

**Select Board Meeting**  
**Monday, December 19<sup>th</sup>, 2022, 6:40 p.m.**  
**Nowak Room, Town Offices**  
**10 Front Street, Exeter NH 03833**

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

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

To access the meeting via Zoom, click this link: <https://exeternh.zoom.us/j/87662975313>

To access the meeting via telephone, call +1 646 558 8656 and enter Webinar ID 876 6297 5313

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

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

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

Contact us at [extvg@exeternh.gov](mailto:extvg@exeternh.gov) or 603-418-6425 with any technical issues.

**AGENDA**

1. Call Meeting to Order
2. Non Public Session – RSA 91-A:3 2 a
3. Board Interviews – Recreation Advisory Board
4. Public Comment
5. Proclamations/Recognitions
  - a. Proclamations/Recognitions
6. Approval of Minutes
  - a. Regular Meeting: December 5<sup>th</sup>, 2022
7. Appointments
8. Discussion/Action Items
  - a. Bid Award – Water/Sewer Chemicals
  - b. Third Reading Town Ordinance: Single Use Plastics Ban
  - c. Arts & Culture Commission Recommendations
  - d. Community Aggregation Committee: Policies Presentation
  - e. Facilities Condition Assessment Contract Approval
  - f. Third Reading Town Ordinance: Sewer Regulations Update
  - g. FY22 Encumbrances
  - h. FY23 Bonds, Budget & Warrant Articles
9. Regular Business
  - a. Tax Abatements, Veterans Credits & Exemptions
  - b. Permits & Approvals
  - c. Town Manager's Report
  - d. Select Board Committee Reports

- e. Correspondence
- 10. Review Board Calendar
- 11. Non-Public Session
- 12. Adjournment

Niko Papakonstantis, Chair  
Select Board

Posted: 12/16/22 Town Office, Town Website

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

**AGENDA SUBJECT TO CHANGE**

## Board Interviews



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

Interview w/SB  
 12/19/22  
 6:50 pm

**Statement of Interest  
 Boards and Committee Membership**

Committee Selection: Recreation Advisory Board

New  Re-Appointment  Regular  Alternate

Name: Nicholas Nordin Email: nick\_nordin@ysha.com  
 Address: 90 Beech Hill Rd, Exeter NH 03833 Phone: 303-913-3865

Registered Voter: Yes  No

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

My interest in joining the Recreation Advisory Board is based on my desire to support the Exeter community via a key area of the local culture, which is indoor and outdoor recreation. As someone who is involved in many recreation activities, for both myself and my children, I believe this is the best way I can support my community. Professionally, I have 25 years of experience in recruiting and human resources, and I am currently the VP of Recruiting for BridgeView

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

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

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

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

Signature: Nicholas Nordin Date: 11/13/2022

To be completed by Select Board upon appointment.

Date Appointed: \_\_\_\_\_ Term Ending: \_\_\_\_\_ Full: \_\_\_\_\_ Alternate: \_\_\_\_\_



## Statement of Interest - Exeter Recreation Advisory Board

2 messages

Nick Nordin <nick\_nordin@yahoo.com>  
To: "pmcelroy@exeternh.gov" <pmcelroy@exeternh.gov>

Mon, Nov 14, 2022 at 9:22 PM

Hi Pam,

Please find the attached Statement of Interest document regarding consideration for membership on the Exeter Recreation Advisory Board. I am very enthusiastic about the possibility of serving my community in this capacity, and I am committed to making sure I have the time and dedication to serve as required by the board.

Professionally, I have 25 years of experience in the recruiting and human resources fields and I hold a Bachelor's Degree in Liberal Arts from Colorado State University. I am currently the VP of Recruiting for BridgeView, a technology staffing and consulting firm, and I manage a team of eight recruiters. I helped start the company in 2006 and I serve on the company's leadership team as we continue to grow. You can see more about my experience on my LinkedIn profile - <https://www.linkedin.com/in/nicknordin/>.

Personally, I enjoy many forms of recreation, and I am encouraging my two children to do the same - this includes skiing, hiking, mountain biking, basketball, tennis, kayaking, weight training, frisbee, and yoga. Also, I have had the pleasure of coaching via the Exeter Parks & Rec department for flag football and currently for basketball.

I would intend on bringing a high level of integrity to the position, along with a positive mindset. I believe that serving on a board requires a servant mentality, to help make unbiased decisions that are in the best interest of the community. I feel positive that I can accomplish this through a process-driven approach that relies on research, data, community input, and the spirit of cooperation.

Regards,

Nick Nordin  
303-913-3865

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Pam McElroy <pmcelroy@exeternh.gov>  
To: Nick Nordin <nick\_nordin@yahoo.com>

Tue, Nov 15, 2022 at 8:30 AM

Thank you Mr. Nordin.

I'll forward your application to the Select Board.

As we discussed on the phone, your interview with the Select Board will be on Monday, December 19 at 6:50 pm at the Town Office Building in the Wheelwright Room.

Your interest in serving the Town of Exeter is much appreciated.

Have a good day.

[Quoted text hidden]

--

*Pam McElroy*

**Town of Exeter**

Senior Executive Assistant, Town Manager's Office

603-773-6102

Human Services Administrator

603-773-6116

**Proclamations/Recognitions**



## EXETER PUBLIC WORKS DEPARTMENT

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

[www.exeternh.gov](http://www.exeternh.gov)

December 9, 2022

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

Re: Exeter Public Works Employee of the 2022 Summer Quarter

Dear Select Board Members:

It is our pleasure to inform you that Chris Goodwin, Wastewater Treatment Operations Supervisor, has been awarded the Employee of the 2022 Summer Quarter.

Nominations said that Chris earned this recognition for the following reasons.

As the Operations Supervisor, Chris has worked diligently to keep the wastewater plant operating at optimal levels. Over the summer critical components of the aeration tanks had to be replaced. Chris spent many hours, before 7:00 am, after 3:00 pm, as well as on weekends, taking samples and adjusting the process to make sure the plant stayed in compliance while each tank was taken off-line. Chris has proven himself to be an excellent leader and mentor to his crew. Chris worked diligently to ensure many if not all items on the Department of Labor list were handled. He has encouraged his staff to advance their wastewater licenses even though he knew it increased his workload by being shorthanded while they attended class. Chris is an instrumental part of Exeter Public Works. He is always willing to offer his assistance, get dirty, work long hours, or do whatever it takes to get the job done and therefore should be considered for the Summer 2022 Employee of the Quarter.

The Employee of the Quarter Program was created 23 years ago, in 1999, to recognize outstanding performance and dedication to the Exeter Public Works Department and Exeter community. This honor is awarded to an individual for special achievements to advance the mission of the Department while aligned with the Department's core values of Teamwork, Integrity and Safety. Nominations can be made by any Town employee or citizen, and the selection is made by the Employee of the Quarter Committee.

On behalf of the Exeter Public Works Department, we are pleased to notify you of the extra effort and commitment that Chris has demonstrated to warrant this recognition.

Sincerely,

Jennifer R. Perry, P.E.  
Public Works Director

Harry H. Lindsay, III, Chairman  
Employee of the Quarter Committee

cc: Human Resources, personnel file



Exeter Public Works Employee of the Quarter (EOQ) Summer 2022 recipient Chris Goodwin (left), Wastewater Treatment Operations Supervisor, receiving award from Harry Lindsay (right), Mechanic Foreman and EOQ Committee Chairman



**Minutes**

Select Board Meeting  
Monday December 5, 2022  
7 PM  
Nowak Room, Town Offices  
Draft Minutes

Members present: Chair Niko Papakonstantis, Vice-Chair Molly Cowan, Clerk Julie Gilman, Lovey Roundtree Oliff, and Nancy Belanger.

Town Manager Russ Dean and Assistant Town Manager Melissa Roy were also present at this meeting.

1. Call Meeting to Order

The meeting was called to order by Mr. Papakonstantis at 6:45 PM.

2. Non-Public Session

**MOTION:** Ms. Gilman moved to enter into non-public session under RSA 91A:3II (a) and (c). Ms. Belanger seconded. In a roll call vote, the motion passed 5-0.

The Board went downstairs to the Wheelwright Room for the non-public session at 6:47 PM. The meeting reconvened at 6:58 PM

3. Bid Opening - Water/Sewer Chemicals

- a. Harcros Chemicals of Nashua NH: 1) Sodium Hypochlorite 15%, per gallon: \$3.58; 2) Activated Carbon, per pound: no bid; 3) Potassium Permanganate, per pound: \$4.710; 4) Sodium Hydroxide 25%, per gallon: \$3.2300.
- b. United Mineral & Chemical Corp of Lyndhurst NJ: 1) Sodium Hypochlorite 15%, per gallon: no bid; 2) Activated Carbon, per pound: no bid; 3) Potassium Permanganate, per pound: \$2.95; 4) Sodium Hydroxide 25%, per gallon: no bid.
- c. Borgen Remington of Fall River MA: 1) Sodium Hypochlorite 15%, per gallon: \$3.6250; 2) Activated Carbon, per pound: no bid; 3) Potassium Permanganate, per pound: \$2.7298; 4) Sodium Hydroxide 25%, per gallon: \$2.0831.
- d. Coyne Chemical of Croydon PA: 1) Sodium Hypochlorite 15%, per gallon: no bid; 2) Activated Carbon, per pound: \$2.1929; 3) Potassium Permanganate, per pound: \$2.5274; 4) Sodium Hydroxide 25%, per gallon: no bid
- e. Shannon Chemical Corp of Malvern PA: 1) Sodium Hypochlorite 15%, per gallon: no bid; 2) Activated Carbon, per pound: no bid; 3) Potassium Permanganate, per pound: \$3.34, minimum 36 pails; 4) Sodium Hydroxide 25%, per gallon: no bid
- f. Univar Solutions, Morrisville PA: 1) Sodium Hypochlorite 15%, per gallon: \$2.592; 2) Activated Carbon, per pound: no bid; 3) Potassium Permanganate, per pound: \$2.48; 4) Sodium Hydroxide 25%, per gallon: \$2.1837.

**MOTION:** Ms. Gilman moved to refer these bids to the Water/Sewer Department for review and recommendation. Ms. Belanger seconded. The motion passed 5-0.

4. Public Comment

- a. There was no public comment.

5. Proclamations/Recognitions

- a. Ms. Gilman read the proclamation for the Daughters of the American Revolution 125th anniversary:

*Whereas, Exeter Chapter, National Society Daughters of the American Revolution, one of approximately 3,000 Chapters in all 50 States, District of Columbia, and Units Overseas commemorates 125 Years of Service; and Whereas, The objectives of the National Society -- Promoting Education, Historic Preservation, and Patriotic Endeavor through the work of Committees functioning at the local, state and national levels; and*

*Whereas, The nineteen charter members established a firm foundation;*

*Resolved, That Exeter Chapter, NSDAR, celebrates its 125th anniversary with reflection and anticipation of continuing service.*

*Now Therefore, Niko Papakonstantis, Select Board Chair of the Town of Exeter, hereby proclaims December 3, 2022 as the 125th Anniversary of the Exeter Chapter, National Society Daughters of the American Revolution, a day of celebration and urge all citizens within the Town of Exeter, NH to congratulate Exeter Chapter on this 125th anniversary.*

*In witness whereof, I have hereunto set my hand and caused the Seal of the Town of Exeter to be affixed this 5th day of December of the year of our Lord Two Thousand and Twenty-Two.*

- b. Ms. Belanger said last Thursday, she attended a Workforce Housing Coalition of the Greater Seacoast event in Portsmouth, where Mr. Sharples accepted a Municipal Leadership Award on behalf of Exeter. Mr. Dean said Mr. Sharples has been one of our most innovative employees and has turned policy issues into action. He presented Mr. Sharples with the award. Mr. Sharples said he'll continue to come up with creative ideas from the community.

6. Approval of Minutes

- a. Regular Meeting: November 14, 2022

**MOTION:** Ms. Belanger moved to approve the regular meeting minutes of November 14, 2022 as presented. Ms. Gilman seconded. The motion passed 5-0.

- b. Regular Meeting: November 21, 2022

**MOTION:** Ms. Belanger moved to approve the regular meeting minutes of November 21, 2022 as presented. Ms. Gilman seconded. Ms. Oliff abstained, as she was not present at the November 21 meeting. The motion passed 4-0-1.

7. Appointments and Resignations

**MOTION:** Ms. Belanger moved to nominate Don Clement for re-appointment to the Exeter Squamscott River Advisory Committee. Ms. Gilman seconded. The motion passed 5-0.

**MOTION:** Ms. Belanger moved to accept with regret Amanda Kelly's resignation from the Facilities Advisory Committee. Ms. Gilman seconded. The motion passed 5-0.

8. Discussion/Action Items

a. Public Hearing: Swasey Parkway Cy Pres and Deviation Petition

Swasey Parkway Trustee Chair Dwane Staples was present for the hearing. Mr. Papakonstantis said the Swasey Park Trustees posted this as a meeting tonight, but they don't have a quorum.

Attorney Laura Spector-Morgan was present via Zoom.

Mr. Papakonstantis said legal notice of this hearing was posted Nov 15 2022. He read the notice:

*The Exeter Select Board hereby gives notice of a public hearing on the Swasey Parkway Petition for Cy Pres or for Deviation Relief on Monday, December 5, 2022, at 7 PM, in the Nowak Room of the Exeter Town Offices. The public is welcome to attend and comment.*

Mr. Papakonstantis said that this hearing is required by the Cy Pres statute as an informational hearing only. It's not preserved and submitted to the Court. There's nothing occurring that would have weight in the court process.

**MOTION:** Ms. Belanger moved to open the public hearing on the Swasey Parkway Cy Pres and Deviation Petition. Ms. Gilman seconded. The motion passed 5-0.

Don Clement of Thelma Drive read a statement:

*I have spent the past few weeks reading and re-reading the draft petition to the court for Cy Pres or Deviation relief. After considerable review, it is my opinion that this is based on convoluted reasoning to craft an argument that the original trust is no longer valid. In fact I believe that the comments in the petition paint a false narrative as to the historical purpose and issue regarding the parkway.*

*The main point of the petition is that over the many years of the parkway's existence there has been a significant increase in commuter traffic and higher vehicle speed. At worst this is misleading and at best an assumption. And the reason I say this, is due to the absence of any data to substantiate that claim. Unless you have been compiling comparative statistics over a period of time this is a presumption.*

*If a goal is to slow vehicle speed down, various traffic calming methods such as chokes, bump outs, and speed bumps could be applied.*

*I also believe that your interpretation of Mr. Swasey's intent is subject to debate. But we can't really have that debate because Mr. Swasey is not here to speak to the petition action and consequences. So our opinions are irrelevant. The petition states that due to current circumstances the original purposes of the trust have become impractical, obsolete, ineffective and/or prejudicial to carry out. I contend that discontinuing half the parkway actually does render the original trust impractical, obsolete, ineffective and prejudicial. The parkway was created for vehicle use.*

*In conclusion it is my strong belief that a significant amount of people will be disenfranchised by the prohibition of pleasure vehicles from a section of the parkway. This is an injustice that creates an undue hardship on a certain segment of the population.*

Gerry Hamel of 17 Little Pine Lane said he can understand people wanting to enjoy half of the parkway with no cars, but this is a piece of land given to us by a benefactor for a purpose: to be a "parkway," or landscaped highway, not a park. Mr. Swasey was going to defray the cost for the parkway, to be solely for park purposes, and the roadway therein open only to pleasure vehicles. We don't want the intent being lost. The argument in the petition has been embellished. The Select Board are not the Trustees; the Cincinnati Trust is the original trust. The town didn't acquire property; the trust acquired the property. There's nothing about quiet, serenity, or natural beauty in the trust. Mr. Swasey wanted a nice way to go back to his house. The change creates mobility issues. The town is not keeping all motorized vehicles out of the parkway; what about the Farmer's Market, or setting up at the bandstand? The park should be left as it is, like Mr. Swasey wanted.

Dwane Staples of 33 Ashbrook Road, the Chair of the Swasey Parkway Trustees, said we should keep the parkway one-way. There are mobility issues. There are no handicapped spaces downtown near the parkway for access. If we close that road, we'll close off two sidewalks that are handicapped accessible; the handicapped would only have one way down, by the lower bridge at Norris Brook. Two parades use the parkway, as well as the Farmer's Market and people setting up at the pavilion. We need to take a step back and look at this. We moved hastily without taking time to think about these issues. He hopes that the Select Board can discuss with the Trustees which way this should go.

Bill Campbell of High Street, who was remote via Zoom, said he's concerned that if we close the parkway and have access only at the north end of the park, that will make it hard for older people or young families to get to the best part of the park. We need to look at ways of slowing traffic down, but not closing it off.

Andrew Elliott of 42 Washington Street asked if this will set any kind of precedent for future changes for Swasey Parkway. Mr. Papakonstantis said this is what was voted on in the warrant article. The process is contingent on Charitable Trust, which portion is complete, and then Probate Court after this hearing. Attorney Spector-Morgan said it does not authorize any other changes than what was voted on.

**MOTION:** Ms. Belanger moved to close the public hearing. Ms. Gilman seconded. The motion passed 5-0.

Ms. Belanger said she was not on the Board at the time, and would not have voted to put this on the warrant. She's concerned about this and agrees with the public comments. Elderly people drive down and sit under the trees or in their cars. If we do go forward, we should work with the Trustees for a solution

that will take that into consideration. Regarding the draft, section 9 says the “road borders the parkland,” but it’s actually straight down the middle.

Ms. Gilman said she didn’t want to do this. She agrees with the public comments. What is the next step from this? Attorney Spector-Morgan said this is a draft. Should the town have any changes, those can be communicated to Attorney Mitchell for him to make changes as appropriate.

Ms. Gilman asked if the Select Board are regarded as the Trustees. Mr. Dean said the Select Board are the Trustees as outlined in the agreement.

Ms. Cowan said we’ve had a robust discussion and hearings. It didn’t seem like there was opposition on the Board then. There’s a need to think through changes that are helpful and forward-thinking. The Trust allows for us to take possession of this area. We have to be thoughtful and realistic about changes to technology and how that could decrease the enjoyment and impact the safety of young families, older folks, and everyone else. This was not a close town vote, it was clear and decisive. We have to be considerate about how we implement this. People wanted to enjoy the parkway without people driving through it. Ms. Oliff said she agrees, we fleshed this out for months.

Mr. Papakonstantis said the process began in summer of 2021. We’ve enjoyed collaborating with the Trustees. It’s pivotal moving forward to continue the collaboration once this goes through all the regulatory procedures. We’ve had multiple Select Board hearings where the public weighed in. During Covid, when the Select Board closed the parkway under the emergency order, it was wonderful for folks. It was eye-opening to hear about mobility issues. We represent the community, and voted 4-0 that the decision should come from the voters. We will make this inclusive for all folks.

Ms. Belanger asked again about section 9, “the road borders the park land.” Attorney Spector-Morgan said she made a note of the concern and will raise it with Attorney Mitchell.

Ms. Gilman asked if this prohibits us from making changes to the proposed configuration. Mr. Papakonstantis said we’ll have to work with Public Works. Attorney Spector-Morgan said the vote was to discontinue one half of it. Ms. Cowan said we will make decisions with lots of input from everyone.

Don Clement asked about next steps. Will there be another public hearing before the draft is submitted to probate court? Mr. Papakonstantis said this was the regulatory hearing, and there are no further hearings. Mr. Dean will work with Attorney Mitchell to make corrections and file it with the court.

**b. Budget Recommendations Committee report**

Bob Kelly, Chair of the BRC, was present to discuss the budget review process. Mr. Kelly said that from early Aug through Nov 17th, there were eight BRC meetings and multiple subcommittee meetings. The group thoroughly vetted the different funds and the capital improvements program.

Mr. Kelly said that two positions were recommended. A part-time Human Resources Assistant was requested to lighten the workload in view of increased

Human Resources issues, and the BRC supported the funding of this position. Also, a GIS Technician or Resource Manager was requested by Public Works. The funding for this would come 60% from the General Fund and 20% each from the Water and Sewer Fund. The town collects GIS data in the field, but there's no mechanism for putting that into a repository. Most communities of a similar size have had a GIS Manager for multiple years. It's time to add this to our staff.

Regarding the Water Fund, we are an older town with an older system including lead-based piping. The DES and the US EPA have requested that everyone has a plan by the end of 2024 to deal with that. Because of DPW labor shortages and consultants, we want to get going earlier. We do have a grant possibility of \$80,000. We also want to expand our meter replacement program. The meters are the town's cash register. If they slow down, the town is losing money. We have 1,000 units that are over 10 years old, which is the life span of a meter.

Regarding the Sewer Fund, there's a Capital Outlay request for the Wastewater Treatment Plant to receive septage. We don't make as much revenue for this service as we should. It would be \$125,000 to build, but revenue would be \$300,000 a year.

Mr. Kelly discussed the CIP list of 22 projects and vehicles; he said not all were approved, although all of the projects are worthwhile. There's a proposed Police Station and Fire Substation on Continental Drive, a \$15.9M project. There was interest in making it a net zero energy facility, which added \$300,000. The BRC recommended the final warrant article be \$16.3M to include net zero. We supported the Westside Drive improvements project at \$6M. 10 years ago, we started redoing catchment areas around town, starting in Jady Hill, to take unwanted water out of the sewer system, and that's been very successful. We're also in the middle of a groundwater source development project. We got \$1M last year to continue; the town asked for \$6M this year, but the BRC felt it would be premature and reduced it to \$500,000. Next year we can have a warrant article for construction of groundwater facilities.

There was one vehicle which the subcommittee initially did not recommend, a new DPW tank truck to clean catchbasins to comply with MS4 drainage requirements. They're \$550,000 each. The one we have is 8 years old, but they're 12 - 18 months out on the ordering process. If we wait, we're starting to push it with maintenance costs. The trade-in value would be less than \$50,000, so the DPW proposed to keep in our fleet. Having two vehicles would work well, as the existing one is being used aggressively. The BRC had a 10-0 unanimous vote to support this purchase.

Mr. Kelly said looking at year over year expenses, we've reduced the CIP. Budgets have been in the 2-2.5% increase range over the years, although Water/Sewer has risen due to regulatory initiatives.

Mr. Papakonstantis thanked the members of the 2022 BRC.

Ms. Gilman said the line-by-line budget is posted, if anyone would like to review and ask questions.

Mr. Papakonstantis said the budget hearing is in January. He would like to have this as a standing discussion item until then.

Mr. Dean acknowledged the contributions of Finance Director Corey Stevens and Laura Zogopoulos to the budget process.

c. Grant Acceptance: Exeter Reservoir Dam Feasibility Study

Mr. Dean said that this came in from Town Engineer Paul Vlasich. The town received a NH DES ARPA grant for Exeter Reservoir Dam, which is a high hazard dam because it's currently unable to meet the required discharge capacity. This is for a feasibility study to determine alternatives. The grant is \$172,000, which will fund 100% of the study.

**MOTION:** Ms. Belanger moved to authorize acceptance of the State ARPA grant from NH DES in the amount of \$172,000 for the Town of Exeter, and authorize the Town Manager to sign the associated paperwork for such agreement on behalf of the town for the Exeter Reservoir Dam. Ms. Gilman seconded. The motion passed 5-0.

d. Town Ordinance Second Reading: Sewer Use Regulations

Ms. Gilman suggested just highlighting the changes in the index.

**MOTION:** Ms. Belanger moved to open the public hearing on town ordinance second reading for sewer use regulations. Ms. Gilman seconded. The motion passed 5-0.

There was no public comment.

**MOTION:** Ms. Belanger moved to close the public hearing. Ms. Gilman seconded. The motion passed 5-0.

Ms. Gilman described the changes to Chapter 15 in our town ordinances, sewer regulations, as follows:

In section 1508, pre-treatment of wastewater, we added information about amalgam separators. In section 1516, septage disposal, we added language for septage hauler requirements, temporary septage permits, septage permits, and septage disposal charge.

Mr. Papakonstantis said this issue will have a final hearing on December 19.

e. Boards & Committees Policies and Procedures

Mr. Papakonstantis described a few changes made since the last discussion. He said that Ms. Gilman had suggested under vacancies, if someone leaves, the board should move an alternate up to a permanent member. Ms. Gilman also found a typo under Committee Membership; he changed it to "quorum." He said that Ms. Belanger had suggested that the goals and objectives report be moved from the beginning of the year to by June 30.

Ms. Belanger suggested that attendance rules should include alternates.

Ms. Gilman said under orientation, it says that training will be provided on RSA 91-A and town policies and procedures, but some boards have their own



policies and procedures. Mr. Papakonstantis said it says that some land use Boards are exempted. We were looking at committees with no regulatory function.

Ms. Belanger said under vacancies, add that the Chair will make a recommendation for nomination to the Select Board. Mr. Papakonstantis said he believes that's already the practice.

Ms. Cowan said she would like each of the Select Board members to create reports on their other meetings, perhaps in a standardized Google Doc. Ms. Roy said the Select Board members could submit information through Google Forms and review the final product, but not edit, comment, or discuss it without getting into Right to Know issues. Ms. Belanger said it would be helpful to have a place to refer back to member reports on these meetings.

## 9. Regular Business

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

**MOTION:** Ms. Gilman moved to approve a tax abatement for 111/5/30 in the amount of \$173.88 for tax year 2022. Ms. Belanger seconded. The motion passed 5-0.

**MOTION:** Ms. Gilman moved to approve a tax abatement for 104/79/957 in the amount of \$4.93 or tax year 2022. Ms. Belanger seconded. The motion passed 5-0.

**MOTION:** Ms. Gilman moved to approve a tax abatement for 104/79/1000 in the amount of \$17.90 for tax year 2022. Ms. Belanger seconded. The motion passed 5-0.

**MOTION:** Ms. Gilman moved to approve a Solar Exemption for 21/20 in the amount of \$20,500 for tax year 2023. Ms. Belanger seconded. The motion passed 5-0.

### b. Permits & Approvals

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

### c. Town Manager's Report

- i. Tax bills are due December 30th. Residents should have received them in the mail by now
- ii. Health Trust had its annual meeting last Thursday, and elected new Board of Director members
- iii. He has started working on the Town Meeting warrant articles.
- iv. He complimented the Assistant Town Manager for her work on the DOL audit process. They went through many buildings last week, including Town Offices and Town Hall. We're starting to get better remarks.
- v. The DPW Director hiring process continues. We're looking at references now.
- vi. He thanked the organizers of the Holiday Parade for a well put-together event. The weather held off and it was a great time.
- vii. He's heading to Arizona this Wednesday, and will be back Monday Dec 12.

- d. Select Board Committee Reports
  - i. Ms. Oliff had no report.
  - ii. Ms. Cowan attended the Rec Advisory Board meeting, where they had a presentation from Chris Zigmont on the single use plastics ordinance. They had a robust discussion, but no action was taken. People seemed in favor of the policy in theory but were wary of saddling the concessions stand with that kind of responsibility. We fund the pool operations with that money. The RAB want more funding from the town to run the different operations so as to rely less on concession sales.
  - iii. Ms. Gilman attended a Facilities Advisory subcommittee meeting, where they interviewed firms remotely to conduct the Facilities Condition Assessment. One firm topped the list; they're a national firm, and won't charge us for a specialist to travel here. The next step is for the full committee to review the results.
  - iv. Ms. Belanger had no report. She thanked the parade organizers, as well as EXTV for filming the parade.
  - v. Mr. Papakonstantis had no report. The Sustainability Advisory Committee is having a hard time getting a quorum, and will meet next Monday, December 12, to review the single use plastic policy. He walked in the parade and it was a lot of fun.
- e. Correspondence
  - i. Five pieces of correspondence in favor of the single use plastic ordinance.
  - ii. A notification from Xfinity about increased pricing.
  - iii. A letter from the Community Center rehabilitation project. Ms. Gilman said this is regarding Parks and Rec's new building. There isn't enough funding for it.

10. Review Board Calendar

- a. The next Board meeting is December 19th. The Board may have to meet briefly later in December for encumbrances.

11. Other business

- a. Mr. Papakonstantis thanked DPW Director Jennifer Perry for her years of service. Her last day is Friday.

12. Non-Public Session

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

13. Adjournment

**MOTION:** Ms. Belanger moved to adjourn. Ms. Cowan seconded. The motion passed 5-0 and the meeting adjourned at 8:54 PM.

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary

**Appointments**



Pam McElroy <pmcelroy@exeternh.gov>

---

## Resignation from SAC

2 messages

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**Kristen & Chris Osterwood** <osterwood@gmail.com>

Wed, Dec 7, 2022 at 9:47 AM

To: Pam McElroy <pmcelroy@exeternh.gov>

Cc: Kristen Murphy <kmurphy@exeternh.gov>, chetana & stephen <everestviewlodge@gmail.com>

Pam-

I would to resign from the Sustainability Advisory Committee.

Thank you,  
Kristen Osterwood

---

**Pam McElroy** <pmcelroy@exeternh.gov>

Wed, Dec 7, 2022 at 10:27 AM

To: Kristen & Chris Osterwood <osterwood@gmail.com>

Cc: Kristen Murphy <kmurphy@exeternh.gov>, chetana & stephen <everestviewlodge@gmail.com>

Thank you for your years of service, Kristen. I'll inform the Select Board.

[Quoted text hidden]

-

*Pam McElroy*

**Town of Exeter**

Senior Executive Assistant, Town Manager's Office

603-773-6102

Human Services Administrator

603-773-6116

**Bid Award – Water/Sewer Chemicals**



# TOWN OF EXETER, NEW HAMPSHIRE

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

[www.exeternh.gov](http://www.exeternh.gov)

## Memo

To: Russell Dean

From: Stephen Dalton

CC: Jennifer Perry, Paul Roy, Matthew Berube, Trisha Allen, Pam McElroy

Date: December 6, 2022

Re: Award of Chemical Bids for 2023

---

The Public Works Department has reviewed the bid results and recommends award to the following companies. The bid recommendations are as follows:

	Unit Price:	Projected Annual Total
Bid Item #1 Sodium Hypochlorite 15% solution To: Univar Solutions Morrisville, PA @ \$2.592/gal (215) 495-8502		WTP-15,000 gal * \$2.5920/gal= <b>\$38,880</b>
Bid Item #2 Activated Carbon To: George S Coyne Chemical Co., Inc. Croydon, PA @ \$2.1929/lb (215) 785-3000		4,000 lb * 2.1929/lb = <b>\$8,771.60</b>
Bid Item #3 Potassium Permanganate To: Univar Solutions Morrisville, PA @ \$2.4800/lb (215) 495-8502		3,960 lbs * \$2.4800/lb = <b>\$9,820.80</b>
Bid Item #4 Sodium Hydroxide To: Borden & Remington Fall River, MA @ \$2.0831/gal (508) 675-0096		13,000 gal * \$2.0831/gal= <b>\$27,080.30</b>

<b>Company Bids for 2023 Delivery</b>	<b>Bid Item 1 per gallon, delivered</b>	<b>Bid Item 2 per pound, delivered</b>	<b>Bid Item 3 per pound, delivered</b>	<b>Bid Item 4 per gallon, delivered</b>
	<b>Sodium Hypochlorite, per gallon</b>	<b>Activated Carbon, per pound</b>	<b>Potassium Permanganate, per pound</b>	<b>Sodium Hydroxide, per gallon</b>
Univar Solutions USA	\$2.5920	No Bid	\$2.4800	\$2.1837
Borden & Remington Corp	\$3.6250	No Bid	\$2.7298	\$2.0831
Harcros Chemicals	\$3.5800	No Bid	\$4.7190	\$3.2300
George S Coyne Chemical Co	No Bid	\$2.1929	\$2.5274	No Bid
Shannon Chemical Group	No Bid	No Bid	\$3.3400	No Bid
United Mineral & Chemical Corp	No Bid	No Bid	\$2.9500	No Bid

Increase from 2022 prices (\$/gal or lb)	\$0.7870	\$0.4957	\$0.4650	\$0.5907
2023 Increase from 2022 (%)	30.36%	22.60%	18.75%	28.40%

**Third Reading Town Ordinance: Single Use Plastics Ban**





# TOWN OF EXETER

## *Planning and Building Department*

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

[www.exeternh.gov](http://www.exeternh.gov)

---

**Date:** December 14, 2022

**To:** Russ Dean and Exeter Select Board Members

**From:** Kristen Murphy, Conservation & Sustainability Planner

**Re:** Single-Use Plastics Policy Town Ordinance

I have attached a copy of materials for the 3<sup>rd</sup> reading of the draft Single Use Plastics Town Ordinance scheduled for the December 19<sup>th</sup> Select Board meeting. Enclosed in this packet you will find a copy of revised ordinance language based on feedback from the November 21<sup>st</sup> Select Board meeting as well as a set of slides for the presentation to address the additional information requested at that meeting.

Thank You.

enc (2)

## **DISTRIBUTION OF SINGLE-USE PLASTIC BAGS, FOOD SERVICE PRODUCTS, AND POLYSTYRENE FOOD CONTAINERS ON TOWN PROPERTY**

### **24.00 PURPOSE:**

The Town of Exeter recognizes that limiting the distribution and subsequent disposal of single-use plastics through reduction is necessary to protect human health, to preserve the natural environment, and to promote sustainable and ethical practices regarding material waste.

### **24.01 DEFINITIONS**

For the purpose of this Section, the following definitions apply:

**2401.01 *Distribution:*** The act of selling, providing or supplying products for use by customers or intended recipients at a point of sale, gathering, event, or activity.

**2401.02 *Human Service Organization:*** An organization focused on providing services to people in order to help them stabilize their lives and find self-sufficiency through guidance, counseling, treatment, and/or the provision of basic needs

**2401.03 *Reusable Bag:*** a bag specifically designed for re-use, capable of being used one hundred and sixty (160) times and has stitched or woven handles. Reusable Bags include woven reusable plastic bags.

**2401.04 *Single-Use Compostable Food Service Products:*** a bag, bottle, food container, cup, utensil, straw or other similar food service product that is composed of one hundred percent (100%) Polylactic Acid (typically derived from plant-based starch such as corn) and provided by a vendor to a customer for the purpose of transporting or consuming food.

**2401.05 *Single-Use Plastic Bag:*** a bag that is made predominantly of polyethylene plastic derived from petroleum and provided at the check stand, cash register, point of sale or other point of departure for the purpose of transporting food or other goods. Trash bags used for disposing of waste are excluded.

**2401.06 *Single-Use Plastic Food Service Products:*** a bottle, food container, cup, utensil, straw or other similar food service product that is made predominantly of polyethylene plastic derived from either petroleum or natural gas, and provided by a vendor to a customer for the purpose of transporting or consuming food.

**2401.07 *Single-Use Polystyrene Container:*** a container or cup composed of synthetic aromatic hydrocarbon polymers that is made from the monomer styrene (often called Styrofoam) and provided by a vendor to a customer for the purposes of transporting food.

#### 24.02 DISTRIBUTION OF SINGLE USE PLASTICS ON TOWN PROPERTY

No person shall distribute a prohibited single use disposable item at any town facility, town property, town-managed or sponsored event, or activity authorized through special permits issued under the authority of the Town of Exeter Select Board unless otherwise allowed under EXCEPTIONS 24.03.

*Prohibited Single Use Disposables:*

1. Single-Use Plastic Bags.
2. Single-Use Plastic Food Service Products.
3. Single-Use Polystyrene Containers.

#### 24.03 PRODUCT EXCEPTIONS:

1. Reusable Bags
2. Single-Use Compostable Food Service Products
3. Packaging materials required for food safety reasons added at the site of the business or a processing facility. Examples: wrapping around meats, seafood, lettuce mix or other perishable products.
4. Products where alternatives to prohibited items do not exist, until an alternative is identified.

#### 24.04 ORGANIZATIONAL EXCEPTIONS:

1. All town departments/vendors may distribute their remaining inventory for 9 months following policy adoption
2. Items used by emergency responders or human service non-profit organizations.
3. Prohibited Single Use Containers brought by staff/customers themselves
4. Exeter Parks and Recreation Department will work with the Sustainability Committee to develop a transition plan, implementing acceptable alternatives as they are identified with an objective of meeting financial and sustainability goals.

#### 24.05 ~~OVERSIGHT AND ENFORCEMENT~~~~PENALTIES AND REMEDIES~~

~~Subject to the exceptions above~~~~In addition to any other penalty or remedy permissible by law for violation of this ordinance,~~ the following shall apply:

1. Reports of non-compliance with this ordinance will be directed to the Conservation and Sustainability Planner who will work with the permittee/Town Department to find replacement products.

~~1.2.~~2. If reasonable replacements have been identified but infractions continue, the Town determines~~considers this~~ a violation of this ordinance ~~has occurred,~~ and written warning will be issued. Town Departments will meet with the Town Manager and Conservation and Sustainability Planner to seek alternative solutions to achieve compliance with this ordinance.

~~2.3.~~3. Upon a second or subsequent infraction of this ordinance, the Town interprets this as a direct violation of the vendor permit and cause for refusal to approve use permit.

# Proposed Ordinance: Single Use Plastics On Town Property

Presentation to: Exeter Select Board  
December 19, 2022

# *Recommendations from 11/21 SB Meeting*

## **Modifications to Ordinance**

- More details on enforcement
- More details on transition plan
- Penalties & Remedies changed to Educational Approach

## **Clarification on Portsmouth Policy**

- Recommendations only?
- Is Parks & Rec exempt?

## **Quantify Financial Impact to Parks and Rec**

- Provide specifics on how much implementation could cost

## **Outreach**

- Increase Awareness

# *Recommendations from 11/21 SB Meeting*

## **Modifications to Ordinance**

- More details on enforcement
- More details on transition plan
- Penalties & Remedies changed to Educational Approach

## Clarification on Portsmouth Policy

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## Quantify Financial Impact to Parks and Rec

- Provide specifics on how much implementation could cost

## Outreach

- Increase Awareness

# Draft Ordinance - No Changes

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The Town of Exeter recognizes that limiting the distribution and subsequent disposal of single-use plastics through reduction is necessary to protect human health, to preserve the natural environment, and to promote sustainable and ethical practices regarding material waste.

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2401.02 *Human Service Organization*: An organization focused on providing services to people in order to help them stabilize their lives and find self-sufficiency through guidance, counseling, treatment, and/or the provision of basic needs

2401.03 *Reusable Bag*: a bag specifically designed for re-use, capable of being used one hundred and sixty (160) times and has stitched or woven handles. Reusable Bags include woven reusable plastic bags.

## Draft Ordinance - No Changes

2401.04 *Single-Use Compostable Food Service Products*: a bag, bottle, food container, cup, utensil, straw or other similar food service product that is composed of one hundred percent (100%) Polylactic Acid (typically derived from plant-based starch such as corn) and provided by a vendor to a customer for the purpose of transporting or consuming food.

2401.05 *Single-Use Plastic Bag*: a bag that is made predominantly of polyethylene plastic derived from petroleum and provided at the check stand, cash register, point of sale or other point of departure for the purpose of transporting food or other goods. Trash bags used for disposing of waste are excluded.

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## Draft Ordinance - No Changes

### 24.02 DISTRIBUTION OF SINGLE USE PLASTICS ON TOWN PROPERTY

No person shall distribute a prohibited single use disposable item at any town facility, town property, town-managed or sponsored event, or activity authorized through special permits issued under the authority of the Town of Exeter Select Board unless otherwise allowed under EXCEPTIONS 24.03.

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2. Single-Use Plastic Food Service Products.
3. Single-Use Polystyrene Containers.

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3. Packaging materials required for food safety reasons added at the site of the business or a processing facility. Examples: wrapping around meats, seafood, lettuce mix or other perishable products.
4. Products where alternatives to prohibited items do not exist, until an alternative is identified.

# Draft Ordinance - Proposed Modifications

## 24.04 ORGANIZATIONAL EXCEPTIONS:

1. All town departments/vendors may distribute their remaining inventory for 9 months following policy adoption
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4. Exeter Parks and Recreation Department will work with the Sustainability Committee to develop a transition plan, implementing acceptable alternatives as they are identified with an objective of meeting financial and sustainability goals.

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- More details on enforcement
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- Provide specifics on how much implementation could cost

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- Recommendations only?
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## Quantify Financial Impact to Parks and Rec

- Provide specifics on how much implementation could cost

## Outreach

- Increase Awareness

# Full Conversion - No Price Increase

Current Income: Water + Gatorade = \$2,384.00

Alum Bottled Water (No Price Increase): 2880 units

Open Water - Bottles

Powdered Gatorade + Open Water

= (\$199.20) (-\$2,583.20)

Surplus 580 units - @ \$1.50 = \$870 (-\$1,713.20)

Surplus 580 units - @ \$2.50 = \$1,450 (-\$1,133.20)

# Full Conversion - \$0.50 Price Increase

Current Income: Water + Gatorade = \$2,384.00

Alum Bottled Water (\$0.50 increase): 2880 units

Open Water - Bottles

Powdered Gatorade + Open Water

= \$950.80 (-\$1,433.20)

Surplus 580 units - @ \$1.50

= \$870 (-563.20)

Surplus 580 units - @ \$2.50

= \$1,450 (+\$16.80)

# Partial Conversion

Current Income: Water + Gatorade = \$2,384.00

Sponsorship Option (\$0.50 increase): 1712 units

Chameleon - Bottles

Chameleon + Powdered Gatorade

Remaining Gatorade - 588 Plastic Units

= \$1,272.04 (-\$1,111.96)

Sponsor Offset 6 @ \$200

= \$2,472.04 (+\$88.04)

# Partial Conversion

Current Income: Water + Gatorade = \$2,384.00

Water in Cans: 2100 units

Open Water-Cans

Gatorade - 800 Plastic Units

= \$2,601 (+\$217)

Surplus 600 units - @ \$1.00 = \$600 (+\$817)

Surplus 600 units - @ \$1.50 = \$900 (+\$1117)



# SUMMARY

Full Conversion No Increase	- Loss \$1100 - 2600
Full Conversion \$0.50 Increase	- Loss \$1433 - \$17 Profit
588 Plastic Units (+ w/ sponsor)	- Loss \$1100 - \$88 Profit
800 Plastic Units	- \$217-\$1100 Profit

# *Recommendations from 11/21 SB Meeting*

## Modifications to Ordinance

- More details on enforcement
- More details on transition plan
- Penalties & Remedies changed to Educational Approach

## Clarification on Portsmouth Policy

- Recommendations only?
- Is Parks & Rec exempt?

## Quantify Financial Impact to Parks and Rec

- Provide specifics on how much implementation could cost

## Outreach

- Increase Awareness

EXETER NEWS-LETTER

## Exeter eyes ban on single-use plastics on town property: Here's why and what it means

**Patrick Cronin** Portsmouth Herald

Published 4:55 a.m. ET Nov. 29, 2022

[View Comments](#)

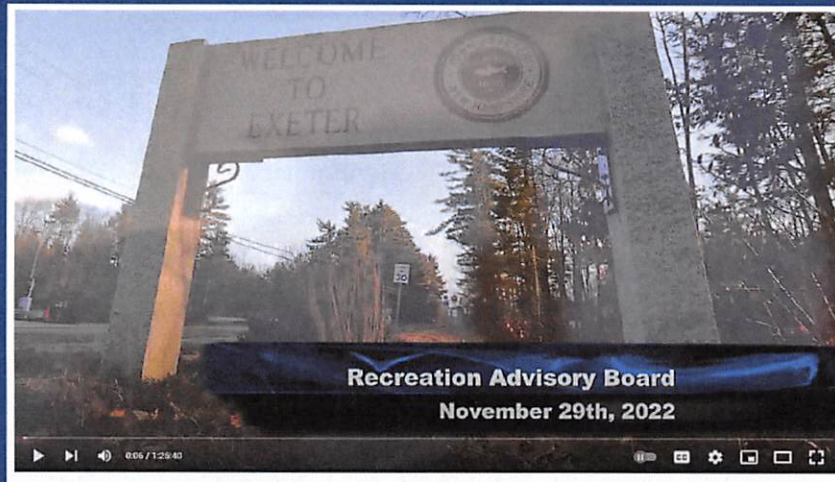


EXETER — The town's [Select Board](#) is eyeing a ban on the distribution of single-use disposable plastics — such as bottles, containers, and straws — on town-owned property.

The board held the second reading of the proposed ordinance last week and will make a final decision on Monday, Dec. 19.

The ordinance brought forward by the town's [Sustainability Advisory Committee](#) is modeled after one [adopted in Portsmouth](#) in 2019. It only applies to town-owned properties like Town Hall and Recreation Park and permitted events on town property like farmers markets and the music festivals at Swasey Parkway.

[Exeter eyes ban on single-use plastics on town property: Here's why and what it means. 11/29/22](#)



[Rec Advisory Board Meeting November 29, 2022](#)

- Impact to Revenue Stream
- Concerned about flexibility of language (potential to be detrimental to Parks)
- Seasonal window shortens 90 day grace period.
- Impact to Vendors at Tournaments

# Arts and Culture Advisory Commission

December 13, 2022

- How to Inform Vendors Early
- Responsibility of Compliance (Event Coord or Individual Vendors)
- Additional Challenges of Sourcing Product in Small Quantities
- Need for Onsite Public Water Source
- Education of Public On Recycling
- Concerns about Vendors Turning Away Due to Added Complexity and Added Cost

**Arts & Culture Commission Recommendations**

# Exeter Arts & Culture

## Advisory Commission

December 14, 2022

Dear Members of the Exeter Select Board,

1. We, the members of Exeter Arts and Culture Advisory Committee, unanimously voted to recommend that the Exeter Select Board allocate AARPA funds toward two urgent projects at Exeter Town Hall. The replacement of the failing chairs on the first floor at an approximate cost of \$15,000, and the addition of a new HVAC system in the building at an approximate cost of \$125,000.
2. We, the members of Exeter Arts and Culture Advisory Committee, unanimously voted to recommend that the town of Exeter support and promote all annual non-profit arts & culture community events, including the Exeter LitFest, UFO Fest, Exeter Arts & Music Fest, TEAM Equinox Fest, the Independence Fest, and all art exhibits at the Town Hall 2nd Floor Gallery. EACAC will act as an in-kind sponsor for the purposes of getting these events posted and promoted on town-sponsored social media sites, websites, Exeter TV, and allow for posters to be hung in town buildings
3. We, the members of Exeter Arts and Culture Advisory Committee, unanimously voted to recommend the adoption of a Town of Exeter single-use plastics policy, as pertaining to events and permits on public property in Exeter, but with the caveat that the primary focus be on education and alternative solutions.

Thank you for your consideration,

Marissa Vitolo / Chair, EACAC

**Community Power Aggregation Committee: Policies Presentation**





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

---

## Exeter Plan Approval by PUC

---

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

Fri, Dec 16, 2022 at 11:14 AM

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

Cc: "Hitzrot, Lewis H." &lt;lhitzrot@exeter.edu&gt;, Cliff Sinnott &lt;cliffsinnott@gmail.com&gt;, Nick Devonshire &lt;nicholas.devonshire@gmail.com&gt;, Stephanie Marshall &lt;jstephanie.marshall@gmail.com&gt;, Kristen Murphy &lt;kmurphy@exeternh.gov&gt;, Lisa Sweet &lt;lisacsweet@comcast.net&gt;

Russ,

I have attached drafts of (1) the Cost Sharing Agreement; and (2) The Energy Risk Management, Retail Rates, and Financial Reserve Policies. At the Thursday CPCNH Board meeting, the Board received a presentation from Ascend Analytics on the results of their cost/revenue modeling and the cashflow forecast. The presentation was detailed and there were lots of questions/discussion. The big takeaway is that CPCNH is on very solid financial footing, according to Ascend's CEO, who built the company which has launched energy retailers and community power agencies in the past, the "most solid" financial footing he has seen, and we can expect both to outperform the utility default rates and to accrue substantial financial reserves. Detailed reports of this analysis will also be circulated soon.

Because the discussion of Ascend's cashflow modeling results was lengthy, the Board ran out of time and had to recess the meeting before voting to approve the Cost Sharing Agreement and the three policies. The Board will reconvene on Monday morning to vote on these documents. The attached draft Risk, Rates, Reserves policies are very likely to be in final form. The attached Cost Sharing Agreement may include some additional minor modifications which CPCNH will circulate ASAP (if that is indeed the case).

Best,  
Henry

[Quoted text hidden]

---

### 2 attachments

 **CPCNH Cost Sharing Agreement.pdf**  
501K **CPCNH Energy Portfolio Risk Management, Retail Rates, and Fiancial Reserves Policies.pdf**  
728K



**COMMUNITY POWER COALITION OF NEW HAMPSHIRE  
COST SHARING AGREEMENT**

This Cost Sharing Agreement (“Agreement”) is made and entered into this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the \_\_\_\_\_, a subdivision of the State of New Hampshire, (“the Member” or “the Signatory”) and the Community Power Coalition of New Hampshire (“CPCNH” or “Corporation”), pursuant to the provisions of the CPCNH Joint Powers Agreement (“JPA”) (collectively, “Parties”).

**RECITALS**

**WHEREAS**, \_\_\_\_\_ desires to implement Community Power Aggregation (“CPA”) service to provide all-requirements electricity for its residents and businesses pursuant to New Hampshire Revised Statutes Annotated (“RSA”) 53-E, the Community Power Act, which found “*it to be in the public interest to allow municipalities and counties to aggregate retail electric customers, as necessary, to provide such customers access to competitive markets for supplies of electricity and related energy services;*”

**WHEREAS**, the Constitution of New Hampshire declares that “*Free and fair competition in the trades and industries is an inherent and essential right of the people and should be protected against all monopolies and conspiracies which tend to hinder or destroy it;*”

**WHEREAS**, CPCNH is a nonprofit all-requirements Joint Powers Agency and governmental instrumentality operating pursuant to the Joint Powers Agreement (“JPA”) entered into by the \_\_\_\_\_ on the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, for the purpose of jointly exercising the powers granted to municipal corporations pursuant to NH RSA 33-B, NH RSA 53-E, NH RSA 53-F, and NH RSA 374-D (including, by reference, NH RSA 33) in accordance with RSA-A, Agreements Between Governments.

**WHEREAS**, CPCNH is jointly controlled and is in effect “owned” by its Members, united as a single entity to operate for mutual benefit of its Members collectively, to promote the common good, general welfare, economic vitality, and prosperity of local communities in New Hampshire, and to use the powers and authority granted by its Members to gain economies of scale and scope to launch, operate, and evolve CPA programs, as well as to advance other energy and climate policies and actions, all on behalf of its Members;

**WHEREAS**, \_\_\_\_\_ adopted an Electric Aggregation Plan on the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and desires CPCNH to finance, launch, and operate a CPA on its behalf;

**WHEREAS**, CPCNH’s Joint Powers Agreement requires this Cost Sharing Agreement be entered into by all Members to ensure that the costs, expenses, debts, and liabilities directly or indirectly incurred by CPCNH on each Member’s behalf are recovered through said Member CPA’s revenues, or from grants or other third-party sources;

**NOW, THEREFORE, in consideration of mutual benefits, covenants, and considerations hereinafter set forth, CPCNH and the Member hereby agree as follows:**



REFERENCE TABLE

RECITALS .....0

ARTICLE I PURPOSE .....1

ARTICLE II AMENDMENT.....2

ARTICLE III MEMBERSHIP.....2

ARTICLE IV ELECTION OF MEMBER SERVICES & PROJECT CONTRACTS .....3

ARTICLE V DELEGATION OF AUTHORITY.....3

ARTICLE VI COST REPORTING & RECORDS.....3

ARTICLE VII CPCNH IMPLEMENTATION COSTS .....4

ARTICLE VIII CLASSIFICATION OF COSTS .....5

ARTICLE IX ALLOCATION OF COSTS.....6

ARTICLE X GENERAL TERMS & CONDITIONS.....8

EXHIBIT A: COST SHARING PRINCIPLES.....11

EXHIBIT B: COSTS ALLOCATION REFERENCE TABLE .....13

EXHIBIT C: MEMBER SERVICES FOR ELECTION BY SIGNATORY.....14

EXHIBIT D: TEMPLATE COST ALLOCATION REPORT .....15

EXHIBIT E: TEMPLATE REPORT GLOSSARY .....16

EXHIBIT F: PROJECT CONTRACTS EXECUTED BY SIGNATORY.....17

ARTICLE I  
PURPOSE

The purpose of this Cost Sharing Agreement is to ensure that (i) the expenses, debts, and liabilities (“costs”) directly or indirectly incurred by CPCNH on behalf of the signatory are allocated to them based upon cost causation principals, to the extent practical, and (ii) that such costs are recovered from their CPA program revenues, or revenues from grants or other third-party sources.

This Cost Sharing Agreement (i) affirms that the resolutions and articles of the Joint Power Agreement, as applicable herein, represent a mutual and collectively beneficial approach to cost allocation, whether Members are active or withdrawn from the Corporation, and (ii) obligates CPCNH to carry out cost tracking and allocation for recovery from Member CPAs in accordance with the methodologies and procedures herein, which are intended to ensure fairness across all Member CPAs.

Execution of this Cost Sharing Agreement is a requirement for all Members. Upon execution of this Agreement, Members may subsequently elect to take certain Member Services, which are provided in Exhibit C; each Member Service requires separate execution by the Member to authorize and obligate CPCNH to provide services on behalf of the Member’s CPA.

Electing the Complete Service Bundle of Member Services thereunder authorizes and delegates authority to CPCNH to, pursuant to CPCNH’s Energy Portfolio Risk Management, Rates, and Reserves policies: (i) take all actions necessary and proper to finance, launch, and operate the Member’s CPA; (ii) set rates and provide all-requirements electricity to eligible retail customers taking service within the Member’s service territory; and (iii) collect customer revenues to accrue financial reserves on behalf of the Member and recover the costs allocated to the Member’s CPA pursuant to this Agreement.



**ARTICLE II  
AMENDMENT**

CPCNH’s Joint Powers Agreement requires that the Cost Sharing Agreements between the Corporation and each individual Member be uniform in all material respects, except with regard to the scope of Member services and Project Contracts that each Member selects to participate in and pay for.

This Agreement duly provides flexibility to update and evolve the scope of services offered to all Members, for individual Member election, by permitting CPCNH to update Exhibit C for all Members, and to incorporate any Project Contracts entered into by an individual Member in Exhibit F. Similarly, Exhibit B: Cost Allocation Reference Table, Exhibit D: Template Cost Allocation Report, Exhibit E: Template Report Glossary, and the list of current CPCNH Members presented under Article III, below, may all be updated by CPCNH. Lastly, excerpts from CPCNH’s Joint Powers Agreement are also updated upon amendment to the Joint Powers Agreement. The Corporation shall promptly distribute any such updates to all Members, except that Exhibit F shall only reflect the Project Contracts, if any, entered into by the Signatory.

The Signatory agrees that such updates provided by CPCNH to the Exhibits and Joint Powers Agreement language herein shall be incorporated into and do not constitute an amendment to this Agreement.

To ensure that all other aspects of this Agreement, including the cost allocation methodologies prescribed and inviolate hereunder, are similarly capable of evolving over time, and in recognition that the changeable nature of energy markets, technologies, and cost-drivers may well warrant refinements to the cost allocation methodologies herein at some point in the future, **this Agreement may be amended by a written amendment unanimously approved by the votes cast at a meeting of the Membership at which a quorum is present, provided that CPCNH’s Chief Executive Officer or Chair of the Board shall send written notice of any proposed amendments to the Member Representatives and principal executive officers of each Member at least thirty (30) days prior to such meeting at which it is to be acted upon.**

The Signatory recognizes that, absent this mechanism, it may become impractical to otherwise amend this Agreement as the number of Members grows over time, given the requirement that the Agreement be maintained as uniform in all material respects across the Membership, and that such an eventuality would be contrary to their individual and joint interests hereunder.

**ARTICLE III  
MEMBERSHIP**

CPCNH’s current Membership, pursuant to CPCNH’s Joint Powers Agreement, may individually execute this Agreement and thereby jointly rely on CPCNH to finance, launch, and operate their CPA programs. The Parties acknowledge that the actual sequencing of CPA implementation may vary from this table:

**Members currently intending to implement CPA program service in 2023:**

City of Lebanon	Town of Rye	Town of Exeter
Town of Hanover	Town of Walpole	Town of Peterborough
City of Nashua	Town of Plainfield	Town Durham
Cheshire County	Town of Enfield	Town of Harrisville

**Members in the process of authorizing CPA programs:**

City of Dover	Town of Newmarket	City of Portsmouth
Town of Warner	Town of Canterbury	Town of Westmoreland
Town of Pembroke	Town of Wilmot	Town of Hudson
Town of Webster	Town of Shelburne	Town of Sugar Hill
Town of New London	Town of Hancock	



#### ARTICLE IV ELECTION OF MEMBER SERVICES & PROJECT CONTRACTS

CPCNH's Member Services are listed in Exhibit C, inclusive of any additional terms of service thereof, and are offered for individual election by each Member.

The Member Services required to undertake and provide CPA service are offered as a Complete Service Bundle. The Board may authorize additional Member Services, including the disaggregated services comprising the Complete Service Bundle, for Members to elect and pay for on a discrete, elective basis thereunder. The Signatory agree that such new Member Services may, from time to time, be offered to all Members by incorporation into Exhibit C.

Project Contracts that an individual Member has entered into, upon execution, shall be placed into Exhibit F of the Member's Cost Sharing Agreement and incorporated by reference hereunder.

Exhibit B provides a reference table summarizing how costs shall be allocated, for all Members' ease of reference, which shall be updated by CPCNH commensurate with the addition of any new Member Services to Exhibit C, or as otherwise warranted at CPCNH's discretion.

#### ARTICLE V DELEGATION OF AUTHORITY

Article V, Section 3 of the JPA requires that this Cost Sharing Agreement "*ensure that the costs, expenses, debts, and liabilities ... directly or indirectly incurred by the Corporation on such Member's behalf are recovered through said Member's CPA revenues, or from revenues from grants or other third-party sources.*"

The Signatory, for the purposes of enabling CPCNH to provide services and collect revenues on behalf of their CPA, hereby expressly authorize and delegate authority to CPCNH, with immediate effect, to act as an agent of the Member in all circumstances and capacities required to: (i) provide the Member Services elected by the Member pursuant to Exhibit C, if any; (ii) effectuate the Project Contract(s) entered into by the Member, if any, listed in Exhibit F; and, (iii) collecting revenues on behalf of the Member's CPA, including from individual customers taking service from the CPA, as necessary to achieve and ensure cost recovery under this Cost Sharing Agreement and pursuant to the Joint Powers Agreement. The mechanism of collection is left to the discretion of CPCNH in conjunction with its charter to pursue cost savings and quality service for its Members and customers.

#### ARTICLE VI COST REPORTING & RECORDS

This Cost Sharing Agreement puts in place a mandate for transparency regarding how costs are tracked and allocations are computed. CPCNH will provide for the data collection, analysis, accounting, reconciliation of receipts and aging, and cost allocation between Member CPAs under the methodologies and processes set forth in this Cost Sharing Agreement. As provided for under Article IX hereunder, actual metered customer electricity consumption will be employed where consumption is the determinant of allocation, to the extent possible. However, the Signatory acknowledge that CPCNH's reasonable estimations on usage may need to be employed, initially and/or even permanently, depending upon the availability of actual data by Member CPA, but estimations should be subject to periodic reconciliation with actual loads when reasonably practical.

CPCNH will deliver monthly reports to each Member CPA, after it closes its books, encompassing and presenting all costs and allocations by Member. Reports will be prepared at an appropriate level of line-item granularity and will be uniform in all material respects, except with regard to the scope of Member services and



Project Contracts that each Member selects to participate in and pay for. Exhibit D shall present the current report template in use by CPCNH, accompanied by the glossary in Appendix E, which shall be kept current by CPCNH for the Member's reference. Reports will be delivered by CPCNH staff and/or committees and distributed to all Members.

Pursuant to CPCNH JPA Article XIII, "*The books and records of the Corporation shall be open to inspection at all reasonable times to each Member and its representatives.*" Members may, at any time, request detail, clarification and/or revisions of monthly reports, which shall be distributed to all Members.

## ARTICLE VII CPCNH IMPLEMENTATION COSTS

The funding to implement CPCNH is from four sources. These sources will cover the initial cost of CPCNH during the Implementation Phase, which refers to the period from the incorporation of CPCNH, on October 1, 2021, through the Start-Up Date, which shall be deemed to be the first of the calendar month in which CPCNH begins receiving customer revenues for delivery of all-requirements electricity to serve the demand of the customers of Member CPAs:

- 1) Funds provided by Members, gifts, or grants received and recorded by CPCNH as cash contributions.
- 2) Credit extended by contract to, and received by, CPCNH from vendors or banks, whether extended with interest or deferred interest cost or charged on an alternate basis.
- 3) Interest-free cash advances, grants, or loans extended by contract to, and received by, CPCNH.
- 4) Deferred compensation by vendors and contractors under contract for future payment by CPCNH, contingent upon the delivery of all-requirements electricity to serve the demand of the customers of Member CPAs.

The Signatory to this Agreement acknowledges and affirms that the cost of implementing CPCNH should not be borne solely by the customers taking service from initial Member CPAs, as such costs are foundational to the benefit of all Members of CPCNH at any point. As such, the Agreement provides that:

- 1) Implementation Costs are defined as costs incurred or accrued by CPCNH during the Implementation Phase which are not directly allocatable to any one Member CPA, in that such costs would have been incurred or accrued by CPCNH irrespective of the participation of any one Member CPA, inclusive of interest or financing charges that continue to accrue on such costs subsequent to the Implementation Period, less funds received by CPCNH pursuant to (1) above.
- 2) Implementation Costs shall be equitably allocated, on an equal volumetric retail electricity usage basis, to the CPA of each Member that (i) executes this Cost Sharing Agreement and, (ii) supplies all-requirements electricity to retail customers through said Member's CPA program within the five (5) year period commencing on the Start-Up Date.
- 3) CPCNH intends to pay off Implementation Costs during the initial three (3) years following the Start-Up date. Consequently, over the course of the five (5) year period, each Member CPA will receive an allocation obligation, providing for the direct payment of Implementation Costs and/or reimbursements to the Member CPAs that have already paid for the Implementation Costs, such that, at the conclusion of the five (5) year period, the sum of electricity used by retail customers taking service from each CPA over the course of the period divided into the Implementation Costs allocated to each CPA shall be equivalent on a dollar per megawatt-hour (\$/MWh) basis.



- 4) CPCNH shall maintain an internal accounting of the amount of Implementation Costs, and the allocation obligations, payments, and reimbursements of such costs, which record shall be available for inspection by Members at any reasonable time.

## ARTICLE VIII CLASSIFICATION OF COSTS

The three primary categories of costs into which CPCNH must classify all costs, pursuant to Section 3 of Article V of the JPA, are described in further detail below. Refer to Exhibit A for excerpts from the JPA regarding cost sharing principles, which are incorporated herein.

- 1) **Member Services Costs** are costs related to undertaking and providing CPA service on behalf of Members. Such costs will represent the bulk of the cost that CPCNH will incur, including for the provision of:
  - a) **CPA Power Supply Costs:** costs incurred by CPCNH to secure and sell all-requirements electricity supply to serve the demand of the customers of each Member CPA, the definition and requirements of which are subject to changes in law and rules, and to engage in portfolio risk management, which includes:
    - i) The cost of electrical energy, capacity, reserves, ancillary services, transmission services (to the extent allocated to Member CPA service), transmission and distribution losses, congestion management, and other such services or products necessary to provide firm power supply and meet the requirements of New Hampshire's Renewable Portfolio Standard, and financial products.
    - ii) The cost of financial products related to portfolio risk management, such as power or natural gas options, swaps, or futures contracts, Financial Transmission Rights (FTR) obligations and options, and products to hedge non-energy cost components of the power supply portfolio.
    - iii) Additional attributable costs authorized by individual Member CPAs for any other power supply related products and services, such for securing or purchasing Renewable Energy Credits in excess of the requirements of New Hampshire's Renewable Portfolio Standard, or for resources that reduce the ISO-NE wholesale load obligations and/or reduce transmission cost allocations, if any, attributable to the Member CPAs, which may also generate credit for avoided transmission costs or avoided capacity costs attributable to customers and/or Member CPAs.
  - b) **CPA Operational Costs:** costs related to undertaking and providing CPA service on behalf of Members that are not CPA Power Supply Costs, which include but are not limited to the following:
    - i) Staff, overhead, legal, banking, technical, regulatory, and financial services costs attributable to the provision of CPA service.
    - ii) Financing and credit charges incurred for the provision of all-requirements electricity supply, excluding those associated with any Project.
    - iii) Compliance costs attributable to the provision of CPA service.
    - iv) Direct costs and/or costs incurred from third-party providers of services under contract with CPCNH to provide:
      - (1) Marketing, advertising, community engagement, and customer noticing pertaining to CPA service.
      - (2) ISO-NE Load Serving Entity (LSE) services.
      - (3) Portfolio and risk management services.
      - (4) Utility data interchange, data management, and customer billing services.



- (5) Call center and customer engagement services.
  - (6) Local program design, administration, and/or financing.
  - v) Attributable Implementation Costs of the Corporation.
- 2) **General and Administrative Costs:** costs incurred for the common objectives of all Members of the Corporation that are not incurred specifically in connection with a particular Project, Project Contract, or Member Service. Typical costs in this category, which may be fully or partially defined as General and Administrative Costs, include:
- a) Administrative offices that serve the Corporation.
  - b) Corporation-wide financial management.
  - c) Business services.
  - d) Budget and planning.
  - e) Personnel management.
  - f) Central management information systems and operations.
  - g) General management of the Corporation, such as for strategic direction and Member affairs, Board functions, accounting, procurement, and legal services; operation and maintenance expense; depreciation and use allowances; and interest costs.
  - h) Attributable Implementation Costs of the Corporation.
- 3) **Direct Project Costs** are costs incurred for a particular Project pursuant to a Project Contract for a specific Member and/or CPA, or subset thereof, that are not allocated to General and Administrative Costs, to the extent appropriately assigned to specific projects pursuant to Section 4 of Article V of the JPA. These projects can take on many forms but carry a distinct attribute that they are defined by a specific Project Contract entered into by Members participating in particular projects. As such, Direct Project Costs are identified by contract for recovery from the Members that are signatories to the Project Contract.

## ARTICLE IX ALLOCATION OF COSTS

Costs directly or indirectly incurred by CPCNH on the Signatory's behalf relating to the Member Services elected by the Signatory pursuant to Exhibit C, General and Administrative Costs incurred on behalf of all Members, and the Project Contracts entered into by the Signatory, if any, will be allocated to the Signatory in accordance with this Article IX. Refer to Exhibit B for a reference table summarizing these costs and allocation methodologies.

- 1) **Member Services Costs.** Services required to undertake and provide CPA service are allocated to Member CPAs pursuant to cost causation principals, to the extent reasonably practical, as described herein.
- a) **CPA Power Supply Costs.** Each Member will be allocated all costs incurred by CPCNH attributed to the provision of all-requirements electricity supply to the retail customers of said Member's CPA, inclusive of the cost of financial products related to portfolio risk management, as follows:
    - i) For the net costs attributable to the provision of all-requirements electricity supply to retail customers for each Member CPA:
      - (1) Where retail customer usage on a temporal and/or geographically specific basis is the determinant of costs:





- (a) Actual metered customer electricity usage will be employed to the extent reasonably practical for each Member and to the extent such usage is used for load settlement purposes with ISO-NE (“actual usage”).
      - (b) Estimated or profiled electricity usage will be employed only to the extent that actual metered customer electricity usage is not reasonably available or is not used for load settlement purposes with ISO-NE for said Member.
    - (2) Where retail customer usage on a temporal and/or geographically specific basis is not the determinant of costs, Members will be allocated net costs on a pro rata volumetric usage basis.
  - ii) For costs incurred pertaining to financial products related to portfolio risk management, net costs may be allocated either to all Members on a pro rata volumetric usage basis or to each Member based upon either their actual electricity usage, if reasonably available, or alternatively, estimated, or profiled electricity usage.
  - iii) For costs incurred pertaining to any other power supply related products and services authorized by each Member CPA, net costs will be allocated to said Member CPAs based on a reasonable determination of the cost of providing that service.
- b) **CPA Operational Costs.** Each Member will be allocated all costs incurred by CPCNH related to undertaking and providing CPA service on behalf of said Member that are not CPA Power Supply Costs, as follows:
  - i) For costs attributable to staff, overhead, legal, banking, technical, regulatory, and financial services, costs will be allocated to all Members on a pro rata volumetric usage basis.
  - ii) For costs incurred pertaining to compliance requirements:
    - (1) Costs reasonably attributable to each Member will be allocated to said Member.
    - (2) Costs that are not reasonably attributable to any one Member will be allocated to all Members on a pro rata volumetric usage basis.
  - iii) For financing and credit charges incurred for the provision of all-requirements electricity supply, costs may be allocated either to all Members on a pro rata volumetric usage basis or to each Member based upon their actual usage, if reasonably available, or alternatively, estimated, or profiled electricity usage.
  - iv) For costs incurred from third-party providers of services under contract with CPCNH:
    - (1) Services charged based on a metric or fee structure that can be reasonably applied to an individual Member basis will be allocated to each Member on that basis.
    - (2) Services charged based on a metric or fee structure that cannot be reasonably applied on an individual Member basis will be allocated to all Member on a pro rata volumetric usage basis.

## 2) **General and Administrative Costs.**

- a) Each Member will be allocated General and Administrative Costs on a pro rata basis in accordance with the following formula: Member CPA’s Annual Retail Electricity Load divided by all Member CPAs’ Annual Retail Electricity Load.
  - i) “Annual Retail Electricity Load” means the annual amount of metered electricity delivered to retail consumers and supplied through the Member CPA during the most recent 12 whole months.
  - ii) If less than 12 whole months of load have been supplied through the Member CPA, the calculation of a Member’s Annual Retail Electricity Load shall be as follows:



- (1) Within a CPCNH Fiscal Year, the Member CPA's allocation of General and Administrative Costs shall initially be based on a reasonable forecast provided by CPCNH of the Member CPA's load for the duration of the Fiscal Year divided by all Member CPAs' forecast Annual Retail Electricity Load for that Fiscal Year.
  - (2) After the close of the CPCNH Fiscal Year, to the extent reasonably practical, such forecasts shall be reconciled to the Member CPA's actual load over the Fiscal Year divided by the total of actual loads for all Member CPAs for that Fiscal Year.
- 3) **Direct Project Costs.** Costs incurred for a particular Project pursuant to a Project Contract will be recovered pursuant to the Project Contract that governs Member cost responsibility for the Project. Nothing contained in a Project Contract shall obligate non-participating Members in any respect with the Project. If CPCNH incurs additional costs for a particular Project, then:
- a) CPCNH shall provide notice to the Project Committee in question regarding the date upon which the Project Committee must vote upon the matter of how to fully allocate such additional costs amongst participating Members, which shall be considered a Project Matter for this purpose, and CPCNH shall allocate costs pursuant to an affirmative vote by the Project Committee thereof.
  - b) In the absence of an affirmative vote by the Project Committee thereof, CPCNH shall allocate such additional costs to each Member in proportion to their participation share allocation for the Project.

## ARTICLE X GENERAL TERMS & CONDITIONS

The Joint Power Agreement carries with it several elements with which this Cost Sharing Agreement shall hold generally consistent but apply specifically to this Cost Sharing Agreement.

### Term

This Agreement shall become effective (the "Effective Date") when *a Member* executes this Agreement. This Agreement shall continue in full force and effect until terminated by (1) dissolution and liquidation of the Corporation, and distribution of any net proceeds, as provided for in Article XI of the By-Laws; (2) withdrawal or involuntary termination of the Member from the Corporation, as provided for in Article 4 and 5 of the JPA, subject to any continuing obligations, as provided for in Article 6 of the JPA; or (3) as otherwise specified in this Agreement.

### Limitations of Liability

As provided for in Article XII of the JPA, "*No debt, liability, or obligation of the Corporation shall be a debt, liability, or obligation of any Member unless otherwise specified and agreed to by individual Members under a Cost Sharing Agreement or Project Contract under this Agreement.*"

### Indemnification

This Cost Sharing Agreement is a continuation of the authority in the Joint Powers Agreement, and as such, its indemnification language applies (By-Laws, Article 13.1):

*"Each Member (including its governing body), Member representative, Director, Officer, committee member, employee, assignee, or agent of CPCNH, (and the irrelative heirs, executors and administrators), shall be indemnified and held harmless by CPCNH against any and all claims, demands, losses, costs, penalties, expenses (including attorneys' fees), judgments, damages and liabilities reasonably incurred by, or imposed upon them in connection with any action, suit or proceeding to which they may be made a party or with which they shall be threatened, by reason of their being, or having been, a Member, Member representative, Director, Officer, committee member, employee, assignee, or agent of CPCNH*



*(whether or not they continue to be a Member, Member representative, Director, Officer, committee member, employee, assignee, or agent of CPCNH at the time such action, suit or proceeding is brought or threatened), arising in whole or in part, directly or indirectly from conduct in which such Member, Member representative, Director, Officer, committee member, employee, assignee, or agent has engaged in good faith. However, no such indemnification shall apply in relation to any matter involving (i) a breach of their duty of loyalty to CPCNH; (ii) acts or omission which are not in good faith or which involved intentional misconduct or a knowing violation of law; or (iii) a transaction from which the Director, Officer, Member representative, committee member, employee, assignee, or agent derived an improper personal benefit. In the event of settlement of any such action, suitor proceeding brought or threatened, such indemnification shall be limited to matters covered by the settlement as to which CPCNH is advised by counsel that such Member, Member representative, Director, Officer, committee member, employee, assignee, or agent is not liable for misconduct as such. The foregoing right of indemnification shall be in addition to any rights to which any Member (including its governing body), Member representative, Director, Officer, committee member, employee, assignee, or agent may otherwise be entitled.”*

Further, CPCNH shall, “Defend, hold harmless, and indemnify, to the fullest extent permitted by law, each Member from any liability, claims, suits, or other actions.” Articles of Agreement of the Corporation, Article 7.21.

