	883.3%	
01415025	55200	IT-Office Supplies	1,000	1,040	600	365	1,200	600	100.0%	See Narrative
01415025	55213	IT- Phone Utilization	26,000	26,304	26,375	17,085	27,000	625	2.4%	12.5% allocated to Water/Sewer Funds each
01415025	55383	IT- Email Archiving	-		14,100	8,606	5,400	(8,700)	-61.7%	12.5% allocated to Water/Sewer Funds each; See Narrative
01415025	55270	IT- Software Agreement	4,600	5,040	6,646	-	8,000	1,354	20.4%	See Narrative under service Contracts
		General Expenses Total	128,720	120,222	123,601	54,810	182,217	58,616	47.4%	
01415025	57003	IT- CO- Computers	10,200	8,194	13,650	471	20,000	6,350	46.5%	16 PC plus 5 laptops and 8 monitors Prices running 30% above normal
01415025	57008	IT- CO- Equipment	4,300	3,039	3,000	19	1,500	(1,500)	-50.0%	Doors, cameras and security systems
		Capital Outlay Total	14,500	11,233	16,650	490	21,500	4,850	29.1%	
01415025	55998	IT- Due from Water Fund	(14,581)	(14,581)	(33,277)	(12,076)	(26,549)	6,728	-20.2%	12.5% of wages/benefits for IT Coord and Network Admin; 5% of wages/benefits for IT Tech
01415025	55999	IT- Due from Sewer Fund	(14,581)	(14,581)	(33,277)	(12,076)	(26,549)	6,728	-20.2%	12.5% of wages/benefits for IT Coord and Network Admin; 5% of wages/benefits for IT Tech
		Due from Water/Sewer Funds	(29,162)	(29,162)	(66,554)	(24,152)	(53,099)	13,456	-20.2%	
		Information Technology Total	254,861	242,051	291,463	138,859	389,746	98,283	33.7%	
Trustee of Trust Funds										
01413030	51000	TT- Sal/Wages Elected	828	828	828	828	828	-	0.0%	Wages for Trustee of Trust funds
		Salaries Total	828	828	828	828	828	-	0.0%	
01413030	52200	TT- FICA	51	51	51	51	51	-	0.0%	Based on wages: 6.2%
01413030	52210	TT- Medicare	12	12	12	12	12	-	0.0%	Based on wages: 1.45%
		Benefits Total	63	63	63	63	63	-	0.0%	
		Trustee of Trust Funds Total	891	891	891	891	891	-	0.0%	
Town Moderator										
01414040	51000	MO- Sal/Wages Elected	1,225	2,325	700	350	1,050	350	50.0%	2 deliberative, 3 election, 1 special election
		Salaries Total	1,225	2,325	700	350	1,050	350	50.0%	
01414040	52200	MO- FICA	76	144	43	22	65	22	50.0%	Based on wages: 6.2%
01414040	52210	MO- Medicare	18	34	10	5	15	5	50.0%	Based on wages: 1.45%
		Benefits Total	94	178	54	27	80	27	50.0%	
		Town Moderator Total	1,319	2,503	754	377	1,130	377	50.0%	

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Town Clerk										
01414051	51110	TC- Sal/Wages FT	206,693	204,921	213,432	138,680	218,479	5,047	2.4%	Includes 1 FT Town Clerk 1 FT Deputy TC + 2 FT Asst Clerks
01414051	51300	TC- Sal/Wages OT	300	358	300	104	300	-	0.0%	OT for Assistant Clerks
01414051	51400	TC- Longevity Pay	900	950	950	-	1,050	100	10.5%	Longevity for 1 Assistant Clerk
		Salaries Total	207,893	206,229	214,682	138,784	219,829	5,147	2.4%	
01414051	52100	TC- Health Insurance	65,010	65,010	66,042	44,095	65,773	(269)	-0.4%	
01414051	52110	TC- Dental Insurance	5,900	5,900	5,900	3,367	5,900	-	0.0%	
01414051	52120	TC- Life Insurance	270	270	270	224	270	-	0.0%	
01414051	52130	TC- LTD Insurance	758	758	779	36	801	22	2.8%	
01414051	52200	TC- FICA	12,889	11,870	13,310	7,946	13,629	319	2.4%	Based on wages: 6.2%
01414051	52210	TC- Medicare	3,014	2,776	3,113	1,859	3,188	75	2.4%	Based on wages: 1.45%
01414051	52300	TC- Retirement Town	23,222	23,036	27,127	16,457	30,908	3,781	13.9%	Based on wages: 14.06%
		Benefits Total	111,063	109,620	116,541	73,983	120,469	3,928	3.4%	
01414051	55049	TC- Computer Supplies	1,200	-	1,200	35	1,200	-	0.0%	toner cartridges, validator ribbons, calculator ribbons
										Mandatory Fall Conf, Spring Reg, TC Certification Training, NECTCA Conference, NEMCI&A Certification, Clerkworks
01414051	55050	TC- Conf/Room/Meals	2,000	(60)	2,000	696	2,000	-	0.0%	Training, Election Training
01414051	55058	TC- Contract Services	1,700	15	1,700	125	-	(1,700)	-100.0%	Moved to Office Equipment Lease
01414051	55084	TC- Dog Tags	1,000	561	600	577	600	-	0.0%	Dog tags
01414051	55088	TC- Dues	300	225	300	265	300	-	0.0%	IIMC-\$175; NHCTCA-\$30; NEACTC-\$35
										Registration Fees for Mandatory Fall Conf, Spring Regional, TC Certification Training, NECTCA Conf, NEMCI&A
01414051	55091	TC- Education/Training	1,000	855	200	484	2,000	1,800	900.0%	Certification, Elections
01414051	55106	TC- Equipment Purchase	2,000	1,519	2,000	720	2,000	-	0.0%	Computers, printers, copiers, office furniture, panels between work stations
01414051	55198	TC- Office Equipment Lease	3,233	4,521	3,233	3,111	4,993	1,760	54.4%	GreatAmerica Financial Serv.- 3 printers; Leaf - 1 Sharp printer
01414051	55199	TC- Office Equip Maintenance	500	439			480	480		Validators, Mobile printers used for elections
01414051	55200	TC- Office Supplies	2,000	3,204	2,000	697	2,000	-	0.0%	copy paper, general office supplies, envelopes
01414051	55224	TC- Postage	5,000	8,797	5,000	4,427	5,000	-	0.0%	dog civil forfeiture letters, letters & forms, weekly State work, monthly Vital work, daily MV registrations
01414051	55241	TC- Record Retention	5,000	-	5,000	38	5,000	-	0.0%	Book Restoration
01414051	55246	TC- Reference Materials	300	-	300	178	300	-	0.0%	Motor Vehicle Rules & Laws
										Interware Development Contract for MV, Boats, Vitals, Transfer Station Permits, Credit Cards, Reports, Support, Dogs On-line prgm, CC machines
01414051	55270	TC- Software Agreement/Contract	8,750	8,130	8,800	8,738	8,900	100	1.1%	Mandatory Fall Conf, Spring Reg, TC Certification Training, NECTCA Conference, NEMCI&A Certification, Clerkworks
										Training, Election Training
01414051	55308	TC- Travel Reimbursement	800	46	400	-	800	400	100.0%	
		General Expenses Total	34,783	28,251	32,733	20,090	35,573	2,840	8.7%	
		Town Clerk Total	353,739	344,100	383,956	232,857	375,871	11,915	3.3%	
Elections										
01414052	51000	EL- Sal/Wages Elected	8,000	2,408	3,000	450	3,000	-	0.0%	Supervisors of the Checklist-3 mandated election, 1 deliberative, 1 special election
01414052	51210	EL- Sal/Wages Temp	9,000	11,054	2,200	1,593	8,800	6,600	300.0%	Ballot Clerks for 3 mandated elections, 1 special election
		Salaries Total	17,000	13,461	5,200	2,043	11,800	6,600	126.9%	
01414052	52200	EL- FICA	1,054	833	322	127	732	409	126.9%	Based on wages: 6.2%
01414052	52210	EL- Medicare	247	195	75	30	171	96	126.9%	Based on wages: 1.45%
		Benefits Total	1,301	1,028	398	156	903	505	126.9%	

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01414052	55002	EL- Advertising	300	-	300	-	300	-	0.0%	Legal Notices
01414052	55200	EL- Office Supplies	600	2,067	600	531	600	-	0.0%	Copy paper, envelopes, general office supplies, and all supplies needed for election
01414052	55224	EL- Postage	1,500	3,641	660	1,770	4,000	3,340	506.1%	Mandated by SOS, sending absentee ballots and any other letters required to be sent by the Checklist Sups
01414052	55322	EL- Voting Expenses	9,000	7,518	4,000	3,019	6,500	2,500	62.5%	Mandated by SOS to pay for coding, printing, collating, shipping costs and any other Special Town Elections held by the Town
01414052	55323	EL- Voting Machines	900	750	900	129	900	-	0.0%	Mandated by the State of NH for servicing and maintaining of the Accuvote Machines
		General Expenses Total	12,300	13,975	6,460	5,449	12,300	5,840	90.4%	
		Elections Total	30,601	28,464	12,058	7,648	25,003	12,945	107.4%	
		Total General Government	1,139,592	1,071,657	1,157,515	701,995	1,323,408	165,893	14.3%	

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Finance Department										
Finance/Accounting										
01415001	51110	FI- Sal/Wages FT	230,255	231,407	243,965	159,174	250,585	6,620	2.7%	3 FT: Finance Dir, Sr Accountant, HR/Payroll Accountant
01415001	51300	FI- Sal/Wages OT	2,450	801	-	-	-	-	-	
		Salaries Total	232,705	232,207	243,965	159,174	250,585	6,620	2.7%	
01415001	52100	FI- Health Insurance	65,940	65,940	66,042	44,095	65,773	(269)	-0.4%	
01415001	52110	FI- Dental Insurance	4,850	4,850	4,850	3,058	4,850	-	0.0%	
01415001	52120	FI- Life Insurance	270	270	270	238	270	-	0.0%	
01415001	52130	FI- LTD Insurance	1,032	1,032	1,080	66	1,076	16	1.5%	
01415001	52200	FI- FICA	14,428	13,237	15,126	9,285	15,536	410	2.7%	Based on wages: 6.2%
01415001	52210	FI- Medicare	3,374	3,096	3,537	2,172	3,633	96	2.7%	Based on wages: 1.45%
01415001	52300	FI- Retirement Town	25,993	25,938	30,794	18,872	35,232	4,438	14.4%	Based on wages: 14.06%
		Benefits Total	115,887	114,362	121,679	77,786	126,371	4,692	3.9%	
01415001	55014	FI- Audit Fees	27,500	25,500	29,500	15,250	26,250	(3,250)	-11.0%	Annual Audit and Single Fees for Melanson & Heath
01415001	55017	FI- Bank Fees	500	782	1,000	818	1,000	-	0.0%	Operating account bank fees
01415001	55050	FI- Conf/Room/Meals	500	-	500	-	500	-	0.0%	Conferences/Meals for Finance Staff - NHGFOA
01415001	55058	FI- Contract Services	6,500	7,250	1,500	750	6,500	5,000	333.3%	Biennial GAS 74/75 Valuation, Report and Disclosure
01415001	55088	FI- Dues	100	50	100	50	100	-	0.0%	NHGFOA and NESGFOA Dues
01415001	55091	FI- Education/Training	4,000	335	3,500	70	4,780	1,280	36.6%	Training and Education for 3 Finance Staff.
01415001	55198	FI- Office Equipment Leases	1,080	1,078	1,080	754	1,080	-	0.0%	Copier Lease \$1,080
01415001	55200	FI- Supplies	5,000	3,951	4,000	2,444	4,000	-	0.0%	Folders, check stock, envelopes, paper, tax forms, kitchen supplies, deposit tickets
01415001	55224	FI- Postage	2,300	1,763	2,300	1,161	2,500	200	8.7%	Postage for mailing checks and forms (postage increase in FY21)
01415001	55270	FI- Software Agreement	19,550	19,550	20,775	29,906	27,521	6,746	32.5%	Munis Software Agreement (6.3% increase per yr per contract)
01415001	55308	FI- Travel Reimbursement	1,200	31	200	44	1,300	1,100	550.0%	Tyler PACE travel and travel for 3 Finance employees
		General Expenses Total	68,230	60,289	64,455	51,247	75,531	11,076	17.2%	
01415001	55998	FI- Due from Water Fund	(43,574)	(43,574)	(45,706)	(22,853)	(47,120)	(1,414)	3.1%	12.5% Water Fund Offset
01415001	55999	FI- Due from Sewer Fund	(43,574)	(43,574)	(45,706)	(22,853)	(47,120)	(1,414)	3.1%	12.5% Sewer Fund Offset
		Due from Water/Sewer Funds	(87,148)	(87,148)	(91,411)	(45,706)	(94,239)	(2,828)	3.1%	
		Finance/Accounting Total	329,674	319,710	338,688	242,501	358,248	19,580	5.8%	
Treasurer										
01415002	51000	TR- Sal/Wages Elected	8,864	8,864	8,864	5,909	8,864	-	0.0%	Wages for Elected PT Treasurer
		Salaries Total	8,864	8,864	8,864	5,909	8,864	-	0.0%	
01415002	52200	TR- FICA	550	550	550	366	550	-	0.0%	Based on wages: 6.2%
01415002	52210	TR- Medicare	129	129	129	86	129	-	0.0%	Based on wages: 1.45%
		Benefits Total	678	678	678	452	678	-	0.0%	
01415002	55088	TR- Dues	50	50	50	50	50	-	0.0%	NHGFOA Dues
01415002	55091	TR- Education/Training	100	-	100	-	100	-	0.0%	Training and Education
01415002	55200	TR - Supplies	100	-	100	-	100	-	0.0%	Paper, pens, folders and binders
		General Expenses Total	250	50	250	50	250	-	0.0%	
		Treasurer Total	9,792	9,592	9,792	6,412	9,792	-	0.0%	

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Tax Collection										
01415003	51110	TX- Sal/Wages FT	105,234	102,127	104,465	68,825	95,906	(8,559)	-8.2%	2 FT: Deputy Tax Collector, Collections Specialist (Dept reorganization due to retirement)
01415003	51400	TX- Longevity	1,500	1,500	1,500	1,500	-	(1,500)	-100.0%	Collections Specialist longevity (retired in 2021)
		Salaries Total	106,734	103,627	105,965	70,325	95,906	(10,059)	-9.5%	
01415003	52100	TX- Health Insurance	19,593	19,593	19,786	15,675	29,455	9,669	48.9%	
01415003	52110	TX- Dental Insurance	1,086	1,086	1,086	890	1,595	509	46.9%	
01415003	52120	TX- Life Insurance	162	162	162	110	162	-	0.0%	
01415003	52200	TX- FICA	6,618	6,222	6,570	4,182	5,946	(624)	-9.5%	Based on wages: 6.2%
01415003	52210	TX- Medicare	1,548	1,455	1,536	978	1,391	(146)	-9.5%	Based on wages: 1.45%
01415003	52300	TX- Retirement Town	11,922	11,575	13,397	8,272	13,484	87	0.7%	Based on wages: 14.06%
		Benefits Total	40,928	40,093	42,537	30,107	52,033	9,496	22.3%	
01415003	55017	TX- Bank Fees	5,500	4,827	5,500	3,667	200	(5,300)	-96.4%	Lockbox cancelled Aug 2021, Tax Online ACH \$10/monthly. Should I include W/S bank fees in this line? Lockbox was 50/50 Tax/WS but charged all to tax.
01415003	55050	TX- Conf/Room/Meals	600	-	50	-	425	375	750.0%	Conferences for DTC (NH Tax Collector Association)
01415003	55058	TX- Contract Services	3,000	-	1	-	1	-	0.0%	Coverage for Collections Clerk (80 hours)
01415003	55073	TX- Deeded Property	3,500	-	2,000	-	2,000	-	0.0%	Expenses related to Tax deeded properties
01415003	55088	TX- Dues	50	40	50	40	50	-	0.0%	NHTC Dues
01415003	55091	TX- Education/Training	4,225	960	2,000	960	2,000	-	0.0%	Education reimbursement
01415003	55170	TX- Legal Expenses	2,000	-	2,000	-	2,000	-	0.0%	Legal services for liens, deeds and bankruptcies.
01415003	55198	TX- Office Equipment Leases	2,156	2,155	2,156	1,473	2,156	-	0.0%	Two Copier leases \$ \$179.60 per month
01415003	55200	TX- Supplies	2,400	2,044	1,800	302	1,800	-	0.0%	Paper, Ink, Envelopes, Storage Boxes, printer
01415003	55224	TX- Postage	10,000	9,269	10,000	7,542	8,500	(1,500)	-15.0%	Mailing delinquency, lien, and deed notices, tax bills. Lockbox mailbox cancelled
01415003	55247	TX- Registry of Deeds	950	806	950	691	950	-	0.0%	Liens & deeds recordings at Registry of Deeds
01415003	55297	TX- Tax Billing Services	3,600	3,072	3,600	95	3,600	-	0.0%	Processing fees and materials for tax bills
01415003	55298	TX- Tax Lien/Deeded Searches	4,000	4,369	4,000	3,160	4,000	-	0.0%	Tax Lien Services
		General Expenses Total	41,981	27,543	34,107	17,930	27,682	(6,425)	-18.8%	
01415003	55998	TX- Due from Water Fund	(36,916)	(36,916)	(37,126)	(18,563)	(36,985)	141	-0.4%	25% Water Fund Offset
01415003	55999	TX- Due from Sewer Fund	(36,916)	(36,916)	(37,126)	(18,563)	(36,985)	141	-0.4%	25% Sewer Fund Offset
		Due from Water/Sewer Funds Total	(73,831)	(73,832)	(74,251)	(37,126)	(73,970)	282	-0.4%	
								-		
		Tax Collection Total	115,812	97,431	108,358	81,237	101,652	(6,707)	-6.2%	
Assessing										
01415005	51110	AS- Sal/Wages FT	64,413	64,354	66,197	43,149	68,040	1,843	2.8%	1 FT: Deputy Assessor
01415005	51210	AS- Sal/Wages Temp	1	-	1	-	1	-	0.0%	
		Salaries Total	64,414	64,354	66,198	43,149	68,041	1,843	2.8%	
01415005	52100	AS- Health Insurance	19,128	19,128	19,610	6,536	19,610	-	0.0%	
01415005	52110	AS- Dental Insurance	1,050	1,050	1,050	724	1,050	-	0.0%	
01415005	52120	AS- Life Insurance	54	54	54	80	54	-	0.0%	
01415005	52200	AS- FICA	3,994	4,536	4,104	3,037	4,219	114	2.8%	Based on wages: 6.2%
01415005	52210	AS- Medicare	934	1,061	960	710	987	27	2.8%	Based on wages: 1.45%
01415005	52300	AS- Retirement Town	7,195	7,188	8,356	5,115	9,566	1,210	14.5%	Based on wages: 14.06%
		Benefits Total	32,355	33,017	34,134	16,202	35,486	1,351	4.0%	