#### **Dispute Resolution**

This Cost Sharing Agreement affirms the dispute resolution approach defined in the Joint Power Agreement, and the Signatory hereby extend this provision in support of the Cost Sharing Agreement (JPA, Article XVIII, Section 2):

*“The Members and the Corporation shall make reasonable efforts to settle all disputes arising out of, or in connection with, this Agreement. Before exercising any remedy provided by law, a Member or Members and the Corporation shall engage in nonbinding dispute resolution or in a manner agreed upon by the Member or Members and the Corporation. The Members agree that each Member may specifically enforce this provision, Article XVI, Section 2, Dispute Resolution. In the event that dispute resolution is not initiated or does not result in a resolution within 60 days after a written request for dispute resolution, any disputing Member or the Corporation may pursue any remedies provided by law.”*

#### **Continuing Obligations: Participant Withdrawal and Obligations or Buyout Provisions**

Continuing obligations shall be pursuant to the same terms for continuing obligations as provided for under Article IV, Section 6 of the JPA:

*“Any withdrawn or terminated Member shall continue to be liable for its obligations under any Project Contract and Cost Sharing Agreement(s) for the remaining term of any such Project Contract or Cost Sharing Agreement. The Member’s equity or deficit position while a participant in any Project Contract will continue to be reflected in the records and reports of the Corporation. The Corporation may withhold funds otherwise owing to the Member or may require the Member to deposit sufficient funds with the Corporation, as reasonably determined by the Board, to cover the Member’s liability for the costs described herein. Any amount of the Member’s funds held on deposit with the Corporation above that required to pay any liability or obligation shall be returned to the Member.”*



**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement as of the Effective Date provided herein.

\_\_\_\_\_

Community Power Coalition of New Hampshire

By: \_\_\_\_\_

By: \_\_\_\_\_

Name:

Name:

Title:

Title: Chair of the Board

Date:

Date:



## EXHIBIT A: COST SHARING PRINCIPLES

CPCNH's Joint Powers Agreement defines certain cost sharing principles in Article V, Sections 3-7, which are provided below for the Signatory's reference and expressly incorporated herein:

1) **SECTION 3 of Article V of the JPA**, regarding Cost Sharing Agreements, states:

*An agreement shall be entered into between the Corporation and each respective Member, uniform in all material respects, except with regard to the scope of Member services and Project Contracts that each Member selects to participate in and pay for, to ensure that the costs, expenses, debts, and liabilities ("Costs") directly or indirectly incurred by the Corporation on such Member's behalf are recovered through said Member's Community Power Aggregation (CPA) revenues, or from revenues from grants or other third-party sources. Such Costs shall be classified as:*

- I. CPA Member Services Costs:** *Costs incurred to provide the Complete Service Bundle, or such services that CPCNH offers, shall be recovered directly from Member(s) for the period they contract to receive such service(s). The Complete Service Bundle will include those services CPAs will require to undertake and provide Electric Aggregation Plans and Programs, such as: power supply procurement and management, data and billing, and customer service;*
- II. General and Administrative Costs:** *Costs described in Article V, Section 4 [of the JPA] are incurred for the common objectives of all Members of the Corporation, and are not incurred specifically in connection with a particular Project, Project Contract, or Member Service and shall be allocated to, and recovered from, each Member on a pro rata basis in accordance with the following formula: Member CPA's Annual Retail Electricity Load divided by all Member CPAs' Annual Retail Electricity Load; and*
- III. Direct Project Costs:** *Costs incurred for a particular Project pursuant to a Project Contract shall be recovered directly from the Member(s) that participate in a particular Project or pursuant to the Project Contract that governs Member cost responsibility for the Project.*

2) **SECTION 4 of the JPA**, regarding General and Administrative Costs, states:

*General and Administrative Costs include those that have been incurred for the general operation and administration of the Corporation, and other expenses of a general character, including but not limited to Costs relating to: administrative offices that serve the Corporation; Corporation-wide financial management, business services, budget and planning, and personnel management; operations of the Corporation's central management information systems; general management of the Corporation, such as strategic direction and member affairs, Board functions, accounting, procurement, and legal services; operation and maintenance expense; depreciation and use allowances; and interest costs.*

*General and Administrative Costs do not include Costs that relate solely to, or are incurred by, the Corporation for CPA Member Services or as a result of any specific Project or Project Contract. The intent of the Members is to ensure that all Costs incurred by the Corporation that are directly related to CPA Member Services will only be paid by the Members receiving such services or for any specific Project will be paid only by the Project Participants of that specific Project. As such, when an activity or cost generally included within the General and Administrative Cost category benefits CPA Member Services, a specific Project or Project Contract, or is performed or budgeted for a specific Project or Project Contract, an appropriate adjustment shall be made to assure that the proper portion of the Cost of such activity is categorized and allocated as CPA Member Services costs to a Member receiving such service, or as a*



*Direct Project Cost to the Project Participants, subject to Cost allocation under the applicable Project Contract. The Members intend that all Costs of the Corporation that are not directly assigned for recovery to CPA Member Services, a specific Project or Project Contract will be recovered as General and Administrative Costs.*

**3) SECTION 5 of the JPA**, regarding Member Advances, Contributions and Repayment, states:

*Upon the request or approval of the Board, any Member may make payments, advances, or contributions to the Corporation for any and all purposes set forth herein, and may contribute personnel, equipment or property, in lieu of other contributions or advances, to assist in the accomplishment of one or more of such purposes. All such payments, advances or contributions, whether in cash or in kind, shall be made to, and may be disbursed or used by, the Corporation. Except as otherwise specified in contracts with Members by the Board, the approved advances will be treated as indebtedness of the Corporation and shall be payable and repaid as such.*

**4) SECTION 6 of the JPA**, regarding Refunds, states:

*No Member that withdraws or is terminated shall be entitled to a refund of any payments made in connection with General and Administrative Costs.*

**5) SECTION 7 of the JPA**, regarding Funding of Initial Costs, states:

*Any Members that have funded activities necessary to implement the Corporation may request that the Board consider reimbursing said Members for said costs over a reasonable time period and shall provide such documentation of costs paid as the Board may request.*

**6) CPCNH's Articles of Agreement**, provide for the powers of the Corporation that are expressly incorporated herein, including, as follows:

*7.13 Incur debts, liabilities, and obligations, provided that all debts, liabilities and obligations shall be non-recourse to any and all of the Members unless expressly agreed to by such Members through a Member's Cost Sharing Agreement or Project Contract as those terms are defined in the JPA;*

*7.14 Issue revenue bonds, and incur other forms of indebtedness including but not limited to loans from private lending sources, pursuant to NH RSA 33-B, RSA 53-E, RSA 53-F, and RSA 374-D, provided that any such bond or debt issuance is approved by participating Members' governing and legislative bodies as required by statute.*



**EXHIBIT B: COSTS ALLOCATION REFERENCE TABLE**

<b>Classification</b>	<b>Cost Factor</b>	<b>Allocation Method</b>
<b>General &amp; Administrative</b>	All Costs	\$/MWh forecasts and annual true-up to pro rata share of <u>actual</u> “Annual Retail Electricity Load” (JPA defined term)
<b>Direct Project</b>	Costs identified in Project Contracts	As specified in Project Contracts
	Unanticipated Costs	As directed by Project Committee vote; alternatively, Member Project Contract participation share %
<b>Member Services</b> <i>CPA Power Supply</i>	All Requirements Electricity	Member CPA actual cost
	Net Hedging	\$/MWh (across all CPAs) <u>or</u> actual cost (for each CPA)
	Optional / Opt-Up Products	Member CPA actual cost
<b>Member Services</b> <i>CPA Operations</i>	Allocated Staff, Overhead & Misc. Svc	\$/MWh
	Member CPA Compliance Costs	Member CPA actual cost
	General Compliance Costs	\$/MWh
	Financing and Credit Support	\$/MWh (across all CPAs) <u>or</u> actual cost (for each CPA)
	Portfolio & Risk Management Services	\$/MWh
	ISO-NE Load Serving Entity (LSE) Services	\$/MWh
	Marketing & Community Services	\$/MWh
	Customer Notifications	\$/Notice
	Data Management & Billing Services	\$/Meter
	Call Center & Customer Services	\$/Meter
	Local Program Design, Admin & Finance	\$/MWh (across all CPAs) <u>or</u> actual cost (for each CPA)
<b>Member Services</b> <i>Elective Services</i>	Additional services as authorized by the Board	



**EXHIBIT C: MEMBER SERVICES FOR ELECTION BY SIGNATORY**

**1) COMPLETE SERVICE BUNDLE**

**Board Authorization**

[insert]

**Description Member Service**

[insert]

**Delegation of Member Authority to CPCNH**

[insert]

**Term of Service: Renewal and Termination**

[insert]

**Member Election and Authorization**

[insert]

The Member hereby elects the Complete Service Bundle as a Member Service of CPCNH:

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

By:

Name:

Title:

Date:





**EXHIBIT D: TEMPLATE COST ALLOCATION REPORT**

[Insert upon commencement of CPA service]





**EXHIBIT E: TEMPLATE REPORT GLOSSARY**

[Insert upon commencement of CPA service]





**EXHIBIT F: PROJECT CONTRACTS EXECUTED BY SIGNATORY**



# Energy Portfolio Risk Management, Rates, and Financial Reserves Policies

*For Communities, By Communities*



## **COMMUNITY POWER COALITION OF NEW HAMPSHIRE**

ADOPTED [DATE: \_\_\_\_]

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## ENERGY PORTFOLIO RISK MANAGEMENT POLICY

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### Philosophy, Objectives & Scope

This Energy Portfolio Risk Management Policy (EPRM Policy) outlines the philosophies and objectives of the Community Power Coalition (CPCNH) Board of Directors (Board) in governing and making decisions necessary to provide the credit support, portfolio analytics, hedging, and daily operating activities required to implement and operate Community Power Aggregation (CPA) power supply services.

The Risk Management Committee (RMC) is responsible for ensuring the development and maintenance of CPCNH's Energy Portfolio Risk Management Regulations (EPRM Regulations) to expand on the roles, strategies, controls, and authorities authorized in this policy to form a comprehensive energy risk management program.

### Risk Philosophy

As a Joint Powers Agency, CPCNH is in the business of procuring and generating energy for the benefit of its participating Member CPAs. The goal of this policy is to:

- ✓ Serve Member CPA needs subject to Board approved risk tolerance limits.
- ✓ Provide as much energy supply cost certainty for CPA customers as reasonably possible while maintaining a least cost portfolio.
- ✓ Develop and enhance the value of CPCNH and Member CPA assets to meet the financial and local policy goals of the participating Members.

CPCNH recognizes that novel technologies, market dynamics, and regulatory shifts are combining to create new levels and dimensions of risk, and opportunities, that must be integrated into CPCNH's portfolio risk management program.

CPCNH's objective is to develop the least cost, greatest value portfolio to meet load requirements of CPA customers, while maximizing revenues from sales of surplus energy from wholesale and local project resources, and creating new sources of revenue through the intelligent design and integration of price-responsive customer rates, market-enabling products, and local programs (e.g., portfolio optimization).

Unlike a private-sector supplier, CPCNH's primary business purpose is to serve its Members. CPCNH's goal is to be a cost hedger for its Member CPAs load and is therefore precluded by this policy from engaging in purely speculative activities typical to many organizations oriented toward profit maximization.

CPCNH also recognizes that there are additional risks beyond those related to normal power supply operations and hedging activities. CPCNH's goal is to limit, to the extent practicable, exposure to those risks. This document serves as a vehicle to describe and define the limits for activities considered as appropriate for CPCNH in a normal course of business of serving loads and procuring power.





## Business Activities

CPCNH's primary business is to procure or produce electricity supply to meet CPA customer load requirements. The resource supply portfolio may consist of fixed and variable priced supply contracts of varying lengths, physical assets (such as power plants and distributed energy resources), and agreements for other related supplies and services needed to ensure reliable delivery of electricity to CPA customers.

The objective of the EPRM Policy is to provide a framework for conducting procurement activities that maximize the probability of CPCNH meeting its goals. The policy documents the framework by which CPCNH will:

- ✦ Identify risks associated with the procurement of power supply.
- ✦ Identify those responsible for administering the various elements of the risk management policy from procurement operations to oversight activities.
- ✦ Set parameters and methodologies for managing risk associated with procuring and hedging the power supply portfolio including the specification of authorized products, terms, and transaction limits.
- ✦ Provide for the accrual of reserve funds for the purpose of satisfying all financial obligations and objectives associated with management of the portfolio.

The EPRM Policy applies to all power procurement and related business activities that may impact the risk profile of CPCNH and its Member CPAs.

## Transacting Objectives

CPCNH's objectives when transacting on behalf of Member CPAs for the procurement of energy and energy related supplies and services are as follows:

1. Meet customer all-requirements electricity requirements, inclusive of all of the electrical energy, capacity, reserves, ancillary services, transmission and distribution losses, congestion management, and other such services or products necessary to provide firm power supply to participants and meet the requirements of New Hampshire's Renewable Portfolio Standard.
2. Provide competitive rates for the participating Member CPAs, and stability and choice for participating customers.
3. Obtain the best available price for power supply while complying with the requirements of this policy and other objectives established by the Board.
4. Develop local renewable, battery storage, and distributed energy projects and customer programs.
5. Manage CPCNH's assets to optimize value.
6. Act to limit exposure to extreme market system changes.
7. Follow effective wholesale counterparty credit management procedures.
8. Develop and maintain financial reserves.



9. Develop and maintain CPCNH's investment grade credit rating.

CPCNH's overall transacting objective is to meet the load requirements of Member CPA customers with an optimized portfolio.

### Scope of Policy

This EPRM Policy prescribes the management organization, authority, and processes to monitor, measure and control the risks to which CPCNH is exposed in the normal course of business arising primarily from CPCNH's participation in the wholesale energy markets. CPCNH is exposed to three quantifiable risks:

1. Volumetric risk: load and resource variability.
2. Price risk: market-related cost variability.
3. Counterparty Credit and Collateral Call risk: potential default by a counterparty or requirement to post collateral

This policy applies to all energy and energy related transactions made by CPCNH, and the term "risk management" is herein understood to refer solely to risks related to participation in wholesale energy markets as herein defined.

Specific methodologies used to measure, monitor, and control these risks shall be established by the Risk Management Committee, in accordance with sound utility practices and included in the EPRM Regulations.

From the perspective of risk mitigation, CPCNH's primary objective is to cover load and optimize the value of assets. Taking risks unrelated to CPCNH's normal power supply business activities, is not permitted.

CPCNH is also exposed to regulatory, operational and reputation risks. These risk categories and exposures are managed pursuant to CPCNH's Enterprise Risk Management Policy (ERM Policy).

### Policy Administration, Review and Amendments

Energy Portfolio Risk Management will be a regular reporting standing agenda item at meetings of the Risk Management Committee and Board.

The Board, in consultation with the Risk Management Committee, is responsible for adopting this policy and reviewing it as needed at least every two calendar years.

The Board must approve amendments to the EPRM Policy. Advance written notice of Board meetings at which changes to this Policy are proposed shall be sent to the principal executive officers of each Member by the CEO or Board Chair. Subsequently, any such amendment shall be sent to the principal executive officers of each Member by the CEO or Board Chair.



## Approval and Amendment of Regulations

After the EPRM Regulations are initially approved by the Board, the regulations may be amended with approval of the CEO, in consultation with the RMC, provided that the CEO sends prompt written notice to the Board of any such amendments.

## Applicability

This EPRM Policy is effective immediately upon its adoption by the Board. It applies to CPCNH's wholesale supply operations, long-term contracting for energy/capacity and services, acquisition of generation resources, credit risk management and other related ancillary activities undertaken by CPCNH.

CPCNH Officers, Directors, staff, and contractors engaged in portfolio risk management will adhere to and be governed by this EPRM Policy.

## Risk Exposures

CPCNH must procure electric power supplies and operate in the wholesale energy market which exposes CPCNH, and ultimately the customers of participating Members, to various risks. The risks listed related to CPCNH participation in wholesale and retail markets as a Load Serving Entity (LSE). These categories are defined and explained as follows.

### Market Risk

Market risk is the uncertainty of CPCNH's financial performance due to variable commodity market prices (market price risk) and uncertain price relationships (basis risk). Variability in market prices creates uncertainty in CPCNH's procurement costs, which has a direct impact on customer rates.

### Volumetric Risk

Volumetric risk reflects the potential adverse financial outcomes due to the uncertainty in the quantity of different power supply products required to meet the needs of CPCNH and its members. Customer load is subject to fluctuation due to customer opt-outs or departures, temperature deviation from normal, unforeseen changes in the growth of behind the meter generation by CPCNH customers, unanticipated energy efficiency gains, new or improved technologies, as well as local, state, and national economic conditions.

### Opt-Out Risk (Customer Attrition Risk)

Opt-out or attrition risk occurs when customers opt-out of the program by choosing a different supplier. Opt-out risk may be realized by any condition or event that creates uncertainty within, or a diminution of, CPCNH's customer base. Opt-out risk is manifested in two separate ways:

1. First, the ability of customers to return to bundled service from NH utilities creates uncertainty in CPCNH's revenue stream, which is critical for funding EPRM goals



2. Second, customer opt-out risk can potentially challenge the ability of CPCNH to prudently plan for, and cost effectively implement, long-term resource commitments made on behalf of its member communities and the customers it serves

### Counterparty Credit Risk

Performance and credit risk refers to the inability or unwillingness of a counterparty to perform according to its contractual obligations or to extend credit. Failure to perform may arise if an energy supplier fails to deliver energy as agreed. There are different general performance and credit risk scenarios:

- ✦ Counterparties and wholesale suppliers may fail to deliver energy or environmental attributes, requiring CPCNH to purchase replacement products elsewhere, possibly at a higher cost.
- ✦ Counterparties may fail to take delivery of energy or environmental attributes sold to them, necessitating a quick resale of the product elsewhere, possibly at a lower price.
- ✦ Counterparties and suppliers may refuse to extend credit to CPCNH, possibly resulting in higher collateral posting costs impacting CPCNH's cash and bank lines of credit.

During the normal course of business CPCNH is exposed to counterparty risk from energy suppliers. In this context, an important subcategory of credit risk is concentration risk. When a portfolio of positions and resources is concentrated in one or a very few counterparties, sources, or locations, it becomes more likely that major losses will be sustained in the event of non-performance by a counterparty or supplier or as a result of price fluctuations at one location.

### Liquidity and Collateral Risk

During the normal course of business CPCNH is exposed to liquidity risk to fund operations, meet ISO-NE collateral requirements and potential collateral obligations from bilateral power purchases.

Liquidity Risk is the risk that CPCNH will be unable to meet its financial obligations. This can be caused by unexpected financial events and/or inaccurate pro forma calculations, rate analysis, and debt analysis. Some unexpected financial events impacting liquidity could include:

- ✦ Breach of CPCNH credit covenants or thresholds. Any breaches of existing and future credit covenants on CPCNH agreements could result in the withdrawal of CPCNH's line of credit or trigger the requirement to post collateral.
- ✦ Calls for collateral from the ISO-NE or CPCNH's counterparties based on terms of transacting agreements.



- ✦ CPCNH may be the subject of legal or other claims arising from the normal course of business. Payment of a claim by CPCNH could reduce CPCNH's liquidity if the cause of loss is not covered by CPCNH's insurance policies.

CPCNH will use industry best practices to manage potentially collateral posting and liquidity risk to the energy suppliers (i.e., requirement to post collateral per contractual terms).

### Regulatory and Legislative Risk

CPCNH is subject to an evolving legal and regulatory landscape. Regulatory risk encompasses risks associated with shifting state and federal regulatory policies, rules, and regulations that could negatively impact CPCNH. Legislative risk is associated with actions by federal and state legislative bodies, such as any adverse changes or requirements that may infringe on CPCNH's autonomy, increase its costs, impact its customer base, or otherwise negatively impact CPCNH's ability to fulfill its mission.

### Operational Risk

Operational risk is the uncertainty of CPCNH's financial performance due to weaknesses in the quality, scope, content, or execution of human resources, technical resources, and/or operating procedures within CPCNH. Operational risk includes the potential for:

- ✦ Organizational structure that is ineffective in addressing risk (i.e., the lack of sufficient authority to make and execute decisions, inadequate supervision, ineffective internal checks and balances, incomplete, inaccurate, and untimely forecasts or reporting, etc.).
- ✦ Absence, shortage or loss of key personnel or lack of cross functional training.
- ✦ Lack or failure of facilities, equipment, systems, and tools such as computers, software, communications links and data services.
- ✦ Exposure to litigation or sanctions resulting from violating laws and regulations, not meeting contractual obligations, failure to address legal issues and/or receive competent legal advice, not drafting and analyzing contracts effectively, etc.
- ✦ Errors or omissions in the conduct of business, including failure to execute transactions, violation of guidelines and directives, etc.
- ✦ Model risk that results in an inaccurate or incomplete representation of CPCNH's actual or forecast financial performance due to deficiencies in models and/or information systems used to capture all transactions.

### Reputation Risk

Reputation risk is the potential that CPCNH's reputation is harmed, causing members or customers to opt-out of CPCNH service and migrate back to NH utilities. It includes the potential for energy market participants to view CPCNH as an



untrustworthy business partner, thus reducing the pool of potential counterparties and/or having counterparties apply a CPCNH-specific risk premium to pricing.

## **Risk Strategy & Parameters**

An important aspect of implementing an overall energy risk management policy is the development of related strategies to mitigate all of the related risks associated with energy transacting activities. The key strategies of CPCNH are outlined below.

### **Portfolio Strategy & Cost Allocation**

The portfolio management process involves (1) continuous monitoring and modeling of market developments, customer load commitments, rates, attrition, and any offsetting hedge positions, (2) entering into and out of transactions with counterparties to minimize the cost and risk of providing all-requirements electricity, and (3) scheduling load and resources into the ISO-NE wholesale market, and subsequently settling financial obligations with the market operator and counterparties after the conclusion of each trading day.

To minimize the administrative and transaction costs associated with portfolio management, CPCNH will manage one whole portfolio to meet the combined electricity requirements of its Member CPAs. Probabilistic “at-risk” metrics will be used to inform portfolio hedging decisions to manage risk in the context of NH and ISO-NE markets, within the limits set in this policy and the EPRM Regulations. Structures will be put in place to address the accounting of cost to serve by CPA, timing of launch, and customer class.

### **Portfolio Diversification**

CPCNH will strive to develop and maintain a diversified portfolio of physical and financial energy contracts to manage wholesale market risk exposures in an optimal fashion by incorporating a variety of fuel types, contract and pricing terms, counterparties, geographic locations, and types of products and preferred sources (e.g., renewables and battery storage assets, local generators, customer-generators, demand response programs, etc.).

### **Counterparty Diversification & Credit Exposure**

To the extent practical, CPCNH will strive to create a diversified portfolio with multiple counterparties to diversify counterparty exposure.

Pursuant to master enabling agreements approved by the Board, the RMC may authorize entering into transactions with counterparties that possess at least a BBB- (or equivalent investment grade rating) by a nationally recognized statistical rating organization (NRSRO), and with counterparties rated below BBB- pending collateral, parental guarantees, or mutual concessions in credit requirement negotiations.

Effective counterparty management and credit analysis is essential to mitigate counterparty risks from wholesale market transactions. The market value, credit exposure and potential collateral requirements will be monitored using Mark-to-



Market (MtM), Potential Future Exposure and Collateral Call risk metrics. Methodologies for these metrics and objectives are set forth in the EPRM Regulations.

### Default Rate Benchmarking

CPCNH's active portfolio management strategy involves taking certain risks relative to benchmark procurement practices from NH utilities. As of December 2022:

- ✦ Eversource, Unitil, and Liberty Utilities set default supply rates every six months after entering into all-requirements contracts with suppliers, with fixed prices that include a premium to cover the volumetric risk that suppliers are assuming by agreeing to serve customers.
- ✦ The New Hampshire Electric Cooperative actively manages its portfolio, and therefore retains and manages the associated risk of supplying customers itself.

CPCNH will monitor competitor procurement practices and modify its procurement strategy as warranted. Certain key risks for CPCNH in this context are that:

- ✦ Any net open positions that CPCNH has relative to the benchmark procurement practice of the utility in question represents an active risk position for CPCNH.
- ✦ CPCNH will also be exposed to volumetric risk from higher/lower loads than expected volumes and covariance with market prices.

### Reporting Requirements

A vital element of this Policy is the regular identification, measurement, and communication of risk. To effectively communicate risk, all risk management activities must be monitored on a frequent basis using risk measurement methodologies that quantify the risks associated with CPCNH's procurement-related business activities and performance relative to goals.

CPCNH measures and updates its risks using a variety of tools that model programmatic financial projections, market exposure and risk metrics, as well as through short term budget updates.

CPCNH seeks to manage financial exposure to higher-volatility spot market wholesale electricity using hedges. Hedge execution and/or adjustments decisions are supported through timely and automated reporting that presents essential factors behind CPCNH success such as headroom and attrition potential.

The following items are measured, monitored, and reported on at least a weekly basis, or as warranted given daily monitoring of market conditions, with monthly delivery of a reporting packet to RMC:

1. **Open Position (MWh):** net open positions for all energy, capacity, and environmental products.
2. **Open Position (\$):** the notional dollar and/or probabilistic-based risk exposure of open portfolio positions at current market prices.



3. **Expected Gross Margins:** expected GM based on current market prices
4. **Expected Cost of Supply:** marking to market is the process of determining the current value of contracted supply
5. **Expected Reserve Levels:** to ensure reserves meet the targeted thresholds as outlined in CPCNH's Financial Reserve Policy.

Risk measurement methodologies shall be re-evaluated on a periodic basis to ensure CPCNH adjusts its methods to reflect the evolving competitive landscape.

### Risk Metrics

Portfolio management decisions are supported by risk metrics derived from simulations of future market conditions, loads, and other material risk drivers for the portfolio. The following probabilistic risk metrics are regularly calculated and reported:

1. **Gross Margin at Risk:** Potential adverse changes in net revenues for a given time period and confidence level.
2. **Rates at Risk:** Potential adverse changes to CPCNH's rate competitiveness, relative to the four default utility supply rates, for a given time period and confidence level.
3. **Reserve Levels at Risk:** Potential adverse change in reserves for a given time period and confidence level.
4. **Potential Future Exposure for counterparty credit risk:** Maximum Mark-to-market counterparty exposures for a given time period and confidence level.
5. **Potential Collateral Exposure:** Maximum of collateral that CPCNH may have to post for a given time period and time horizon with a given counterparty.

Stress tests will also be used to understand the potential variability in CPCNH's projected procurement costs, and resulting retail rate impacts and competitive positioning, associated with adverse scenarios of material risk drivers.

### Position Limits (Hedge Ratios)

While relying on risk metrics to guide procurement decisions over time, CPCNH will purchase energy on a forward basis to hedge against the risk of open load positions within the minimum and maximum hedge ratios defined herein.

- ✓ Hedge ratios are fixed price purchases and supply resources divided by forecasted load (i.e., covered positions expressed as a percentage of load), as measured over time.
- ✓ Maintaining minimum and maximum hedge ratios is intended as a framework to manage market risk, by limiting CPCNH's net open exposure while allowing flexibility in procurement sufficient to maintain competitive rates.





- ✦ The objective in allowing such flexibility is to develop a procurement strategy focused on hedging against the risk of open load positions, so as to mitigate exposure to market price volatility and other pricing risk.

CPCNH's hedge ratios shall be a function of the rate setting method, as follows:

1. If rate setting is based upon a discount to utility tariff model, the following table of hedge ratios shall apply:

Months to Delivery		Discount to Utility (Auction Based Rates)	
		Minimum	Maximum
<b>0+</b>	3	60%	125%
<b>3+</b>	6	50%	110%
<b>6+</b>	9	0%	70%
<b>9+</b>	12	0%	70%
<b>12+</b>	24	0%	50%
<b>24+ *</b>	36	0%	50%

\*Hedging shall not extend beyond 36 months from the date that CPCNH first begins providing electricity service to CPA customers, until one year from that date.

2. If rate setting is based upon a cost of service or fixed price model, the following table of hedge ratios shall apply:

Months to Delivery *		Cost of Service ("Fixed Price" Rates)	
		Minimum	Maximum
<b>0+</b>	3	80%	125%
<b>3+</b>	6	50%	110%
<b>6+</b>	9	40%	90%
<b>9+</b>	12	40%	90%
<b>12+</b>	18	30%	90%
<b>18+</b>	24	20%	90%
<b>24+ *</b>	36	20%	90%

\* Hedging shall not extend beyond 36 months from the date that CPCNH first begins providing electricity service to CPA customers, until one year from that date.



## Risk Control Principles

### Control Principles

CPCNH will strive to conduct its energy risk management activities following best practices of the wholesale electric industry. A balance between costs and benefits will determine most effective controls, which are generally expected to meet the requirements of generally accepted auditing standards (GAAS), financial institutions and credit rating agencies. The processes to identify, monitor, control and track risk exposure will follow these principles:

1. Delegation of authority that is commensurate with responsibility and capability, and relevant training to ensure adequate knowledge to operate in and comply with rules associated with the markets in which they transact (e.g., ISO-NE).
2. Contract origination, commercial approval, legal review, invoice validation, and transaction auditing shall be performed by separate staff or contractor for any single transaction. No single staff member shall perform all these functions on any transaction.
3. Defining authorized products and transactions.
4. Defining proper trade capture process for executing power supply contracts.
5. Complete and precise capture of transaction data.
6. Meaningful summarization and accurate reporting of transactions and other activity at regular intervals.
7. Consultation with legal counsel on all legal issues related to this Policy.
8. Timely and accurate risk and performance measurement at regular intervals.
9. Compliance reviews to ensure that this Policy and the EPRM Regulations are adhered to, with specific guidelines for resolving instances of noncompliance.
10. Active participation by senior management in risk management processes.
11. CPCNH and service providers relied upon to provide for operations will be appropriately subject to regular audits.

The RMC is responsible for ensuring that the EPRM Regulations provide for the controls required to implement this Policy. The required controls shall include all customary and usual business practices designed to (1) prevent errors and improprieties, (2) ensure accurate and timely reporting of results of operations and other information pertinent to management, and (3) facilitate attainment of business objectives.

### Transaction Structures and Authorization

CPCNH will transact in certain types of physical and financial products to mitigate various risks outlined in this policy. CPCNH shall have authorization to transact the following products under the limits set by this Policy and the EPRM Regulations:



- ✦ Physical power (e.g., Internal Bilateral Transactions (IBTs), physical tolls, etc.).
- ✦ Financial power or gas swap or futures (e.g., fixed-for-floating swaps, basis swaps, exchange-traded futures contract).
- ✦ Financial power or gas options.
- ✦ Financial Transmission Rights (FTR) obligations.
- ✦ Financial Transmission Rights (FTR) options.
- ✦ Environmental products to meet the Renewable Portfolio Standard (RPS).
- ✦ Products to hedge ISO-NE non-energy costs (Capacity, Ancillaries, etc.).

The RMC is responsible for ensuring that the EPRM Regulations authorize transaction types in accordance with this policy.

### Segregation of Duties

CPCNH will ensure that integrated but separate responsibilities are in place to control risks with clearly defined roles and responsibilities for the Front Office, Middle Office, and Back Office. Those responsibilities will be delegated to third parties until CPCNH assumes some or all of those functions. CPCNH will maintain oversight functions of these defined roles and ensure they are performed in compliance with this policy.

### Conflicts of Interest

CPCNH Directors, Officers, Alternates, Employees, Volunteers, consultants, and any other person acting for or on behalf of CPCNH — except for employees of Members who are not Directors or Alternates, acting in a ministerial (i.e., non-decisional) capacity as part of their public employment — are bound by the terms of CPCNH's Conflict of Interest Policy, unless otherwise noted in contractual agreements between CPCNH and said parties.

CPCNH employees engaged in energy supply resource transactions, counterparty credit evaluation or oversight of the foregoing, are barred from directly investing in or otherwise having a direct financial interest in any company with whom CPCNH has consummated energy or related purchases or sales within the last two years.

## Roles, Responsibilities & Organization

This section defines the overall roles and responsibilities for implementation of this EPRM Policy. The coordinated efforts of personnel across several divisions are required to successfully implement CPCNH's risk management program. The basic roles and responsibilities of each organizational function are outlined below.

### CPCNH Board of Directors

The Board has the ultimate oversight over CPCNH operations and is responsible for establishing an organizational-wide framework for risk management and ensuring



that risk management results are achieved as planned. The Board shall approve and establish organizational policies for risk management and delegate to the CEO the responsibility for implementing the EPRM Policy. With responsibility for the ultimate oversight over CPCNH operations, the Board shall be responsible to ensure that risk management results are achieved in accordance with this policy.

### **Chief Executive Officer or Board Chair**

The CEO (or alternatively hereafter, in the absence of the CEO, the Board Chair) has specific and overall responsibilities for implementing the EPRM Policy and for communicating risk management issues to the Board. The CEO shall be responsible for delegating specific duties for carrying out the policy and ensuring compliance with it by all affected CPCNH employees or contractors. The Board acknowledges that the CEO may delegated certain functions to the RMC, where delegation is ratified by this policy.

### **Risk Management Committee (RMC)**

The RMC is responsible for maintaining and overseeing compliance to this policy. The primary responsibility of the RMC is to ensure that the procurement activities carried out on behalf of CPCNH are executed within the guidelines of this Policy and are consistent with the Member's goals. RMC is responsible for:

- ✓ Evaluating and voting on all proposed hedging recommendations.
- ✓ Determining if changes in the hedging strategy, or changes to this policy, are warranted.
- ✓ Understanding the financial and risk models relied upon to support hedging decisions.
- ✓ Understanding and reviewing the risk reports used to monitor for compliance with this policy.
- ✓ Reviewing the effectiveness of all hedging and procurement activities.
- ✓ Reviewing any reported violations to this policy.

### **Front Office**

CPCNH's Front Office role has the responsibility for managing CPCNH's market price risk associated with Member CPA load serving requirements. The Front Office is responsible for:

1. Analyzing fundamental factors affecting load and supply, and net position.
2. Analyzing CPCNH's net position's exposure to market price risk.
3. Communicating results to the RMC and proposing transactions within the limits of this policy to balance those positions.
4. Recommending additional transaction types for approval by RMC, pursuant to the EPRM Regulations.



5. Negotiating the price and structure of hedging transactions with counterparties.
6. Transacting with counterparties only after approval from the RMC or within delegated limits approved by the RMC, and subject to those transactions:
  - Being for an approved product and executed with a counterparty with an approved credit limit.
  - Being duly authorized, within risk limits, and not causing either aggregate or individual counterparty credit limits to be exceeded.
  - Utilizing contract terms intended to minimize the risk of loss if a counterparty fails to deliver, take delivery, or pay for transactions provided.
  - Being executed and documented following standardized procedures.
  - Complying with applicable laws, regulations, and court orders.

CPCNH's Front Office will maintain a list of authorized personnel approved to transact by the RMC. Any requested changes to the list of authorized personnel will be subject to RMC approval.

### **Middle Office**

CPCNH Middle Office will provide independent oversight of the Front Office functions and adherence to this policy. The Middle Office is responsible for:

- ✓ Providing independent oversight of load, supply, hedge positions, and net position.
- ✓ Maintaining the list of approved products.
- ✓ Ensuring accurate market curves used in valuation and risk management.
- ✓ Overseeing and validating the risk management models including prices, price volatilities and price correlations used in price simulations.
- ✓ Ensuring accurate load forecasts and load simulations.
- ✓ Calculating Counterparty Credit Exposure.
- ✓ Preparing position and risk reports for and providing feedback to the RMC.

### **Back Office**

CPCNH Back Office Functions will provide the administrative activities to support the execution of Front Office transactions. The Back Office will provide a wide range of supporting activities to necessary to settle transactions with counterparties and support Middle Office risk control responsibilities consistent with this policy.

The Back Office has the responsibility for ensuring that transactions with counterparties meet all the terms intended by the Front Office. Primary responsibilities are:

- ✓ Confirmation of all transactions and reconciliation of differences with the counterparty.



- ✦ For exchange traded products through a clearing broker, the Back Office should balance daily with the broker statement.
- ✦ Reviewing transactions adherence to approved limits.
- ✦ Ensuring all trades have been entered into the system of record.
- ✦ Monitoring Counterparty Credit Exposure and report mark to market exposures relative to contractual contract requirements.

### **Authorities, Delegations, Limits, and Prohibitions**

All executed transactions shall conform to the policies set forth herein. It shall be the responsibility of the RMC, with approval of the CEO, to establish appropriate individual transacting authority limits for the various personnel and contractors involved in the Front Office function in the EPRM Regulations.

All staff and contractors with designated responsibility for Middle Office or Back Office functions are strictly prohibited from executing any wholesale transactions. The Middle Office shall be responsible for informing counterparties of such approved authorizations, including transacting authority and restrictions, along with product types and/or term and dollar limits.

### **Policy Compliance**

#### **Compliance Exceptions**

Compliance exceptions are actions which violate the authority limits or directives set forth herein or in the EPRM Regulations as developed and adopted pursuant hereto by the RMC.

#### **Reporting of Exceptions**

Exceptions to mandated policies, procedures and regulations shall be reported to the RMC within two business days after they are identified, and the Front Office shall prepare a full report for review and discussion at the next RMC meeting.

#### **Independent Performance Evaluations**

Compliance with this EPRM Policy, and with the specific requirements of the EPRM Regulations instituted pursuant to this policy, shall be subject to examination by CPCNH's independent auditors or by such other reviewers that CPCNH may appoint to evaluate the effectiveness of mandated controls. Pursuant to CPCNH's Joint Powers Agreement:

1. The RMC shall commission an independent agent to conduct and deliver to the Board and to the Members at the Annual Meeting an evaluation of the operational performance of CPCNH relative to the Enterprise Risk Management Policy (including this EPRM Policy) and as otherwise requested by the Board.



2. CPCNH shall budget an amount necessary for the evaluation as determined by the RMC, which shall cause to be hired a firm or individual that has no other direct or indirect business relationship with CPCNH.
3. The evaluation shall be conducted at least once every two years, starting within three years of the initial provision of electricity supply to a Member CPA.
4. No individual or firm may be hired to conduct more than two consecutive evaluations.

### **Reserves**

Reserve levels shall be reviewed monthly by the Finance Committee.

### **Internal Systems, Tools, and Staff Training**

CPCNH employees who are authorized to perform energy risk management functions on behalf of CPCNH shall be provided with the necessary systems and tools to support all risk management processes.

Commensurate to the level of portfolio risk management functions performed by CPCNH staff:

- ✓ Provision shall be made in the budget for the acquisition and maintenance of computer systems, software, communications equipment, data services and other analytical, measurement and reporting tools.
- ✓ Provision shall also be made in the budget for managers and staff to attend seminars and courses in risk management on a regular basis.



## RETAIL RATES POLICY

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### Purpose

This Retail Rates Policy outlines the requirements, objectives, rate setting authorities, rate setting processes, Member rate product and Discretionary Reserve adder election procedures, and different types of rate structures, products, and content of the Community Power Coalition of New Hampshire (CPCNH).

### Requirements and Objectives

Member Electric Aggregation Plans typically require the CPA to offer default rates to one or more customer groups that are lower than or competitive with utility default rates at the time of launch. CPCNH shall only launch new Member CPAs subject to meeting any such requirements.

Thereafter, CPCNH will strive to maintain default service rates that are lower than or competitive with utility default service rates on average and over time — acknowledging that utility rates may dip below CPCNH rates on occasion, for short periods of time, due to market volatility and other factors.

Rates will be set at a level such that revenues from CPA customers are projected to meet or exceed CPCNH's ongoing operating and capital costs, inclusive of financial reserve targets, and other requirements set by the Board.

- ✦ Rate setting will be performed in concert with hedge decision making, as different rate structures may impact the appropriate hedging approach, in accordance with the procedures and methodologies summarized in the Energy Portfolio Risk Management Regulations (EPRM Regulations).
- ✦ CPCNH shall strive to provide innovative rate structures and offers that maximize choice and create value for CPA customers and for the Members, while aligning to the extent beneficial, allowable, and practical within and across CPA service territories.
- ✦ Changes to CPCNH default service rates shall be set and publicly noticed at least 30 days in advance of any rate change.
- ✦ Pursuant to RSA 53-E, CPCNH rate setting shall ensure the equitable treatment of all classes of customers, subject to any differences arising from varying opportunities, tariffs, and arrangements between different electric distribution utilities in their respective franchise territories when setting default service rates.
- ✦ Pursuant to Puc 2204.05, CPCNH shall provide for the proper advance notice of rates to new customers, and update customer rate information whenever it changes, but no less frequently than once per month, on the New Hampshire Department of Energy's Shopping Comparison website.

CPCNH shall comply with all other applicable statutory and rule requirements.





## Electric Assistance Program Discounts

Income eligible households can qualify for discounts on their electric bills under the Electric Assistance Program. CPCNH will support income eligible customers who enroll in the Electric Assistance Program to receive their discount. Discounts are funded by all ratepayers as part of the System Benefits Charge, which is charged to all customers and collected by the distribution utilities. At present, the Public Utilities Commission and utilities only support provision of the discount to individual customers when the customer's electricity supply charges are billed through the distribution utility. CPCNH will therefore elect utility consolidated billing to bill all customer accounts known to be enrolled in the Electric Assistance Program.

## Policy Amendments

The Board must approve amendments to this Policy. Advance written notice of Board meetings at which changes to this Policy are proposed shall be sent to the principal executive officers of each Member by the CEO. Subsequently, prompt written notice of the effective date of such amendment shall be sent to the principal executive officers of each Member by the CEO.

## Default Rate Setting Process

The CEO, in consultation with the Risk Management Committee and the Finance Committee — or in the absence of the CEO, the Risk Management Committee, in consultation with the Finance Committee — shall recommend default rates to the Board for approval with sufficient notice to be implemented commensurate with regulated default utility rate changes, or otherwise as deemed necessary to support the requirements and objectives of this Policy.

The Risk Management Committee and Finance Committee shall each convene at least one public meeting to provide for deliberation and public input regarding changes to default rates.

Advance written notice of Board meetings at which changes to default rates are proposed shall be sent to the principal executive officers of each Member by the CEO. Subsequently, prompt written notice of approved default rate changes shall be sent to the principal executive officers of each Member by the CEO.

## Member Elections of Rate Products and Discretionary Reserve Adders

Pursuant to this policy, individual Members will be provided the opportunity to elect to offer different rate products on a default and opt-in basis and to elect to adjust their CPA's default and opt-in rates to include an adder for the accrual and use of Discretionary Reserves, as provided for under the Financial Reserves Policy.

Any such elections of rate products and/or Discretionary Reserve adders must be approved by both the CEO and the Member's governing body, or the Member's Representative or other individual authorized pursuant to a delegation of such



authority by the Member's governing body or approved Electric Aggregation Plan, in advance of or during the meeting at which changes to default rates are approved by the Board.

### **Emergency Default Rate Adjustment Authority**

This Policy acknowledges that, while rate structures or levels may be expected to persist for an expressed and/or intended period of time, unexpected events may warrant an immediate indefinite or temporary rate adjustment. Sound portfolio risk management will in most cases prevent the necessity of such action. However, risk factors such as market price risk may lead to a situation for such action to mitigate cash reserve constraints.

The Board must approve emergency rate adjustments as necessary to maintain the financial integrity of CPCNH. Prompt written notice of emergency rate adjustments shall be sent to the principal executive officers of each Member by the CEO.

### **Rate Structure Types**

CPCNH may offer CPA customers the following rate structures:

#### **Discount to Utility Tariff Rates**

A rate structure that is discounted relative to utility rates ensures customer savings. This rate structure mitigates attrition risk. It will be based upon an expressed percentage discount to the rates offered by a customer's incumbent utility.

#### **Fixed Price Cost of Service Based Rates**

A rate structure that is based upon a budget build-up of cost of service, and/or another method whereby CPCNH offers a defined fixed price rate, is different than a discount to a utility rate. While it may be lower than a utility rate at inception and/or intent, a fixed rate could move above the utility rate due to wholesale market price movements, non-energy cost changes and/or regulatory changes impacting prices.

#### **Time of Use (TOU) Rates**

Time of use rates are rates that employ different pricing based on periods of time during a given day (e.g., daytime, nighttime) and/or weekday (e.g., weekday, weekend). Time of use rates incent customers to consume electricity at times that are lower cost and/or more environmentally friendly.

#### **Net Metering Rates**

Net metering rates allow a customer to benefit from behind-the-meter generation and possibly electricity storage capabilities through periodic meter reads where, at the end of the billing period the customer is charged for their net positive load (consumption) or if they have net exports to the grid at the end of the billing period they are either: 1) credited for those net exports to the grid on a kWh basis, such that they can carry forward a negative kWh balance to offset future consumption, or 2) get paid a rate for the surplus kWh exported to the grid and zero out their net kWh



usage. This rate construct is typically indifferent to the time of behind-the-meter generation, production, or customer consumption, but may be provided with TOU rates.

Generation in excess of a customer's usage each month is accounted for as a reduction to the CPA's wholesale load obligations by the utility, net of any applicable line loss adjustments, as approved by the Public Utilities Commission.

Customer-generators will continue to receive any non-supply related components (e.g., transmission and distribution credits) directly from their utility, as specified under the terms of their applicable net energy metering (NEM) tariff.

### **Index Plus Adder Rates (Pass-Through)**

Index rates take hourly (or, as contemplative of technology that may allow, subhourly) consumption and multiply a loss adjustment factor and an ISO-NE New Hampshire Zone power price, plus a CPCNH administrative adder, to arrive at an effective monthly cost based predominantly on market-based prices. Index rates should typically not be hedged, and the customer should bear all price risk under such arrangement, provided, however, that a collar or sleeve product that sets an upper and lower limit to such index prices for some period of time may be available for a price that covers the cost and risk of such a hedge. Demand flexibility options may be priced and included in the product.

### **Fixed & Index Blend and/or Variable Term Rates**

Likely of particular interest to non-residential customers, a Fixed & Index blended rate would be a combination of a fixed price rate as expressed above and an index rate as expressed above. The offering could be fixed to 50/50 or some other risk sharing split of the fixed and index portion. CPCNH should only hedge the fixed portion. Non-residential customers may also be interested in such rate for varying term lengths, such as for 12- or 24-month periods, which may be subject to meeting certain contractual, creditworthiness, and/or collateral posting requirements. Demand flexibility options may be priced and included in the product.

### **Other Rate Structures**

This policy precludes CPCNH from offering rate structures not expressly authorized herein, such as tiered rate structures (progressive or regressive), total dollar "all-you-can-consume" fixed cost offers, and rate structures that utilize a demand charge. Board approval is required to authorize additional rate structures.

## **Rate Product Types and Approval Authorities**

CPCNH is authorized to provide or offer CPA customers the following rate products:

### **Default Service**

Default Service shall be the default rates selected to offer CPA customers in each utility territory, priced relative to the prevailing utility default rate, and, if practical,



based upon the same or a comparable structure as the prevailing utility rate structure, as approved by the Board.

### **Member Default Service Election**

The Member Default Service Election is an exception to the Default Service Offer that would extend a default rate to the residents and/or businesses of a Member CPA different than other communities or CPCNH customers at large. Community offers may be rates that are higher or lower than the Default Service Offer, to reflect a different product content (e.g., higher or lower renewable and/or carbon-free content).

CPCNH shall provide Members with a schedule by which to request Community Default Service Offer Elections, which are subject to Board approval in consultation with the Risk Management Committee.

### **Local Power Offer**

The Local Power Offer acknowledges and integrates the rate impact of local generation projects (e.g., a local community solar project), community investment programs (e.g., investment in EV charging stations), or other programs or projects benefiting a targeted community.

Subject to the terms of a Project Contract, or Board approval in the absence of governing terms in a Project Contract,, the Local Power offer may extend a default or custom rate to the residents and/or businesses of a Member CPA different than other communities and customers.

### **Alternate Customer Rate Options (Opt-Up or Opt-Down)**

Customers may select an optional rate extended by CPCNH through expressed choice of an alternative rate offer instead of Default Service. The option is held by the customer and CPCNH shall not move customers to an alternative rate without customer consent.

Alternative Customer Rate Options will be subject to Board approval at the same time as Default Service rates. Alternative Customer Rate Options shall be offered under the same rate structure as Default Service and may additionally be offered as a time-of-use rate.

### **Net Energy Metering Offer**

CPCNH will provide new rates and terms that compensate or credit participating customer-generators for the electricity supply component of their net metered surplus generation.

For group net metering, to the extent CPA default rates are lower than utility default rates, it may be most advantageous for the host customer-generator to remain a utility default service customer, while the other group members may enroll in CPA supply and continue to receive on-bill credits for their participation in the group.



Additionally, CPCNH will pursue additional development of NEM rates and programmatic enhancements that benefit and encourage customers to adopt distributed generation.

Net Metering terms, conditions, and rates for compensating and crediting different types of NEM customer generators will be set by the Board and fully disclosed to all prospective NEM customers through the program's enrollment notification process and thereafter.

### Non-Residential Additional and Custom Offers (Opt-In)

CPCNH may offer non-residential customers Index Plus Adder (Pass-Through) Rates, Fixed & Index Blend Rates, and/or Variable Term Rates thereof. Demand flexibility options may be priced and included in the product, to encourage and incentivize customers to shape their electricity usage patterns, including for the objective of lowering peak charges.

### Rate Product Content and Member Elections

CPCNH shall offer the following rate products and contents:

PRODUCT	CONTENT *	MEMBER ELECTIONS
Granite Basic	Minimum RPS Content (23.4%)	Default, opt-down/in, or N/A**
Granite Plus	33% Renewable or Carbon Free	Default, opt-up/in, or N/A**
Clean 50	50% Renewable or Carbon Free	Opt-up/in or N/A
Clean 100	100% Renewable or Carbon Free	Opt-up/in or N/A

\* Specified percentages are minimums (floors).

\*\* One of these two products must be offered as Default Service

### Member Elections

Each Member shall be provided the opportunity to elect whether to offer "Granite Basic" or "Granite Plus" as a default product, by customer class or as otherwise determined by the Board and will be advised on the cost implications of such elections by the CEO. Absent any election, "Granite Basic" shall be the default product.

Each Member that elects "Granite Plus" as their default product may also elect to offer "Granite Basic" as an opt-down choice for customers seeking the most affordable rate product. Absent any election, "Granite Basic" shall be offered as an opt-down/in product.

Each Member shall be provided the opportunity to elect whether to offer "Clean 50" and/or "Clean 100" as opt-up/in products. Absent any election, "Clean 50" and "Clean 100" shall be offered as opt-up/in products.



### Product Content

Carbon-free content is power that is reported as carbon-free on an Environmental Disclosure label pursuant to Puc rule 2205.11.

Renewable content that is in addition to the minimum requirements of the New Hampshire Renewable Portfolio Standard shall be provided by Renewable Energy Credits pursuant to RSA 362-F, with a preference for sourcing Renewable Energy Credits from in-state generation.

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## FINANCIAL RESERVES POLICY

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### Purpose

This Financial Reserves Policy establishes minimum, target, and maximum levels of cash reserves that will be jointly accrued, used, maintained, and monitored by CPCNH, on behalf of all Members ("Joint Reserves"), and provides for the collection of Joint Reserves in excess of the maximum target joint reserve level to be applied at the discretion of individual Members ("Excess Reserves"). Separately, the policy allows for the collection and use of additional reserves at the sole discretion of each individual Member ("Discretionary Reserves").

Joint Reserves, Excess Reserves, and Discretionary Reserves are collectively referred to herein as "reserves".

### Objectives

Reserves are accrued and maintained by CPCNH on behalf of and for the benefit of Member CPAs. The establishment of Joint Reserves, pursuant to this policy, is intended to secure the following objectives:

- 1. Protect against emergency default rate adjustments.** Reserves can help minimize the risk that rates, after being set for a given period, would need to be quickly adjusted upwards due to market volatility (power supply shocks), weather impacts on demands, economic downturns, emergencies (such as natural disasters), and regulatory changes.
- 2. Strive to adjust rates gradually over time.** In a rising price environment, reserves may be used to spread out the impact of price increases on customers over multiple rate setting periods. For example, if market prices are expected to increase over the medium-term, deciding to collect additional reserves over the near-term (when prices are lower) would later allow more funds to be used to offset rate increases in later periods, thereby adjusting rates more gradually and predictably for customers over time.
- 3. Ensure cash availability when net revenues are unavailable.** To bridge seasonal times of the year that normally see temporary low or negative net revenues, which would otherwise require CPCNH to have sufficient credit to maintain liquidity.
- 4. Lower and avoid interest expenses.** To avoid interest expense to cover short-term cash shortfalls, first by accruing reserves sufficient to execute a credit facility for CPCNH, and subsequently by having sufficient reserves to use in place of credit or debt instruments. CPCNH intends to negotiate and directly execute a credit facility on behalf of Member CPAs within the first year of operations.
- 5. Enable the development of local energy projects.** Project developers typically seek to contract with entities that are willing and able to commit to paying for electricity over a 10 year or longer period. The accrual of financial reserves



hereunder is intended to provide CPCNH with the financial stability required to be a creditworthy counterparty for the purposes of soliciting and entering into long-term contracts to develop local energy projects on behalf of participating Members.

- 6. Achieve a credit rating and maintain good standing with rating agencies.** After accruing sufficient reserves, CPCNH can apply for a credit rating, which would allow power to be secured at lower costs, that is, without posting credit enhancements, for the benefit of all Member CPAs. CPCNH intends to achieve and maintain strong financial performance metrics sufficient to receive an investment-grade credit rating within three-to-five years after launch.
- 7. Manage risks identified in the Energy Portfolio Risk Management Policy,** such as those associated with market prices, counterparty credit and performance, load volumes and net revenues, gross margin levels, liquidity and collateral requirements, regulatory and legislative policy changes, and gross margin levels.
- 8. Establish clear expectations between the Board of Directors, staff, contractors, and suppliers of electricity to CPCNH.** A formal reserve policy creates a shared understanding of the proper level and use of reserves.

## Rights of Members to Reserve Contributions

### Member Reserve & Cost Allocation Accounting

Reserve contributions shall be tracked and accounted for on behalf of each Member CPA. For each Member, reserves accrued shall be adjusted to reflect the equitable allocation of costs between Members pursuant to Cost Sharing Agreements.

To the extent that provisions in this policy are inconsistent with the Cost Sharing Agreements entered into by Members, the Cost Sharing Agreements shall control.

### Member Accrual and Usage of Discretionary & Excess Reserves

Individual Members that request to adjust their CPA's default and opt-in rates to include an adder for the accrual of Discretionary Reserves, pursuant to the Rates Policy, will accrue reserves that are separate from Joint Reserves. Such reserves shall be tracked, accounted for, and transferred to the individual Member or otherwise applied or held by CPCNH as directed by the individual Member's governing body.

Joint Reserves that accrue in excess of the Maximum Operating Reserve Level hereunder are Excess Reserves, which shall be allocated back to Members for use as Discretionary Reserves.

Members may use such Excess and Discretionary Reserves to invest in developing new local energy projects, or to fund programs benefiting their customers specifically, or for other uses as determined solely by each individual Member.





## Member Reserve Settlements Upon Withdrawal or Termination

If a Member withdraws from CPCNH or is involuntarily terminated, the balance of any reserves accrued by the Member will be distributed or applied as directed by the Member's governing body, after satisfaction of the Member's contractual obligations with CPCNH and in accordance with any applicable law and regulation.

## Joint Reserve Target Levels Established

Joint reserves will be used to honor financial commitments and will be used to cover the operations of CPCNH over a number of days in the event of emergencies or other significant unforeseen events, amongst other goals outlined in this policy.

For purposes of this policy, Joint Reserve levels are defined as a projected or estimated amount accrued at the conclusion of a forecasted period.

Three target levels of Joint Reserves are defined below, which shall be in addition to any financial covenants entered into by CPCNH, relative to the forecasted expense of operations as reflected in CPCNH's budget:

1. Minimum Operating Reserve: reserves sufficient to cover \_\_\_ days of operations.
2. Target Operating Reserve: reserves sufficient to cover \_\_\_ days of operations.
3. Maximum Operating Reserve: reserves sufficient to cover \_\_\_ days of operations.

Rates shall be set to accrue Joint Reserves sufficient to meet the target levels on a forecasted basis, as follows:

1. To reach the Minimum Operating Reserve level within \_\_\_ years.
2. To reach the Target Operating Reserve within \_\_\_ years.
3. The Maximum Reserve level would provide strong protections against any significant adverse events and represents a longer-term goal.

## Joint Reserve Target Levels Maintained

### Replenishment of Minimum Reserves

Once Minimum Reserves levels are initially achieved, should CPCNH drawdown reserves below the Minimum Operating Reserve level, CPCNH will implement plans to return reserves to their minimum targets within two (2) years on a rolling forecast basis. The CEO shall oversee the preparation and submittal of such plans in subsequent budget and rate discussions with the Board.

### Reserves between Minimum and Maximum

To the extent that reserves are above the Minimum and below the Target Operating Reserve level, continued consideration should be given to the rate that reserves are accumulating toward the Target Operating Reserve.



To the extent that reserves are above the Target Operating Reserve and below the Maximum Operating Reserve level, no action by CPCNH would be required.

## **Joint Reserve Forecasting, Reporting, and Evaluation**

### **Regular Forecasting of Reserve Levels**

The conditions for use of reserves, being expressed as a percentage of the reserve level at the conclusion of a rolling 12-month forecast basis, require the reserve level to be regularly updated on a projected basis.

The reserve level forecast methodology shall be approved by Risk Management Committee, reviewed by the Finance Committee, and periodically assessed and updated as required to ensure appropriate reserve levels are maintained and funded.

The Risk Management Committee, supported by staff and contractors, shall ensure that the reserve level forecast is updated and reported to the Finance Committee and Board of Directors at each regular meeting.

The Treasurer shall report the reserve level in quarterly and annual financial reports.

### **Periodic Review of Reserve Target Levels**

Reserve target levels shall be periodically reviewed for consistency with industry standards by the Risk Management Committee. If significant risk factors are eliminated or significant new risks emerge as a result of changes in the industry, legislation, or economic conditions, the basis of the reserve policy shall be reviewed, and the funding level shall be adjusted accordingly. Unless the Reserves are lower than 120% of the minimum levels, formal Reserve funding discussions with the Board may be deferred until the next budget process.

### **Annual Consideration of Forecasted Reserve Levels and Targets**

An analysis of over or under forecasting of reserve levels during the fiscal year shall be made in conjunction with year-end financial results. These results will be reported to the Board of Directors as part of the year-end financial report presentation.

The Board shall review and consider the target reserve levels defined in this Policy, in the context of CPCNH's overall financial condition and taking under consideration changes to the industry and/or CPCNH's exposure to the risk factors defined in the Enterprise Risk Management Policy.

### **Conditions for Use of Joint Reserves**

A temporary reduction in cash consistent with the expected peaks or dips in revenues and expenditures are normal cyclical occurrences to be expected over the course of any 12-month period, and do not constitute an expenditure of Joint Reserves.



The use of Joint Reserves is defined as an expenditure that is forecasted to result in a more than \_\_\_% reduction of the reserve level, relative to its then-prior forecasted level at the conclusion of the fiscal year, or \$\_\_\_ million, whichever is greater.

The use of Joint Reserves is subject to approval by the Board. However, the CEO has the authority to use reserves for operating liquidity in emergency situations in consultation with the Board Chair and either the Vice Chair or Treasurer, and such actions must be noticed to the Board in the next meeting.

### **Board and Membership Authority to Amend**

The Board may, by resolution, modify or suspend any provision of this Policy for any duration at any time, except that the provisions under this section, "Board and Membership Authority to Amend," and under "Rights of Members to Reserve Contributions" may only be modified or suspended by a written amendment unanimously approved by the votes cast at a meeting of the Membership at which a quorum is present.

The CEO or Board Chair shall send written notice of any proposed amendments to or suspension of the provisions under this section and under Rights of Members to Reserve Contributions to the Member Representatives and principal executive officers of each Member at least fourteen (14) days prior to such meeting at which it is to be acted upon. Subsequently, prompt written notice of the effective date of such amendment or suspension shall be sent to the Member Representatives and principal executive officers of each Member by the CEO or Board Chair.



## Definitions

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- ✦ “Board” means the Board of Directors of CPCNH.
- ✦ “CEO” means the Chief Executive Officer of CPCNH, or, in the absence of a CEO, the Board Chair (unless where otherwise provided for in the policies).
- ✦ “Cost Sharing Agreements” means the agreements entered into by CPCNH and individual Members pursuant to Article V, Section 3 of the CPCNH Joint Powers Agreement.
- ✦ “CPA” means Community Power Aggregation.
- ✦ “CPCNH” means the Community Power Coalition of New Hampshire.
- ✦ “EPRM Policy” means the Energy Portfolio Risk Management Policy.
- ✦ “EPRM Regulations” means the Energy Portfolio Risk Management Regulations.
- ✦ “ERM Policy” means the Enterprise Risk Management Policy.
- ✦ “GAAS” means generally accepted auditing standards.
- ✦ “ISO-NE” means ISO New England, Inc., the entity serving as the regional transmission operator and which oversees the operation of New England's bulk electric power generation and transmission system and administers the regional wholesale markets for electric energy and other electricity products, or its successors.
- ✦ Financial power or gas swap or futures. Includes fixed-for-floating swaps, basis swaps, exchange-traded futures contracts. Swaps and futures are financial settled instruments based on the difference between a fixed and floating reference price times a contracted volume. CPCNH could be the fixed side or float side of the settlement depending upon whether is buying or selling financial power.
- ✦ Financial power or gas option. The buyer of an option pays a premium to have the right, but not obligation, to exercise the option prior to expiry and receive a financial settlement.
- ✦ “Financial Transmission Rights (FTRs) obligations”: An FTR provides the FTR holder a revenue stream that equals the quantity of the FTR multiplied by the hourly price difference (day-ahead) between the source and sink locations specified in the FTR. An FTR can be used by CPCNH as a Load Serving entity to hedge congestion risk between a load zone and a supply location such as a generator or hub. The payoff of a FTR can be positive or negative,
- ✦ “Financial Transmission Rights (FTRs) options”: FTR option buyers pay a premium to have the right, but not the obligation to exercise the payoff of an FTR settlement.

**Facilities Condition Assessment Contract Approval**



# TOWN OF EXETER

## *Planning and Building Department*

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

[www.exeternh.gov](http://www.exeternh.gov)

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**Date:** December 15, 2022  
**To:** Russell Dean, Town Manager  
**From:** Dave Sharples, Town Planner  
**Re:** Facilities Condition Assessment

I'm writing this memorandum in response to you informing me that the Facilities Condition Assessment (FAC) will be on the Select Board agenda for their 12/19/2022 meeting. While I do not have a formal recommendation from the Facilities Advisory Committee, they are meeting tomorrow afternoon (12/16/2022) where they will likely vote on a recommendation. To this end, I will forward their recommendation on to you on Monday and will plan on attending the Select Board meeting Monday night. For additional background, I have enclosed a memo that I sent to the FAC for their 12/16/2022 meeting. I have also enclosed the proposal from Bureau Veritas.

If approved by the Select Board, I intend to continue to work with the selected firm until a contract is executed. At which time, Jeff Beck, our Maintenance Supervisor, has agreed to shepherd this project through completion and eventually implementation. He will be the point person on this project once the contract has been executed but I will continue to provide support as needed. Mr. Beck was more than willing to take this on and provide follow through on implementation.

Thank You.

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# TOWN OF EXETER

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**Date:** December 15, 2022  
**To:** Facilities Advisory Committee  
**From:** Dave Sharples, Town Planner  
**Re:** Facilities Condition Assessment

I am writing this memorandum to outline the process to date regarding the Request for Proposals (RFP) for a Facilities Condition Assessment (FCA). As most of you know, the FAC worked with town staff and issued an RFP to conduct an FCA after the voters approved a warrant article in March 2022. The town had to reissue the RFP after receiving bids that were all well over the \$45,000 approved in the warrant article. The town received six proposals ranging in price from \$41,485.00 to \$212,400. I have attached a list of the firms along with their proposed fee for your review.

The FAC reviewed the proposals and, at their November 10, 2022 meeting, decided to interview Bureau Veritas, ISES, and Roth IAMS. All three interviews were held on November 30, 2022. The interview panel consisted of Kris Weeks (FAC Chair), Julie Gilman (FAC Select Board Rep), Mark Leighton (FAC member), Doug Eastman (Building Inspector), and myself. The panel unanimously recommended Bureau Veritas to conduct the FCA for \$45,000. The main reasons BV was chosen were as follows:

- They were well qualified to conduct the assessment
- They are a 3rd party representative and don't do any design work. In other words, they do not profit from any future improvements they identify
- They will conduct a level 4 analysis on all systems
- Their price includes data migration to our system
- Their price includes ongoing access to the database
- Their price includes an energy audit on each of the applicable systems
- Their price included all travel, reimbursables, etc. It is a fixed fee.
- While the other firms provided some of these, we felt BV had the most added value.

As you will note in the attachment, BV proposed a fee of \$49,350. However, during the interview, the panel asked if they were willing to conduct the assessment for \$45,000 without a reduction in the scope of work and they agreed.

After the interviews, I conducted reference checks on BV. I was able to contact three references and asked them all the same five questions. 1. What did BV do for you and when did they do it? 2. Were you satisfied with the work they did? 3. Did they deliver on time and on budget? 4. Did you experience any issues with them? If so, what were they and how were they resolved? 5. Would you hire them again? All references gave

positive responses and none experienced any issues with BV. I can provide the FAC with a copy of my notes and emails regarding all reference checks upon request.

I would ask that the FAC consider the interview panel's recommendation at their December 16, 2022 meeting and vote to make a recommendation. I have provided a proposed motion for your convenience in the event the FAC agrees with the panel's recommendation. If the FAC makes the recommendation, I will attend Monday's (12/19/22) Select Board meeting to ask them to authorize the Town Manager to contract with BV to conduct the assessment.

**Motion:** I move to recommend to the Select Board that the town contract with Bureau Veritas to conduct the Facilities Condition Assessment for a not to exceed price of \$45,000.

Thank You.

enc (1)



<b>Firm</b>	<b>Price</b>
Bureau Veritas	\$49,350
Criterion	\$84,000
Colby Company	\$106,000
Harriman	\$212,400
Roth IAMS	\$41,485.00
ISES	\$62,175

Email
James.Gregory@bureauveritas.com
mharwood@trccompanies.com
emcglynn@criterium-engineers.com
WGatchell@harriman.com
<a href="mailto:bill.roth@rothiams.com">bill.roth@rothiams.com</a>
RobG@isescorp.com



**BUREAU  
VERITAS**

# TOWN OF EXETER

RFP FOR TOWNWIDE FACILITIES CONDITION ASSESSMENT  
TOWN BUILDINGS AND FACILITIES

September 20, 2022



**BUREAU VERITAS** | CHEYENNE IRBY  
10461 MILL RUN CIRCLE, SUITE 100 | OWINGS MILLS, MD 21117  
P 410.533.6988 | CHEYENNE.IRBY@BUREAUVERITAS.COM

September 20, 2022

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



RE: RFP for Townwide Facilities Condition Assessment, Town Buildings and Facilities

Dear Mr. Dean,

Bureau Veritas Technical Assessments, LLC (Bureau Veritas or BVTA) is pleased to provide the Town of Exeter (Town) with the enclosed proposal in response to the Town's RFP for Townwide Facilities Condition Assessment. BVTA understands the requirements of the RFP and is well qualified to perform the services.

**Proven Experience** | Facility Condition Assessments are a core service of Bureau Veritas. We have completed thousands of projects with more than 700 million square feet of space in the last five (5) years for local and state government clients. BVTA is a leading architectural, engineering, and environmental consulting firm specializing in facility assessments, maintenance department assessments and long-range planning. BVTA positions itself as a non-biased third-party representative that typically acts as an agent on behalf of the client's best interest. Our services are not influenced on any type of follow up or design work that may occur after our initial assessment service; we remain impartial consultants who's only goal is to provide the Town with the most accurate data that arms them with decision intelligence. Our proposed interdisciplinary project team has more than 20 years of collective average experience performing Facility Condition Assessments and Reserve Studies and frequently works together on similar projects throughout the country.

**Highly Qualified Team** | Bureau Veritas has an architectural and engineering core focused on building life cycle and capital planning with more than 800 building professionals nationwide; 150 of which are located in New England. Bureau Veritas is a 200 year old firm whose origins reside in inspection services while in the past 30 years we have been building out a division focused on conducting Facility Condition Assessments.

**Regional Experience** | Bureau Veritas has a wealth of experience in New England. We have completed over 2,000 similar projects in New Hampshire, Vermont, Maine, and Massachusetts. Recently, we just started assessments for Boston Public Schools and State Wide assessments of all public buildings throughout Vermont. The following is a selection of clients in the region:

- City of Concord, NH
- Salem School District, NH
- Pinkerton Academy, NH
- New Hampshire Housing Authority, NH
- Eversource Energy, NH
- Town of Atkinson, ME
- City of Burlington, VT
- Town of Barnstable, MA
- Town of Yarmouth, MA
- Town of Weymouth, MA
- City of Albany, NY
- City of Cambridge, MA

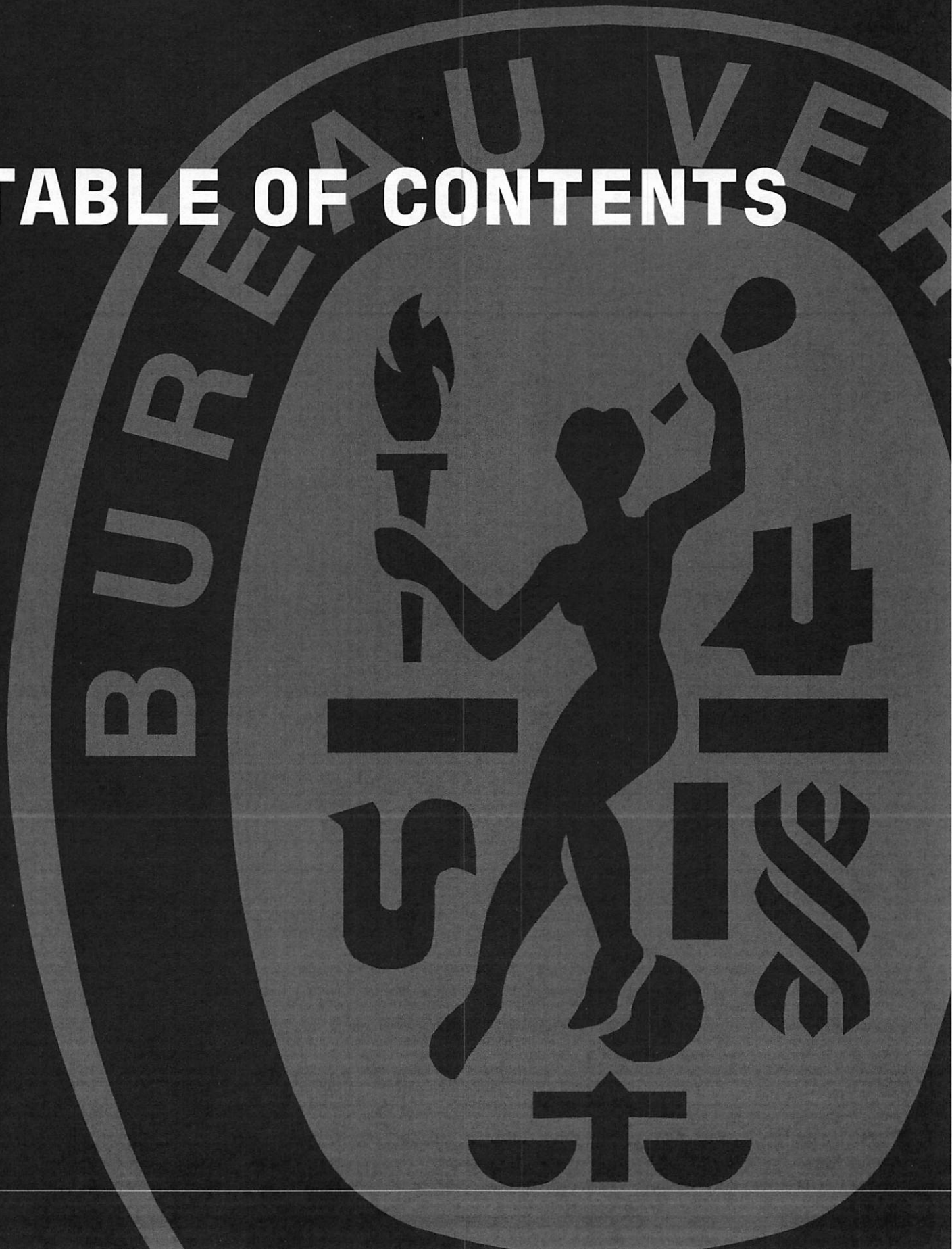
The following pages detail our history, similar project experience, our key personnel and team, and our approach to your unique project. Bureau Veritas is committed to working with the Town of Exeter to provide the highest possible quality of service. We appreciate the opportunity to present our qualifications for this project and look forward to working with the Town. I am available at 410.533.6988, or at [Cheyenne.Irby@bureauveritas.com](mailto:Cheyenne.Irby@bureauveritas.com) to further discuss our qualifications.

Sincerely,

Cheyenne Irby  
Associate Vice President

**BUREAU VERITAS** | CHEYENNE IRBY  
10461 MILL RUN CIRCLE, SUITE 100 | OWINGS MILLS, MD 21117  
P 410.533.6988 | [CHEYENNE.IRBY@BUREAUVERITAS.COM](mailto:CHEYENNE.IRBY@BUREAUVERITAS.COM)

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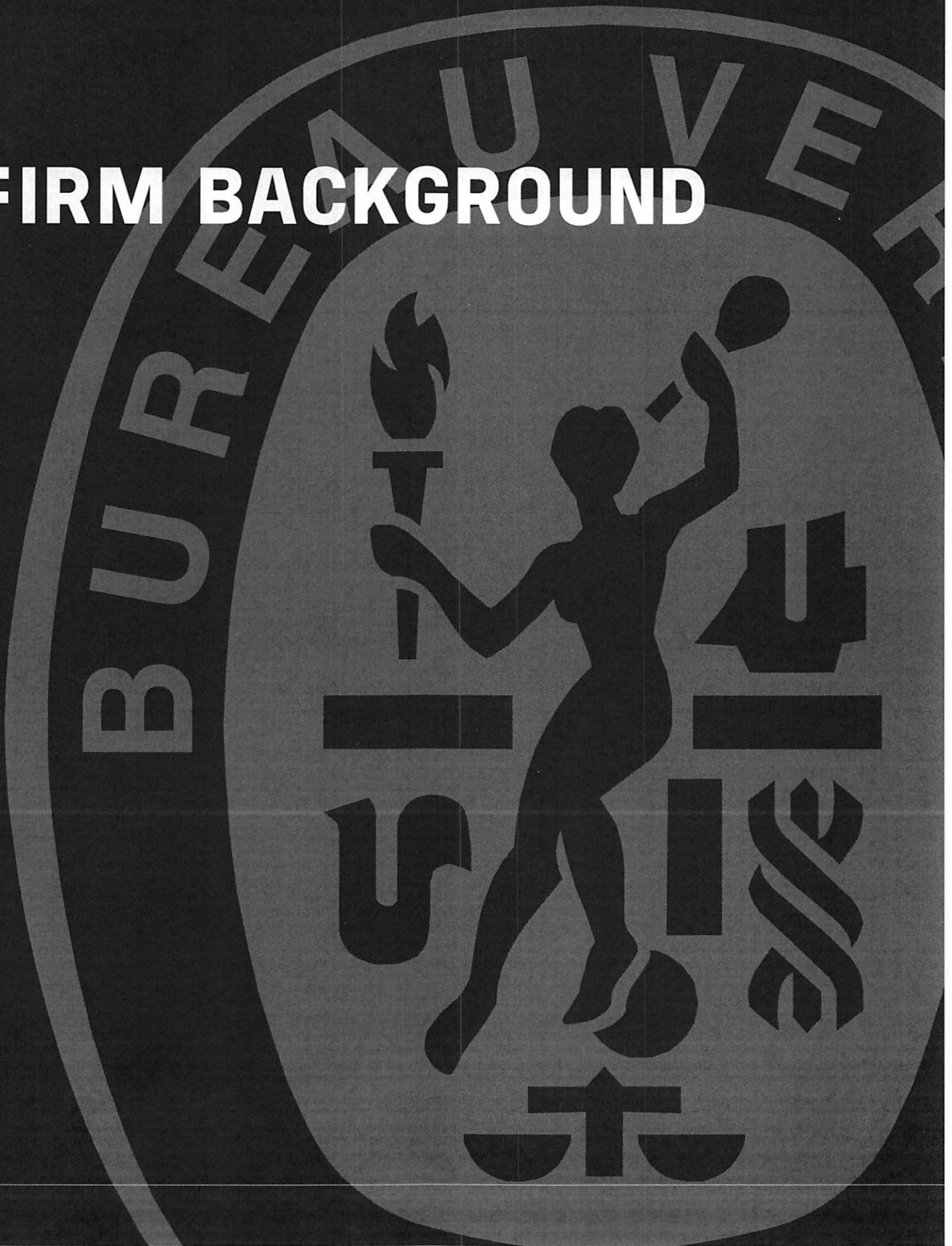


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# FIRM BACKGROUND



## FIRM BACKGROUND

### Profile

Bureau Veritas Technical Assessments LLC ("Bureau Veritas" or "BVTA") is a professional service consulting firm providing comprehensive architectural, engineering, energy, and environmental solutions. Our team includes over 800 building professionals nationwide, including Registered Architects, Professional Engineers, Certified Energy Managers, Environmental Professionals, Building Systems Consultants, and Code Compliance Experts.

Annually, Bureau Veritas conducts thousands of assessments for Government, Affordable Housing, Private, Industrial, K-12 Education, and Higher Education Clients. Having successfully completed assessments of more than a billion square feet of building space, Bureau Veritas has developed a proven and efficient methodology for the performance of field assessments, and data collection.

Bureau Veritas' recommendations are based on knowledge of property conditions, life-cycle analysis, regulations, and client objectives. The firm's core of architectural, engineering, construction, environmental, and seismic expertise forms the foundation on which the company teams with clients to create and implement facility management solutions. Our solutions include implementation of web-based portfolio management platforms, to traditional property assessments required for due diligence.

### ASSET MANAGEMENT SERVICES

- Facility Condition Assessments
- Capital Planning Reports
- ADA Accessibility Compliance
- Equipment and Asset Inventory
- Space Analysis Studies
- Barcoding, QR Coding, and Tagging
- CMMS Consulting
- Preventive Maintenance Plans
- Energy Audits and Modeling
- Commissioning (Cx and Rx)
- Construction Monitoring
- Project Management
- Plan and Document Review



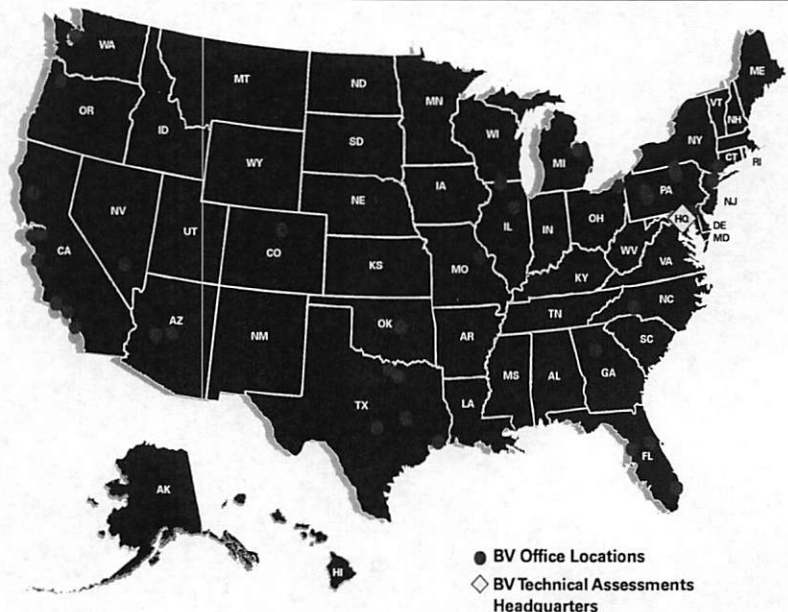
**BUREAU  
VERITAS**

### What We Do



### Company Information

Name of Company:	Bureau Veritas Technical Assessments LLC
Year Founded:	Parent 1828; Division 1986
Branch Office:	330 Lynnway, Suite 403 Lynn, MA 01901
Headquarters:	10461 Mill Run Circle, Suite 1100 Owings Mills, MD 21117
Primary Contact:	<b>Cheyenne Irby</b> Associate Vice President
Telephone:	<b>(410) 533-6988</b>
Email:	<b>Cheyenne.Irby @bureauveritas.com</b>
Website:	<b>bvna.com</b>



● BV Office Locations  
◆ BV Technical Assessments  
Headquarters



# RELEVANT PROJECT EXPERIENCE



## RELEVANT PROJECT EXPERIENCE

Bureau Veritas' philosophy and business motto is "Shaping a World of Trust." Annually, BVTA assesses thousands of properties for clients similar to the properties for the Town of Exeter, and has developed a proven and efficient methodology for our assessments and data collection. BVTA has completed projects similar to the scope that the Town is requiring for facility assessments. Our experience includes facility condition assessments, energy audits, facility master planning, capital needs consulting, and capital improvement planning throughout the United States. The following is a list of projects BVTA has conducted with similar scope and complexity to the Town's RFP.

Client Name	State	Services	Completion
City of Danbury	CT	Facility Condition Assessment	Ongoing
Delaware County	PA	Facility Condition Assessment & Energy Audit	Ongoing
City of Ferndale	MI	Facility Condition Assessment	2021
Arlington County	VA	Facility Condition Assessment, Sidewalk Assessment	2021
City of Waterbury	CT	RAD Physical Condition Assessment	2021
City of Phoenix	AZ	Facility Condition Assessment	2021
City of Detroit	MI	Facility Condition Assessment & Energy Audit	2021
Mecklenburg County	NC	Facility Condition Assessment & Inventory	2020
Chesterfield County	VA	Facility Condition Assessment	2020
City of Orange City	FL	Facility Condition Assessment	2020
City of Manassas	VA	Facility Condition Assessment & Inventory	2020
Fort Worth Libraries	TX	Facilities Master Plan	2019
Montgomery County	MD	Facility Condition Assessment & Inventory	2019
State of Vermont	VT	Facility Condition Assessment	2018
City of South Salt Lake	UT	Facility Condition Assessment	2018
City of Reading	PA	Facility Condition Assessment & Inventory	2018
City of El Segundo	CA	Facility Condition Assessment & ADA Transition Plan	2018
City of Fremont	CA	Facility Condition Assessment, Structural Assessment	2018
City of Milpitas	CA	Facility Condition Assessment with Inventory	2018
City of St. Helena	CA	Facility Condition Assessment, Space Utilization	2018
County of Marin	CA	Facility Condition Assessment	2018
City of Abilene	TX	Facility Condition Assessment & Inventory	2017
State of Rhode Island Dept. of Administration	RI	Facility Condition Assessment	2017
City of Yorkville	IL	Facility Condition Assessment	2017
Village of Arlington Heights	IL	Facility Condition Assessment & Inventory	2016
Town of Mansfield	CT	Facility Condition Assessment & Energy Audit	2016
City of Columbus	OH	Facility Condition Assessment	2015



**BUREAU  
VERITAS**

## PROJECT PROFILE

# VERMONT DEPARTMENT OF BUILDINGS AND GENERAL SERVICES

## FACILITY CONDITION ASSESSMENT, ENERGY AUDIT

Bureau Veritas Technical Assessments LLC (BVTA) was selected in 2013 on this 5-year contract to perform Facility Condition Assessments for the State of Vermont. The work included facility condition assessments and Level II Energy Audits on all State-owned buildings (excluding Waterbury State Office Complex); a total of 285 buildings with 3,590,000 gross square feet, and a replacement value of \$785,000,000; all correctional facilities, a total of 690,000 gross square feet, and an update to the Vermont Veterans' Home Report of 2006 in phases over 4 years.

Our team organized the property assessment schedule and coordinated with the State regional team to perform assessments efficiently without disrupting facility activities. The assessments included complete visual inspections of facility components (exterior systems, interior finishes, fire/life safety systems, accessibility issues, MEP Systems, and security systems). We described facility deficiencies, provided corrective action for each deficiency, and established prioritization standards to characterize deficiencies. We also performed a Level II energy audit for each facility, and made recommendations for Energy Conservation Measures (ECMs).

BVTA's database included immediate/short term repairs, a 20-year capital plan with cost estimates, digital full color photographs of each property, and the Facility Condition Index (FCI) for each facility. An active database was provided to the State with property descriptions, breakdown of building components utilizing the Unifomat classification, and the capital plan presented as potential future projects.

BVTA was again awarded a statewide contract to perform energy audits on 351 facilities, a total of 3.4 million square feet, in 2021.

### LOCATION

Vermont

### SERVICE

Facility Condition Assessment  
Energy Audit  
Software Database Solution

### SIZE

3.6 MM SF  
285 Facilities

### FACILITY TYPE

Fire Stations  
Police Stations & Operations  
Courthouses  
Correctional Facilities  
Museums  
Agricultural Facilities  
Administrative Offices  
Warehouses & Garages  
Hospitals  
Info & Welcome Centers

### REFERENCE

Joe Aja  
State of Vermont  
2 Governor Aiken Avenue  
Montpelier, VT 05633-5801  
(802) 828-5694  
joe.aja@vermont.gov



**BUREAU  
VERITAS**

## PROJECT PROFILE

# EVERSOURCE

## FACILITY CONDITION ASSESSMENT

The goal of this FCA was to gather the data necessary to understand the existing facility's condition, identify strategies to meet the facility's life cycle needs and create the foundation for an overall capital plan. The facility condition assessments include the following:

- Current conditions analyses - existing facility requirements including deferred maintenance, recommended discretionary improvements, and code noncompliance issues.
- Anticipated facility reserve analyses - projections of ongoing degradation of facilities' components and costs associated with the reserve or replacement of these components as they reach the end of their useful lives
- Funding needs analysis - summary report of deferred maintenance and systems reserves funding needs. BVTA has completed Facility Condition Assessments for 69 facilities throughout Massachusetts, Connecticut and New Hampshire.

The FCAs were performed at the Client's request using methods and procedures consistent with good commercial and customary practice conforming to ASTM E2018-15, Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process.

### LOCATION

CT, MA, NH

### SERVICE

Facility Condition Assessment  
Upload to CMMS

### SIZE

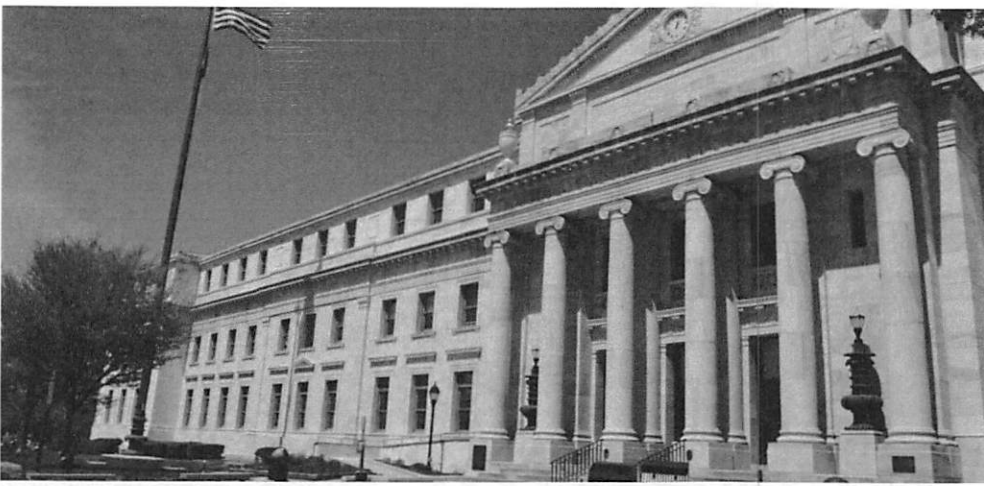
4.2 MM SF

### BUILDING TYPE

Commercial and Industrial

### REFERENCE

Tom McDermott  
Eversource  
107 Selden Street  
Berlin, CT 06037  
Tel: (860) 665-4531  
Thomas.r.mcdermott@  
eversource.com



**BUREAU  
VERITAS**

## PROJECT PROFILE

# DELAWARE COUNTY

## FACILITY CONDITION ASSESSMENT, ENERGY AUDIT

Bureau Veritas Technical Assessments LLC (BVTA) is currently completing a county-wide facility condition assessment and energy study for Delaware County, Pennsylvania. The County's goal is a comprehensive understanding of all facilities in its portfolio for future capital and preventative maintenance planning and to create an actionable energy and sustainability initiative. The end goal is to use the data from the assessments and studies to create a County Master Plan that will dictate the direction of the County's portfolio of facilities over the next 10 years.

BVTA assembled a multi-disciplined team of professional engineers, registered architects, certified energy managers, and Capital & Master Planners to conduct the assessments and further studies that include: carbon emissions inventory, preventative maintenance planning, and capital planning exercises. All data from the assessments and studies will go into the County's Asset Management Database, AssetCALC™, for capital planning forecasting. The data will eventually be exported to a CMMS solution to assist the County in their preventative maintenance efforts.

The assessment includes an evaluation of site improvements, architectural and structural systems, mechanical and plumbing systems, exterior architectural elements, and ADA issues. BVTA also created reserve studies and prioritized plans for the replacement, improvement, or remedial actions associated with all evaluated assets. BVTA created a custom cost estimating database for all assets that caters to the County's region and historical costs from vendors and suppliers; this has provided the County with targeted and detailed estimating figures.

BVTA is not only planning the efforts to maintain the County's facilities into the future but taking into account how to do so in a sustainable and energy-conscious manner. BVTA is taking an inventory of the County's carbon emissions and conducting energy studies to evaluate effective measures that complement the County's Sustainability Goals and observe investment considerations vs saving ratios.

The County has never completed an assessment of this magnitude before, and expects to create a large pool of information to preserve historical knowledge about the facilities as well as provide detailed, accurate, and essential information for decision intelligence. This project supports appropriate and forthcoming planning which will allow all facilities to be serviceable and accessible.

### LOCATION

Delaware County, PA

### SERVICE

Facility Condition Assessment  
Energy Audit  
Carbon Emissions Inventory  
Equipment Inventory  
Preventative Maintenance Plan  
Capital Planning Software &  
Database

### SIZE

1.4 MM SF  
43 Buildings  
22 Parks

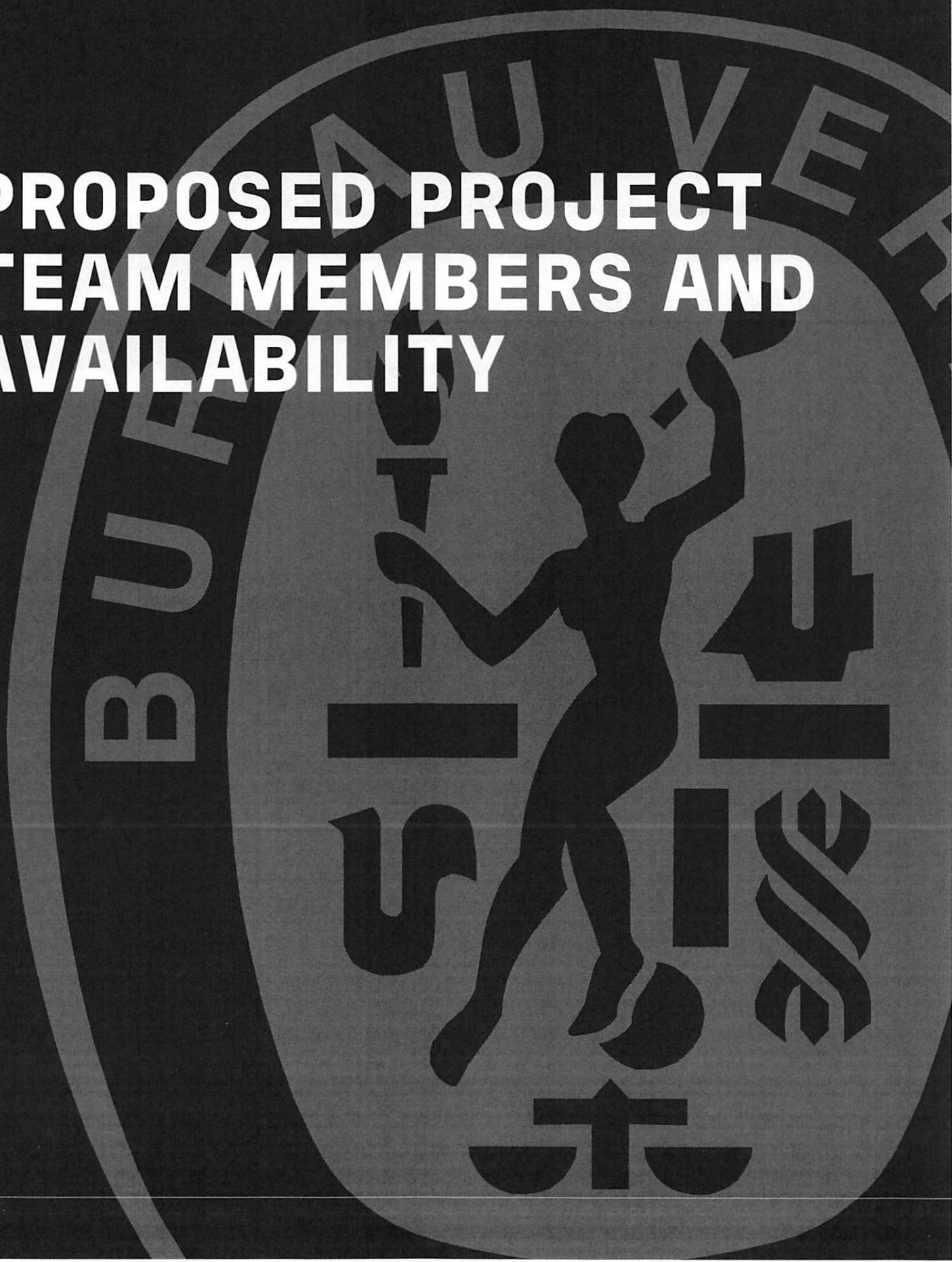
### FACILITY TYPE

Courthouses • Correctional Facilities  
Parks & Recreation  
Municipal Administration  
Public Works • Warehouses  
Communication Tower  
Libraries • Historic Buildings  
Senior Living Facilities  
Healthcare Campus  
State & County Emergency Facilities

### REFERENCE

Francine Locke, MS  
Chief Sustainability Officer  
County of Delaware  
201 West Front Street  
Media, PA 19063  
(610) 891-4688  
LockeF@co.delaware.pa.us

# PROPOSED PROJECT TEAM MEMBERS AND AVAILABILITY



## PROPOSED PROJECT TEAM MEMBERS AND AVAILABILITY

BVTA's Team includes Professional Engineers and with an average of over 25 years of relevant experience. These professionals develop and write the assessment report and coordinate logistics and document collection for each assessment. BVTA also has an internal information technology group that supports the development of field data collection programs and client database applications.

### **Cheyenne Irby | Project Executive**

Mr. Irby will oversee all contractual aspects of the project and be available to meet with the Town for the duration of the project on an as-needed basis. He will have primary responsibility for defining the scope of engagement, and will meet regularly with BVTA's Program Manager and Assessment Team to assure that the Town's needs are being met, and that the project is adequately staffed, running smoothly, and on schedule.

### **Kaustubh Chabukswar | Program Manager**

The Town will have a primary point of contact in Mr. Chabukswar throughout the duration of the project. He will be responsible for the overall team performance and delivery of the overall project. He will work with the Assessment Team and the Town to assure project success. He will conference with the Town on an agreed-upon basis, and will be responsible for delivering assessment results, and for working with Town Staff to develop the implementation plan based on the results.

### **Bill Champion, PhD | Quality Assurance Manager**

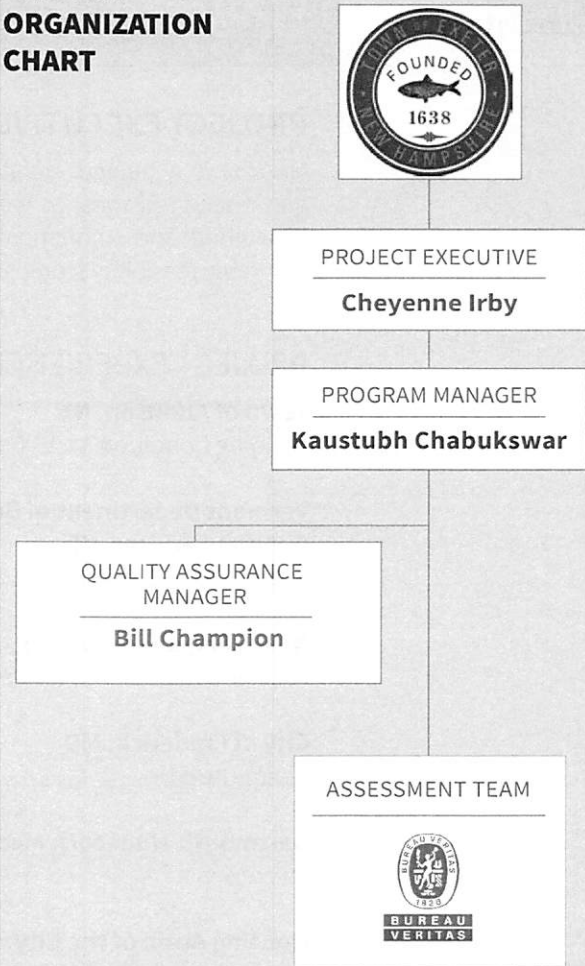
Dr. Champion will oversee the project, assuring technical, process, and content quality. He will have direct management responsibility for all technical personnel, which will allow for quick and effective implementation of quality assurance measures both at inception and throughout the duration of the project.

### **Assessment Team**

The Assessment Team is comprised of professional engineers and architects having direct experience in conducting Facility Condition Assessments. They will observe and describe building systems and components, identify physical deficiencies, and formulate recommendations to remedy the deficiencies.

BV is committed to MBE/WBE inclusion on public sector programs. BV has welcomed a WBE to join our team.

## PROJECT ORGANIZATION CHART





**BUREAU  
VERITAS**

## CHEYENNE IRBY

### PROJECT EXECUTIVE

Mr. Irby is a trained Architect with experience in the government, higher education, K-12, and retail industries, as well as facilities with specialty programming. He has experience with consulting and implementing facility services such as operational management, capital planning, feasibility studies, facility management, and asset management.

#### PROJECT EXPERIENCE:

**Town of Atkinson, NH**

Building Condition Assessment

**Vermont Department of Buildings and  
General Services, VT**

Facility Condition Assessment

**New Hampshire Housing, Bedford, NH**

Facility Condition Assessment

**City of Frederick, MD**

Energy Audit

**Dartmouth-Hitchcock Medical Cntr., NH**

Inventory

**Housing Auth. of the City of Patterson, NJ**

Physical Needs Assessment, Energy Audit

**City of Danbury, CT**

Facility Condition Assessment, Inventory

**City of Providence, RI**

Facility Condition Assessment, Inventory

**Town of Westerly, RI**

Facility Condition Assessment, Inventory

**Town of Wakefield, MA**

Facility Condition Assessment

**City of Manassas, VA**

Facility Condition Assessment

#### YEARS OF EXPERIENCE: 10



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#### Education

Master of Business, University of Maryland

Master of Science, Real Estate Development &

Architecture, University of Maryland

Bachelor of Science, Architecture, University of Maryland





**BUREAU  
VERITAS**

## KAUSTUBH CHABUKSWAR, CEM, CRM

### PROGRAM MANAGER

Mr. Chabukswar is a Certified Energy Manager with 12 years of experience in government, housing, higher education, retail, industrial, and K-12 education industries. He supervises teams of architects, engineers, and facility professionals in conducting energy audits, lighting surveys, and utility allowances. As Program Manager, he is responsible for delivering results and is the main point of contact for the Client throughout the project.

### PROJECT EXPERIENCE:

#### **Town of Mansfield, CT**

Facility Condition Assessment, Energy Audit

#### **Town of Atkinson, NH**

Building Condition Assessments

#### **Bedford School District, NH**

Energy Audit

#### **City of Detroit, MI**

Facility Condition Assessment, Energy Audit

#### **City of Ferndale, MI**

Facility Condition Assessment, Energy Audit

#### **Vermont Department of Buildings and General Services, VT**

Facility Condition Assessment

#### **City of Baltimore, MD**

Energy Audit

#### **City of Lee's Summit, MO**

Facility Condition Assessment, Energy Audit

#### **Housing Auth. of Pittsburgh, PA**

Green Physical Needs Assessment, Energy Audit

#### **East Orange Housing Auth., NJ**

Green Physical Needs Assessment, Energy Audit

### YEARS OF EXPERIENCE: 12



### Education

Master of Science, Mechanical Engineering,  
George Washington University

Bachelor of Science, Mechanical Engineering,  
University of Mumbai

### Registration

Certified Energy Manager, #19279

Certified Carbon Reduction Manager, #216



**BUREAU  
VERITAS**

## **BILL CHAMPION, PhD, PE, CEM**

### **QUALITY ASSURANCE / QUALITY CONTROL**

Mr. Champion is a Professional Mechanical Engineer, and certified Energy Manager with 28 years of experience in the higher education, government, retail, industrial, and K-12 Education industries. As Quality Assurance Manager, he is responsible for technical review of deliverables. He has extensive experience with projects of similar scope for K-12 education clients.

#### **PROJECT EXPERIENCE:**

**Vermont Department of Buildings and General Services, VT**

Facility Condition Assessment

**Montgomery County, MD**

Facility Condition Assessment, Energy Audit

**PSEG, NJ, NY, CT**

Facility Condition Assessment, Energy Audit

**Town of Weymouth, MA**

Facility Condition Assessment, Inventory

**City of Saco, MA**

Facility Condition Assessment, Inventory

**City of Cambridge, MA**

Facility Condition Assessment, Inventory

**City of Casa Grande, AZ**

Facility Condition Assessment, Energy Audit

**Vermont Department of Buildings and General Services, VT**

Facility Condition Assessment

**City of Columbus, OH**

Facility Condition Assessment

**City of Hoboken, NJ**

Facility Condition Assessment, Inventory

**Frederick Community College, MD**

Facility Condition Assessment, Energy Audit

#### **YEARS OF EXPERIENCE: 28**



#### **Education**

Doctor of Philosophy, Civil Engineering, Univ of MD  
MBA, University of Rochester  
MS, Mechanical Engineering, State University of NY  
BS, Mechanical Engineering, State University of NY

#### **Registration**

PE | MD #40120; NY #08786; DC #PE906172  
Certified Energy Manager #16649

## SHEREE THOMAS ASSESSMENT TEAM

### PROJECT EXPERIENCE:

**Town of Weymouth, MA**  
Facility Condition Assessment, Inventory

**City of Highland Park, IL**  
Facility Condition Assessment

**City of Reading, PA**  
Facility Condition Assessment, Inventory

**City of Hillsboro, OR**  
Facility Condition Assessment

**City of Gainesville, FL**  
Facility Condition Assessment

### YEARS OF EXPERIENCE: 14



### Education

Bachelor of Science, Business Administration  
Duquesne University

### Certifications

WBE (DBA Certification #12868)



**BUREAU  
VERITAS**

## ETHAN ABELES ASSESSMENT TEAM

### PROJECT EXPERIENCE:

**City of Providence, RI**  
Facility Condition Assessment, Inventory

**Town of Plymouth, MA**  
Facility Condition Assessment, Inventory

**Town of South Dennis, MA**  
Facility Condition Assessment, Inventory

**Chester County, PA**  
Facility Condition Assessment, Inventory

**City of Falls Church, VA**  
Facility Condition Assessment, Inventory

### YEARS OF EXPERIENCE: 11



### Education

Master of Science, Transportation Technology and Policy, University of California, Davis  
Bachelor of Arts, English, University of Massachusetts, Amherst



**BUREAU  
VERITAS**

## MICHAEL CUNNIFF ASSESSMENT TEAM

### PROJECT EXPERIENCE:

**Vermont Department of Buildings and  
General Services, VT**

Facility Condition Assessment

**City of Aspen, CO**

Facility Condition Assessment, Inventory

**City of Roswell, GA**

Facility Condition Assessment, ADA

**City of Cambridge, MA**

Facility Condition Assessment, Inventory

**City of Brea, CA**

Facility Condition Assessment, ADA

YEARS OF EXPERIENCE: 22



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### Education

Bachelor of Science, Architectural/Building Engineering Technology  
New England Institute of Technology



**BUREAU  
VERITAS**

## MARY ENDSLEY, RA ASSESSMENT TEAM

### PROJECT EXPERIENCE:

**Town of Bourne, MA**

Facility Condition Assessment, Inventory

**Town of Wrentham, MA**

Facility Condition Assessment, Inventory

**City of Beavercreek, OH**

Facility Condition Assessment, Inventory

**Mecklenburg County, NC**

Facility Condition Assessment, Inventory

**New Hanover County, NC**

Facility Condition Assessment

YEARS OF EXPERIENCE: 23



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### Education

Bachelor of Architecture  
NY Institute of Technology

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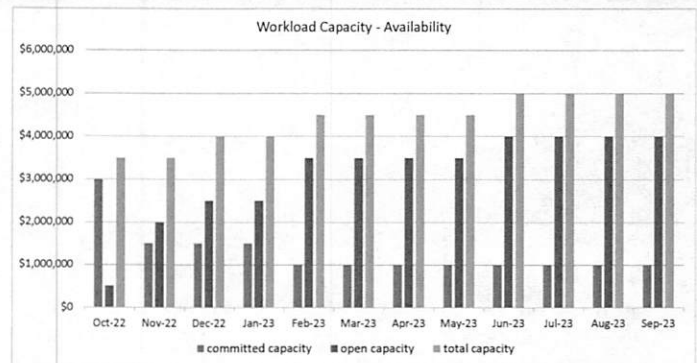
### License

Registered Architect | NY | 029419-1

## Firm Capacity and Availability

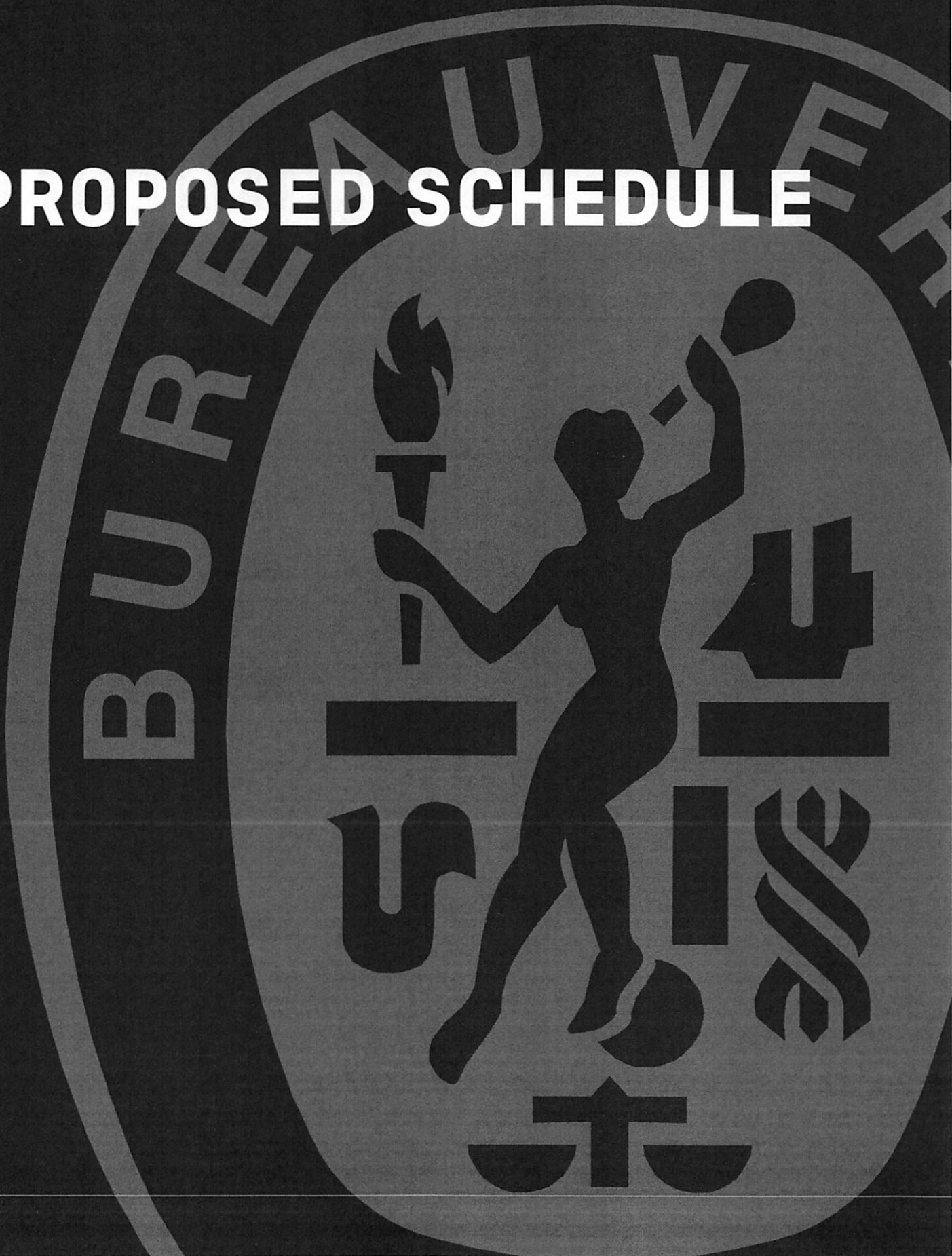
Bureau Veritas (BVTA) has maintained itself as a viable, professional assessment services corporation. BVTA is fully staffed to manage any size project load, including simultaneous multiple site projects. Our field staff can provide a commitment of time suitable to the needs of the proposed project for the Town of Exeter. The proposed project would be a significant one for BVTA, and we have the in-house resources to fully staff this project without program disruption or cost impact.

Bureau Veritas has 800 staff and a dedicated Asset Management team. The regional team usually has approximately three to five concurrent assessment projects engaged that range from 400,000 SF to 1,000,000 SF. BVTA has a very scalable staff and can provide resources from one team to over ten teams on a project. Availability of all key personnel is included in the chart below.



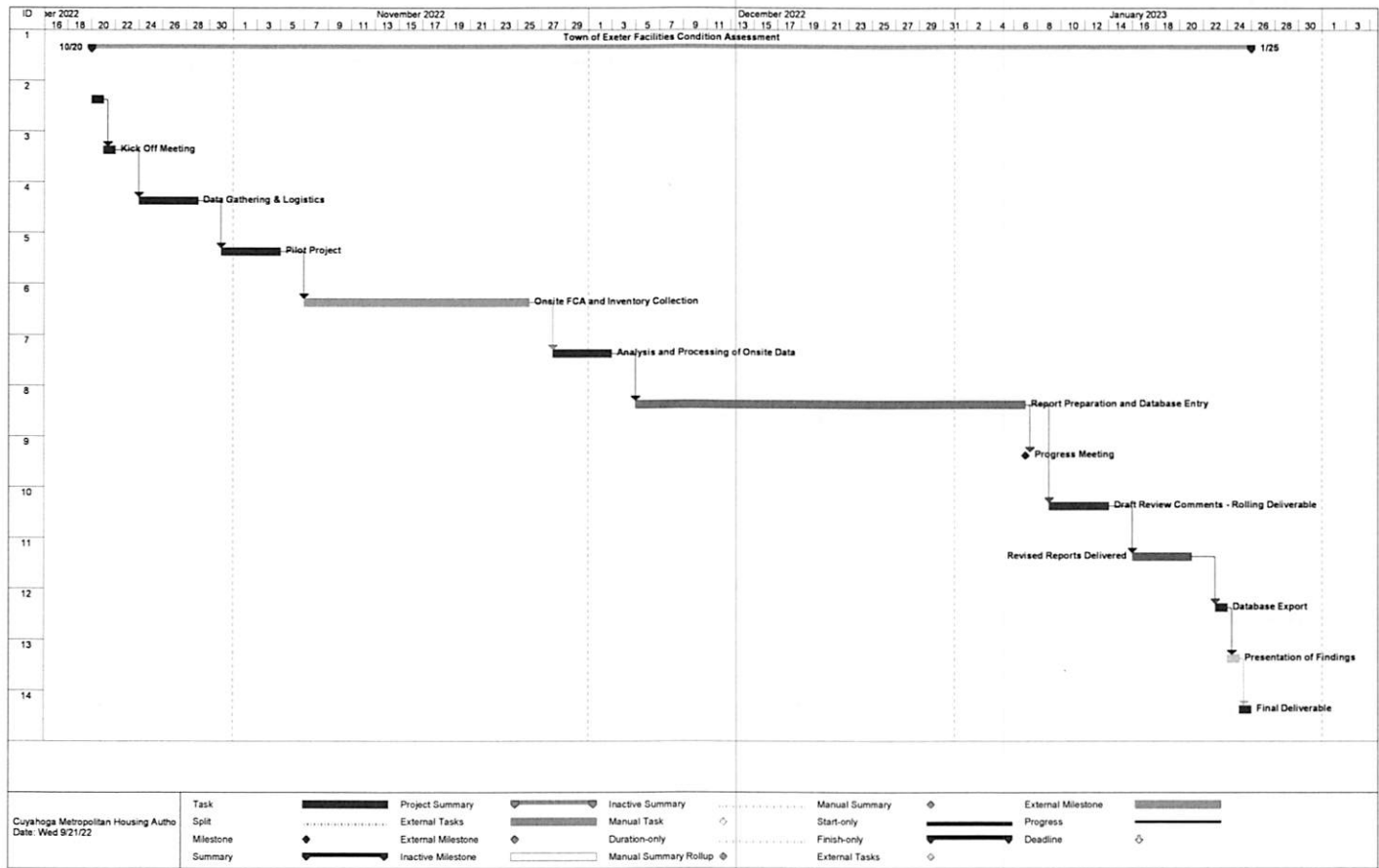
Key Personnel	Project Role	Years of Experience	Certification	Availability to Project	FCA Experience	Energy Experience
Cheyenne Irby	Associate VP	10		20%	☒	☒
Kautstuh Chabukswar	Program Manager	12	CEM, CRM	80%	☒	☒
Bill Champion	Quality Assurance	28	PhD, PE, CEM	20%	☒	☒
Sheree Thomas	Assessment Team	14	WBE	100%	☒	☒
Ethan Abeles	Assessment Team	11		100%	☒	☒
Michael Cunniff	Assessment Team	22		100%	☒	☒
Mary Endsley	Assessment Team	23	RA	100%	☒	☒

# PROPOSED SCHEDULE



## PROPOSED SCHEDULE

Bureau Veritas has the required resources to perform the project in a timely manner. The proposed schedule below is open to discussion between the Town of Exeter and Bureau Veritas.



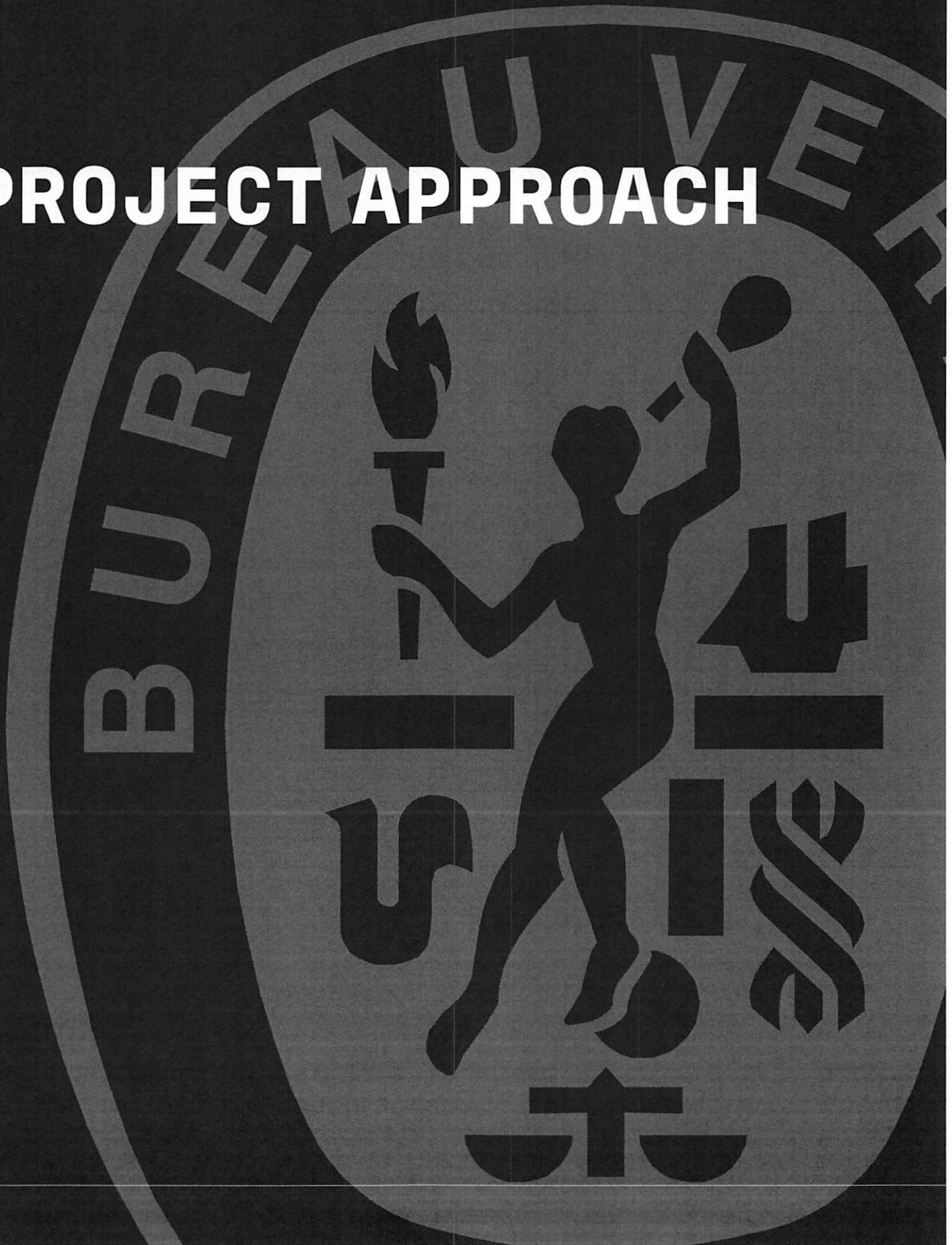
## PROJECT MANAGEMENT PLAN

The following section outlines our approach to the project.

- 1. BV will have a dedicated Program Manager as the single point of contact for coordination of work throughout the contract term.** The Program Manager will be assisted by a logistics team who will be responsible for confirming each day's site visits. The Program Manager will conduct regular progress meetings to review each week's upcoming schedule and to review any issues identified in the prior week's work.
- 2. The Program Manager and the Project Principal will ensure the work meets all requirements of the RFP.** At the kickoff meeting, the first meeting after award, BV will walk through the entire scope of work with client's project team. Where scope of work items are unclear or ambiguous, the team will consult with the client and a clarifying memo will become part of the project record. During the kickoff, sample deliverables will be reviewed and tentatively agreed upon. In order to ensure clarity on the scope, a pilot project will be scheduled in the first week after the kickoff. The pilot is an opportunity for us to prepare our team and calibrate our field process. More importantly, it gives us an opportunity to deliver a report for review that meets the full scope of work. The client will be given an opportunity to review and comment on this deliverable and once all parties are in agreement, the field assessments will begin. We will deliver reports for review as they are completed.
- 3. BV will ensure the work is finished on schedule first, by preparing a complete project schedule.** We will update the schedule weekly. One issue that can impact the schedule is having access to the buildings to be assessed. We will schedule 2 weeks out with any required notifications to building staff, and 48 hours in advance of each assessment, we will confirm with building staff and escorts.
- 4. We will manage the quality process using our 5 point quality plan –explained in the project approach.** This plan ensures quality during all phases of the project.
  - a. Overall project technical review:** Includes scope review, review of field instructions consistent with the scope, review of existing reports and information prior to field work commencing.
  - b. Initial Report reviews:** Review by senior staff or each report prior to submission of draft. BV will have dedicated review staff working solely on report reviews in order to ensure consistency in results.
  - c. Quality Assurance of Field work:** The program manager will ensure a sample of sites are reviewed and compared to submitted results.
  - d. Database validation:** Aggregated results of the field work will be reviewed, and anomalies identified will be flagged for additional review. This insures consistency across the entire portfolio and can often identify incorrect cost estimates, or areas where field observations are not correctly identified in the reports.
  - e. Final Quality review:** Before final reports are delivered, a final review of each report will be done by a senior manager dedicated to the project.
- 5. Manage team resources.** BV will have a dedicated program manager responsible for managing all day-to-day activities of the team. If it is necessary to replace a team member during the project, the program manager will submit resumes for approval prior to any field activities for additional field staff.
- 6. Communication.** BV understands communication is one of the keys to a successful project. We will establish a regular meeting time at the project kickoff. Notes will be taken and submitted the same day as the weekly meeting. If issues are encountered in the field they will be communicated on the same day and summarized in the weekly report.
- 7. Identify and handle risk.** Our field staff are trained to communicate if they feel there is any situation on site that puts them at risk and will communicate those to the program manager. These typically involve identifying confined space requiring personal protective equipment, ladder safety, and safe procedures for roof inspections.



# PROJECT APPROACH



## PROJECT APPROACH

BVTA understands that the **Facility Condition Assessment (FCA)** project with the Town of Exeter (Town) will:

- Include a comprehensive assessment of all sites, buildings, building systems, and infrastructure.
- Follow ASTM E2018-15 Standard Guide for Property Condition Assessments, as applicable.
- Determine the present condition and estimated life expectancy of various building systems and components.
- Identify and document present condition of all physical assets including grounds, facilities, and infrastructure.
- Recommend corrections for all deficiencies and provide cost estimates for corrections.
- Prioritize and categorize deficient conditions, associated corrective actions, and information concerning building systems and deficiency categories.
- Establish anticipated renewal and replacement costs for the various systems and components.
- Result in strategic plan for capital repairs, lifecycle component replacement, and building modernization.
- Calculate the Current Replacement Value (CRV) and Facility Condition Index (FCI) for each facility.
- Collect Equipment Inventory data for Client properties
- Establish a protocol for facility condition data to migrate/transfer to a CMMS/IWMS system.
- Prepare a Preventive Maintenance Plan for assets to uploaded to CMMS system.

We understand that a key factor to performing FCAs is the evaluation of physical needs and accurate forecasting for capital repair and replacement budgets. Pre-emptive measures to manage maintenance budgets and programs are essential in ensuring the elimination of potential issues, which can range from deferred maintenance, or premature replacement of building systems that can prove costly.

### DATA GATHERING AND INTERVIEW

Our project plan details distinct phases of the project. During each phase, we will require coordination and support from the Town's facility management.

**Data Gathering Phase** – BVTA will need the support of staff who can provide us access to drawings and records. The following is a typical list of exhibits requested.

- Inspection reports (sewer, boiler, chiller, etc)
- Building systems Maintenance Records
- Maintenance policy documentation
- Owner elected repair list (if available)
- Original building plans (can be viewed on-site)
- Capital expenditure schedules (prior or planned)
- Fire protection / life safety plans

- Rehabilitation budget and scope (draft or final)
- Certificates of occupancy / facility license
- Prior assessments or Master Plans
- Site plan / floor plans
- Accessibility transition plans / studies
- CMMS / IWMS data set

In addition to the drawings and records, we will supply a pre-survey questionnaire for each facility or site. Our expectation is that someone with knowledge of maintenance and operations of the facility will complete this survey and be prepared to discuss it with us while on-site.

**Site Phase** – BVTA will need support in the form of escorts while in the facilities to help us access mechanical areas, to discuss with us any known issues in the facility, and to answer other technical questions.

**Report Review Stage** – BVTA will provide a complete deliverable for each building.

### CLIENT COORDINATION

**Project Director** – BVTA will become familiar with the Town's existing Project Directory - property list and contact directory for each location. We will contact or interview the facilities contacts as part of our process to determine current use requirements and priority of properties based on agency goals.

**Facility Access** – Working with the Town, we will develop procedures to gain Facility Access. Our visits will be coordinated and pre-approved by the Town prior to the visit. We will work with the Town to establish a protocol that will ensure that our activities will have minimal disruption to the operation of each facility and will maintain a safe work environment.

### TEAM COMPOSITION

The project will be managed by a Program Manager who will be your single point of contact. Reporting to the Program Manager will be several Project Managers who are architectural and engineering subject matter experts (SME) in the evaluation of building systems and generating the reports. We evaluate the building portfolio to determine which team members will be assigned to particular sites. Larger or more complex sites will have both an architect and an engineering SME. Smaller or simpler buildings will have a single SME field assessor that understands all building systems.

## TECHNICAL APPROACH

Prior to assessments beginning, BVTA will conduct a Kick-Off Meeting to review requirements and to consolidate exhibits such as drawings and prior completed reports.

During the term of the project, BVTA will conduct regular Progress Meetings to maintain open communication with the entire project team and the Town. BVTA will lead with an agenda that includes a focus on work plan, schedule, and project needs. This will permit the opportunity to proactively address challenges encountered, so that course adjustments may be made. Each meeting will conclude with task assignments, schedules, and goals to be met. BVTA will provide the Town with a written status report that tracks and monitors the progress of the assessments against the schedule submitted.

BVTA has allocated time for regular teleconference meetings and the following meetings: Kick-Off Meeting (teleconference) and a Final Findings Presentation meeting. Any additional in-person meetings will be on a time and expense basis.

## FIELD ASSESSMENTS

The Assessment Team will conduct a walk-through survey of the facility and site to observe systems and components, identify physical deficiencies, and formulate recommendations to remedy the physical deficiencies.

As a part of the walk-through survey, the Team will survey 100% of each facility. BVTA will survey the exterior and grounds, including the building exterior, roofs, sidewalk/pavement, and recreational/other areas as applicable. They will interview the building maintenance staff about the property's historical repairs and replacements and their costs, level of preventive maintenance exercised, pending repairs and improvements, and frequency of repairs and replacements. The Assessment Team will develop opinions based on their site assessment, interviews with the Town's building maintenance staff, and interviews with relevant maintenance contractors, municipal authorities, and experience gained on similar properties previously evaluated.

The Team may also question others who are knowledgeable of the property's physical condition and operation or knowledgeable of similar systems to gain comparative information to use in evaluation of the subject property.

The Assessment Team will review documents and information provided by the Town's maintenance staff that could aid the knowledge of the property's physical improvements, extent and type of use, and/or assist in identifying material discrepancies between reported information and observed conditions.

The facility condition assessment will include the Town-identified assets and will focus on the following facility and site systems and components:

### Site + Infrastructure

- Topography: Observe general topography and note any unusual or problematic features or conditions observed or reported.
- Paving, Curbing, and Parking: Identify material types of paving and curbing systems at the property.
- Bridge and Road: Identify the material types and general condition of internal roads, medians, slopes and bridge crossing.
- Flatwork: Identify material flatwork at the property (sidewalks, plazas, patios, etc.).
- Landscaping and Appurtenances: Identify material landscaping features, material types of landscaping (fences, retaining walls), and site appurtenances (irrigation systems, fountains, lighting, signage, ponds).
- Utilities: Identify type of material utilities provided to the property (water, electricity, natural gas); and assess condition, physical deficiencies, life cycle repair, and replacement issues.

### Recreational Facilities:

- Identify any material on-site recreational facilities such as athletic fields, swimming pools, spas, tennis or basketball courts, jogging or bicycle paths, etc. Observe the general conditions and note any reported physical deficiencies or any unusual items or conditions observed or reported.

### EV Charging Stations:

- With information provided by the client document the payment software providing access to the charging station, if any.
- Identify the power source for the EV charging station and if possible, determine if the power used is billed to a client electrical meter.
- Determine the age of the equipment and review for deterioration from weather and use. Identify the remaining useful life of the charging station equipment and the cost to replace the equipment.

- Review the signage, paving and surface materials around the charging stations for deterioration.

### **Structural Frame + Building Envelope**

- Identify material elements of the structural frame and exterior walls, including the foundation system, floor framing system, roof framing system, facade or curtain-wall system, glazing system, exterior sealant, doors, commercial overhead doors, sliders, windows, and stairways, etc.
- Observe general conditions and note any physical deficiencies identified or unusual items or conditions observed. Observations may be subject to grade, and rooftop vantage points.
- Visually inspect observable areas for cracking and moisture infiltration as well as areas of apparent foundation settlement and displacement.
- In the event more information or exploratory testing is required, in order to provide remedial measures, the report may include recommendation for additional investigative testing (Tier 1 or Tier 2).

### **Wall Evaluation**

- Photograph elevations and details both from internal and external vantage points, as well as from adjacent structures where possible.
- Observe representative operable and fixed panels on all facades, operating a representative sample of units to assess hardware and visually inspect exterior conditions and condition of waterproofing seals.
- Assess curtain wall condition to determine water infiltration, damage, caulk degradation, metal panel degradation, stone degradation and anchoring, and other related curtain wall issues.

### **Curtain Wall – As Required**

- Review curtain wall condition and a sampling of fixed panels on facades to assess hardware and visually review exterior conditions and the condition of waterproofing seals, where accessible without the use of lifts, ladders, scaffolding, suspension devices, or the like; may include observations from internal and external vantage points, as well as adjacent structures. Observations are limited to grade and may include accessible balconies or rooftop vantage points.
- Review provided drawings and records of repair, replacement, and maintenance of framing and glazing.

### **Roofing (Non-Invasive Visual)**

- Identify material roof systems (roof type, reported age, slope, drainage) and any unusual roofing conditions or rooftop equipment.
- Observe general conditions of the roof system (membranes, attachment methods, flashings, counter flashings, pitch pans, gravel stops, parapets, miscellaneous appurtenances, insulation).
- Observe for evidence of material repairs, significant ponding, or evidence of material roof leaks. Note if a roof warranty is in effect. Note any physical deficiencies identified or unusual items observed or reported.
- Identify material rooftop equipment or accessories (antennas, lightning protection, HVAC equipment, solar equipment). Include any material problems reported.
- BVTA understands that the Town will provide OSHA compliant ladders, lifts and/or scaffolding (depending on roof type) so that the Project Manager may safely access roof areas. If requested, BVTA can provide a quote for lift and/or ladder access as needed. Observations will be limited to readily accessible areas.

### **Plumbing**

- Identify material plumbing systems at the property including domestic water supply, sanitary sewer, or any special or unusual plumbing systems (such as water features, fuel systems, gas systems, etc.).
- Identify type and condition of restroom fixtures, drinking fountains and/or other plumbing equipment.
- Observe general conditions and note any physical deficiencies identified or unusual items or conditions observed. Include any reported material system inadequacies.

### **Heating**

- Identify material heat generating systems at the property.
- Observe general conditions, identify reported age of the equipment, note past material component replacements/upgrades, note apparent level of maintenance, and identify if a maintenance contract is in place. If heating equipment is not operational at the time of the walk-through survey, provide an opinion of the condition to the extent reasonably possible.
- Identify and observe any special or unusual heating systems or equipment present (fireplaces, solar heat, etc.) and note any reported material problems or inadequacies.

### **Air-Conditioning + Ventilation**

- Identify the material air-conditioning and ventilation systems at the property. Include material equipment such as cooling towers, chillers (type of refrigerant used), package units, split systems, air handlers, thermal storage equipment, etc.
- Identify material distribution systems (supply and return, make-up air, exhaust) at the property.
- Observe general conditions, identify equipment reported age, note past material component upgrades/replacements and apparent level of maintenance, and identify if a maintenance contract is in place (contractor name). If AC and ventilation systems are not operational at the time of the walk-through survey, provide an opinion of the condition to the extent reasonably possible.
- Observe general conditions and note any physical deficiencies identified or unusual items or conditions observed. Additionally, include any material reported system inadequacies or operating deficiencies.
- Identify and observe any special or unusual air-conditioning and ventilation systems or equipment (cold storage systems, special computer cooling equipment, etc.) and note any material reported problems or system inadequacies.

### **Electrical**

- Identify the electrical service provided and distribution system at the property.
- Include material switchgear disconnects, circuit breakers, transformers, meters, emergency generators, general lighting systems, and other such equipment or systems.
- Observe general electrical items (distribution panels, type of wiring, energy management systems, emergency power, lightning protection).
- Observe general conditions and note any physical deficiencies identified or unusual items or conditions observed. Also, note the presence of any special or unusual electrical equipment, systems, or devices at the property, and include reported material problems or system inadequacies.

### **Life Safety + Fire Protection**

- Identify material life safety/fire protection systems at the property, including sprinklers and stand pipes (wet or dry), fire hydrants, fire alarm systems, water storage, smoke detectors, fire extinguishers, emergency lighting, stairwell pressurization, smoke evacuation, etc.

- Observe general conditions and note any material physical deficiencies identified or unusual items or conditions observed or reported including any reported system inadequacies.

### **Elevators + Vertical Transportation**

- Identify vertical transportation systems at the property. Include the equipment manufacturer, equipment type, location, number, capacity, etc.
- Observe elevator cabs, finishes, call and communication equipment, etc.
- Identify the company that provides elevator/ escalator maintenance at the property. Observe general conditions and note any physical deficiencies identified or unusual items or conditions observed or reported including any reported material system inadequacies.
- Out of Scope Issues: Performing any calculations, examination of operating system components such as cables, controller, motors, etc.; entering elevator/ escalator pits or shafts.

### **Interior Elements**

- Identify offices, special use areas, and building standard finishes, including flooring, ceilings, walls, etc. Furnishings and fixed components will be reviewed and included in the cost estimate tables for replacements. BVTA will identify material building amenities or special features.
- Observe general conditions and note any physical deficiencies identified or unusual items or conditions observed or reported.

### **Food Service Spaces and Equipment**

- Assess all food service equipment and spaces (kitchen, cafeteria, dining, serving areas). Food service equipment (fixed equipment) will be evaluated for adherence to life/ safety code and ventilation requirements as well for condition and capital replacement.

### **Special Systems and Equipment**

- Include all special systems and equipment, such as Emergency Medical Systems (EMC), chillers, radio towers, equipment lifts, chair lifts, chemical storage or treatment areas, storage tanks, dumbwaiters, vaults, public address systems, and telephone systems.

### **Expanded Accessibility Compliance**

- Provide a general statement of the subject building's likely compliance to the Americans with Disabilities Act to help identify whether Client may be exposed to issues and whether there is the need for further review.

- We use an ADA Compliance checklist compliant with ASTM E2018-15.
  - BVTA will perform a limited visual assessment of interior and exterior elements that could present external or internal barriers to accessibility by disabled persons.
  - A more detailed ADA evaluation or transition plan is available as an additional service.

**Energy Conservation Analysis**

- Consider energy conservation savings when making repair or replace recommendations and include these projects in the project prioritization.
- Able to provide an Energy Audit (ASHRAE Level I, II, or III) or Benchmarking (EnergyStar) services as an additional service.

**Exhaust Collection Systems (Fire Stations)**

BVTA will verify existence of any exhaust collection systems in the apparatus bays. If a system is present, BVTA will conduct a carbon monoxide (CO) measurement at each exhaust collection system. If the apparatus bay shows evidence of irregular CO/CO2 levels, we will recommend additional testing from an industrial hygienist to determine levels of VOCs, NO2, SO2, CO and diesel exhaust particulates. Additional testing will verify performance standards with fire apparatus idling in bays, on the tarmac, and entering/exiting bays as would occur during normal station operation.

**RANKING AND CLASSIFICATION**

Based upon our observations, research and judgment, along with consulting commonly accepted empirical Expected Useful Life (EUL) tables; BVTA will render our opinion as to when a system or component will most probably necessitate replacement.

Accurate historical replacement records provided by the facility manager are typically the best source for this data.

Exposure to the weather elements, initial system quality and installation, extent of use, the quality and amount of preventive maintenance exercised are all factors that impact the effective age of a system or component. As a result, a system or component may have an effective age that is greater or less than its actual age. The Remaining Useful Life (RUL) of a component or system equals the EUL less its effective age.

**CONDITION RANKING OF BUILDING SYSTEMS / EQUIPMENT**

BVTA can rate the condition of each facility with the below rating system, or another Town-specified scale:

- 5 Excellent** – No visible defects, new or near new condition, may still be under warranty if applicable
- 4 Good** – Good condition, but no longer new, may be slightly defective or deteriorated, but is overall functional
- 3 Adequate** – Moderately deteriorated or defective, but has not exceeded useful life
- 2 Marginal** – Defective or deteriorated in need of replacement; exceeded useful life
- 1 Poor** – Critically damaged or in need of immediate repair; well past useful life

BVTA can also include alternative categories to rank and weight priorities as required by the Town, such as Functional Deficiency Priority, Deficiency Category, Facility Type, Action Type, or Repair Costs.

**PRIORITY CLASSES**

The analysis will include all cost observations be ranked by Priority Classes. The five classes below are typical but can be altered to meet your specifications and needs:



## DEFICIENCY CATEGORIES (UNIFORMAT)

The deficiencies observed will be classified into categories such as those below using the Uniformat System (Level 4):

- A10 Foundations
- A20 Basement Construction
- B10 Superstructure
- B20 Exterior Enclosure
- B30 Roofing
- C10 Interior Construction
- C20 Stair
- C30 Interior Finishes
- D10 Conveying
- D20 Plumbing
- D30 HVAC
- D40 Fire Protection
- D50 Electrical
- E10 Equipment
- E20 Furnishings
- F10 Special Construction
- F20 Selective Building Demolition

## EQUIPMENT AND ASSET INVENTORY

During the assessment, each field team will be responsible for collection and storing all of the inventory and condition assessment data in an electronic format that is readily transferable to a standardized CMMS system.

Bureau Veritas will collect information on the major pieces of facility equipment. Specifically, the data collection will focus on the following components:

### HVAC (level of detail for which Preventive Maintenance would be performed)

- Heating System
  - Identify boilers, furnaces, unit heaters and major labeled equipment.
- Ventilation System
  - Identify the major labeled equipment; exhaust hoods, fans.
- Air Conditioning System
  - Identify the material air-conditioning components, including cooling towers, compressors, chillers, package units, roof top units, split systems and major labeled equipment. Excluded are window units, terminal units, VAV boxes, thermostatic controls.

### Electrical

- Major panels only-for identification to track maintenance.
- Transformers
- Switchgear

### Equipment

- Building Automation System

### Healthcare FF&E (no rolling stock)

- Hospital Beds
- Television Sets/Fixed Monitors
- Bedside Tables
- Lobby/Waiting Room Furniture
- Office/Conference Room/Nursing Station Furniture
- Cafeteria/Breakroom Furniture
- Patient Room Furniture
- Chairlifts
- Privacy Curtain
- Fixtures (over \$500)
- Healthcare Systems
- Nurse Call Stations
- Safety Showers/Eyewash Stations
- Pneumatic Tube Systems
- Medical Air Compressor Units
- Medical Air Vacuum Units
- Incinerators
- Steam Sterilizers
- Ultrasonic Cleaner

### Plumbing

- Pumps external to HVAC systems
- Domestic Hot Water heaters over 80 gallons
- Other major labeled equipment.

### Commercial Kitchen- major equipment (above approximately \$2000 value)

- Walk-in freezer and refrigerator equipment
- Ovens, stoves, broilers, grills
- Reach-in refrigerators and freezers
- Dishwashers
- Fryers

### Vertical Transportation (if applicable)

#### Life Safety/Security

- High Level (system level) only-for identification to track maintenance
  - Alarm Panels
  - Emergency generators
  - Exhaust hood fire suppression

Where appropriate, the following data will be collected for each component:

- Location data by floor and room
- Model
- Serial Number
- Manufacturer
- Manufactured Date
- Capacities
- Date placed in service (provided by Client)
- Inventory tag number (barcoded tag directly attached to the component, or to an attached tag)
- Voltage durable barcode or QR code tag to be attached to each piece of equipment.

### **OPTION: BARCODING / QR CODING**

For the above referenced equipment, BVTA will apply a durable barcode / QR code with a unique number for use as an identifier in the CMMS system. We will use a vinyl tag for indoor applications, and a durable foil tag for outdoor use. Barcode / QR code numbers will be recorded in the database and all future work orders etc., and can be tied back in to a single piece of equipment or system. The cost of Barcoding / QR coding will add 1.5 cents per square foot to the project.

### **OPTION: PREVENTATIVE MAINT. SCHEDULES**

BVTA will provide preventive maintenance (PM) schedules for the equipment listed in the equipment inventory provided by client. Preventive maintenance schedules will include the following information:

- Safety precautions specific to the recommended PM instructions
- Description of tools required for recommended PM instructions. Tool list will not be exhaustive but identify common tool sets and specialty tools required for tasks.

Recommended preventive maintenance instructions and frequencies specific to the equipment classification and type. PM instructions are based on the following sources:

- Prevailing national standards
- Survey of Common Manufacturers recommendations
- Industry best practices
- Estimated labor hours required to complete each PM work order

BVTA will provide the PM schedules in spreadsheet format suitable for upload into clients CMMS. Spreadsheet will also contain analysis of PM labor hour requirements for use by client for planning purposes. BVTA will review PM schedules with client and adjust frequencies and start dates as required to meet clients' needs and match available resources.

### **COST ESTIMATING**

BVTA's cost estimating database is comprised of RS Means data and further customized with proprietary cost tables developed by BVTA, based on historical and localized actual costs. BVTA maintains and updates our Unifomat-based cost estimating system with information received from the field. Through construction monitoring work, we have current cost data from hundreds of in-progress construction and rehabilitation projects. This data allows us to calculate costs based on local conditions to maintain a cost database that is typically more current than RS Means' models.

Each report will include a Capital Needs Analysis including an estimated cost for each system or component repair or replacement anticipated during the evaluation term. The report will provide options for repair of the deficiency, and the capital needs analysis will be presented as an Excel-based cost table that includes a summary of the description of each component, the age and estimated remaining useful life, the anticipated year of repair or replacement, quantity, unit cost and total cost for the repair of each line item.

A consolidated Capital Needs Analysis will be presented that includes all anticipated capital needs for all buildings. The cost estimate for capital deficiencies will be based on the estimate for maintenance and repair, but may at the Town's option, also include project management, construction, and design fees derived using actual costs from previous projects. After determining these costs, we will confirm these costs with the Town Staff.

### **REPORT DELIVERABLES**

BVTA will provide an in-depth report including a description of each of the building components and systems as described in the approach sections above. Each report is organized by building system and include digital photos of major systems and components and of all deficiencies identified. Reports will include current and anticipated repairs and deficiencies, recommended repair and component life-cycle replacements, and applicable options for repair or maintenance of building components.

The Capital Needs analysis will include a cost database sorted by building system and ranked by priority for repair. The format of the database will allow for reporting by building, system, or priority for repair, and a year-by-year analysis of capital needs.

### **Facility Condition Index**

A Facility Condition Index (FCI) will be calculated for each building. This index will be a function of required repairs compared to building replacement costs. The FCI will be generated from the data collection/capital planning database and will be updated as components age or are replaced.



### **Maintenance and Capital Plan**

Reports will reflect a 5, 10, or 20-year capital plan based on BVTAs 20-year building system evaluation. The analysis will include a cost table sorted by building and system and ranked by priority for repair. Tables will allow for the customization of reporting and a year-by-year capital needs analysis.

The report will include:

- An Executive Summary with graphic presentation of results to provide a quick, user-friendly summary of the property's observed condition and estimated costs assigned by category. Estimated costs shall be cross-referenced to report sections and elaboration of cost issues will be presented.
- Components observed that are exhibiting deferred maintenance issues and estimates for immediate and capital repair costs based on observed conditions, available maintenance history and industry-standard useful life estimates. If applicable, this analysis will include the review of any available documents pertaining to capital improvements completed within the last five-year periods, or currently under contract. BVTAs shall also inquire about available maintenance records and procedures and interview current available on-site maintenance staff.
- Recommended schedule for replacement or repairs (schedule of priorities).
- Digital photographs for the buildings including photos of deficiencies.
- General description of the property and improvements and comment generally on observed conditions.
- Critical repairs and life safety issues separately from repairs anticipated over the term of the analysis.
- FCI number for the building.

BVTA will submit PDF draft reports electronically and once approved and finalized, a program summary report to include a roll-up of all prioritized capital needs across all facilities. All electronic copies of the report will include all text, deficiency tables, digital photos, and supporting documentation and report appendices.

### **Deficiency Categories / Plan Types**

Each deficiency identified in the Assessment shall be classified in the following manner (or other Client defined categories):

**Category 1 - Scheduled Maintenance:** Maintenance that is planned and performed on a routine basis to maintain and preserve the condition.

**Category 2 - Deferred Maintenance:** Maintenance that was not performed when it was scheduled or is past its useful life resulting in immediate repair or replacement.

**Category 3 - Capital Renewal:** Planned replacement of building systems that have reached the end of their useful life.

**Category 4 - Energy and Sustainability:** When the repair or replacement of equipment or systems are recommended to improve energy and sustainability performance.

**Category 5 - Security:** When a system requires replacement due to a security risk or requirement.

### **Program-wide Report**

In addition to each building report, BVTA will develop a Program-wide Report that includes a ranked system-wide Capital Plan for all facilities with programmatic conclusions and recommendations. The Program Report includes a brief narrative description of each facility/building component and system, and discusses the current, anticipated repairs, deficiencies, and of all buildings assessed. The Program Report analyses will include tables sorted by building system and ranked by priority for repair. The format of the tables will allow for the several perspectives of reporting by FCI, building, system, or priority for repair, and a year-by-year analysis of capital needs.

### **Presentation of Finding and Strategic Plan**

BVTA will present findings from the FCA and Energy Audit via visual presentations. The presentations will outline and detail the needs as well as outline mediation and modernization improvement scenarios as they relate to Town Funding needs. BVTA will give up to 5 presentations based on the Town's 5 Capital Requirements Classification Categories.

## ENERGY EVALUATION

The proposed Energy Evaluation consists of an on-site assessment to verify the current conditions, itemize the energy consuming equipment (air conditioning, fans, and blowers) as to what was identified during the previous Evaluation; review lighting systems both exterior and interior; review appliances; and review efficiency of all such equipment. Bureau Veritas will consider structural elements (building envelope) for energy efficiency. Recommendations will be made on implementing cost-saving ECMs. We will estimate the projected payback period on each energy-saving recommendation and prioritize accordingly.

Prior to conducting the Energy Evaluation, Bureau Veritas proposes to complete a Historic Energy Consumption Analysis and Energy Benchmarking, including completing the following tasks for the facility:

- Obtain and review the previous 12-24 months of utility bills including electricity, and natural gas;
- Establish base year consumption and review base year costs and utility rates; and
- Enter utility data into ENERGY STAR Portfolio Manager energy benchmarking system.

Bureau Veritas will collect and analyze the utility data for the properties for the past 12-24 months, and review the prior property condition assessment or applicable engineering study. Bureau Veritas will interview Facility Engineers with knowledge of the properties, notably building systems and components, in order to provide a general overview of the facilities and to identify opportunities for energy cost savings.

Following the benchmarking study, Bureau Veritas will conduct detailed energy evaluations of all facilities listed in the RFP. This includes detailed on-site survey/energy evaluation and engineering analysis of building systems, building simulations using in-house developed spreadsheet method, and analysis of savings with estimated installed costs and paybacks.

The energy evaluation will mainly consist of the following:

- Building envelope inspection including doors and windows for type of glass, insulation level and shading factor, weather sealing, walls and roof for insulation, cracks, and missing weather seals to identify energy loss.
- Detailed inventory of all HVAC equipment, boilers, furnaces, air conditioning equipment, chillers, pumps, fans, motors, lighting, and irrigation systems serving the buildings.
- Energy metering system review and evaluation of potential for sub meters, as applicable.