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01415005	55050	AS- Cont/Room/Meals	100	-	50	-	50	-	0.0%	Meetings - meals- room
01415005	55058	AS- Contract Services	110,500	109,000	110,500	84,875	110,500	-	0.0%	Assessor contract with MRI
01415005	55088	AS- Dues	260	480	260	50	270	10	3.8%	IAAO & NHAOA dues
01415005	55091	AS- Education/Training	1,000	470	500	10	500	-	0.0%	Course or seminar
01415005	55106	AS- Equipment Purchase	50	-	1	-	1	-	0.0%	Small equipment
01415005	55128	AS- Fuel	1	-	1	-	1	-	0.0%	Deputy Assessor position
01415005	55171	AS- Legal/Public Notices	50	-	50	-	50	-	0.0%	Public Notices in news media
01415005	55180	AS- Mapping	5,200	4,275	4,000	2,800	4,150	150	3.8%	Yrly updates \$3,850 & Building placement \$15.00 per bdlg
01415005	55198	AS- Office Equipment Lease	1,078	1,078	1,078	754	1,078	-	0.0%	Printer Lease, \$89.80/mo
01415005	55200	AS- Supplies	1,250	378	750	217	750	-	0.0%	Toner, envelopes, general supplies
01415005	55224	AS- Postage	1,250	293	500	424	1,300	800	160.0%	Sales questionnaires, cyclical letters
01415005	55247	AS- Registry of Deeds	100	8	50	21	50	-	0.0%	Plans, deeds & recording fees
01415005	55250	AS- Revaluation	1	-	1	-	1	-	0.0%	Independent Appraiser
01415005	55270	AS- Software Agreement	36,000	36,148	16,920	14,432	15,535	(1,385)	-8.2%	Vision contract \$7,150 web fee \$3,235 cloud fee \$5,150
01415005	55308	AS- Travel Reimbursement	1	-	1	-	1	-	0.0%	Use of personal car -1 employee
		General Expenses Total	156,841	152,129	134,662	103,583	134,237	(425)	-0.3%	
		Assessing Total	253,610	249,500	234,994	162,934	237,764	2,769	1.2%	
		Total Finance	708,888	676,234	691,833	493,084	707,455	15,623	2.3%	

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Planning & Development										
Planning										
01419101	51110	PL- Sal/Wages FT	103,067	102,771	105,347	71,143	151,209	45,862	43.5%	2 FT : Town Planner plus stipend for Planning Director's Sustainability Officer Duties (3 months); 1 FT Conservation/Sustainability Planner (9 months)
01419101	51200	PL- Sal/Wages PT	70,688	51,295	72,627	33,748	42,438	(30,189)	-41.6%	1 Natl Resource Planner @ 27.5 hr/wk for 3 months; 1 Admin Asst @ 25 hr/wk; Recording Sec @ \$15 per hr
		Salaries Total	173,755	154,066	177,974	104,891	193,647	15,673	8.8%	
01419101	52100	PL- Health Insurance	25,823	24,913	-	-	-	-	-	
01419101	52110	PL- Dental Insurance	1,900	1,900	1,900	1,266	3,166	1,266	66.6%	
01419101	52120	PL- Life Insurance	108	108	108	80	144	36	33.3%	
01419101	52130	PL- LTD Insurance	929	929	943	50	970	27	2.9%	
01419101	52200	PL- FICA	10,773	9,322	11,034	6,502	12,006	972	8.8%	Based on wages: 6.2%
01419101	52210	PL- Medicare	2,519	2,180	2,581	1,521	2,808	227	8.8%	Based on wages: 1.45%
01419101	52300	PL- Retirement Town	11,513	11,480	13,297	8,485	21,260	7,963	59.9%	Based on wages: 14.06%
		Benefits Total	53,565	50,832	29,863	17,904	40,354	10,491	35.1%	
01419101	55050	PL- Conf/Room/Meals	1,000	65	200	-	200	-	0.0%	APA Conference, Seminars/training. \$600 decrease due to potential impact of pandemic on in person events.
01419101	55058	PL- Contract Services	1	-	1	-	1	-	0.0%	
01419101	55088	PL- Dues	13,000	12,838	13,000	12,763	13,315	315	2.4%	Rockingham Planning Commission annual dues (2022 - \$13,000 estimated), APA dues (\$315).
01419101	55091	PL- Education/Training	500	140	500	-	500	-	0.0%	Seminars/Training for planning staff, board members
01419101	55136	PL- GIS Software	3,500	3,000	3,500	-	3,500	-	0.0%	Annual support and maintenance for building permit/zoning software. Paid annually in the fall.
01419101	55138	PL- Grant Matching	2,500	750	2,500	-	2,500	-	0.0%	No grants targeted at this time but to be ready if one comes along
01419101	55155	PL- Inspection Services	1	-	1	-	1	-	0.0%	Placeholder for third party inspection as needed
01419101	55171	PL- Legal/Public Notices	2,000	2,576	2,000	1,828	2,000	-	0.0%	Primarily for Planning Board cases but also covers Planning dept.
01419101	55180	PL- Mapping	400	-	-	-	-	-	-	Hasn't been spent in prior years due to in-house capabilities
01419101	55200	PL- Office Supplies	4,500	618	2,000	3,103	2,000	-	0.0%	Misc office supplies. Covers Planning & Building depts.
01419101	55384	PL- Sustainability Expense			2,500	-	2,500	-	0.0%	Added by BRC in 2021.
01419101	55224	PL- Postage	4,000	4,457	4,000	2,273	4,000	-	0.0%	Covers Planning and Building departments as well as Planning Board packages and administration of cases.
01419101	55227	PL- Printing	750	63	400	-	400	-	0.0%	Used for large printing jobs such as Zoning Ordinance
01419101	55246	PL- Reference Material	400	423	425	407	425	-	0.0%	Includes Exeter Newspaper (\$160) and Registry Review (\$229), RSA books and other reference material
01419101	55289	PL- Studies	15,000	10,560	5,000	-	5,000	-	0.0%	Conducting zoning analysis with 2021 funds. No decisions have been made for 2022 at this time but will work on Master Plan Action Agenda items.
01419101	55308	PL- Travel Reimbursement	1,000	-	200	-	800	600	300.0%	To cover mileage for staff to attend training, workshops, meetings, etc.
		General Expenses Total	48,552	35,488	36,227	20,374	37,142	915	2.5%	
		Planning Total	275,873	240,385	244,064	143,169	271,143	27,079	11.1%	

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Economic Development										
01465207	51110	ED- Sal/Wages FT	91,621	91,531	93,751	61,109	96,361	2,610	2.8%	1 FT: ED Director
01465207	51200	ED- Sal/Wages PT	3,000	-	-	-	-	-	-	Removed Intern \$3k
		Salaries Total	94,621	91,531	93,751	61,109	96,361	2,610	2.8%	
01465207	52100	ED- Health Insurance	27,078	27,078	26,955	18,080	26,591	(364)	-1.4%	
01465207	52110	ED- Dental Insurance	1,900	1,900	1,900	1,266	1,900	-	0.0%	
01465207	52120	ED- Life Insurance	108	108	108	80	108	-	0.0%	
01465207	52130	ED- LTD Insurance	861	861	881	44	906	25	2.8%	
01465207	52200	ED- FICA	5,867	5,356	5,813	3,535	5,974	162	2.8%	Based on wages: 6.2%
01465207	52210	ED- Medicare	1,372	1,253	1,359	827	1,397	38	2.8%	Based on wages: 1.45%
01465207	52300	ED- Retirement Town	10,234	10,224	11,833	7,244	13,548	1,715	14.5%	Based on wages: 14.06%
		Benefits Total	47,420	46,780	48,849	31,055	50,425	1,576	3.2%	
01465207	55050	ED- Conf/Meals	1,200	-	1	-	1,200	1,199	119900.0%	OU EDI Conference and accommodations -5 Days
01465207	55055	ED- Consulting Services	3,000	1,134	3,000	945	1,200	(1,800)	-60.0%	Consulting (prop appraisals, marketing, etc.)
01465207	55091	ED- Education/Training	1,900	-	1	-	1,900	1,899	189900.0%	OU EDI final classes
01465207	55190	ED- Mobile Communications	1,000	905	1,000	589	600	(400)	-40.0%	Cell Phone for ED Director - Savings with new plan
01465207	55200	ED- Office Supplies	400	525	400	-	400	-	0.0%	Paper, Pens, Ink, etc.
01465207	55308	ED -Travel Reimbursement	1,800	70	300	-	800	500	166.7%	Mileage for ED Director, Airfare to OU EDI Copnference
		General Expenses Total	9,300	2,634	4,702	1,534	6,100	1,398	29.7%	
		Total Economic Development	151,341	140,945	147,302	93,698	152,888	5,584	3.8%	
Inspections & Code Enforcement										
01424002	51110	BI- Sal/Wages FT	149,776	149,583	154,124	100,846	157,582	3,458	2.2%	2 FT: Building Inspector, Deputy CEO
01424002	51200	BI- Sal/Wages PT	38,648	14,574	37,820	-	38,857	1,037	2.7%	1 PT: Electrical Inspector (24 Hrs/Wk)
		Salaries Total	188,424	164,157	191,944	100,846	196,439	4,495	2.3%	
01424002	52100	BI- Health Insurance	40,115	40,115	39,395	20,077	39,395	-	0.0%	
01424002	52110	BI- Dental Insurance	2,100	2,100	2,100	1,334	2,100	-	0.0%	
01424002	52120	BI- Life Insurance	216	216	216	154	216	-	0.0%	
01424002	52130	BI- LTD Insurance	813	813	838	-	861	23	2.7%	
01424002	52200	BI- FICA	11,682	10,407	11,901	6,354	12,179	279	2.3%	Based on wages: 6.2%
01424002	52210	BI- Medicare	2,732	2,434	2,783	1,486	2,848	65	2.3%	Based on wages: 1.45%
01424002	52300	BI- Retirement Town	16,730	16,708	19,454	11,963	22,156	2,702	13.9%	Based on wages: 14.06%
		Benefits Total	74,388	72,793	76,687	41,367	79,756	3,069	4.0%	
01424002	55050	BI- Conf/Room/Meals	500	-	250	-	250	-	0.0%	NE Building Officials Association Conference
01424002	55088	BI- Dues	300	515	300	250	300	-	0.0%	RNI and NHBOA Dues
01424002	55128	BI- Fuel	782	751	750	451	750	-	0.0%	Fuel for BI
01424002	55190	BI- Mobile Communications	460	377	460	547	600	140	30.4%	Cell Phone for BI
01424002	55308	BI- Travel Reimbursement	1,000	316	1,000	-	1,000	-	0.0%	Mileage for Electrical Inspector
01424002	55319	BI- Vehicle Maintenance	1	-	1	-	1	-	0.0%	
		General Expenses Total	3,043	1,960	2,761	1,248	2,901	140	5.1%	
		Inspections & Code Enf Total	265,855	238,910	271,392	143,460	279,096	7,704	2.6%	

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Conservation Commission										
01461105	51200	CC- Sal/Wages PT	1,000	416	1,000	218	1,000	-	0.0%	Recording secretaries @ \$15/hr avg about 6 hr/mtg
01461105	51210	CC- Sal/Wages Temp	2,520	-	2,520	-	2,520	-	0.0%	Interns 2@12/hr, 15 hrs/wk for 7 wks
		Salaries Total	3,520	416	3,520	218	3,520	-	0.0%	
01461105	52200	CC- FICA	218	26	218	13	218	-	0.0%	Based on wages: 6.2%
01461105	52210	CC- Medicare	51	6	51	3	51	-	0.0%	Based on wages: 1.45%
		Benefits Total	269	32	269	17	269	-	0.0%	
01461105	55044	CC- Community Services	500	276	500	141	-	(500)	-100.0%	Moved to Conservation Land Administration
										Covers costs for current activities (spring tree program, pollinator projects, star gazing event, etc), trail maintenance (bridge, signs, paint, etc) and conservation land administration work such as property monitoring and maintenance needs like invasive brush removal, and supplies such as tools, gloves and equipment.
01461105	55051	CC- Conservation Land Administration	1,350	1,323	1,550	52	2,050	500	32.3%	
01461105	55058	CC- Contract Services	1,000	428	1,000	-	1,000	-	0.0%	Raynes minor maintenance repair needs.
01461105	55088	CC- Dues	1,000	1,000	1,000	700	1,150	150	15.0%	For board to join related organizations: ESRLAC (\$150), NHACC (\$850), SELT (\$150)
01461105	55091	CC- Education/Training	450	210	250	-	250	-	0.0%	Training for board members and/or natl resource planner (NHACC-3 members and other workshops)
01461105	55171	CC- Legal/Public Notices	50	-	50	93	50	-	0.0%	Covers approx 1 legal notice typ in newspaper
01461105	55224	CC- Postage	20	-	20	-	20	-	0.0%	Mailings to ConCom members (mostly elect distr)
01461105	55247	CC- Registry of Deeds	30	-	30	-	30	-	0.0%	Fee for registry of deeds (typically printing plans, deeds)
01461105	55254	CC- Roadside Mowing	1,850	1,868	1,850	-	1,700	(150)	-8.1%	Mowing White, Perry, Irvine and 1/2 of Morrisette \$1,850, This is paid out Oct-Dec
01461105	55293	CC- Supplies				100	-			Weather proof paper
		General Expenses Total	6,250	5,104	6,250	1,086	6,250	-	0.0%	
		Conservation Commission Total	10,039	5,552	10,039	1,320	10,039	-	0.0%	
Renewable Energy Expense										
01419118	55547	ENR- Renewable Energy Expense	-	-	1	-	1	-	0.0%	Do not anticipate any expenditures in 2021
		General Expenses Total	-	-	1	-	1	-	0.0%	
		Renewable Energy Expense	-	-	1	-	1	-	0.0%	
Zoning Board of Adjustment										
01419103	51200	ZO- Sal/Wages PT	860	450	860	150	860	-	0.0%	Recording secretaries @ \$15 per hour
		Salaries Total	860	450	860	150	860	-	0.0%	
01419103	52200	ZO- FICA	53	28	53	9	53	-	0.0%	
01419103	52210	ZO- Medicare	12	7	12	2	12	-	0.0%	
		Benefits Total	66	34	66	11	66	-	0.0%	
01419103	55091	ZO- Education/Training	200	70	200	-	200	-	0.0%	min. training allotment for board members
01419103	55171	ZO- Legal/Public Notices	1,200	1,975	1,200	553	1,200	-	0.0%	
01419103	55224	ZO- Postage	2,000	1,281	2,000	622	2,000	-	0.0%	expenses are estimated for ZBA case administration (majority of costs paid by applicant)
		General Expenses Total	3,400	3,326	3,400	1,174	3,400	-	0.0%	
		Zoning Total	4,326	3,810	4,326	1,336	4,326	-	0.0%	