- Evaluation of HVAC systems, evaluation of piping for leaks, and insulation upgrades evaluation of chemical treatment of water, blow-down frequency, and condensation of system performance survey of steam traps heat exchangers and identification of opportunities for heat recovery.
- Review of current O&M procedures, and recommendations to optimize maintenance.
- Photometric analysis of light levels in all spaces.
- Development of a detailed lighting schedule with opportunities for improvement through replacing T12 light fixtures with Super T8s/T5, magnetic ballasts with electronic ballasts; and identification of opportunities for de-lamping through measured lumen levels.
- Recommendations for motion/occupancy sensors for low traffic and sporadic occupancy areas, and photo sensors for areas with adequate day light; and recommendations for bi-level and tandem ballasts.
- Evaluation of chilled water systems; performance evaluation of chilled and condenser water production, and cooling load/demand; and calculation of operating kW/ton and identification of opportunities to optimize/improve performance.
- Survey, record, and evaluation of the EER/SEER of the window and split unit air conditioners serving the buildings and other areas, to identify opportunities to replace older units with Energy Star alternatives; and identification of opportunities for centralized systems.
- Evaluation of the efficiency, sizing, and performance of all motors and pumps in the entire facility, and identification of opportunities for variable frequency drive (VFD) controls.
- Evaluation of air handler performance throughout the buildings, air distribution ducting, and potential for VFD control of supply and return fans in variable air volume (VAV) systems.
- Evaluation of existing (or potential for new installation of) EMSs.
- Evaluation of all water using equipment and identification of opportunities for upgrades with water-efficient fixtures.

Bureau Veritas will perform a comprehensive analysis of the building systems, and make recommendations on all identified ECMs with detailed cost estimates and cost savings. We will perform an SIR analysis in addition to the simple payback method, based on Present value (Pv) of the recommended improvement, and rank all projects based on both simple payback as well as SIR. A life cycle cost (LCC) analysis will also be performed in addition to the payback analysis.

Bureau Veritas will perform building simulations using an in-house developed spreadsheet method that take into consideration the manufacturer rated efficiency, equipment age, existing maintenance practices, local heating/cooling degree-days and building envelope composition to compute the potential energy savings from the proposed ECMs. The generated savings are further discounted to account for interactivities among multiple measures and projects' net resulting energy savings by taking into consideration the building orientation, dynamic heat gains and losses, weather, and architectural effects.

Bureau Veritas will analyze opportunities for energy conservation for each development including, but not limited to:

- Envelope upgrade and weather sealing, additional insulation, and minimization of heat loss.
- Improvements to the energy performance of windows and doors through storm windows/doors, window shading films, or replacement with high performance alternatives.
- Retrofits to old lighting with energy efficient light fixtures and controls.
- Upgrades to older appliances with new Energy Star appliances.
- • Implementation of smart strips to control electronics and entertainment devices.
- Upgrades to older HVAC systems with high efficiency units.
- Improvements to pipe or duct insulation and leak reduction.
- Implementation of programmable or smart thermostats to avoid unnecessary heating.
- Identification of water conservation opportunities (low-flow aerators for break rooms and bathroom sinks, and toilets).
- Identification of alternate sources of energy (conversion of electric to natural gas based on cost feasibility).
- Identification of all potential energy grants and incentives in the form of rebates from local utilities and other Federal and District of Columbia entities for energy upgrades.
- Identification of opportunities for distributed generation and cogeneration based on coincidental electrical and thermal loads for each development.
- Identification of opportunities for renewable energy systems (solar photovoltaic and solar hot water).

### **Energy Evaluation Report Deliverables**

Bureau Veritas will provide a separate Energy Evaluation Report for each building. Each report will include the following:

- Table of Contents and Certification
- Executive Summary: Summary of findings in tabular format including installed costs, energy cost savings, and payback. The summary will also include potential percentage reduction in both energy consumption and cost compared to building baseline numbers.
- Building/Facility Overview and Existing Conditions (for each building): Overview of the facility, HVAC, and lighting systems, and construction information, maintenance practices, and expected RUL of major equipment (a photo log as an Appendix).
- USEPA Energy Star Benchmarking - Bureau Veritas will utilize Portfolio Manager, which will compare your utilization per building type with what is industry standard for similar buildings.
- Baseline/Historical Energy and Water Use and Cost/Rate Analysis (with monthly degree-days (and hourly, if available)): Based on the information gathered during the on-site assessment and the utility billing history, Bureau Veritas will conduct an analysis of the energy usage of all equipment, and identify which equipment is using the most energy and what equipment upgrades may be necessary. This will help us generate an End-Use Energy Distribution Chart that identifies energy consumption by each component. The information will further be used to identify which equipment upgrades or replacements may provide a reasonable return on investment to the GPC. The analysis for any upgrades or replacements will include life cycle cost analysis for economic justifications • Detailed Technical Analysis: Analysis of building envelope, HVAC, lighting, EMSs, air and heat distribution systems, their operation, and utility costs.
- Energy Conservation Analysis: Analysis of all evaluated systems mentioned above providing technical solutions with projected installed cost and savings estimates resulting from each improvement recommended; and prioritization of projects with most attractive payback potential.
- Recommended Measures: Each recommendation will have a projected installed cost with breakdown of engineering and design; equipment and material costs; annual maintenance costs; estimate of energy savings in therms of natural gas, kWh of electricity, and demand savings in kW and CO2 reduction; and related cost savings.
- Assumptions List: Listing and explanation of all assumptions made during the analysis.

- Mechanical and Electrical Equipment Inventory: Inventory of all equipment serving the facility, location, and line drawings of energy and mass balance of major systems.
- ECM Summary: Analysis of all identified energy optimization and conservation opportunities and a master ECM spreadsheet. ECMs will be designed on a system-wide approach, with applicable interactive affects among the systems for lighting, energy distribution, HVAC, and EMSs. For EMSs, Bureau Veritas will identify opportunities to integrate all major HVAC system components, temperature controls, and lighting into the EMS for centralized control and setbacks. All ECMs will be organized into the following groups:
  - No/Low Cost and Maintenance-Related ECMs
  - Capital Intensive ECMs (building envelope, lighting, HVAC, EMSs, energy metering systems, water conservation)
  - Recommended for Consideration: ECMs that fail the financial feasibility test but are essential for building operations, or ECMs to be considered under Capital Improvement Program rather than purely on basis of energy efficiency.
  - Supporting Documentation: Documentation for the ECMs with back-up engineering calculations, installed cost estimates, source of cost estimates, calculation of saving measures, and engineering methodology followed.
  - Life Cycle Cost Analysis: Analysis of all major improvements, considering inflation factors, discount rates, maintenance increase/benefits, and first costs.
  - Maintenance and Operations Plan (with preventative maintenance): Recommended improvements, new systems installed, and/ or existing retrofits to assure continued efficient operation and reliability of such systems.
  - Appendix: All back-up calculations, energy modeling tool reports, field survey data, comprehensive room-by-room lighting schedule, motor and plumbing schedule, data logger outputs, and any miscellaneous information.

## Software Deliverable AssetCALC™

BVTA will utilize AssetCALC™ as its platform for all data collected on this project. AssetCALC™ is a cloud platform developed, licensed, maintained, and supported solely by BVTA for our clients. AssetCALC guarantees accurate and consistent field data collection of assets.

All BVTA assessors have been trained to utilize our tablet-based data collection tool (ACgo) to collect data consistently across the campus portfolios. The data collection tool can be used with and without WiFi connection and can be preloaded with existing asset data and location information for field verification and input.

AssetCALC™ is a web-based SQL database platform that enables our program managers and end-users to:

- query, edit, and analyze their facility condition data
- plan immediate and short-term repairs
- budget capital expenditures throughout the life-cycle of a building or an entire portfolio

BVTA will utilize our software to output reports, tables, and dataset for use in individual site reports. The system unites BVTA's experienced field data collection methods with advanced planning and reporting tools, construction cost libraries, location mapping (GIS) features, digital photo management, and document storage.

### Data Development

- AssetCALC™ includes a configurable facility hierarchy and asset data architecture—this will include all of your assets grouped based on site location, asset group, and function.
- Data and reports can be exported to an Excel, XML, or an ODBC database format.
- Export API for seem-less integration into PeopleSoft GIS Software
- AssetCALC is a Microsoft Excel Database; and will be deliverable for the assessment and is available for use by the client
- AssetCALC can be utilized by the client for self FCA updates or self assessments; BV will be available for training

The screenshot displays the AssetCALC web application interface for the University of New Mexico. The top navigation bar includes 'Overview', 'Observations', 'Photos', 'FCI', 'Documents', 'Work Completed', 'Work Screen', and 'Inventory'. The main content area is divided into several sections:

- Site Information:** A table showing details for '510-512 Clay Street - Sheriff & Facilities', including Assessment Date, FD Location, Replacement Value (\$2,548,160), City (Fairfield), Number of Buildings (1), Square Foot Cost (222,000), Street Address (510 Clay Street), and Total Square Footage (13,200).
- Replacement Reserve:** A bar chart showing the reserve amount from 2016 to 2026. The y-axis ranges from \$10,000 to \$1,100,000. The x-axis shows years from 2016 to 2026. A legend indicates 'Reserve'.
- Uniformat Breakdown:** A pie chart showing the breakdown of the reserve into categories: Shell, Interiors, Services, Equipment & Furnishings, and Building Structure.
- Observation Details - Obs #36672:** A detailed view of a specific observation. The description is 'B2032 - Entrance door replacement to meet ADA guidelines'. The component is 'Entrance door', and the location is 'Main De/largas south entry door'. The condition is 'Fair', and the report section is '3.3'. The comments state: 'Install remote-controlled door (or other appropriate building entry accommodation) for residents) at main northeast entrance door'. The observation was created on 4/17/2010 9:41:40 PM and last modified on 10/27/2010 9:37:52 PM.

## Features Include:

- Facility Condition Assessment access:
  - Component/system descriptions
  - Locations
  - Conditions and EUL/RUL
  - Repair and replace recommendations
  - Digital photos
- Search and Sorting Functionality
- Prioritization of maintenance projects
- UniFormat II Cost Database & ASTM Based UniFormat Level 4 (Individual Asset Level)
- Project Budgets and Capital Plans
- Unlimited concurrent user licensing
- Secure IT platform and back-ups
- Client is the owner of data collected and residing in the database
- Online User Training and Documentation

## Reporting:

AssetCALC™ includes more than a dozen standard options for data summaries and reports:

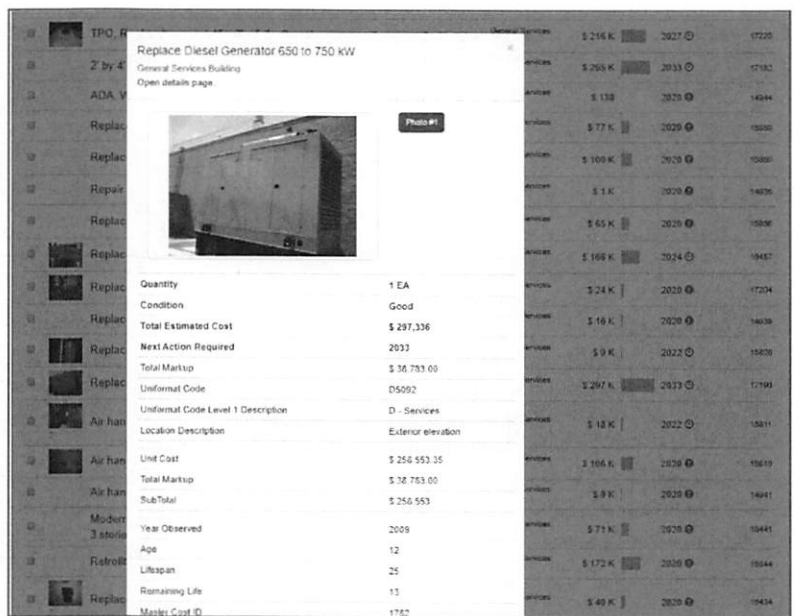
- Facility Condition Index (FCI) Calculation Reporting
- Rank and Prioritize Capital Improvement Projects
- Deferred Maintenance Backlog
- Facility Queries (by building, priority, system, or dollar deficiency amount)
- Capital Budget Planning
- Year-by-Year Capital Needs Analysis
- 5, 10, or 20-Year Replacement Reserve Reports
- Custom 3rd party form automation available

## Screen Shots

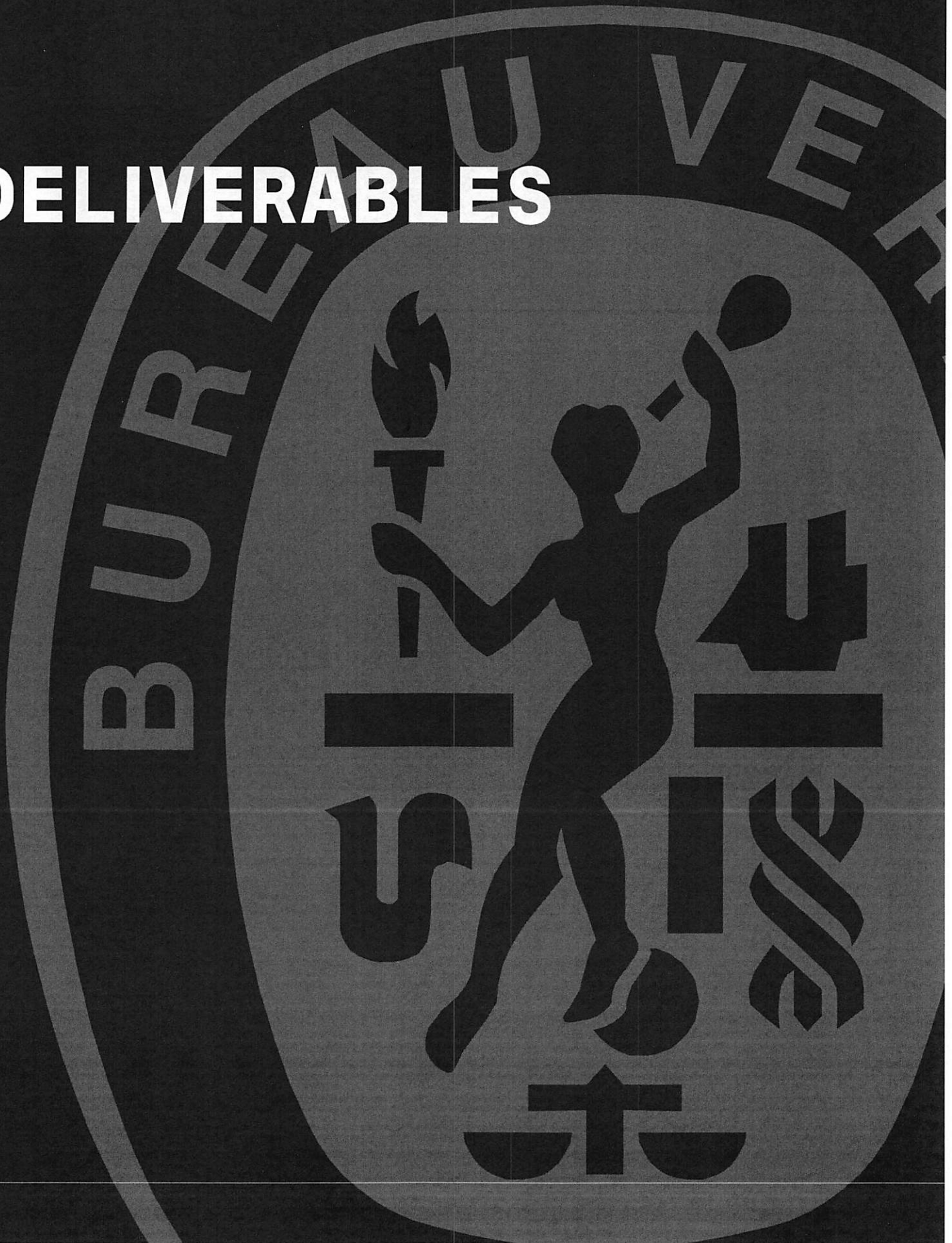
Additional screen shots of the AssetCALC™ Database and a live demo are available upon request.

## CMMS Ready Data - Integration

BV will be delivering to Client a live asset management plan that can be maintained and kept up-to-date by staff. BV will provide training to staff on maintaining the on-going monitoring program to track facilities, work performed, re-prioritization of maintenance projects, and how to update this information in the database. The data from the FCA can be exported to Excel or ODBC database for data migration to most CMMS/IWMS systems.

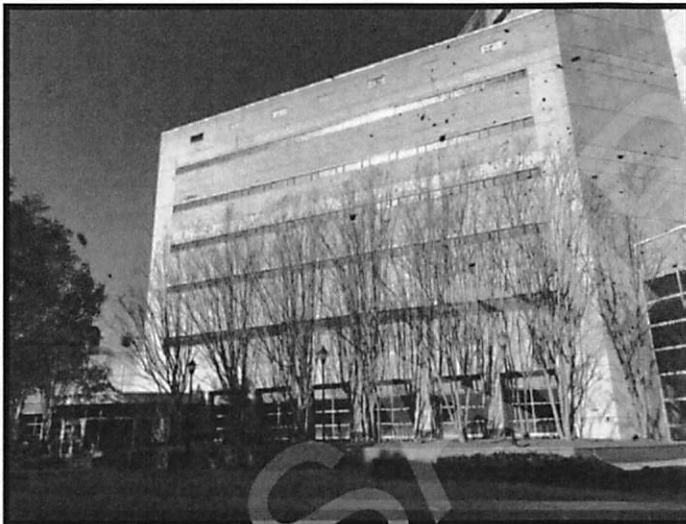
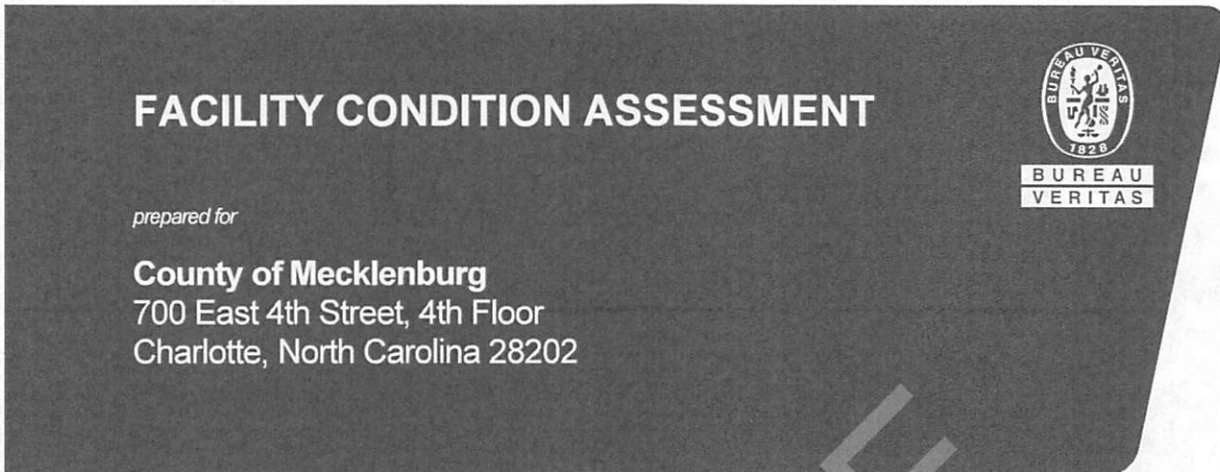


# DELIVERABLES



## DELIVERABLES

Below is the cover for a report which highlights BVTA's technical skills, as well as the ability to provide an effective and graphically pleasing presentation. The full report is provided as a separate attachment with this submittal.



Mecklenburg County Jail Central (#1400)  
801 East 4th Street,  
Charlotte, North Carolina 28202

**PREPARED BY:**

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**BV PROJECT #:**

142375.20R000-095.354

**DATE OF REPORT:**

December 2, 2020

**ON SITE DATE:**

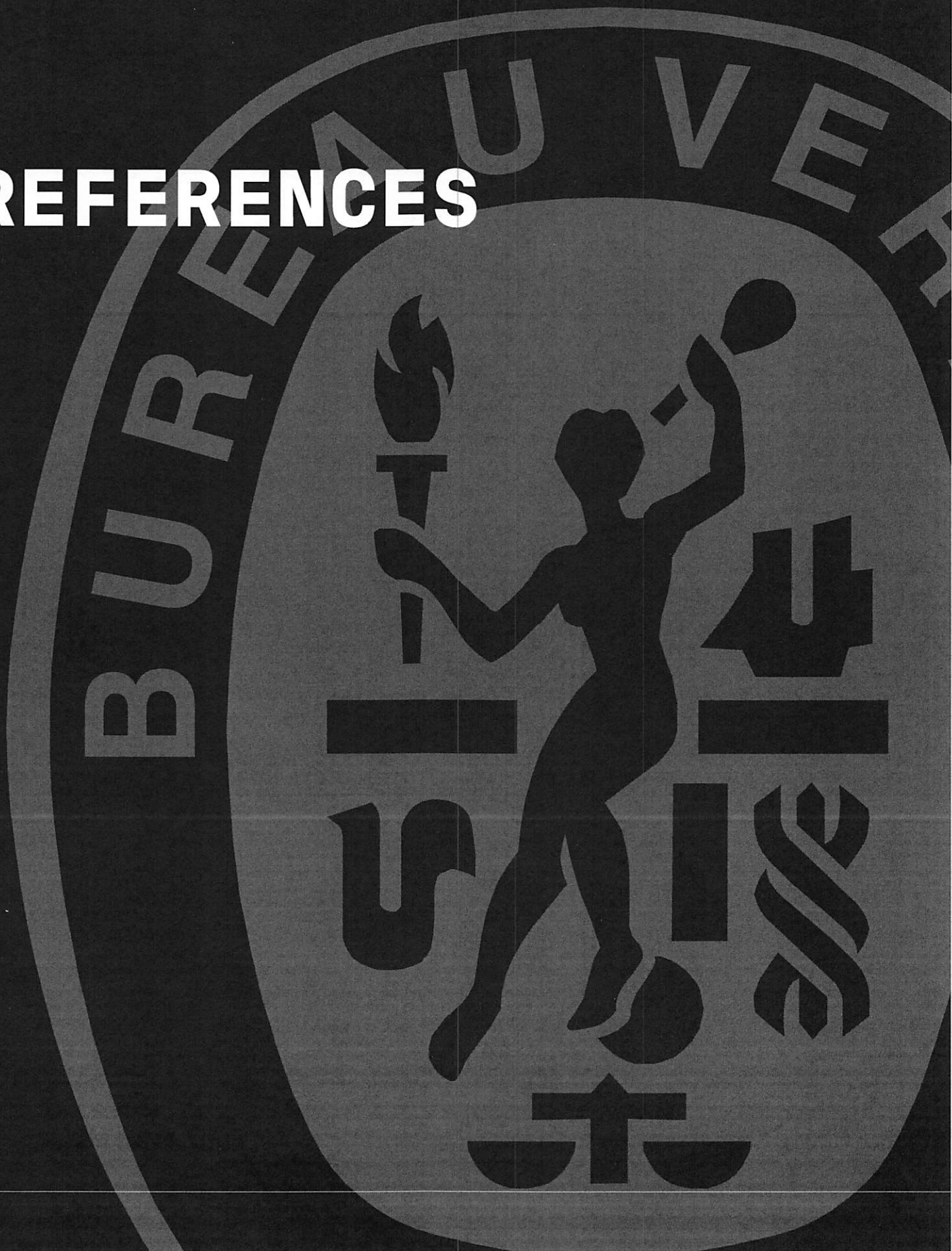
November 16-19, 2020

**Bureau Veritas**

10461 Mill Run Circle, Suite 1100 | Owings Mills, MD 21117 | [www.us.bureauveritas.com](http://www.us.bureauveritas.com) | p 800.733.0660



# REFERENCES



## REFERENCES

References from the project profiles provided in the Relevant Project Experience section of this proposal have been consolidated in this section for the Town's convenience.

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# FEE PROPOSAL



## FEE PROPOSAL

The following fees include all costs associated with travel, lodging, car rental, food, tools, equipment, and all other miscellaneous expenses applicable to the work related to this project.

SERVICES	FEE (Fixed Price)
Facility Condition Assessment	\$49,349.81

ADDITIONAL SERVICES	FEE (Fixed Price)
Annual Updates (time & material; not to exceed)	\$15,000
Data Hosting Services	No Hosting Fees
Barcoding	\$4,500
Capital Planning Consulting	Included in FCA Fee*

\* Capital Planning is included in FCA Fee up to 20 hours. Additional time is priced @ \$140/hour.

*BV will submit a monthly invoice inclusive of all services performed during that period. The per site fee will be established per the schedule of values provided at the program kick-off, and invoiced at the billing milestones stated below. Invoices will be payable within 30 days of receipt:*

Completion of onsite assessments: 50% of per site fee  
 Delivery of Draft Reports: 45% of per site fee  
 Delivery of Final Reports: 5% of per site fee

*Upon receipt of each monthly invoice, the amount due per billing milestone is fully collectible. Please forward payments to: Accounting Department, Bureau Veritas Technical Assessments LLC, PO Box 74007289, Chicago, IL 60674-7289 or contact BV-invoicing@BVNA.com to pay via credit card or to receive wiring instructions. Please ensure that BV Proposal #157332.22A or invoice number is clearly identified on all payments and correspondence for proper credit.*

Please submit all draft comments to BV within 60 days of draft delivery. Unless otherwise communicated, BV will consider all drafts approved for finalization after 60 days, and the remaining balance due will be invoiced.

**Third Reading Town Ordinance: Sewer Regulations**

## **Chapter 15 Sewer Regulations**

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**CHAPTER 15 SEWER REGULATIONS**
**1500 Purpose and Definitions**

The rules and regulations herein set forth for the maintenance and operations of the Exeter Municipal Publicly Owned Treatment Works (POTW) established by the Select Board of the Town of Exeter as necessary or desirable for the efficient operation of said POTW and for accomplishing the purposes of RSA 231, as amended, and for the protection of the health and safety of the people of Exeter and for accomplishing the purposes of RSA 147 and RSA 485-A, as amended.

Pursuant to RSA 149-I and RSA 147, or revisions thereto, and every other authority thereto enabling, the Select Board of Exeter enact and ordain the following Rules and Regulations.

Acronyms - The following acronyms, when used in these regulations, shall have the following designated meanings:

- BOD - Biochemical Oxygen Demand
- CFR - Code of Federal Regulations
- COD - Chemical Oxygen Demand
- EPA - United States Environmental Protection Agency
- gpd - gallons per day
- IDP - Industrial Wastewater Discharge Permit
- mg/L - milligrams per liter
- NHDES - New Hampshire Department of Environmental Services
- NPDES - National Pollutant Discharge Elimination System
- POTW - Publicly Owned Treatment Works
- RSA - New Hampshire Revised Statutes Annotated
- RSA 147 - Public Health / Nuisances; Toilets; Drains; Expectoration; Rubbish and Waste
- RSA 149-I - Public Health / Sewers
- RSA 231 - Transportation / Cities, Towns and Village District Highways
- RSA 31:39 - Towns, Cities, Village Districts, And Unincorporated Places / Powers and Duties of Towns, Purpose and Penalties
- RSA 485-A - Water Management and Protection / Water Pollution and Waste Disposal
- RSA 595-B - Proceedings in Criminal Cases / Administrative Inspection Warrants
- TSS - Total Suspended Solids
- U.S.C. - United States Code
- °F , °C - degrees Fahrenheit, degrees Celsius

Definitions – Unless the context specifically and clearly indicates otherwise, the meaning of terms and phrases used in these regulations shall be as follows:

**Authorized Representative of the User:**

1. If the user is a corporation:
  - a. The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
  - b. The manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions that govern

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the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedure

2. If the user is a partnership or sole proprietorship: a general partner or proprietor, respectively.
3. If the user is a federal, State, or local governmental facility: a director or the highest official appointed or designated to directly oversee the operation and performance of the activities of the government facility, or their designee.
4. The individuals described in paragraphs (1) through (3), above, may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the user, and the written authorization is submitted to the Town.

**Best Management Practices (BMPs):** Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the pollutant control prohibitions of these regulations. BMPs also include treatment requirements, operating procedures and practices to control site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.

**Biochemical Oxygen Demand (BOD):** The quantity of oxygen expressed in milligrams per liter, utilized in the biochemical oxidation of organic matter under standard laboratory procedures (as prescribed in the latest edition of "Standard Methods for the Examination of Water and Wastewater") in five (5) days at 20 degrees Centigrade.

**Building Sewer:** The connection between the tap at the Town sanitary sewer and the owner's source of wastewater, and shall include all the pipe fittings and couplers necessary to make the connections (including those portions located in the public right of way.)

**Bypass:** The intentional diversion of wastestreams from any portion of a pretreatment or wastewater treatment facility.

**Categorical Pretreatment Standard:** Any regulation containing pollutant discharge limits promulgated by EPA in accordance with Section 307(b) and (c) of the Clean Water Act (33 U.S.C. § 1317) that applies to a specific category of industrial users and that are found in 40 CFR, Subchapter N, Parts 405 through 471.

**Cleanout:** A means for inserting cleaning tools, for flushing, or for inserting an inspection light into sewers at bends.

**Composite Sample:** The sample resulting from the combination of individual wastewater samples taken at selected intervals based on an increment of either flow or time.

**Conservative Pollutant:** A pollutant that is presumed not to be destroyed, biodegraded, chemically transformed, or volatilized within the POTW. Conservative pollutants introduced to a POTW ultimately exit the POTW solely through the POTW's effluent and sludge. Most metals are considered conservative pollutants.

**Dilution:** Any increase in the use of water as a partial or complete substitute for adequate treatment to achieve compliance with a limitation on the discharge of pollutants.

**Director:** The Public Works Director who is the person designated by the Town to supervise the operation of the POTW, and who is charged with certain duties and responsibilities by these regulations, or a duly authorized representative.

**Domestic Wastewater:** See "Sanitary Sewage."

**Environmental Protection Agency (EPA):** The United States Environmental Protection Agency or, the Region 1 Water Management Division Director, or other duly authorized official of the agency.

**Easements:** An acquired legal right for the specific use of land owned by others.

**Equalization:** The process of combining wastewaters to dampen fluctuations in flow or pollutant discharges prior to release to the sanitary sewer or pretreatment facilities. Equalization is normally accomplished in sumps, holding basins, ponds, or tanks.

**Excessive:** Amounts or concentrations or a constitution of a wastewater which, in the judgment of the Director:

1. May cause damage to the Town wastewater treatment process;
2. May be harmful to a wastewater treatment process;
3. Cannot be removed in the Town treatment works to the degree required to meet the limiting stream classification standards of the receiving water and/or EPA effluent standards;
4. May otherwise endanger life, limb or public property;
5. May constitute a nuisance.

**Floatable Oil:** Oil, fat or grease in a physical state such that it will separate by gravity from wastewater by treatment in an approved pre-treatment facility. A wastewater shall be considered free of floatable oil if it is properly pretreated and the wastewater does not interfere with the collection system.

**Force Main:** A pipe or conduit constituting a part of the POTW where pumping is required; providing a connection from a pump station to a pump station or gravity sewer, with limited access from individual properties.

**Garbage:** Animal and vegetable waste from the domestic and commercial handling, preparation, cooking and dispensing of food, and from the handling, storage and sale of produce.

**Grab Sample:** A sample that is taken from a wastestream without regard to the flow in the wastestream and over a period of time not to exceed fifteen (15) minutes.

**Gravity Sewer:** Any pipe or conduit constituting a part of the POTW used or usable for wastewater collection purposes in which wastewater flows by gravity with no pumping required.

**Grease:** That material removed from a grease interceptor or grease trap serving a restaurant or other facilities requiring such a device. Also means volatile and non-volatile residual fats, fatty acids, soaps, waxes and other similar materials.

**Human Excrement and other Putrescible Material:** The liquid or solid matter discharged from the human intestinal canal or other liquid or solid waste materials that are likely to undergo

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bacterial decomposition; provided, however, that these terms shall not include garbage as defined by RSA 485-A, or revisions thereto.

**Improved Property:** Any property located within the Town upon which there is erected a structure intended for continuous or periodic habitation, occupancy or use by human beings or animals and from which structure wastewater shall be or may be discharged.

**Industrial Establishment:** Any room, group of rooms, building or other enclosure used or intended for use in the operation of one (1) business enterprise for manufacturing, processing, cleaning, laundering or assembling any product, commodity or article and from which any industrial wastewater, as distinct from Sanitary Sewage, shall be discharged.

**Industrial User (or User):** A person who discharges industrial wastewater to the sanitary sewer of the Town.

**Industrial Waste:** Any liquid, gaseous or solid waste substance from any process or from development of any natural resource by industry, manufacturing, trade, or business.

**Industrial Wastewater:** Any wastewater that contains industrial waste, as distinct from sanitary sewage or unpolluted water.

**Industrial Wastewater Discharge Permit (IDP):** The written permit between the Town and an industrial user that discharges wastewater to the POTW, which outlines the conditions under which discharge to the POTW will be accepted.

**Instantaneous Maximum Allowable Discharge Limit:** The maximum concentration of a pollutant allowed to be discharged at any time, determined from the analysis of any discrete or composited sample collected, independent of the industrial flow rate and the duration of the sampling event.

**Interference:** A discharge, which alone or in conjunction with a discharge or discharges from other sources, inhibits or disrupts the POTW, its treatment processes or operations or its sludge processes, use or disposal; and therefore, is a cause of a violation of the Town's NPDES permit (including an increase in the magnitude or duration of a violation) or of the prevention of biosolids use or disposal in compliance with any of the following statutory/regulatory provisions or permits issued thereunder, or any more stringent State or local regulations: Section 405 of the Clean Water Act; the Solid Waste Disposal Act, including Title II commonly referred to as the Resource Conservation and Recovery Act (RCRA); any State regulations contained in any State biosolids management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act; the Clean Air Act; the Toxic Substances Control Act; the Marine Protection, Research, and Sanctuaries Act; and the 40 CFR Part 503 Standards for Sewage Sludge Use and Disposal.

**Living Unit:** Any portion of a dwelling consisting as a minimum: kitchen facilities, sanitary facilities and sleeping quarters for one family or user.

**Local Limits:** Specific, enforceable numerical limits on the types and quantities of pollutants that may be discharged to the POTW. Local limits are established by the Town and are distinct from State and federal limitations on the discharge of industrial wastewater to the POTW.

**May:** Is allowed to (permissive); see also "Shall".

**Medical Waste:** A waste that is generated or produced as a result of diagnosis, treatment, or immunization of human beings or animals, medical research, or production or testing of bacteria, viruses, spores, discarded live and attenuated vaccines used in human health care or research.

Examples include isolation wastes, infectious agents, human blood and blood products, pathological wastes, chemotherapy wastes, sharps, body parts, contaminated bedding, surgical wastes and specimens, potentially contaminated laboratory wastes, trauma scene wastes, sharps waste and dialysis wastes.

**National Pollutant Discharge Elimination System (NPDES) Permit:** A permit issued pursuant to Section 402 of the Clean Water Act (33 U.S.C. § 1342).

**Natural Outlet:** Any channel for the passage of surface or groundwater into a watercourse, pond, ditch, lake or other body of surface or groundwater.

**Nonconservative Pollutant:** A pollutant that is presumed to be destroyed, biodegraded, chemically transformed, or volatilized within the POTW, to some degree.

**Noncontact Cooling Water:** Water used for cooling that does not come into direct contact with any raw material, intermediate product, waste product, or finished product and is not degraded in quality by mixing with or addition of industrial waste or pollutants other than heat.

**Owner:** Any person vested with ownership, legal or equitable, sole or partial, or possession of any improved property.

**Pass Through:** A condition that exists when a discharge contains substances or their reaction or degradation products that exit the POTW in quantities or concentrations that, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the Town's NPDES permit, including an increase in the magnitude or duration of a violation.

**Person:** Any individual, partnership, co-partnership, firm, company, association, society, corporation, joint stock company, trust, estate, governmental entity or other legal entity; or their legal representatives, agents, or assigns. This definition includes all federal, State, and local governmental entities.

**pH:** The logarithm of the reciprocal of the hydrogen ion concentration of a solution, expressed in Standard Units. Solutions with pH values greater than 7 are basic (or alkaline); solutions with pH values less than 7 are acidic.

**Pharmaceutical Waste:** Means a prescription drug, as defined by RSA 318:1, XVII, or a nonprescription or proprietary medicine, as defined by RSA 318:1, XVIII, which is no longer suitable for its intended purpose or is otherwise being discarded.

**Pollutant:** Dredged spoil, solid waste, incinerator residue, filter backwash, garbage, wastewater treatment sludges, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, BOD, COD, toxicity, or odor).

**Pollution Prevention:** The use of processes, practices or products that reduce or eliminate the generation of pollutants and wastes or that protect natural resources through equipment or technology modifications; process or procedure modifications; reformulation or redesign of products; substitution of raw materials; and improvements in housekeeping, maintenance, training, or inventory control. The term "pollution prevention" does not include any practice that alters the physical, chemical, or biological characteristics or the volume of a hazardous substance, pollutant, or contaminant through a process or activity that itself is not integral to and necessary for the production of a product or the providing of a service.

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**Pretreatment:** The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to, or in lieu of, introducing such pollutants into the POTW. This reduction or alteration can be obtained by physical, chemical, or biological processes; by process changes; or by other means, except by diluting the concentration of the pollutants unless allowed by an applicable pretreatment standard.

**Pretreatment Requirement:** Any substantive or procedural requirement related to pretreatment imposed on a user, other than a pretreatment standard.

**Pretreatment Standard or Standard:** Prohibited discharge standards, categorical pretreatment standards, and local limits.

**Private Sewer:** Any collector system installed in a private road (not Town accepted) and/or as part of a private subdivision. "Private Sewers" remain the property of the developers, other private parties or their assigns. Until they are accepted by the Town through acceptance of the private party who caused it to be constructed or its successors. "Private Sewers" shall be constructed according to the Public Works Department's *Standard Specifications for Construction of Public Utilities in Exeter, NH*.

**Properly Shredded Garbage:** The wastes from the preparation, cooking and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half (1/2) inch (1.27 centimeters) in any dimension.

**Public Sewer:** A generic term for a pipe or conduit that carries wastewater, stormwater, groundwater, subsurface water, or unpolluted water from any source, which is controlled by a governmental agency or public utility.

**Publicly Owned Treatment Works (POTW):** A "treatment works," as defined by Section 212 of the Clean Water Act (33 U.S.C. §1292) that is owned by the Town. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sanitary sewage or industrial wastes of a liquid nature. It also includes the sewers, pipes, and other conveyances that convey wastewater to the Town's wastewater treatment facility. The term also means the municipality that has jurisdiction over discharges to and the discharges from such a treatment works.

**Receiving Waters:** Any watercourse, river, pond, ditch, lake, aquifer or other body of surface or groundwater receiving discharge of wastewater.

**Sanitary Sewage:** Wastewater consisting solely of normal water-carried household and toilet wastes or waste (such as human excrement and gray water [showers, dishwashing operations, etc.]) from sanitary conveniences of residences, commercial buildings, and industrial plants, as distinct from industrial wastewater and unpolluted water. See also: Industrial Wastewater.

**Sanitary Sewer:** A sewer that carries liquid and water-carried wastes from residences, commercial buildings, industrial facilities, and institutions, together with minor quantities of ground, storm, and surface waters that are not admitted intentionally.

**Screening Level:** A numerical value for a pollutant concentration above which actions are initiated to evaluate, prevent or reduce adverse environmental or health and safety impacts. A screening level may be adjusted upward or downward within an IDP to account for site-specific conditions at the point of discharge and administered as a local limit.

**Septage:** Any liquid, solid, or sludge pumped from chemical toilets, vaults, septic tanks, or cesspools or other holding tanks, which have received only sanitary sewage.

**Sewer:** A generic term for a pipe or conduit that carries wastewater (including industrial wastewater, sanitary sewage, or storm water, or groundwater, or subsurface water, or unpolluted water) from any source.

**Shall:** Is required to (mandatory). See also "May."

**Significant Indirect Discharger:** Means an industrial user that meets one or more of the following criteria (except as provided in paragraph 6 below):

1. Is subject to national categorical pretreatment standards under 40 CFR 403.6 and 40 CFR Chapter I, Subchapter N;
2. Discharges an average of 10,000 gallons per day or more of industrial wastewater;
3. Discharges industrial wastewater which contributes 5 percent or more of the hydraulic or organic loading to the Wastewater Treatment Facility;
4. Discharges medical/infectious waste, pharmaceutical waste, or radiological waste (unless exempted by the Town under paragraph (6) of this definition); or
5. Is designated as such by the Town as having a reasonable potential for adversely affecting the POTW's operation or performance or for violating any pretreatment standard or requirement.
6. Upon determining that a user meeting the criteria in paragraphs 3 or 4 of this definition has no reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement, the Town may at any time, on its own initiative or in response to a petition received from a user, and in accordance with procedures in 40 CFR 403.3(v)(3), determine that such user should not be considered a significant industrial user

**Significant Noncompliance (SNC):** An industrial user is in significant noncompliance if its violation meets one of the following criteria:

1. Chronic violations. A pattern of violating a numeric pretreatment standard or requirement, including instantaneous limits (any magnitude of exceedance) sixty-six percent (66%) or more of the time in a 6-month period;
2. Technical Review Criteria (TRC violations). Thirty-three percent (33%) or more of the measurements exceed the same numeric pretreatment standard or requirement, including instantaneous limits, by more than the TRC factor in a 6-month period [The TRC factor is 1.4 for BOD, TSS, oil & grease and 1.2 for all other pollutants except pH.];
3. For pH monitoring, excursions shall be considered significant noncompliance when:
  - a. An individual excursion from the allowable range of pH values exceeds 60 minutes; or
  - b. An excursion occurs that the Town believes has caused, alone or in combination with other discharges, interference or pass-through; or endangered the health of the POTW personnel or the general public.
4. Any other discharge violation that the Director believes has caused, alone or in combination with other discharges, interference or pass through, including endangering the health of POTW personnel or the general public;

5. Any discharge of pollutants that has caused imminent endangerment to the public or to the environment, or has resulted in the Director's exercise of emergency authority to halt or prevent such a discharge;
6. Failure to meet, within ninety (90) days of the scheduled date, a compliance schedule milestone contained in an IDP or enforcement order for starting construction, completing construction, or attaining final compliance;
7. Failure to provide within forty-five (45) days after the due date, any required reports, including baseline monitoring reports, IDP applications, reports on compliance with categorical pretreatment standard deadlines, periodic self-monitoring reports, and reports on compliance with compliance schedules;
8. Failure to accurately report noncompliance; or
9. Any other violation(s) or group of violations, which may include a violation of Best Management Practices, that the Director determines will adversely affect the operation or implementation of the local pretreatment program.

**Slug: Means:**

1. Any discharge of water or wastewater that, in concentration of any given constituent or in quantity of flow, exceeds for any period of duration longer than fifteen (15) minutes, more than five (5) times the average twenty-four (24) hour concentration or flow during normal operation;
2. Any discharge at a flow rate or concentration that could cause a violation of the prohibited discharge standards in Section 1507 of these regulations]; or
3. Any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause Interference or Pass Through, or adversely affect the collection system and/or performance of the POTW.

**State:** The State of New Hampshire.

**Storm Drain or Storm Sewer:** A drain or sewer which carries storm and surface waters and drainage, but excludes wastewater and industrial wastes, other than unpolluted water.

**Stormwater:** Any flow occurring during or following any form of natural precipitation and resulting therefrom, including snowmelt.

**Suspended Solids or Total Suspended Solids:** Total suspended matter that either floats on the surface of, or is in suspension in, water, wastewater or other liquids and that is removable by laboratory filtering as prescribed in "Standard Methods for the Examination of Water and Wastewater" and that is referred to as that fraction not soluble in water. Also referred to as non-filterable residue.

**Town:** The Town of Exeter, Rockingham County, New Hampshire, a municipality of the State of New Hampshire, acting by and through its Select Board or in appropriate cases, acting by and through its authorized representatives.

**Unpolluted Water:** Water of quality equal to or better than the effluent criteria in effect or water that would not cause violation of receiving water quality standards and would not be benefited by discharge to the POTW.

**User (or Industrial User):** A person who discharges industrial wastewater to the sanitary sewer of the Town.



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**Wastewater:** The spent water of a community. Any combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants, governmental facilities, and institutions, whether treated or untreated that is contributed to the POTW.

**Wastewater Treatment Facility:** That portion of the POTW that is used to provide treatment of sanitary sewage and industrial wastewater.

### **1501 Use of Public Sewers Required**

Pursuant to the provisions of RSA 147:8, and 147:11, and any other authority thereto enabling, the owner of any improved property benefited, improved, served or accommodated by any sewer, or to which any sewer is available, shall connect such improved property thereto in such manner as the Town may require, within ninety (90) days after notice to such owner from the Town to make such connection, for the purpose of discharge of all sanitary sewage and industrial wastewater from such improved property into the POTW, subject to such limitations and restrictions as shall be established herein or otherwise shall be established by the Town from time to time. Each such owner shall, within the same time limit, cease and desist from all further discharge of sanitary sewage and/or industrial wastes into any other conduit or pre-existing system whether privately or publicly owned.

- 1501.1. All sanitary sewage and industrial wastewater from any improved property, after connection of such improved property to the POTW as required under Section 1501, shall be conducted into a sanitary sewer, subject to such limitations and restrictions as shall be established by these regulations or otherwise shall be established by the Town, from time to time.
- 1501.2. No person shall place or deposit, or permit to be placed or deposited, upon public or private property within the Town of Exeter, any sanitary sewage or industrial wastewater in violation of Section 1501.
- 1501.3. No person shall discharge or permit to be discharged to any natural outlet within the Town, any sanitary sewage, industrial wastewater, and/or pollutant in violation of Section 1501, except where suitable treatment has been provided which is satisfactory to the Town, and the NHDES.
- 1501.4. No privy vault, cesspool, sinkhole, septic tank or similar receptacle shall be used and maintained at any time upon any improved property which has been connected to the POTW or which shall be required under Section 1501 to be connected to the POTW. The use of portable chemical toilets is allowed at construction sites and for other temporary purposes provided the wastes are properly disposed off site.
- 1501.5. No privy vault, cesspool, sinkhole, septic tank or similar receptacle at any time shall be connected to the POTW.
- 1501.6. No person shall discharge into any public sewer of the Town, or into any fixture that thereafter discharges into any public sewer, any waste or substance until all applicable approvals and permits have been obtained.
- 1501.7. Except as specifically designated by the Town with reference to some particular sewer, sanitary sewers shall be used only for the conveyance and disposal of sanitary sewage, and for industrial wastewaters that are not objectionable as hereinafter provided. No sanitary sewer shall be used to receive and convey or dispose of any

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storm or surface water, subsoil drainage, or unpolluted water. No industrial wastewater shall be directed to a sewer that is not connected to the POTW.

- 1501.8. No person shall make connection of roof downspouts, foundation drains, areaway drains, or other surface runoff, ground water or unpolluted water to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer unless such connection is approved by the Town for purposes of disposal of polluted surface drainage.

Stormwater and all other unpolluted drainage shall be discharged to storm sewers, if available, or to a natural outlet approved by the Town. Unpolluted industrial cooling water or unpolluted process waters may be discharged, on approval of the Town, the NHDES and EPA to a storm sewer, if available, or an approved natural outlet.

- 1501.9. If the intended or designated use of any particular sewer or drain and allowable discharge thereto is unclear, the Director will consider the pertinent facts and make a determination. This determination shall be final and binding.

## **1502 Sewer Connection Permits and Fees**

- 1502.1. No person shall uncover, repair, connect, make any opening into or use, alter or disturb in any manner any Sewer or any part of the POTW without first executing an "Application for Sewer Service Work" from the Public Works Department and paying all applicable fees.

All work must be performed and completed in accordance with all applicable regulations by persons who are: 1) certified and employed by firms that hold a valid "Utility Pipe Installers" license, or 2) with special permission of the Public Works Director, a residential building owner doing work for themselves, at their residence. Utility pipe installers shall maintain minimum insurance coverage in accordance with Select Board's Policy 96-05.

- 1502.2. There shall be charges in all areas of the Town for a sewer tie-in or connection permit for single and multi-residential living units; for commercial establishments; and for establishments producing industrial wastes. Application for a permit must be made at the office of the Water and Sewer Billing during its normal working hours. A permit fee shall be paid for a single residential and commercial service and higher permit fee shall be paid for multi-dwelling or industrial service. These fees will be charged in accordance with a Schedule of Charges for Sewer Service which the Town may adopt from time to time.

- 1502.3. A permit fee shall be paid for each sewer service connection permit in those instances where the Town has already installed the building sewer to the street line. This charge will be charged in accordance with a Schedule of Charges for Sewer Service which the Town may adopt from time to time. In all other cases, the full cost of the connection shall be borne by the applicant.

Permits will be issued only to qualified utility pipe installers licensed to lay pipes in the Town, and homeowners qualified under section 1502.1. Permits are not transferable.

Permits will not be issued until the applicant has filed a layout plan showing the location of existing service connection, house location and route of sewer service, and said layout has been approved by the Town.

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Permits shall be subject to revocation when any of the rules and regulations contained herein are not being followed.

If the work under the permit is not completed within ninety (90) days, renewal of the permit must be obtained at the then-in-effect fee for the permit, less any amount previously paid.

- 1502.4. Licenses to connect building sewers to the sanitary sewer will be issued to experienced and competent contractors. Licenses must be renewed annually on January 1. The fee for such license will be in accordance with such schedule of charges as the Select Board may adopt from time to time and shall be payable to the Town. Said licenses shall be obtained at the office of the Public Works Director.
- 1502.5. No person, firm or corporation shall excavate any town-maintained street, roadway, sidewalk, parking lot, or right-of-way without a valid digging permit (Town Ordinance 504). An individual permit is required for each road cut.
- 1502.6. Any person proposing a new discharge into the system or a substantial change in the volume or character of pollutants that are being discharged into the system shall notify and obtain written approval from the Director at least sixty (60) days before the proposed change or connection. Proposed new discharges from residential or commercial sources involving loading exceeding 50 population equivalents (5,000 gallons per day average flow), any new industrial wastewater, or any alteration in either flow or waste characteristics of greater than twenty percent (20%) of existing industrial wastes that are being discharged into the POTW, and that could cause interference with the POTW or have an adverse effect on the receiving water or otherwise endanger life, limb, public property or constitute a nuisance, shall be approved by the NHDES Water Division. Approvals for industrial wastewater shall be obtained in accordance with Section 1509 of these regulations.

### **1503 Connections to Sanitary Sewer**

Except as otherwise provided in this section, each improved property shall be connected separately and independently with the sanitary sewer through a building sewer. Grouping of more than one building sewer shall not be permitted, except under special circumstances and for good sanitary reasons or other good cause shown, and then only after special permission of the Director, in writing, shall have been secured and subject to such files, regulations, and specifications governing such grouping as may be prescribed by the Director. In addition to these regulations, the Town of Exeter Department of Public Works is hereby authorized to develop and implement specifications addressing the construction of public utilities within the Town.

- 1503.1. The owner will initially construct each building sewer, and all costs and expenses of construction of the building sewer, including connection to the structures served, shall be borne by the owner of the improved property to be connected; and such owner shall indemnify and save harmless the Town, its officers and agents, from all loss or damage that may be occasioned, directly or indirectly, as a result of construction of a building sewer on the owner's premises or its connection to the sanitary sewer. After the initial construction of the building sewer, the owner shall thereafter be obligated to pay all costs and expenses of operation, repair and maintenance and of reconstruction (if needed) of the building sewer beginning at the sanitary sewer and ending at the building. Every building sewer shall be maintained in a sanitary and safe operating condition by the owner.

If Town personnel are called out to work on a sewer and it is subsequently determined that the problem was on the owner's building sewer, the owner will reimburse the Town for all costs associated with the service call.

- 1503.2. If the owner of any building located within the Town and benefited, improved, served or accommodated by any public sewer, or to which any public sewer is available, after ninety (90) days notice from the Town, in accordance with Section 1501, shall fail to connect such building as required, the owner shall be in violation of these regulations and the Town may make such connection and may collect from such owner the costs and expenses thereof by such legal proceeding as may be permitted by law. The Town shall have full authority to enter on owner's property to do whatever is necessary to properly drain the improved property into the public sewer.
- 1503.3. If the owner of any building located within the Town shall fail or refuse, upon receipt of a notice of the Town, in writing, to remedy any unsatisfactory condition with respect to a building sewer within forty-five (45) days of receipt of such notice (except this time period may be reduced as necessary to protect the health and safety of the residents of the Town), the Town may remedy any unsatisfactory condition with respect to a building sewer and may collect from the owner the costs and expenses thereof by such legal proceedings as may be provided by law. The Town shall have full authority to enter on the owner's property to do whatever is necessary to remedy the unsatisfactory condition.
- 1503.4. A building sewer shall be connected to the sanitary sewer at the place designated by the Town.
- 1503.5. The connection of the building sewer into the sanitary sewer shall conform to the requirements of the current building and plumbing code, NHDES Env-Wq 704.13, and the Town's *Standard Specifications for Construction of Public Utilities in Exeter, New Hampshire*.

Pipe and fittings to be used in the work shall be only SDR 35 poly-vinyl chloride (PVC) ring tight joints, (4 inches or more in diameter for single family residence and small commercial uses; 6 inches minimum for multifamily use and larger commercial uses; size shall be approved by the Director.)

In general, sewer services will not be allowed to have more than two (2) angle points, or a total angular deviation of 180 degrees, unless a variance is granted by the Town. A cleanout shall be installed at each angle point and/or every one hundred (100) ft. length where the sewer service extends more than 300 feet. The Town may require the installation of manholes subject to its approval.

All building sewers shall be laid in an envelope of washed screened gravel with not less than 6 inches of said materials all around the barrel of the pipe. Maximum stone size shall be 3/4 inch. The Town strongly recommends the installation depth to be minimum of 4.0 feet from finished grade. All pipe and fittings shall be laid to a minimum slope of 1/4 inch per foot unless otherwise approved by the Town. The Town requires the use of a backwater/one-way valve in the building sewer.

Line and grade of the pipe and fittings shall be controlled by the use of a transit or by the use of batter boards and string lines set for this purpose. Batter boards shall not exceed a distance of 30 feet apart unless otherwise allowed by the Town. Line and grade are to be established by the contractor subject to the approval of the Town.

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Whenever possible, the building sewer should be brought to the building at an elevation above the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain may be lifted by a Town-approved means at the owner's expense and discharged to the building sewer.

No person shall connect a building sewer to a manhole unless permission is granted, in writing, from the Director.

The centerline of a building sewer at the point of connection shall enter the top half of the sanitary sewer. A smooth, neat joint shall be made and the connection of a building sewer to the sanitary sewer shall be made secure, watertight, and gas tight by the use of a "saddle", appropriate in size to the receiving sewer line, and shall be acceptable to the Town. A KOR-N-SEAL boot shall be provided where sewers are to be connected to manhole structures. Any deviation from the prescribed procedures and materials shall be approved by the Director before installation.

- 1503.6. Old building sewers may be used in connection with new buildings when they are found, on examination by the Town, to meet all requirements of these ordinances.
- 1503.7. No structure shall be connected to the sanitary sewer system unless there is a vent pipe extending to a point above the roof and properly vented or otherwise vented as per applicable codes and code enforcement offices in a manner approved by the Director. Vents shall be installed by the owner in all buildings as approved by the Building Inspector/Code Enforcement Officer. No person shall obstruct the free flow of air through any drain or soil pipe.
- 1503.8. A backwater valve shall be installed on all new sewer services entering the Town's sanitary sewer to prevent backflow from the public sewer from entering the facility or building. Backwater valves shall be sized and installed in accordance with the most current adopted State of New Hampshire plumbing code, and with the approval of the Town Building Inspector/Code Enforcement Officer. Backwater valves shall be located and installed so their working parts are readily and easily accessible for cleaning and inspection and shall be maintained by the Owner(s) at the Owners expense, in a continuous, efficient, operating condition at all times.
- 1503.9. An interior clean-out fitting shall be provided at the discretion of the Director for each building sewer at a readily accessible location, preferably just inside the basement wall. The fitting shall contain a forty-five degree (45°) branch with a removable watertight plug, and positioned so that sewer cleaning equipment can be inserted to clean the building sewer. Buildings and mobile homes without foundations shall have a clean-out installed on the outside.
- 1503.10. The Director shall maintain a record of all connections made to public sewers and drains and all repairs and alterations made to building connections or drains connected to or discharging into public sewers and drains of the Town or intended to so discharge. All persons concerned shall assist the Director in securing data needed for such records.
- 1503.11. When any sanitary sewer is to serve a school, hospital, or similar institutional or public housing, or is to serve a complex of industrial or commercial buildings, or which in the opinion of the Director, will receive sanitary sewage or industrial wastewater of such volume or character that frequent maintenance of or access to said building sewer and sanitary sewer is anticipated, then such building sewer shall be connected to the sanitary sewer through a manhole. The Director shall determine if and where this type

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of connection to the sanitary sewer is required. Connections to existing manholes shall be made as directed by the Director. If required, a new manhole shall be installed in the public sewer.

1503.12. When a building is demolished and not immediately replaced, the owner shall adequately seal off the building sewer where it connects to the public sewer and shall schedule an inspection by the Director.

1503.13. All excavations for building sewer installation shall be adequately guarded with warning signs, traffic controls, barricades, and lights so as to protect the public from hazard, and in accordance the *Standard Specifications for Construction of Public Utilities in Exeter, New Hampshire*. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the Director, at the expense of the owner(s). The contractor is responsible for all other notification requirements, including DIGSAFE. It is the responsibility of the owner to coordinate work with the Town by providing written notification of any proposed work prior to initiation of excavation

1503.14. When ledge is encountered in the excavations, a permit must be obtained for the use of explosives from the Town of Exeter Fire Department.

All blasting shall be done in accordance with the requirements of the appropriate authorities; and by a person licensed in accordance with state laws.

1503.15. Trenches shall be backfilled and compacted and the street surface repaired in accordance with requirements specified by the Town's "Procedures and Specifications for Excavations on Town Streets or within Rights-of-Way."

Power shovels, bulldozers, loaders, trucks and other equipment shall not be operated on or across sidewalks, beams, curbing, etc., until they have been properly protected from damage by planking or other approved means. All damage resulting from the utility pipe layer's operations shall be repaired by him.

In or adjacent to State Highways the owner shall obtain necessary permits from the appropriate State Authority before the issuance, by the Town, of a sewer connection permit. All work shall then be done in accordance with the requirements set forth in the permit from the appropriate State Authority. Any costs in connection with obtaining permits shall be borne by the applicant.

1503.16. The owner or their agent shall notify the Town when the building sewer is ready for inspection and connection to the sanitary sewer (see Section 1503.17). The connection and testing shall be made under the supervision of the Director or authorized representative. Requests for inspections of sewer service connections shall be made to the Town forty-eight (48) hours in advance of the time any connection is to be made, and only during normal working hours.

Inspections will ordinarily be made only during the normal working hours of the Town.

An additional charge may be made for inspections required after normal working hours.

Services in excess of 100 feet in length are subject to review and such other requirements as may be found necessary to assure a functional connection.

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In new construction, and where practicable in existing buildings when the common sewer is sufficiently deep, service shall be laid directly, without deflections, from the house plumbing vent stack to the connection provided at the common sewer.

Tunneling will not be allowed unless special permission for same is given.

Connection made to the building plumbing system shall be upstream of any septic tanks or cesspools.

Upon connection of the building plumbing system to the sanitary sewer, existing septic tanks and cesspools shall be completely filled with suitable material to the satisfaction of the Town.

- 1503.17. No building sewer shall be covered until it has been inspected and approved by the Town. If any part of the building sewer is covered before so being inspected and approved, it shall be uncovered for inspection if deemed necessary at the cost and expense of the owner of the improved property to be connected to the sanitary sewer. This requirement shall also apply to repairs or alterations to building connections, drains or pipes thereto.

In the event that such work is not ready for inspection or for any other reason may not be approved by the Director, the property owner, builder, or developer shall be notified that no further inspection of such work will be made until the property owner, builder, or developer has paid a service charge in the amount as established by the Town to cover the extra expense and cost to the Town. In the event of further disapproval of the same work, a further surcharge shall be paid by the property owner, builder, or developer in accordance with the Town's charge schedule, before a further inspection shall be made.

#### **1504 New Sewers or Sewer Extensions**

- 1504.1. When a property owner, builder, or developer proposes to construct sanitary sewers or extensions to sanitary sewers in an area proposed for subdivision, the plans, specifications, and method of installation shall be subject to the approval of the Director in accordance with Section 1502.1. Said property owner, builder or developer shall pay for the entire installation, including appropriate share of the cost of the wastewater treatment facility, sewers, pumping stations, force mains and all other Town expenses incidental thereto based on volume and plant capacity, as determined by the Town. Each building sewer shall be installed and inspected pursuant to Section 1503 and all application and inspection fees shall be paid by the applicant.
- 1504.2. Should the Town install a main line or extend a main line, by petition of the abutters, the total cost shall be determined and the proportionate cost for each abutter shall be assessed at the time of connection. If a property owner beyond the terminus of an existing sewer main desires to connect to the line, the property owner shall extend the main along the entire lot frontage owned by the potential customer (or to the limits of gravity flow with the proper cover). Unless the extension is installed via a petition as described above, all cost for this extension shall be borne by the property owner.
- 1504.3. Design and installation of sewers shall be in accordance with the NHDES Administrative Rules Env-Wq 700 - *Standards of Design and Construction for Sewerage and Wastewater Treatment Facilities*. Plans and specifications shall be submitted to, and approval obtained from, the Director and the NHDES before construction may proceed. The design of sewers shall anticipate and allow for flows

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from all possible future extensions or developments within the immediate drainage area, being compatible with the master sewerage plan adopted by the Town.

Plugged service wye fittings shall be provided along sewer extensions in locations approved by the Director to accommodate future connections from existing unimproved lots.

- 1504.4. Other components and materials of POTW installations such as pumping stations, lift stations, or force mains shall be designed and approved in accordance with Section 1504.2 and shall be clearly shown and detailed on the plans and specifications submitted for approval. When requested, the owner, builder, or developer of the proposed installation shall submit to the Town all design calculations and other pertinent data to supplement a review of the plans and specifications. Costs associated with the engineer's review of the plans and specifications, and any NHDES design review fees shall be paid by the property owner, builder or developer.
- 1504.5. The installation of the sewer shall be subject to periodic inspection by the Director, and the expense for this inspection shall be paid for by the owner, builder, or developer. The Director's decisions shall be final in matters of quality and methods of construction. The sewer, as constructed, must pass an exfiltration test approved by the Town before any building sewer is connected thereto.
- 1504.6. As-built plans, specifications, and other required information shall be submitted to the Town prior to acceptance of the sewer. The Town shall be notified at least thirty (30) days in advance of the start of construction operations so that such inspection procedures as may be necessary or required may be established. No sanitary sewers will be accepted by the Town until such inspection of construction has been made as will assure the Town of compliance with these regulations and any amendments or additions thereto.

#### **1505 Variances**

- 1505.1. The Director, with the approval of the Town Manager, may allow reasonable variances from the provisions of Sections 1501 through 1504 of these regulations, which will not result in a violation of State or federal law, provided:
1. The owner shall be responsible for any variance fee as determined by the Select Board;
  2. The variance allowed is the least variance reasonable;
  3. The variance will not cause undue harm or inconvenience to the Town, the POTW, or the owner's neighbors;
  4. The variance is justified by substantial reason; and
  5. The variance is at the discretion of the Director.
- 1505.2. The owner shall apply for the variance in writing to the Director. The application shall identify the name and address of the owner, the property in question, the specific variance sought by the owner and a substantial reason justifying the variance. The variance fee shall be paid with the application or the variance shall be deemed to have been denied. The variance as issued shall identify any changes, limitations or restrictions on the variance as applied for.

#### **1506 Powers of Assessment and Collection**

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- 1506.1. The assessment and collection of the expense of operating and maintaining the POTW shall be governed by the provisions of RSA 149-I:7-8, inclusive, and any other applicable general laws. The Select Board of the Town shall have all the powers granted to Mayors and Boards of Aldermen thereunder with reference to establishing and assessing sewer charges and/or rentals. These charges will be in accordance with such Schedule of Charges for Sewer Service as the Select Board may adopt from time to time. This schedule may include special charges for wastewater flows from private property where such flows do not originate from the Water System or are subject to a surcharge. If wastewater discharged to the sewer is significantly greater than the water consumed, the owner shall be required to install a recording flow meter. If wastewater discharged to the sewer is significantly less than the water consumed, the owner may be required to install a recording flow meter. The water consumption rate will be computed by using the Town water meters quantity readings. If the owner has a special circumstance where excessive amounts of water will not be disposed of to the POTW, the owner may request, in writing to the Director, permission to install a second meter as approved by the Director to accurately measure the amount of discharge into the sewer. If a sewer utilizes a source of water other than the Town's system, the owner may either 1) pay the rate designated for such use in the Schedule of Charges for Sewer Service adopted by the Select Board, or 2) request, in writing, permission to install a meter on that source of water to measure the amount of discharge. Such installation shall have the prior approval of the Director, and any retrofitting of plumbing to prepare a place for a meter to be installed shall be at the sewer user's expense.

#### **1507 Restrictions on Discharge to Sewers**

- 1507.1. General Prohibitions. No person shall introduce or cause to be introduced into the POTW any pollutant or wastewater that causes pass through or interference or has an adverse effect on the receiving stream. These general prohibitions apply to all users of the POTW whether or not they are subject to categorical pretreatment standards or any other federal, State, or local pretreatment standards or requirements.
- 1507.2. Specific Prohibitions. No person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewers:
- A. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, gas, or any substance that can generate or form any flammable combustible or explosive substance, fluid, gas, vapor or liquid when combined with air, water or other substances present in sewers, including, but not limited to, wastestreams with a closed-cup flashpoint of less than 140°F (60°C) using the test methods specified in 40 CFR 261.21;
  - B. Any waters or wastes that contain toxic or poisonous solids, liquids, or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any wastewater treatment process, that constitute a hazard to humans or animals, that create a public nuisance, or that create any hazard at the wastewater treatment facility, including but not limited to heavy metals, strong acids, basic wastes and cyanides in the waste discharged to the public sewer;
  - C. Any waters or wastes having a pH less than 5.5 standard units, or greater than 11.5 standard units, as measured at the point of connection to the sanitary sewer or other available monitoring location, or otherwise having any other corrosive property capable of causing damage or hazard to structures, equipment, or personnel of the POTW or that contribute to or cause the wastewater treatment facility influent pH to exceed 8.0;

- D. Solid or viscous substances including water or wastes containing fats, wax, grease, or oils, whether emulsified or not, or containing substances that can solidify or become viscous at temperatures between 32°F and 150°F (0-65°C) in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the POTW, such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, whole blood, paunch manure, hair and fleshings, entrails, and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders;
- E. Pollutants, including oxygen-demanding pollutants (e.g., BOD, COD), or chlorine demand requirements released in a discharge at a flow rate and/or pollutant concentration that, either singly or by interaction with other pollutants, will cause interference with the POTW, constitute a hazard to humans or animals, create a public nuisance, or cause pass through;
- F. Wastewater containing such concentrations or quantities of pollutants that its introduction to the POTW could cause a treatment process upset and subsequent loss of treatment ability;
- G. Wastewater having a temperature greater than 150°F (65°C), or that will inhibit biological activity in the wastewater treatment facility resulting in interference, but in no case wastewater that causes the temperature at the introduction into the wastewater treatment facility to exceed 104°F (40°C);
- H. Petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through;
- I. Any pollutants that result in the presence of toxic gases, vapors or fumes within the POTW in a quantity that may cause worker health and safety problems;
- J. Any trucked or hauled pollutants, except at discharge points designated by the Director;
- K. Any medical/infectious waste or radiological waste designated by the municipality as having a reasonable potential for adversely affecting the POTW's operation or performance or for violating any pretreatment standard or requirement;
- L. Wastewater causing, alone or in conjunction with other sources, the wastewater treatment facility's effluent or biosolids to fail a toxicity test;
- M. Any hazardous waste listed or designated by the NHDES under Env-Hw 400; and
- N. Any pharmaceutical waste, except for such pharmaceutical wastes as are required by federal law to be disposed of by flushing into a municipal sewer system.

1507.3. Additional Prohibitions. No person shall discharge or cause to be discharged the following described substances, materials, waters, or wastes:

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- A. Wastewater that imparts color that cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment facility's effluent, thereby violating the Town's NPDES permit;
  - B. Noxious or malodorous liquids, gases, solids, or other wastewater that, either singly or by interaction with other wastes, could be sufficient to create a public nuisance, objectionable odors, or a hazard to life, or to prevent entry into the public sewers for maintenance or repair;
  - C. Stormwater, surface water, groundwater, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, or otherwise unpolluted wastewater unless specifically authorized by the Director in an IDP;
  - D. Sludges, screenings, or other residues from the pretreatment of industrial wastes unless specifically authorized by the Director in an IDP;
  - E. Detergents, surface active agents, or other substances that might cause excessive foaming in the POTW and/or cause a violation of the Town's NPDES permit;
  - F. Wastewater that could cause a reading on an explosion hazard meter at the point of discharge into the POTW, or at any point in the POTW, of more than ten percent (10%) of the Lower Explosive Limit;
  - G. Any garbage that has not been properly shredded (see definition of Properly Shredded Garbage in Section 1500). The installation and operation of any garbage grinder equipped with a motor of three-fourths (3/4) horsepower (0.76 hp metric) or greater shall be subject to the review and approval of the Town;
  - H. Any quantities of flow, concentrations, or both which constitute a "slug" as defined herein;
  - I. Any water or wastes which, by interaction with other water or wastes in the public sewer system, release dangerous or noxious gases or objectionable odors, form suspended solids that interfere with the collection system, or create a condition deleterious to structures and treatment processes;
  - J. Household hazardous wastes including but not limited to paints, stains, thinners, pesticides, herbicides, anti-freeze, transmission and brake fluids, motor oil and battery acid;
  - K. Any waters or wastes containing strong acid iron pickling wastes, or concentrated plating solutions whether neutralized or not;

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- L. Any waters or wastes containing iron, chromium, copper, zinc, and similar objectionable or toxic substances; or wastes exerting an excessive chlorine requirement, to such degree that any such material received in the composite wastewater at the wastewater treatment plant exceeds the limits established by the Town for such materials;
  - M. Any waters or wastes containing phenols or other taste or odor producing substances, in such concentrations exceeding limits which may be established by the Town as necessary, after treatment of the composite wastewater, to meet the requirements of the State, federal, or other public agencies having jurisdiction over such discharge to the receiving waters;
  - N. Waters or wastes containing substances which are not amenable to treatment or reduction by the wastewater treatment processes employed, or are amenable to treatment only to such degree that the wastewater treatment facility effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters;
  - O. Any wastes which violate federal, State or local pre-treatment standards;
  - P. Any wastes which cause the wastewater treatment facility to violate its NPDES permit; and
  - Q. Any water or waste that prevents disposal of sludge in the manner used by the POTW.

1507.4. Spills. Pollutants, substances, or wastewater prohibited by this section shall not be processed or stored in such a manner that they could be discharged to the POTW.

1507.5. Federal Categorical Pretreatment Standards. The federal categorical pretreatment standards are found at 40 CFR Chapter I, Subchapter N, Parts 405-471. EPA shall be the control authority for industrial users subject to federal categorical pretreatment standards. As the control authority, industrial users are responsible to the EPA for compliance with categorical pretreatment standards and the requirements of 40 CFR Part 403. Categorical industrial users shall provide the Town with copies of any reports to, or correspondence with EPA relative to compliance with the categorical pretreatment standards.

The industrial user is responsible to determine the applicability of categorical pretreatment standards. The user may request that EPA provide written certification on whether the user is subject to the requirements of a particular category.

1507.6. Local Discharge Restrictions. All persons discharging industrial wastes into public or private sewers connected to the Town's POTW shall comply with applicable federal requirements and State standards for pretreatment of wastes (as amended) in addition to the requirements of these regulations.

Local regulatory controls established by the Town for the discharge of pollutants of concern as set forth herein (referred to as "local limits"), federal, and all State

pretreatment standards shall apply, whichever is most stringent. Pollutants of concern include any pollutants that might reasonably be expected to be discharged to the POTW in quantities that could pass through or interfere with the POTW, contaminate the biosolids, or adversely impact human health or safety.

**A. Maximum allowable industrial limitations:**

For all users connected to sewer lines that are tributary to the Town's POTW, the Director will not issue permits that in combination with other industrial loads exceed the values in the following table:

POLLUTANT	MAXIMUM ALLOWABLE INDUSTRIAL LOADING (lb/day)	POLLUTANT	MAXIMUM ALLOWABLE INDUSTRIAL LOADING (lb/day)
Arsenic	BMPs <sup>(1)</sup>	Mercury	0.029
Cadmium	0.031	Molybdenum	0.028
Chromium (III and VI)	1.47	Nickel	0.82
Copper	1.28	Selenium	0.091
Cyanide	0.085	Silver	0.10
Lead	0.86	Zinc	0.72

(1) The capacity associated with the arsenic allowable loading is almost completely utilized by unregulated sources (*i.e.*, domestic and septage). Best Management Practices will be required limiting the addition of arsenic to wastewater discharges as an alternative to enforcement of a numerical value.

All mass loading limitations for metals represent total metals, regardless of the valance state, or the physical or chemical form of the metal. To administer these allowable loadings through IDPs, the Director may impose concentration-based limitations, or mass limitations in accordance with Section 1507.10. For industrial users, the values written into IDPs for the above pollutants shall apply at the end of the industrial wastestream and prior to dilution with non-industrial wastewaters.

Unless specifically identified in an IDP, an industrial user is not allowed to discharge the locally limited pollutants at concentrations significantly greater than background concentrations.

Daily concentration (or mass loading) is the concentration (or mass) of a pollutant discharged, determined from the analysis of a flow-composited sample (or other sampling procedure approved by the Director) representative of the discharge over the duration of a 24-hour day or industrial operating schedule of less than 24 hours.

**B. Screening Levels:** Screening levels are numerical values above which actions are initiated to evaluate, prevent or reduce adverse impacts on the POTW, the environment, and/or human health and safety. The Town monitors industrial sources of conservative pollutant-bearing discharges in comparison to established screening levels, and authorization to discharge at greater concentrations may be granted subject to the administrative procedures for managing mass loading limitations.