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Historic District Commission										
01419104	51200	HD- Sal/Wages PT	650	240	650	120	650	-	0.0%	Recording secretaries @ \$15 per hour
		Salaries Total	650	240	650	120	650	-	0.0%	
01419104	52200	HD- FICA	40	15	40	7	40	-	0.0%	Based on wages: 6.2%
01419104	52210	HD- Medicare	9	3	9	2	9	-	0.0%	Based on wages: 1.45%
		Benefits Total	50	18	50	9	50	-	0.0%	
01419104	55050	HD-Conf Rooms/Meals	200	-	200	-	200	-	0.0%	
01419104	55088	HD- Dues	50	-	50	-	50	-	0.0%	Min amt for dues associated with various organizations
01419104	55091	HD- Education/Training	200	-	200	-	200	-	0.0%	work with HDCs
01419104	55138	HD- Grant Matching	10,000	-	1,000	-	1,000	-	0.0%	min. training allotment for board members
01419104	55171	HD- Legal/Public Notices	100	647	100	-	100	-	0.0%	CLG (Certified Local Government) Grant match
01419104	55224	HD- Postage	350	349	350	109	350	-	0.0%	Expenses are estimated for HDC case administration
01419104	55227	HD- Printing	125	-	125	-	125	-	0.0%	Printing needs for HDC as they arise
01419104	55246	HD- Reference Material	100	-	100	-	100	-	0.0%	
		General Expenses Total	11,125	996	2,125	109	2,125	-	0.0%	
		Historic District Commission Total	11,825	1,255	2,825	238	2,825	-	0.0%	
Heritage Commission										
01419106	51200	HC- Sal/Wages PT	540	270	540	60	540	-	0.0%	Recording secretaries @ \$15 per hour
		Salaries Total	540	270	540	60	540	-	0.0%	
01419106	52200	HC- FICA	33	17	33	4	33	-	0.0%	Based on wages: 6.2%
01419106	52210	HC- Medicare	8	4	8	1	8	-	0.0%	Based on wages: 1.45%
		Benefits Total	41	21	41	5	41	-	0.0%	
01419106	55058	HC- Contract Services	-	-	1	-	1	-	0.0%	
01419106	55088	HC- Dues	50	-	50	-	50	-	0.0%	
01419106	55091	HC- Education/Training	200	-	200	-	200	-	0.0%	Min. training allotment for board members
01419106	55138	HC- Grant Matching	1	-	1	-	1	-	0.0%	
01419106	55224	HC- Postage	25	-	25	-	25	-	0.0%	Expenses are estimated for Heritage Commission case administration
01419106	55227	HC- Printing	35	-	35	-	35	-	0.0%	
		General Expenses Total	311	-	312	-	312	-	0.0%	
01419106	55347	Transfer Out	-	601	-	-	-	-	-	Year End Balance Transfer
			-	601	-	-	-	-	-	
		Heritage Commission Total	892	892	893	65	893	-	0.0%	
		Total Planning & Development	720,151	631,750	680,842	383,286	721,209	40,367	5.9%	

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Police Department										
Police										
	51110	Sal/Wages FT	1,740,359	1,650,792	1,762,738	1,040,503	1,772,317	9,579	0.5%	29 FT (Chief, Deputy, Sergeants, Lieutenant, Officers, ACO, Admin)
	51125	First Responder Stipend	-	59,657	-	-	-	-	-	Paid for by Coronavirus Relief Fund
	51150	Vacation Replacement OT	46,587	37,549	46,587	37,531	46,587	-	0.0%	Shift replacement OT
	51200	Sal/Wages PT	35,882	13,721	14,500	5,184	14,500	-	0.0%	1 PT officer, 1 PT secretarial/admin
	51300	Sal/Wages OT	97,000	52,700	97,000	51,989	97,000	-	0.0%	Coverage OT, special OT
	51350	FEMA Storm Related OT	1	-	1	-	1	-	0.0%	
	51400	Longevity Pay	2,300	2,300	1,700	-	1,750	50	2.9%	For hires before 1/1/2010 only
	51410	Sick Replacement OT	19,250	10,621	19,250	6,979	19,250	-	0.0%	Shift replacement OT
	51420	Holiday Pay	58,920	84,028	59,471	11,313	58,303	(1,168)	-2.0%	
	51425	Firearm Incentive	1,500	2,433	1,500	750	1,500	-	0.0%	Instructor incentive of \$500 per employee
	51430	Field Training Incentive OT	5,491	11,089	5,000	258	5,000	-	0.0%	Section 10.13 of current CBA
	51450	Education Incentive	3,660	4,160	4,160	-	4,160	-	0.0%	Ed pay for those hired prior to 1/1/2010
	51455	Training Regular Pay	-	7,412	-	1,826	-	-	-	
	51440	Training Coverage - OT	-	8,958	-	3,463	-	-	-	
		Salaries Total	2,010,950	1,945,417	2,011,907	1,159,777	2,020,368	8,461	0.4%	
	52100	Health Insurance	422,102	382,852	479,896	258,949	489,660	9,764	2.0%	
	52110	Dental Insurance	34,151	26,714	33,317	19,219	34,495	1,178	3.5%	
	52120	Life Insurance	1,674	1,674	1,728	1,005	1,782	54	3.1%	
	52130	LTD Insurance	981	981	1,014	71	1,068	54	5.3%	
	52200	FICA	13,417	9,954	12,350	5,305	12,480	130	1.1%	Based on wages: 6.2%
	52210	Medicare	29,159	28,014	29,203	16,828	29,295	92	0.3%	Based on wages: 1.45%
	52300	Retirement Town	20,164	18,364	23,264	10,834	26,263	2,999	12.9%	Based on wages: 14.06%
	52310	Retirement Police	510,191	492,493	567,168	322,456	616,302	49,134	8.7%	Based on wages: 33.88%
		Benefits Total	1,031,839	961,046	1,147,940	634,667	1,211,345	63,405	5.5%	
	55001	Accreditation	4,014	4,014	5,716	5,796	5,922	206	3.6%	Guardian Tracking (\$1581) and PowerDMS document management software yearly account renews in August (\$4341)-is necessary to continue towards CALEA Accreditation
	55035	Chiefs Expenses	1,000	888	1,000	1,184	1,200	200	20.0%	Covers empl. awards, retirements, dept meetings, hosting meals
	55043	Community Relations	2,500	207	2,500	663	2,500	-	0.0%	Plaques, dare, crime prevention items includes NNO yearly, Halloween safety, Child badges, safety seats, etc.
	55045	Vehicle Computer Equipment	5,800	6,113	6,565	-	6,565	-	0.0%	Update/cruiser laptops with purchase and install one new Rhino Tablet with mount and antenna
	55047	Computer Maintenance/Service Contract	18,575	17,680	17,500	11,827	17,500	-	0.0%	Certified Computer Solutions (\$16,440) which is a 5 year contract-this is 3rd year, PD laptop service (\$375), Cross Agency expense for IMC (\$400)
	55050	Conf/Room/Meals	3,000	43	3,000	-	3,000	-	0.0%	Professional Development training conferences for the Chief and Deputy Chief- IACP convention etc.
	55057	Prosecutor Service	45,000	3,530	35,000	3,632	35,000	-	0.0%	Per diem contracts with attorneys for assistance with Police Prosecution involves motion drafting, advising, and courtroom assistance, etc.
	55084	Court Mileage Reimbursement	1	-	1	-	1	-	0.0%	
	55549	Covid-19 Expenses	-	-	1	-	-	(1)	-100.0%	Expenses related to safety and maintenance for Covid-19
	55087	Dry Cleaning	15,000	15,000	12,000	9,000	10,800	(1,200)	-10.0%	Contractual cost increase
	55088	Dues	8,350	8,723	8,545	5,755	8,918	373	4.4%	Yearly dues for SERT, NENA 911, NESPIN, Child Advocacy Center, and professional association memberships
	55091	Education/Training	13,000	12,824	13,000	12,822	17,000	4,000	30.8%	Training course costs/meal reimbursement for the entire department (including civilians), increase for yearly mental health training for all officers and dispatchers with MHP

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	55108	Equipment Purchase	20,752	25,791	17,750	14,743	17,750	-	0.0%	Mountain bike parts, stop stick replacement, flashlights, some building improvement costs, furniture/boards, Taser cartridges, less lethal tools- OC
	55128	Fuel	42,192	34,646	43,440	18,981	40,000	(3,440)	-7.9%	Fuel for patrol vehicles using monthly average at the rate of \$2.35 ESTIMATE
	55133	General Expenses	8,850	10,288	6,000	2,010	6,000	-	0.0%	Towing charges, patrol enforcement supplies radar replacements, speed signs, promotional testing materials, hiring costs includes polygraph, medical, and psychological testing, Livescan fee (\$476), etc.
	55138	Grant Matching	1	-	1	-	-	(1)	-100.0%	
	55160	Investigation	5,000	2,121	5,000	-	5,000	-	0.0%	Covers drug investigation costs and equipment
	55190	Mobile Communications	3,146	2,021	3,147	1,376	5,253	2,106	66.9%	AT&T FirstNet department cell and laptop modem plan- there is also a Dispatch phone failover plan- We put all mobile comms expense lines (Staff and Patrol) into this one single line item-overall increase of \$2106 yearly
	55193	Munitions	11,717	10,714	12,000	8,042	15,700	3,700	30.8%	There is an ammunition shortage across the county and an increase in firearms ammunition costs (pistol and rifle). We will also need to add a rifle to our shooting simulator as currently we have only pistols (\$2,700). This line item also includes items for training and equipment for bean bag shotguns and simulated shooting drills protective gear, and includes the cost of both lethal and less lethal ammunition, gun accessories and cleaning, targets, range fees, etc.
	55199	Office Equipment Maintenance	5,724	5,247	5,725	3,816	5,725	-	0.0%	Maintenance contract of 6 machines including: copier printers and all service, parts, and labor
	55200	Office Supplies	11,800	11,446	11,800	6,384	11,800	-	0.0%	Office supplies, new contract eliminates ink toner, evidence, prosecution, photo
	55224	Postage	1,329	1,123	1,200	762	1,200	-	0.0%	Postage costs for mailings
	55270	Software Agreement	17,068	17,067	17,070	17,070	17,855	785	4.6%	Central Square IMC full contract- records, emergency operations, and interface for POL and FD Dispatch Center
	55314	Uniforms	15,385	16,216	15,385	6,160	16,200	815	5.3%	Cost for uniforms and uniform related equipment for 40 employees- include bullet proof vest replacements and contractual clothing allowance for staff division of \$400 each/year.
	55319	Vehicle Maintenance	21,000	25,100	21,000	11,422	21,000	-	0.0%	Covers repair costs for 19 vehicles
	55321	Veterinarian Service	2,150	750	2,150	-	1,000	(1,150)	-53.5%	contract with SPCA (\$750), unforeseen animal vet charges, rabies testing
	55104	Veterinarian Equipment	800	-	500	300	300	(200)	-40.0%	ACO equipment added splitting cost of the online dog licensing lookup software management with Town Clerk
		General Expenses Total	283,154	231,552	266,996	141,745	273,189	6,193	2.3%	
	55544	Capital Outlay - Parking Enforcement Equipment	1	-	1	-	-	(1)	-100.0%	
		Capital Outlay Total	1	-	1	-	-	(1)	-100.0%	
		Total Police Department	3,325,944	3,138,015	3,426,844	1,936,190	3,504,902	78,058	2.3%	

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Fire Department										
	51110	Sal/Wages FT	1,977,689	1,897,792	1,969,487	1,256,268	2,009,653	40,166	2.0%	31 FT 2 New Firefighter/AEMT positions are included. Proposed to start after July 2022
	51120	Sal/Wages Stipend	500	1,000	500	-	-	(500)	-100.0%	
	51125	First Responder Stipend		66,814				-		Paid for by Coronavirus Relief Fund - Not in Budget
	51150	Vacation Replacement OT	25,567	25,161	18,362	17,647	19,487	1,125	6.1%	Shift replacement OT for vacations
	51200	Sal/Wages PT	17,489	8,356	17,468	9,671	1	(17,467)	-100.0%	1 PT: Office Clerk (20hr/wk) NOT funded in FY22
	51300	Sal/Wages Call Back OT	120,159	80,296	109,409	39,657	100,136	(9,273)	-8.5%	General OT - call back
	51130	Personal Replacement OT	24,618	-	20,557	-	19,397	(1,160)	-5.6%	Shift replacement OT for personal leave
	51350	FEMA Storm Related OT	1	5,594	1	-	1	-	0.0%	
	51400	Longevity Pay	6,850	6,850	5,050	1,000	3,700	(1,350)	-26.7%	For employees hired prior to 1/1/2006
	51410	Sick Replacement OT	30,377	26,131	31,943	18,294	34,305	2,362	7.4%	
	51420	Holiday Pay	97,259	95,239	92,348	1,232	95,050	2,702	2.9%	
	51600	Sal/Wages On Call	5,000	622	2,500	284	2,500	-	0.0%	
		Salaries Total	2,305,509	2,213,856	2,267,625	1,344,052	2,284,230	16,605	0.7%	
	52100	Health Insurance	445,329	432,782	415,170	246,389	404,671	(10,499)	-2.5%	
	52110	Dental Insurance	41,241	39,773	40,227	24,386	39,747	(480)	-1.2%	
	52120	Life Insurance	1,890	1,890	1,945	1,050	1,990	45	2.3%	
	52130	LTD Insurance	1,089	1,089	1,001	32	1,042	41	4.1%	
	52200	FICA	5,121	3,999	4,976	4,534	3,059	(1,917)	-38.5%	Based on wages: 6.2%
	52210	Medicare	31,750	30,477	32,881	19,132	33,121	241	0.7%	Based on wages: 1.45%
	52300	Retirement Town	6,713	6,679	7,611	7,406	6,586	(1,025)	-13.5%	Based on wages: 14.06%
	52320	Retirement Fire	668,877	643,601	691,675	396,730	737,289	45,614	6.6%	Based on wages: 32.99%
		Benefits Total	1,202,010	1,160,290	1,195,486	699,659	1,227,506	32,020	2.7%	
	55019	Breathing Apparatus	12,340	7,666	11,245	8,683	11,666	421	3.7%	Breathing apparatus testing and repairs & air compressor certification and repairs
	55035	Chiefs Expenses	720	638	720	367	720	-	0.0%	expenses for meetings, dinners
	55038	Cistern Maintenance	1,600	-	1,600	373	1,600	-	0.0%	Cistern & dry hydrant maintenance
	55041	Command Supplies	6,500	4,879	5,000	-	5,000	-	0.0%	Emergency Operations Center supplies during drills, exercise and incidents, including food, office supplies, & training material
	55042	Communications Equipment	10,905	3,500	9,905	3,745	10,697	792	8.0%	2 way radio (mobile and portable); RAVE Mobile Safety - Emergency Community Notification (Reverse 911)
	55224	Postage	519	413	519	200	519	-	0.0%	Postage for General FD, Fire Prevention, new candidate hiring, etc.
	55058	Contract Services	20,340	16,500	16,440	10,991	16,815	375	2.3%	50% of annual contracted IT support for the Public Safety Complex. Shared cost with Police Department
	55087	Dry Cleaning	325	304	325	134	325	-	0.0%	Dry cleaning of chief officer uniforms & Class "A" dress uniforms.
	55088	Dues	7,224	6,746	7,088	7,187	7,234	146	2.1%	Seacoast Region Hazmat team annual assessment, Annual Association Dues with multiple organizations
	55091	Education/Training	15,990	27,657	15,990	11,256	15,476	(514)	-3.2%	Tuition for college classes, fire certifications and education supplies.
	55106	General Equipment Purchase	45,000	33,115	45,000	15,615	45,000	-	0.0%	Firefighting equipment purchase and replacement.
	55122	Fire Alarm Supplies	6,310	642	-	-	-	-		Town wide fire alarm system maintenance.
	55123	Fire Prevention Supplies	5,450	2,414	5,450	1,194	5,450	-	0.0%	NFPA annual membership, Fire Prevention/Investigation Supplies
	55128	Fuel	15,093	11,402	15,107	7,544	12,440	(2,667)	-17.7%	Gas and diesel fuel for all fire department vehicles, Plus 800 gallon tank at fire station
	55132	General Equipment Repair	3,250	3,019	3,250	1,005	3,500	250	7.7%	Small tool & equipment repair.
	55133	General Expenses	3,200	2,160	3,200	2,223	3,200	-	0.0%	Background investigations, water, emergency scene rehabilitation, supplies, etc.
	55144	Hazmat Supplies	1,294	869	1,294	542	1,525	231	17.9%	Hazardous materials monitoring equipment, clean up and control supplies.
	55149	Hose Replacement	9,022	1,709	5,651	-	5,629	(22)	-0.4%	Fire hose replacement and repair.
	55151	Hydrant Maintenance	20,000	20,000	20,000	10,000	20,000	-	0.0%	Hydrant Maintenance Fee/Rental to Water Department

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	55190	Mobile Communications	4,566	3,269	4,203	3,741	5,458	1,255	29.9%	Cell phone plan and data usage for staff cars, engines, and fire prevention
	55199	Office Equipment Maintenance	2,815	2,740	2,425	1,126	2,409	(16)	-0.7%	Lease Agreements/Service Contacts (copier & time clock)
	55200	Office Supplies	2,265	2,231	2,265	571	2,265	-	0.0%	Office Supplies for entire Fire Department (except Health)
	55214	Physicals	8,565	2,805	8,565	1,636	10,630	2,065	24.1%	Pre-employment for new hires and Annual physicals for all fire personnel.
	55050	Conf/Room/Meals	4,200	-	1,000	-	4,200	3,200	320.0%	Examples include - FDIC conference, IAFC - FRI International, IMT Annual Conference.
	55230	Protective Equipment	34,198	41,948	34,198	34,725	36,367	2,169	6.3%	Turnout gear replacement, inspections, repair.
	55237	Radio Repairs/Maintenance	8,728	4,931	8,728	3,816	8,728	-	0.0%	Maint. & programming FD Portable & Mobile Radios, Annual service contract; Emergency Operations Center radio reprogramming, replacement & repairs
	55270	Software Agreement	9,452	8,499	8,254	7,649	8,569	315	3.8%	Annual agreements for IMC data collection & dispatching, Public Eye mobile data terminals, eDispatch firefighter notification, and Knox Box Cloud Service
	55282	Building Supplies	2,000	1,962	2,000	768	3,128	1,128	56.4%	Laundry & misc bldg. cleaning supplies
	55314	Uniforms	23,830	16,656	23,830	24,428	24,496	666	2.8%	Uniforms for 32 FT employees, 3 Call members
	55319	Vehicle Maintenance	38,544	57,349	38,544	15,234	38,922	378	1.0%	Vehicle maintenance, inspections, tires, annual pump and aerial testing and certifications.
	55264	Shelter Equipment	1,200	-	1	-	1	-	0.0%	Agreement with SAU16 to provide shelter food/supplies
	55095	Emergency Management Equipment	3,500	962	2,500	775	2,500	-	0.0%	Upgrades to computers and on scene materials (replacement cones, barricades, signage, barriers)
	55119	FEMA Reimb -Force Labor	1	-	-	-	-	-	-	FEMA line if needed
	55118	FEMA Reimb - Force Equip	1	-	-	-	-	-	-	FEMA line if needed
		General Expenses Total	328,947	286,985	304,297	175,527	314,469	10,172	3.3%	
	57006	Capital Outlay	15,445	8,560	16,988	-	1	(16,987)	-100.0%	\$1 place holder if grant funds become available.
		Capital Outlay Total	15,445	8,560	16,988	-	1	(16,987)	-100.0%	
		Total Fire Department	3,851,911	3,669,690	3,784,396	2,219,238	3,826,206	41,810	1.1%	

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Public Safety Shared Services										
Communications										
01429905	51110	PDD- Sal/Wages FT	228,143	190,863	213,831	134,550	215,446	1,615	0.8%	5 FT Staff
01429905	51150	PDD- Vacation Replacement OT	9,000	6,510	9,000	5,025	9,000	-	0.0%	covers vacation/personal days for dispatchers
01429905	51200	PDD- Sal/Wages PT	3,500	-	2,500	-	2,500	-	0.0%	Reduced to budget for one at several shifts a month
01429905	51300	PDD-Sal/Wages OT	14,600	18,065	14,600	7,774	14,600	-	0.0%	covers cost in emergencies and regular coverage added \$3000 from sick replacement
01429905	51350	PDD-FEMA Storm Related OT	1	-	1	-	1	-	0.0%	Expenses related to declared emergencies
01429905	51400	PDD-Longevity Pay	700	300	-	-	-	-	-	contract item
01429905	51410	PDD-Sick Replacement OT	3,000	1,855	3,000	864	3,000	-	0.0%	covers OT for dispatchers out sick removed \$3000 to be placed into reg OT
01429905	51420	PDD-Holiday Pay	9,680	11,628	9,115	3,258	9,115	-	0.0%	contract item
01429905	51430	PDD-Sal/Wages FTO Incentive	-	2,268	-	-	-	-	-	
01429905	51440	PDD-Training Coverage - OT	-	822	-	-	-	-	-	
01429905	51455	PDD-Training Regular Pay	-	1,309	-	1,173	-	-	-	
01429905	51450	PDD-Education Incentive	1,000	-	1,000	-	1,000	-	0.0%	contract item
		Salaries Total	269,624	233,640	253,047	152,643	254,662	1,615	0.6%	
01429905	52100	PDD-Health Insurance	36,632	36,632	47,122	30,597	47,122	-	0.0%	2.5% increase in the premium rate
01429905	52110	PDD-Dental Insurance	4,579	2,452	2,650	1,741	2,680	30	1.1%	No change in the premium rate
01429905	52120	PDD-Life Insurance	270	270	270	155	270	-	0.0%	No change in the premium rate
01429905	52200	PDD-FICA	16,717	14,481	15,523	9,193	15,789	266	1.7%	Based on wages: 6.2%
01429905	52210	PDD-Medicare	3,910	3,390	3,834	2,150	3,693	(142)	-3.7%	Based on wages: 1.45%
01429905	52300	PDD-Retirement Town	29,726	24,641	31,687	18,113	35,454	3,767	11.9%	Based on wages: 14.06%
		Benefits Total	91,833	81,866	101,087	61,949	105,008	3,921	3.9%	
01429905	55105	PDD-Equipment Maintenance	20,825	14,559	20,825	8,937	20,825	0	0.0%	2-way comms maintenance/service yearly and monthly contracts, Acorn VS logger (\$1275). Contracts paid at the end of the year.
01429905	55108	PDD-Equipment Repair	5,800	1,300	5,800	-	5,800	-	0.0%	Uncovered replacement/repair costs for dispatch items and radio equipment and portable radios
01429905	55256	PDD-Phone Repairs/Service	300	-	300	-	450	150	50.0%	dispatch center phone repairs, updates, 4G fall over, sonicwall fee
		General Expenses Total	26,925	15,859	26,925	8,937	27,075	150	0.6%	
01429905	57008	PDD- Capital Outlay-Equipment	28,700	28,700	-	-	-	-	-	
		Capital Outlay Total	28,700	28,700	-	-	-	-	-	
		Communications Total	417,082	360,064	381,059	223,529	386,745	5,686	1.5%	

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Health										
01441105	51110	FH- Sal/Wages FT	58,647	58,580	60,194	36,932	61,870	1,676	2.8%	1 FT: Health Officer
		Salaries Total	58,647	58,580	60,194	36,932	61,870	1,676	2.8%	
01441105	52100	FH- Health Insurance						-		2.5% increase in the premium rate
01441105	52110	FH- Dental Insurance	1,900	1,900	1,900	1,040	1,900	-	0.0%	No change in the premium rate
01441105	52120	FH- Life Insurance	108	108	108	80	108	-	0.0%	No change in the premium rate
01441105	52200	FH- FICA	3,636	3,632	3,732	2,290	3,836	104	2.8%	Based on wages: 6.2%
01441105	52210	FH- Medicare	850	849	873	535	897	24	2.8%	Based on wages: 1.45%
01441105	52300	FH- Town Retirement	6,551	6,543	7,598	4,360	8,699	1,101	14.5%	Based on wages: 14.06%
		Benefits Total	13,045	13,033	14,211	8,306	15,440	1,229	8.6%	
01441105	55293	FH- Supplies	950	553	950	30	600	(350)	-36.8%	Health Inspection and office supplies
01441105	55224	FH- Postage	77	33	77	13	58	(19)	-24.7%	Health Dept. mailings
01441105	55055	FH- Consulting	1,000	-	1	-	1	-	0.0%	Hazardous Materials Remediation & Consulting for Sportsmen's Club project
01441105	55190	FH- Mobile Communications	1,608	962	1,023	408	1,000	(23)	-2.2%	Phone plan & mobile data terminal usage for Health Officer.
01441105	55191	FH- Mosquito Control	56,100	56,100	39,000	23,300	39,000	-	0.0%	Mosquito control maintenance contract costs
01441105	55270	FH- Software Agreement	2,253	2,388	2,400	2,400	2,400	-	0.0%	Metverse forms and reporting
01441105	55308	FH- Travel Reimbursement	500	-	500	87	200	(300)	-60.0%	Mileage reimbursement for Health Officer
01441105	55050	FH- Conf/Room/Meals	795	-	795	-	795	-	0.0%	Training, Meeting and Seminars for Health Officer
01441105	55088	FH- Dues	35	45	45	90	90	45	100.0%	Health Dept. dues & memberships
01441105	55091	FH- Education/Training	-	-	-	-	1,500	1,500		
		General Expenses Total	63,318	60,081	44,791	26,327	45,644	853	1.9%	
		Health Total	135,010	131,693	119,196	71,565	122,954	3,758	3.2%	
		Total Public Safety Shared Services	552,093	491,757	500,255	295,094	509,699	9,444	1.9%	

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Public Works - General Fund										
Administration & Engineering										
01431101	51110	PWA- Sal/Wages FT	448,227	399,430	457,847	262,331	467,907	10,060	2.2%	6 FT: Director, Town Eng, Eng Tech, Office Mgr, Office Clerk, Asst Engineer
01431101	51200	PWA- Sal/Wages PT	500	-	1	-	1	-	0.0%	1- PT-recording secretary for River Committee @ \$15/hr
01431101	51300	PWA- Sal/Wages OT	500	96	500	-	500	-	0.0%	
		Salaries Total	449,227	399,527	458,348	262,331	468,408	10,060	2.2%	
01431101	52100	PWA- Health Insurance	64,080	56,284	82,348	37,252	82,348	-	0.0%	
01431101	52110	PWA- Dental Insurance	6,136	5,176	6,986	3,249	6,986	-	0.0%	
01431101	52120	PWA- Life Insurance	540	540	540	352	540	-	0.0%	
01431101	52130	PWA- LTD Insurance	1,089	1,089	1,120	-	1,136	16	1.4%	
01431101	52200	PWA- FICA	27,852	24,096	28,418	15,832	29,041	624	2.2%	Based on wages: 6.2%
01431101	52210	PWA- Medicare	6,514	5,635	6,646	3,703	6,792	146	2.2%	Based on wages: 1.45%
01431101	52300	PWA- Retirement Town	50,123	44,627	57,861	31,100	65,858	7,997	13.8%	Based on wages: 14.06%
		Benefits Total	156,334	137,448	183,919	91,488	192,701	8,783	4.8%	
01431101	55003	PWA- Drug/Alcohol Testing	1,200	778	1,200	382	1,200	-	0.0%	Contract w/Access; required (per USDOT) random testing for all CDL holders & screening new hires
01431101	55048	PWA- Computer Software		357				-		
01431101	55050	PWA- Conf/Room/Meals	3,000	-	1	-	3,000	2,999	299900.0%	National or regional conf 60% Dir, Town Eng; 100% Maint Supt, Hwy Supt @\$1100 ea
01431101	55058	PWA- Contracted Services	25,000	25,000	1	-	1	-	0.0%	Moved to CIP
01431101	55088	PWA- Dues	700	650	700	565	700	-	0.0%	Dues: APWA \$210, NHPWA \$100, Mutual Aid \$25; Licenses: PE 2@150/2 yr
01431101	55091	PWA- Education/Training	2,000	2,040	2,000	127	2,000	-	0.0%	Education and training for staff (NHMA, NHDES, NEPW Association)
01431101	55128	PWA- Fuel	1,345	1,108	1,345	597	1,345	-	0.0%	Dir & Eng vehicles
01431101	55133	PWA- General Expenses	850	250	850	567	850	-	0.0%	Meal reimbursement during extended operations per Director's determination
01431101	55158	PWA- Insurance Deductible	1,000	-	1	-	1	-	0.0%	Damage repairs on insurance claims
01431101	55181	PWA- Master Fuel Account	1	11,773	1	(5,726)	1	-	0.0%	Bulk fuel delivery charges less dept allocations; for 109 vehicles
01431101	55190	PWA- Mobile Communications	1,200	1,155	1,200	853	1,200	-	0.0%	60% Director, Town Engineer & Asst Engineer; 100% Highway, MiFi (Engineering)
01431101	55200	PWA- Office Supplies	10,000	8,082	10,000	4,325	10,000	-	0.0%	Gen office supplies \$6500; Eng supplies \$3500: plotter paper & ink, field books, Town Standards, scanning plans; 60% of copier billing
01431101	55224	PWA- Postage	500	881	500	280	500	-	0.0%	General day to day mailings
01431101	55237	PWA- Radio Repairs	600	-	600	-	600	-	0.0%	4 Desk sets, 6 portables, 42 vehicle units
01431101	55238	PWA- Radio Replacement	1,000	-	1,000	-	1,000	-	0.0%	Digital repeater to communicate with Fire & Police
01431101	55319	PWA- Vehicle Maintenance	600	157	600	-	600	-	0.0%	Dir & Eng vehicles
		General Expenses Total	48,996	52,232	19,999	1,970	22,998	2,999	15.0%	
01431101	55998	PWA- Due from Water Fund	(121,104)	(121,004)	(128,453)	(64,227)	(132,222)	(3,769)	2.9%	20% Water Fund offset
01431101	55999	PWA- Due from Sewer Fund	(121,104)	(121,004)	(128,453)	(64,227)	(132,222)	(3,769)	2.9%	20% Sewer Fund offset
		Due from Water/Sewer Funds Total	(242,209)	(242,009)	(256,907)	(128,453)	(264,444)	(7,537)	2.9%	
		Administration & Engineering Total	412,348	347,197	405,359	227,336	419,664	14,305	3.5%	

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Highways and Streets										
01431202	51110	HWY- Sal/Wages FT	639,436	644,458	660,834	414,627	664,804	3,970	0.6%	12 FT
01431202	51210	HWY- Sal/Wages Temp	1	-	1	-	1	-	0.0%	Intern, Summer/Fall laborer
01431202	51300	HWY- Sal/Wages OT	20,000	9,107	20,000	3,954	20,000	-	0.0%	Emergency ops, callouts, flood watch, voting/traffic control
01431202	51310	HWY- Sal/Wages Stand-By	7,280	7,160	7,280	4,760	7,280	-	0.0%	After hours on-call status, \$140/wk per union contract
01431202	51350	HWY- FEMA Storm Related OT	1	-	1	-	1	-	0.0%	Expenses related to declared emergencies
01431202	51400	HWY- Longevity Pay	6,650	7,700	6,900	-	7,150	250	3.6%	8 FT per union contract
		Salaries Total	673,368	668,425	695,016	423,341	699,236	4,220	0.6%	
01431202	52100	HWY- Health Insurance	209,428	209,428	214,075	131,752	220,664	6,589	3.1%	
01431202	52110	HWY- Dental Insurance	13,464	13,858	13,971	8,659	16,178	2,207	15.8%	
01431202	52120	HWY- Life Insurance	702	702	702	480	702	-	0.0%	
01431202	52200	HWY- FICA	41,749	41,561	43,091	25,475	43,353	262	0.6%	Based on wages: 6.2%
01431202	52210	HWY- Medicare	9,764	9,720	10,078	5,958	10,139	61	0.6%	Based on wages: 1.45%
01431202	52300	HWY- Retirement Town	75,215	76,084	87,908	50,006	98,312	10,404	11.8%	Based on wages: 14.06%
		Benefits Total	350,322	351,353	369,825	222,331	389,348	19,523	5.3%	
01431202	55013	HWY- Asphalt Reclamation	10,000	-	10,000	-	10,000	-	0.0%	Grinding & screening to recycle asphalt and concrete into reusable product. Screening compost and sand
01431202	55020	HWY- Bridge Repairs	5,500	-	24,000	537	5,500	(18,500)	-77.1%	Garrison Lane rehab completed-in house 2021
01431202	55056	HWY- Culvert Repairs/Replacement	2,000	797	2,000	1,772	4,000	2,000	100.0%	Repair, replace & clearing culverts (pipes & headers)
01431202	55071	HWY- Dam Maintenance	15,000	4,875	2,500	-	2,500	-	0.0%	Dam & abutment concrete & mechanical repairs at Pickpocket, Colcord, Sloans Brook
01431202	55072	HWY- Dam Registration	400	400	400	-	400	-	0.0%	Annual NHDES fees (due December) Sloans Brook
01431202	55091	HWY- Education/Training	3,000	737	1,500	500	1,500	-	0.0%	Classes, licensing (CDL, UNH Tech Transfer classes)
01431202	55098	HWY- Emergency Traffic Control	1,000	-	500	-	500	-	0.0%	Uniformed officer in high traffic, emergencies
01431202	55107	HWY- Equipment Rentals	4,500	-	2,000	2,490	4,500	2,500	125.0%	Rental of equipment not owned by Town, including bulldozer, excavator, grader, screen
01431202	55128	HWY- Fuel	21,455	30,272	19,455	10,124	19,455	-	0.0%	Fuel for highway dept vehicles & equipment
01431202	55134	HWY- General Hand Tools	4,000	3,052	3,500	3,783	4,000	500	14.3%	Repl/repair hand tools incl. compacter, hand-saw, chainsaws, small power tools
01431202	55190	HWY- Mobile Communications	1	1,437	1	572	1	-	0.0%	moved to phone reimbursement
01431202	55212	HWY- Phone Reimbursement	2,400	1,760	2,400	840	2,400	-	0.0%	Cell Phone stipend \$40/mo for Supt + 3 Foremen
01431202	55257	HWY- Safety Equipment	4,500	5,107	4,000	3,994	5,000	1,000	25.0%	Hardhats, vests, eye protection, Technu, steel-toed boot repl \$185/yr per employee
01431202	55267	HWY- Signs	14,000	7,657	7,000	4,355	8,000	1,000	14.3%	Sign replacement for retro reflectivity, damages.
01431202	55285	HWY- Storm Drain Repair	9,000	5,010	6,000	1,065	6,000	-	0.0%	Repair drain castings. 1,305 catch basins
01431202	55286	HWY- Street Marking	30,000	24,313	25,000	25,714	35,000	10,000	40.0%	Fog lines, center lines, parking spaces (butyl rubber by contractor); crosswalks 2x yr
01431202	55287	HWY- Street Repairs/Maint	18,000	16,821	18,000	9,683	18,000	-	0.0%	Patching town roads & shoulder repair materials; includes asphalt, concrete, gravel
01431202	55310	HWY- Tree Maintenance	22,500	17,333	17,500	4,387	20,000	2,500	14.3%	All trees in town ROW & parks incl pruning, fertilizing & removal w/ licensed arborist; increasing demands for tree removal & pruning; additional street trees at Lincoln & presence of Emerald Ash Borer (EAB)
01431202	55314	HWY- Uniforms	6,000	7,022	6,000	4,495	6,700	700	11.7%	12 employees (Laundering, repair and replacement)
01431202	55319	HWY- Vehicle Maintenance	45,000	32,454	40,000	44,142	50,000	10,000	25.0%	Maintenance of all dept vehicles and equip
01431202	55337	HWY- Weed Control	8,000	8,000	8,000	6,000	8,000	-	0.0%	Along medians & curbing; contract w/ licensed herbicide applicator, \$2000/app x 4/yr
		General Expenses Total	226,256	167,047	199,756	124,454	211,456	11,700	5.9%	