Screening levels for non-conservative pollutants are concentration-based values that, if exceeded, represent a potential to compromise worker safety, create flammability or chemical reactivity conditions in the collection system, or result in operational issues

such as excessive organic/solids loadings. Screening levels for non-conservative pollutants are developed as needed using the methodology of the Town.

The pollutants in the following table (list is not all inclusive) are representative of concentrations above which pollutants shall not be discharged to the POTW without the approval of the Director.

POLLUTANT	mg/L	POLLUTANT	mg/L
Total Kjeldhal Nitrogen (TKN)	84	Oil & Grease – EPA Method 1664 HEM	350
Biochemical Oxygen Demand (BOD)	272	Total Petroleum Hydrocarbons - EPA Method 1664 SGT-HEM	100
Total Suspended Solids (TSS)	313	Sulfate (Type I concrete / Type II concrete)	150 / 1,500
Sulfide	1.0	Chloride	1,500
<b>VOLATILE ORGANIC COMPOUNDS</b>			
Acetone	372	Fluorotrichloromethane	1.25
Acrylonitrile	0.482	Formaldehyde	1.47
Benzene	0.001	Hexachloroethane (PCA)	0.06
2-Butoxyethanol	367	Methyl ethyl ketone (MEK)	200 <sup>(1)</sup>
Carbon disulfide	0.007	Methyl isobutyl ketone (MIBK)	36
Chlorobenzene	0.304	Methyl tert-butyl ether (MTBE)	5.5
Chloroform	0.065	Methylene chloride	1.0
1,4-Dichlorobenzene	0.103	Tetrachloroethylene (PCE)	0.23
1,1-Dichloroethane	1.74	Toluene	0.69
1,2-Dichloroethane	0.08	1,2,4-Trichlorobenzene	0.64
Trans 1,2-Dichloroethylene	2.06	1,1,1-Trichloroethane (TCA)	2.7
1,2-Dichloropropane	3.0	Trichloroethene	0.32
1,3-Dichloropropene	0.01	Vinyl chloride (chloroethene)	0.002
Di-isobutylketone (DIBK)	8.0	Xylenes	1.4
Ethylbenzene	1.35	–	–

NOTE 1. The MEK limit is a hazardous waste criterion and may not be equal to or exceeded under any circumstances.

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If any of the screening levels are exceeded, repeat analysis may be required by the Town to verify compliance or noncompliance with that screening level. If noncompliance is indicated, then the industrial user may be required, at the discretion of the Director, to conduct an appropriate engineering evaluation at the industrial user's expense to determine the potential impact of the discharge of this pollutant to the Town's POTW or alternatively, to develop a pollution prevention plan specifically addressing the pollutant that exceeds the screening level. This study or plan shall be approved by and conducted under the supervision of the Town. Should the evaluation indicate the impact to be unsatisfactory, the industrial user shall reduce the pollutant concentration to a satisfactory level. If the evaluation supports development of an alternate site-specific limitation, then the screening level may, at the discretion of the Director, be adjusted as a special agreement for the industrial user and administered as a permit limitation for the specific discharge.

If an industrial user proposes to discharge at concentrations greater than the concentration-based screening level maintained by the Town, then the industrial user may be required to conduct the evaluations described in the previous paragraph. Should the evaluations support an alternate site-specific limitation, then the screening level may, at the discretion of the Director, be adjusted as a special agreement for the industrial user and administered as a permit limitation for the specific discharge.

- 1507.7. Best Management Practices. The Town may develop Best Management Practices (BMPs) to implement Sections 1507.3 and 1507.6. Such BMPs shall be considered local limits and pretreatment standards for the purposes of these regulations.
- 1507.8. Special Agreements. No statement contained in Section 1507 except for Sections 1507.1, 1507.2, and Section 1507.5 shall be construed as preventing any special agreement or arrangement between the Town and any industrial user whereby an industrial waste of unusual strength or character may be accepted by the Town for treatment provided that said agreements do not contravene any requirements of existing federal or State laws, and/or regulations promulgated thereunder, are compatible with any user charge system in effect, and do not waive applicable federal categorical pretreatment standards. Special agreement requests may require submittal of a best management practices plan that specifically addresses the discharge for which a special agreement is requested.
- 1507.9. Dilution. No wastewaters, which otherwise will not meet the requirements of these regulations, shall be diluted with river water or other unpolluted waters in order to render the wastewater acceptable as meeting the requirements of these ordinances. The Director may impose mass limitations on users to discourage the use of dilution to meet applicable pretreatment standards or requirements, or in other cases when the imposition of mass limitations is appropriate.
- 1507.10. Mass Based Limitations. Users implementing process changes may request that compliance be determined based on mass limitations in lieu of concentration limitations. Such mass-based limitations will be calculated from the permitted concentration-based limitations and flows, and shall be equivalent to or less than the mass discharge in effect at the time of the request. The intent of a mass-based limit is to encourage and allow pollution prevention and/or water conservation measures that might cause a facility to increase pollutant concentrations in their discharge even though the total mass of the pollutant discharged does not increase, and may in fact decrease. Decisions on granting requests for mass-based compliance limitations will be based on user-specific information and current operating conditions of the POTW,

and will be at the discretion of the Director. Implementation of mass-based limitations may not contravene any requirements of federal or State laws and/or regulations implemented thereunder, and may not waive applicable federal categorical pretreatment standards.

- 1507.11. Town's Right of Revision. The discharge standards and requirements set forth in Section 1507 are established for the purpose of preventing discharges to the POTW that would harm either the public sewers, wastewater treatment process, or equipment; would have an adverse effect on the receiving stream; or would otherwise endanger lives, limb, public property, or constitute a nuisance.

To meet these objectives, the Director may, from time to time, review and set more stringent standards or requirements than those established if, in the Director's opinion, such more stringent standards or requirements are necessary to meet the above objectives. In forming this opinion, the Director may give consideration to such factors as the quantity of waste in relation to flows and velocities in the sewers, materials of construction of the sewers, the wastewater treatment process employed, capacity of the wastewater treatment facility, degree of treatability at the wastewater treatment facility, pollution prevention activities, and other pertinent factors. The limitations or restrictions on materials or characteristics of waste or wastewaters discharged to the sanitary sewer shall not be exceeded without the approval of the Director.

The Director shall allow affected industrial users reasonable time to comply with any changes to the local limits. The conditions and schedule for compliance shall accompany the written notification of amended local limits.

Users implementing process changes may request that compliance be determined based on mass limitations in lieu of concentration limitations. Such mass-based limitations will be calculated from the permitted concentration-based limitations and flows, and shall be equivalent to or less than the mass discharge in effect at the time of the request. The intent of a mass-based limit is to encourage and allow pollution prevention and/or water conservation measures that might cause a facility to increase pollutant concentrations in their discharge even though the total mass of the pollutant discharged does not increase, and may in fact decrease. Decisions on granting requests for mass-based compliance limitations will be based on user-specific information and current operating conditions of the POTW, and will be at the discretion of the Director. Implementation of mass-based limitations may not contravene any requirements of federal or State laws and/or regulations implemented thereunder, and may not waive applicable federal categorical pretreatment standards.

## 1508 Pretreatment of Wastewater

The Town shall determine the quantity and quality of all industrial wastes which can be properly received by the POTW and treated at the wastewater treatment facility, in addition to the sanitary wastewater from the Town.

- 1508.1. Pretreatment Facilities. If any waters or wastes are discharged, or are proposed to be discharged to the public sewers, which waters contain the substances or possess the characteristics enumerated in Section 1507 of this Ordinance, and which in the judgment of the Town, may have a deleterious effect upon the POTW, processes, equipment, or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the Town may:

Reject the waters or wastes;



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Require pretreatment to an acceptable condition for discharge to the public sewers. If applicable or required, such pretreatment requirements will conform to the requirements of the EPA;

Require control (e.g., equalization) over the quantities and rates of discharge; and/or

Require payment to cover the added cost of handling and treating the wastes.

If the Director allows the pretreatment or equalization of waste flows, the design and installation of the systems and equipment shall be subject to the review and approval of the Director and the State.

- 1508.2. **Town Review and Approval.** Where pretreatment or equalization of wastewater flows prior to discharge into any part of the wastewater treatment system is required, plans, specifications and other pertinent data or information relating to such pretreatment of flow-control facilities shall first be submitted to the Town for review and approval. Such approval shall not exempt the discharge or such facilities from compliance with any applicable code, ordinance, rule, regulation or order of any governmental authority. Any subsequent alterations or additions to such pretreatment or flow-control facilities shall not be made without due notice to and prior approval of the Town.

Where preliminary treatment or flow-equalizing facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at the owner's expense.

- 1508.3. **Fats, Oils, and Grease (FOG), and Grit Interceptors.** Interceptors for oil, grease, grit or other substances harmful or hazardous to the building drainage system, the public sewer or POTW shall be provided at the owner's expense when required by plumbing code, or in the opinion of the Town, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, as described in 1507.2, or any flammable wastes, sand or other harmful constituents as described in 1507.2 except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the Town, shall be located so as to be readily and easily accessible for cleaning by the owner and inspection by the Town, and shall be maintained by the owner(s) at the owner's expense in a continuous, efficient operating condition at all times. In the maintaining of these interceptors, the owner(s) shall be responsible for the proper removal and disposal by appropriate means of the captured material and shall maintain records of the dates, and means of disposal which are subject to review by the Director. Maintenance records shall be made available to the Town upon request. Any removal and hauling of the collected materials not performed by owner(s) personnel must be performed by currently licensed waste disposal firms.

Concentrated greases and oils from fryers, grill and stove grease accumulation traps, and vent hoods shall be properly disposed or recycled and shall not be discharged to the sewer.

All new food service establishments (including but not limited to restaurants, hotel kitchens, hospital kitchens, school kitchens, bars, factory cafeterias and clubs) and any other facility discharging fats, oil and grease above the effluent limits described in 1507 shall be served by:

- A. An external FOG interceptor, subject to the Director's approval, installed on a separate building sewer line servicing kitchen flows and connected only to the following fixtures or drains:

- (i) pot sinks;
- (ii) pre-rinse sinks;
- (iii) any sink into which fats, oils, or grease are likely to be introduced;
- (iv) soup kettles or similar devices;
- (v) wok stations, rotisseries;
- (vi) floor drains or sinks into which kettles may be drained;
- (vii) automatic hood wash units;
- (viii) dishwashers without pre-rinse sinks; and
- (ix) any other fixtures or drains that are likely to allow fats, oils and grease to be discharged.

The FOG interceptor serving the above shall be sized at 1,000 gallons or greater and providing a minimum detention time of 24 hours.

- B. If an external interceptor is not practical, FOG-bearing wastewaters shall be served by an indoor automated grease recovery unit(s) (AGRUs) that separates grease from the wastewater by active mechanical or electrical means, and are subject to the Director's approval and the following requirements:

- (i) An AGRU(s) shall be installed immediately downstream of each fixture or multiple fixtures listed in subsection (A) of this section.
- (ii) The AGRU shall be sized to properly pre-treat the measured or calculated flows for all connected fixtures or drains.
- (iii) The AGRU shall be constructed of corrosion-resistant material such as stainless steel or plastic.
- (iv) Solids shall be intercepted and separated from the effluent flow using an internal or external strainer mechanism. This mechanism shall be an integral part of the unit.
- (v) The unit shall operate using a skimming device, automatic draw-off, or other mechanical means to automatically remove separated fats and oils. This automatic skimming device shall be either hard wired or cord & plug connected electrically and controlled using a timer or level control. The operation of the automatic skimming device shall be field adjustable. The AGRU shall operate no less than once per day.
- (vi) The AGRU shall be fitted with an internal or external flow control device to prevent the exceedance of the manufacturer's recommended design flow.
- (vii) The AGRU shall be located so as to permit easy access for maintenance.
- (viii) No fixture or drain other than those listed in subsection (A) of this section shall be connected to the AGRU unless approved by the authorized agent.

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(ix) All AGRUs shall be designed and installed in accordance with the manufacturer's specifications.

Existing food service establishments undergoing significant renovation, or those designated in sewer service areas experiencing problems, such as grease blockages, may be required by the Director to install or upgrade existing FOG removal systems to satisfy the requirements of these regulations.

1508.4. Amalgam Separators. Any dental practice that is required by Env-Wq 306 to have an amalgam separator shall properly install and maintain the separator.

1508.5. Additional Pretreatment Measures. Whenever deemed necessary, the Director may require users to restrict their discharge during peak flow periods, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate sanitary sewage wastestreams from industrial wastestreams, and impose such other conditions as are deemed necessary to protect the POTW and determine the user's compliance with the requirements of these regulations.

The Director may require any person discharging into the POTW to install and maintain, on their property and at their expense, a suitable storage and flow-control facility to ensure equalization of flow. An IDP may be issued solely for flow equalization.

1508.6. Monitoring Facilities. When required by the Town, the Owner of any property serviced by a Building Sewer carrying industrial wastes shall install a suitable control structure together with such necessary meters and other appurtenances in the Building Sewer to facilitate observation, sampling, and measurement of the wastes. Such structure, when required, shall be accessible and safely located, and shall be constructed in accordance with plans approved by the Director. The structure shall be installed by the owner(s) at the owner's expense, and shall be maintained by the owner's so as to be safe and accessible at all times. All industries discharging into a public sewer shall perform such monitoring of their discharges as the Town may reasonably require including installation, use and maintenance of monitoring equipment, keeping records and reporting the results of such monitoring to the Town. The failure of an industrial user to keep its monitoring facility in good working order shall not be grounds for the user to claim that sample results are unrepresentative of its discharge. Such records shall be made available upon request by the Town to other agencies having jurisdiction over discharges to the receiving waters.

Users with the potential to discharge flammable substances shall, at the discretion of the Director, install and maintain an approved combustible gas detection meter and alarm.

1508.7. Accidental Discharge/Slug Control Plans. The Director may evaluate whether an industrial user needs an accidental discharge/slug control plan or other action to control Slug Discharges.

Each industrial user shall provide protection from accidental discharge of prohibited materials or other wastes regulated by these regulations. Facilities to prevent accidental discharge of prohibited materials shall be provided and maintained at the Owner or Operator's own cost and expense. When required by the Director, detailed plans showing facilities and operating procedures to provide this protection and conforming to the spill prevention control regulations of the EPA shall be submitted to the Town for review. Review and acceptance of such plans and operating procedures shall not relieve the industrial user from the responsibility to modify its facility as

necessary to meet the requirements of these regulations. An accidental discharge/slug control plan shall address, at a minimum, the following:

- A. Description of discharge practices, including non-routine batch discharges;
- B. Description of stored chemicals;
- C. Procedures for immediately notifying the POTW of any accidental or slug discharge as required by Section 1511.3 of these regulations; and
- D. Procedures to prevent adverse impact from any accidental or slug discharge.

Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents), and/or measures and equipment necessary for emergency response.

- 1508.8. **Best Management Practices Plans.** The Director may develop or require any person discharging wastes into the POTW to develop and implement, at their own expense, a Best Management Practices Plan (BMP Plan), also referenced as a pollution prevention plan (e.g., BMPs for commercial kitchen clean-up to reduce FOG load to grease interceptors). The Director may require users to submit as part of the BMP Plan information that demonstrates adherence to the following elements:

*Management Support.* For changes to be effective, the visible support of top management is required. Management's support should be explicitly stated and include designation of a pollution prevention coordinator, goals, and time frames for reductions in volume and toxicity of wastestreams, and procedures for employee training and involvement.

*Process Characterization.* A detailed process waste diagram shall be developed that identifies and characterizes the input of raw materials, the outflow of products, and the generation of wastes.

*Waste Assessment.* Estimates shall be developed for the amount of wastes generated by each process. This may include establishing and maintaining waste accounting systems to track sources, the rates and dates of generation, and the presence of hazardous constituents.

*Analysis of Waste Management Economics.* Waste management economic returns shall be determined based on the consideration of:

- A. Reduced raw material purchases;
- B. Avoidance of waste treatment, monitoring and disposal costs;
- C. Reductions in operations and maintenance expenses;
- D. Elimination of permitting fees and compliance costs;
- E. Reduced liabilities for employee/public exposure to hazardous chemicals and cleanup of waste disposal sites.

*Development of Best Management Practices Alternatives.* Current and past best management practices activities shall be assessed, including estimates of the reduction in the amount and toxicity of waste achieved by the identified actions. Opportunities for pollution prevention shall then be assessed for identified processes where raw

materials become or generate wastes. Technical information on pollution prevention shall be solicited and exchanged, both from inside the organization and out.

*Evaluation and Implementation.* Technically and economically feasible pollution prevention opportunities shall be identified and an implementation timetable with interim and final milestones shall be developed. The recommendations that are implemented shall be periodically reviewed for effectiveness.

*Recordkeeping.* Documentation demonstrating implementation or compliance with best management practices shall be created, retained, and made available as required.

The review and approval of such pollution prevention plans by the Town shall in no way relieve the user from the responsibilities of modifying their facilities as necessary to produce a discharge acceptable to the Town in accordance with the provisions of these regulations.

### **1509 Industrial Wastewater Discharge Permit (IDP) Application**

1509.1. Wastewater Characterization. When requested by the Director, a user must submit information on the nature and characteristics of its wastewater within sixty (60) days of the request. The Director is authorized to prepare a form for this purpose and may periodically require users to update this information.

1509.2. Industrial Wastewater Discharge Permit Requirement.

- A. No significant indirect discharger shall discharge wastewater into the POTW without first obtaining an IDP from the Director, except that a significant indirect discharger that has filed a timely and complete application pursuant to Section 1509.4 of these regulations may continue to discharge for the time period specified therein.
- B. The Director may require other users to obtain IDPs, or submit an application for an IDP, as necessary to execute the purposes of these regulations.
- C. Any violation of the terms and conditions of an IDP shall be deemed a violation of these regulations and subjects the industrial discharge permittee to the enforcement actions set out in Section 1514 of these regulations. Obtaining an IDP does not relieve a permittee of its obligation to comply with all federal and State pretreatment standards or requirements or with any other requirements of federal, State, and local law.
- D. A permit fee will be assessed in accordance with the Select Board's tables of fees and charges. All permittees will pay all Town costs to test, monitor, and report to the EPA and NHDES as required by law for said permit conditions and requirements.

1509.3. State Indirect Discharge Request. Any new industrial waste, or any alteration in either flow or waste characteristics of greater than 20 percent of existing industrial wastewater that is being discharged into the POTW, or that the Director believes could cause interference with the POTW or have an adverse effect on the receiving water or otherwise endanger life, limb, public property or constitute a nuisance, shall be approved by the NHDES Water Division. Such approvals shall be obtained in accordance with Section 1511.2 of these regulations.

1509.4. Industrial Wastewater Discharge Permitting – Existing Connections. Any user required to obtain an IDP who was discharging wastewater into the POTW prior to the effective date of these regulations, and is not currently covered by a valid IDP, and who wishes

to continue such discharges in the future, shall, within sixty (60) days after said date, apply to the Director for an IDP in accordance with Section 1509 of these regulations, and shall not cause or allow discharges to the POTW to continue after one hundred twenty (120) days of the effective date of these regulations except in accordance with an IDP issued by the Director.

1509.5. Industrial Wastewater Discharge Permitting – New Connections. Any user required to obtain an IDP who proposes to begin or recommence discharging into the POTW must obtain an IDP prior to the beginning or recommencing of such discharge. An application for this IDP, in accordance with Section 1509.6 of these regulations, must be filed at least ninety (90) days prior to the date upon which any discharge will begin or recommence.

1509.6. Industrial Wastewater Discharge Permit Application Contents. When required by the Town, persons subject to these rules shall submit an application for an IDP. Such information may include some or all of the following:

- A. The name and address of the facility, including the name of the operators and owners.
- B. A list of all environmental permits held by or for the facility.
- C. A brief description of the nature, average rate of production, and Standard Industrial Classification of the operations carried out at such facility.
- D. A listing of all raw materials and chemicals used or stored at the facility that are or could accidentally or intentionally be discharged to the POTW, including usage information and quantities released to the sewer.
- E. An identification of the categorical pretreatment standards applicable to each regulated process.
- F. An analysis identifying the nature and concentration of pollutants in the discharge.
- G. Site plans, floor plans, and details to show all major sources of industrial wastewater and points of discharge.
- H. Information showing the measured average daily and maximum daily flow, in gallons per day, to the public sewer from regulated process streams and from other streams.
- I. A schedule of actions to be taken to comply with discharge limitations.
- J. Details of wastewater pretreatment facilities.
- K. Copies of Best Management Practices Plans, Slug Control Plans or other similar plans that describe pollution prevention activities that may exist at the facility.
- L. Additional information as determined by the Director may also be required.

Incomplete or inaccurate applications will not be processed and will be returned to the user for revision.

1509.7. Signatories and Certification. All IDP applications and user reports must be signed by an authorized representative of the user and contain the following certification statement:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on

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my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

**1509.8. Hauled Wastewater.**

- A. Septic tank waste may be introduced into the POTW only at locations designated by the Director, and at such times as are established by the Director, provided such wastes do not contain unacceptable quantities of toxic pollutants or materials, and provided such discharge does not violate any other special requirements established by the Town. Transport and discharge of such waste shall comply with Section 1516 of this Ordinance.
- B. The Director may require generators and/or haulers of hauled industrial waste to obtain Industrial Discharge Permits. The Director may also prohibit the disposal of hauled industrial waste. All other requirements of these Sewer Regulations apply to the discharge of hauled industrial waste.
- C. Industrial waste haulers may discharge loads only at locations designated by the Director. No load may be discharged without prior consent of the Director. The Director may collect samples of each hauled load to ensure compliance with applicable standards. The Director may require the industrial waste hauler to provide a waste analysis of any load prior to discharge.
- D. Industrial waste haulers shall provide a waste-tracking form for every load. This form shall include, at a minimum, the name and address of the industrial waste hauler, permit number, truck identification, names and addresses of sources of waste, and volume and characteristics of waste. The form shall identify the type of industry, known or suspected waste constituents, and a certification that the wastes are not hazardous wastes.

**1510 Industrial Wastewater Discharge Permit Issuance**

- 1510.1. IDP Decisions. The Director will evaluate the data provided by the industrial user and may require additional information. Within thirty (30) days of receipt of a complete IDP application [or ninety (90) days in the case of an application for a new or increased discharge requiring review and approval by the NHDES Water Division], the Director will determine whether or not to issue an IDP. The Director may deny any application for an IDP.
- 1510.2. IDP Duration. An IDP shall be issued for a specified time period, not to exceed three (3) years for significant indirect dischargers [five (5) years for other users] from the effective date of the permit. An IDP may be issued for a period less than these intervals at the discretion of the Director. Each IDP will indicate a specific date upon which it will expire. IDPs shall be terminated upon cessation of operations or transfer of business ownership, unless notification of such transfer is provided in accordance with Section 1510.6 of these regulations. All IDPs issued to a particular user are void upon the issuance of a new IDP to that user.
- 1510.3. IDP Contents. An IDP shall include such conditions as are deemed reasonably necessary by the Director to prevent pass through or interference, protect the quality of the water body receiving the wastewater treatment facility's effluent, protect human health and safety, facilitate biosolids management and disposal, and protect against damage to the POTW.

## IDPs will contain::

- A. User name, street address, mailing address, and daytime telephone number;
- B. Dates of IDP issuance and expiration, with a duration that in no event shall exceed five (5) years;
- C. The general and specific conditions and prohibitions from these Sewer Regulations that apply to the discharge;
- D. A statement that the IDP is nontransferable without prior notification to the Town in accordance with Section 1510.6 of these regulations, and provisions for providing the new owner or operator with a copy of the existing IDP;
- E. A list of pollutants, allowable parameters, and discharge limitations'
- F. Each condition specified in the NHDES' IDR approval;
- G. Identification of applicable federal categorical pretreatment standards;
- H. Self-monitoring, sampling, inspection, reporting, and record-keeping requirements. For pollutants to be monitored, these requirements shall include sampling locations, sampling frequencies, and sample types based on these regulations, and State and federal laws, rules and regulations;
- I. Notification requirements for:
  - 1. Slug loading;
  - 2. Spills, bypasses, and upsets;
  - 3. Changes in volume or characteristics of the discharge for which a permit revision is not required; and
  - 4. Permit violations.
- J. Notification requirements prior to any new or increased discharge;
- K. For users with reporting requirements, such reports at a minimum shall require:
  - 1. Periodic monitoring results indicating the nature and concentration of pollutants in the discharge from the regulated processes governed by the IDP and the average and maximum daily flow for these process units;
  - 2. A statement as to whether the applicable pretreatment standards and requirements are being met on a consistent basis and, if not, identification of additional operation and maintenance practices and/or pretreatment systems that are necessary;
  - 3. Submittal of any monitoring results performed in addition to the requirements of the IDP using procedures prescribed in the permit; and
  - 4. Appropriate supporting documentation for items 1 through 3 above.
- L. Applicable definitions from these Sewer Regulations;
- M. A statement of applicable civil and criminal penalties for violation of pretreatment standards and requirements;
- N. Requirement to submit a complete new application at a specified frequency, which shall be not less than once every five years;
- O. Requirement to provide a copy of the permit to the NHDES, if the NHDES so requests;



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- P. Notification that the state has legal authority to take direct action against the user to enforce the provisions of Env-Wq 305.01 in accordance with RSA 485-A:5, IV, reprinted in Appendix C;
  - Q. A statement that compliance with the IDP does not relieve the permittee of responsibility for compliance with all applicable federal and State pretreatment standards, including those that become effective during the term of the IDP; and
  - R. Other conditions as deemed appropriate by the Director to ensure compliance with these regulations, and State and federal laws, rules, and regulations.

IDPs may contain, but not be limited to, the following:

- A. Requirements to control Slug Discharges, if determined by the Director to be necessary; and
    - B. Any applicable compliance schedule. This schedule may not extend the time for compliance beyond that required by these regulations, and applicable State and federal laws, rules and regulations.
    - C. Limitations on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization;
    - D. Requirements for the installation of pretreatment technology, pollution control, or construction of appropriate containment devices, designed to reduce, eliminate, or prevent the introduction of pollutants into the POTW;
    - E. Requirements for the development and implementation of spill control plans or other special conditions including best management practices necessary to adequately prevent accidental, unanticipated, or nonroutine discharges;
    - F. Development and implementation of Best Management Practices to control the amount of pollutants discharged to the POTW;
    - G. The unit charge or schedule of user charges and fees for the management of the wastewater discharged to the POTW;
    - H. Requirements for installation and maintenance of inspection and sampling facilities and equipment;
- 1510.4. IDP Appeals. Any person, including the user, may petition the Director to reconsider the terms of an IDP within thirty (30) days of its issuance.
- A. Failure to submit a timely petition for review shall be deemed to be a waiver of the administrative appeal.
  - B. In its petition, the appealing person or user must indicate the IDP provisions objected to, the reasons for this objection, and the alternative condition, if any, it seeks to place in the IDP.
  - C. The effectiveness of the IDP shall not be stayed pending the appeal.
  - D. If the Director fails to act within thirty (30) days, a request for reconsideration shall be deemed to be denied. Decisions not to reconsider an IDP, not to issue an IDP, or not to modify an IDP shall be considered final administrative actions for purposes of judicial review.
  - E. Aggrieved parties may appeal the conditions of the IDP in accordance with Section 1518.2 of these regulations.

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The filing of a request by the permittee for an IDP modification does not stay any IDP conditions.

1510.5. **IDP Modifications.** The Director may modify an IDP for good cause, including, but not limited to, the following reasons:

- A. To incorporate any new or revised federal, State, or local pretreatment standards or requirements;
- B. To address significant alterations or additions to the user's operation, processes, or wastewater volume or character since the time of IDP issuance;
- C. A change in the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge;
- D. Information indicating that the permitted discharge poses a threat to the Town POTW, Town personnel, or the water quality in the receiving waters;
- E. Violation of any terms or conditions of the IDP;
- F. Misrepresentations or failure to fully disclose all relevant facts in the IDP application or in any required reporting;
- G. Revision of or a grant of variance from categorical pretreatment standards pursuant to 40 CFR 403.13;
- H. To correct typographical or other errors in the IDP; or
- I. To reflect a transfer of the facility ownership or operation to a new owner or operator.

1510.6. **IDP Transfer.** IDPs may be transferred to a new owner or operator only if the permittee provides at least sixty (60) days advance notice to the Director and the Director approves the IDP transfer. The notice to the Director must include a written certification by the new owner or operator that:

- A. States that the new owner and/or operator has no immediate intent to change the facility's operations and processes that generate wastewater to be discharged to the POTW;
- B. Identifies the specific date on which the transfer is to occur; and
- C. Acknowledges full responsibility for complying with the existing IDP.

Failure to provide the required advance notice of a transfer renders the IDP void as of the date of facility transfer.

1510.7. **IDP Termination.** The Director may terminate an IDP for good cause as described in Section 1514.6.

1510.8. **IDP Reissuance.** A user with an expiring IDP shall apply for reissuance of the IDP by submitting a complete IDP application, in accordance with Section 1509.6 of these regulations, a minimum of sixty (60) days prior to the expiration of the user's existing IDP. Under no circumstances shall the permittee continue to discharge without an effective permit. An expired IDP will continue to be effective and enforceable until the IDP is reissued if:

- A. The industrial user has submitted a complete IDP application at least sixty (60) days prior to the expiration date of the user's existing permit; and

- B. The failure to reissue the IDP, prior to expiration of the previous IDP, is not due to any act or failure to act on the part of the industrial user.

1510.9. Regulation of Waste Received from Other Jurisdictions.

- A. If another municipality, or user located within another municipality, contributes wastewater to the POTW, the Town shall enter into an intermunicipal agreement with the contributing municipality.
- B. Intermunicipal agreements must receive NHDES approval.

**1511 Reporting Requirements**

1511.1. Periodic Compliance Reports.

- A. All Significant Indirect Dischargers shall submit periodic reports as required, but not less often than semiannually, indicating the nature and concentration of pollutants in the discharge from the regulated processes governed by pretreatment standards and the average and maximum daily flow for the reporting period. The reports shall state whether the applicable categorical pretreatment standards and effluent limitations are being met on a consistent basis and, if not, what additional operation and maintenance practices and/or pretreatment are necessary. In cases where compliance with a Best Management Practice or pollution prevention alternative is required, the industrial user shall submit documentation as required by the Town or the applicable Standards to determine compliance status of the user. All periodic compliance reports must be signed and certified in accordance with Section 1509.7 of these regulations. Additional requirements for such reports may be imposed by the Director.
- B. All wastewater samples must be representative of the user's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean and orderly, and maintained in good working order at all times. The failure of a user to maintain its monitoring facility in satisfactory working condition shall not be grounds for the user to claim that sample results are unrepresentative of its discharge.
- C. If a user subject to the reporting requirements in the previous paragraph of this section monitors any pollutant more frequently than required by these regulations, using procedures prescribed in Sections 1511.7 and 1511.8, the results of this monitoring shall be included in the report.

1511.2. Reports of Changed Conditions. Each user must notify the Director of any planned significant changes to the user's operations or system that might alter the nature, quality, or volume of its wastewater at least ninety (90) days before the change.

- A. The Director may require the user to submit such information as deemed necessary to evaluate the changed condition, including the submittal of an IDP application under Section 1509.6 of these regulations and all information required by the NHDES under the Env-Wq 305.10 *Industrial Wastewater Discharge Request* rules.
- B. Upon approval of the request by the Town, an *Industrial Wastewater Indirect Discharge Request Application* may be submitted by the Town to the NHDES Water Division based on information submitted by the user. All applicable NHDES Water Division review fees shall be provided by the user.

- C. Upon approval of the discharge request by the NHDES Water Division, the Director may issue an IDP under Section 1510 of these regulations or modify an existing IDP under Section 1510 of these regulations in response to changed conditions or anticipated changed conditions.
- D. For purposes of this requirement, significant changes include, but are not limited to, flow increases of twenty percent (20%) or greater, and the discharge of any previously unreported pollutants.

**1511.3. Reports of Slugs or Potentially Adverse Discharges.**

- A. All industrial users shall telephone and notify the Director immediately of all discharges that could cause problems to the POTW, including any slug loadings as defined in Section 1500 of these regulations. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions conducted by the user.
- B. Within five (5) days of the unauthorized discharge, the industrial user shall, unless waived by the Director, submit a written report fully describing the incident, the pollutants involved, the cause of the discharge and the measures taken and to be taken to prevent recurrence. Such notification shall not relieve the user of any expense, loss, damage, or other liability that may be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the user of any fines, penalties, or other liability that may be imposed pursuant to these regulations. This report must be signed and certified in accordance with Section 1509.7 of these regulations.
- C. A notice shall be permanently posted plainly visible to an industrial user's personnel responsible for managing wastewater discharges that instructs all employees whom to call in the event of a spill, slug discharge, pretreatment upset or bypass. Employers shall ensure that all employees who may cause such a discharge to occur know of the required notification to the Director.
- D. The permittee shall notify the Town immediately of any changes at its facility that may affect the potential for a slug discharge. The Town may require the permittee to develop or modify a Slug Control Plan or take other actions to control slug discharges.

**1511.4. Reports from Other Users.** All non-significant users and users not required to obtain an IDP shall provide reports as the Director may require.

**1511.5. Notice of Violation / Repeat Sampling and Reporting.** If sampling performed by an industrial user indicates a violation (*i.e.*, exceedance of a limit), the presence of a previously unreported pollutant, or an exceedance of a screening level, the user shall notify the Town within twenty-four (24) hours of becoming aware of the exceedance. For violations (and unreported pollutants and screening level exceedances at the discretion of the Town), the user shall also repeat the sampling and submit the results as soon as possible but no later than thirty (30) days after becoming aware of the violation, except that the industrial user is not required to resample if:

- A. The industrial user performs sampling at least once per month, or
- B. The Town performs sampling at the industrial user between the time when the user performs its initial sampling and the time when the user receives the noncompliant sampling results.

**1511.6. Discharge of Hazardous Waste.** Any discharge into the POTW of a substance that, if otherwise disposed would be a hazardous waste under 40 CFR Part 261 or are hazardous wastes as defined in the NHDES Hazardous Waste Rules, is prohibited.

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- 1511.7. **Analytical Requirements.** All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in these regulations shall be determined in accordance with EPA approved methods published in the Code of Federal Regulations, Title 40, Part 136 (40 CFR Part 136) or as may be revised. Where 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, sampling and analysis shall be performed by using validated analytical procedures, including procedures suggested by the POTW or other parties.

A laboratory that is currently certified by the State of New Hampshire to perform the requested tests shall perform all analyses. Complete copies of analytical laboratory reports, including all relevant quality control data, shall be submitted as part of each IDP application or report.

- 1511.8. **Sample Collection.**

- A. Except as indicated in paragraph (B), below, the user shall collect wastewater samples using 24-hour flow-proportional composite collection techniques. In the event flow-proportional sampling is not feasible, the Director may authorize the use of time-proportional sampling, or grab sampling where the user demonstrates that this will provide a representative sample of the effluent being discharged. In addition, grab samples may be required to demonstrate compliance with instantaneous maximum allowable discharge limitations (e.g., screening levels established to protect worker health and safety). A single grab sample may also be used in place of multiple grabs or a composite sample with approval of the Director when:
1. The effluent is not discharged on a continuous basis (*i.e.*, batch discharges of short duration), and only when the batch exhibits homogeneous characteristics (*i.e.*, completely mixed) and the pollutant can be safely assumed to be uniformly dispersed;
  2. Sampling is at a facility where the Director determines that a statistical relationship can be established between previous grab samples and composite data; and
  3. The waste conditions are relatively constant (*i.e.*, are completely mixed and homogeneous) over the period of the discharge.
- B. Samples for temperature, pH, cyanides, oil & grease, total phenols, sulfides, and volatile organic compounds shall be obtained using grab collection techniques.
- C. The industrial user is required to collect the number of grab samples necessary to assess and assure compliance with applicable pretreatment standards and requirements.
- D. Using protocols (including appropriate preservation) specified in 40 CFR Part 136 and appropriate EPA guidance, multiple grab samples collected during a 24-hour period may be composited prior to the analysis as follows: for cyanide, total phenols, and sulfides the samples may be composited in the laboratory or in the field; for volatile organics and oil and grease, the samples may be composited in the laboratory.
- E. Samples shall be collected by individuals who are properly qualified, through verifiable training and experience, to perform the type of sampling required. The integrity of all samples shall be ensured by following established chain-of-custody practices for evidentiary samples. Sampling and chain-of-custody records shall be maintained. Copies of chain-of-custody records shall be submitted as part of each analytical report.

- 1511.9. **Timing.** Written reports will be deemed to have been submitted on the date postmarked. For reports that are not mailed, postage prepaid, into a mail facility serviced by the United States Postal Service, the date of receipt of the report shall govern.
- 1511.10. **Recordkeeping.** Users subject to the reporting requirements of these regulations shall retain, and make available for inspection and copying, all records of information obtained pursuant to any monitoring activities required by these regulations and any additional records of information obtained pursuant to monitoring activities undertaken by the user independent of such requirements. The Town may require a user to submit these records upon written request to local or state officials. Records shall include the date, exact location, method, and time of sampling, and the name of the person(s) obtaining the samples; chain of custody; quality assurance/quality control records; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. These records shall remain available for a period of at least five (5) years. This period shall be automatically extended for the duration of any litigation concerning the user or the Town, or where the user has been specifically notified of a longer retention period by the Director.

## **1512 Powers and Authority of Inspectors**

- 1512.1. Duly authorized employees of the Town bearing proper credentials and identification shall be permitted to enter all properties for the purposes of inspection, observation, measurements, sampling, copying of records and testing pertinent to discharge to the POTW and the performance of any additional duties in accordance with the provisions of these regulations. At least once a year the Town will inspect each significant indirect discharger for compliance with the discharge permit, and this inspection shall include sampling if the Town determines that sampling is necessary to determine compliance.
- 1512.2. Duly authorized employees are authorized to obtain information concerning industrial processes which have a direct bearing on the kind and source of discharge to the wastewater collection system. An industry may declare certain information confidential, subject to the requirements in Section 1513 of these regulations.
- 1512.3. While performing the necessary work on private properties referred to in Section 1512.1, above, duly authorized employees of the Town shall observe all safety rules applicable to the premises, and the owner shall be held harmless for injury or death to Town employees, and the Town shall indemnify the owner against loss or damage to its property by Town employees and against liability claims and demands for personal injury, or property damage asserted against the owner and growing out of the gauging and sampling operation, except as such may be caused by negligence or failure of the owner to maintain safe conditions.
- 1512.4. Where a user has security measures in force that require proper identification and clearance before entry into its premises, the user shall make and maintain all necessary arrangements so that, upon presentation of suitable identification, the Director will be permitted to enter without delay for the purposes of performing specific responsibilities.
- 1512.5. The Director shall have the right to set up on the user's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the user's operations.

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- 1512.6. The Director may require the user to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the user at its own expense. All devices used to measure wastewater flow and quality shall be calibrated in accordance with the manufacturer's recommendations (but at least annually) to ensure their accuracy. Calibration records shall be maintained.
- 1512.7. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the user at the written or verbal request of the Director and shall not be replaced. The costs of clearing such access shall be borne by the user.
- 1512.8. Unreasonable delays in allowing the Director access to the user's premises, sampling or inspection sites, or pretreatment records shall be a violation of these regulations.
- 1512.9. The Director and/or other duly authorized employees of the Town, bearing proper credentials and identification, shall be permitted to enter all private properties through which the Town holds a duly negotiated easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair, and maintenance of any portion of the wastewater facilities lying within said easement. All entry and subsequent work, if any, on said easement, shall be done in full accordance with the terms of the duly negotiated easement, pertaining to the private property involved.
- 1512.10. If the Director has been refused access to a building, structure, or property, or any part thereof, and is able to demonstrate probable cause to believe that there may be a violation of these regulations, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program of the Town designed to verify compliance with these regulations or any permit or order issued hereunder, or to protect the overall public health, safety and welfare of the community, then the Director may obtain an administrative inspection warrant under RSA 595-B.

### **1513 Confidential Information / Public Participation**

- 1513.1. Information and data about a user obtained from reports, questionnaires, IDP applications, IDPs, monitoring programs, and from Town inspection and sampling activities, shall be available to the public without restriction unless the user specifically requests, and is able to demonstrate to the satisfaction of the Town, that the release of such information would divulge information, processes or methods of production entitled to protection as trade secrets under applicable law. Any such request must be asserted at the time of submittal of the information or data.
- 1513.2. Wastewater constituents and characteristics and other "effluent data" as defined by 40 CFR 2.302 will not be recognized as confidential information and will be available to the public without restriction.
- 1513.3. When requested and demonstrated by the industrial user furnishing a report that such information should be held confidential, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public but shall be made available immediately upon request to governmental agencies for uses related to these regulations, the NPDES program or pretreatment program, and in enforcement proceedings involving the person furnishing the report.

### **1514 Enforcement and Penalties**

- 1514.1. **Notice of Violation.** The Town, upon being informed in writing of a possible violation of these regulations or on its own initiative, shall make or cause to be made an investigation of facts and an inspection of the premises where such violations may exist. When investigation reveals evidence of any violation, or whenever the Director finds that any person has violated or is violating these regulations, or a IDP or order issued hereunder, the Director shall give written notice, either hand delivered or by certified mail with receipt acknowledged, of such violation to the owner and the occupant of such premises. The Town shall demand in such notice that such violation be abated within some designated reasonable time. Within the time period specified in the notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted to the Director. Submittal of this plan in no way relieves the person of liability for any violations occurring before or after receipt of the Notice of Violation.

If, after such notice and demand, such violation has not been abated within the time specified, the Town shall institute appropriate action to prevent, correct, restrain or abate any violation of the Ordinance. The Town or its agents have the authority to enter the premises, cause the violation to be abated and recover any direct expenses. Nothing in this section shall limit the authority of the Director to take any action, including emergency actions or any other enforcement action, without first issuing a Notice of Violation.

- 1514.2. **Compliance Schedule Development.** The Director may require any user that has violated, or continues to violate, any provision of these regulations, an IDP or order issued hereunder, or any other pretreatment standard or requirement, to develop a compliance schedule. A compliance schedule pursuant to this section shall comply with the following conditions:

- A. The schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standards (such events include, but are not limited to, retaining an engineer, completing preliminary and final design plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation);
- B. No increment referred to above shall exceed nine (9) months;
- C. The user shall submit a progress report to the Director no later than fourteen (14) days following each date in the schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and, if appropriate, the action being taken by the user to return to the established schedule; and
- D. In no event shall more than nine (9) months elapse between such progress reports to the Director.

- 1514.3. **Best Management Practices Plan Development.** The Director may develop or require any user that has violated or continues to violate any provision of these regulations, an IDP, or order issued hereunder, or any other pretreatment standard or requirement, to develop a Best Management Practices Plan acceptable to the Director in accordance with Section 1508.8 of these regulations. The Best Management Practices Plan must specifically address violation(s) for which this action was undertaken. The Best Management Practices Plan shall be developed using good engineering judgment and shall be submitted to the Director no later than sixty (60) days after the user was notified of this requirement.



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- 1514.4. **Show Cause Orders.** The Director may order any person that causes or contributes to a violation of these regulations, IDP or order issued hereunder, or any other pretreatment standard or requirement, to appear before the Director and show cause why the proposed enforcement action should not be taken. Notice shall be served on the person specifying the time and place for the meeting, the proposed enforcement action, the reasons for such action, and a request that the person show cause why this proposed enforcement action should not be taken. The notice of the meeting shall be served personally or by registered or certified mail (return receipt requested) at least ten (10) days prior to the hearing. Such notice may be served on any person or authorized representative of a user. Whether or not a duly notified person appears as noticed, immediate enforcement action may be pursued. A show cause hearing shall not be a bar against, or prerequisite for, executing any other action against the person.
- 1514.5. **Compliance Orders.** When the Director finds that a person has violated or continues to violate the ordinance or a permit or order issued thereunder, the Director may issue an order to the person responsible for the discharge directing that, following a specified time period, sewer service may be discontinued unless adequate treatment facilities, devices, or other related appurtenances have been installed and are properly operated. Orders may also contain such other requirements as might be reasonably necessary and appropriate to address the noncompliance, including the installation of pretreatment technology, additional self-monitoring, and management practices.
- 1514.6. **IDP Termination.** The Director may terminate a user's IDP for good cause, including but not limited to the following:
- A. Violation of IDP conditions;
  - B. Failure to accurately report the wastewater constituents and characteristics of its discharge;
  - C. Failure to report significant changes in operations or wastewater constituents and characteristics;
  - D. Misrepresentation or failure to fully disclose all relevant facts in the IDP application;
  - E. Refusal of reasonable access to the user's premises for the purpose of inspection, monitoring, or sampling;
  - F. Falsifying self-monitoring reports;
  - G. Tampering with monitoring equipment;
  - H. Failure to pay fines;
  - I. Failure to pay sewer charges or fees;
  - J. Failure to meet compliance schedules;
  - K. Failure to complete a wastewater survey;
  - L. Failure to provide advance notice of the transfer of a permitted facility;
  - M. Discharging wastewater that presents an imminent hazard to the public health, safety or welfare, or to the local environment; or
  - N. Violation of any pretreatment standard or requirement, or this Ordinance or order issued hereunder, or any applicable State or federal law.
- 1514.7. **Termination of Discharge.** Any user who violates a Section 1514.6 criteria, or fails to cease and desist from any discharge of wastewater upon termination of their IDP for that discharge, is subject to discharge termination. Such user will be notified of the
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proposed termination of its discharge and be offered an opportunity to show cause under Section 1514.4 of these regulations why the proposed action should not be taken. Exercise of this option by the Director shall not be a bar to, or a prerequisite for, taking any other action against the user.

- 1514.8. **Emergency Suspensions.** The Town may, after informal notice to a person discharging wastewater to the POTW, immediately halt or prevent any such discharge reasonably appearing to present an imminent endangerment to the health and welfare of the public, or any discharge presenting, or which may present, and endangerment to the environment, or which threatens to interfere with the operation of the POTW.
- A. Any person notified of a suspension of its discharge shall immediately terminate or eliminate its wastewater discharge. In the event of a person's failure to immediately comply voluntarily with the suspension order, the Director may implement such steps as deemed necessary, including immediate severance of the sewer connection and entry on private property to halt such discharge, to prevent or minimize damage to the POTW, its receiving stream, or endangerment to any individuals. The Director may allow the person to recommence its discharge when the person has demonstrated to the satisfaction of the Director that the period of endangerment has passed, unless the termination proceedings in Section 1514.7 of these regulations are initiated against the person.
- B. A person that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful contribution and the measures implemented to prevent any future occurrence, to the Director prior to the date of any show cause or termination hearing under Sections 1514.4 or 1514.7 of these regulations.

Nothing in this section shall be interpreted as requiring a hearing prior to any emergency suspension under this section.

- 1514.9. **Recovery of Expenses.** Any person violating any of the provisions of these regulations shall become liable to the Town for any expense, loss or damage occasioned by the Town, by reason of such violations.
- 1514.10. If any Person shall fail, or refuse, upon receipt of a notice of the Town, in writing, to remedy any unsatisfactory condition with respect to a Building Sewer, within forty-five (45) days of receipt of such notice, the Town may remedy any unsatisfactory condition with respect to a Building Sewer and may collect from the Owner the costs and expenses thereof by such legal proceedings as may be provided by law. The Town shall have full authority to enter on the Owner's property to do whatever is necessary to remedy the unsatisfactory condition. The 45-day notice period shall not apply to a condition that threatens public health and/or safety.
- 1514.11. **Penalties (Fines).** When the Director of Public Works finds that a person has violated, or continues to violate, any provision of this Ordinance, an IDP, or order issued hereunder, or any other Pretreatment Standard or Requirement, the Director of Public Works may fine such user in an amount not to exceed \$1,000. (Ref. RSA 31:39 III) Such fines shall be assessed on a per-violation, per-day basis. In the case of monthly or other long-term average discharge limits, fines shall be assessed for each day during the period of violation. The Director of Public Works is authorized to issue citations seeking penalties and for initiating judicial proceedings for penalties that are not paid.

Issuance of a penalty shall not be a bar against, or a prerequisite for, implementing any other action against a person.

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- 1514.12. **Civil Penalties.** The Town may pursue any other or any combination of remedies for enforcement of this ordinance available to it under applicable law. Each day in which any such violation shall continue shall be deemed a separate offense.
- A. Any person who has violated, or continues to violate, any provision of this Ordinance, an IDP, or order issued hereunder, or any other pretreatment standard or requirement shall be liable to the Town for a maximum civil penalty of \$10,000 per violation per day, as authorized by RSA 149-I:6, plus actual damages incurred by the POTW. In the case of a monthly or other long-term average discharge limit, penalties shall accrue for each day during the period of the violation.
  - B. The Town may recover reasonable attorneys' fees, court costs, and other expenses associated with enforcement activities, including sampling and monitoring expenses, and the cost of any actual damages incurred by the Town. The Town shall petition the Court to impose, assess, and recover such sums.
  - C. In determining the amount of civil liability, the Court shall consider all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the magnitude and duration of the violation, any economic benefit gained through the violation, corrective actions implemented by the person, the compliance history of the person, and any other factor as justice requires.
  - D. Filing a suit for civil penalties shall not be a bar against, or a prerequisite for, implementing any other action against a person.
  - E. The Town shall give notice of the alleged violation to the NHDES within 10 days of commencement of any action under this section. (Ref. RSA 149-I:6)
- 1514.13. **Criminal Penalties.** Any person who willfully or negligently violates any provision of this Ordinance, an IDP, or order issued hereunder, or any other pretreatment standard or requirement shall be subject to criminal action under prevailing sections of the criminal code of the State of New Hampshire. The Director shall cooperate with all law enforcement officials having jurisdiction over such criminal conduct in the event that a prosecution is undertaken. Every separate provision violated shall constitute a separate violation. Every day that a violation occurs shall be deemed a separate violation. Additionally, any violation may be referred to the state for criminal prosecution under its powers. (Ref. RSA 485-A:22 and RSA 485-A:5)
- 1514.14. **Nonexclusive Remedies.** The remedies provided for in these regulations are not exclusive. The Town may take any, all, or any combination of these actions against a noncompliant person. The Town may pursue other action against any person ser without limitation, including *ex parte* temporary judicial relief to prevent a violation of these regulations. Further, the Town is empowered to pursue more than one enforcement action against any noncompliant person

**1515 Affirmative Defenses to Discharge Violations****1515.1. Upset.**

- A. For the purposes of this section, "upset" means an exceptional incident in which there is unintentional and temporary noncompliance with pretreatment standards due to factors beyond the reasonable control of the user. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
- B. An upset shall constitute an affirmative defense to an action brought for noncompliance with pretreatment standards if the requirements of paragraph (C), below, are met.
- C. A user who intends to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
  1. An upset occurred and the user can identify the cause(s) of the upset; and
  2. At the time of the upset, the facility was being operated in a prudent and workman-like manner and in compliance with applicable operation and maintenance procedures;
  3. The user has submitted the following information to the Director within twenty-four (24) hours of becoming aware of the upset (if this information is provided orally, a written submittal must be provided within five (5) days):
    - a. A description of the discharge and cause of noncompliance;
    - b. The period of noncompliance, including exact dates and times or, if not corrected, the anticipated time the noncompliance is expected to continue; and
    - c. Action being implemented and/or planned to reduce, eliminate, and prevent recurrence of the noncompliance.
- D. In any enforcement proceeding, the user seeking to establish the occurrence of an upset shall have the burden of proof.
- E. Users will have the opportunity for a judicial determination on any claim of upset only in an enforcement action brought for noncompliance with pretreatment standards.
- F. A user shall control production of all discharges to the extent necessary to maintain compliance with pretreatment standards upon reduction, loss, or failure of its treatment facility until the facility is restored or an alternative method of treatment is provided. This requirement applies in the situation where, among other things, the primary source of power of the treatment facility is reduced, lost, or fails.

- 1515.2. Prohibited Discharge Standards.** A user shall have an affirmative defense to an enforcement action brought against it for noncompliance with the general prohibitions in Section 1507.1 of these regulations or the specific prohibitions in Section 1507.2 of these regulations if it can prove that it did not know, or have reason to know, that its discharge, alone or in conjunction with discharges from other sources, would cause pass through or interference and that either.

- A. A local limit exists for each pollutant discharged and the user was in compliance with each limit directly prior to, and during, the pass through or interference.
- B. No local limit exists, but the discharge did not change substantially in nature or constituents from the user's prior discharge when the Town was regularly in compliance with its NPDES permit, and in the case of interference, was in compliance with applicable biosolids use or disposal requirements.

1515.3. Bypass

- A. For the purposes of this section,
  - 1. "Bypass" means the intentional diversion of wastestreams from any portion of a user's treatment facility.
  - 2. "Severe property damage" means substantial physical damage to property, damage to the treatment facilities that causes them to become inoperable, or substantial and permanent loss of natural resources that can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.
- B. A user may allow any bypass to occur that does not cause pretreatment standards or requirements to be violated, but only if it also is for essential maintenance to assure efficient operation. These bypasses are not subject to the provision of paragraphs (C) and (D) of this section.
- C. The user shall provide the following notifications for bypass events:
  - 1. If a user is aware in advance of the need for a bypass, the user shall submit prior notice to the Director, at least ten (10) days before the date of the bypass, if possible;
  - 2. A user shall submit verbal notice to the Director of an unanticipated bypass that exceeds applicable pretreatment standards within twenty-four (24) hours from the time the user becomes aware of the bypass. A written submittal shall also be provided within five (5) days of the time the user becomes aware of the bypass. The written submittal shall contain a description of the bypass and its cause; the duration of the bypass, including exact dates and times, and, if the bypass has not been corrected, the anticipated time it is expected to continue; and steps implemented or planned to reduce, eliminate, and prevent reoccurrence of the bypass. The Director may waive the written report on a case-by-case basis if the oral report has been received within twenty-four (24) hours.
- D. A bypass of the treatment system is prohibited, and the Director may initiate enforcement action against a user for a bypass, unless:
  - 1. The bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
  - 2. There were no feasible alternatives to the bypass, including the use of auxiliary treatment, or retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass that occurred during normal periods of equipment downtime or preventive maintenance; and
  - 3. The user submitted notices as required under paragraph (C) of this section.

- E. The Director may approve an anticipated bypass, subsequent to considering its adverse effects, if the Director determines that it will satisfy the three conditions listed in paragraph (D) of this section.

**1516 Septage Disposal**

1516.1. No person shall discharge hauled septage into the Town's wastewater POTW who does not hold a septage hauler permit issued pursuant to RSA 485-A:4, XVI-a. A copy of such permit shall be filed by the permit holder with the Town. Upon renewal or revocation of such permit, the hauler shall be responsible for notification of such renewal or revocation to the Town. The Director may limit the quantities of septage that can be received or refuse to receive septage to ensure proper operation of the treatment facility pursuant to RSA 486:13.

1516.2. Septage Hauler Requirements.

- A. A permitted hauler may discharge septage to the facilities provided at the Town's wastewater treatment facility only after paying the charges as set forth in Section 1516.5 of this Ordinance.
- B. Those persons, firms, corporations, municipal subdivisions or institutions that conform to state definition of "RVs" shall dispose of such septage as human excrement or other putrescible materials at the dates, times, and locations designated by the Director.
- C. No person, firm, corporation, municipal subdivision or institution shall discharge any toxic, poisonous, radioactive solids, liquids or gases, or the contents of grease, gas, oil and/or sand interceptors into the Town's wastewater treatment facility without specific authorization of the Director.

1516.3. Temporary Septage Permits. The Director may issue a temporary permit to allow the discharge of septage at a point of discharge other than the wastewater treatment facility in a situation where such temporary discharge point is necessary to protect the health and welfare of the Town. The Director shall issue such permit upon such terms and conditions as the Director deems to be in the best interests of the Town. The temporary permit shall not be valid for a period exceeding twelve (12) months. The Director shall have the right to revoke or suspend the temporary permit in the event that the terms and conditions are not met.

1516.4. Septage Permits.

- A. Any septage hauler who intends to dispose of septage within the limits of the Town shall first obtain a permit from the Town.
- B. Such permit as issued by the Town shall identify:
1. The motor vehicle;
  2. The capacity of the tank;
  3. The NHDES Permit Number; and
  4. Any other details of compliance with NHDES rules.
- C. The following conditions shall constitute conditions precedent to the issuance of each permit by the Town:
1. Each septic tank truck shall be equipped with either a sight level by which the quantity of the contents of each tank may be ascertained by sight or an

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access port through which the quantity of the contents of each truck may be ascertained by depth measurements;

2. Prior to discharging the load, the hauler shall record the following information in a log at the POTW:
  - a. The hauler's name;
  - b. Date;
  - c. Time of disposal;
  - d. Volume disposed;
  - e. Origin of load (property owner's name, address, and telephone number); and
  - f. Nature of the waste (e.g., grease or septage) being disposed.
3. The hauler shall be responsible to see that septage or holding tank wastewater does not leak on the ground near the discharge point, and that all exposed areas were washed to remove traces of septage or holding tank wastewater.
4. Owners of "RVs" who intend to discharge the contents of holding tanks are exempt from the permitting process.

1516.5. Septage Disposal Charge. There shall be a Septage Disposal Charge as established by the Town's current *Fee Schedule* for the receipt of septage into the Town's POTW for treatment. In the event that the permittee has either a defective sight level, no sight level attached to the track, and/or no access to the contents of the truck for depth measurement, the permittee shall be charged according to the full tank capacity at the time of discharge or by other method determined by the Director.

#### **1517 Conflict of Ordinance**

- 1517.1. If a provision of this Ordinance is found to be in conflict with any provision of zoning, building, safety, health or other ordinance or code of the Town, the State of New Hampshire, or the Federal Government existing on or subsequent to the effective date of this Ordinance, that provision, which in the judgment of the Town establishes the higher standard of safety and protection of health, shall prevail.
- 1517.2. The invalidity of any section, clause, sentence or provision of this Ordinance shall not affect the validity of any other part of this Ordinance, which can be given effect without such invalid part or parts.

#### **1518 Interpretation of Requirements**

- 1518.1. Interpretation. The provisions of this Ordinance with respect to the meaning of technical terms and phrases, the classification of different types of sewers, the regulations with respect to installing or constructing connections to sewers or drains, and other technical matters shall be interpreted and administered by the Director acting in and for the Town of Exeter, New Hampshire through the Select Board.
- 1518.2. Appeals. Any party aggrieved by any decision, regulation or provision under this Ordinance, as amended, from time to time, shall have the right of appeal within thirty (30) calendar days of said decision to the Director, who shall issue a decision within thirty (30) calendar days. If said appeal is denied by the Director, then the aggrieved

party shall have the right to appeal to the Exeter District Court for equitable relief, provided that said appeal is entered within thirty (30) calendar days from the issuance of the decision of the Director.

**1519 Modifications**

The Town reserves the right to adopt, from time to time, additional rules and regulations as it shall deem necessary and proper relating to connections with a sewer and the POTW, which additional rules and regulations, to the extent appropriate, shall be a part of these regulations.

**1520 Bell and Flynn Agreement (Agreement terminated 12/19/94)**

**1521 Oak Haven Sewer District (Agreement terminated 04/03/95)**



**1522 Ordinance in Force**

This ordinance shall be in full force and effect from and after its passage, approval, recording, and publications as provided by law.

Duly enacted and ordained this 19th day of December 2022 by the Select Board of the Town of Exeter in Rockingham County, State of New Hampshire, at a duly noticed and duly held session of the said Select Board.

Exeter, New Hampshire

By:

_____	_____
_____	_____
_____	_____
_____	_____

**FY22 Encumbrances**

Town of Exeter  
 2022 Encumbrance Requests  
 For the Year Ended 12/31/22

Please update this report on the shared budget drive no later than Friday, December 16, 2022  
 Your request must be accompanied by a signed contract dated on or before 12/31/22.  
 Please upload the contract to the shared budget drive.

Department	Org Code	Object Code	Account Description	Fund: General, Water or Sewer	PO # (if avail)	Vendor Name	Funds Remaining in Account	Encumbrance Amount Requested	Comments
DPW	01431202	55251	HWY- Road Paving/Maintenance	General	220372	Bell & Flynn	331,030.05	329,516.47	paving not completed in 2022
DPW	01500000	59080	WAR- Intersection Imprvt Plan	General	220385	VHB	50,000.00	50,000.00	Special WAR - on going project
PL	01500000	59112	WAR- Raynes Barn Repairs	General	220399	Bedard Preservation	100,000.00	56,280.00	Delay in LCHIP approval
PL	01500000	59104	WAR- Bike/Pedestrian Plan	General	220398	Rockingham Planning Commission	25,000.00	19,947.69	Special WAR - on going project
PL	01500000	59106	WAR- Facilities Condition Assess	General	220400	TBD	45,000.00	45,000.00	Special WAR
DPW	01500000	59109	WAR- DPW Pavement Hot Box	General	220392	Alta Construction Equipment NE, LLC	59,481.00	46,475.00	Special WAR
						<b>Total General Fund Requested Amount</b>		<b>547,219.16</b>	
W&S	02433523	55161	WT- Lab Testing	Water	220357	Xylem Water Solutions	\$ 9,127.61	\$ 3,500.00	on going project
W&S	02490027	57015	WF-CO- Water Systems	Water	220330	Westec	399,400.88	67,278.00	on going project
W&S	02490027	57015	WF-CO- Water Systems	Water	220328	Underwater Solutions	399,400.88	266,620.00	on going project
W&S	2490027	57009	CO-Vehicles #14A	Water	220395	McFarland Ford	55,055.00	55,055.00	Capital Outlay - will have vehicle in 2023
						<b>Total Water Fund Requested Amount</b>		<b>392,453.00</b>	
W&S	03432031	55055	SA- Consulting Services	Sewer	220265	Underwood Engineers	21,137.76	13,439.72	on going project
W&S	03500000	59113	WAR- Sewer Capacity Rehab	Sewer	220271	Underwood Engineers	198,326.04	198,326.04	Special WAR - on going project
						<b>Total Sewer Fund Requested Amount</b>		<b>211,765.76</b>	

Grand Total of Encumbrances \$ 1,151,437.92

**FY23 Bonds, Budget & Warrant Articles**

<b>Town of Exeter</b>									
<b>2023 Select Board Budget Comparison</b>									
<b>Prepared: November 21, 2022</b>									
<b>Version #3</b>									
						<b>2023 SB Budget vs. 2023 BRC Budget \$ Increase/-(Decrease)</b>	<b>2023 Prelim Budget vs. 2022 Budget \$ Increase/-(Decrease)</b>	<b>2023 Prelim Budget vs. 2022 Budget %-Difference</b>	
<b>DEPARTMENT</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Actual: September</b>	<b>2023 BRC Budget</b>	<b>2023 SB Budget</b>				<b>Explanation</b>
<b>General Fund Appropriations</b>									
<b>General Government</b>									
Select Board	20,247	20,636	14,354	20,968	20,968	-	332	1.6%	
Town Manager	259,561	259,976	210,198	263,231	263,231	-	3,255	1.3%	
Human Resources	114,852	157,836	97,122	180,786	180,786	-	22,951	14.5%	
Transportation	-	1	-	1	1	-	-	0.0%	
Legal	91,974	80,000	61,325	80,000	80,000	-	-	0.0%	
Information Technology	288,326	314,215	196,141	331,562	331,562	-	17,348	5.5%	
Trustees of Trust Funds	891	891	891	891	891	-	-	0.0%	
Town Moderator	377	1,130	673	754	754	-	(377)	-33.3%	
Town Clerk	359,898	376,327	282,325	385,342	385,342	-	9,014	2.4%	
Elections/Registration	8,550	25,003	14,605	15,533	15,533	-	(9,470)	-37.9%	
<b>Total General Government</b>	<b>1,144,676</b>	<b>1,236,015</b>	<b>877,636</b>	<b>1,279,068</b>	<b>1,279,068</b>	<b>-</b>	<b>43,053</b>	<b>3.5%</b>	
<b>Finance</b>									
Finance/Accounting	323,215	353,488	248,176	342,588	334,934	(7,654)	(18,554)	-5.2%	Medical/Dental plan change
Treasurer	9,592	9,792	7,157	9,692	9,692	-	(100)	-1.0%	
Tax Collection	103,558	102,573	79,008	114,508	110,688	(3,820)	8,115	7.9%	Medical/Dental plan change
Assessing	233,527	237,694	182,501	241,473	241,473	-	3,779	1.6%	
<b>Total Finance</b>	<b>669,892</b>	<b>703,547</b>	<b>516,841</b>	<b>708,260</b>	<b>696,787</b>	<b>(11,473)</b>	<b>(6,760)</b>	<b>-1.0%</b>	
<b>Planning &amp; Development</b>									
Planning	218,022	271,096	190,112	281,534	281,534	-	10,438	3.9%	
Economic Development	144,534	153,114	113,187	159,558	159,558	-	6,444	4.2%	
Inspections/Code Enforcement	232,992	279,445	185,324	285,195	285,195	-	5,750	2.1%	
Conservation Commission	9,884	10,089	2,045	10,089	10,089	-	-	0.0%	
Renewable Energy Expense	-	1	-	1	1	-	-	0.0%	
Zoning Board of Adjustment	3,649	4,326	1,636	4,326	4,326	-	-	0.0%	
Historic District Commission	1,429	2,825	2,225	2,825	2,825	-	-	0.0%	
Heritage Commission	893	893	617	893	893	-	-	0.0%	
<b>Total Planning &amp; Development</b>	<b>611,403</b>	<b>721,789</b>	<b>495,146</b>	<b>744,422</b>	<b>744,422</b>	<b>-</b>	<b>22,633</b>	<b>3.1%</b>	
<b>Public Safety</b>									
Police	3,154,884	3,530,920	2,567,597	3,653,837	3,641,566	(12,271)	110,646	3.1%	Medical plan change
Fire	3,584,175	3,883,095	2,698,159	4,088,563	4,095,312	6,749	212,217	5.5%	Medical plan change
Communications	348,406	429,319	270,520	436,862	436,862	-	7,543	1.8%	
Health	114,507	149,663	106,767	152,117	152,117	-	2,454	1.6%	
<b>Total Public Safety</b>	<b>7,201,972</b>	<b>7,992,997</b>	<b>5,643,044</b>	<b>8,331,380</b>	<b>8,325,858</b>	<b>(5,522)</b>	<b>332,861</b>	<b>4.2%</b>	

<b>Town of Exeter</b>									
<b>2023 Select Board Budget Comparison</b>									
<b>Prepared: November 21, 2022</b>									
<b>Version #3</b>									
<b>DEPARTMENT</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Actual: September</b>	<b>2023 BRC Budget</b>	<b>2023 SB Budget</b>	<b>2023 SB Budget vs. 2023 BRC Budget \$ Increase/-(Decrease)</b>	<b>2023 Prelim Budget vs. 2022 Budget \$ Increase/-(Decrease)</b>	<b>2023 Prelim Budget vs. 2022 Budget %-Difference</b>	<b>Explanation</b>
<b>Public Works - General Fund</b>									
Administration & Engineering	288,690	446,842	227,706	488,907	493,490	4,583	46,648	10.4%	Medical/Dental plan change
Highways & Streets	1,890,486	2,156,559	881,898	2,092,636	2,118,668	26,032	(37,891)	-1.8%	Medical/Dental plan change (buyout to family for open position)
Snow Removal	249,662	313,201	326,074	313,016	313,016	-	(185)	-0.1%	
Solid Waste Disposal	1,173,589	1,314,555	816,883	1,407,523	1,407,523	-	92,968	7.1%	
Street Lights	173,307	169,000	109,684	169,000	169,000	-	-	0.0%	
Stormwater	50,223	92,360	11,803	92,360	92,360	-	-	0.0%	
<b>Total Public Works - General Fund</b>	<b>3,825,956</b>	<b>4,492,517</b>	<b>2,374,048</b>	<b>4,563,443</b>	<b>4,594,058</b>	<b>30,615</b>	<b>101,540</b>	<b>2.3%</b>	
<b>Maintenance</b>									
General	472,553	564,485	389,060	597,066	597,066	-	32,581	5.8%	
Town Buildings	274,888	294,175	230,433	303,607	303,607	-	9,432	3.2%	
Maintenance Projects	85,472	100,000	30,574	100,000	100,000	-	-	0.0%	
Mechanics/Garage	184,903	290,699	200,806	282,807	283,656	849	(7,044)	-2.4%	Medical/Dental plan change
<b>Total Maintenance</b>	<b>1,017,817</b>	<b>1,249,359</b>	<b>850,874</b>	<b>1,283,480</b>	<b>1,284,329</b>	<b>849</b>	<b>34,969</b>	<b>2.8%</b>	
<b>Welfare &amp; Human Services</b>									
Welfare	95,858	75,825	75,033	84,806	84,806	-	8,981	11.8%	
Human Services	100,970	105,105	63,228	98,610	98,610	-	(6,495)	-6.2%	
<b>Total Welfare &amp; Human Services</b>	<b>196,828</b>	<b>180,930</b>	<b>138,260</b>	<b>183,416</b>	<b>183,416</b>	<b>-</b>	<b>2,486</b>	<b>1.4%</b>	
<b>Parks &amp; Recreation</b>									
Recreation	346,414	389,118	295,473	402,244	402,244	-	13,126	3.4%	
Parks	212,664	250,998	164,357	220,949	220,949	-	(30,049)	-12.0%	
<b>Total Parks &amp; Recreation</b>	<b>559,078</b>	<b>640,116</b>	<b>459,830</b>	<b>623,193</b>	<b>623,193</b>	<b>-</b>	<b>(16,923)</b>	<b>-2.6%</b>	
<b>Other Culture/Recreation</b>									
Other Culture/Recreation	23,680	18,500	8,283	18,500	18,500	-	-	0.0%	
Special Events	13,694	15,500	13,732	15,500	15,500	-	-	0.0%	
<b>Total Other Culture/Recreation</b>	<b>37,374</b>	<b>34,000</b>	<b>22,015</b>	<b>34,000</b>	<b>34,000</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	
<b>Public Library</b>									
Library	1,080,669	1,124,643	860,848	1,172,320	1,172,320	-	47,677	4.2%	
<b>Total Library</b>	<b>1,080,669</b>	<b>1,124,643</b>	<b>860,848</b>	<b>1,172,320</b>	<b>1,172,320</b>	<b>-</b>	<b>47,677</b>	<b>4.2%</b>	

Town of Exeter									
2023 Select Board Budget Comparison									
Prepared: November 21, 2022									
Version #3									
DEPARTMENT	2021 Actual	2022 Budget	2022 Actual: September	2023 BRC Budget	2023 SB Budget	2023 SB Budget vs. 2023 BRC Budget \$ Increase/-(Decrease)	2023 Prelim Budget vs. 2022 Budget \$ Increase/-(Decrease)	2023 Prelim Budget vs. 2022 Budget %-Difference	Explanation
<b>Debt Service &amp; Capital</b>									
Debt Service	1,368,183	1,385,502	1,379,475	1,497,588	1,497,588	-	112,086	8.1%	
Vehicle Replacement/Lease	290,976	395,077	257,493	229,683	229,683	-	(165,393)	-41.9%	
Misc. Expense	4,001	4	(1,919)	4	4	-	-	0.0%	
Cemeteries	-	1	-	1	1	-	-	0.0%	
Capital Outlay - Other	5,304	4,251	6,072	6,487	6,487	-	2,236	52.6%	
<b>Total Debt Service &amp; Capital</b>	<b>1,668,464</b>	<b>1,784,835</b>	<b>1,641,121</b>	<b>1,733,763</b>	<b>1,733,763</b>	<b>-</b>	<b>(51,071)</b>	<b>-2.9%</b>	
<b>Benefits &amp; Taxes</b>									
Health Insurance Buyout/Sick Leave/Flex Spending	130,332	149,443	184,479	171,929	182,691	10,762	33,248	22.2%	
Insurance Reserves	-	-	-	-	-	-	-	-	
Unemployment	2,897	2,416	2,416	2,320	2,320	-	(96)	-4.0%	
Worker's Compensation	201,346	250,370	250,370	232,160	232,160	-	(18,210)	-7.3%	
Insurance	76,857	72,746	73,900	77,629	77,629	-	4,883	6.7%	
Wage Reclassifications	-	15,000	-	40,000	40,000	-	25,000	166.7%	
<b>Total Benefits &amp; Taxes</b>	<b>411,433</b>	<b>489,975</b>	<b>511,165</b>	<b>524,038</b>	<b>534,800</b>	<b>10,762</b>	<b>44,825</b>	<b>9.1%</b>	
<b>Total GF Operating Budget</b>	<b>18,425,563</b>	<b>20,650,723</b>	<b>14,390,829</b>	<b>21,180,780</b>	<b>21,206,012</b>	<b>25,231</b>	<b>555,289</b>	<b>2.7%</b>	