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										Incl crack sealing, reconstruction, etc. 3% increase material cost
01431202	55251	HWY-Road Paving/Maintenance	800,000	605,618	700,000	213,485	800,000	100,000	14.3%	
01431202	55067	HWY- Culvert Replacement	23,000	5,551	23,000	-	10,000	(13,000)	-56.5%	Tamarind Lane 18" steel culvert replacement 2021
01431202	55266	HWY- Sidewalks/Curbing	15,000	-	10,000	2,980	15,000	5,000	50.0%	Sidewalks and curbing, minor repair & replacements
01431202	55284	HWY- Storm Drain Cleaning	25,000	19,980	20,000	20,480	30,000	10,000	50.0%	Annual clean 50% catch basins, material testing (pre-Covid 20% inc)
		Capital Outlay Total	863,000	631,149	753,000	236,945	855,000	102,000	13.5%	
		Highways & Streets Total	2,112,946	1,817,974	2,017,597	1,007,071	2,155,040	137,443	6.8%	
Snow Removal										
01431903	51300	PS- Sal/Wages - OT Snow	72,700	45,201	70,000	39,440	70,000	-	0.0%	Includes Mechanic
01431903	51350	PS- Sal/Wages - FEMA Storm Related	1	-	1	-	1	-	0.0%	Expenses related to declared emergencies
		Salaries Total	72,701	45,201	70,001	39,440	70,001	-	0.0%	
01431903	52200	PS- FICA	4,507	2,808	4,340	2,443	4,340	-	0.0%	Based on wages: 6.2%
01431903	52210	PS- Medicare	1,054	657	1,015	571	1,015	-	0.0%	Based on wages: 1.45%
01431903	52300	PS- Retirement Town	8,121	4,925	8,831	4,405	9,842	1,011	11.4%	Based on wages: 14.06%
		Benefits Total	13,682	8,390	14,186	7,419	15,197	1,011	7.1%	
01431903	55026	PS- Calcium Chloride	500	-	1	-	1	-	0.0%	Salt additive used during harsh temperatures in the winter
01431903	55061	PS- Contracted Snow Removal	50,000	2,250	45,000	8,793	45,000	-	0.0%	Hire contractors w/10 wheelers to remove snow for safety downtown, Lincoln St, Ports Ave.
01431903	55118	PS- FEMA Reimb Force Equip	1	-	1	-	1	-	0.0%	Expenses declared winter emergencies
01431903	55119	PS- FEMA Reimb Force Labor	1	-	1	-	1	-	0.0%	Expenses declared winter emergencies
01431903	55128	PS- Fuel	19,670	5,608	17,000	9,428	17,000	-	0.0%	Fuel for snow removal vehicles
01431903	55216	PS- Plow Damages	4,000	742	3,500	2,073	3,500	-	0.0%	Private property damage caused by snow plows
01431903	55218	PS- Plowing	85,000	101,803	80,000	55,761	80,000	-	0.0%	Hire contractors to plow, including dedicated Lincoln St improvements
01431903	55258	PS- Salt	65,000	61,217	60,000	61,385	60,000	-	0.0%	Winter salt for town roads, sidewalks, parking lots; 2020 \$46.75/ton
01431903	55259	PS- Sand	1,000	1,440	1,000	831	2,000	1,000	100.0%	Purchase sand during winter months to spread along the town roads, sidewalks, parking lots
01431903	55319	PS- Vehicle Maintenance	23,000	16,838	20,500	7,136	20,500	-	0.0%	Repair snow plows and snow removal equip
		General Expenses Total	248,172	189,899	227,003	145,407	228,003	1,000	0.4%	
		Snow Removal Total	334,555	243,489	311,190	192,266	313,201	2,011	0.6%	

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Solid Waste Disposal										
01432304	51200	SW- Sal/Wages PT	18,196	17,544	18,627	11,862	19,146	519	2.8%	1 PT @ 16 hrs/wk including transfer station winter schedule and weekend trash removal
01432304	51300	SW- Sal/Wages OT	5,000	9,611	4,000	5,023	4,000	-	0.0%	OT for Highway employees assigned to Transfer Station
		Salaries Total	23,196	27,155	22,627	16,884	23,146	519	2.3%	
01432304	52200	SW- FICA	1,438	1,682	1,403	1,046	1,435	32	2.3%	Based on wages: 6.2%
01432304	52210	SW- Medicare	336	393	328	245	336	8	2.3%	Based on wages: 1.45%
01432304	52300	SW-Retirement	559	1,054	505	623	562	57	11.4%	Based on wages: 14.06%
		Benefits Total	2,333	3,129	2,236	1,913	2,333	97	4.3%	
01432304	55018	SW- Blue Bags	75,000	154,420	115,000	26,237	125,000	10,000	8.7%	Includes vendor delivery to store; offset by revenue; projected production cost 30% increase after Jul 2021
01432304	55054	SW- Construction Debris	10,000	12,802	10,000	6,201	13,400	3,400	34.0%	Construction debris container at Transfer Station
01432304	55082	SW- Disposal/Recycling Contract	1,001,880	1,015,262	1,030,000	543,189	996,000	(34,000)	-3.3%	Current contract with Waste Management expires May 2022; proposed extension reflects 5.6% annual increases; recycled materials value increasing (costs decreasing)
01432304	55086	SW- Brush Grinding	23,000	1,840	15,000	5,400	20,000	5,000	33.3%	Brush grinding & removal by contractor 2 to 3x per yr as space needs require (contracted Dirt Doctor thru 2022)
01432304	55021	SW-Brush Cutting/Removal		18,000				-		
01432304	55091	SW- Education/Training	650	100	200	150	200	-	0.0%	Solid waste training
01432304	55092	SW- Electricity	1,500	1,800	1,500	1,137	1,500	-	0.0%	Transfer station building
01432304	55093	SW- Electronic Waste Expense	14,000	10,602	10,000	4,212	10,000	-	0.0%	Removal of electronic waste collected at Transfer Station, offset by sticker revenue
01432304	55150	SW- Household Haz Waste Removal	39,000	32,982	42,750	-	42,750	-	0.0%	Cost of annual Oct event; Exeter share \$11,300 the rest offset by regional collection revenue & State grant
01432304	55163	SW- Landfill Monitoring	70,000	33,672	100,000	18,385	41,035	(58,965)	-59.0%	Gas and water quality testing, including PFAS & 1,4-dioxane at Cross Road landfill, GMZ expanded & 3 monitoring wells added \$31k; replace damaged soil gas standpipes \$10k; (landfill cap settlement & slope repair \$75k Oct 2021)
01432304	55186	SW- Metal Removal	3,000	1,150	1,500	550	1,500	-	0.0%	Hauling charge to remove metals & white goods
01432304	55201	SW- Operations Maintenance	8,400	5,732	5,000	7,034	6,000	1,000	20.0%	Mowing, materials and supplies at the Transfer Station (Security cameras and equipment)
01432304	55244	SW- Recycle Containers	13,100	18,930	13,100	12,816	19,000	5,900	45.0%	65 gal carts unit price increase from \$40 to \$58 plus freight; offset by revenue
01432304	55293	SW- Supplies	1,700	1,747	1,500	1,667	1,500	-	0.0%	Stickers and garbage litter bags for Town & Public Works
01432304	55300	SW- Tire Disposal	2,500	-	2,000	279	2,000	-	0.0%	Offices to sell
01432304	55366	SW- Yard Waste	15,505	15,506	15,972	7,868	16,450	478	3.0%	Disposal of Town tires
01432304	55551	SW- Food Waste Compost Program				712	2,741			Twice per year curbside collection- leaf and yard waste
		General Expenses Total	1,279,235	1,324,543	1,363,522	635,838	1,299,076	(64,446)	-4.7%	Weekly collection at Transfer Station (Mr. Fox)
		Solid Waste Disposal Total	1,304,764	1,354,828	1,388,385	654,636	1,324,555	(63,830)	-4.6%	

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Street Lights										
01431605	55092	PW- Electricity- Street Lights	160,000	162,582	160,000	93,660	160,000	-	0.0%	All street lights in Town rights-of-way
01431605	55303	PW- Traffic Light Maintenance	10,340	2,590	9,000	3,046	9,000	-	0.0%	High St, Green St, Alum Dr, Holland Way, Continental Dr
		General Expenses Total	170,340	165,172	169,000	96,705	169,000	-	0.0%	signals; controllers, loop detectors, bulbs, audibles & emergency vehicle pre-emption controllers
		Street Lights Total	170,340	165,172	169,000	96,705	169,000	-	0.0%	
Stormwater										
01431118	55293	STW- Supplies	2,700	630	2,700	664	2,700	-	0.0%	Pet waste bags (Town Clerk & Highway), plotter supplies (ink, printheads, paper)
01431118	55058	STW- Contracted Services	52,740	45,443	46,740	19,041	57,100	10,360	22.2%	wet weather sample 134 outfalls/6 years ~ 22 outfalls/yr x \$700/outfall = \$14,400; outfall catchment system vulnerability factor (SVF) inventory (age, failure criticality prioritization) \$10k; quarterly SWPPP inspections \$4500; street & lot guidelines & green infrastructure rpt \$3k; AMP project TN changes \$6k; MS4 annual rpt \$5200; TN (NPS only) annual report \$8k; staff training \$5k
01431118	55190	STW-Mobile Communications	480	-	480	-	480	-	0.0%	Tablet/mifi \$40.12/mo
01431118	55291	STW- Subscriptions	4,080	3,424	4,080	4,077	4,080	-	0.0%	GPS, SmartNet, PeopleForms subscriptions
01431118	55386	STW- Catch Basin Replacement	-	-	-	-	28,000	28,000	-	Replace 7 Catch basins @ \$4k each (MS4 Permit requirement)
01431118	55270	STW- Software Agreement	-	18,669	-	-	-	-	-	NHDES CWSRF Asset Management
		General Expenses Total	60,000	68,165	54,000	23,782	92,360	38,360	71.0%	
		Stormwater Total	60,000	68,165	54,000	23,782	92,360	38,360	71.0%	
		Subtotal before Maintenance	4,394,953	3,996,826	4,345,531	2,201,797	4,473,820	128,289	3.0%	

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Public Works - Maintenance										
General										
01419406	51110	PM- Sal/Wages FT	267,219	223,828	272,095	146,384	275,012	2,917	1.1%	5 FT Maint Supt, Custodian, 3 Maint Techs
01419406	51200	PM- Sal/Wages PT	33,695	33,484	34,612	22,575	35,132	520	1.5%	1 PT Custodian @ 34hr per week
01419406	51300	PM- Sal/Wages OT	3,000	7,136	3,000	4,057	3,000	-	0.0%	Emergencies, callouts
01419406	51310	PM- Sal/Wages Stand-By	7,280	7,160	7,280	4,760	7,280	-	0.0%	Pay for after hours on-call status, \$140/week per union contract
01419406	51350	PM- FEMA Storm Related OT	1	-	1	-	1	-	0.0%	Expenses related to declared emergencies
01419406	51400	PM- Longevity Pay	1,500	1,500	1,550	-	1,600	50	3.2%	2 FT per union contract
		Salaries Total	312,695	273,108	318,538	177,776	322,025	3,487	1.1%	
01419406	52100	PM- Health Insurance	73,645	51,046	72,725	31,139	72,590	(135)	-0.2%	
01419406	52110	PM- Dental Insurance	5,595	4,015	5,936	2,727	5,936	-	0.0%	
01419406	52120	PM- Life Insurance	324	324	324	163	324	-	0.0%	
01419406	52200	PM- FICA	19,387	16,277	19,749	10,702	19,966	216	1.1%	Based on wages: 6.2%
01419406	52210	PM- Medicare	4,534	3,807	4,619	2,503	4,669	51	1.1%	Based on wages: 1.45%
01419406	52300	PM- Retirement Town	31,164	26,431	35,894	18,404	40,337	4,443	12.4%	Based on wages: 14.06%
		Benefits Total	134,649	101,899	139,247	65,637	143,822	4,575	3.3%	
01419406	55048	PM- Computer Software	3,000	3,000	3,000	-	5,000	2,000	66.7%	Dropping TMA for annual maint of Fleet & Facility Maint software TMA (Dec); converting to People GIS work order system
01419406	55058	PM- Contract Services	43,000	36,035	43,000	37,900	46,500	3,500	8.1%	Town buildings roof snow removal \$6k; contracted cleaning Town Offices \$26k; Rec Ctr 2x week starting 2020 (\$11k)
01419406	55089	PM- Custodial Supplies	16,000	22,733	16,000	8,290	18,000	2,000	12.5%	All Town buildings' paper & cleaning products
01419406	55549	PM- Covid-19 Expenses			11,000	1,526	14,500	3,500	31.8%	Rec Ctr & Snr Ctr daily & TH Public Restrooms 2/wk \$8k; \$3k in custodial supplies
01419406	55091	PM- Education/Training	800	680	800	150	800	-	0.0%	Continuing education requirements for License renewals Master Elect, Journeyman Plumber/Gas fitter. Education seminars Carpenter.
01419406	55128	PM- Fuel	4,475	3,754	4,000	3,325	4,000	-	0.0%	Maintenance Dept vehicles (5); also includes loaner vehicles to Town Departments
01419406	55173	PM- Licenses	300	-	300	-	300	-	0.0%	Licenses for Electrician and HVAC Plumber Tech
01419406	55176	PM- Maintenance Bld Materials	1,200	924	1,200	221	1,200	-	0.0%	Stock paint, putty, nails, screws
01419406	55178	PM- Maintenance Tools	3,000	2,012	3,000	928	3,000	-	0.0%	HVAC Tech, plumber, elec. tools, replenish drill bits, small power tools
01419406	55190	PM- Mobile Communications	600	404	600	201	600	-	0.0%	Maint. Superintendent cell phone
01419406	55257	PM- Safety Equipment	2,000	1,005	2,000	530	2,000	-	0.0%	Fall protection, eye protection, steel-toed boot replacement \$185/yr
01419406	55314	PM- Uniforms	5,500	3,269	5,500	1,831	5,500	-	0.0%	Uniforms and cleaning for 5 Staff
		General Expenses Total	79,875	73,816	90,400	54,901	101,400	11,000	12.2%	
		General Maintenance Total	527,219	448,824	548,185	298,314	567,247	19,062	3.5%	