<b>Town of Exeter</b>									
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Prepared: November 21, 2022									
Version #3									
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<b>Other Appropriations - Warrant Articles</b>									
Police Body Cameras	-	42,846	-			-	(42,846)	-100.0%	
Sick Leave Expendable Trust Fund	-	100,000	-			-	(100,000)	-100.0%	
Conservation Fund Appropriation	-	-	A	50,000	50,000	-	50,000		
Raynes Barn Improvements	-	100,000	-			-	(100,000)	-100.0%	
1-Ton Dump Body Truck	-	71,801	-			-	(71,801)	-100.0%	
Snow/Ice Deficit Fund	-	50,000	-	-	-	-	(50,000)	-100.0%	
Intersection Improvements Program	-	50,000	-			-	(50,000)	-100.0%	
Parks & Rec Capital Reserve Fund	-	100,000	A	100,000	100,000	-	-	-	
Fire Dept Car#3 Replacement	-	47,969	-			-	(47,969)	-100.0%	
Facilities Assessment	-	45,000	-			-	(45,000)	-100.0%	
Ford Explorer Hybrid	-	44,750	-			-	(44,750)	-100.0%	
Bike & Pedestrian Improvement Plan	-	25,000	-			-	(25,000)	-100.0%	
Public Works Facility	-	-	A	50,000	50,000	-	50,000		
Swasey Parkway Permit Fee Approp	-	3,625	-	-	-	-	(3,625)	-100.0%	
Pickpocket Dam Capital Reserve Fund	-	-				-	-		
Highway Pavement Hot Box	-	59,481	-			-	(59,481)	-100.0%	
Town Hall Revolving Fund	-	5,000	-			-	(5,000)	-100.0%	
Linden Street Bridge				295,000	295,000	-	295,000		
ADA Improvements Revolving Fund				25,000	25,000	-	25,000		
Downtown Traffic, Parking & Pedestrian Flow Analysis				50,000	50,000	-	50,000		
Fire Inspector Vehicle Replacement				49,313	49,313	-	49,313		
Sidewalk Tractor Replacement				35,541	35,541	-	35,541		
DPW Truck #5 replacement				53,558	53,558	-	53,558		
Police Tasers				22,133	22,133	-	22,133		
Water Street Reconstruction Design				50,000	50,000	-	50,000		
<b>Total Other Approp.-WAR</b>	<b>-</b>	<b>745,472</b>	<b>-</b>	<b>780,545</b>	<b>780,545</b>	<b>-</b>	<b>35,073</b>	<b>4.7%</b>	
<b>Borrowing Other</b>									
Westside Dr Area Reconst Design		69,338	-			-	(69,338)	-100.0%	
Purchase of 10 Hampton Rd.		1,250,000	-			-	(1,250,000)	-100.0%	
Police Complex with Fire Substation				16,300,000	16,300,000	0.0%	16,300,000		
Intersection Improvements Program				798,000	798,000	0.0%	798,000		
Westside Dr Area Reconstruction				2,415,000	2,415,000	0.0%	2,415,000		
<b>Total Borrowing Other</b>	<b>-</b>	<b>1,319,338</b>	<b>-</b>	<b>19,513,000</b>	<b>19,513,000</b>	<b>-</b>	<b>18,193,662</b>	<b>1379.0%</b>	
<b>Total GF &amp; WAR &amp; Borrowing</b>	<b>18,425,563</b>	<b>22,715,533</b>	<b>14,390,829</b>	<b>41,474,325</b>	<b>41,499,557</b>	<b>25,231</b>	<b>18,784,024</b>	<b>82.7%</b>	



<b>Town of Exeter</b>									
<b>2023 Select Board Budget Comparison</b>									
Prepared: November 21, 2022									
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DEPARTMENT	2021 Actual	2022 Budget	2022 Actual: September	2023 BRC Budget	2023 SB Budget	2023 SB Budget vs. 2023 BRC Budget \$ Increase/- (Decrease)	2023 Prelim Budget vs. 2022 Budget \$ Increase/- (Decrease)	2023 Prelim Budget vs. 2022 Budget %- Difference	Explanation
<b>Water Fund</b>									
Administration	405,809	445,520	337,698	504,380	505,961	1,581	60,441	13.6%	Medical/Dental allocations
Billing and Collection	170,891	192,092	130,613	197,764	194,578	(3,186)	2,486	1.3%	Medical/Dental allocations
Distribution	760,933	894,623	599,259	1,012,624	1,003,750	(8,874)	109,128	12.2%	Medical/Dental plan change
Treatment	824,843	851,625	623,760	928,713	928,713	-	77,088	9.1%	
Debt Service	1,263,181	1,323,021	1,323,020	1,431,038	1,431,038	-	108,017	8.2%	
Capital Outlay	125,566	553,550	-	475,330	475,330	-	(78,220)	-14.1%	
<b>Total WF Operating Budget</b>	<b>3,551,223</b>	<b>4,260,431</b>	<b>3,014,350</b>	<b>4,549,849</b>	<b>4,539,370</b>	<b>(10,479)</b>	<b>278,939</b>	<b>6.5%</b>	
<b>Other Appropriations - Warrant Articles</b>									
SEIU 1984 Collective Bargaining		-	-			-	-		
Salem St. Area Utility Replacements						-	-		
Groundwater Source Development	-	-	A	500,000	500,000	-	500,000		
Public Works Garage Design		-	-			-	-		
Westside Dr Area Reconst Design		192,038	-			-	(192,038)	-100.0%	
Westside Dr Area Reconstruction				2,745,000	2,745,000	-	2,745,000		
Water Street Reconstruction Design				25,000	25,000	-	25,000		
<b>Total Other Appropriations</b>	<b>-</b>	<b>192,038</b>	<b>-</b>	<b>3,270,000</b>	<b>3,270,000</b>	<b>-</b>	<b>3,077,962</b>	<b>1602.8%</b>	
<b>Total Water Fund Appropriations</b>	<b>3,551,223</b>	<b>4,452,469</b>	<b>3,014,350</b>	<b>7,819,849</b>	<b>7,809,370</b>	<b>(10,479)</b>	<b>3,356,901</b>	<b>75.4%</b>	
<b>Sewer Fund</b>									
Administration	458,073	477,909	367,736	513,615	515,196	1,581	37,287	7.8%	Medical/Dental allocations
Billing and Collection	168,947	188,867	126,731	194,187	191,001	(3,186)	2,134	1.1%	Medical/Dental allocations
Collection	549,928	747,297	349,216	815,372	806,498	(8,874)	59,202	7.9%	Medical/Dental plan change
Treatment	1,255,557	1,436,471	874,810	1,634,617	1,634,617	-	198,146	13.8%	
Debt Service	4,077,932	4,305,495	793,788	4,209,659	4,209,659	-	(95,836)	-2.2%	
Capital Outlay	96,680	240,955	5,560	65,330	65,330	-	(175,625)	-72.9%	
<b>Total SF Operating Budget</b>	<b>6,672,117</b>	<b>7,396,994</b>	<b>2,517,841</b>	<b>7,432,780</b>	<b>7,422,301</b>	<b>(10,479)</b>	<b>25,307</b>	<b>0.3%</b>	
<b>Other Appropriations - Warrant Articles</b>									
Court Street Pump Station Design		-	-	400,000	400,000	-	400,000		
Sewer Capacity Rehabilitation		200,000	-	380,000	380,000	-	180,000	90.0%	
Webster Ave Pump Station		5,700,000	-			-	(5,700,000)	-100.0%	
Westside Dr Area Reconst Design		69,338	-			-	(69,338)	-100.0%	
Westside Dr Area Reconstruction				860,000	860,000	-	860,000		
Water Street Reconstruction Design				25,000	25,000	-	25,000		
Vacuum Utility Truck #67				78,338	78,338	-	78,338		
<b>Total Other Appropriations</b>	<b>-</b>	<b>5,969,338</b>	<b>-</b>	<b>1,743,338</b>	<b>1,743,338</b>	<b>-</b>	<b>(4,226,000)</b>	<b>-70.8%</b>	
<b>Total Sewer Fund Appropriations</b>	<b>6,672,117</b>	<b>13,366,332</b>	<b>2,517,841</b>	<b>9,176,118</b>	<b>9,165,639</b>	<b>(10,479)</b>	<b>(4,200,693)</b>	<b>-31.4%</b>	

Town of Exeter											
2023 General Fund SB Budget											
Prepared: November 21, 2022											
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Org	Object	Description	2021 Actual	2022 Budget	2022 Actual September	2023 BRC Budget	2023 SB Budget	2023 SB Budget vs. 2023 BRC Budget \$ Increase/-(Decrease)	2023 SB Budget vs. 2022 Budget \$ Increase/-(Decrease)	2023 SB Budget vs. 2022 Budget % Difference	Explanation
<b>GENERAL FUND</b>											
<b>General Government</b>											
<b>Select Board</b>											
01413010	51000	SB- Sal/Wages Elected	15,750	16,000	11,250	16,000	16,000	-	-	0.0%	\$3K each 4-Select Person, \$4K for 1- Chair Person
		Salaries Total	15,750	16,000	11,250	16,000	16,000	-	-	0.0%	
01413010	52120	SB- Life Insurance	42	210	21	42	42	-	(168)	-80.0%	
01413010	52200	SB- FICA	977	992	698	992	992	-	-	0.0%	Based on wages: 6.2%
01413010	52210	SB- Medicare	229	232	163	232	232	-	-	0.0%	Based on wages: 1.45%
		Benefits Total	1,247	1,434	882	1,266	1,266	-	(168)	-11.7%	
01413010	55055	SB- Consulting Services	-	100	-	100	100	-	-	0.0%	Expenses related to tax dedeed properties, other services
01413010	55050	SB- Conf/Room/Meals	-	100	-	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	-	1	1	-	-	0.0%	Sign for the Town Office
01413010	55273	SB- Special Expense	3,250	3,000	2,223	3,500	3,500	-	500	16.7%	Proclamations, recognitions, special events for committees, E911 Committee activities, memberships
		General Expenses Total	3,250	3,202	2,223	3,702	3,702	-	500	15.6%	
		Select Board Total	20,247	20,636	14,354	20,968	20,968	-	332	1.6%	A
<b>Town Manager</b>											
01413011	51110	TM- Sal/Wages FT	188,180	184,744	150,878	191,472	191,472	-	6,728	3.6%	2 FT: Town Mgr and Executive Assistant
01413011	51200	TM- Sal/Wages PT	6,649	7,500	3,378	7,500	7,500	-	-	0.0%	2 PT: Recording secretaries @ \$15 per hour (SB/BRC/Advisory meetings),
		Salaries Total	194,828	192,244	154,256	198,972	198,972	-	6,728	3.5%	Vacation repl for Ex Asst
01413011	52100	TM- Health Insurance	52,938	53,475	39,121	48,179	48,179	-	(5,298)	-9.9%	1.5% decrease in the premium rate; 16% of Executive Asst allocated to Welfare
01413011	52110	TM- Dental Insurance	3,799	3,743	2,732	3,495	3,495	-	(248)	-6.6%	1.5% increase in the premium rate; 16% of Executive Asst allocated to Welfare
01413011	52120	TM- Life Insurance	195	216	170	199	199	-	(17)	-7.9%	No change in the premium rate; 16% of Executive Asst allocated to Welfare
01413011	52130	TM- LTD Insurance	1,128	1,210	826	1,237	1,237	-	27	2.2%	
01413011	52200	TM- FICA	11,540	11,919	9,149	12,336	12,336	-	417	3.5%	Based on wages: 6.2%
01413011	52210	TM- Medicare	2,699	2,788	2,140	2,885	2,885	-	98	3.5%	Based on wages: 1.45%
01413011	52300	TM- Retirement Town	23,604	25,975	21,213	26,407	26,407	-	432	1.7%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
		Benefits Total	95,903	99,326	75,352	94,738	94,738	-	(4,587)	-4.6%	
01413011	55050	TM- Conf/Room/Meals	50	1,000	1,884	2,000	2,000	-	1,000	100.0%	ICMA/MMANH/Primex conference, seminars
01413011	55088	TM- Dues	16,032	16,500	16,588	16,700	16,700	-	200	1.2%	NHMA (townwide), ICMA (TM), MMANH (TM) annual dues
01413011	55091	TM- Education/Training	170	300	-	300	300	-	-	0.0%	ICMA/MMANH/Primex conference, seminars
01413011	55106	TM- Equipment Purchase	-	300	-	300	300	-	-	0.0%	Small equipment
01413011	55171	TM- Legal/Public Notices	676	400	379	700	700	-	300	75.0%	Budget/bond notices, public hearings, CDBG hearings
01413011	55198	TM - Office Equipment Leases	12,629	12,700	8,194	12,800	12,800	-	100	0.8%	Pitney Bowes Postage & Folding Machines (2021 3 pmts - 2022 4 qtrly pmts); 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	2,521	3,000	2,371	3,000	3,000	-	-	0.0%	Supplies for town offices (paper, etc.)
01413011	55212	TM - Phone Reimbursement	1,915	1,380	1,020	1,380	1,380	-	-	0.0%	Phone reimbursement (TM, EA- 50/50 split with Welfare)
01413011	55224	TM- Postage	179	300	40	300	300	-	-	0.0%	TM office postage needs (Reserve moved to GG); postage rates have increased
01413011	55246	TM- Reference Material	-	100	-	100	100	-	-	0.0%	NHMA, ICMA publications
01413011	55291	TM- Subscriptions	117	200	192	250	250	-	50	25.0%	Exeter News-Letter, Google Storage
01413011	55302	TM- Town Report Expense	2,332	2,400	2,235	2,400	2,400	-	-	0.0%	Printing of annual Town Report (Select Print Solutions)
01413011	55308	TM- Travel Reimbursement	61	700	514	700	700	-	-	0.0%	Mileage reimbursement for TM/EA
		General Expenses Total	36,683	39,280	33,745	40,930	40,930	-	1,650	4.2%	
01413011	55998	TM- Due from Water Fund	(33,927)	(35,437)	(26,578)	(35,705)	(35,705)	-	(268)	0.8%	12.5% water fund
01413011	55999	TM- Due from Sewer Fund	(33,927)	(35,437)	(26,578)	(35,705)	(35,705)	-	(268)	0.8%	12.5% sewer fund
		Due from Water/Sewer Funds	(67,854)	(70,874)	(53,156)	(71,409)	(71,409)	-	(538)	0.8%	

Town of Exeter											
2023 General Fund SB Budget											
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										Version #3	
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		<b>Town Manager Total</b>	<b>259,561</b>	<b>259,976</b>	<b>210,188</b>	<b>263,231</b>	<b>263,231</b>	<b>-</b>	<b>3,255</b>	<b>1.3%</b>	<b>A</b>
<b>Human Resources</b>											
01415515	51110	HR- Sal/Wages FT	81,799	123,385	89,114	146,425	146,425	-	23,040	18.7%	2 FT: Asst Town Manager/HR Director; HR Assistant (FY)
01415515	51200	HR- Sal/Wages PT	25,474	8,610	9,909	16,387	16,387	-	7,777	90.3%	New PT position proposal
		<b>Salaries Total</b>	<b>107,273</b>	<b>131,995</b>	<b>99,022</b>	<b>162,812</b>	<b>162,812</b>	<b>-</b>	<b>30,817</b>	<b>23.3%</b>	
01415515	52100	HR- Health Insurance	9,803	17,774	-	26,185	26,185	-	8,411	47.3%	1.5% decrease in the premium rate
01415515	52110	HR- Dental Insurance	1,317	3,119	2,183	3,799	3,799	-	680	21.8%	1.5% increase in the premium rate
01415515	52120	HR- Life Insurance	106	144	111	216	216	-	72	50.0%	No change in the premium rate
01415515	52130	HR- LTD Insurance	819	821	540	860	860	-	39	4.8%	
01415515	52200	HR- FICA	7,354	8,184	6,468	10,094	10,094	-	1,911	23.3%	Based on wages: 6.2%
01415515	52210	HR- Medicare	1,523	1,914	1,513	2,361	2,361	-	447	23.3%	Based on wages: 1.45%
01415515	52300	HR- Retirement Town	11,360	17,348	12,479	20,192	20,192	-	2,844	16.4%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
		<b>Benefits Total</b>	<b>32,281</b>	<b>49,304</b>	<b>23,293</b>	<b>63,707</b>	<b>63,707</b>	<b>-</b>	<b>14,404</b>	<b>29.2%</b>	
01415515	55050	HR- Conf Rooms/Meals	-	1,320	-	1,320	1,320	-	-	0.0%	Director - IPMA-HR, NHMA & Primex
01415515	55055	HR- Consulting Services	-	1	-	-	-	-	(1)	-100.0%	
01415515	55088	HR- Dues	659	561	-	1,334	1,334	-	773	137.8%	SHRM (Director & Assistant \$219), IPMA-HR-2 @\$156, Anhphehra 2@\$15, \$700 for ICMA
01415515	55091	HR- Education/Training	49	4,875	930	2,800	2,800	-	(2,075)	-42.6%	Munis Training-\$800 per day 5 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	55097	HR- Employee Relations	815	1,500	78	1,500	1,500	-	-	0.0%	Benefits Fair, employee service and recognition
01415515	55099	HR- Employee Notices	56	1,500	-	1,500	1,500	-	-	0.0%	Posting of open job positions
01415515	55106	HR- Office Equipment Purchase	-	350	-	350	350	-	-	0.0%	Small office equipment items
01415515	55180	HR-Mobile Communications	384	585	458	613	613	-	28	4.8%	Cell Phone Plan HR Director (\$51.02 per month-town phone and plan)
01415515	55200	HR- Office Supplies	783	775	279	400	400	-	(375)	-48.4%	Office supplies update filling system and address records retention issues
01415515	55224	HR- Postage	6	350	23	100	100	-	(250)	-71.4%	Estimated mailings to all employees 3 times a year
01415515	55226	HR- Pre-Employment Screening	1,382	600	233	600	600	-	-	0.0%	Pre-employment expenses
01415515	55246	HR- Reference Materials	-	100	-	100	100	-	-	0.0%	Department Required Posters
01415515	55270	HR Software Agreement/Contract	-	180	-	180	180	-	-	0.0%	E-Fax secure HIPPA compliant faxing system - monthly subscription
01415515	55308	HR- Travel Reimbursement	-	100	-	100	100	-	-	0.0%	Mileage, Tolls, Parking
		<b>General Expenses Total</b>	<b>4,114</b>	<b>12,797</b>	<b>2,002</b>	<b>10,897</b>	<b>10,897</b>	<b>-</b>	<b>(1,900)</b>	<b>-14.8%</b>	
01415515	55998	HR- Due from Water Fund	(14,408)	(18,130)	(13,597)	(28,315)	(28,315)	-	(10,185)	56.2%	12.5% to water fund
01415515	55999	HR- Due from Sewer Fund	(14,408)	(18,130)	(13,597)	(28,315)	(28,315)	-	(10,185)	56.2%	12.5% to sewer fund
		<b>Due from Water/Sewer Funds</b>	<b>(28,816)</b>	<b>(36,260)</b>	<b>(27,195)</b>	<b>(56,630)</b>	<b>(56,630)</b>	<b>-</b>	<b>(20,370)</b>	<b>56.2%</b>	
		<b>Human Resources Total</b>	<b>114,852</b>	<b>157,836</b>	<b>97,122</b>	<b>180,786</b>	<b>180,786</b>	<b>-</b>	<b>22,951</b>	<b>14.5%</b>	<b>A</b>
<b>Transportation</b>											
01419919	55040	GG - Transportation	-	1	-	1	1	-	-	0.0%	Request from COAST bus service with \$ 16.77K to come from Transportation Fund 05
		<b>Transportation Total</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>A</b>
<b>Legal</b>											
01415320	55170	GG- Legal Expense	91,974	80,000	61,325	80,000	80,000	-	-	0.0%	Professional legal services for Mitchell Municipal Group and other legal advisors
		<b>Legal Total</b>	<b>91,974</b>	<b>80,000</b>	<b>61,325</b>	<b>80,000</b>	<b>80,000</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>A</b>

Town of Exeter											
2023 General Fund SB Budget											
Prepared: November 21, 2022											
										Version #3	
Org	Object	Description	2021 Actual	2022 Budget	2022 Actual September	2023 BRC Budget	2023 SB Budget	2023 SB Budget vs. 2023 BRC Budget \$ Increase/(Decrease)	2023 SB Budget vs. 2022 Budget \$ Increase/(Decrease)	2023 SB Budget vs. 2022 Budget % Difference	Explanation
<b>Information Technology</b>											
01415025	51110	IT- Sal/Wages FT	140,111	181,342	135,631	189,420	189,420	-	8,078	4.5%	3 FT: IT Coord (Split 80% GF and 20% CATV Fund); IT Tech (Split 40% GF, 5% Water/Sewer each, 50% CATV); Network Admin (12.5% Water/Sewer each)
		Salaries Total	140,111	181,342	135,631	189,420	189,420	-	8,078	4.5%	
01415025	52100	IT- Health Insurance	17,781	17,858	13,420	17,484	17,484	-	(374)	-2.1%	1.5% decrease in the premium rate
01415025	52110	IT- Dental Insurance	959	2,816	709	2,859	2,859	-	43	1.5%	1.5% increase in the premium rate
01415025	52120	IT- Life Insurance	133	221	183	221	221	-	-	0.0%	No change in the premium rate
01415025	52130	IT - LTD Insurance	739	760	543	777	777	-	17	2.2%	
01415025	52200	IT- FICA	8,313	11,243	8,457	11,744	11,744	-	501	4.5%	Based on wages: 6.2%
01415025	52210	IT- Medicare	1,944	2,629	1,978	2,747	2,747	-	117	4.5%	Based on wages: 1.45%
01415025	52300	IT- Retirement Town	18,175	25,497	19,070	26,130	26,130	-	633	2.5%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
		Benefits Total	48,045	61,024	44,359	61,962	61,962	-	937	1.5%	
01415025	55048	IT- Computer Software	21,226	15,994	7,422	21,600	21,600	-	5,606	35.1%	See Narrative
01415025	55058	IT- Contract Services	7,525	8,000	-	8,000	8,000	-	-	0.0%	See Narrative
01415025	55088	IT- Dues	184	-	-	390	390	-	390	-	See Narrative
01415025	55091	IT- Education/Training	2,285	3,000	-	3,000	3,000	-	-	0.0%	See Narrative
01415025	55106	IT- Equipment Purchase	316	1,200	39	600	600	-	(600)	-50.0%	See Narrative
01415025	55136	IT- GIS Software	8,600	8,000	-	7,100	7,100	-	(900)	-11.3%	See Narrative
01415025	55159	IT- Internet Services	30,285	25,593	9,311	26,828	26,828	-	1,235	4.8%	12.5% allocated to Water/Sewer Funds each; See Narrative
01415025	55190	IT- Mobile Communications	564	960	-	960	960	-	-	0.0%	See Narrative
01415025	55195	IT- Network Supplies	25,339	4,700	535	10,200	10,200	-	5,500	117.0%	See Narrative
01415025	55200	IT-Office Supplies	1,022	1,200	766	1,200	1,200	-	-	0.0%	See Narrative
01415025	55213	IT- Phone Utilization	25,974	27,000	21,537	31,050	31,050	-	4,050	15.0%	12.5% allocated to Water/Sewer Funds each; See Narrative
01415025	55383	IT- Email Archiving	8,606	5,400	6,833	6,675	6,675	-	1,275	23.6%	12.5% allocated to Water/Sewer Funds each; See Narrative
01415025	55270	IT- Software Agreement	1,080	9,080	-	4,580	4,580	-	(4,500)	-49.6%	See Narrative
		General Expenses Total	133,007	110,127	46,443	122,183	122,183	-	12,056	10.9%	
01415025	57003	IT- CO- Computers	15,252	13,650	9,110	12,000	12,000	-	(1,650)	-12.1%	See Narrative
01415025	57006	IT- CO- Equipment	216	1,500	670	1,500	1,500	-	-	0.0%	See Narrative
		Capital Outlay Total	15,468	15,150	9,780	13,500	13,500	-	(1,650)	-10.9%	
01415025	55998	IT- Due from Water Fund	(24,152)	(26,714)	(20,036)	(27,751)	(27,751)	-	(1,037)	3.9%	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	(24,152)	(26,714)	(20,036)	(27,751)	(27,751)	-	(1,037)	3.9%	12.5% of wages/benefits for IT Coord and Network Admin; 5% of wages/benefits for IT Tech
		Due from Water/Sewer Funds	(48,305)	(53,429)	(40,071)	(55,502)	(55,502)	-	(2,073)	3.9%	
		Information Technology Total	288,326	314,215	196,141	331,562	331,562	-	17,348	5.5%	A
<b>Trustee of Trust Funds</b>											
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%	A
<b>Town Moderator</b>											
01414040	51000	MO- Sal/Wages Elected	350	1,050	625	700	700	-	(350)	-33.3%	1 deliberative, 1 election, 1 special election
		Salaries Total	350	1,050	625	700	700	-	(350)	-33.3%	
01414040	52200	MO- FICA	22	65	39	43	43	-	(22)	-33.3%	Based on wages: 6.2%
01414040	52210	MO- Medicare	5	15	9	10	10	-	(5)	-33.3%	Based on wages: 1.45%
		Benefits Total	27	80	48	54	54	-	(27)	-33.3%	

Town of Exeter											
2023 General Fund SB Budget											
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Org	Object	Description	2021 Actual	2022 Budget	2022 Actual September	2023 BRC Budget	2023 SB Budget	2023 SB Budget vs. 2023 BRC Budget \$ Increase/(Decrease)	2023 SB Budget vs. 2022 Budget \$ Increase/(Decrease)	2023 SB Budget vs. 2022 Budget %- Difference	Explanation
		<b>Town Moderator Total</b>	<b>377</b>	<b>1,130</b>	<b>673</b>	<b>754</b>	<b>754</b>	<b>-</b>	<b>(377)</b>	<b>-33.3%</b>	<b>A</b>
		<b>Town Clerk</b>									
01414051	51110	TC- Sal/Wages FT	213,296	220,460	167,054	229,548	229,548	-	9,089	4.1%	Includes 1 FT Town Clerk 1 FT Deputy TC + 2 FT Asst Clerks
01414051	51300	TC- Sal/Wages OT	111	300	534	300	300	-	-	0.0%	OT for Assistant Clerks
01414051	51400	TC- Longevity Pay	950	1,000	-	1,050	1,050	-	50	5.0%	Longevity for 1 Assistant Clerk
		<b>Salaries Total</b>	<b>214,357</b>	<b>221,760</b>	<b>167,588</b>	<b>230,898</b>	<b>230,898</b>	<b>-</b>	<b>9,139</b>	<b>4.1%</b>	
01414051	52100	TC- Health Insurance	66,019	66,469	49,858	64,712	64,712	-	(1,757)	-2.6%	1.5% decrease in the premium rate
01414051	52110	TC- Dental Insurance	5,900	5,811	4,219	5,900	5,900	-	89	1.5%	1.5% increase in the premium rate
01414051	52120	TC- Life Insurance	244	270	235	270	270	-	-	0.0%	No change in the premium rate
01414051	52130	TC- LTD Insurance	779	801	526	818	818	-	17	2.1%	
01414051	52200	TC- FICA	12,356	13,749	10,007	14,316	14,316	-	567	4.1%	Based on wages: 6.2%
01414051	52210	TC- Medicare	2,890	3,216	2,340	3,348	3,348	-	133	4.1%	Based on wages: 1.45%
01414051	52300	TC- Retirement Town	26,949	31,179	23,563	31,838	31,838	-	659	2.1%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
		<b>Benefits Total</b>	<b>115,136</b>	<b>121,495</b>	<b>90,749</b>	<b>121,202</b>	<b>121,202</b>	<b>-</b>	<b>(293)</b>	<b>-0.2%</b>	
01414051	55049	TC- Computer Supplies	262	1,200	-	1,200	1,200	-	-	0.0%	toner cartridges, validator ribbons, calculator ribbons
01414051	55050	TC- Conf/Room/Meals	1,232	2,000	1,947	2,000	2,000	-	-	0.0%	Mandatory Fall Conf, Spring Reg, TC Certification Training, NECTCA Conference, NEMCI&A Certification, Clerkworks Training, Election Training, IIMC Conference
01414051	55058	TC- Contract Services	328	-	345	-	-	-	-	-	Moved to Office Equipment Lease
01414051	55084	TC- Dog Tags	577	600	668	600	600	-	-	0.0%	Dog tags
01414051	55088	TC- Dues	265	300	325	360	360	-	60	20.0%	IIMC -\$175; NHCTCA-\$100; NEACTC-\$85.00
01414051	55091	TC- Education/Training	680	2,000	1,548	2,000	2,000	-	-	0.0%	Registration Fees for Mandatory Fall Conf, Spring Regional, TC Certification Training, NECTCA Conf, NEMCI&A Certification, Elections, IIMC Conference
01414051	55106	TC- Equipment Purchase	1,234	2,000	-	2,000	2,000	-	-	0.0%	Computers, printers, copiers, office furniture, panels between work stations
01414051	55198	TC- Office Equipment Lease	4,659	4,993	3,115	5,000	5,000	-	7	0.1%	GreatAmerica Financial Serv.- 3 printers; Leaf - 1 Sharp printer
01414051	55199	TC- Office Equip Maintenance	8	480	75	480	480	-	-	0.0%	Validators, Mobile printers used for elections
01414051	55200	TC- Office Supplies	1,483	2,000	1,449	2,000	2,000	-	-	0.0%	copy paper, general office supplies, envelopes
01414051	55224	TC- Postage	5,658	5,000	4,972	5,000	5,000	-	-	0.0%	dog civil forfeiture letters, letters & forms, weekly State work, monthly Vital work, weekly MV registrations
01414051	55241	TC- Record Retention	5,000	2,500	490	2,500	2,500	-	-	0.0%	Book Restoration
01414051	55246	TC- Reference Materials	178	300	178	300	300	-	-	0.0%	Not Funding--Delete Line Item,
01414051	55270	TC- Software Agreement/Contract	8,738	8,900	8,869	9,002	9,002	-	102	1.1%	Interware Development Contract for MV, Boats, Vitals, Transfer Station Permits, Credit Cards, Reports, Support, Dogs On-line prgm, CC machines
01414051	55308	TC- Travel Reimbursement	104	800	8	800	800	-	-	0.0%	Mandatory Fall Conf, Spring Reg, TC Certification Training, NECTCA Conference, NEMCI&A Certification, Clerkworks Training, Election Training, IIMC Conference
		<b>General Expenses Total</b>	<b>30,405</b>	<b>33,073</b>	<b>23,988</b>	<b>33,242</b>	<b>33,242</b>	<b>-</b>	<b>169</b>	<b>0.5%</b>	
		<b>Town Clerk Total</b>	<b>359,898</b>	<b>376,327</b>	<b>282,325</b>	<b>385,342</b>	<b>385,342</b>	<b>-</b>	<b>9,014</b>	<b>2.4%</b>	<b>A</b>

Town of Exeter												
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<b>Elections</b>												
01414052	51000	EL- Sal/Wages Elected	450	3,000	1,915	3,000	3,000	-	-	0.0%	Supervisors of the Checklist-1 mandated election, 1 deliberative, 1 special election	
01414052	51210	EL- Sal/Wages Temp	1,593	8,800	3,677	2,000	2,000	-	(6,800)	-77.3%	Ballot Clerks for 1 mandated elections, 1 deliberative, 1 special election	
		Salaries Total	2,043	11,800	5,592	5,000	5,000	-	(6,800)	-57.6%		
01414052	52200	EL- FICA	127	732	347	310	310	-	(422)	-57.6%	Based on wages: 6.2%	
01414052	52210	EL- Medicare	30	171	81	73	73	-	(99)	-57.6%	Based on wages: 1.45%	
		Benefits Total	156	903	428	383	383	-	(520)	-57.6%		
01414052	55002	EL- Advertising	-	300	-	150	150	-	(150)	-50.0%	Legal Notices	
01414052	55200	EL- Office Supplies	531	600	586	600	600	-	-	0.0%	Copy paper, envelopes, general office supplies, and all supplies needed for election	
01414052	55224	EL- Postage	1,772	4,000	338	2,000	2,000	-	(2,000)	-50.0%	Mandated by SOS, sending absentee ballots and any other letters required to be sent by the Checklist Sups	
01414052	55322	EL- Voting Expenses	3,019	6,500	7,662	3,500	3,500	-	(3,000)	-46.2%	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 Maint.	1,029	900	-	3,900	3,900	-	3,000	333.3%	Mandated by the State of NH for servicing and maintaining of the Accuvote Machines, \$3,000 software maintenance on new polling pads	
		General Expenses Total	6,351	12,300	8,588	10,150	10,150	-	(2,150)	-17.5%		
		<b>Elections Total</b>	<b>8,550</b>	<b>25,003</b>	<b>14,605</b>	<b>15,533</b>	<b>15,533</b>	<b>-</b>	<b>(9,470)</b>	<b>-37.9%</b>	<b>A</b>	
		<b>Total General Government</b>	<b>1,144,676</b>	<b>1,236,015</b>	<b>877,636</b>	<b>1,279,068</b>	<b>1,279,068</b>	<b>-</b>	<b>43,053</b>	<b>3.5%</b>		
<b>Finance Department</b>												
<b>Finance/Accounting</b>												
01415001	51110	FI- Sal/Wages FT	240,396	250,585	183,907	243,608	243,608	-	(6,977)	-2.8%	3 FT: Finance Dir, Sr Accountant, HR/Payroll Accountant	
		Salaries Total	240,396	250,585	183,907	243,608	243,608	-	(6,977)	-2.8%		
01415001	52100	FI- Health Insurance	62,670	59,499	44,285	55,279	45,581	(9,698)	(13,918)	-23.4%	1.5% decrease in the premium rate	
01415001	52110	FI- Dental Insurance	4,463	4,777	2,643	4,000	3,493	(507)	(1,284)	-26.9%	1.5% increase in the premium rate	
01415001	52120	FI- Life Insurance	266	270	283	324	324	-	54	20.0%	No change in the premium rate	
01415001	52130	FI- LTD Insurance	1,080	1,076	551	952	952	-	(124)	-11.5%		
01415001	52200	FI- FICA	14,103	15,536	10,911	15,104	15,104	-	(433)	-2.8%	Based on wages: 6.2%	
01415001	52210	FI- Medicare	3,298	3,633	2,552	3,532	3,532	-	(101)	-2.8%	Based on wages: 1.45%	
01415001	52300	FI- Retirement Town	30,292	35,232	23,602	33,590	33,590	-	(1,642)	-4.7%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec	
		Benefits Total	116,152	120,024	84,829	112,781	102,576	(10,205)	(17,448)	-14.5%		
01415001	55014	FI- Audit Fees	22,500	26,250	8,750	27,585	27,585	-	1,335	5.1%	Annual Audit and Single Fees for Melanson	
01415001	55017	FI- Bank Fees	1,229	1,000	954	4,835	4,835	-	3,835	383.5%	Bank fees historical: \$1,250 + the addition of fraud mitigation features for ACH and checks: \$3,585	
01415001	55050	FI- Conf/Room/Meals	-	500	150	500	500	-	-	0.0%	Conferences/Meals for Finance Staff - NHGFOA	
01415001	55058	FI- Contract Services	750	6,500	7,250	1,000	1,000	-	(5,500)	-84.6%	Off year for GAS 74/75 Valuation, Report and Disclosure	
01415001	55088	FI- Dues	50	100	360	400	400	-	300	300.0%	NHGFOA + AICPA	
01415001	55091	FI- Education/Training	70	4,780	-	4,000	4,000	-	(780)	-16.3%	Training and Education for 3 Finance staff	
01415001	55198	FI- Office Equipment Leases	1,114	1,080	808	1,080	1,080	-	-	0.0%	Copier Lease \$1,080	
01415001	55200	FI- Supplies	4,248	4,000	1,578	4,000	4,000	-	-	0.0%	Folders, check stock, envelopes, paper, tax forms, deposit tickets, kitchen/office supplies	
01415001	55224	FI- Postage	1,879	2,500	1,580	2,250	2,250	-	(250)	-10.0%	Postage for mailing checks and forms	
01415001	55270	FI- Software Agreement	26,059	27,521	27,520	28,898	28,898	-	1,375	5.0%	Munis Software Agreement	
01415001	55308	FI- Travel Reimbursement	179	1,300	-	750	750	-	(550)	-42.3%	Travel for 3 Finance staff	
		General Expenses Total	58,078	75,531	48,930	75,296	75,296	-	(235)	-0.3%		
01415001	55998	FI- Due from Water Fund	(45,706)	(46,326)	(34,745)	(44,549)	(43,273)	1,276	3,053	-6.6%	12.5% Water Fund Offset	
01415001	55999	FI- Due from Sewer Fund	(45,706)	(46,326)	(34,745)	(44,549)	(43,273)	1,276	3,053	-6.6%	12.5% Sewer Fund Offset	
		Due from Water/Sewer Funds	(91,411)	(92,652)	(69,489)	(89,097)	(86,546)	2,551	6,106	-6.6%		

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Org	Object	Description	2021 Actual	2022 Budget	2022 Actual September	2023 BRC Budget	2023 SB Budget	2023 SB Budget vs. 2023 BRC Budget \$ Increase/(Decrease)	2023 SB Budget vs. 2022 Budget \$ Increase/(Decrease)	2023 SB Budget vs. 2022 Budget % Difference	Explanation
		<b>Finance/Accounting Total</b>	<b>323,215</b>	<b>353,488</b>	<b>248,176</b>	<b>342,588</b>	<b>334,934</b>	<b>(7,654)</b>	<b>(18,554)</b>	<b>-5.2%</b>	<b>A</b>
		<b>Treasurer</b>									
01415002	51000	TR- Sal/Wages Elected	8,864	8,864	6,648	8,864	8,864	-	-	0.0%	Wages for Elected PT Treasurer
		Salaries Total	8,864	8,864	6,648	8,864	8,864	-	-	0.0%	
01415002	52200	TR- FICA	550	550	412	550	550	-	-	0.0%	Based on wages: 6.2%
01415002	52210	TR- Medicare	129	129	96	129	129	-	-	0.0%	Based on wages: 1.45%
		Benefits Total	678	678	509	678	678	-	-	0.0%	
01415002	55088	TR- Dues	50	50	-	50	50	-	-	0.0%	NHGFSA Dues
01415002	55091	TR- Education/Training	-	100	-	100	100	-	-	0.0%	Training and Education
01415002	55200	TR- Supplies	-	100	-	-	-	-	(100)	-100.0%	
		General Expenses Total	50	250	-	150	150	-	(100)	-40.0%	
		<b>Treasurer Total</b>	<b>9,592</b>	<b>9,792</b>	<b>7,157</b>	<b>9,692</b>	<b>9,692</b>	<b>-</b>	<b>(100)</b>	<b>-1.0%</b>	<b>A</b>
		<b>Tax Collection</b>									
01415003	51110	TX- Sal/Wages FT	101,306	96,586	75,070	100,956	100,956	-	4,370	4.5%	2 FT: Deputy Tax Collector, Collections Specialist
01415003	51300	TX- Sal/Wages OT	-	-	8	-	-	-	-	-	
01415003	51400	TX- Longevity	1,500	-	-	-	-	-	-	-	
		Salaries Total	102,806	96,586	75,078	100,956	100,956	-	4,370	4.5%	
01415003	52100	TX- Health Insurance	25,494	29,766	22,358	45,468	38,679	(6,789)	8,913	29.9%	1.5% decrease in the premium rate
01415003	52110	TX- Dental Insurance	1,421	1,570	1,177	2,950	2,100	(850)	530	33.8%	1.5% increase in the premium rate
01415003	52120	TX- Life Insurance	134	162	128	162	162	-	-	0.0%	No change in the premium rate
01415003	52200	TX- FICA	6,100	5,988	4,395	6,259	6,259	-	271	4.5%	Based on wages: 6.2%
01415003	52210	TX- Medicare	1,427	1,400	1,028	1,464	1,464	-	63	4.5%	Based on wages: 1.45%
01415003	52300	TX- Retirement Town	12,839	13,580	10,375	13,922	13,922	-	342	2.5%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
		Benefits Total	47,414	52,467	39,458	70,225	62,586	(7,639)	10,119	19.3%	
01415003	55017	TX- Bank Fees	4,409	200	-	200	200	-	-	0.0%	Tax Online ACH \$10/monthly.
01415003	55050	TX- Conf/Room/Meals	50	425	50	460	460	-	35	8.2%	Conferences for DTC (NH Tax Collector Association) Price increase
01415003	55058	TX- Contract Services	-	1	-	1	1	-	-	0.0%	Coverage for Collections Clerk (80 hours)
01415003	55073	TX- Deeded Property	-	2,000	-	2,000	2,000	-	-	0.0%	Expenses related to Tax deeded properties - 4th qtr
01415003	55088	TX- Dues	40	50	40	50	50	-	-	0.0%	NHTC Dues
01415003	55091	TX- Education/Training	2,345	2,000	2,942	2,000	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, if any
01415003	55198	TX- Office Equipment Leases	2,191	2,156	1,616	2,156	2,156	-	-	0.0%	Two Copier leases \$ \$179.60 per month
01415003	55200	TX- Supplies	1,500	1,800	780	1,800	1,800	-	-	0.0%	Paper, Ink, Envelopes, Storage Boxes, printer
01415003	55224	TX- Postage	9,918	8,500	8,315	10,000	10,000	-	1,500	17.6%	Mailing delinquency, lien, and deed notices, tax bills. Increase due to postage increases.
01415003	55247	TX- Registry of Deeds	992	950	879	950	950	-	-	0.0%	Liens & deeds recordings at Registry of Deeds
01415003	55297	TX- Tax Billing Services	2,983	3,600	1,696	3,300	3,300	-	(300)	-8.3%	Processing fees and materials for tax bills
01415003	55298	TX- Tax Lien/Deeded Searches	3,160	4,000	3,775	4,000	4,000	-	-	0.0%	Tax Lien Services
		General Expenses Total	27,589	27,682	20,094	28,917	28,917	-	1,235	4.5%	
01415003	55998	TX- Due from Water Fund	(37,126)	(37,081)	(27,811)	(42,795)	(40,886)	1,910	(3,805)	10.3%	25% Water Fund Offset
01415003	55999	TX- Due from Sewer Fund	(37,126)	(37,081)	(27,811)	(42,795)	(40,886)	1,910	(3,805)	10.3%	25% Sewer Fund Offset
		Due from Water/Sewer Funds Total	(74,251)	(74,162)	(55,621)	(85,591)	(81,771)	3,820	(7,809)	10.3%	
		<b>Tax Collection Total</b>	<b>103,558</b>	<b>102,573</b>	<b>79,008</b>	<b>114,508</b>	<b>110,688</b>	<b>(3,820)</b>	<b>8,115</b>	<b>7.9%</b>	<b>A</b>

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Assessing											
01415005	51110	AS- Sal/Wages FT	66,177	68,040	60,309	82,687	82,687	-	14,647	21.5%	1 FT: Assessor
01415005	51210	AS- Sal/Wages Temp	-	1	-	1	1	-	-	0.0%	
		Salaries Total	66,177	68,041	60,309	82,688	82,688	-	14,647	21.5%	
01415005	52100	AS- Health Insurance	19,806	19,806	15,255	19,396	19,396	-	(410)	-2.1%	1.5% decrease in the premium rate
01415005	52110	AS- Dental Insurance	1,050	1,034	927	1,050	1,050	-	16	1.5%	1.5% increase in the premium rate
01415005	52120	AS- Life Insurance	54	54	85	108	108	-	54	100.0%	No change in the premium rate
01415005	52130	AS- LTD Insurance	61		363	760	760	-	760		
01415005	52200	AS- FICA	4,862	4,219	4,096	5,127	5,127	-	908	21.5%	Based on wages: 6.2%
01415005	52210	AS- Medicare	1,090	987	958	1,199	1,199	-	212	21.5%	Based on wages: 1.45%
01415005	52300	AS- Retirement Town	8,353	9,566	8,479	11,402	11,402	-	1,836	19.2%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
		Benefits Total	34,875	35,666	30,164	39,042	39,042	-	3,376	9.5%	
01415005	55050	AS- Cont/Room/Meals	-	50	-	50	50	-	-	0.0%	Meetings - meals- room
01415005	55058	AS- Contract Services	111,750	110,500	71,512	94,100	94,100	-	(16,400)	-14.8%	Assessor contract with MRI
01415005	55088	AS- Dues	275	270	50	290	290	-	20	7.4%	IAAO & NHAEO dues
01415005	55091	AS- Education/Training	35	500	-	650	650	-	150	30.0%	Course or seminar
01415005	55108	AS- Equipment Purchase	-	1	-	1	1	-	-	0.0%	Small equipment
01415005	55128	AS- Fuel	-	1	-	1	1	-	-	0.0%	Assessor position
01415005	55171	AS- Legal/Public Notices	-	50	-	50	50	-	-	0.0%	Public Notices in news media
01415005	55180	AS- Mapping	3,763	4,150	3,503	4,600	4,600	-	450	10.8%	Yrly updates \$3,850 & Building placement \$15.00 per bdg
01415005	55198	AS- Office Equipment Lease	1,114	1,078	808	1,078	1,078	-	-	0.0%	Printer Lease, \$89.80/mo
01415005	55200	AS- Supplies	419	500	78	300	300	-	(200)	-40.0%	Toner, envelopes, general supplies
01415005	55224	AS- Postage	667	1,300	536	1,500	1,500	-	200	15.4%	Sales questionnaires, cyclical letters, exemption requalification notices (elderly, veterans)
01415005	55247	AS- Registry of Deeds	21	50	21	50	50	-	-	0.0%	Plans, deeds & recording fees
01415005	55250	AS- Revaluation	-	1	-	1	1	-	-	0.0%	Independent Appraiser
01415005	55270	AS- Software Agreement	14,432	15,535	15,519	17,071	17,071	-	1,536	9.9%	Vision contract \$7,861 web fee \$3,554 cloud fee \$5,656
01415005	55308	AS- Travel Reimbursement	-	1	-	1	1	-	-	0.0%	Use of personal car -1 employee
		General Expenses Total	132,475	133,987	92,028	119,743	119,743	-	(14,244)	-10.6%	
		Assessing Total	233,527	237,694	182,501	241,473	241,473	-	3,779	1.6%	A
		Total Finance	669,892	703,547	516,841	708,260	698,787	(11,473)	(6,760)	-1.0%	



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<b>Planning &amp; Development</b>											
<b>Planning</b>											
01419101	51110	PL- Sal/Wages FT	108,105	151,209	111,731	174,135	174,135	-	22,926	15.2%	2 FT : Town Planner; 1 FT Conservation/Sustainability Planner (FY)
01419101	51200	PL- Sal/Wages PT	53,873	42,438	25,334	26,419	26,419	-	(16,019)	-37.7%	1 Admin Asst @ 20 hr/wk; Recording Sec @ \$15 per hr
		Salaries Total	161,978	193,647	137,064	200,554	200,554	-	6,907	3.6%	
01419101	52110	PL- Dental Insurance	1,900	3,119	1,403	3,799	3,799	-	680	21.8%	1.5% increase in the premium rate
01419101	52120	PL- Life Insurance	108	144	139	216	216	-	72	50.0%	No change in the premium rate
01419101	52130	PL- LTD Insurance	943	970	638	991	991	-	21	2.2%	
01419101	52200	PL- FICA	10,050	12,006	8,827	12,434	12,434	-	428	3.6%	Based on wages: 6.2%
01419101	52210	PL- Medicare	2,350	2,808	2,064	2,908	2,908	-	100	3.6%	Based on wages: 1.45%
01419101	52300	PL- Retirement Town	13,646	21,260	15,573	24,012	24,012	-	2,752	12.9%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
		Benefits Total	28,998	40,307	28,645	44,360	44,360	-	4,053	10.1%	
01419101	55050	PL- Conf/Room/Meals	200	200	-	800	800	-	600	300.0%	APA Conference, Seminars/training. Covers two full time employees and 1 part time
01419101	55058	PL- Contract Services	422	1	-	1	1	-	-	0.0%	
01419101	55088	PL- Dues	12,763	13,315	13,025	13,442	13,442	-	127	1.0%	Rockingham Planning Commission annual dues (2023 - \$13,127 estimated), APA dues (\$315).
01419101	55091	PL- Education/Training	-	500	295	500	500	-	-	0.0%	Seminars/Training for planning staff, board members
01419101	55136	PL- GIS Software	3,000	3,500	3,150	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	-	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	5,180	2,000	2,864	2,000	2,000	-	-	0.0%	Primarily for Planning Board cases but also covers Planning dept.
01419101	55180	PL- Mapping	-	-	-	1	1	-	1	-	Hasn't been spent in prior years due to in-house capabilities
01419101	55200	PL- Office Supplies	768	2,000	531	2,000	2,000	-	-	0.0%	Misc office supplies. Covers Planning & Building depts.
01419101	55384	PL- Sustainability Expense	-	2,500	551	1,250	1,250	-	(1,250)	-50.0%	Provide source of funding for Clean Energy NH membership, annual Local Energy Solutions conference, & attendance at New England Municipal Sustainability meetings
01419101	55224	PL- Postage	4,073	4,000	2,636	4,000	4,000	-	-	0.0%	Covers Planning and Building departments as well as Planning Board packages and administration of cases.
01419101	55227	PL- Printing	1	400	509	400	400	-	-	0.0%	Used for large printing jobs such as Zoning Ordinance
01419101	55246	PL- Reference Material	423	425	422	425	425	-	-	0.0%	Includes Exeter Newspaper (\$160) and Registry Review (\$220), RSA books and other reference material
01419101	55289	PL- Studies	-	5,000	420	5,000	5,000	-	-	0.0%	Conducting zoning analysis with current funds and under contract for \$5,000. No decisions have been made for 2023 at this time but will work on Master Plan Action Agenda items.
01419101	55308	PL- Travel Reimbursement	216	800	-	800	800	-	-	0.0%	To cover mileage for staff to attend training, workshops, meetings, etc.
		General Expenses Total	27,046	37,142	24,404	36,620	36,620	-	(522)	-1.4%	
		Planning Total	218,022	271,096	190,112	281,534	281,534	-	10,438	3.9%	A
<b>Economic Development</b>											
01465207	51110	ED- Sal/Wages FT	93,722	96,361	73,481	100,746	100,746	-	4,385	4.6%	1 FT: ED Director
		Salaries Total	93,722	96,361	73,481	100,746	100,746	-	4,385	4.6%	
01465207	52100	ED- Health Insurance	26,924	26,848	20,178	26,279	26,279	-	(569)	-2.1%	1.5% decrease in the premium rate
01465207	52110	ED- Dental Insurance	1,900	1,871	1,403	1,900	1,900	-	29	1.5%	1.5% increase in the premium rate
01465207	52120	ED- Life Insurance	108	108	85	108	108	-	-	0.0%	No change in the premium rate
01465207	52130	ED- LTD Insurance	882	906	596	926	926	-	20	2.2%	
01465207	52200	ED- FICA	5,451	5,974	4,236	6,246	6,246	-	272	4.8%	Based on wages: 6.2%
01465207	52210	ED- Medicare	1,275	1,397	991	1,481	1,481	-	64	4.8%	Based on wages: 1.45%
01465207	52300	ED- Retirement Town	11,829	13,548	10,331	13,892	13,892	-	344	2.5%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
		Benefits Total	48,368	50,653	37,821	50,812	50,812	-	159	0.3%	
01465207	55050	ED- Conf/Room/Meals	-	1,200	-	1,500	1,500	-	300	25.0%	OU EDI Conference and accommodations -5 Days
01465207	55055	ED- Consulting Services	1,620	1,200	1,035	2,500	2,500	-	1,300	108.3%	Consulting (prop appraisals, marketing, etc.)
01465207	55091	ED- Education/Training	-	1,900	-	2,000	2,000	-	100	5.3%	OU EDI final classes
01465207	55190	ED- Mobile Communications	823	600	489	600	600	-	-	0.0%	Cell Phone for ED Director
01465207	55200	ED- Office Supplies	-	400	46	400	400	-	-	0.0%	Paper, Pens, Ink, etc.
01465207	55308	ED-Travel Reimbursement	-	800	314	1,000	1,000	-	200	25.0%	Mileage for ED Director, Airfare to OU EDI Conference
		General Expenses Total	2,443	6,100	1,885	8,000	8,000	-	1,900	31.1%	

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		<b>Total Economic Development</b>	<b>144,534</b>	<b>153,114</b>	<b>113,187</b>	<b>159,558</b>	<b>159,558</b>	<b>-</b>	<b>6,444</b>	<b>4.2%</b>	<b>A</b>
<b>Inspections &amp; Code Enforcement</b>											
01424002	51110	BI- Sal/Wages FT	156,192	157,582	124,256	163,069	163,069	-	5,487	3.5%	2 FT: Building Inspector, Deputy CEO
01424002	51200	BI- Sal/Wages PT	-	38,857	-	39,140	39,140	-	283	0.7%	1 PT: Electrical Inspector (24 Hrs/Wk)
		<b>Salaries Total</b>	<b>156,192</b>	<b>196,439</b>	<b>124,256</b>	<b>202,209</b>	<b>202,209</b>	<b>-</b>	<b>5,770</b>	<b>2.9%</b>	
01424002	52100	BI- Health Insurance	39,775	39,775	30,519	38,932	38,932	-	(843)	-2.1%	1.5% decrease in the premium rate
01424002	52110	BI- Dental Insurance	2,100	2,069	1,302	2,100	2,100	-	31	1.5%	1.5% increase in the premium rate
01424002	52120	BI- Life Insurance	216	216	167	216	216	-	-	0.0%	No change in the premium rate
01424002	52130	BI- LTD Insurance	838	861	561	880	880	-	19	2.2%	
01424002	52200	BI- FICA	9,864	12,179	7,752	12,537	12,537	-	358	2.9%	Based on wages: 6.2%
01424002	52210	BI- Medicare	2,307	2,848	1,813	2,932	2,932	-	84	2.9%	Based on wages: 1.45%
01424002	52300	BI- Retirement Town	19,745	22,156	17,470	22,488	22,488	-	332	1.5%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
		<b>Benefits Total</b>	<b>74,845</b>	<b>80,105</b>	<b>59,585</b>	<b>80,085</b>	<b>80,085</b>	<b>-</b>	<b>(20)</b>	<b>0.0%</b>	
01424002	55091	BI- Education/Training	-	250	-	250	250	-	-	0.0%	NE Building Officials Association Conference
01424002	55088	BI- Dues	470	300	30	300	300	-	-	0.0%	RNI and NHBOA Dues
01424002	55128	BI- Fuel	737	750	725	750	750	-	-	0.0%	Fuel for BI
01424002	55190	BI- Mobile Communications	748	600	669	600	600	-	-	0.0%	Cell Phone for BI
01424002	55308	BI- Travel Reimbursement	-	1,000	-	1,000	1,000	-	-	0.0%	Mileage for Electrical Inspector
01424002	55319	BI- Vehicle Maintenance	-	1	59	1	1	-	-	0.0%	
		<b>General Expenses Total</b>	<b>1,955</b>	<b>2,901</b>	<b>1,483</b>	<b>2,901</b>	<b>2,901</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	
		<b>Inspections &amp; Code Enf Total</b>	<b>232,992</b>	<b>279,445</b>	<b>185,324</b>	<b>285,195</b>	<b>285,195</b>	<b>-</b>	<b>5,750</b>	<b>2.1%</b>	<b>A</b>
<b>Conservation Commission</b>											
01461105	51200	CC- Sal/Wages PT	218	1,000	368	1,000	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
		<b>Salaries Total</b>	<b>218</b>	<b>3,520</b>	<b>368</b>	<b>3,520</b>	<b>3,520</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	
01461105	52200	CC- FICA	13	218	23	218	218	-	-	0.0%	Based on wages: 6.2%
01461105	52210	CC- Medicare	3	51	5	51	51	-	-	0.0%	Based on wages: 1.45%
		<b>Benefits Total</b>	<b>17</b>	<b>269</b>	<b>28</b>	<b>269</b>	<b>269</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	
01461105	55044	CC- Community Services	340	-	-	-	-	-	-		Moved to Conservation Land Administration
01461105	55051	CC- Conservation Land Administration	52	2,050	658	2,050	2,050	-	-	0.0%	Covers costs for outreach 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	55058	CC- Contract Services	6,790	1,000	93	1,000	1,000	-	-	0.0%	Raynes minor maintenance repair needs.
01461105	55088	CC- Dues	700	1,200	900	1,200	1,200	-	-	0.0%	For board to join related organizations: ESRLAC (\$150), NHACC (\$900), SELT (\$150)
01461105	55091	CC- Education/Training	-	250	-	250	250	-	-	0.0%	Training for board members and/or Cons & Sust planner (NHACC-3 members and other workshops)
01461105	55171	CC- Legal/Public Notices	93	50	-	50	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	1,575	1,700	-	1,700	1,700	-	-	0.0%	Mowing White, Perry, Irvine and 1/2 of Morrissette. This is paid out Oct-Dec
01461105	55293	CC- Supplies	100	-	-	-	-	-	-		
		<b>General Expenses Total</b>	<b>9,650</b>	<b>6,300</b>	<b>1,650</b>	<b>6,300</b>	<b>6,300</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	
		<b>Conservation Commission Total</b>	<b>9,884</b>	<b>10,089</b>	<b>2,045</b>	<b>10,089</b>	<b>10,089</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>A</b>
<b>Renewable Energy Expense</b>											
01419118	55547	ENR- Renewable Energy Expense	-	1	-	1	1	-	-	0.0%	Potential Grant Matching
		<b>General Expenses Total</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	
		<b>Renewable Energy Expense</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>A</b>

Town of Exeter											
2023 General Fund SB Budget											
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<b>Zoning Board of Adjustment</b>											
01419103	51200	ZO- Sal/Wages PT	150	860	188	860	860	-	-	0.0%	Recording secretaries @ \$15 per hour
		Salaries Total	150	860	188	860	860	-	-	0.0%	
01419103	52200	ZO- FICA	9	53	12	53	53	-	-	0.0%	
01419103	52210	ZO- Medicare	2	12	3	12	12	-	-	0.0%	
		Benefits Total	11	66	14	66	66	-	-	0.0%	
01419103	55091	ZO- Education/Training	-	200	-	200	200	-	-	0.0%	min. training allotment for board members
01419103	55171	ZO- Legal/Public Notices	2,045	1,200	-	1,200	1,200	-	-	0.0%	
01419103	55224	ZO- Postage	1,443	2,000	1,435	2,000	2,000	-	-	0.0%	expenses are estimated for ZBA case administration (majority of costs paid by applicant)
		General Expenses Total	3,488	3,400	1,435	3,400	3,400	-	-	0.0%	
		<b>Zoning Total</b>	<b>3,648</b>	<b>4,326</b>	<b>1,638</b>	<b>4,326</b>	<b>4,326</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>A</b>
<b>Historic District Commission</b>											
01419104	51200	HD- Sal/Wages PT	300	650	540	650	650	-	-	0.0%	Recording secretaries @ \$15 per hour
		Salaries Total	300	650	540	650	650	-	-	0.0%	
01419104	52200	HD- FICA	19	40	33	40	40	-	-	0.0%	Based on wages: 6.2%
01419104	52210	HD- Medicare	4	9	8	9	9	-	-	0.0%	Based on wages: 1.45%
		Benefits Total	23	50	41	50	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 work with HDCs
01419104	55091	HD- Education/Training	-	200	100	200	200	-	-	0.0%	min. training allotment for board members
01419104	55138	HD- Grant Matching	-	1,000	-	1,000	1,000	-	-	0.0%	CLG (Certified Local Government) Grant match. We did not apply for a CLG grant in 2022 but anticipate submitting in 2023.
01419104	55171	HD- Legal/Public Notices	157	100	1,284	100	100	-	-	0.0%	
01419104	55224	HD- Postage	950	350	260	350	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	1,106	2,125	1,843	2,125	2,125	-	-	0.0%	
		<b>Historic District Commission Total</b>	<b>1,429</b>	<b>2,825</b>	<b>2,225</b>	<b>2,825</b>	<b>2,825</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>A</b>
<b>Heritage Commission</b>											
01419106	51200	HC- Sal/Wages PT	210	540	465	540	540	-	-	0.0%	Recording secretaries @ \$15 per hour
		Salaries Total	210	540	465	540	540	-	-	0.0%	
01419106	52200	HC- FICA	13	33	29	33	33	-	-	0.0%	Based on wages: 6.2%
01419106	52210	HC- Medicare	3	8	7	8	8	-	-	0.0%	Based on wages: 1.45%
		Benefits Total	16	41	36	41	41	-	-	0.0%	
01419106	55058	HC- Contract Services	-	1	-	1	1	-	-	0.0%	
01419106	55088	HC- Dues	-	50	-	50	50	-	-	0.0%	
01419106	55091	HC- Education/Training	-	200	91	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	25	-	-	0.0%	Expenses are estimated for Heritage Commission case administration
01419106	55227	HC- Printing	-	35	-	35	35	-	-	0.0%	
		General Expenses Total	-	312	116	312	312	-	-	0.0%	
01419106	55347	Transfer Out	667	-	-	-	-	-	-	-	Year End Balance Transfer
		Heritage Commission Total	893	893	617	893	893	-	-	0.0%	A
		<b>Total Planning &amp; Development</b>	<b>611,403</b>	<b>721,789</b>	<b>495,146</b>	<b>744,422</b>	<b>744,422</b>	<b>-</b>	<b>22,633</b>	<b>3.1%</b>	

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<b>Police Department</b>											
<b>Police</b>											
	51110	Sal/Wages FT	1,612,027	1,806,113	1,283,655	1,902,245	1,902,245	-	96,132	5.3%	29 FT (Chief, Deputy, Sergeants, Lieutenant, Officers, Admin)
	51111	Sal/Wages Shift Differential			3,012	8,320	8,320	-	8,320		Per Police CBA
	51121	Sal/Wages Incentive	-	-	-	6,000	6,000	-	6,000		Per Police CBA
	51150	Vacation Replacement OT	58,432	46,587	52,854	46,587	46,587	-	-	0.0%	Cost to cover the replacement of officers on vacation
	51200	Sal/Wages PT	9,824	14,500	12,686	14,500	14,500	-	-	0.0%	Currently have 1 Auxiliary Officer who teaches DARE spring/fall
	51300	Sal/Wages OT	83,626	97,000	82,314	103,267	103,267	-	6,267	6.5%	Coverage OT
	51350	FEMA Storm Related OT	-	1	-	1	1	-	-	0.0%	Expenses related to declared emergencies
	51400	Longevity Pay	1,700	1,750	-	1,800	1,800	-	50	2.9%	For hires before 1/1/2010 only
	51410	Sick Replacement OT	15,555	19,250	23,002	19,250	19,250	-	-	0.0%	covers for officers out sick
	51420	Holiday Pay	69,799	58,514	11,273	66,270	66,270	-	7,756	13.3%	contract item
	51425	Firearm Incentive	1,500	1,500	750	-	-	-	(1,500)	-100.0%	contract item (moved to Incentive)
	51430	Field Training Incentive OT	583	5,000	6,455	-	-	-	(5,000)	-100.0%	contract item (moved to Incentive)
	51435	Comfort Dog OT	-	-	-	5,600	5,600	-	5,600		Offsetting reduction in Staff OT
	51450	Education Incentive	2,860	4,160	15,000	16,500	16,500	-	12,340	296.6%	Per Police CBA
	51455	Training Regular Pay	7,752	-	18,086	-	-	-	-		Training Regular Pay
	51440	Training Coverage - OT	9,710	-	9,085	-	-	-	-		Training Coverage - OT
		Salaries Total	1,873,368	2,054,375	1,518,152	2,190,340	2,190,340	-	135,965	6.6%	
	52100	Health Insurance	420,147	467,262	322,127	413,685	401,414	(12,271)	(65,848)	-14.1%	1.5% decrease in the premium rate
	52110	Dental Insurance	30,344	32,301	22,650	35,506	35,506	-	3,205	9.9%	1.5% increase in the premium rate
	52120	Life Insurance	1,571	1,782	1,176	1,783	1,783	-	1	0.1%	No change in the premium rate
	52130	LTD Insurance	1,026	1,068	705	1,092	1,092	-	24	2.2%	
	52200	FICA	8,207	12,606	6,718	9,428	9,428	-	(3,178)	-25.2%	Based on wages: 6.2%
	52210	Medicare	27,146	29,783	22,355	31,760	31,760	-	1,977	6.6%	Based on wages: 1.45%
	52300	Retirement Town	17,729	26,545	15,735	20,969	20,969	-	(5,576)	-21.0%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
	52310	Retirement Police	547,016	627,009	475,209	657,814	657,814	-	30,805	4.9%	Based on wages: 33.68% Jan-Jun; 31.28% Jul-Dec
		Benefits Total	1,053,187	1,198,356	866,673	1,172,037	1,159,766	(12,271)	(38,590)	-3.2%	
	55001	Accreditation	5,796	5,922	5,922	6,483	6,483	-	561	9.5%	Guardian Tracking (\$1581) and PowerDMS document management software yearly account renews in August (\$4341)-is necessary to continue towards CALEA Accreditation
	55035	Chiefs Expenses	1,184	1,200	505	1,200	1,200	-	-	0.0%	Covers empl. awards, retirements, dept meetings, hosting meals
	55043	Community Relations	2,159	7,500	4,621	7,500	7,500	-	-	0.0%	Contractor will assist as Public information officer,plaques, dare, crime prevention items includes NNO yearly, Halloween safety, Child badges, safety seats, etc.
	55045	Vehicle Computer Equipment	2,395	6,565	2,186	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	17,500	17,500	12,813	17,500	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	660	3,000	416	3,000	3,000	-	-	0.0%	Professional Development training conferences for the Chief and Deputy Chief-IACP convention etc.
	55057	Prosecutor Service	9,275	35,000	6,118	35,000	35,000	-	-	0.0%	Per diem contracts with attorneys for assistance with Police Prosecution involves motion drafting, advising, and courtroom assistance, etc.
	55064	Court Mileage Reimbursement	-	1	-	-	-	-	(1)	-100.0%	
	55087	Dry Cleaning	12,000	10,800	8,100	10,800	10,800	-	-	0.0%	Contractual cost increase
	55088	Dues	8,495	8,918	6,300	8,993	8,993	-	75	0.8%	Yearly dues for SERT, NENA 911, NESPIN,Child Advocacy Center, and professional association memberships
	55091	Education/Training	21,608	17,000	14,639	17,000	17,000	-	-	0.0%	Training course costs/meal reimbursement for the entire department (including civilians), increase for yearly mental health training for all officers and dispatchers with MHP
	55106	Equipment Purchase	22,680	17,750	12,995	17,750	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	30,487	40,000	27,073	41,734	41,734	-	1,734	4.3%	Fuel for patrol vehicles using monthly average at the rate of \$2.35 ESTIMATE
	55133	General Expenses	4,019	6,000	5,867	6,000	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.

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	55160	Investigation	5,000	5,000	-	5,000	5,000	-	-	0.0%	Covers drug investigation costs and equipment
	55190	Mobile Communications	1,935	5,253	3,117	3,050	3,050	-	(2,203)	-41.9%	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	12,074	15,700	14,098	15,700	15,700	-	-	0.0%	There is an ammunition shortage across the country 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	5,725	4,341	5,725	5,725	-	-	0.0%	Maintenance contract of 6 machines including: copier printers and all service, parts, and labor
	55200	Office Supplies	10,053	11,800	9,024	11,800	11,800	-	-	0.0%	Office supplies, new contract eliminates ink toner, evidence, prosecution, photo
	55224	Postage	1,083	1,200	734	1,000	1,000	-	(200)	-16.7%	Postage costs for mailings
	55270	Software Agreement	17,070	17,855	17,855	23,410	23,410	-	5,555	31.1%	Central Square I/MC full contract- records, emergency operations, and interface for POL and FD Dispatch Center
	55314	Uniforms	15,780	16,200	14,015	16,200	16,200	-	-	0.0%	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	20,304	21,000	11,731	21,000	21,000	-	-	0.0%	Covers repair costs for 19 vehicles
	55390	Comfort Dog Expenses	-	-	-	8,000	8,000	-	8,000		Cost of dog, food, vet bills, equipment
	55321	Veterinarian Service	750	1,000	-	750	750	-	(250)	-25.0%	contract with SPCA (\$750), unforeseen animal vet charges, rabies testing
	55104	Veterinarian Equipment	300	300	300	300	300	-	-	0.0%	ACO equipment added splitting cost of the online dog licensing lookup software management with Town Clerk
		General Expenses Total	228,330	278,189	182,772	291,460	291,460	-	13,271	4.8%	
		Total Police Department	3,154,884	3,530,920	2,567,597	3,653,837	3,641,566	(12,271)	110,646	3.1%	A

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<b>Fire Department</b>											
	51110	Sal/Wages FT	1,917,459	2,006,989	1,476,947	2,128,363	2,128,363	-	121,374	6.0%	33 FT
	51121	Sal/Wages Incentive		8,402	2,002	20,350	20,350	-	11,948	142.2%	Negotiated in CBA
	51150	Vacation Replacement OT	34,201	19,487	21,577	19,487	19,487	-	-	0.0%	Overtime for Vacation Leave Replacement
	51200	Sal/Wages PT	9,811	1	-	-	-	-	(1)	-100.0%	1 PT: Office Clerk (20hr/wk ) (removed in 2022)
	51300	Sal/Wages Call Back OT	77,354	100,136	75,815	88,201	88,201	-	(11,935)	-11.9%	Overtime for emergency recall and other off-duty details
	51130	Personal Replacement OT	-	19,397	16,527	19,397	19,397	-	-	0.0%	Overtime for Personal Leave Replacement
	51350	FEMA Storm Related OT	-	1	-	1	1	-	-	0.0%	Expenses related to declared emergencies
	51400	Longevity Pay	4,550	2,700	950	1,850	1,850	-	(850)	-31.5%	For employees hired prior to 1/1/2006
	51410	Sick Replacement OT	29,528	34,305	30,404	34,305	34,305	-	-	0.0%	Overtime for Sick Replacement
	51420	Holiday Pay	86,621	101,193	4,116	110,172	110,172	-	8,979	8.9%	Holiday pay (12 holidays @ 12hrs)
	51600	Sal/Wages On Call	321	2,500	19	2,500	2,500	-	-	0.0%	PT On-Call salaries
		Salaries Total	2,159,845	2,295,111	1,628,356	2,424,626	2,424,626	-	129,515	5.6%	
	52100	Health Insurance	380,701	447,404	307,619	499,798	506,547	6,749	59,143	13.2%	1.5% decrease in the premium rate
	52110	Dental Insurance	36,776	38,311	26,484	42,327	42,327	-	4,016	10.5%	1.5% increase in the premium rate
	52120	Life Insurance	1,752	2,692	1,288	3,564	3,564	-	872	32.4%	No change in the premium rate
	52130	LTD Insurance	989	1,042	684	1,065	1,065	-	23	2.2%	
	52200	FICA	5,480	3,059	2,131	3,217	3,217	-	158	5.2%	Based on wages: 6.2%
	52210	Medicare	30,916	33,279	23,428	35,157	35,157	-	1,878	5.6%	Based on wages: 1.45%
	52300	Retirement Town	9,599	6,586	4,993	6,809	6,809	-	223	3.4%	Based on wages: 14.06%
	52320	Retirement Fire	661,110	740,878	530,988	749,533	749,533	-	8,655	1.2%	Based on wages: 32.99%
		Benefits Total	1,127,323	1,273,251	897,613	1,341,470	1,348,219	6,749	74,968	5.9%	
	55019	Breathing Apparatus	9,434	11,666	4,240	6,120	6,120	-	(5,546)	-47.5%	Breathing apparatus testing and repairs & air compressor certification and repairs
	55035	Chiefs Expenses	729	720	601	750	750	-	30	4.2%	expenses for meetings, dinners
	55038	Cistern Maintenance	373	1,600	-	900	900	-	(700)	-43.8%	Cistern & dry hydrant maintenance
	55041	Command Supplies	-	5,000	1,805	3,500	3,500	-	(1,500)	-30.0%	Emergency Operations Center supplies during drills, exercise and incidents, including food, office supplies, & training material
	55042	Communications Equipment	3,757	10,960	4,007	10,793	10,793	-	(167)	-1.5%	2 way radio (mobile and portable); RAVE Mobile Safety - Emergency Community Notification (Reverse 911)
	55043	Community Relations	-	-	-	2,500	2,500	-	2,500		Annual Contract for Social Media Consultant and Community Relations Specialist.
	55224	Postage	437	519	189	300	300	-	(219)	-42.2%	Postage for General FD, Fire Prevention, new candidate hiring, etc.
	55058	Contract Services	16,565	16,815	12,690	17,565	17,565	-	750	4.5%	50% of annual contracted IT support for the Public Safety Complex. Shared cost with Police Department
	55087	Dry Cleaning	202	325	99	250	250	-	(75)	-23.1%	Dry cleaning of chief officer uniforms & Class "A" dress uniforms.
	55088	Dues	7,537	7,234	7,247	7,831	7,831	-	597	8.3%	Seacoast Region Hazmat team annual assessment, Annual Association Dues with multiple organizations
	55091	Education/Training	15,500	15,476	2,133	17,756	17,756	-	2,280	14.7%	Tuition for college classes, fire certifications and education supplies.
	55106	General Equipment Purchase	43,392	45,000	21,693	45,000	45,000	-	-	0.0%	Firefighting equipment purchase and replacement.
	55123	Fire Prevention Supplies	5,510	5,450	2,470	5,565	5,565	-	115	2.1%	NFPA annual membership, Fire Prevention/Investigation Supplies
	55128	Fuel	12,607	12,440	9,275	20,015	20,015	-	7,575	60.9%	Gas and diesel fuel for all fire department vehicles. Plus 800 gallon tank at fire station
	55132	General Equipment Repair	3,114	3,500	3,234	3,450	3,450	-	(50)	-1.4%	Small tool & equipment repair.
	55133	General Expenses	3,224	3,200	2,056	3,620	3,620	-	420	13.1%	Background investigations, water, emergency scene rehabilitation, supplies, etc.
	55144	Hazmat Supplies	1,259	1,525	1,166	1,525	1,525	-	-	0.0%	Hazardous materials monitoring equipment, clean up and control supplies.
	55149	Hose Replacement	4,166	5,629	341	5,660	5,660	-	31	0.6%	Fire hose replacement and repair.
	55151	Hydrant Maintenance	20,000	20,000	15,000	20,000	20,000	-	-	0.0%	Hydrant Maintenance Fee/Rental to Water Department
	55190	Mobile Communications	4,608	5,458	3,358	5,458	5,458	-	-	0.0%	Cell phone plan and data usage for staff cars, engines, and fire prevention
	55199	Office Equipment Maintenance	2,458	2,409	1,798	2,510	2,510	-	101	4.2%	Lease Agreements/Service Contracts (copier & time clock)
	55200	Office Supplies	2,128	2,265	1,857	2,500	2,500	-	235	10.4%	Office Supplies for entire Fire Department (except Health)
	55214	Physicals	3,800	10,630	10,075	2,625	2,625	-	(8,005)	-75.3%	Pre-employment for new hires and Annual physicals for all fire personnel. Examples include - FDIC conference, IAFC - FRI International, IMT Annual Conference.
	55050	Cont/Room/Meals	400	4,200	-	4,500	4,500	-	300	7.1%	
	55230	Protective Equipment	35,982	36,367	16,492	44,382	44,382	-	8,015	22.0%	Turnout gear replacement, inspections, repair.

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	55237	Radio Repairs/Maintenance	4,664	8,728	2,752	5,728	5,728	-	(3,000)	-34.4%	Maint. & programming FD Portable & Mobile Radios, Annual service contract; Emergency Operations Center radio reprogramming, replacement & repairs
	55270	Software Agreement	8,423	8,569	8,620	10,657	10,657	-	2,088	24.4%	Annual agreements for IMC data collection & dispatching, Public Eye mobile data terminals, eDispatch firefighter notification, and Knox Box Cloud Service
	55282	Building Supplies	1,905	3,128	1,778	3,128	3,128	-	-	0.0%	Laundry & misc bldg. cleaning supplies
	55314	Uniforms	25,070	24,496	26,065	25,958	25,958	-	1,462	6.0%	Uniforms for 32 FT employees, 3 Call members
	55319	Vehicle Maintenance	43,027	38,922	8,779	39,917	39,917	-	995	2.6%	Vehicle maintenance, inspections, tires, annual pump and aerial testing and certifications.
	55264	Shelter Equipment	-	1	-	1	1	-	-	0.0%	Agreement with SAU16 to provide shelter food/supplies
	55095	Emergency Management Equipment	1,875	2,500	2,373	2,000	2,000	-	(500)	-20.0%	Upgrades to computers and on scene materials (replacement cones, barricades, signage, barriers)
	55119	FEMA Reimb -Force Labor	-	-	-	1	1	-	1		FEMA line if needed
	55118	FEMA Reimb - Force Equip	-	-	-	1	1	-	1		FEMA line if needed
		General Expenses Total	282,145	314,732	172,190	322,466	322,466	-	7,734	2.5%	
	57006	Capital Outlay	14,862	1	-	1	1	-	-	0.0%	\$1 place holder if grant funds become available.
		Capital Outlay Total	14,862	1	-	1	1	-	-	0.0%	
		Total Fire Department	3,584,175	3,883,095	2,698,159	4,088,563	4,095,312	6,749	212,217	5.5%	A
<b>Public Safety Shared Services</b>											
<b>Communications</b>											
01429905	51110	PDD- Sal/Wages FT	194,590	219,390	150,395	230,138	230,138	-	10,748	4.9%	5 FT Staff
01429905	51111	PDD- Sal/Wages Shift Differential	-	-	688	4,160	4,160	-	4,160		Per Police CBA
01429905	51121	PDD- Sal/Wages Incentive Reg	-	-	-	500	500	-	500		Per Police CBA
01429905	51150	PDD- Vacation Replacement OT	7,134	9,000	8,675	9,000	9,000	-	-	0.0%	covers vacation/personal days for dispatchers
01429905	51200	PDD- Sal/Wages PT	-	2,500	-	2,500	2,500	-	-	0.0%	Reduced to budget for one at several shifts a month
01429905	51300	PDD-Sal/Wages OT	13,537	14,600	11,894	14,600	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)	-100.0%	Expenses related to declared emergencies
01429905	51410	PDD-Sick Replacement OT	2,895	3,000	1,109	3,000	3,000	-	-	0.0%	covers OT for dispatchers out sick removed \$3000 to be placed into reg OT
01429905	51420	PDD-Holiday Pay	11,118	9,115	1,994	10,665	10,665	-	1,550	17.0%	contract item
01429905	51440	PDD-Training Coverage - OT	-	-	720	-	-	-	-		Training Regular Pay
01429905	51455	PDD-Training Regular Pay	1,481	-	2,549	-	-	-	-		Training Coverage - OT
01429905	51450	PDD-Education Incentive	-	1,000	1,500	2,500	2,500	-	1,500	150.0%	contract item
		Salaries Total	230,754	258,606	179,524	277,063	277,063	-	18,457	7.1%	

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01429905	52100	PDD-Health Insurance	43,037	83,034	39,797	64,221	64,221	-	(18,813)	-22.7%	1.5% decrease in the premium rate
01429905	52110	PDD-Dental Insurance	2,453	4,542	2,580	4,579	4,579	-	37	0.8%	1.5% increase in the premium rate
01429905	52120	PDD-Life Insurance	248	270	170	270	270	-	-	0.0%	No change in the premium rate
01429905	52200	PDD-FICA	13,951	16,034	10,924	17,178	17,178	-	1,144	7.1%	Based on wages: 6.2%
01429905	52210	PDD-Medicare	3,263	3,750	2,538	4,017	4,017	-	268	7.1%	Based on wages: 1.45%
01429905	52300	PDD-Retirement Town	28,927	36,009	25,199	37,859	37,859	-	1,850	5.1%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
		Benefits Total	91,879	143,638	81,208	128,124	128,124	-	(15,514)	-10.8%	
01429905	55105	PDD-Equipment Maintenance	20,485	20,825	9,331	25,325	25,325	-	4,500	21.6%	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	5,289	5,800	369	5,800	5,800	-	-	0.0%	Uncovered replacement/repair costs for dispatch items and radio equipment and portable radios, cross agency
01429905	55256	PDD-Phone Repairs/Service	-	450	89	550	550	-	100	22.2%	dispatch center phone repairs, Firstnet emergency phone service \$533, updates, sonicwall fee
		General Expenses Total	25,773	27,075	9,788	31,675	31,675	-	4,600	17.0%	
		Communications Total	348,406	429,319	270,520	436,862	436,862	-	7,543	1.8%	A
<b>Health</b>											
01441105	51110	FH- Sal/Wages FT	57,872	61,870	47,179	64,685	64,685	-	2,815	4.5%	1 FT: Health Officer
		Salaries Total	57,872	61,870	47,179	64,685	64,685	-	2,815	4.5%	
01441105	52100	FH- Health Insurance	-	26,738	20,092	26,185	26,185	-	(553)	-2.1%	1.5% decrease in the premium rate
01441105	52110	FH- Dental Insurance	1,900	1,871	1,403	1,900	1,900	-	29	1.5%	1.5% increase in the premium rate
01441105	52120	FH- Life Insurance	81	108	85	108	108	-	-	0.0%	No change in the premium rate
01441105	52200	FH- FICA	3,588	3,836	2,733	4,010	4,010	-	175	4.5%	Based on wages: 6.2%
01441105	52210	FH- Medicare	839	897	639	938	938	-	41	4.5%	Based on wages: 1.45%
01441105	52300	FH- Town Retirement	7,305	8,699	6,633	8,919	8,919	-	220	2.5%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
		Benefits Total	13,712	42,149	31,587	42,060	42,060	-	(89)	-0.2%	
01441105	55293	FH- Supplies	1,210	600	392	600	600	-	-	0.0%	Health Inspection and office supplies
01441105	55224	FH- Postage	13	58	23	50	50	-	(8)	-13.8%	Health Dept. mailings
01441105	55055	FH- Consulting	-	1	-	1	1	-	-	0.0%	Hazardous Materials Remediation & Consulting for Sportsmen's Club project
01441105	55190	FH- Mobile Communications	1,023	1,000	522	996	996	-	(4)	-0.4%	Phone plan & mobile data terminal usage for Health Officer.
01441105	55191	FH- Mosquito Control	36,600	39,000	23,000	40,000	40,000	-	1,000	2.6%	Mosquito control maintenance contract costs
01441105	55270	FH- Software Agreement	2,400	2,400	2,400	2,640	2,640	-	240	10.0%	Metverse forms and reporting
01441105	55308	FH- Travel Reimbursement	87	200	-	200	200	-	-	0.0%	Mileage reimbursement for Health Officer
01441105	55050	FH- Conf/Room/Meals	-	795	164	795	795	-	-	0.0%	Training, Meeting and Seminars for Health Officer
01441105	55088	FH- Dues	90	90	-	90	90	-	-	0.0%	Health Dept. dues & memberships
01441105	55091	FH- Education/Training	1,500	1,500	1,500	-	-	-	(1,500)	-100.0%	
		General Expenses Total	42,922	45,644	28,001	45,372	45,372	-	(272)	-0.6%	
		Health Total	114,507	149,663	106,767	152,117	152,117	-	2,454	1.6%	A
		Total Public Safety Shared Services	462,913	578,982	377,287	588,960	588,960	-	9,998	1.7%	



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<b>Public Works - General Fund</b>											
<b>Administration &amp; Engineering</b>											
01431101	51110	PWA- Sal/Wages FT	398,532	482,042	313,391	530,253	530,253	-	48,212	10.0%	6 FT: Director, Town Eng, Eng Tech, Office Mgr, Office Clerk, Asst Engineer, new GIS Tech (6 mos)
01431101	51200	PWA- Sal/Wages PT	-	1	-	1	1	-	-	0.0%	1- PT-recording secretary for River Committee @ \$15/hr
01431101	51300	PWA- Sal/Wages OT	-	500	429	500	500	-	-	0.0%	
		Salaries Total	398,532	482,543	313,819	530,754	530,754	-	48,212	10.0%	
01431101	52100	PWA- Health Insurance	55,879	109,930	62,508	120,684	127,472	6,788	17,542	16.0%	1.5% decrease in the premium rate
01431101	52110	PWA- Dental Insurance	5,086	6,881	4,385	8,785	9,635	850	2,754	40.0%	1.5% increase in the premium rate
01431101	52120	PWA- Life Insurance	518	540	328	594	594	-	54	10.0%	No change in the premium rate
01431101	52130	PWA- LTD Insurance	1,119	1,136	716	1,147	1,147	-	11	1.0%	
01431101	52200	PWA- FICA	24,102	29,918	18,677	32,907	32,907	-	2,989	10.0%	Based on wages: 6.2%
01431101	52210	PWA- Medicare	5,637	6,997	4,368	7,696	7,696	-	699	10.0%	Based on wages: 1.45%
01431101	52300	PWA- Retirement Town	50,250	67,845	44,123	73,107	73,107	-	5,262	7.8%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
		Benefits Total	142,590	223,247	135,105	244,920	252,558	7,638	29,311	13.1%	
01431101	55003	PWA- Drug/Alcohol Testing	571	1,200	881	1,200	1,200	-	-	0.0%	Contract w/Access; required (per USDOT) random testing for all CDL holders & screening new hires
01431101	55050	PWA- Conf/Room/Meals	4	3,000	828	3,000	3,000	-	-	0.0%	National or regional conf 60% Dir, Town Eng; 100% Maint Supt, Hwy Supt @ \$1100 ea
01431101	55058	PWA- Contracted Services	-	1	-	1	1	-	-	0.0%	Moved to CIP
01431101	55088	PWA- Dues	695	700	555	700	700	-	-	0.0%	Dues: APWA \$210, NHPWA \$100, Mutual Aid \$25; Licenses: PE 2@150/2 yr
01431101	55091	PWA- Education/Training	127	2,000	1,169	2,000	2,000	-	-	0.0%	Education and training for staff (NHMA, NHDES, NEPW Association)
01431101	55128	PWA- Fuel	959	1,345	1,150	1,500	1,500	-	155	11.5%	Dir & Eng vehicles; unleaded contract price projected to be \$2.97/gal
01431101	55133	PWA- General Expenses	614	850	920	1,200	1,200	-	350	41.2%	Meal reimbursement during extended operations per Director's determination increased from \$8 to \$12
01431101	55158	PWA- Insurance Deductible	-	1	-	1	1	-	-	0.0%	Damage repairs on insurance claims
01431101	55181	PWA- Master Fuel Account	(7,547)	1	(21,712)	1	1	-	-	0.0%	Bulk fuel delivery charges less dept allocations; for 109 vehicles
01431101	55190	PWA- Mobile Communications	1,173	1,200	592	1,200	1,200	-	-	0.0%	60% Director, Town Engineer & Asst Engineer; 100% Highway, MiFi (Engineering)
01431101	55200	PWA- Office Supplies	5,816	10,000	5,574	10,000	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	300	500	119	500	500	-	-	0.0%	General day to day mailings
01431101	55237	PWA- Radio Repairs	205	600	125	600	600	-	-	0.0%	4 Desk sets, 6 portables, 42 vehicle units
01431101	55238	PWA- Radio Replacement	1,000	1,000	-	1,000	1,000	-	-	0.0%	Digital repeater to communicate with Fire & Police
01431101	55319	PWA- Vehicle Maintenance	556	600	40	600	600	-	-	0.0%	Dir & Eng vehicles
		General Expenses Total	4,473	22,998	(9,759)	23,503	23,503	-	505	2.2%	
01431101	55998	PWA- Due from Water Fund	(128,453)	(140,973)	(105,729)	(155,135)	(156,662)	(1,528)	(15,690)	11.1%	20% Water Fund offset
01431101	55999	PWA- Due from Sewer Fund	(128,453)	(140,973)	(105,729)	(155,135)	(156,662)	(1,528)	(15,690)	11.1%	20% Sewer Fund offset
		Due from Water/Sewer Funds Total	(256,906)	(281,946)	(211,459)	(310,269)	(313,325)	(3,055)	(31,379)	11.1%	
		<b>Administration &amp; Engineering Total</b>	<b>288,690</b>	<b>446,842</b>	<b>227,706</b>	<b>488,907</b>	<b>493,490</b>	<b>4,583</b>	<b>46,648</b>	<b>10.4%</b>	<b>A</b>

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<b>Highways and Streets</b>													
01431202	51110	HWY- Sal/Wages FT	618,085	678,275	476,087	702,501	702,501	-	24,227	3.6%	12 FT		
01431202	51210	HWY- Sal/Wages Temp	-	1	-	1	1	-	-	0.0%	Intern, Summer/Fall laborer		
01431202	51121	HWY- Sal/Wages Incentive Reg	-	1,000	-	2,750	2,750	-	1,750	175.0%	Per SEIU CBA		
01431202	51300	HWY- Sal/Wages OT	6,874	20,000	7,575	20,000	20,000	-	-	0.0%	Emergency ops, callouts, flood watch, voting/traffic control		
01431202	51310	HWY- Sal/Wages Stand-By	7,280	7,280	5,600	7,280	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	6,900	7,150	-	7,050	7,050	-	(100)	-1.4%	6 FT per union contract		
		Salaries Total	639,139	713,707	489,262	739,583	739,583	-	25,877	3.6%			
01431202	52100	HWY- Health Insurance	191,092	206,353	134,165	203,621	229,653	26,032	23,300	11.3%	1.5% decrease in the premium rate		
01431202	52110	HWY- Dental Insurance	12,486	14,614	7,904	14,478	14,478	-	(136)	-0.9%	1.5% increase in the premium rate		
01431202	52120	HWY- Life Insurance	817	702	315	702	702	-	-	0.0%	No change in the premium rate		
01431202	52200	HWY- FICA	38,600	44,187	29,200	45,854	45,854	-	1,667	3.8%	Based on wages: 6.2%		
01431202	52210	HWY- Medicare	9,027	10,334	6,829	10,724	10,724	-	390	3.8%	Based on wages: 1.45%		
01431202	52300	HWY- Retirement Town	79,806	100,206	67,669	101,973	101,973	-	1,767	1.8%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec		
		Benefits Total	331,828	376,397	246,082	377,352	403,384	26,032	26,987	7.2%			
01431202	55013	HWY- Asphalt Reclamation	10,958	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	23,223	5,500	4,825	5,500	5,500	-	-	0.0%	Maintenance and repair of 7 Town-owned bridges		
01431202	55066	HWY- Culvert Repairs/Replacement	3,128	4,000	808	4,000	4,000	-	-	0.0%	Minor repairs, replace & clearing culverts (pipes & headers)		
01431202	55071	HWY- Dam Maintenance	-	2,500	298	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	1,100	1,500	720	1,500	1,500	-	-	0.0%	Classes, licensing (CDL, UNH Tech Transfer classes)		
01431202	55096	HWY- Emergency Traffic Control	390	500	-	500	500	-	-	0.0%	Uniformed officer in high traffic, emergencies		
01431202	55107	HWY- Equipment Rentals	2,514	4,500	123	4,500	4,500	-	-	0.0%	Rental of equipment not owned by Town, including bulldozer, excavator, grader, screen		
01431202	55128	HWY- Fuel	18,377	19,455	16,534	28,000	28,000	-	8,545	43.9%	Fuel for highway dept vehicles & equipment; contract price projected to be unleaded \$2.97/gal & diesel \$3.80/gal		
01431202	55134	HWY- General Hand Tools	3,993	4,000	826	4,000	4,000	-	-	0.0%	Repl/repair hand tools incl. compacter, hand-saw, chainsaws, small power tools		
01431202	55190	HWY- Mobile Communications	857	1	640	1	1	-	-	0.0%	moved to phone reimbursement		
01431202	55212	HWY- Phone Reimbursement	1,800	2,400	1,004	2,400	2,400	-	-	0.0%	Cell Phone stipend \$40/mo for Supt + 3 Foremen		
01431202	55257	HWY- Safety Equipment	5,323	5,000	4,396	5,000	5,000	-	-	0.0%	Hardhats, vests, eye protection, Technu, steel-toed boot repl \$185/yr per employee		
01431202	55267	HWY- Signs	7,485	8,000	7,165	8,000	8,000	-	-	0.0%	Sign replacement for retro reflectivity, damages.		
01431202	55285	HWY- Storm Drain Repair	3,703	6,000	2,973	6,000	6,000	-	-	0.0%	Repair drain castings. 1,305 catch basins		
01431202	55286	HWY- Street Marking	25,906	35,000	33,816	35,000	35,000	-	-	0.0%	Fog lines, center lines, parking spaces (butyl rubber by contractor); crosswalks 2x yr		
01431202	55287	HWY- Street Repairs/Maint	14,668	18,000	12,007	18,000	18,000	-	-	0.0%	Patching town roads & shoulder repair materials; includes asphalt, concrete, gravel		
01431202	55310	HWY- Tree Maintenance	6,106	20,000	18,597	20,000	20,000	-	-	0.0%	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	7,435	6,700	3,055	7,400	7,400	-	700	10.4%	12 employees (Laundrying, repair and replacement)		
01431202	55319	HWY- Vehicle Maintenance	57,383	50,000	32,766	50,000	50,000	-	-	0.0%	Maintenance of all dept vehicles and equip		
01431202	55337	HWY- Weed Control	8,000	8,000	6,000	8,000	8,000	-	-	0.0%	Along medians & curbing; contract w/ licensed herbicide applicator, \$2000/app x 4/yr		
		General Expenses Total	202,749	211,456	146,553	220,701	220,701	-	9,245	4.4%			
01431202	55251	HWY-Road Paving/Maintenance	666,526	800,000	-	700,000	700,000	-	(100,000)	-12.5%	Incl crack sealing, reconstruction, etc. 3% increase material cost		
01431202	55087	HWY- Culvert Replacement	23,000	10,000	-	10,000	10,000	-	-	0.0%	Replace culverts and repair headers & outlets in Town roads		
01431202	55266	HWY- Sidewalks/Curbing	6,764	15,000	-	15,000	15,000	-	-	0.0%	Sidewalks and curbing, minor repair & replacements		
01431202	55284	HWY- Storm Drain Cleaning	20,480	30,000	-	30,000	30,000	-	-	0.0%	Annual clean 50% catch basins, material testing, MS4 permit compliance		
		Capital Outlay Total	716,770	855,000	-	755,000	755,000	-	(100,000)	-11.7%			
		<b>Highways &amp; Streets Total</b>	<b>1,890,486</b>	<b>2,158,559</b>	<b>881,898</b>	<b>2,092,636</b>	<b>2,118,668</b>	<b>26,032</b>	<b>(37,891)</b>	<b>-1.8%</b>	<b>A</b>		

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<b>Snow Removal</b>											
01431903	51300	PS- Sal/Wages - OT Snow	48,064	70,000	72,183	70,000	70,000	-	-	0.0%	Includes Mechanic
01431903	51350	PS- Sal/Wages - FEMA Storm Related C	-	1	-	1	1	-	-	0.0%	Expenses related to declared emergencies
		Salaries Total	48,064	70,001	72,183	70,001	70,001	-	-	0.0%	
01431903	52200	PS- FICA	2,977	4,340	4,470	4,340	4,340	-	-	0.0%	Based on wages: 6.2%
01431903	52210	PS- Medicare	696	1,015	1,034	1,015	1,015	-	-	0.0%	Based on wages: 1.45%
01431903	52300	PS- Retirement Town	5,594	9,842	9,789	9,657	9,657	-	(185)	-1.9%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
		Benefits Total	9,267	15,197	15,292	15,012	15,012	-	(185)	-1.2%	
01431903	55026	PS- Calcium Chloride	-	1	-	1	1	-	-	0.0%	Salt additive used during harsh temperatures in the winter
01431903	55061	PS- Contracted Snow Removal	8,793	45,000	22,973	45,000	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	11,428	17,000	11,264	17,000	17,000	-	-	0.0%	Fuel for snow removal vehicles; contract price projected to be unleaded \$2.97/gal & diesel \$3.80/gal
01431903	55216	PS- Plow Damages	2,076	3,500	1,335	3,500	3,500	-	-	0.0%	Private property damage caused by snow plows
01431903	55218	PS- Plowing	87,748	80,000	65,569	80,000	80,000	-	-	0.0%	Hired contractors to supplement Town staff to plow, salt & sand
01431903	55258	PS- Salt	73,725	60,000	119,311	60,000	60,000	-	-	0.0%	Deicer for Town roads, sidewalks, parking lots; 2022 pricing \$67/ton
01431903	55259	PS- Sand	831	2,000	590	2,000	2,000	-	-	0.0%	Purchase sand during winter months to spread along the town roads, sidewalks & parking lots
01431903	55319	PS- Vehicle Maintenance	7,730	20,500	17,558	20,500	20,500	-	-	0.0%	Repair snow plows and snow removal equipment
		General Expenses Total	192,331	228,003	238,599	228,003	228,003	-	-	0.0%	
		<b>Snow Removal Total</b>	<b>249,662</b>	<b>313,201</b>	<b>326,074</b>	<b>313,016</b>	<b>313,016</b>	<b>-</b>	<b>(185)</b>	<b>-0.1%</b>	<b>A</b>
<b>Solid Waste Disposal</b>											
01432304	51200	SW- Sal/Wages PT	19,033	19,146	13,433	20,017	20,017	-	871	4.5%	1 PT @ 16 hrs/wk including transfer station winter schedule and weekend trash removal
01432304	51300	SW- Sal/Wages OT	9,833	4,000	7,835	4,000	4,000	-	-	0.0%	OT for Highway employees assigned to Transfer Station
		Salaries Total	28,866	23,146	21,268	24,017	24,017	-	871	3.8%	
01432304	52200	SW- FICA	1,793	1,435	1,319	1,489	1,489	-	54	3.8%	Based on wages: 6.2%
01432304	52210	SW- Medicare	419	336	320	348	348	-	13	3.8%	Based on wages: 1.45%
01432304	52300	SW- Retirement	1,271	562	1,070	552	552	-	(10)	-1.8%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
		Benefits Total	3,484	2,333	2,709	2,389	2,389	-	56	2.4%	
01432304	55018	SW- Blue Bags	96,604	115,000	97,953	78,000	78,000	-	(37,000)	-32.2%	Includes vendor delivery to store; offset by revenue; projected production cost 30% increase after Jul 2021
01432304	55054	SW- Construction Debris	11,769	13,400	7,386	13,400	13,400	-	-	0.0%	Construction debris container at Transfer Station
01432304	55082	SW- Disposal/Recycling Contract	933,314	996,000	626,245	1,125,000	1,125,000	-	129,000	13.0%	5-year contract extension with WM runs June 2022 - May 2027, reflects 6.5% annual rates increase and anticipated fuel surcharges; recycled materials value highly variable
01432304	55086	SW- Brush Grinding	6,081	20,000	10,200	20,000	20,000	-	-	0.0%	Brush grinding & removal by contractor 2 to 3x per yr as space needs require (contracted Dirt Doctor thru 2025)
01432304	55021	SW-Brush Cutting/Removal						-	-		
01432304	55091	SW- Education/Training	200	200	-	200	200	-	-	0.0%	Solid waste training
01432304	55092	SW- Electricity	1,719	1,500	982	2,000	2,000	-	500	33.3%	Transfer station building
01432304	55093	SW- Electronic Waste Expense	9,171	10,000	6,687	10,000	10,000	-	-	0.0%	Removal of electronic waste collected at Transfer Station, offset by sticker revenue
01432304	55150	SW- Household Haz Waste Removal	22,858	42,750	-	35,000	35,000	-	(7,750)	-18.1%	Cost of annual Oct event; Exeter share \$11,300 the rest offset by regional collection revenue & State grant
01432304	55163	SW- Landfill Monitoring	16,729	41,035	16,542	41,035	41,035	-	-	0.0%	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	55188	SW- Metal Removal	1,275	1,500	1,325	1,500	1,500	-	-	0.0%	Hauling charge to remove metals & white goods

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01432304	55201	SW- Operations Maintenance	8,907	6,000	1,547	6,000	6,000	-	-	0.0%	Mowing, materials and supplies at the Transfer Station (Security cameras and equipment)
01432304	55244	SW- Recycle Containers	12,818	19,000	13,475	26,000	26,000	-	7,000	36.8%	65 gal carts unit price \$75; offset by revenue
01432304	55293	SW- Supplies	1,678	1,500	8	1,500	1,500	-	-	0.0%	Stickers and garbage litter bags for Town & Public Works Offices to sell
01432304	55300	SW- Tire Disposal	279	2,000	273	2,000	2,000	-	-	0.0%	Disposal of Town tires
01432304	55386	SW- Yard Waste	15,971	16,450	8,104	16,532	16,532	-	82	0.5%	Twice per year curbside collection- leaf and yard waste
01432304	55551	SW- Food Waste Compost Program	1,864	2,741	2,171	2,950	2,950	-	209	7.6%	Weekly collection at Transfer Station (Mr. Fox)
		General Expenses Total	1,141,236	1,289,076	792,907	1,381,117	1,381,117	-	92,041	7.1%	
		<b>Solid Waste Disposal Total</b>	<b>1,173,589</b>	<b>1,314,555</b>	<b>816,883</b>	<b>1,407,523</b>	<b>1,407,523</b>	<b>-</b>	<b>92,968</b>	<b>7.1%</b>	<b>A</b>
<b>Street Lights</b>											
01431605	55092	PW- Electricity- Street Lights	160,379	160,000	106,330	160,000	160,000	-	-	0.0%	All street lights in Town rights-of-way
01431605	55303	PW- Traffic Light Maintenance	12,928	9,000	3,354	9,000	9,000	-	-	0.0%	High St, Green St, Alum Dr, Holland Way, Continental Dr signals; controllers, loop detectors, bulbs, audibles & emergency vehicle pre-emption controllers
		General Expenses Total	173,307	169,000	109,684	169,000	169,000	-	-	0.0%	
		<b>Street Lights Total</b>	<b>173,307</b>	<b>169,000</b>	<b>109,684</b>	<b>169,000</b>	<b>169,000</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>A</b>
<b>Stormwater</b>											
01431118	55293	STW- Supplies	2,659	2,700	835	2,700	2,700	-	-	0.0%	Pet waste bags (Town Clerk & Highway), plotter supplies (ink, printheads, paper)
01431118	55058	STW- Contracted Services	43,487	57,100	10,968	57,100	57,100	-	-	0.0%	wet weather sample 134 outfalls/6 years - 22 outfalls/yr x \$700/outfall = \$15,400; outfall catchment investigations & remediation \$10k; quarterly SWPPP inspections \$6k; AMP project TN changes \$6k; MS4 annual rpt \$6500; TN (NPS only) annual report \$10k; staff training (GIS/Inspections/Maintenance) \$3200
01431118	55190	STW-Mobile Communications	-	480	-	480	480	-	-	0.0%	Tablet/mifi \$40.12/mo
01431118	55291	STW- Subscriptions	4,077	4,080	-	4,080	4,080	-	-	0.0%	GPS, SmartNet, PeopleForms subscriptions
01431118	55386	STW- Catch Basin Replacement	-	28,000	-	28,000	28,000	-	-	0.0%	Replace 7 Catch basins @ \$4k each (MS4 Permit requirement)
		General Expenses Total	50,223	92,360	11,803	92,360	92,360	-	-	0.0%	
		<b>Stormwater Total</b>	<b>50,223</b>	<b>92,360</b>	<b>11,803</b>	<b>92,360</b>	<b>92,360</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>A</b>
		<b>Subtotal before Maintenance</b>	<b>3,825,956</b>	<b>4,492,517</b>	<b>2,374,048</b>	<b>4,563,443</b>	<b>4,594,058</b>	<b>30,615</b>	<b>101,540</b>	<b>2.3%</b>	

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<b>Public Works - Maintenance</b>											
<b>General</b>											
01419408	51110	PM- Sal/Wages FT	225,130	278,431	177,161	291,292	291,292	-	12,861	4.6%	5 FT Maint Supt, Custodian, 3 Maint Techs
01419408	51200	PM- Sal/Wages PT	34,616	35,132	26,930	35,834	35,834	-	702	2.0%	1 PT Custodian @ 34hr per week
01419408	51300	PM- Sal/Wages OT	6,462	3,000	5,201	3,000	3,000	-	-	0.0%	Emergencies, callouts
01419408	51310	PM- Sal/Wages Stand-By	7,280	7,280	5,600	7,280	7,280	-	-	0.0%	Pay for after hours on-call status, \$140/week per union contract
01419408	51350	PM- FEMA Storm Related OT	-	1	-	1	1	-	-	0.0%	Expenses related to declared emergencies
01419408	51400	PM- Longevity Pay	1,550	1,600	-	1,650	1,650	-	50	3.1%	2 FT per union contract
01419408	51450	PM- Sal/Wages Education Incentive	-	750	-	750	750	-	-	0.0%	
		Salaries Total	275,037	326,194	214,892	339,807	339,807	-	13,613	4.2%	
01419408	52100	PM- Health Insurance	46,512	73,506	35,007	71,439	71,439	-	-	1.5%	1.5% decrease in the premium rate
01419408	52110	PM- Dental Insurance	4,073	5,846	2,981	5,936	5,936	-	90	1.5%	1.5% increase in the premium rate
01419408	52120	PM- Life Insurance	273	324	201	324	324	-	-	0.0%	No change in the premium rate
01419408	52200	PM- FICA	16,610	20,178	13,035	21,068	21,068	-	890	4.4%	Based on wages: 6.2%
01419408	52210	PM- Medicare	3,884	4,719	3,049	4,927	4,927	-	208	4.4%	Based on wages: 1.45%
01419408	52300	PM- Retirement Town	30,386	40,818	26,428	41,915	41,915	-	1,097	2.7%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
		Benefits Total	101,738	145,391	80,701	145,609	145,609	-	218	0.2%	
01419408	55048	PM- Computer Software	3,000	5,000	42	5,000	5,000	-	-	0.0%	Dropping TMA for annual maint of Fleet & Facility Maint software TMA (Dec); converting to People GIS work order system
01419408	55058	PM- Contract Services	61,240	46,500	65,985	46,500	46,500	-	-	0.0%	Town buildings roof snow removal \$6k; contracted cleaning Town Offices \$26k; Rec Ctr 2x week starting 2020 (\$11k); TH Finance Offices & Public Restrooms
01419408	55089	PM- Custodial Supplies	12,261	18,000	11,857	22,000	22,000	-	4,000	22.2%	All Town buildings' paper & cleaning products
01419408	55549	PM- Covid-19 Expenses	6,191	6,000	6,000	-	-	-	(6,000)	-100.0%	
01419408	55091	PM- Education/Training	800	800	-	800	800	-	-	0.0%	Continuing education requirements for License renewals Master Elect, Journeyman Plumber/Gas fitter. Education seminars Carpenter.
01419408	55128	PM- Fuel	4,703	4,000	3,764	6,200	6,200	-	2,200	55.0%	Maintenance Dept vehicles (5); also includes loaner vehicles to Town Departments; unleaded contract price projected to be \$2.97/gal
01419408	55173	PM- Licenses	20	300	310	300	300	-	-	0.0%	Licenses for Electrician and HVAC Plumber Tech
01419408	55176	PM- Maintenance Bid Materials	422	1,200	549	1,200	1,200	-	-	0.0%	Stock paint, putty, nails, screws
01419408	55178	PM- Maintenance Tools	1,500	3,000	1,267	3,000	3,000	-	-	0.0%	HVAC Tech, plumber, elec. tools, replenish drill bits, small power tools
01419408	55190	PM- Mobile Communications	304	600	203	600	600	-	-	0.0%	Maint. Superintendent cell phone
01419408	55257	PM- Safety Equipment	1,556	2,000	797	2,000	2,000	-	-	0.0%	Fall protection, eye protection, steel-toed boot replacement \$185/yr
01419408	55314	PM- Uniforms	3,781	5,500	2,693	6,050	6,050	-	550	10.0%	Uniforms and cleaning for 5 Staff
01419408		PM- Fire Safety	-	-	-	18,000	18,000	-	18,000	-	Fire alarm systems, emergency lighting & fire extinguishers
		General Expenses Total	95,778	92,900	93,467	111,650	111,650	-	18,750	20.2%	approx \$30/month
		General Maintenance Total	472,553	564,485	389,080	597,066	597,066	-	32,581	5.8%	A
<b>Town Buildings</b>											
		Swasey Parkway- Sal/Wages PT	-	-	26	-	-	-	-	-	Recording Secretary for Swasey Parkway
		Swasey Parkway- FICA	-	-	2	-	-	-	-	-	Recording Secretary for Swasey Parkway
		Swasey Parkway- Medicare	-	-	0	-	-	-	-	-	Recording Secretary for Swasey Parkway
		Town Buildings-Water/Sewer Bills	17,151	16,735	11,287	17,835	17,835	-	1,100	6.6%	Water/Sewer bills for Town Buildings
		Town Buildings- Building Maintenance	81,987	76,500	91,164	79,500	79,500	-	3,000	3.9%	Building Maintenance for Town Buildings, Incl Swasey Parkway & Raynes Barn
		Town Buildings-Covid-19 Expenses	3,585	5,000	5,000	-	-	-	(5,000)	-100.0%	Covid-19 for Town Buildings
		Town Buildings- Natural Gas	47,017	60,000	37,993	75,850	75,850	-	15,850	26.4%	Natural Gas for Town Buildings
		Town Buildings- Electricity	97,782	104,950	66,462	98,950	98,950	-	(6,000)	-5.7%	Electricity for Town Buildings, Incl. Swasey Parkway & Raynes Barn
		Train Station- Supplies	1,324	3,800	349	3,800	3,800	-	-	0.0%	Light fixtures, electrical breakers, signage
		Train Station- Platform Lease Liability	22,603	23,790	14,454	23,790	23,790	-	-	0.0%	Platform Lease Liability Insurance for Train Station
		Train Station- Platform Lease	3,439	3,400	3,697	3,882	3,882	-	482	14.2%	Platform Lease for Train Station
		Town Buildings Total	274,888	294,175	230,433	303,607	303,607	-	9,432	3.2%	A
<b>Maintenance Projects</b>											
01419408	55177	PM- Maintenance Projects	85,472	100,000	30,574	100,000	100,000	-	-	0.0%	Town owned building projects
		Total Maintenance Projects	85,472	100,000	30,574	100,000	100,000	-	-	0.0%	A
		Town Maintenance/Buildings Total	832,914	958,660	650,068	1,000,673	1,000,673	-	42,013	4.4%	

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<b>Mechanics/Garage:</b>											
01419415	51110	PG- Sal/Wages FT	100,510	150,009	116,138	160,730	160,730	-	10,721	7.1%	3 FT: 1 Mech foreman; 2 Mechanics
01419415	51300	PG- Sal/Wages OT	1,824	3,000	1,504	3,000	3,000	-	-	0.0%	Mechanic OT -76 hours per year
01419415	51121	PG- Sal/Wages Education/Training		750	-	750	750	-	-	0.0%	
		Salaries Total	102,333	153,759	117,642	164,480	164,480	-	10,721	7.0%	
01419415	52100	PG- Health Insurance	46,464	80,446	46,429	61,706	61,706	-	(18,740)	-23.3%	1.5% decrease in the premium rate
01419415	52110	PG- Dental Insurance	2,913	5,614	2,536	3,493	4,342	849	(1,272)	-22.7%	1.5% increase in the premium rate
01419415	52120	PG- Life Insurance	117	162	81	162	162	-	-	0.0%	No change in the premium rate
01419415	52200	PG- FICA	5,957	9,488	6,780	10,198	10,198	-	712	7.5%	Based on wages: 6.2%
01419415	52210	PG- Medicare	1,393	2,219	1,586	2,385	2,385	-	166	7.5%	Based on wages: 1.45%
01419415	52300	PG- Retirement Town	12,938	21,513	16,541	22,683	22,683	-	1,170	5.4%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
		Benefits Total	69,782	119,440	73,952	100,627	101,476	849	(17,965)	-15.0%	
01419415	55128	PG- Fuel	1,127	1,600	978	1,800	1,800	-	200	12.5%	Mechanics shop truck & forklift
01419415	55129	PG- Fuel Dispensing System	4,590	4,000	2,036	4,000	4,000	-	-	0.0%	Fuel pumps, UST inspection, reporting equipment, 23 year old fuel island maintenance
01419415	55183	PG- Mechanics Tools	1,326	3,900	1,742	3,900	3,900	-	-	0.0%	Increase mechanics' allowance from \$500 to \$800/ea (hasn't increased since 2000); replace Town owned tools; rental
01419415	55316	PG- Vehicle Equipment Stock	4,145	5,000	2,874	5,000	5,000	-	-	0.0%	Fluids, filters, bulbs, nuts & bolts for all Town Departments
01419415	55319	PG- Vehicle Maintenance	951	2,000	1,222	2,000	2,000	-	-	0.0%	Maintenance Dept vehicles (5) + forklift
01419415	55338	PG- Weight Testing/Repair	649	1,000	360	1,000	1,000	-	-	0.0%	3 mechanic lifts certified testing & repair, 2 crane mounted electric hoists
		General Expenses Total	12,788	17,500	9,212	17,700	17,700	-	200	1.1%	
		<b>Mechanics/Garage Total</b>	<b>184,903</b>	<b>290,699</b>	<b>200,806</b>	<b>282,807</b>	<b>283,656</b>	<b>849</b>	<b>(7,044)</b>	<b>-2.4%</b>	<b>A</b>
		<b>Total Public Works</b>	<b>4,843,773</b>	<b>5,741,877</b>	<b>3,224,923</b>	<b>5,846,922</b>	<b>5,878,388</b>	<b>31,484</b>	<b>136,510</b>	<b>2.4%</b>	<b>A</b>
<b>Welfare &amp; Human Services</b>											
<b>Welfare</b>											
01444110	51110	WE- Sal/Wages FT	8,111	10,660	8,129	11,145	11,145	-	485	4.5%	16% of Executive Assistant
		Salaries Total	8,111	10,660	8,129	11,145	11,145	-	485	4.5%	
01444110	52100	WE- Health Insurance			1,063	4,190	4,190	-	4,190		16% of Executive Assistant
01444110	52110	WE- Dental Insurance			75	304	304	-	304		16% of Executive Assistant
01444110	52120	WE- Life Insurance			4	17	17	-	17		16% of Executive Assistant
01444110	52200	WE- FICA	497	661	473	691	691	-	30	4.5%	Based on wages: 6.2%
01444110	52210	WE- Medicare	116	155	111	162	162	-	7	4.5%	Based on wages: 1.45%
01444110	52300	WE-Retirement - Town	1,023	1,499	1,143	1,537	1,537	-	38	2.5%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
		Benefits Total	1,637	2,314	2,869	6,901	6,901	-	4,586	198.2%	
01444110	55025	WE- Direct Relief- Burial Expense	2,250	3,000	3,465	6,000	6,000	-	3,000	100.0%	Raised to \$2000 per RSA 165:27-a
01444110	55075	WE - Direct Relief- Electricity	3,939	6,000	5,113	6,000	6,000	-	-	0.0%	Above RCA utility assistance
01444110	55076	WE - Direct Relief-Food/Gas	-	500	-	500	500	-	-	0.0%	Grocery store gift cards if St. V de P not available.
01444110	55077	WE - Direct Relief - Heat	221	2,500	4,201	3,500	3,500	-	1,000	40.0%	Oil or gas/propane
01444110	55078	WE - Direct Relief -Medical	-	2,500	3,808	2,500	2,500	-	-	0.0%	May advocate with other agencies.
01444110	55079	WE - Direct Relief- Rent	29,923	19,000	27,286	19,000	19,000	-	-	0.0%	May advocate with other agencies
01444110	55133	WE- Direct Relief Miscellaneous	4,512	1,500	456	1,500	1,500	-	-	0.0%	DR not included in other lines (car repairs, daycare, etc.)
01444110	55541	WE - Direct Relief- Hotel	44,550	27,000	19,279	27,000	27,000	-	-	0.0%	Shelters unavailable or children/elderly/handicapped.
		Direct Relief Expenses Total	85,395	62,000	63,880	66,000	66,000	-	4,000	6.5%	
01444110	55050	WE- Conf/Room/Meals	215	200	-	200	200	-	-	0.0%	NHLWAA Quarterly & Annual Mtg
01444110	55088	WE- Dues	140	140	40	40	40	-	(100)	-71.4%	NHLWAA \$40; (Housing \$100 - move to Planning Dept)
01444110	55190	WE- Mobile Communications	134	180	120	180	180	-	-	0.0%	Off hours usage - split 50/50 with TM budget
01444110	55200	WE-Office Supplies	151	150	120	150	150	-	-	0.0%	notebooks, folders and desk supplies.
01444110	55224	WE- Postage	35	30	22	40	40	-	10	33.3%	Client/state/agencies - postage
01444110	55308	WE- Travel Reimbursement	41	150	51	150	150	-	-	0.0%	Local mtgs, NHMA Conf., NHLWAA Mtgs, Seminars
		General Expenses Total	716	850	354	760	760	-	(90)	-10.6%	

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<b>Human Services</b>											
		<b>Welfare Total</b>	<b>95,658</b>	<b>75,825</b>	<b>75,033</b>	<b>84,806</b>	<b>84,806</b>	<b>-</b>	<b>8,981</b>	<b>11.8%</b>	<b>A</b>
01444511	55360	HS- Human Services Funding	100,970	105,105	63,228	98,610	98,610	-	(6,495)	-6.2%	See separate list (Human Services Funding Committee)
		<b>Human Services Total</b>	<b>100,970</b>	<b>105,105</b>	<b>63,228</b>	<b>98,610</b>	<b>98,610</b>	<b>-</b>	<b>(6,495)</b>	<b>-6.2%</b>	<b>A</b>
		<b>Total Welfare &amp; Human Services</b>	<b>196,828</b>	<b>180,930</b>	<b>138,260</b>	<b>183,416</b>	<b>183,416</b>	<b>-</b>	<b>2,486</b>	<b>1.4%</b>	
<b>Parks &amp; Recreation</b>											
<b>Recreation</b>											
01452001	51110	PR- Sal/Wages FT	242,866	257,136	196,002	269,357	269,357	-	12,221	4.8%	4 FT: Director, Asst. Director, Rec Coord, Office Manager
01452001	51300	PR- Sal/Wages OT	1,188	-	-	-	-	-	-	-	Recreation Coordinator nights and weekends
		<b>Salaries Total</b>	<b>244,054</b>	<b>257,136</b>	<b>196,002</b>	<b>269,357</b>	<b>269,357</b>	<b>-</b>	<b>12,221</b>	<b>4.8%</b>	
01452001	52100	PR- Health Insurance	40,562	63,378	47,625	62,067	62,067	-	(1,311)	-2.1%	1.5% decrease in the premium rate
01452001	52110	PR- Dental Insurance	3,806	4,277	3,208	4,342	4,342	-	65	1.5%	1.5% increase in the premium rate
01452001	52120	PR- Life Insurance	250	270	282	378	378	-	108	40.0%	No change in the premium rate
01452001	52130	PR- LTD Insurance	659	883	581	902	902	-	19	2.2%	
01452001	52200	PR- FICA	14,783	15,942	11,709	16,700	16,700	-	758	4.8%	Based on wages: 6.2%
01452001	52210	PR- Medicare	3,457	3,728	2,738	3,906	3,906	-	177	4.8%	Based on wages: 1.45%
01452001	52300	PR- Retirement Town	30,655	36,153	27,558	37,142	37,142	-	989	2.7%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
		<b>Benefits Total</b>	<b>94,373</b>	<b>124,632</b>	<b>93,702</b>	<b>125,437</b>	<b>125,437</b>	<b>-</b>	<b>805</b>	<b>0.6%</b>	
01452001	55088	PR- Dues	655	700	690	800	800	-	100	14.3%	NHRP/NRPA/NEPA Dues for Department Staff. NHRPA raised membership fees for the first time in 10 years
01452001	55224	PR- Postage	240	150	-	150	150	-	-	0.0%	Mailings
01452001	55293	PR- Supplies	2,482	1,500	1,193	1,500	1,500	-	-	0.0%	Office supplies: pens, paper, ink and other supplies
01452001	55542	PR- Senior Services	4,611	5,000	3,886	5,000	5,000	-	-	0.0%	Senior Programming will need to go up as we develop more programming at 10 Hampton Rd. For now, We can produce enough of programming.
		<b>General Expenses Total</b>	<b>7,987</b>	<b>7,350</b>	<b>5,769</b>	<b>7,450</b>	<b>7,450</b>	<b>-</b>	<b>100</b>	<b>1.4%</b>	
		<b>Recreation Total</b>	<b>346,414</b>	<b>389,118</b>	<b>295,473</b>	<b>402,244</b>	<b>402,244</b>	<b>-</b>	<b>13,126</b>	<b>3.4%</b>	<b>A</b>
<b>Parks</b>											
01452002	51110	PK- Sal/Wages FT	53,975	86,471	44,057	94,008	94,008	-	7,537	8.7%	2 FT (Foreman and Laborer)
01452002	51300	PK- Sal/Wages OT	2,025	4,500	1,184	4,500	4,500	-	-	0.0%	OT for 2 FT Employees
01452002	51400	PK- Longevity Pay	792	-	-	-	-	-	-	-	Per Union Contract
		<b>Salaries Total</b>	<b>56,792</b>	<b>90,971</b>	<b>45,240</b>	<b>98,508</b>	<b>98,508</b>	<b>-</b>	<b>7,537</b>	<b>8.3%</b>	
01452002	52100	PK- Health Insurance	24,495	46,813	13,152	-	-	-	(46,813)	-100.0%	Medical buyout
01452002	52110	PK- Dental Insurance	1,384	2,906	516	2,950	2,950	-	44	1.5%	1.5% increase in the premium rate
01452002	52120	PK- Life Insurance	83	108	25	108	108	-	-	0.0%	No change in the premium rate
01452002	52200	PK- FICA	3,510	5,640	2,823	6,107	6,107	-	467	8.3%	Based on wages: 6.2%
01452002	52210	PK- Medicare	821	1,319	660	1,428	1,428	-	109	8.3%	Based on wages: 1.45%
01452002	52300	PK- Retirement Town	7,049	12,791	6,361	13,586	13,586	-	795	6.2%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
		<b>Benefits Total</b>	<b>37,320</b>	<b>69,577</b>	<b>23,537</b>	<b>24,180</b>	<b>24,180</b>	<b>-</b>	<b>(45,397)</b>	<b>-65.2%</b>	
01452002	55033	PK- Chem Toilet Rental	3,695	2,100	2,300	2,300	2,300	-	200	9.5%	Prices remain high due inflation. This would cover all passive recreational porta potties such as concert series, playground porta potties as well as general park porta potties.
01452002	55058	PK- Contract Services	64,081	45,050	57,356	58,010	58,010	-	12,960	28.8%	The cost of materials and labor has increased due to covid. This line is very important for the parks to stay well maintained. It consists of Fertilization, Mulching and Edging, Irrigation Maintenance, Dock Maintenance, and other contractor services. We have added in the following services to this line: Product Parks Software, Janitor service and pest control.
01452002	55106	PK- Equipment Purchase	4,102	5,000	5,000	1	1	-	(4,999)	-100.0%	We have had numerous repairs on various pieces of equipment. This should remain level funded.
01452002	55108	PK- Equipment Repairs	1,151	850	615	850	850	-	-	0.0%	Typical use is Flags, field paint, keys and locks, lumber misc.
01452002	55109	PK- Equipment Supplies	10,309	7,800	5,946	7,800	7,800	-	-	0.0%	

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01452002	55128	PK- Fuel	2,913	4,200	3,804	4,200	4,200	-	-	0.0%	Fuel estimate-Staying with a two man crew. Will split during the summer with a seasonal going with both full time staff to accomplish tasks for the day.
01452002	55164	PK- Landscaping Supplies	19,598	14,500	12,772	14,500	14,500	-	-	0.0%	All materials have skyrocketed in the past year, mulch, playground chips. Our biggest challenge is paying for pool chemicals.
01452002	55239	PK- Park Maintenance	8,070	7,000	5,468	7,000	7,000	-	-	0.0%	This line include Bench repair, Playground repairs, Structural repairs and construction and fence repairs with all the supplied associated with these type of projects.
01452002	55267	PK- Signs	1,187	700	1,081	700	700	-	-	0.0%	More signage is needed
01452002	55314	PK- Uniforms	1,281	750	767	900	900	-	150	20.0%	Shoes, shirts, pants (pricing has increased for beathable material for shirts).
01452002	55319	PK- Vehicle Maintenance	2,165	2,500	472	2,000	2,000	-	(500)	-20.0%	The fleet is getting older and needs to be babied.
		General Expenses Total	118,551	90,450	95,580	98,261	98,261	-	7,811	8.6%	
		Parks Total	212,664	250,998	164,357	220,949	220,949	-	(30,049)	-12.0%	A
		<b>Total Parks &amp; Recreation</b>	<b>559,078</b>	<b>640,116</b>	<b>459,830</b>	<b>623,193</b>	<b>623,193</b>	-	<b>(16,923)</b>	<b>-2.6%</b>	
<b>Other Culture &amp; Recreation</b>											
<b>Other Culture &amp; Recreation</b>											
01452004	55036	OC- Christmas Lights	4,804	5,000	236	5,000	5,000	-	-	0.0%	Churchill's greenery, Unifil electric bill
01452004	55037	OC- Christmas Parade	7,931	4,500	347	4,500	4,500	-	-	0.0%	Parade costs including bands, Police detail, etc.
01452004	55292	OC- Summer Concerts	10,945	9,000	7,700	9,000	9,000	-	-	0.0%	Summer concerts in Swasey Parkway
		<b>Other Culture &amp; Recreation Total</b>	<b>23,680</b>	<b>18,500</b>	<b>8,283</b>	<b>18,500</b>	<b>18,500</b>	-	-	<b>0.0%</b>	<b>A</b>
<b>Special Events</b>											
01452005	55112	SE- Exeter Brass Band	3,531	4,000	3,734	4,000	4,000	-	-	0.0%	Payments to brass band performers
01452005	55320	SE- Veteran's Activities	2,163	3,500	1,998	3,500	3,500	-	-	0.0%	Memorial Day flags, Vets Day flags, Lunch
01452005	55006	SE- Fireworks	8,000	8,000	8,000	8,000	8,000	-	-	0.0%	Fireworks for AIM Festival
		<b>Special Events Total</b>	<b>13,694</b>	<b>15,500</b>	<b>13,732</b>	<b>15,500</b>	<b>15,500</b>	-	-	<b>0.0%</b>	<b>A</b>
		<b>Total Other Culture &amp; Recreation</b>	<b>37,374</b>	<b>34,000</b>	<b>22,015</b>	<b>34,000</b>	<b>34,000</b>	-	-	<b>0.0%</b>	
<b>Public Library</b>											
<b>Library</b>											
01455001	51110	LB- Sal/Wages FT	470,875	490,683	385,258	547,371	547,371	-	56,688	11.6%	9 FT Employees
01455001	51200	LB- Sal/Wages PT	132,137	191,500	98,435	185,800	185,800	-	(5,700)	-3.0%	14 PT Employees
		<b>Salaries Total</b>	<b>603,012</b>	<b>682,183</b>	<b>481,692</b>	<b>733,171</b>	<b>733,171</b>	-	<b>50,988</b>	<b>7.5%</b>	
01455001	52100	LB- Health Insurance	105,738	106,165	77,294	104,240	104,240	-	(1,925)	-1.8%	1.5% decrease in the premium rate
01455001	52110	LB- Dental Insurance	6,208	6,114	4,452	6,192	6,192	-	78	1.3%	1.5% increase in the premium rate
01455001	52120	LB- Life Insurance	405	486	276	540	540	-	54	11.1%	No change in the premium rate
01455001	52130	LB- LTD Insurance	1,092	1,086	731	1,147	1,147	-	61	5.6%	
01455001	52140	LB- Health Insurance Buyout	-	-	1,837	2,932	2,932	-	2,932		1 employee
01455001	52200	LB- FICA	36,039	42,295	28,850	45,457	45,457	-	3,161	7.5%	Based on wages: 6.2%
01455001	52210	LB- Medicare	8,429	9,892	6,747	10,631	10,631	-	739	7.5%	Based on wages: 1.45%
01455001	52300	LB- Retirement Town	57,788	68,990	51,537	75,483	75,483	-	6,483	9.4%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
01455001	52500	LB- Unemployment Comp	218	182	182	175	175	-	(7)	-3.8%	Primax
01455001	52600	LB- Workers Comp Insurance	2,660	3,308	3,308	3,067	3,067	-	(241)	-7.3%	Primax
01455001	55172	LB- Liability Insurance	1,274	1,338	1,338	1,431	1,431	-	93	7.0%	Primax
		<b>Benefits Total</b>	<b>219,850</b>	<b>239,856</b>	<b>176,552</b>	<b>251,295</b>	<b>251,295</b>	-	<b>11,439</b>	<b>4.8%</b>	
01455001	55233	LB- Public Services	202,604	202,604	202,604	187,854	187,854	-	(14,750)	-7.3%	Appropriation for general Library expenses paid directly by Library
01455001	55313	LB- Transfer Budget Balance	55,203					-	-		
		<b>General Expenses Total</b>	<b>257,807</b>	<b>202,604</b>	<b>202,604</b>	<b>187,854</b>	<b>187,854</b>	-	<b>(14,750)</b>	<b>-7.3%</b>	
		<b>Total Library</b>	<b>1,080,669</b>	<b>1,124,643</b>	<b>860,848</b>	<b>1,172,320</b>	<b>1,172,320</b>	-	<b>47,677</b>	<b>4.2%</b>	<b>A</b>



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<b>Debt Service &amp; Capital</b>											
<b>Debt Services</b>											
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	34,200	-	-	-	-	-	-	-	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	111,253	111,253	-	(4,837)	-4.2%	2027 Final payment
01471121	58031	GF- String Bridge Rehabilitation	65,000	60,000	60,000	60,000	60,000	-	-	0.0%	2023 Final payment
01471121	58034	GF- Rec Park Development	45,000	45,000	45,000	45,000	45,000	-	-	0.0%	2024 Final payment
01471121	58035	GF- Salem St. Utility Design & Engin	5,538	5,538	5,538	5,077	5,077	-	(461)	-8.3%	2024 Final payment
01471121	58037	GF- Library Renovations/Addition	251,600	255,000	255,000	254,825	254,825	-	(175)	-0.1%	2035 Final payment
01471121	58043	GF- Salem St. Utility Improvements	-	58,998	58,998	56,441	56,441	-	(555)	-1.0%	2036 Final payment
01471121		GF- Recreation Center Building	-	-	-	111,100	111,100	-	111,100	-	2032 Final payment
01471121		GF- Westside Drive Design & Engin	-	-	-	-	-	-	-	-	2027 Final payment ESTIMATE
		GF Debt Service Principal Total	999,616	1,020,812	1,020,812	1,125,884	1,125,884	-	105,072	10.3%	
01472122	58514	GF- Epping Rd Water Tank Interest	38,001	38,756	32,730	27,459	27,459	-	(11,297)	-29.1%	2028 Final payment
01472122	58515	GF- Great Dam Removal Interest	31,620	23,715	23,715	15,810	15,810	-	(7,905)	-33.3%	2024 Final payment
01472122	58516	GF- Great Dam Study Interest	1,026	-	-	-	-	-	-	-	2021 Final payment
01472122	58518	GF- Sidewalk Program Interest	7,553	5,848	5,848	4,693	4,693	-	(1,155)	-19.8%	2025 Final payment
01472122	58519	GF- Linden St. Bridge/Culvert	9,306	7,136	7,136	5,666	5,666	-	(1,470)	-20.6%	2025 Final payment
01472122	58527	GF- Lincoln Street Ph#2	55,591	50,635	50,635	45,678	45,678	-	(4,957)	-8.8%	2032 Final payment
01472122	58528	GF- Court Street Culvert	40,211	34,290	34,290	28,369	28,369	-	(5,921)	-17.3%	2027 Final payment
01472122	58530	GF- String Bridge Rehabilitation	9,435	6,120	6,120	3,060	3,060	-	(3,060)	-50.0%	2023 Final payment
01472122	58534	GF- Rec Park Development	9,180	6,885	6,885	4,590	4,590	-	(2,295)	-33.3%	2024 Final payment
01472122	58535	GF- Salem St. Utility Design & Engin	1,083	800	800	518	518	-	(282)	-35.3%	2024 Final payment
01472122	58537	GF- Library Renovations/Addition	165,562	151,356	151,356	138,351	138,351	-	(13,005)	-8.6%	2035 Final payment
01472122	58543	GF- Salem St. Utility Improvements	-	39,148	39,148	35,811	35,811	-	(3,337)	-8.5%	2036 Final payment
01472122		GF- Recreation Center Building	-	-	-	61,698	61,698	-	61,698	-	2032 Final payment
01472122		GF- Westside Drive Design & Engin	-	-	-	-	-	-	-	-	2027 Final payment ESTIMATE
		GF Debt Service Interest Total	368,567	364,689	358,663	371,703	371,703	-	7,014	1.9%	
01472323	58501	GF- TAN Interest	-	1	-	1	1	-	-	0.0%	Reserve for Tax Anticipation Note
		TAN Interest Total	-	1	-	1	1	-	-	0.0%	
		<b>Debt Services Total</b>	<b>1,368,183</b>	<b>1,385,502</b>	<b>1,379,475</b>	<b>1,497,588</b>	<b>1,497,588</b>	<b>-</b>	<b>112,086</b>	<b>8.1%</b>	<b>A</b>
<b>Miscellaneous</b>											
01419417	55081	GG- Disaster Repairs - Insured	-	1	-	1	1	-	-	0.0%	
01419417	55224	GG- Postage	5,513	1	(8,634)	1	1	-	-	0.0%	Town-wide postage reserve
01419417	55060	GG- Cash Over/Short	19	1	(88)	1	1	-	-	0.0%	Town-wide cash over/short in-house collections
01419417	55189	GG- Misc Expense	(1,531)	1	6,802	1	1	-	-	0.0%	Internal audit entry
		General Expenses Total	4,001	4	(1,919)	4	4	-	-	0.0%	A
<b>Vehicle Replacement</b>											
01419416	57005	GG- CO - Leases	290,976	285,077	120,895	203,683	203,683	-	(81,393)	-28.6%	See separate list
01419418	57012	GG- CO - Vehicles	-	110,000	136,599	26,000	26,000	-	(84,000)	-76.4%	See separate list
		Capital Outlay Total	290,976	395,077	257,493	229,683	229,683	-	(165,393)	-41.9%	A
<b>Cemeteries</b>											
01419500	57000	GG-CO-Cemeteries	-	1	-	1	1	-	-	0.0%	
			-	1	-	1	1	-	-	0.0%	A
<b>Capital Outlay-Other</b>											
01419900	55361	GG- CO- Land Acquisition/Purchase	-	1	-	1	1	-	-	0.0%	
01419900	57006	GG- CO- Equipment	5,304	4,250	6,072	6,486	6,486	-	2,236	52.6%	Vehicle Data Gathering (AA Tracking) - includes 3% escalator for 9 mo.
		Capital Outlay Total	5,304	4,251	6,072	6,487	6,487	-	2,236	52.6%	A

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		<b>General Government Total</b>	<b>300,281</b>	<b>399,333</b>	<b>261,648</b>	<b>236,175</b>	<b>236,175</b>	<b>-</b>	<b>(163,157)</b>	<b>-40.9%</b>	
		<b>Total Debt Service &amp; Capital</b>	<b>1,668,464</b>	<b>1,784,835</b>	<b>1,641,121</b>	<b>1,733,763</b>	<b>1,733,763</b>	<b>-</b>	<b>(51,071)</b>	<b>-2.9%</b>	
<b>Benefits &amp; Taxes</b>											
<b>Payroll Taxes &amp; Benefits</b>											
		GG- Health Insurance Reserve		-		-	-	-	-		7.5% increase YOY General Fund, Water Fund, Sewer Fund
		GG- Dental Insurance Reserve				-	-	-	-		2% increase YOY General Fund, Water Fund, Sewer Fund
		GG- Life Insurance Reserve				-	-	-	-		2% increase YOY General Fund, Water Fund, Sewer Fund
01415535	52140	GG- Insurance Buyout	74,822	148,219	126,914	170,705	181,467	10,762	33,248	22.4%	Health Insurance Buyout
01415535	52200	GG- FICA	4,089	1	1,326	1	1	-	-	0.0%	
01415535	52210	GG- Medicare	2,494	1	664	1	1	-	-	0.0%	
01415536	52150	GG-Retirement/ Sick Leave Buyout	48,263	1	54,963	1	1	-	-	0.0%	Use funds in Sick Leave CRF
01415531	55125	GG- Flexible Spending Fees	685	1,221	613	1,221	1,221	-	-	0.0%	Fees for employees FSA account
01415531	55371	GG- Wage Reclassifications	-	15,000		40,000	40,000	-	25,000	166.7%	Wage adjustments/classifications (Reclass from the HR)
		<b>Payroll Taxes &amp; Benefits Total</b>	<b>130,332</b>	<b>164,443</b>	<b>184,479</b>	<b>211,929</b>	<b>222,691</b>	<b>10,762</b>	<b>58,248</b>	<b>35.4%</b>	<b>A</b>
<b>Unemployment</b>											
01415533	52500	GG- Unemployment Comp	2,897	2,416	2,416	2,320	2,320	-	(96)	-4.0%	Primex
		<b>Unemployment Total</b>	<b>2,897</b>	<b>2,416</b>	<b>2,416</b>	<b>2,320</b>	<b>2,320</b>	<b>-</b>	<b>(96)</b>	<b>-4.0%</b>	<b>A</b>
<b>Worker's Compensation</b>											
01415537	52600	GG- Workers Comp Insurance	201,346	250,370	250,370	232,160	232,160	-	(18,210)	-7.3%	Primex
		<b>Worker's Compensation Total</b>	<b>201,346</b>	<b>250,370</b>	<b>250,370</b>	<b>232,160</b>	<b>232,160</b>	<b>-</b>	<b>(18,210)</b>	<b>-7.3%</b>	<b>A</b>
<b>Insurance</b>											
01419614	55124	GG- Fleet Insurance	7,855	8,248	8,248	8,826	8,826	-	578	7.0%	Primex
01419614	55157	GG- Insurance Deductible	2,000	3,000	-	3,000	3,000	-	-	0.0%	Town has \$1K deductible per occurrence
01419614	55158	GG- Ins Reimbursed Repairs	8,434	1	4,155	1	1	-	-	0.0%	
01419614	55172	GG- Liability Insurance	58,568	61,497	61,497	65,802	65,802	-	4,305	7.0%	Primex
		<b>Insurance Total</b>	<b>76,857</b>	<b>72,746</b>	<b>73,900</b>	<b>77,629</b>	<b>77,629</b>	<b>-</b>	<b>4,883</b>	<b>6.7%</b>	<b>A</b>
		<b>Total Benefits &amp; Taxes</b>	<b>411,433</b>	<b>489,975</b>	<b>511,165</b>	<b>524,038</b>	<b>534,800</b>	<b>10,762</b>	<b>44,825</b>	<b>9.1%</b>	
		<b>Total General Fund</b>	<b>18,425,563</b>	<b>20,650,723</b>	<b>14,380,829</b>	<b>21,180,780</b>	<b>21,206,012</b>	<b>25,231</b>	<b>555,289</b>	<b>2.7%</b>	

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<b>Warrant Articles/Other</b>											
01500000	59***	Raynes Barn Improvements		100,000				-	(100,000)	-100.0%	CIP P#12 Building Maint. Town is seeking LCHIP grant to reduce Town's expense (GF Fund Balance)
01500000	59***	Police Body Cameras		42,846				-	(42,846)	-100.0%	CIP P#14, Cost: \$204,139-Lease Purchase \$ 42,846 for 5 yrs
01500000	59090	Parks & Rec CRF		100,000	A	100,000	100,000	-	-	0.0%	CIP P#12 Continued Investment in capital reserve fund established in 2019 (GF Fund Balance)
01500000	59***	Highway 1-Ton Dump Body Truck #9		71,801				-	(71,801)	-100.0%	CIP P#71 (GF Fund Balance)
01500000		Highway Pavement Hot Box		59,481				-	(59,481)	-100.0%	CIP P#63
01500000	59080	Intersection Improvements Program		50,000				-	(50,000)	-100.0%	CIP P#18, requested to advance one yr in response to intersection concerns
01500000	59102	Public Works Facility		-	A	50,000	50,000	-	50,000		CIP P#1 (GF Fund Balance)
01500000	59***	Fire Dept Car#3 Replacement		47,969				-	(47,969)	-100.0%	CIP P#41 (GF Fund Balance)
01500000	59***	Facilities Condition Assessment		45,000				-	(45,000)	-100.0%	CIP P#2, Recommended by Facilities Committee
01500000	59***	Highway Ford Explorer Hybrid #65		44,750				-	(44,750)	-100.0%	CIP P#59
01500000	59***	Bike & Pedestrian Improvement Plan		25,000				-	(25,000)	-100.0%	CIP P#9 Develop a Bike & Pedestrian Master Plan for Inclusion in the Town's Master Plan Document
01500000	59017	Sick Leave Expendable Trust Fund		100,000				-	(100,000)	-100.0%	Sick Leave Capital Reserve - Funds from GF Balance
01500000	59049	Snow/Ice Deficit Fund		50,000				-	(50,000)	-100.0%	Snow/Ice Deficit Non-Capital CRF (GF Fund Balance)
01500000	59060	Swasy Parkway Permit Fee Approp		3,625				-	(3,625)	-100.0%	Appropriation from Fund Balance to turn over Swasey Parkway fees to the SP Expendable Trust Fund - Amount
		Town Hall Revolving Fund		5,000				-	(5,000)	-100.0%	
01500000	59095	Conservation Fund Appropriation			A	50,000	50,000	-	50,000		CIP P#11 (GF Fund Balance)
01500000	59093	Pickpocket Dam						-	-		
01500000		Linden Street Bridge			A	295,000	295,000	-	295,000		CIP P#17
		ADA Improvements Revolving Fund			A	25,000	25,000	-	25,000		CIP P#7 (GF Fund Balance)
01500000		Downtown Traffic, Parking & Pedestrian Flow Analysis			A	50,000	50,000	-	50,000		CIP P#9 (GF Fund Balance)
01500000		Fire Inspector Vehicle Replacement			A	49,313	49,313	-	49,313		CIP P#42 (GF Fund Balance)
		Sidewalk Tractor Replacement			A	35,541	35,541	-	35,541		CIP P#49, Cost: \$177,705-Lease Purchase \$ 35,541 for 5 yrs
01500001		DPW Truck #5 replacement			A	53,558	53,558	-	53,558		CIP P #50 (GF Fund Balance)
		Police Tasers			A	22,133	22,133	-	22,133		Cost: \$110,665 Lease Purchase \$22,133 for 5 years
01500001		Water Street Reconstruction Design			A	50,000	50,000	-	50,000		CIP P#25 (Water & Sewer Fund components), BRC recommends BOS obtains grant and put towards design of project
		<b>Total Warrant Articles</b>		<b>745,472</b>		<b>780,545</b>	<b>780,545</b>		<b>35,073</b>	<b>4.7%</b>	
<b>Borrowing/ Other</b>											
		Westside Dr Area Reconst Design		69,338				-	(69,338)	-100.0%	CIP P#25 Westside Drive Area Reconstruction (Water & Sewer Fund components)
		10 Hampton Rd. Property Purchase		1,250,000				-	(1,250,000)	-100.0%	Purchase property for new Parks & Rec offices and \$100K in Improvements
		Salem St. Area Utility Replacements		-				-	-		
		Police Complex with Fire Substation			A	16,300,000	16,300,000	-	16,300,000		CIP P#3
		Intersection Improvements Program			A	798,000	798,000	-	798,000		CIP P#16
		Westside Dr Area Reconstruction			A	2,415,000	2,415,000	-	2,415,000		CIP P#26 (Water & Sewer Fund components)
		<b>Total Borrowing/Other</b>		<b>1,319,338</b>		<b>19,513,000</b>	<b>19,513,000</b>		<b>18,193,662</b>	<b>1379.0%</b>	
		<b>Total GF Warrant Articles/Other</b>		<b>2,064,810</b>		<b>20,293,545</b>	<b>20,293,545</b>		<b>18,228,735</b>	<b>882.8%</b>	
		<b>Total General Fund Budget &amp; Warrant Articles</b>	<b>18,425,563</b>	<b>22,715,533</b>	<b>14,380,829</b>	<b>41,474,325</b>	<b>41,489,557</b>	<b>25,231</b>	<b>18,784,024</b>	<b>82.7%</b>	

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<b>WATER FUND</b>											
<b>Administration</b>											
02433021	51110	WA- Sal/Wages FT	223,940	238,902	180,345	263,817	263,817	-	24,915	10.4%	2 FT W/S Mgr & Asst Mgr Split 50/50, and GF allocations
02433021	51200	WA- Sal/Wages PT	3,217	861	721	-	-	-	(861)	-100.0%	GF allocation (HR Assistant move to FT)
02433021	51210	WA- Sal/wages Temp	3,176	3,500	3,273	3,500	3,500	-	-	0.0%	PT Seasonal Employee 50/50 W&S Split
		Salaries Total	230,332	243,263	184,339	267,317	267,317	-	24,054	9.9%	
02433021	52100	WA- Health Insurance	52,315	55,219	41,448	57,681	59,039	1,358	3,820	6.9%	Allocations from GF
02433021	52110	WA- Dental Insurance	3,752	4,090	2,942	4,462	4,632	170	542	13.3%	Allocations from GF
02433021	52120	WA- Life Insurance	275	283	216	306	304	(2)	21	7.4%	Allocations from GF
02433021	52130	WA- LTD Insurance	532	556	417	589	589	-	33	5.9%	Allocations from GF
02433021	52140	WA - Health Insurance Buyout	2,215	2,186	1,661	586	641	55	(1,545)	-70.7%	Allocations from GF
02433021	52200	WA- FICA	13,881	15,082	11,217	16,574	16,574	-	1,491	9.9%	Based on wages: 6.2%
02433021	52210	WA- Medicare	3,246	3,527	2,623	3,876	3,876	-	349	9.9%	Based on wages: 1.45%
02433021	52300	WA- Retirement Town	28,066	33,590	25,367	35,896	35,896	-	2,306	6.9%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
02433021	52600	WA- Workers Comp Insurance	4,461	5,548	5,548	5,144	5,144	-	(404)	-7.3%	Primex
		Benefits Total	108,743	120,081	91,438	125,114	126,695	1,581	6,614	5.5%	
02433021	55293	WA- Supplies	3,036	4,000	2,105	4,500	4,500	-	500	12.5%	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	10,000	-	35,000	35,000	-	25,000	250.0%	Misc. consulting services; lead service line replacement plan \$80k, risk & resiliency, emergency response plan
02433021	55124	WA- Fleet Insurance	369	387	387	414	414	-	27	7.0%	Primex
02433021	55228	WA- Property Insurance	50,273	52,786	52,786	56,482	56,482	-	3,696	7.0%	Primex
02433021	55157	WA- Insurance Deductible	-	1	-	1	1	-	-	0.0%	Line item for insurance deductible
02433021	55158	WA- Insurance Reimbursed Repairs	-	1	-	1	1	-	-	0.0%	Damage repairs on insurance claims
02433021	55170	WA- Legal Expense	-	1	-	1	1	-	-	0.0%	Legal expenses wellhead negotiations, administrative orders
02433021	55190	WA- Mobile Communications	189	800	65	800	800	-	-	0.0%	20% Director, Town Engineer, Asst Engineer cellphones, 50% W/S Manager
02433021	55002	WA- Advertising	-	500	250	250	250	-	(250)	-50.0%	Bid packages, Requests for Proposals
02433021	55227	WA- Printing	2,600	2,700	2,694	3,000	3,000	-	300	11.1%	Annual Consumer Confidence Rpt (CCR) & postage
02433021	55171	WA- Legal/Public Notices	998	3,000	299	3,000	3,000	-	-	0.0%	Notice of main flushing, Public Hearings, violations
02433021	55050	WA- Conf Rooms/Meals	-	3,000	276	3,500	3,500	-	500	16.7%	Annual national conference Dir 20%, WS Mgr & Asst. Mgr 50%
02433021	55091	WA- Education/Training	4,269	5,000	3,061	5,000	5,000	-	-	0.0%	Treatment, Distribution & Backflow required CEUs & dues
		General Expenses Total	66,733	82,176	61,921	111,949	111,949	-	29,773	36.2%	
		Administration Total	405,809	445,520	337,698	504,380	505,961	1,581	60,441	13.6%	A