Town of Exeter										
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Town Buildings										
		Town Buildings-Water/Sewer Bills	17,705	14,637	17,005	7,546	16,735	(270)	-1.6%	Water/Sewer bills for Town Buildings
		Town Buildings- Building Maintenance	73,500	63,601	72,500	60,805	76,500	4,000	5.5%	Building Maintenance for Town Buildings, Incl Swasey Parkway & Raynes Barn
		Town Buildings-Covid-19 Expenses	-	-	5,000	-	5,000	-	0.0%	Covid-19 for Town Buildings
		Town Buildings- Natural Gas	60,000	47,852	60,000	34,829	60,000	-	0.0%	Natural Gas for Town Buildings
		Town Buildings- Electricity	108,950	95,180	107,950	56,633	104,950	(3,000)	-2.8%	Electricity for Town Buildings, Incl. Swasey Parkway & Raynes Barn
		Train Station- Supplies	3,800	737	3,800	110	3,800	-	0.0%	Light fixtures, electrical breakers, signage
		Train Station- Platform Lease Liability	22,069	23,096	23,790	22,603	23,790	-	0.0%	Platform Lease Liability Insurance for Train Station
		Train Station- Platform Lease	3,400	3,332	3,400	3,439	3,400	-	0.0%	Platform Lease for Train Station
		Town Buildings Total	289,424	248,434	293,445	185,965	294,175	730	0.2%	
Maintenance Projects										
01419406	55177	PM- Maintenance Projects	100,000	100,000	100,000	33,080	100,000	-	0.0%	Town owned building projects
		Total Maintenance Projects	100,000	100,000	100,000	33,080	100,000	-	0.0%	
		Town Maintenance/Buildings Total	918,643	797,258	941,630	517,359	981,422	19,792	2.1%	
Mechanics/Garage:										
01419415	51110	PG- Sa/Wages FT	143,073	99,496	145,704	65,179	147,181	1,477	1.0%	3 FT: 1 Mech foreman; 2 Mechanics
01419415	51300	PG- Sa/Wages OT	3,000	3,297	3,000	1,202	3,000	-	0.0%	Mechanic OT -76 hours per year
01419415	51310	PG- Sa/Wages Standby Pay	-	120	-	-	-	-	-	
01419415	51400	PG- Longevity Pay	-	800	-	-	-	-	-	
		Salaries Total	146,073	103,713	148,704	66,381	150,181	1,477	1.0%	
01419415	52100	PG- Health Insurance	77,470	41,420	72,545	30,449	72,545	-	0.0%	
01419415	52110	PG- Dental Insurance	5,700	2,775	4,850	1,930	4,850	-	0.0%	
01419415	52120	PG- Life Insurance	162	162	162	77	162	-	0.0%	
01419415	52200	PG- FICA	9,057	6,710	9,220	3,834	9,311	92	1.0%	Based on wages: 6.2%
01419415	52210	PG- Medicare	2,118	1,569	2,156	897	2,178	21	1.0%	Based on wages: 1.45%
01419415	52300	PG- Retirement Town	16,316	11,195	18,797	7,883	21,115	2,318	12.3%	Based on wages: 14.06%
		Benefits Total	110,823	63,832	107,730	45,068	110,161	2,431	2.3%	
01419415	55128	PG- Fuel	1,600	1,037	1,600	805	1,600	-	0.0%	Mechanics shop truck & forklift
01419415	55129	PG- Fuel Dispensing System	4,000	3,115	4,000	-	4,000	-	0.0%	Fuel pumps, UST inspection, reporting equipment, 23 year old fuel island maintenance
01419415	55183	PG- Mechanics Tools	3,000	1,808	3,000	658	3,900	900	30.0%	Increase mechanics' allowance from \$500 to \$800/ea (hasn't increased since 2000); replace Town owned tools; rental
01419415	55316	PG- Vehicle Equipment Stock	5,000	5,092	5,000	3,328	5,000	-	0.0%	Fluids, filters, bulbs, nuts & bolts for all Town Departments
01419415	55319	PG- Vehicle Maintenance	2,000	941	2,000	883	2,000	-	0.0%	Maintenance Dept vehicles (5) + forklift
01419415	55338	PG- Weight Testing/Repair	1,000	500	1,000	-	1,000	-	0.0%	3 mechanic lifts certified testing & repair, 2 crane mounted electric hoists
		General Expenses Total	16,600	12,494	16,600	5,674	17,500	900	5.4%	
		Mechanics/Garage Total	273,496	180,039	273,034	117,123	277,842	4,808	1.8%	
		Total Public Works Budget	5,585,092	4,974,123	5,560,195	2,836,279	5,713,084	152,889	2.75%	

Town of Exeter										
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Welfare & Human Services										
Welfare										
01444110	51110	WE- Sal/Wages FT	7,942	7,924	8,152	5,303	8,379	227	2.8%	
		Salaries Total	7,942	7,924	8,152	5,303	8,379	227	2.8%	
01444110	52200	WE- FICA	492	459	505	323	519	14	2.8%	Based on wages: 6.2%
01444110	52210	WE- Medicare	115	107	118	75	121	3	2.8%	Based on wages: 1.45%
01444110	52300	WE-Retirement - Town	887	885	1,029	628	1,178	149	14.5%	Based on wages: 14.08%
		Benefits Total	1,495	1,451	1,653	1,027	1,819	166	10.1%	
01444110	55025	WE- Burial Expense	3,000	2,250	3,000	1,500	3,000	-	0.0%	Cremation - aging low income population
01444110	55050	WE- Conf/Room/Meals	200	121	200	110	200	-	0.0%	Zoom NHLWAA Annual Mtg
01444110	55074	WE - Direct Relief				50				
01444110	55075	WE - Direct Relief- Electricity	7,500	1,026	7,500	781	6,000	(1,500)	-20.0%	
01444110	55076	WE - Direct Relief-Food/Gas	500	-	500	-	500	-	0.0%	Grocery store gift cards when St. V de P not available.
01444110	55077	WE - Direct Relief - Heat	2,500	-	2,500	-	2,500	-	0.0%	Oil or gas
01444110	55078	WE - Direct Relief -Medical	2,500	-	2,500	-	2,500	-	0.0%	Usually advocate to other agencies.
01444110	55079	WE - Direct Relief- Rent	45,000	58,990	45,000	19,148	19,000	(26,000)	-57.8%	This line has an offsetting revenue account When shelters unavailable or if children/elderly/handicapped involved.
01444110	55541	WE - Direct Relief- Hotel				5,201	27,000			
01444110	55088	WE- Dues	55	-	55	40	140	85	154.5%	State local welfare dues \$40; Housing dues \$100
01444110	55106	WE- Equipment Purchase	250	-	-					
01444110	55133	WE- Direct Relief General Expense	1,500	2,818	1,500	1,214	1,500	-	0.0%	Direct relief that doesn't fall under other lines i.e. car repairs, daycare, etc.
01444110	55190	WE- Mobile Communications	180	180	180	59	180	-	0.0%	Off hours usag /split 50/50 with TM budget
01444110	55200	WE-Office Supplies	210	65	210	151	150	(60)	-28.6%	notebooks, folders and desk supplies.
01444110	55224	WE- Postage	20	40	20	25	30	10	50.0%	Client/state/agencies - postage
01444110	55308	WE- Travel Reimbursement	200	-	150	-	150	-	0.0%	Local monthly meetings, NHMA Conference - Manchester, State Monthly Meetings -Concord, Seminars
		General Expenses Total	63,615	65,491	63,315	28,278	62,850	(465)	-0.7%	
		Welfare Total	73,052	74,866	73,120	34,608	73,048	(72)	-0.1%	
Human Services										
01444511	55360	HS- Human Services Funding	103,805	103,430	106,720	40,635	105,105	(1,615)	-1.5%	See separate list (Human Services Funding Committee)
		Human Services Total	103,805	103,430	106,720	40,635	105,105	(1,615)	-1.5%	
		Total Welfare & Human Services	176,857	178,296	179,840	75,243	178,153	(1,687)	-0.9%	

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Parks & Recreation										
Recreation										
01452001	51110	PR- Sa/Wages FT	245,957	244,956	252,939	161,484	257,136	4,197	1.7%	4 FT: Director, Asst. Director, Rec Coord, Office Manager
01452001	51300	PR- Sa/Wages OT	1,200	1,163	1,200	1,188	-	(1,200)	-100.0%	Recreation Coordinator nights and weekends
		Salaries Total	247,157	246,119	254,139	162,672	257,136	2,997	1.2%	
01452001	52100	PR- Health Insurance	35,387	35,273	36,275	24,059	62,741	26,466	73.0%	
01452001	52110	PR- Dental Insurance	4,345	4,345	4,345	2,676	4,345	-	0.0%	
01452001	52120	PR- Life Insurance	324	324	325	124	270	(55)	-16.9%	
01452001	52130	PR- LTD Insurance	832	832	859	45	883	24	2.8%	
01452001	52200	PR- FICA	15,324	14,947	15,757	9,862	15,942	186	1.2%	Based on wages: 6.2%
01452001	52210	PR- Medicare	3,584	3,495	3,685	2,306	3,728	43	1.2%	Based on wages: 1.45%
01452001	52300	PR- Retirement Town	27,607	27,492	32,078	19,213	36,153	4,075	12.7%	Based on wages: 14.06%
		Benefits Total	87,403	86,707	93,324	58,285	124,063	30,740	32.9%	
01452001	55088	PR- Dues	700	655	700	525	700	-	0.0%	NHRP/NRPA/NEPA Dues for Department Staff
01452001	55224	PR- Postage	150	62	150	-	150	-	0.0%	General office mailing-Done towards the winter
01452001	55293	PR- Supplies	1,500	881	1,500	546	1,500	-	0.0%	Office supplies: pens, paper, ink and other supplies
01452001	55542	PR- Senior Services	7,500	1,119	7,500	358	5,000	(2,500)	-33.3%	Senior Programming Initiative
		General Expenses Total	9,850	2,717	9,850	1,429	7,350	(2,500)	-25.4%	
		Recreation Total	344,410	335,543	357,313	222,387	388,549	31,237	8.7%	
Parks										
01452002	51110	PK- Sa/Wages FT	74,454	73,834	77,068	36,228	81,717	4,649	6.0%	2 FT (Forman and Laborer)
01452002	51300	PK- Sa/Wages OT	5,500	5,677	5,500	1,259	4,500	(1,000)	-18.2%	OT for 2 FT Employees
01452002	51400	PK- Longevity Pay	900	900	1,000	792	-	(1,000)	-100.0%	Per Union Contract
		Salaries Total	80,854	80,411	83,568	38,278	86,217	2,649	3.2%	
01452002	52100	PK- Health Insurance	28,695	28,606	29,410	15,113	36,272	6,862	23.3%	
01452002	52110	PK- Dental Insurance	1,593	1,593	1,593	836	2,443	850	53.4%	
01452002	52120	PK- Life Insurance	108	108	108	55	108	-	0.0%	
01452002	52200	PK- FICA	5,013	4,730	5,181	2,226	5,345	164	3.2%	Based on wages: 6.2%
01452002	52210	PK- Medicare	1,172	1,106	1,212	521	1,250	38	3.2%	Based on wages: 1.45%
01452002	52300	PK- Retirement Town	9,031	8,982	10,576	4,508	12,122	1,546	14.6%	Based on wages: 14.06%
		Benefits Total	45,613	45,125	48,080	23,259	57,541	9,461	19.7%	
01452002	55033	PK- Chem Toilet Rental	1,900	1,502	1,900	1,900	2,100	200	10.5%	Prices skyrocketed due to covid and a shortage of porta potties. The cost of materials and labor has increased due to covid.
01452002	55058	PK- Contract Services	45,050	46,843	45,050	29,420	45,050	-	0.0%	This line is very important for the parks to stay well maintained. We will attempt to do more inhouse once we are fully staffed.
01452002	55108	PK- Equipment Purchase	3,000	2,013	3,000	2,272	5,000	2,000	66.7%	We are looking to replace one of our oldest trailers that needs numerous repairs and doesn't actually meet out needs with an enclosed trailer. This true landscape trailer would bring functionality as well as security for our equipment while providing additional storage options. Having a mobile garage will increase our efficiency of our workers who need to load and unload the mowers each night to preserve them.
01452002	55108	PK- Equipment Repairs	850	700	850	691	850	-	0.0%	We have had numerous repairs on various pieces of equipment. This should remain level funded.
01452002	55109	PK- Equipment Supplies	8,800	7,800	8,800	3,639	7,800	(1,000)	-11.4%	Flags, field paint, keys and locks, lumber misc.

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01452002	55128	PK- Fuel	5,165	2,693	5,165	1,680	4,200	(965)	-18.7%	Fuel estimate-We are evaluating our routes to become more efficient.
01452002	55164	PK- Landscaping Supplies	15,500	11,849	15,500	13,109	14,500	(1,000)	-6.5%	Purchase of mulch, playground chips, flowers, weed fabric. And Infield top dressing. We are looking to replace all the planting around the town bandstand in the spring of 2022.
01452002	55239	PK- Park Maintenance	7,000	6,940	7,000	4,639	7,000	-	0.0%	This line include irrigation repairs, dock installation as well as purchasing of park supplies like garbage cans.
01452002	55267	PK- Signs	700	948	700	700	700	-	0.0%	Several signs need replacement such as Gilman Park, Pool, as well as Stewart.
01452002	55314	PK- Uniforms	750	707	750	378	750	-	0.0%	Shoes, shirts, pants (pricing has increased for beathable material for shirts).
01452002	55319	PK- Vehicle Maintenance	3,000	2,267	2,500	1,856	2,500	-	0.0%	We are still looking to add snow tires. We had several vehicle repairs that popped up due to accidents which changed our priorities.
		General Expenses Total	91,715	84,264	91,215	60,284	90,450	(765)	-0.8%	
		Parks Total	218,182	209,800	222,863	121,821	234,208	11,345	5.1%	
		Total Parks & Recreation	562,592	545,343	580,176	344,207	622,757	42,581	7.3%	
Other Culture & Recreation										
Other Culture & Recreation										
01452004	55036	OC- Christmas Lights	5,000	5,089	5,000	2,884	5,000	-	0.0%	Churchill's greenery, Unittil electric bill
01452004	55037	OC- Christmas Parade	3,000	3,000	4,500	5	4,500	-	0.0%	Parade costs including bands, Police detail, etc.
01452004	55292	OC- Summer Concerts	9,000	7,270	9,000	10,936	9,000	-	0.0%	Summer concerts in Swasey Parkway
		Other Culture & Recreation Total	17,000	15,359	18,500	13,825	18,500	-	0.0%	
Special Events										
01452005	55112	SE- Exeter Brass Band	3,500	-	3,500	3,531	3,500	-	0.0%	Payments to brass band performers
01452005	55320	SE- Veteran's Activities	3,500	3,627	3,500	2,031	3,500	-	0.0%	Memorial Day flags, Vets Day flags, Lunch
01452005	55006	SE- Fireworks	8,000	-	8,000	8,000	8,000	-	0.0%	Fireworks for AIM Festival
		Special Events Total	15,000	3,627	15,000	13,562	15,000	-	0.0%	
		Total Other Culture & Recreation	32,000	18,986	33,500	27,387	33,500	-	0.0%	

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Public Library										
Library										
01455001	51110	LB- Sal/Wages FT	451,674	454,264	468,192	306,314	490,683	22,491	4.8%	8 FT Employees
01455001	51200	LB- Sal/Wages PT	178,728	103,974	183,340	87,729	191,500	8,160	4.5%	14 PT Employees
		Salaries Total	630,402	558,238	651,532	394,043	682,183	30,651	4.7%	
01455001	52100	LB- Health Insurance	85,532	85,532	105,795	70,697	105,795	-	0.0%	
01455001	52110	LB- Dental Insurance	6,208	6,208	6,208	4,139	6,208	-	0.0%	
01455001	52120	LB- Life Insurance	486	486	486	195	486	-	0.0%	
01455001	52130	LB- LTD Insurance	1,080	1,080	1,092	-	1,086	(6)	-0.5%	
01455001	52140	LB-Health Insurance Buyout		5,739			-	-		
01455001	52200	LB- FICA	39,085	33,898	40,395	23,482	42,295	1,900	4.7%	Based on wages: 6.2%
01455001	52210	LB- Medicare	9,141	7,928	9,447	5,492	9,892	444	4.7%	Based on wages: 1.45%
01455001	52300	LB- Retirement Town	50,452	50,741	59,096	35,818	68,990	9,894	16.7%	Based on wages: 14.06%
01455001	52500	LB- Unemployment Comp	218	-	218	218	218	-	0.0%	Primex
01455001	52600	LB- Workers Comp Insurance	2,819	3,037	3,120	2,660	3,120	-	0.0%	Primex
01455001	55172	LB- Liability Insurance	1,158	1,158	1,274	1,274	1,274	-	0.0%	Primex
		Benefits Total	196,179	195,806	227,131	143,974	239,364	12,233	5.4%	
01455001	55233	LB- Public Services	206,304	206,304	202,604	202,604	202,604	-	0.0%	Appropriation for general Library expenses paid directly by Library
01455001	55313	LB- Transfer Budget Balance		52,017				-		
		General Expenses Total	206,304	258,321	202,604	202,604	202,604	-	0.0%	
		Total Library	1,032,885	1,012,365	1,081,267	740,622	1,124,151	42,884	4.0%	
Debt Service & Capital										
Debt Services										
01471121	58003	GF- Epping Rd Water Tank	105,000	105,000	105,000	105,000	105,000	-	0.0%	2028 Final payment
01471121	58004	GF- Great Dam Removal	155,000	155,000	155,000	155,000	155,000	-	0.0%	2024 Final payment
01471121	58005	GF- Great Dam Study	34,800	34,800	34,200	34,200	-	(34,200)	-100.0%	2021 Final payment
01471121	58007	GF- Sidewalk Program	55,000	55,000	55,000	55,000	55,000	-	0.0%	2025 Final payment
01471121	58008	GF- Linden St. Bridge/Culvert	70,000	70,000	70,000	70,000	70,000	-	0.0%	2025 Final payment
01471121	58026	GF- Lincoln Street Ph#2	97,188	97,188	97,188	97,188	97,188	-	0.0%	2032 Final payment
01471121	58029	GF- Court Street Culvert	116,090	116,090	116,090	116,090	116,090	-	0.0%	2027 Final payment
01471121	58031	GF- String Bridge Rehabilitation	65,000	65,000	65,000	65,000	60,000	(5,000)	-7.7%	2023 Final payment
01471121	58034	GF- Rec Park Development	45,600	45,600	45,000	45,000	45,000	-	0.0%	2024 Final payment
01471121	58035	GF- Salem St. Utility Design & Engin	5,908	5,908	5,538	5,538	5,538	-	0.0%	2024 Final payment
01471121	58037	GF- Library Renovations/Addition			251,600	251,600	255,000	3,400	1.4%	2036 Final payment
01471121		GF- Salem St. Utility Improvements					56,996	56,996		
		GF Debt Service Principal Total	749,586	749,585	999,616	999,616	1,020,812	21,196	2.1%	
01472122	58514	GF- Epping Rd Water Tank Interest	49,300	44,778	44,027	38,001	38,756	(5,271)	-12.0%	2028 Final payment
01472122	58515	GF- Great Dam Removal Interest	39,525	39,525	31,620	31,620	23,715	(7,905)	-25.0%	2024 Final payment
01472122	58516	GF- Great Dam Study Interest	2,070	2,070	1,026	1,026	-	(1,026)	-100.0%	2021 Final payment
01472122	58518	GF- Sidewalk Program Interest	9,808	9,808	7,553	7,553	5,848	(1,705)	-22.6%	2025 Final payment
01472122	58519	GF- Linden St. Bridge/Culvert	12,176	12,176	9,306	9,306	7,136	(2,170)	-23.3%	2025 Final payment
01472122	58527	GF- Lincoln Street Ph#2	60,548	60,548	55,591	55,591	50,635	(4,956)	-8.9%	2032 Final payment
01472122	58528	GF- Court Street Culvert	46,131	46,131	40,211	40,211	34,290	(5,921)	-14.7%	2027 Final payment
01472122	58530	GF- String Bridge Rehabilitation	12,750	12,750	9,435	9,435	6,120	(3,315)	-35.1%	2023 Final payment
01472122	58534	GF- Rec Park Development	12,625	12,624	9,180	9,180	6,885	(2,295)	-25.0%	2024 Final payment
01472122	58535	GF- Salem St. Utility Design & Engin	1,520	1,519	1,083	1,083	800	(283)	-26.1%	2024 Final payment
01472122	58537	GF- Library Renovations/Addition			165,566	165,562	151,356	(14,210)	-8.6%	2035 Final payment
01472122		GF- Salem St. Utility Improvements					39,148	39,148		
		GF Debt Service Interest Total	246,453	241,928	374,598	368,567	364,689	(9,909)	-2.6%	2036 Final payment

Town of Exeter										
2022 Preliminary General Fund Budget										
September 24, 2021 Version #1										
Org	Object	Description	2020 Budget	2020 Actual	2021 Budget	2021 August Actual	2022 Preliminary Budget	2022 Budget vs. 2021 Budget \$ Increase/-(Decrease)	2022 Budget vs. 2021 Budget %-Difference	Explanation
01472323	58501	GF- TAN Interest	1	-	1	-	1	-	0.0%	Reserve for Tax Anticipation Note
		TAN Interest Total	1	-	1	-	1	-	0.0%	
01472424	58500	GF- BAN Interest	59,100	59,100	-	-	-	-	-	Interest on BAN (Library renovation) per Newburyport Savings Bank. BAN extended through 8/2020
		BAN Interest Total	59,100	59,100	-	-	-	-	-	
		Debt Services Total	1,055,140	1,050,614	1,374,215	1,368,183	1,385,502	11,287	0.8%	
Miscellaneous										
01419417	55081	GG- Disaster Repairs - Insured	1	-	1	-	1	-	0.0%	
01419417	55224	GG- Postage	1	1,596	1	4,148	1	-	0.0%	Town-wide postage reserve
01419417	55080	GG- Cash Over/Short	1	(17)	1	15	1	-	0.0%	Town-wide cash over/short in-house collections
01419417	55189	GG- Misc Expense	1	(0)	1	-	1	-	0.0%	Internal audit entry
		General Expenses Total	4	1,578	4	4,164	4	-	0.0%	
Vehicle Replacement										
01419416	57005	GG- CO - Leases	338,953	337,871	290,615	249,781	143,658	(146,957)	-50.6%	See separate list
01419418	57012	GG- CO - Vehicles	77,955	73,005	108,000	-	110,000	4,000	3.8%	See separate list
		Capital Outlay Total	416,907	410,876	398,615	249,781	253,658	(142,957)	-36.0%	
Cemetaries										
01419500	57000	GG-CO-Cemetaries	1	-	1	-	1	-	0.0%	
			1	-	1	-	1	-	0.0%	
Capital Outlay-Other										
01419900	55361	GG- CO- Land Acquisition/Purchase	1	-	1	-	1	-	0.0%	
01419900	57020	GG- CO-Public Safety Study		8,827			-	-		
01419900	57006	GG- CO- Equipment	4,250	6,052	4,250	3,332	4,250	-	0.0%	Vehicle Data Gathering (AA Tracking)
		Capital Outlay Total	4,251	14,879	4,251	3,332	4,251	-	0.0%	
		General Government Total	421,163	427,334	400,871	257,277	257,914	(142,957)	-35.7%	
		Total Debt Service & Capital	1,476,303	1,477,947	1,775,086	1,625,460	1,643,416	(131,670)	-7.4%	

Town of Exeter										
2022 Preliminary General Fund Budget										
September 24, 2021 Version #1										
Org	Object	Description	2020 Budget	2020 Actual	2021 Budget	2021 August Actual	2022 Preliminary Budget	2022 Budget vs. 2021 Budget \$ Increase/-(Decrease)	2022 Budget vs. 2021 Budget %-Difference	Explanation
Benefits & Taxes										
Payroll Taxes & Benefits										
		GG- Health Insurance Reserve			-		181,265	181,265		7.5% increase YOY General Fund, Water Fund, Sewer Fund
		GG- Dental Insurance Reserve			-		3,710	3,710		2% increase YOY General Fund, Water Fund, Sewer Fund
		GG- Life Insurance Reserve			-		200	200		2% increase YOY General Fund, Water Fund, Sewer Fund
		GG- LTD Insurance Reserve			-		255	255		2% increase YOY General Fund, Water Fund, Sewer Fund
01415535	52140	GG- Insurance Buyout	160,330	141,542	156,054	109,107	162,889	6,836	4.4%	Health Insurance Buyout
01415535	52200	GG- FICA		3,279		2,537	1	1		
01415535	52210	GG- Medicare		2,056		1,615	1	1		
01415536	52150	GG-Retirement/ Sick Leave Buyout	1	114,331	1	31,750	1	-	0.0%	Use funds in Sick Leave CRF
01415531	55125	GG- Flexible Spending Fees	1,221	1,051	1,221	413	1,221	-	0.0%	Fees for employees FSA account
		Payroll Taxes & Benefits Total	161,552	262,258	157,276	145,421	349,543	192,268	122.2%	
Unemployment										
01415533	52500	GG- Unemployment Comp	2,897	2,897	2,897	2,897	2,897	-	0.0%	Primex
		Unemployment Total	2,897	2,897	2,897	2,897	2,897	-	0.0%	
Worker's Compensation										
01415537	52600	GG- Workers Comp Insurance	213,402	213,402	236,198	201,346	236,198	-	0.0%	Primex
		Worker's Compensation Total	213,402	213,402	236,198	201,346	236,198	-	0.0%	
Insurance										
01419614	55124	GG- Fleet Insurance	7,141	7,141	7,855	7,855	7,855	-	0.0%	Primex
01419614	55157	GG- Insurance Deductible	3,000	1,000	3,000	1,000	3,000	-	0.0%	Town has \$1K deductible per occurrence
01419614	55158	GG- Ins Reimbursed Repairs	1	1,000	1	(1,160)	1	-	0.0%	
01419614	55172	GG- Liability Insurance	53,237	53,237	58,568	58,568	58,568	-	0.0%	Primex
		Insurance Total	63,379	62,378	69,424	66,263	69,424	-	0.0%	
		Total Benefits & Taxes	441,230	540,935	465,795	415,928	658,062	192,268	41.3%	
		Total General Fund	19,605,537	18,427,099	19,917,541	12,094,012	20,566,002	648,461	3.3%	

Town of Exeter										
2022 Preliminary General Fund Budget										
September 24, 2021 Version #1										
Org	Object	Description	2020 Budget	2020 Actual	2021 Budget	2021 August Actual	2022 Preliminary Budget	2022 Budget vs. 2021 Budget \$ Increase/-(Decrease)	ZUZZ Budget vs. 2021 Budget %-Difference	Explanation
Warrant Articles/Other										
WAR										
01500000	59***	Self-Contained Breathing Apparatus					59,064	59,064		CIP P#13, Lease purchase \$59,064 for 7 yrs
01500000	59***	Police Body Cameras					52,821	52,821		CIP P#14, Lease Purchase \$ 52,821 for 5 yrs
01500000	59017	Sick Leave Expendable Trust Fund	100,000		100,000		100,000	-	0.0%	Sick Leave Fund held & invested by Trustee of Trust Funds (GF Fund Balance)
01500000	59095	Conservation Fund Appropriation	50,000		50,000			(50,000)	-100.0%	
01500000	59***	Raynes Barn Improvements					100,000	100,000		CIP P #12 Building Maint. Town is seeking LCHIP grant to reduce Town's expense (GF Fund Balance)
01500000		Highway 1-Ton Dump Body Truck #9					71,801	71,801		CIP P#71 (GF Fund Balance)
01500000	59049	Snow/Ice Deficit Fund	50,000		50,000		50,000	-	0.0%	Snow/Ice Deficit Non-Capital CRF (GF Fund Balance)
01500000	59080	Intersection Improvements Program		8,473			50,000	50,000		CIP P#18, requested to advance one yr in response to intersection concerns
01500000	59090	Parks & Rec CRF	100,000	41,350	100,000	46,807	50,000	(50,000)	-50.0%	CIP P#15 Continued investment in capital reserve fund established in 2019 (GF Fund Balance)
01500000	59***	Fire Dept Car#3 Replacement					47,969	47,969		CIP P#41 (GF Fund Balance)
01500000	59***	Facilities Condition Assessment					45,000	45,000		CIP P#2, Recommended by Facilities Committee
01500000	59***	Highway Ford Explorer Hybrid #65					44,750	44,750		CIP P#59
01500000	59***	DPW Replacement of car #51					31,500	31,500		CIP P#87
01500000	59***	Bike & Pedestrian Improvement Plan					25,000	25,000		CIP P #9 Develop a Bike & Pedestrian Master Plan for inclusion in the Town's Master Plan Document
01500000	59091	LED Streetlight Replacement						-		
01500000	59102	Public Works Garage Design	-		-		20,000	20,000		CIP P#1 Design (Water & Sewer Fund components)
01500000	59013	SEIU 1984 Collective Bargaining						-		SEIU 1984 CBA
01500000	59072	Sidewalk Program CRF	60,000	60,000				-		None for 2021
01500000		Swasy Parkway Permit Fee Approp			1,300		3,635	2,335	179.6%	Appropriation from Fund Balance to turn over Swasey Parkway fees to the SP Expendable Trust Fund - Amount TBD
01500000		Exeter Police Association Agreement						-		Exeter Police Association CBA
01500000		Exeter Professional Firefighters' Association						-		Exeter Professional Firefighters' Association CBA
01500000	59074	ADA Accessibility		7,700				-		
01500000	59079	Dispatch Communication upgrade		54,354				-		
01500000	59093	Pickpocket Dam CRF	110,000	11,416		38,375		-		
01500000		Stewart Park Seawall Deficit Funding			105,794			(105,794)	-100.0%	
01500000	59096	Town wide Vehicle Replacements	147,872					-		See separate vehicle list
01500000		Public Safety Alternatives Analysis			100,000			(100,000)	-100.0%	
01500000	59079	Communications Repeater Site	78,792					-		CIP P#11 Fuller Lane Water Tower
01500000	59094	Metered Parking	115,000	3,000				-		Train St (Metered) Lincoln St (1 Hr)
		Total Warrant Articles	811,664	186,293	507,094	85,182	751,540	244,446	48.2%	
Borrowing/ Other										
		Pickpocket Dam Modification					300,000	300,000		CIP P#19 Letter of Deficiency from NHDES
		Westside Dr Area Reconst Design					69,338	69,338		CIP P#25 Westside Drive Area Reconstruction (Water & Sewer Fund components)
		10 Hampton Rd. Property Purchase					1,150,000	1,150,000		Purchase property for new Parks & Rec offices
		Landfill Solar Array Project			3,600,000			(3,600,000)	-100.0%	
		Salem St. Area Utility Replacements			1,010,000			(1,010,000)	-100.0%	
		Borrowing/Other Total	-	-	4,610,000	-	1,519,338	(3,090,662)	-67.0%	
		GF Warrant Articles/Other Total	811,664	186,293	5,117,094	85,182	2,270,878	(2,846,216)	-55.6%	
		Total General Fund Budget & Warrant Articles	20,417,201	18,613,392	25,034,635	12,179,194	22,836,880	(2,197,755)	-8.8%	

Tax Abatements, Credits & Exemptions

Permits and Approvals

2021 Tax Deeds

Correspondence



Chief Sam Dotsch
Amtrak Police Department

Dear Rail Safety Partner:

We are reaching out to request your help in our annual public awareness campaign to teach residents how to stay safe around trains and train tracks.

This **September 20-26 is Rail Safety Week**. The Amtrak Police Department and Operation Lifesaver, a national railroad safety education non-profit organization, recognize the role first responders, educators, and safety and government organizations play in helping to reduce the number of deaths and injuries around train tracks and train crossings.

Tragically, every three hours a person or vehicle is struck by a train in the United States. Many of you respond to these calls and know the consequences of unsafe behavior around the railroad.

During this **Rail Safety Week**, we invite you to sign up and join our public awareness campaign by posting rail safety messages on your website or social media platforms. We have included recommended content for you to use and share with your online followers.

To register, please visit: <https://operationlifesaver.wufoo.com/forms/m18qd94c1x6wlhe/>

Upon registration, you will receive a free box of 500 rail safety information cards (see attached) for your department or organization to distribute during public events or activities.

We have provided you with the following resources as a partner in this campaign:

Rail Safety Week Video Links:

- Amtrak Trespass PSA: "Death By Selfie" :30 <https://youtu.be/GaXHa6S2wU0>
- Amtrak Trespass PSA: "Taking a Shortcut in Life" :30 <https://youtu.be/zykewvEK59k>
- Amtrak Trespass PSA: "Final Family Photos" :26 <https://youtu.be/WnqyWDszOvU>
- Amtrak Trespass Safety PSA: "Visualize the Danger" :16 <https://youtu.be/eUek7439mbE>
- Operation Lifesaver, Inc. Trespass Prevention PSA: "Near Miss – Headphones" video :30 <https://www.youtube.com/watch?v=pmvW9-IJ6Ds>
- Operation Lifesaver, Inc. Crossing Safety PSA: "Find the Blue and White ENS Sign" video :30 https://www.youtube.com/watch?v=e_aoLar4GIA
- Operation Lifesaver, Inc. Law Enforcement Partners PSA: "Stop Track Tragedies, Law Enforcement" video :15 <https://vimeo.com/442487086>



Rail Safety Week Logo Files:

- View and Download the Logo files:
<https://www.dropbox.com/sh/udvijftuanrz1rr/AAAMgCEIFMyS6YT1UXfqTSe5a?dl=0>

Also attached are:

- A press release template for your agency to personalize and distribute during Rail Safety Week to recognize your rail safety commitment
- An open letter template for you to personalize and post on your website with information about rail safety
- Front and back of rail safety cards

For more information and suggested social media content for Rail Safety Week, please visit www.oli.org or www.stayoffthetracks.org.

Thank you for being a critical rail safety partner to help STOP TRACK TRAGEDIES before they happen in your community.

Very truly yours,

A handwritten signature in blue ink that reads "D. Samuel Dotson". The signature is written in a cursive style with a circular flourish at the end.

D. Samuel Dotson
VP Corporate Security and Chief of Police

Amtrak Police Department

Rachel Maleh

A handwritten signature in blue ink that reads "Rachel Maleh". The signature is written in a cursive style.

Executive Director
Operation Lifesaver Inc.



Open Letter to Our Community

Dear Neighbors,

Over the course of this past year, we have begun to truly understand the meaning of community and have committed to fighting the pandemic together. Although Covid-19 has seriously impacted our lives, railroad-related deaths and injuries continue to destroy our communities, stealing the lives of friends and loved ones.

Every three hours, a person or vehicle is hit by a train. These tragic and fatal incidents are preventable, but we must come together, once again, to spread the message of safety. Our department/agency supports an annual effort to keep our communities and citizens safe around railroad tracks.

September 20-26 is Rail Safety Week in the U.S., Canada and Mexico. To mark the event, we support "Operation Clear Track," the largest single railroad safety program in the country, hosted by the Amtrak Police Department (www.stayoffthetracks.org) and Operation Lifesaver Inc. (www.oli.org).

We invite you to be a part of "Operation Clear Track" and our efforts to share this critical safety message. We are sharing safety videos, social media posts, and other materials reminding our citizens about the dangers of trespassing on railroad property and failing to obey the laws at railroad crossings. Please share them online with your friends and family.

We appreciate your help in spreading the word to prevent these incidents from ever impacting our friends and loved ones. More information on Rail Safety Week is available at oli.org/rsw.

Thank you for caring and please stay safe.

Your name/title _____



FOR IMMEDIATE RELEASE

Contact: <<INSERT AGENCY MEDIA CONTACT INFO>>

<<INSERT NAME OF AGENCY>> joins North American railroad safety effort aimed at reducing preventable deaths and injuries near tracks and trains

<< CITY, STATE>> (SEPTEMBER 21, 2021) – <<INSERT NAME OF YOUR AGENCY>> is proud to be joining forces with law enforcement agencies in the U.S. for “Operation Clear Track” — the single largest rail safety initiative in the U.S. The goal of Operation Clear Track and Rail Safety Week is to raise awareness of the importance of making safe choices near railroad tracks and trains.

Coordinated by [Amtrak Police](#) and [Operation Lifesaver Inc \(OLI\)](#), [Operation Clear Track](#) aims to reduce the approximately 2,000 serious injuries and deaths each year in the U.S. around railroad tracks and trains. The event is held during the annual observance of [Rail Safety Week](#), which this year is **September 20-26** in North America.

<<INSERT QUOTE FROM YOUR AGENCY SPOKESPERSON >>

“Operation Clear Track is an important annual initiative to help save lives and keep our communities safe,” said Amtrak Chief of Police D. Samuel Dotson.

In the U.S., every 3 hours a vehicle or person is struck by a train,” said Operation Lifesaver, Inc. Executive Director Rachel Maleh. “Together we can help stop track tragedies.”

During “Operation Clear Track,” and throughout Rail Safety Week, <<INSERT AGENCY NAME>> will share rail safety messages on our <<LIST SOCIAL PLATFORM or WEBSITE info here>>, empowering our communities to make safe choices around railroad tracks and train. Share the rail safety message this week and beyond. Together, we can #STOPTrackTragedies.

For more information about Rail Safety Week, Operation Clear Track, and other rail-safety initiatives and tips, please visit www.oli.org.

###

<<INSERT PARAGRAPH ABOUT YOUR AGENCY>>

About Amtrak®

For 50 years, Amtrak has connected America and transformed transportation by modernizing train travel, and building for the future. Amtrak will continue to play an important role in the national transportation network for the next 50 years and beyond by operating a safe, environmentally efficient and fiscally responsible business by providing travelers with an experience that sets a new standard. Book travel, check train status, access your eTicket and more through the [Amtrak app](#). Learn more at Amtrak.com and connect with us on [Twitter](#), [Instagram](#), [Facebook](#) and [LinkedIn](#).

About Operation Lifesaver

Operation Lifesaver is a non-profit public safety education and awareness organization dedicated to reducing collisions, fatalities and injuries at highway-rail crossings and preventing trespassing on or near railroad tracks. A national network of trained volunteers gives free presentations on rail safety and a public awareness campaign, “[See Tracks? Think Train!](#)” provides tips and statistics to encourage safe behavior near the tracks. OLI leads an international observance of Rail Safety Week each September. Learn more about [Rail Safety Week](#); follow OLI on [Facebook](#), [Instagram](#), [LinkedIn](#), [Twitter](#) and [Pinterest](#).

True or False

Look at the following statements about safety near tracks and trains. Determine whether they are true or false! Turn the card upside down to reveal the answers.

Freight trains can take up to a mile to stop

Every three hours in the US, a person or vehicle is hit by a train

You should leave at least 15 feet of distance between you and the train tracks

Playing, walking and taking pictures on railroad tracks is against the law

For more rail safety tips visit: www.OLI.org or www.StayOffTheTracks.org

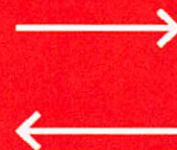


1. True. That's 18 football fields!
2. See Tracks? Think train. You are more than a statistic. True.
3. True. Trains overhang tracks. This distance helps ensure you and your vehicle are safe.
4. Railroad trains, tracks and the property next to the tracks are private property. True.

Railroad Crossing Safety Tips

Wait, Look Both Ways

Trains may be closer and traveling faster than they appear and can run on any track, in any direction, at any time.



Cross Legally and Safely

The only safe and legal place for anyone to cross railroad tracks is at designated crossings.



Don't Get Caught in the Middle

Make sure you or your vehicle are not stopped in the middle of a grade crossing, waiting for traffic to move.



You vs. Train

This is NOT a race! Never attempt to outrun or beat a train. Trains ALWAYS have the right of way.



Call for Help

Locate the Blue and White Emergency Notification System sign located at every railroad crossing. Call the phone number listed or 911 to report problems on or near railroad tracks or trains.



9-20-21

Dear Mrs Webb,

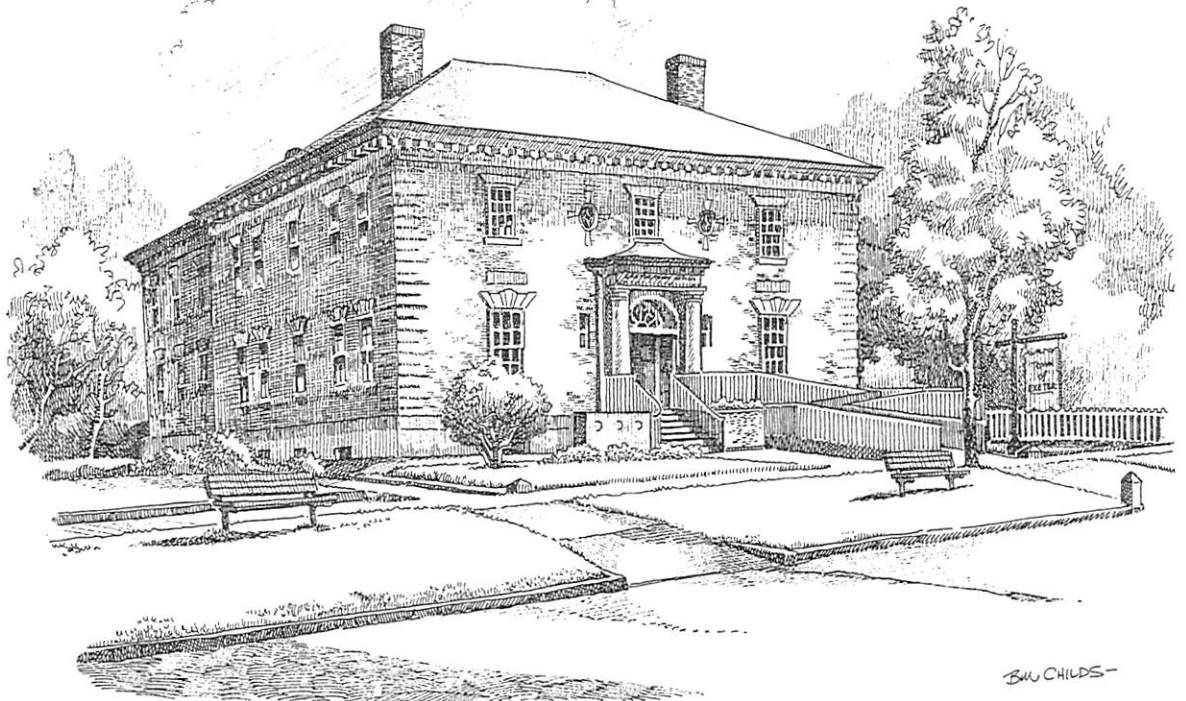
Thank you for your donation of the antique, granite watering trough to the Town of Exeter. It's exciting to have the trough back in Exeter after all these years.

As you know, the trough was originally located between the Town Hall and the old County Courthouse on Front Street. Before automobiles, horses pulling carriages would stop along their route for water that was supplied in the trough.

We appreciate you reaching out to make the donation. We will be sure it is cared for.

Sincerely,
Russell Dean
Town Manager

TOWN OFFICE BUILDING
EXETER, NEW HAMPSHIRE
1996



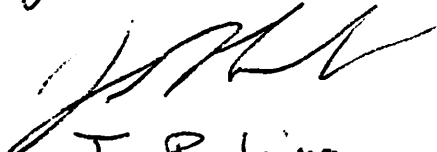
BW CHILDS-





9-15-2021

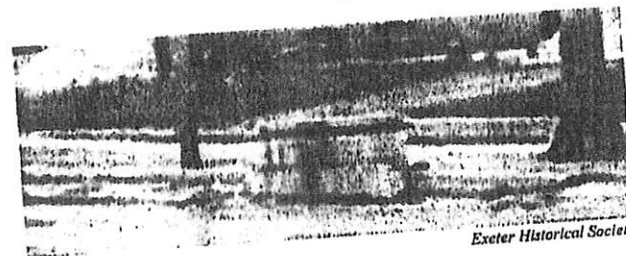
Received from Robert
& Leslie Webb one granite
watering trough by
the Town of Euter as
a gift to the town.


Jay Perkins



Oct
1957

Beis
Foto Shop



Exeter Historical Society

There was a large stone horse-watering trough located at the curb on Front Street across from the Bandstand between the Court House and the Town Hall.



Exeter Historical Society

1950 to 1975



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

Bureau of Planning & Community Assistance
Tel: (603) 271-3344
September 16, 2021

To Whom It May Concern:

We are sending the enclosed notice to your organization in an effort to encourage your participation to speak up about transportation projects planned between 2023-2032 throughout the State of New Hampshire. We believe that your organization can benefit from your being involved in this discussion.

Attached is a listing of all the dates, times and locations of public hearings planned throughout NH to discuss the State of New Hampshire Transportation Ten Year Plan. In order to develop the best transportation solutions for all communities, our Department wants to hear from you. History and success show that the best transportation projects evolve as a result of close cooperation between planners, designers, and policy makers, and the residents, business owners, and interest groups who know and care about their community's needs. These hearings are being hosted by the Department of Transportation and your Executive Councilor. We invite you, your residents and communities to actively participate in this hearing. Our goal is to hear from you on what your transportation needs are.

If you have questions regarding these meetings or the scope of planned projects in your area, please contact me at (603) 271-3344.

Sincerely,

William E. Watson Jr., PE
Administrator

Enclosure
WEW/sa

Town Manager's Office

SEP 20 2021

Received

TITLE XX TRANSPORTATION

CHAPTER 228 ADMINISTRATION OF TRANSPORTATION LAWS

Statewide Intermodal Transportation Planning and Improvement Program

Section 228:99

228:99 Statewide Transportation Improvement Program (STIP). – The governor shall develop a statewide transportation improvement program as required by 23 U.S.C. sections 134 and 135, as amended. The governor shall revise and update the program every 2 years. Adoption of the STIP and revised STIP shall be as follows:

I. Each metropolitan planning organization and rural regional planning commission shall reach agreement with the department of transportation relative to funding unified planning work programs consistent with 23 U.S.C. sections 134 and 135 no later than December 1 of each even-numbered year. Each metropolitan planning organization and rural regional planning commission shall provide a regional transportation improvement program (TIP) to the department of transportation no later than April 1 of each odd-numbered year. Such plans shall include a public involvement plan and education initiative to ensure early and adequate input from residents, municipalities and any other interested parties in New Hampshire.

II. The commissioner shall submit the tentative STIP in accordance with the state planning process as required in 23 U.S.C. section 135 to the governor's advisory commission on intermodal transportation no later than July 1 of each odd-numbered year.

III. The **governor's advisory commission on intermodal transportation** shall conduct at least one public hearing in each executive council district to present the tentative STIP to the public and to receive the public's comments and recommendations regarding the program. The governor's advisory commission on intermodal transportation shall submit such program along with the commission's recommendations to the governor no later than December 1 of each odd-numbered year. Each metropolitan planning organization and rural regional planning commission should conduct an informational meeting after the commission submits its recommendations to receive the public's final comments and recommendations regarding the proposed programs before adoption by the governor.

IV. The governor shall submit the STIP to the general court to be acted on no later than January 15 of each even-numbered year. After an enactment by the general court of the STIP or by June 1 of each even-numbered year, whichever is earlier, each metropolitan planning organization and rural regional planning commission should continue its public involvement program by conducting at least one informational meeting concerning the STIP.

Source. 1994, 283:1, eff. July 1, 1994.

Public Hearing Schedule for 2023 - 2032 Ten Year Plan

Executive Councilor	Date	Town/City	Time	Location
District 1 Councilor Joseph Kenney Co-Host District 2 Councilor Cinde Warmington	(Tue) 9/21/2021	Claremont	2:00 PM	Claremont Savings Bank Community Center Room B 152 South Street
District 1 Councilor Joseph Kenney	(Tue) 9/21/2021	Lebanon	7:00 PM	City Council Chambers 51 North Park Street Lower Level
District 4 Councilor Theodore Gatsas	(Wed) 9/22/2021	Londonderry	7:00 PM	Town Office Council Chambers Moosehill Room 268B Mammoth Road
District 1 Councilor Joseph Kenney	(Thur) 9/23/2021	Berlin	9:00 AM	City Hall Auditorium 168 Main Street
District 1 Councilor Joseph Kenney	(Thur) 9/23/2021	Conway	3:00 PM	23 Main Street Meeting Room
District 3 Councilor Janet Stevens	(Mon) 9/27/2021	Epping	7:00 PM	Town Hall Upstairs Auditorium 157 Main Street
District 4 Councilor Ted Gatsas	(Tue) 9/28/2021	Manchester	7:00 PM	Manchester Community College 1066 Front Street Lecture Hall/Auditorium
District 5 Councilor David Wheeler	(Thur) 9/30/2021	Merrimack	7:00 PM	Merrimack Town Office Matthew Thornton Meeting Room 6 Baboosic Lake Road
District 2 Councilor Cinde Warmington	(Mon) 10/04/2021	Dover	2:00 PM	Dover City Hall Auditorium 288 Central Avenue
District 2 Councilor Cinde Warmington	(Mon) 10/4/2021	Somersworth	7:00 PM	Somersworth High School 11 Memorial Drive
District 2 Councilor Cinde Warmington	(Tue) 10/05/2021	Keene	7:00 PM	Keene Parks and Recreation 312 Washington Street All Purpose Room
District 3 Councilor Janet Stevens	(Wed) 10/6/2021	Kingston	7:00 PM	Kingston Town Office Town Hall Meeting Room 163 Main Street
District 5 Councilor David Wheeler	(Thur) 10/7/2021	Jaffrey	7:00 PM	Fire Station Meeting and Training Room 138 Turnpike Road
District 2 Councilor Cinde Warmington Co-Host District 1 Councilor Joseph Kenney	(Mon) 10/18/2021	Franklin	7:00 PM	Opera House 316 Central Street
District 2 Councilor Cinde Warmington	(Tue) 10/19/2021	Concord	7:00 PM	NH Department of Transportation 7 Hazen Drive Room 114
District 3 Councilor Janet Stevens	(Wed) 10/20/2021	Hampton Beach	7:00 PM	Seashell Ocean Front Pavilion Room 170 Ocean Boulevard

Executive Councilor	Date	Town/City	Time	Location
District 1 Councilor Joseph Kenney	(Mon) 10/25/2021	Lyman	9:00 AM	65 Parker Hill Road Town Hall
District 1 Councilor Joseph Kenney	(Mon) 10/25/2021	Plymouth	2:00 PM	Town Hall – Upstairs 6 Post Office Square
District 3 Councilor Janet Stevens	(Tue) 10/26/2021	Derry	7:00 PM	Derry Municipal Center 14 Manning Street
District 1 Councilor Joseph Kenney	(Wed) 10/27/2021	Laconia	7:00 PM	Armand A. Bolduc City Council Chamber 45 Beacon Street East
District 3 Councilor Janet Stevens	(Thur) 10/28/2021	Salem	7:00 PM	Salem High School TV Studio 44 Geremonty Drive

Please note:

1. All hearings will follow local guidelines and practices as to whether masks are required, recommended or otherwise. Please check with each individual location ahead of time. Hearing organizers will have masks available if an attendee wants one and forgets to bring one.
2. It is expected that some of the hearings (at least one in each Council District) will also be accessible through online access. Please visit the following website, where details will be posted as soon as possible:
<https://www.nh.gov/dot/org/projectdevelopment/planning/typ/index.htm>