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<b>Billing</b>											
02433124	51110	WB- Sal/Wages FT	79,031	78,359	59,370	79,551	79,551	-	1,192	1.5%	1 FT Utilities Clerk (50/50 split W&S) & GF Allocations
02433124	51200	WB- Sal/Wages PT	5,273	12,493	4,215	13,061	13,061	-	568	4.5%	1 PT Utilities Clerk 24 hrs/wk (50/50 split W&S)
02433124	51300	WB- Sal/Wages OT	52	-	12	-	-	-	-		Allocations from GF
02433124	51400	WB - Longevity Pay	375	-	-	-	-	-	-		Allocations from GF
		<b>Salaries Total</b>	<b>84,731</b>	<b>90,852</b>	<b>63,598</b>	<b>92,612</b>	<b>92,612</b>	<b>-</b>	<b>1,760</b>	<b>1.9%</b>	
02433124	52100	WB- Health Insurance	26,436	28,283	21,410	31,293	28,383	(2,910)	100	0.4%	Allocations from GF
02433124	52110	WB- Dental Insurance	1,828	1,820	1,444	2,188	1,912	(276)	92	5.1%	Allocations from GF
02433124	52120	WB- Life Insurance	121	101	88	108	108	-	7	6.9%	Allocations from GF
02433124	52130	WB - LTD Insurance	133	135	101	119	119	-	(16)	-11.9%	Allocations from GF
02433124	52200	WB- FICA	5,141	5,633	3,845	5,742	5,742	-	109	1.9%	Based on wages: 6.2%
02433124	52210	WB- Medicare	1,202	1,317	899	1,343	1,343	-	26	1.9%	Based on wages: 1.45%
02433124	52300	WB- Retirement Town	10,000	11,017	8,342	10,970	10,970	-	(47)	-0.4%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
02433124	52600	WB- Workers Comp Insurance	1,040	1,293	1,293	1,199	1,199	-	(94)	-7.3%	Primex
		<b>Benefits Total</b>	<b>45,901</b>	<b>49,599</b>	<b>37,422</b>	<b>52,962</b>	<b>49,776</b>	<b>(3,186)</b>	<b>176</b>	<b>0.4%</b>	
02433124	55200	WB- Supplies	2,280	3,750	1,557	3,750	3,750	-	-	0.0%	Water bill processing, ink cartridges, paper, letterhead, pens, etc
02433124	55224	WB- Postage	4,449	5,750	4,777	6,325	6,325	-	575	10.0%	Certified shut-off notices - increase based on spend rate as of 8/2022 and to accommodate July 2022 postage increases
02433124	55055	WB- Consulting Services	-	500	-	500	500	-	-	0.0%	Allocation of actuarial costs for GASB compliance \$500
02433124	55014	WB- Audit Fees	9,000	13,125	4,375	13,795	13,795	-	670	5.1%	Financial Audit and Single Audit Fees for Melanson Allocation
02433124	55213	WB- Phone Utilization	4,241	4,500	3,525	5,175	5,175	-	675	15.0%	12.5% allocation of IT phone utilization
02433124	55159	WB- Internet Services	1,890	4,266	403	4,471	4,471	-	206	4.8%	12.5% allocation of IT internet services (website)
02433124	55383	WB- Email Filtering/Archiving	1,434	900	1,031	1,113	1,113	-	213	23.7%	12.5% allocation of IT cost
02433124	55270	WB- Software Agreement	16,966	16,010	13,766	16,811	16,811	-	801	5.0%	1/2 Munilink UB Software Maintenance (5% incr for 8 mo.) & Munis Allocation @ 5% increase
02433124	55308	WB- Travel Reimbursement	-	550	-	250	250	-	(300)	-54.5%	Previously was for munis PACE training travel
02433124	55091	WB- Education/Training	-	2,290	160	-	-	-	(2,290)	-100.0%	Previously was for munis travel
		<b>General Expenses Total</b>	<b>40,260</b>	<b>51,641</b>	<b>29,594</b>	<b>52,190</b>	<b>52,190</b>	<b>-</b>	<b>550</b>	<b>1.1%</b>	
		<b>Water Billing Total</b>	<b>170,891</b>	<b>192,092</b>	<b>130,613</b>	<b>197,764</b>	<b>194,578</b>	<b>(3,186)</b>	<b>2,486</b>	<b>1.3%</b>	<b>A</b>

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<b>Distribution</b>											
02433222	51110	WD- Sal/Wages FT	191,222	219,375	125,360	228,227	228,227	-	8,852	4.0%	8 FT split 50/50 Water Distribution/Sewer Collection
02433222	51300	WD- Sal/Wages OT	19,497	21,000	27,077	21,000	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	3,640	2,800	7,280	7,280	-	3,640	100.0%	Pay for after hours on-call status, 2 employees at \$140/week per union contract split 50/50 WD/SC
02433222	51400	WD- Longevity Pay	1,775	1,825	-	2,100	2,100	-	275	15.1%	4 FT per union contract, split 50/50 WD/SC
02433222	51121	WD-Sal/Wages Education/Training		1,125	-	1,125	1,125	-	-	0.0%	
		Salaries Total	216,134	246,985	155,237	259,732	259,732	-	12,767	5.2%	
02433222	52100	WD- Health Insurance	68,357	79,948	37,966	84,364	76,169	(8,195)	(3,779)	-4.7%	1.5% decrease in the premium rate
02433222	52110	WD- Dental Insurance	4,111	4,893	2,334	5,818	5,139	(679)	246	5.0%	1.5% increase in the premium rate
02433222	52120	WD- Life Insurance	205	216	121	216	216	-	-	0.0%	No change in the premium rate
02433222	52200	WD- FICA	13,152	15,242	9,502	16,103	16,103	-	861	5.7%	Based on wages: 6.2%
02433222	52210	WD- Medicare	3,075	3,564	2,222	3,766	3,766	-	202	5.7%	Based on wages: 1.45%
02433222	52300	WD- Retirement Town	27,047	34,565	21,599	35,814	35,814	-	1,249	3.6%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
02433222	52600	WD- Workers Comp Insurance	8,292	10,311	10,311	9,561	9,561	-	(750)	-7.3%	Primex
		Benefits Total	124,240	148,740	84,054	155,642	146,768	(8,874)	(1,971)	-1.3%	
02433222	55022	WD- Building Maintenance	6,707	10,000	4,546	10,000	10,000	-	-	0.0%	9 water pumping stations/wells
02433222	55105	WD- Equipment Maintenance	4,701	7,000	1,608	7,000	7,000	-	-	0.0%	Pumps, generators, misc equipment
02433222	55252	WD- Road Repairs	10,397	10,000	8,420	25,000	25,000	-	15,000	150.0%	Trench patch, materials, crushing; replacing deteriorating service saddles
02433222	55319	WD- Vehicle Maintenance	7,963	10,000	4,230	10,000	10,000	-	-	0.0%	15 vehicles/equipment, 4 trailers split 50/50 WD/SC; mower maintenance 2020 (\$1k)
02433222	55296	WD- System Maintenance	40,310	52,000	42,895	84,000	84,000	-	32,000	61.5%	5 Hydrant assemblies, risers, service saddles, curbstops, pipe, valve boxes, other parts; 100 hydrant maintenance @ \$220 (\$22K); 100 valves turning @ \$100/valve (\$10K)
02433222	55059	WD- Tank Maintenance	158,723	158,723	116,205	115,100	115,100	-	(43,623)	-27.5%	Tank maintenance & rehab programs - 1 MG Hampton Rd \$37,300/yr; 1.5 MG Epping Rd Tower \$116,723/yr
02433222	55173	WD- Licenses	985	800	-	800	800	-	-	0.0%	Distribution licenses exams/renewals \$50/ea
02433222	55190	WD- Mobile Communication	1,292	1,600	781	1,600	1,600	-	-	0.0%	4 MiFi's (50%); additional tablet 2020
02433222	55545	WD- Fire Alarm Communication	-	3,500	350	3,500	3,500	-	-	0.0%	Pump station fire alarms with Burns Security for Gilman, Lary, & Stadium
02433222	55134	WD- General Hand Tools	908	1,500	680	1,800	1,800	-	300	20.0%	Drills, bits, taps, dies, ratchet wrenches
02433222	55003	WD- Drug/Alcohol Testing	322	900	141	900	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	3,850	4,000	1,359	4,000	4,000	-	-	0.0%	PPE incl hardhats, gloves, Tyvek suits, respirators
02433222	55314	WD- Uniforms	1,773	2,145	968	2,400	2,400	-	255	11.9%	Per union contract, 8 split 50/50 WD/SC

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Org	Object	Description	2021 Actual	2022 Budget	2022 Actual September	2023 BRC Budget	2023 SB Budget	2023 SB Budget vs. 2023 BRC Budget \$ Increase/-(Decrease)	2023 SB Budget vs. 2022 Budget \$ Increase/-(Decrease)	2023 SB Budget vs. 2022 Budget % Difference	Explanation
02433222	55136	WD- GIS Software	7,475	9,000	4,750	30,000	30,000	-	21,000	233.3%	Software revisions/maintenance; handheld and software agreement with TISales; handheld/meter reading software upgrade \$20k; People GIS asset mngt modules
02433222	55188	WD- Metering & Back Flow	77,044	115,000	91,745	163,000	163,000	-	48,000	41.7%	Rebuild/replace meters to AWWWA accuracy specifications, 400 meters >10 yrs old \$140k; brass meter parts \$15k; testing, repair & replace backflow devices \$8k, brass fittings
02433222	55235	WD- Pump Station & Towers	8,075	24,450	15,938	24,450	24,450	-	-	0.0%	Pumps, I/O cards, check valve rebuilds, fuses/breakers
02433222	55194	WD- Natural Gas	6,562	9,000	6,438	12,000	12,000	-	3,000	33.3%	Heating/generator fuel; new generators at new well buildings; increase in price
02433222	55092	WD- Electricity	73,168	70,000	50,348	87,500	87,500	-	17,500	25.0%	Water Pumping Stations and towers; 3 wells; increase in rates
02433222	55128	WD- Fuel	10,303	9,300	8,564	14,200	14,200	-	4,900	52.7%	Vehicles & equipment fuel; increase in price
		General Expenses Total	420,559	498,918	359,968	597,250	597,250	-	98,332	19.7%	
		Water Distribution Total	760,933	894,623	599,259	1,012,624	1,003,750	(8,874)	109,128	12.2%	A
		Treatment									
02433523	51110	WT- Sal/Wages FT	248,180	255,768	179,863	260,807	260,807	-	5,039	2.0%	1 FT WTP Ops Spr, 1 Snr Op, 2 WTP Ops
02433523	51300	WT- Sal/Wages OT	42,518	19,075	36,088	19,075	19,075	-	-	0.0%	
02433523	51310	WT- Sal/Wages Stand-By	7,280	7,280	5,540	14,560	14,560	-	7,280	100.0%	Pay for after hours on-call status, 2 employees at \$140/week per union contract
02433523	51400	WT- Longevity Pay	1,600	1,700	-	1,800	1,800	-	100	5.9%	2 FT per union contract
02433523	51121	WT-Sal/Wages Education/Training		1,500	-	1,500	1,500	-	-	0.0%	
		Salaries Total	299,578	285,323	221,491	297,742	297,742	-	12,419	4.4%	
02433523	52100	WT- Health Insurance	99,265	93,244	64,471	90,814	90,814	-	(2,430)	-2.6%	1.5% decrease in the premium rate
02433523	52110	WT- Dental Insurance	6,568	5,811	4,090	5,900	5,900	-	89	1.5%	1.5% increase in the premium rate
02433523	52120	WT- Life Insurance	241	216	202	216	216	-	-	0.0%	No change in the premium rate
02433523	52200	WT- FICA	18,266	17,597	13,495	18,460	18,460	-	863	4.9%	Based on wages: 6.2%
02433523	52210	WT- Medicare	4,272	4,115	3,156	4,317	4,317	-	202	4.9%	Based on wages: 1.45%
02433523	52300	WT- Retirement Town	37,955	39,906	30,565	41,055	41,055	-	1,149	2.9%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
02433523	52600	WT- Workers Comp Insurance	8,290	10,308	10,308	9,559	9,559	-	(749)	-7.3%	Primex
		Benefits Total	174,858	171,197	126,287	170,321	170,321	-	(876)	-0.5%	

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02433523	55022	WT- Building Maintenance	8,793	12,000	13,653	12,000	12,000	-	-	0.0%	3 buildings @ SWTP & GWTP
02433523	55368	WT- Basin/Lagoon Cleaning		12,000	1,174	5,000	5,000	-	(7,000)	-58.3%	SWTP clearwell cleaning, GWTP basin cleanings
02433523	55105	WT- Equipment Maintenance	43,661	45,000	64,347	45,000	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	24,275	25,000	15,153	30,000	30,000	-	5,000	20.0%	Safe Drinking Water Act compliance; chloramine testing reagents & field units; in-line instrumentation calibration
02433523	55055	WT- Consulting	13,379	5,000	-	5,000	5,000	-	-	0.0%	Chloramine nitrification action plan assistance; PFOA asst
02433523	55270	WT- Software Equip/Contracted Ser	8,693	10,000	8,337	10,000	10,000	-	-	0.0%	VT SCADA/telemetry support, hydraulic model H2O Map
02433523	55173	WT- Licenses	273	1,200	241	1,000	1,000	-	(200)	-16.7%	Treatment licenses exams/renewals \$50/ea
02433523	55190	WT- Mobile Communication	1,009	2,600	1,763	2,600	2,600	-	-	0.0%	WTP Operations Supervisor cellphone and WTP Ipad for SCADA
02433523	55545	WT- Fire Alarm Communication	-	1,100	2,196	1,500	1,500	-	400	36.4%	SWTP/GWTP fire alarms
02433523	55257	WT- Safety Equipment	168	1,500	265	1,500	1,500	-	-	0.0%	Boots, gloves, hard hats, eye & hearing protection
02433523	55314	WT- Uniforms	1,191	1,500	1,085	1,650	1,650	-	150	10.0%	Per union contract, 3 emp
02433523	55271	WT- Software Services	670	10,000	1,750	11,000	11,000	-	1,000	10.0%	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	280	400	290	400	400	-	-	0.0%	Skinner Springs in Stratham (Pickpocket Dam in Brentwood now tax exempt); Pan Am charges for Summer St
02433523	55161	WT- Lab testing	24,039	32,000	10,953	40,000	40,000	-	8,000	25.0%	Coliform bacteria, organic carbon, volatile & synthetic, quarterly PFOA/PFAS \$4,500/qr; 30 Lead & Copper samples
02433523	55034	WT- Chemicals	125,106	135,000	95,738	165,000	165,000	-	30,000	22.2%	11 chemicals including ammonium sulfate for chloramines & greensand filters; New regulations require the addition of ferric chloride for arsenic precipitation. Experiencing high fuel surcharges and chemical costs tied to petroleum
02433523	55194	WT- Natural Gas	12,551	19,000	10,687	27,500	27,500	-	8,500	44.7%	heating/generator fuel
02433523	55092	WT- Electricity	78,804	72,000	44,864	90,000	90,000	-	18,000	25.0%	Pumps, lights, etc
02433523	55128	WT- Fuel	822	1,860	1,013	3,000	3,000	-	1,140	61.3%	Water Treatment Plant truck
02433523	55211	WT- Phone Lease Alarms	3,693	4,945	2,475	5,500	5,500	-	555	11.2%	AT&T texting alarm services
		<b>General Expenses Total</b>	<b>350,407</b>	<b>395,105</b>	<b>275,982</b>	<b>460,650</b>	<b>460,650</b>	<b>-</b>	<b>65,545</b>	<b>16.6%</b>	
		<b>Water Treatment Total</b>	<b>824,843</b>	<b>851,625</b>	<b>623,760</b>	<b>928,713</b>	<b>928,713</b>	<b>-</b>	<b>77,088</b>	<b>9.1%</b>	<b>A</b>



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<b>Debt Service</b>											
02471125	58024	Water Tank SRF	208,314	215,297	215,297	222,514	222,514	-	7,217	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	151,050	-	-	-	-	-	-	-	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	228,436	232,914	232,914	237,479	237,479	-	4,565	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	3,747	3,747	-	(163)	-4.2%	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	27,692	27,692	27,692	25,385	25,385	-	(2,307)	-8.3%	2024 Final payment
02471125	58036	Surface Water Plant TTHM Treatme	88,241	88,241	88,241	88,241	88,241	-	-	0.0%	2034 Final payment
02471125	58038	Groundwater Sources	109,000	105,000	105,000	105,000	105,000	-	-	0.0%	2025 Final payment
02471125	58042	Salem St. Utility Improvements	-	141,078	141,078	139,706	139,706	-	(1,372)	-1.0%	2036 Final payment
02471125		Groundwater Exploration	-	-	-	88,900	88,900	-	88,900	-	2036 Final payment
02471125		Westside Drive Design & Engin	-	-	-	-	-	-	-	-	2027 Final payment ESTIMATE
		<b>Water Debt Service Principal Total</b>	<b>1,016,505</b>	<b>1,013,993</b>	<b>1,013,994</b>	<b>1,110,833</b>	<b>1,110,833</b>	<b>-</b>	<b>96,840</b>	<b>9.6%</b>	
02472126	58524	Water Tank SRF	62,432	55,450	55,450	48,233	48,233	-	(7,217)	-13.0%	2028 Final payment
02472126	58502	Water Line- Main & Lincoln Sts	24,480	18,360	18,360	12,240	12,240	-	(6,120)	-33.3%	2024 Final payment
02472126	58521	Water Line Replacement- JH	4,532	-	-	-	-	-	-	-	2021 Final payment
02472126	58504	Portsmouth Ave Waterline	2,451	1,634	1,634	817	817	-	(817)	-50.0%	2023 Final payment
02472126	58522	Lary Lane GWTP SRF	83,198	78,719	78,719	74,153	74,153	-	(4,566)	-5.8%	2036 Final payment
02472126	58525	Lincoln Street Phase #2	5,487	4,998	4,998	4,509	4,509	-	(489)	-9.8%	2032 Final payment
02472126	58529	Court Street Culvert	1,354	1,155	1,155	956	956	-	(199)	-17.2%	2027 Final payment
02472126	58531	Washington Street	21,672	18,870	18,870	16,065	16,065	-	(2,805)	-14.9%	2028 Final payment
02472126	58535	Salem St. Utility Design & Engin	5,414	4,002	4,002	2,589	2,589	-	(1,413)	-35.3%	2024 Final payment
02472126	58536	Surface Water Plant TTHM Treatme	8,458	7,518	7,518	6,578	6,578	-	(940)	-12.5%	2034 Final payment
02472126	58538	Groundwater Sources	27,201	21,420	21,420	16,065	16,065	-	(5,355)	-25.0%	2025 Final payment
02472126	58542	Salem St. Utility Improvements	-	96,902	96,902	88,642	88,642	-	(8,260)	-8.5%	2036 Final payment
02472126		Groundwater Exploration	-	-	-	49,358	49,358	-	49,358	-	2036 Final payment
02472126		Westside Drive Design & Engin	-	-	-	-	-	-	-	-	2027 Final payment ESTIMATE
		<b>Water Debt Service Interest Total</b>	<b>246,676</b>	<b>309,028</b>	<b>309,026</b>	<b>320,205</b>	<b>320,205</b>	<b>-</b>	<b>11,177</b>	<b>3.6%</b>	
		<b>Debt Service Total</b>	<b>1,263,181</b>	<b>1,323,021</b>	<b>1,323,020</b>	<b>1,431,038</b>	<b>1,431,038</b>	<b>-</b>	<b>108,017</b>	<b>8.2%</b>	<b>A</b>
<b>Capital Outlay</b>											
02490027	55318	CO- Capital Outlay - Leases	15,329	15,329	-	15,329	15,329	-	-	0.0%	See separate lease schedule
02490027	57009	CO- Capital Outlay - Vehicle	-	78,220	-	-	-	-	(78,220)	-100.0%	See separate lease schedule
02490027	55361	CO- Capital Outlay - Land Acquisition/Purchase	-	1	-	1	1	-	-	0.0%	Filter/Clarifier Maint. \$412,000; Stadium Well Rehab/Repairs
02490027	57015	CO- Water System Capital	110,237	460,000	-	460,000	460,000	-	-	0.0%	\$60,000; River Pump Station Pump Replacement \$40,000
		<b>Capital Outlay Total</b>	<b>125,566</b>	<b>553,550</b>	<b>-</b>	<b>475,330</b>	<b>475,330</b>	<b>-</b>	<b>(78,220)</b>	<b>-14.1%</b>	<b>A</b>
		<b>Water Fund Total</b>	<b>3,551,223</b>	<b>4,260,431</b>	<b>3,014,350</b>	<b>4,549,849</b>	<b>4,539,370</b>	<b>(10,479)</b>	<b>278,939</b>	<b>6.5%</b>	<b>A</b>

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<b>WF -Warrant Articles/Borrowing</b>											
		Westside Dr Area Reconst Design		192,038				-	(192,038)	-100.0%	CIP P#25 Westside Drive Area Reconstruction (General Fund & Sewer Fund components)
		Groundwater Source Development				500,000	500,000	-	500,000		
		Westside Dr Area Reconstruction				2,745,000	2,745,000	-	2,745,000		CIP P#26 (General & Sewer Fund components)
		Water Street Reconstruction Design				25,000	25,000	-	25,000		CIP P#25 (General & Sewer Fund components), BRC recommends BOS obtains grant and put towards design of project
		<b>Total Warrant Articles/Borrowing</b>	-	192,038	-	3,270,000	3,270,000	-	3,077,962	1602.8%	
		<b>Total Water Fund with WAR</b>	<u>3,551,223</u>	<u>4,452,469</u>	<u>3,014,350</u>	<u>7,819,849</u>	<u>7,809,370</u>	<u>(10,479)</u>	<u>3,356,901</u>	75.4%	

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<b>SEWER FUND</b>											
<b>Administration</b>											
03432031	51110	SA- Sal/Wages FT	220,562	238,902	180,037	263,817	263,817	-	24,915	10.4%	2 FT W/S Mgr & Asst Mgr Split 50/50, and GF allocations
03432031	51200	SA- Sal/Wages PT	3,217	861	721	-	-	-	(861)	-100.0%	GF allocation (HR Assistant move to FT)
03432031	51210	SA- Sal/Wages Temp	3,033	3,500	3,273	3,500	3,500	-	-	0.0%	PT Seasonal Employee 50/50 W&S Split
		Salaries Total	226,812	243,263	184,032	267,317	267,317	-	24,054	9.9%	
03432031	52100	SA- Health Insurance	50,952	55,219	41,448	57,681	59,039	1,358	3,820	6.9%	Allocations from GF
03432031	52110	SA- Dental Insurance	3,630	4,080	2,942	4,462	4,632	170	542	13.3%	Allocations from GF
03432031	52120	SA- Life Insurance	275	283	216	306	304	(2)	21	7.4%	Allocations from GF
03432031	52130	SA- LTD Insurance	532	558	417	589	589	-	33	5.9%	Allocations from GF
03432031	52140	SA- Health Insurance Buyout	2,215	2,186	1,661	588	641	55	(1,545)	-70.7%	Allocations from GF
03432031	52200	SA- FICA	13,678	15,082	11,199	16,574	16,574	-	1,491	9.9%	Based on wages: 6.2%
03432031	52210	SA- Medicare	3,199	3,527	2,619	3,876	3,876	-	349	9.9%	Based on wages: 1.45%
03432031	52300	SA- Retirement Town	27,617	33,590	25,324	35,896	35,896	-	2,306	6.9%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
03432031	52600	SA- Workers Comp Insurance	4,461	5,548	5,548	5,144	5,144	-	(404)	-7.3%	Primex
		Benefits Total	106,558	120,081	91,373	125,114	126,695	1,581	6,614	5.5%	
03432031	55293	SA- Supplies	4,501	4,000	2,377	4,500	4,500	-	500	12.5%	20% of general office supplies, copy costs, batteries; 50% of meter records maintenance; 50% supplies/maint. multi-function plotter
03432031	55224	SA- Postage	2,027	2,000	1,577	2,000	2,000	-	-	0.0%	Postage allocation, IPP notices and MOR reports
03432031	55055	SA- Consulting Services	31,800	12,000	4,302	12,000	12,000	-	-	0.0%	WW lagoon groundwater discharge permit; PFAS/PFOA; trunk lines capacity evaluation \$20k in 2020
03432031	55124	SA- Fleet Insurance	729	765	765	818	818	-	53	6.9%	Primex
03432031	55228	SA- Property Insurance	75,713	79,499	79,498	85,065	85,065	-	5,586	7.0%	Primex
03432031	55257	SA- Safety Equipment	502	-	-	-	-	-	-	-	DOL & OSHA standards, asbestos pipe, confined space equip. maint (moved to SC & ST)
03432031	55158	SA-Insurance Reimbursed Repairs	-	1	-	1	1	-	-	0.0%	Damage repairs on insurance claims
03432031	55170	SA- Legal Expense	5,917	7,500	588	7,500	7,500	-	-	0.0%	Legal expenses related to EPA permit issues
03432031	55190	SA- Mobile Communications	189	800	65	800	800	-	-	0.0%	20% Director, Town Engineer, Asst Engineer cellphones, 50% W/S Manager
03432031	55002	SA- Advertising	-	500	250	500	500	-	-	0.0%	Bid packages, requests for proposals
03432031	55050	SA- Conf Rooms/Meals	-	3,000	484	3,500	3,500	-	500	16.7%	Annual national conference
03432031	55091	SA- Education/Training	3,326	4,500	2,418	4,500	4,500	-	-	0.0%	Wastewater treatment and collections training
		General Expenses Total	124,704	114,565	92,332	121,184	121,184	-	6,619	5.8%	
		Administration Total	458,073	477,909	367,736	513,615	515,196	1,581	37,287	7.8%	A
<b>Billing</b>											
03432134	51110	SB- Sal/Wages FT	79,031	78,359	58,850	79,551	79,551	-	1,192	1.5%	1 FT Utilities Clerk (50/50 split W&S) & GF Allocations
03432134	51200	SB- Sal/Wages PT	5,273	12,493	3,817	13,061	13,061	-	588	4.5%	1 PT Utilities Clerk 24 hrs/wk (from 16 hrs/wk PRYR) (50/50 split W&S)
03432134	51300	SB- Sal/Wages OT	52	-	12	-	-	-	-	-	Allocations from GF
03432134	51400	SB- Longevity Pay	375	-	-	-	-	-	-	-	Allocations from GF
		Salaries Total	84,731	90,852	62,679	92,612	92,612	-	1,780	1.9%	

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03432134	52100	SB- Health Insurance	26,438	28,283	21,037	31,293	28,383	(2,910)	100	0.4%	Allocations from GF
03432134	52110	SB- Dental Insurance	1,828	1,820	1,444	2,188	1,912	(276)	92	5.1%	Allocations from GF
03432134	52120	SB- Life Insurance	121	101	85	108	108	-	7	6.9%	Allocations from GF
03432134	52130	SB - LTD Insurance	133	135	101	119	119	-	(16)	-11.9%	Allocations from GF
03432134	52200	SB- FICA	5,141	5,633	3,792	5,742	5,742	-	109	1.9%	Based on wages: 6.2%
03432134	52210	SB- Medicare	1,202	1,317	887	1,343	1,343	-	26	1.9%	Based on wages: 1.45%
03432134	52300	SB- Retirement Town	10,001	11,017	8,269	10,970	10,970	-	(47)	-0.4%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
03432134	52600	SB- Workers Comp Insurance	1,040	1,293	1,293	1,199	1,199	-	(94)	-7.3%	Primex
		Benefits Total	45,902	49,599	36,907	52,962	49,776	(3,186)	176	0.4%	
03432134	55200	SB- Supplies	2,284	3,750	1,557	3,750	3,750	-	-	0.0%	Water bill processing, Ink Cartridges, paper, letterhead, pens, etc
03432134	55224	SB- Postage	2,500	2,500	2,000	2,750	2,750	-	250	10.0%	Postage for sewer bills - increase based on spend rate as of 8/2022 and to accommodate July 2022 postage increases
03432134	55055	SB- Consulting Services	-	500	488	500	500	-	-	0.0%	Allocation of actuarial costs for GASB compliance \$500
03432134	55014	SB- Audit Fees	9,000	13,125	4,375	13,793	13,793	-	668	5.1%	Financial Audit and Single Audit Fees for Melanson
03432134	55213	SB- Phone Utilization	4,241	4,500	3,525	5,175	5,175	-	675	15.0%	Allocation
03432134	55247	SB- Registry of Deeds	-	25	-	-	-	-	(25)	-100.0%	12.5% allocation of IT phone utilization
03432134	55159	SB- Internet Services	1,890	4,268	403	4,471	4,471	-	208	4.8%	Sewer Lien Releases
03432134	55383	SB- Email Archiving	1,434	900	1,031	1,113	1,113	-	213	23.7%	12.5% allocation of IT internet services (website)
03432134	55270	SB- Software Agreement	16,966	16,010	13,766	16,811	16,811	-	801	5.0%	12.5% allocation of IT cost
03432134	55308	SB- Travel Reimbursement	-	550	-	250	250	-	(300)	-54.5%	1/2 Munilink UB Software Maintenance (5% incr for 8 mo.) & Munis Allocation @ 5% increase
03432134	55091	SB- Education & Training	-	2,290	-	-	-	-	(2,290)	-100.0%	Previously was for munis PACE training travel
		General Expenses Total	38,315	48,416	27,145	48,613	48,613	-	198	0.4%	Previously was for munis travel
		<b>Sewer Billing Total</b>	<b>168,947</b>	<b>188,867</b>	<b>126,731</b>	<b>194,187</b>	<b>191,001</b>	<b>(3,186)</b>	<b>2,134</b>	<b>1.1%</b>	<b>A</b>
<b>Collection</b>											
03432532	51110	SC- Sal/Wages FT	187,832	219,375	121,969	228,227	228,227	-	8,852	4.0%	8 FT split 50/50 WD/SC
03432532	51300	SC- Sal/Wages OT	1,745	21,000	2,691	21,000	21,000	-	-	0.0%	WD/SC/WWTP/PS (calls from dispatch or SCADA alarms)
03432532	51310	SC- Sal/Wages Stand-By	3,640	3,640	2,800	7,280	7,280	-	3,640	100.0%	Pay for after hours on-call status, 2 employees at \$140/week per union contract split 50/50 WD/SC
03432532	51400	SC- Longevity Pay	1,775	1,825	-	2,100	2,100	-	275	15.1%	8 FT per union contract split 50/50 WD/SC
03432532	51121	SC- Education/Training	-	1,125	-	1,125	1,125	-	-	0.0%	
		Salaries Total	194,992	246,965	127,461	259,732	259,732	-	12,767	5.2%	

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03432532	52100	SC-Health Insurance	65,866	79,948	37,857	84,364	76,169	(8,195)	(3,779)	-4.7%	1.5% decrease in the premium rate
03432532	52110	SC- Dental Insurance	4,063	4,893	2,321	5,818	5,139	(679)	246	5.0%	1.5% increase in the premium rate
03432532	52120	SC- Life Insurance	205	216	119	216	216	-	-	0.0%	No change in the premium rate
03432532	52200	SC- FICA	11,842	15,242	7,783	16,103	16,103	-	861	5.7%	Based on wages: 6.2%
03432532	52210	SC- Medicare	2,770	3,564	1,820	3,766	3,766	-	202	5.7%	Based on wages: 1.45%
03432532	52300	SC- Retirement Town	24,360	34,565	17,921	35,814	35,814	-	1,249	3.6%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
03432532	52600	SC- Workers Comp Ins	8,290	10,308	10,308	9,559	9,559	-	(749)	-7.3%	Primex
		Benefits Total	117,395	148,737	78,128	155,640	146,766	(8,874)	(1,970)	-1.3%	
03432532	55022	SC- Building Maintenance	8,431	10,000	7,180	10,000	10,000	-	-	0.0%	10 pumping stations
03432532	55105	SC- Equipment Maintenance	4,099	5,000	4,284	5,000	5,000	-	-	0.0%	consumables; repairs; cutting heads
03432532	55252	SC- Road Repairs	1,026	5,000	-	20,000	20,000	-	15,000	300.0%	Sewer trench paving; compaction test requirements, service repairs at mains
03432532	55153	SC- I/I Abatement	22,507	20,000	-	20,000	20,000	-	-	0.0%	Maintenance, catch basin & sump pump removal, smoke & dye testing
03432532	55389	SC- Pipe Relining	-	40,000	5,600	40,000	40,000	-	-	0.0%	Relining vitrified clay, RCP
03432532	55319	SC- Vehicle Maintenance	10,474	10,000	12,584	10,000	10,000	-	-	0.0%	10 vehicles, 3 trailers, split 50/50 with water dist
03432532	55140	SC- Grit Removal	2,148	2,750	-	2,750	2,750	-	-	0.0%	Transport of gravel, sand, etc. to Waste Management
03432532	55543	SC- CSO Monitoring	13,500	13,500	9,000	13,500	13,500	-	-	0.0%	Maintenance fee for Combined Sewer Overflow (CSO) \$ 13.5K for monitoring
03432532	55179	SC- Manhole Maintenance	25,600	69,600	7,986	70,000	70,000	-	400	0.6%	Manholes, piping & service repairs
03432532	55238	SC- Pump & Control Maintenance	33,543	49,450	8,881	49,450	49,450	-	-	0.0%	Maintain 22 sewer pumps; wear rings, impellers, shaft couplings, seals
03432532	55173	SC- Licenses	285	850	316	850	850	-	-	0.0%	19 certifications for 16 individuals in sewer collection; 1/2 master electrician (due in Nov)
03432532	55190	SC- Mobile Communications	1,645	1,600	1,133	1,600	1,600	-	-	0.0%	4 MiFis (50%)
03432532	55003	SC- Drug/Alcohol Testing	240	500	190	500	500	-	-	0.0%	Contract w/Fleet Screen & Convenient MD; USDOT required random testing for all CDL holders & screening
03432532	55545	SC- Fire Alarm Communication	-	1,500	-	1,500	1,500	-	-	0.0%	Main Pump Station fire alarm, Webster Pump Station
03432532	55257	SC- Safety Equipment	2,310	2,750	2,386	2,750	2,750	-	-	0.0%	PPE & tools for new asbestos pipe OSHA standards, confined space equip. maint.
03432532	55314	SC- Uniforms	1,857	2,145	692	2,400	2,400	-	255	11.9%	7 split 50/50 WD/SC
03432532	55136	SC- GIS Software	7,475	9,000	4,750	10,000	10,000	-	1,000	11.1%	Software revisions/maintenance; handheld and software agreement with TISales; new asset mngt modules
03432532	55260	SC- SCADA Software	-	3,000	-	3,000	3,000	-	-	0.0%	Software annual maintenance; I/O cards
03432532	55301	SC- Tools	1,549	2,500	200	2,500	2,500	-	-	0.0%	Sewer augers, CCTV parts
03432532	55194	SC- Natural Gas	7,472	11,150	5,625	15,000	15,000	-	3,850	34.5%	Heat & generator fuel; increase in price
03432532	55092	SC- Electricity	83,077	82,000	64,220	105,000	105,000	-	23,000	28.0%	Heat, lights, pumps, etc.; increase in rate
03432532	55128	SC- Fuel	10,303	9,300	8,600	14,200	14,200	-	4,900	52.7%	Diesel, propane, gasoline for vehicles, equipment and pumping stations; increase in price
		General Expenses Total	237,541	351,595	143,628	400,000	400,000	-	48,405	13.8%	
		Collection Total	549,828	747,287	349,216	815,372	808,498	(8,874)	59,202	7.9%	A

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		Treatment									
03432633	51110	ST- Sal/Wages FT	273,416	284,462	185,363	280,735	280,735	-	(3,727)	-1.3%	5 FT: 3 Operators, 1 Sr Operator, 1 Chief Operator FY (6 Mos in 2021)
03432633	51300	ST- Sal/Wages OT	21,424	19,000	18,510	19,000	19,000	-	-	0.0%	average OT rate = \$36.95/hr, 514 hours
03432633	51310	ST- Sal/Wages Stand-By	7,280	7,280	5,600	14,560	14,560	-	7,280	100.0%	After hours on-call status, 2 employees at \$140/wk per union contract
03432633	51350	ST- Sal/Wages Storm Related FEMA	-	1	-	1	1	-	-	0.0%	Expenses related to declared emergencies
03432633	51400	ST- Longevity Pay	750	800	-	850	850	-	50	6.3%	1 FT per union contract
03432633	51121	ST- Education/Training	-	750	-	750	750	-	-	0.0%	
		Salaries Total	302,870	312,293	209,473	315,896	315,896	-	3,603	1.2%	
03432633	52100	ST- Health Insurance	120,458	126,866	72,561	116,664	116,664	-	(10,202)	-8.0%	1.5% decrease in the premium rate
03432633	52110	ST- Dental Insurance	8,136	8,520	4,678	7,799	7,799	-	(721)	-8.5%	1.5% increase in the premium rate
03432633	52120	ST- Life Insurance	289	270	167	270	270	-	-	0.0%	No change in the premium rate
03432633	52200	ST- FICA	17,404	19,315	12,260	19,586	19,586	-	270	1.4%	Based on wages: 6.2%
03432633	52210	ST- Medicare	4,070	4,518	2,867	4,580	4,580	-	63	1.4%	Based on wages: 1.45%
03432633	52300	ST- Retirement Town	38,266	43,802	29,172	43,561	43,561	-	(241)	-0.6%	Based on wages: 14.06% Jan-Jun; 13.53% Jul-Dec
03432633	52600	ST- Workers Comp Insurance	8,292	10,311	10,311	9,561	9,561	-	(750)	-7.3%	Primex
		Benefits Total	196,915	213,602	132,016	202,021	202,021	-	(11,581)	-5.4%	
03432633	55022	ST- Building Maintenance	21,921	10,500	11,347	11,000	11,000	-	500	4.8%	3 high exposure buildings; 6 new buildings & 4 large process tanks
											Chem feed pumps, flow meters, motorized valves, aerators; new centrifuges (2), RAS/WAS pumps (6), UV Bulbs, Ballasts & wiper motors (\$50k); DO, ORP & TN probes replacement; Atlas Copco, Solarbee circulator maint contract
03432633	55105	ST- Equipment Maintenance	65,436	97,500	45,686	147,500	147,500	-	50,000	51.3%	
03432633	55337	ST- Weed Control	2,206	4,500	1,101	4,500	4,500	-	-	0.0%	Invasive species control in lagoons from 2x to 3x/yr
03432633	55204	ST- Outfall Dredging	2,450	1	-	3,000	3,000	-	2,999	299900.0%	biennial inspection & cleaning if needed
03432633	55154	ST- Industrial Pre-treat	6,784	12,000	3,387	15,000	15,000	-	3,000	25.0%	5 significant industrial permits with monitoring
03432633	55220	ST- Pond/Lagoon Maintenance	215	2,000	245	2,000	2,000	-	-	0.0%	Inter-lagoon sluice gates/piping, wires, etc.
03432633	55173	ST- Licenses	825	1,000	95	1,000	1,000	-	-	0.0%	Required training for licensing; professional development; master electrician 15 hr training
03432633	55190	ST- Mobile Communications	1,318	3,000	866	3,000	3,000	-	-	0.0%	WWTP operators' 1 MiFi for SCADA backup
03432633	55545	ST- Alarm Communications	-	7,500	2,450	7,500	7,500	-	-	0.0%	WWTF fire alarms and SCADA alarms, 7 @ \$1500/building
03432633	55003	ST- Drug/Alcohol Testing	83	500	129	500	500	-	-	0.0%	Contract w/Fleet Screen & Convenient MD; USDOT required random testing for all CDL holders & screening new hires
03432633	55257	ST- Safety Equipment	2,163	3,500	1,385	3,500	3,500	-	-	0.0%	PPE, gas monitors, Tyvek suits, gloves, confined space equip. maint.

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03432633	55314	ST- Uniforms	2,461	3,375	1,780	3,700	3,700	-	325	9.6%	uniforms for 5 operators
03432633	55260	ST- SCADA Software/Hardware	6,691	5,000	5,530	7,500	7,500	-	2,500	50.0%	Software revisions/annual maintenance
03432633	55072	ST- Dam Registration	1,500	1,500	-	1,500	1,500	-	-	0.0%	Annual NHDES dam fees for WWTP and Clemson Pond lagoons
03432633	55161	ST- Lab Testing	53,123	105,000	24,099	120,000	120,000	-	15,000	14.3%	CSO testing, GBTN Permit testing, NPDES EPA effluent testing (PFAS/PFOA, Arsenic), groundwater monitor report, Great Bay & river monitoring from \$50k to \$75k & TN annual report; Biosolids monitoring (PFAS/PFOA)
03432633	55034	ST- Chemicals	73,813	100,000	73,779	160,000	160,000	-	60,000	60.0%	polymer, magnesium hydroxide & supplemental carbon (price has tripled in 2022)
03432633	55373	ST- Solids Handling	280,594	280,000	211,617	310,000	310,000	-	30,000	10.7%	Biweekly centrifuge solids generation & weekly disposal at Turnkey; tipping fee avg cost \$144/ton
03432633	55194	ST- Natural Gas	14,813	20,000	11,042	30,000	30,000	-	10,000	50.0%	Building heat; increase in price
03432633	55092	ST- Electricity	215,562	250,000	135,767	280,000	280,000	-	30,000	12.0%	Aerators, lights, recirc. & chem feed pumps; increase in rate
03432633	55128	ST- Fuel	3,815	3,600	3,117	5,400	5,400	-	1,800	50.0%	2 vehicles; increase in price
03432633	55131	ST- Gas Monitoring	-	100	-	100	100	-	-	0.0%	Hydrogen sulfide monitoring
		General Expenses Total	755,772	910,576	533,321	1,116,700	1,116,700	-	206,124	22.6%	
		<b>Sewer Treatment Total</b>	<b>1,255,557</b>	<b>1,436,471</b>	<b>874,810</b>	<b>1,634,617</b>	<b>1,634,617</b>	<b>-</b>	<b>198,146</b>	<b>13.8%</b>	<b>A</b>
<b>Debt Service</b>											
03471135	58020	Sewer Line Replacement	99,750	-	-	-	-	-	-	-	2021 Final payment
03471135	58009	Jady Hill Phase II	130,000	130,000	130,000	130,000	130,000	-	-	0.0%	2032 Final payment
03471135	58013	Portsmouth Av Sewerline	79,732	79,732	79,732	79,732	79,732	-	-	0.0%	2023 Final payment
03471135	58011	Sewerline Lincoln & Main Sts	15,000	15,000	15,000	15,000	15,000	-	-	0.0%	2024 Final payment
03471135	58025	Lincoln Street Ph#2	53,219	53,219	53,219	53,219	53,219	-	-	0.0%	2032 Final payment
03471135	58035	Salem St. Utility Design & Engin	26,769	26,769	26,769	24,538	24,538	-	(2,231)	-8.3%	2024 Final payment
03471135	58033	Wastewater Treatment Plant	2,620,678	2,620,678	-	2,620,678	2,620,678	-	-	0.0%	2039 Final payment
03471135	58040	SWTP Lagoon Sludge Removal	-	143,650	143,650	145,000	145,000	-	1,350	0.9%	2036 Final payment
03471135	58041	Salem St. Utility Improvements	-	89,726	89,726	88,853	88,853	-	(873)	-1.0%	2036 Final payment
03471135		Westside Drive Design & Engin	-	-	-	-	-	-	-	-	2027 Final payment ESTIMATE
		Sewer Debt Service Principal Total	3,025,149	3,158,774	538,096	3,157,020	3,157,020	-	(1,754)	-0.1%	
03472136	58511	Sewer Line Replacement	2,993	-	-	-	-	-	-	-	2021 Final payment
03472136	58520	Jady Hill Phase II	55,950	50,750	50,750	31,879	31,879	-	(18,871)	-37.2%	2032 Final payment
03472136	58505	Portsmouth Ave Sewerline	12,797	8,531	8,531	4,266	4,266	-	(4,265)	-50.0%	2023 Final payment
03472136	58503	Sewerline Lincoln & Main Sts	3,060	2,295	2,295	1,530	1,530	-	(765)	-33.3%	2024 Final payment
03472136	58526	Lincoln Street Ph#2	30,441	27,727	27,727	25,013	25,013	-	(2,714)	-9.8%	2032 Final payment
03472136	58535	Salem St. Utility Design & Engin	5,233	3,868	3,868	2,503	2,503	-	(1,365)	-35.3%	2024 Final payment
03472136	58533	Wastewater Treatment Plant	942,309	891,031	-	838,617	838,617	-	(52,414)	-5.9%	2039 Final payment
03472136	58540	SWTP Lagoon Sludge Removal	-	100,890	100,890	92,455	92,455	-	(8,435)	-8.4%	2036 Final payment
03472136	58541	Salem St. Utility Improvements	-	61,630	61,630	56,376	56,376	-	(5,254)	-8.5%	2036 Final payment
03472136		Westside Drive Design & Engin	-	-	-	-	-	-	-	-	2027 Final payment ESTIMATE
		Sewer Debt Service Interest Total	1,052,784	1,146,721	255,691	1,052,639	1,052,639	-	(94,082)	-8.2%	
		<b>Debt Service Total</b>	<b>4,077,932</b>	<b>4,305,495</b>	<b>793,788</b>	<b>4,209,659</b>	<b>4,209,659</b>	<b>-</b>	<b>(95,836)</b>	<b>-2.2%</b>	<b>A</b>

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Prepared: November 21, 2022											
										Version #3	
Org	Object	Description	2021 Actual	2022 Budget	2022 Actual September	2023 BRC Budget	2023 SB Budget	2023 SB Budget vs. 2023 BRC Budget \$ Increase/-(Decrease)	2023 SB Budget vs. 2022 Budget \$ Increase/-(Decrease)	2023 SB Budget vs. 2022 Budget %-Difference	Explanation
<b>Capital Outlay</b>											
03490237	57010	CO- Capital Outlay - Leases	15,329	15,329	-	15,329	15,329	-	-	0.0%	See separate Lease schedule
03490237	55361	CO- Capital Outlay - Land Acquisition/Purchase	-	-	-	1	1	-	1		
03490237	57017	CO- Capital Outlay- WWTP	81,351	200,000	5,560	50,000	50,000	-	(150,000)	-75.0%	complete coating application to WWTF UV basin walls and flume wall \$250k; septage receiving station \$125k
03490237	57009	CO- Capital Outlay - Vehicle	-	25,626	-	-	-	-	(25,626)	-100.0%	See separate Lease schedule
		<b>Capital Outlay Total</b>	<b>96,680</b>	<b>240,955</b>	<b>5,560</b>	<b>65,330</b>	<b>65,330</b>	<b>-</b>	<b>(175,625)</b>	<b>-72.9%</b>	<b>A</b>
		<b>Sewer Fund Total</b>	<b>6,672,117</b>	<b>7,396,994</b>	<b>2,517,841</b>	<b>7,432,780</b>	<b>7,422,301</b>	<b>(10,479)</b>	<b>25,307</b>	<b>0.3%</b>	<b>A</b>
<b>Warrant Articles/Borrowing</b>											
		Westside Dr. Reconstruction Design		69,338				-	(69,338)	-100.0%	CIP P#25 Westside Drive Area Reconstruction (General Fund & Water Fund components)
		Court Street Pump Station				400,000	400,000	-	400,000		CIP P#27
		Sewer Capacity Rehabilitation		200,000		380,000	380,000	-	180,000	90.0%	CIP P#28
		Webster Ave Pump Station		5,700,000				-	(5,700,000)	-100.0%	CIP P#34 A portion of this project may be eligible for Congressional Direct Spending: \$1.05M, ARPA Grant \$1,395M, Forgiveness: \$ 325,500 New Borrowing Total:
		Westside Dr Area Reconstruction				860,000	860,000	-	860,000		CIP P#26 (General & Water Fund components)
03500000		Water Street Reconstruction Design				25,000	25,000	-	25,000		CIP P#25 (General & Water Fund components), BRC recommends BOS obtains grant and put towards design of project
03500000		Vacuum Utility Truck #67				78,338	78,338	-	78,338		CIP P#58, Cost: \$548,369-Lease Purchase \$78,338 for 7 yr
		<b>Total Warrant Articles/Borrowing</b>	<b>-</b>	<b>5,969,338</b>	<b>-</b>	<b>1,743,338</b>	<b>1,743,338</b>	<b>-</b>	<b>(4,226,000)</b>	<b>-70.8%</b>	
		<b>Total Sewer Fund with WAR</b>	<b>6,672,117</b>	<b>13,366,332</b>	<b>2,517,841</b>	<b>9,176,118</b>	<b>9,165,639</b>	<b>(10,479)</b>	<b>(4,200,693)</b>	<b>-31.4%</b>	



**Tax Abatements, Veterans Credits & Exemptions**

## List for Select Board meeting December 19, 2022

### Timber Tax

Map/Lot/Unit	Location	Amount	Tax Year
71-119	Gilman Lane	5,502.66	2022

### Solar Exemption

Map/Lot/Unit	Location	Amount	Tax Year
86-66-1	24 Little Pine Ln	12,000	2023

### Veterans Credit

Map/Lot/Unit	Location	Amount	Tax Year
47/8/2445	24 Willey Creek #405	500.00	2023

**Permits & Approvals**

**TEMPORARY ACCESS PERMIT**

Town of Exeter, with a primary address of 10 Front Street, Exeter, New Hampshire 03833 (“Owner”), for the agreements set forth below and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, hereby permit and license Public Service Company of New Hampshire, a New Hampshire corporation doing business as Eversource Energy, having its primary office at 780 North Commercial Street in Manchester, NH (“PSNH”), the right, privilege and authority for PSNH, its agents, employees and contractors, to pass and repass with vehicles and equipment over and across a strip of land of varied width (the “Temporary Access Area”), as shown on an aerial image entitled “Exhibit A.” Said Temporary Access Area being a portion of our property located at 61 Newfields Road, NH described in a deed recorded in Book 3764, Page 2337 of the Rockingham County Registry of Deeds, subject to the following terms and conditions.

PSNH shall have the right to cut and remove trees, brush, rocks, and other obstructions within the Temporary Access Area and to fill depressions or roughly grade the surface of the Temporary Access Area for the purpose of exercising the rights herein. If the Temporary Access Area is disturbed or damaged due to the Project’s construction activity, PSNH agrees to restore said Temporary Access Area to a condition substantially the same as that which existed prior to said construction and no additional compensation to Owner shall be required for disturbance or damage to the Temporary Access Area. Restoration shall include final grading and driveway repaving where necessary.

This Temporary Access Permit will begin on the date hereof and shall terminate on December 31, 2023. It is understood by both parties that no electric transmission facilities shall be constructed within the Temporary Access Area.

Additional Considerations:

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\_\_\_\_\_  
(Witness)

Dated \_\_\_\_\_, 2022

**Town of Exeter**

\_\_\_\_\_  
By:

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

\_\_\_\_\_  
Title (Duly Authorized):



**Correspondence**



Russ Dean <rdean@exeternh.gov>

# Fwd: Exeter-Squamscott River LAC Reappointment- Donald Clement

1 message

**Niko Papakonstantis** <npapakonstantis@exeternh.gov>  
To: Russ Dean <rdean@exeternh.gov>

Fri, Dec 16, 2022 at 8:28 AM

For the packet

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

From: **Rafferty, Meaghan** <Meaghan.Rafferty@des.nh.gov>  
Date: Wed, Dec 14, 2022 at 1:41 PM  
Subject: Exeter-Squamscott River LAC Reappointment- Donald Clement  
To: Selectmen@exeternh.gov <Selectmen@exeternh.gov>  
CC: troache@therpc.org <troache@therpc.org>, Sales, Tracie <tracie.j.sales@des.nh.gov>, Scott, Robert <Robert.R.Scott@des.nh.gov>

Town of Exeter Select Board:

Donald Clement has been reappointed to a three-year term on the Exeter-Squamscott River Local Advisory Committee representing Exeter. A copy of Mr. Clement's letter of appointment is attached. Please contact Tracie Sales, Rivers and Lakes Programs Administrator, at Tracie.Sales@des.nh.gov or at (603) 271-2959 if you have any questions.

Sincerely,

Meaghan

Meaghan Rafferty  
Rivers and Lakes Programs Assistant  
Rivers and Lakes Management and Protection Programs  
Watershed Management Bureau, Water Division  
NH Department of Environmental Services  
29 Hazen Drive, P.O. Box 95  
Concord, NH 03302-0095  
(603) 271-1522  
[Meaghan.Rafferty@des.nh.gov](mailto:Meaghan.Rafferty@des.nh.gov)

 Follow us on Twitter!  Like us on Facebook!

 **20221214\_DClement\_ReAppt\_Ltr.pdf**  
837K





Pam McElroy <pmcelroy@exeternh.gov>

## plastics ban

1 message

Enna Grazier <enna@ennachocolate.com>

Thu, Nov 17, 2022 at 1:19 PM

To: Kristen Murphy <kmurphy@exeternh.gov>, Pam McElroy <pmcelroy@exeternh.gov>, Niko Papakonstantis <NPapakonstantis@exeternh.gov>, Julie Gilman <jgilman@exeternh.gov>, Nancy Belanger <nbelanger411@gmail.com>, Lovey Oliff <lovey.oliff@gmail.com>, Molly Cowan <mcowan@exeternh.gov>, Christopher Zigmont <czigmont@gmail.com>, Russell Dean <rdean@exeternh.gov>, Melissa Roy <mroy@exeternh.gov>

Hi there,

Re-sending to correct my incomplete sentences. Cheers!

Enna

I am writing to wholeheartedly express my support for a single-use plastics ban on town property (as outlined in the 11/14 Selectboard meeting).

I wish to express a couple of ideas about this concept, based on my own experience as a cafe owner. At my business we offer both compostable single-use food containers, and reusable steel mugs (customers pay a deposit for use of the steel mugs). My customers expect compostable food containers, but the reality is that most of these compostable items still get funneled into landfill, because customers are taking their food and drinks to another place where they generally don't have access to industrial compost.

1. compost stations (alongside trash and recycling) should be available at events (i.e. Swasey) where food in compostable containers is served. It does make sense to require that such a station is hosted by a helper who will guide visitors to the proper receptacle. Such a station is a good learning/teaching opportunity for community to learn about the impacts of plastic, compost, and other waste on our environment.
2. compostable food dishes are expensive: they cost almost 100% more than standard paper or plastic items, sometimes more depending on the material. It would be helpful to offer a resource list to event planners and visiting vendors. I would love to encourage local businesses to make this shift too (in particular to containers that can decompose in home-compost) but the expense is a big hurdle.
3. the compost process of this waste is not perfect, namely 80-90% of compostable containers ends up in the normal trash or recycling, where it does not decompose. Furthermore, compost service is expensive. My business pays for Mr. Fox to cart my compost away. They process it (under stringent standards, better than many other facilities), but the fact remains that the compostable containers are not rich in nutrients: the viability of a compost operation, even industrial, depends on food waste. I'm sharing this all because I think it is important to keep in mind through all of this that compostable food containers are NOT the end all be all solution to our consumption of single use plastics.
4. because of the problems associated with compostable plastics (expense, environmental impact of production of these items, and improper disposal), reusable containers should be a part of our town's long-term ambitions. Even if it's not attainable at the beginning, shifting consumers to reusables is the only sustainable way to halt the impact of plastic on the environment. As an example, I would advocate for refillable aluminum "single use" water bottles at Parks & Rec, as opposed to tab-top cans of water. As our relationship with recycling and composting progresses, I urge the town to always consider "reusables" as key to solving the plastics problem.
5. education, education, education :) All of this will be much more successful if education is an ongoing part of each action. Citizens need to learn about the differences between industrial and back-yard compost, as well as what happens to our recycling.

Thank you so much,

Enna

*fine chocolate crafted in small batches from bean to bar*  
We invite you to visit our factory and cafe at  
**152 Front Street, Exeter, New Hampshire 03833**  
[www.ennachocolate.com](http://www.ennachocolate.com)



**ENNA**  
**CHOCOLATE**



Russ Dean <rdean@exeternh.gov>

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**Fwd: Strong support for Single Use Plastic Ban**

1 message

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**Niko Papakonstantis** <npapakonstantis@exeternh.gov>  
To: Russ Dean <rdean@exeternh.gov>

Thu, Dec 1, 2022 at 12:04 PM

For the packet

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

From: **Denise Short** <deniseshort@gmail.com>  
Date: Mon, Nov 21, 2022 at 4:05 PM  
Subject: Strong support for Single Use Plastic Ban  
To: <NPapakonstantis@exeternh.gov>, mcowan@exeternh.gov <mcowan@exeternh.gov>, loliff@exeternh.gov <loliff@exeternh.gov>, nbelanger@exeternh.gov <nbelanger@exeternh.gov>, jgilman@exeternh.gov <jgilman@exeternh.gov>

**Exeter Select Board:**

I was planning on attending tonight's Select Board meeting but in case I cannot, please receive my wholehearted support for banning of single-use plastics ordinance. What an opportunity for the town to lead the way in this critical aspect of sustainability. How lucky are we to have support and education and information to make this possible. Of course it seems daunting as most environmental actions often do--the whole issue with environmental action is that it takes many many individual actions to create the momentum for change. Know that if the town adopts this ordinance it will have a wonderful ripple effect with individual citizen action as well.

Thank you for your leadership and please support this ordinance as wholeheartedly as you can!

Sincerely,

Denise Short  
4 Sanborn Street  
Exeter NH 03833



Russ Dean <rdean@exeternh.gov>

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**Fwd: Support of single use plastics ordinance**

1 message

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Niko Papakonstantis <npapakonstantis@exeternh.gov>  
To: Russ Dean <rdean@exeternh.gov>

Thu, Dec 1, 2022 at 12:04 PM

For the packet

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

From: **EILEEN FLOCKHART** <hartflock@comcast.net>

Date: Mon, Nov 21, 2022 at 4:24 PM

Subject: Support of single use plastics ordinance

To: npapakonstantis@exeternh.gov <npapakonstantis@exeternh.gov>, Julie Gilman <jgilman@exeternh.gov>, Molly Cowan <molly.cowan@nh@gmail.com>, Lovey Oliff <lovey.oliff@gmail.com>, Nancy Belanger <nbelanger411@gmail.com>

Dear Selectboard members

Reading all the news and science lately about how much of our plastic does not even remotely get recycled and how much is being pelletized, distributed in oceans and waters and even enters the bodies of all, especially our children.....

whatever we can do as a town to restrict use of unnecessary plastic bottles and all sorts of packaging will be perhaps a small step, but even so an important one.

I urge your support!!  
thanks for all the work you do  
Eileen Flockhart



Russ Dean <rdean@exeternh.gov>

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## single-use plastic ban

2 messages

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Jennifer Martel <jmartel@gmail.com>

Mon, Nov 21, 2022 at 7:39 PM

To: Niko Papakonstantis <npapakonstantis@exeternh.gov>, Molly Cowan <mcowan@exeternh.gov>, loliff@exeternh.gov, "nbelanger@exeternh.gov" <nbelanger@exeternh.gov>

Cc: Russell Dean <rdean@exeternh.gov>, jgilman@exeternh.gov

Dear Select Board,

I am writing today to register my support for the single-use plastic ban on Town property. Single-use plastics are wasteful and unnecessary. Too often they wind up in our public spaces and waterways where they can break down into microplastics that permeate the environment. While this is a huge problem that a single town can not solve, we need to be on the right side of history here and join the many towns that have banned single-use plastics. I commend the Sustainability Advisory Committee for presenting you with a well-written, thoughtfully-considered article, and I hope that you will vote to adopt it.

Thank you for your continued service to our community!

Sincerely,

Jen Martel

23 Wood Ridge Lane

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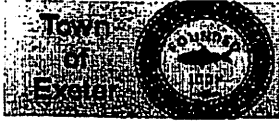
Niko Papakonstantis <npapakonstantis@exeternh.gov>

Thu, Dec 1, 2022 at 12:05 PM

To: Russ Dean <rdean@exeternh.gov>

For the packet

[Quoted text hidden]



Russ Dean <rdean@exeternh.gov>

**Fwd: Support for Single Use Plastic Ordinance**

1 message

Niko Papakonstantis <npapakonstantis@exeternh.gov>  
To: Russ Dean <rdean@exeternh.gov>

Thu, Dec 1, 2022 at 12:05 PM

For the packet

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

From: Jenn Brackett <jennbrackett@comcast.net>

Date: Mon, Nov 21, 2022 at 3:41 PM

Subject: Support for Single Use Plastic Ordinance

To: <loliff@exeternh.gov>, <NPapakonstantis@exeternh.gov>, <mcowan@exeternh.gov>, <jgilman@exeternh.gov>, <nbelanger@exeternh.gov>

CC: <kmurphy@exeternh.gov>, chetana & stephen <everestviewlodge@gmail.com>

Dear Exeter Select Board,

First off, thank you so much for the many steps you have taken over these past few years that helped put public health first in Exeter throughout the pandemic. My immunocompromised family has greatly benefited from your efforts. We appreciate you and respect the hard choices you have had to make.

I am writing today in support of the Single Use Plastic Ordinance being put forth by the Exeter Sustainability Advisory Committee. Thank you to Kristen Murphy, Chetana Parmar, and the members of SAC for your work on this!

Back in 2018, I was one of the original community folks who formed the Sustainability Office Advocates (SOA) of Exeter. We were able to get a warrant article passed in 2019 to establish an Office of Sustainability for our town. Citizens overwhelming voted in favor of it and sent as a clear message that Exeter citizens feel passionately about sustainability.

This Single Use Plastic Ordinance is another powerful initiative that is in keeping with what the voters gave a resounding YES to back in 2019. Bringing this impactful sustainability practice to Exeter is another positive step forward in creating a more resilient and sustainable future for our Town.

Please approve next steps in turning this ordinance into a reality.

Warm regards,

Jennifer Brackett Piskovitz  
22 Forest St  
Exeter

**Jennifer Brackett Piskovitz**

.....  
she / her

.....  
visual + graphic designer

.....  
JBrackett Creative LLC

.....  
+1 603 778 7173

12/1/22, 12:35 PM

Town of Exeter, NH Mail - Fwd: Support for Single Use Plastic Ordinance



Russ Dean <rdean@exeternh.gov>

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## Fwd: Single use plastics ban all in Exeter

1 message

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Niko Papakonstantis <npapakonstantis@exeternh.gov>  
To: Russ Dean <rdean@exeternh.gov>

Thu, Dec 1, 2022 at 12:06 PM

For the packet

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

From: Nancy Belanger <nbelanger@exeternh.gov>  
Date: Tue, Nov 22, 2022 at 9:29 AM  
Subject: Fwd: Single use plastics ban all in Exeter  
To: Niko Papakonstantis <npapakonstantis@exeternh.gov>

Good Morning,

Would you please put this email in our next meeting packet!

Thank you,

Nancy

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

From: Diana Papageorge <dianapapageorge@gmail.com>  
Date: Mon, Nov 21, 2022 at 5:18 PM  
Subject: Single use plastics ban all in Exeter  
To: <nbelanger@exeternh.gov>

Hi Nancy,

I am not able to attend to tonight's meeting about this, but I am 100 percent behind the town getting behind banning the use of single use plastics - and I understand the transition can take some time, but feel it is important for the future of our planet and our children that we all make whatever sacrifice there might be to ensure sustainability.

Thanks for your time!

Diana Papageorge

--

Nancy A. Belanger





Pam McElroy <pmcelroy@exeternh.gov>

**Query: plastic bag and polystyrene food container ordinance**

1 message

**Jennifer Brook** <jbrook@loraxcompliance.com> Wed, Dec 7, 2022 at 7:10 AM  
To: "rdean@exeternh.gov" <rdean@exeternh.gov>  
Cc: "mroy@exeternh.gov" <mroy@exeternh.gov>, "pmcelroy@exeternh.gov" <pmcelroy@exeternh.gov>

Hello,

I am writing with regard to your Ordinance on the Distribution of Single-Use Plastic Bags, Food Service Products, and Polystyrene Food Containers on Town Property. I have several questions, I hope you can help.

1. Has this passed into law yet?
2. The definition of polystyrene doesn't make the distinction between polystyrene foam and rigid polystyrene. I think it is the foam that is banned, but is rigid polystyrene banned too?
3. When is the compliance date? There is no date given. It says that old stock can be used for 9 months following policy adoption, so does that mean the rules apply from passage of the law, unless you have old stock? I would just like to confirm this since the effective date is not explicitly given at the end of the ordinance.



If you could answer any or all of these questions, it would be much appreciated.

Many thanks,  
Best regards,

Jennifer

**Jennifer Brook**, Environmental Compliance Researcher



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Russ Dean <rdean@exeternh.gov>

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**Fwd: Plastic waste**

1 message

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**Niko Papakonstantis** <npapakonstantis@exeternh.gov>  
To: Melissa Roy <mroy@exeternh.gov>, Russ Dean <rdean@exeternh.gov>

Sun, Dec 11, 2022 at 12:57 PM

For the packet

----- Forwarded message -----  
From: **Nancy** <halmuni@comcast.net>  
Date: Sun, Dec 11, 2022 at 10:02 AM  
Subject: Plastic waste  
To: <selectboard@exeternh.gov>

Hello,

I live in Hampton but have family in Exeter and patronize businesses in Exeter. Exeter is a great town with a forward looking population. I would love to see you ban single use plastic. It will happen across the area soon, but not soon enough. Please get it started.

Thank you for you consideration,  
Nancy Crowley  
Sent from my iPad



**newgeneration**

A Program of Catholic Charities NH

Shelter and Support for Mothers and Children Since 1987

568 Portsmouth Avenue • P.O. Box 676 • Greenland, NH 03840 • Phone/Fax 603.436.4989 • [newgennh.org](http://newgennh.org)

November 22, 2022

Ms. Pam McElroy  
Town of Exeter  
10 Front St  
Exeter, NH 03833

Dear Ms. McElroy,

Thank you for your gift of \$500.00 on 11/3/2022. Your commitment to help those in need is truly appreciated.

Your gift allows New Generation to provide emergency and transitional housing as well as aftercare services to pregnant women, single mothers and their children who are experiencing or transitioning out of homelessness.

Thank you for your confidence in our work to provide for those who need us most. We couldn't do it without you!

Sincerely,

  
Elsy Cipriani, MPA  
Executive Director

P.S. Please feel free to reach out to us if you have any questions or need additional information.

*Town Manager's Office*

**DEC 15 2022**

*Received*

This receipt is for your tax purposes. New Hampshire Catholic Charities D/B/A New Generation is a 501(c)3 nonprofit organization, #02-0222163. Since no goods or services were provided in exchange for your contribution, it is tax-deductible to the full extent allowable by law.



# EXETER PUBLIC WORKS DEPARTMENT

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

[www.exeternh.gov](http://www.exeternh.gov)

December 12, 2022

**Re: Salem Street Area Utility Replacement Project Neighborhood Meeting  
Private Sewer Service Replacement Program**

Dear Resident:

The Town is working on a sewer replacement program that will remove extraneous non-sanitary flow from the sewer system. These additional flows are termed Inflow & Infiltration (I&I); two pamphlets are enclosed which further explain private I&I and sump pumps. As part of this effort, the Town is offering a voluntary program where some properties in the Salem Street Area can have their private sewer service (from your home to the edge of the Town's Right-of-Way) replaced by Jamco, the contractor currently performing the area's construction work.

A neighborhood meeting has been scheduled to discuss the program on:

**Tuesday, December 20, 2022 @ 6:00pm at the Exeter Town Library,  
4 Chestnut Street in the 3<sup>rd</sup> Floor Meeting Room**

Not all abutting parcels to the project can take advantage of the private sewer service replacement program. The private sewer service replacements will be offered to parcels whose sewer services connect to the newly reconstructed sewer mains in the roadway. Additionally, parcels with newer (PVC) sewer services or sewer force mains from pumped systems will not be eligible. In addition, for all parcels within the project limits, if a sump pump is tied directly into the sewer or the sump outfall is problematic, this program may also help to alleviate that situation.

The Town is offering a financial incentive for those wishing to participate in this private service replacement program for the removal of I&I. For any work on private property the maximum out-of-pocket expense for the homeowner is limited to \$1,000 with the Town covering the remaining expense. A financing option for the maximum homeowner expense of \$1,000 will be available at payments of \$100 per year for up to 10 years with no incurring interest; however, a lien agreement will need to be signed for the financing option.

If this voluntary program interests you, please attend the neighborhood meeting on December 20, 2022. For questions or meetings after this neighborhood meeting, please contact Nils Larson, Exeter Engineering Technician at (603) 772-1345.

Sincerely,

Paul Vlasich, PE  
Town Engineer

**Please Note:** The Library requests that patrons utilizing the meeting rooms, please park on the street.



**Important Dates for Local Officials  
2023 SB2 MARCH TOWN MEETING CALENDAR**

**NOVEMBER 2022**

Monday, November 14, 2022

First day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2023 town meeting. [RSA 675:4; 40:13, VII]

**DECEMBER 2022**

Tuesday, December 6, 2022

Last day for voters to present application to select board to call special town meeting prior to annual meeting if your deliberative session is held on the first Saturday. Petition must be received no later than 60 days before the next annual meeting, so deadline depends on date of First Session. Number of petitioners required depends on size of town. [RSA 39:3; 40:13, III]

Wednesday, December 14, 2022

Last day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the March 14, 2023 town meeting. [RSA 675:4; 40:13, VII]

**JANUARY 2023**

Friday, January 6, 2023

Last day to post and publish notice for first hearing on proposed adoption or amendment of zoning ordinance, historic district ordinance or building code if a second hearing is anticipated. [RSA 675:3, :7 – 10 clear days before January 17]

Friday, January 6, 2023

Last day for voters to petition select board to include an article in the warrant proposing a bond governed by RSA 33:8-a. [RSA 40:13, II-a(b)]

Tuesday, January 10, 2023

Last day for select board to publish notice of time, place and subject of public hearing on bond or note issue over \$100,000. [RSA 40:13, II-a(a); 33:8-a, I]

Tuesday, January 10, 2023

Last day for giving notice of January 17 public hearing on annual budget. [RSA 32:5, I; 40:13, II-a (a)]

Tuesday, January 10, 2023

Last day for voters to petition select board to include an article in the town meeting warrant, provided that if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline is the preceding Friday, January 6. [RSA 39:3; 40:13, II-a(b)]



## Important Dates for Local Officials 2023 SB2 MARCH TOWN MEETING CALENDAR

Tuesday, January 10, 2023

Budget submission date for collective bargaining. Last day to finalize collective bargaining agreement “cost items” for submission to annual meeting. [RSA 40:13, II-a (b); 273-A:1, III]

Friday, January 13, 2023

Last day for governing body to vote to extend polling hours at March 14 elections. [RSA 659:4-a, IV]. (Reduction of polling hours requires vote of legislative body.)

Monday, January 16, 2023

Last day to hold first public hearing by Planning Board on proposed adoption or amendment of zoning ordinance, historic district ordinance or building code if a second public hearing is anticipated. [RSA 675:3] **(See note for January 30. Because final proposal must be included in warrant and posted by January 30, it is strongly recommended that first hearing be held before this date.)**

Tuesday, January 17, 2023

Last day to publish notice of January 24 session for correction of the checklist (required on day before opening of candidate filing period). Notice must be posted in 2 appropriate places, one of which shall be the town’s Internet website, if such exists, or shall be published in a newspaper of general circulation at least 7 days prior to the session. [RSA 654:27; 669:5]

Tuesday, January 17, 2023

Last day to hold public hearing on annual budget. [RSA 32:5, I and V; 40:13, II-a (c)]

Tuesday, January 17, 2023

Last day to hold public hearing on bond or note issue over \$100,000. Hearing can be held no earlier than 60 days before First Session. [RSA 33:8-a, I; 40:13, II-a (c)]

Wednesday, January 18, 2023

Last day to post and publish notice for last hearing on January 30 for proposed adoption or amendment of zoning ordinance, historic district ordinance or building code. Notice of the time of place of each hearing must be given 10 days prior to the hearing, not including the day notice is posted or the day of the hearing. [RSA 675:7.]

Saturday, January 21, 2023

Last day to notify affected landowners if town meeting warrant contains an article to discontinue a highway if the First Session is to be held on February 4. Notice must be given no later than 14 days before First Session. [RSA 231:43; 40:13, III]

Tuesday, January 24, 2023

Supervisors must hold a session from 7 to 7:30 p.m. to correct the checklist on the day before opening of candidate filing period. [RSA 669:5; 654:27]



**Important Dates for Local Officials  
2023 SB2 MARCH TOWN MEETING CALENDAR**

Wednesday, January 25, 2022

First day for candidates in towns with non-partisan official ballot system to file declarations of candidacy with town clerk. [RSA 669:19; 652:20; 40:13, VII]

Thursday, January 26, 2023

Last day for the official budget committee (if adopted in the town) to deliver copies of the final budget and recommendations to the governing body. [RSA 32:16, IV; 40:13, II-a(c)]

Monday, January 30, 2023

Last day for planning board to hold final public hearing on adoption or amendment of zoning ordinance, historic district ordinance or building code. [NOTE: Any proposed ordinance or amendment must be included in warrant, which must be posted today. **For this reason, it is strongly recommended that the final hearing be held before this date.**]

Planning board must also determine final form. An official copy of any final proposal must be placed on file in the town clerk's office not later than the fifth Tuesday before town meeting (town meeting is March 14, the fifth Tuesday before is February 7). [RSA 675:3]

Monday, January 30, 2023

Last day for select board to post warrant and budget at all polling places and at clerk's office or town hall. Warrant shall state place, day and hour for each of the two separate sessions. For the Second Session, the warrant shall also state the hour of the election, hour polls open and close, and which items are to be voted on by ballot. [RSA 39:2; 39:5; 40:13, II and II-a (d)]

**FEBRUARY 2023**

Friday, February 3, 2023

Last day for filing declaration of candidacy with town clerk in towns with non-partisan official ballot system. Town clerk's office must be open at least from 3 to 5 p.m. [RSA 669:19; 652:20; 40:13, VII]

Friday, February 3, 2023

Last day for party caucus to nominate candidates for town office in towns using partisan system. [RSA 669:39; 40:13, VII]

Saturday, February 4, 2023

Earliest date to hold First Session of town meeting. Governing body sets date. [RSA 40:13, III]

Tuesday, February 7, 2023

Last day for official copy of final proposal to adopt or amend zoning ordinance, historic district ordinance or building code to be placed on file at town clerk's office. [RSA 675:3, V.] (See entry for January 30 above—must be ready by that date.)



## **Important Dates for Local Officials 2023 SB2 MARCH TOWN MEETING CALENDAR**

**Saturday, February 11, 2023**

Last day to hold First Session of town meeting. [RSA 40:13, III]

**Saturday, February 25, 2023**

Last day to post and publish notice, of the day, hour, and place of March 4 session to correct the checklist. Notice must be posted in 2 appropriate places, one of which shall be the town's Internet website, if such exists, or shall be published in a newspaper of general circulation at least 7 days prior to the session. [RSA 654:27; 669:5; 40:13, VII]

**Monday, February 27, 2023**

Last day to hold public hearing on question of establishing a special revenue fund. Hearing must be held at least 15 but not more than 30 days prior to meeting where question will be voted on. Notice of the hearing shall be posted in at least 2 public places and published in a newspaper at least 7 days before the hearing. [RSA 31:95-d, I (b)]

**Monday, February 27, 2023**

A public hearing must be held by the local governing body on the rescission of the adoption of SB2 at least 15 days, but not more than 30 days, before the question is to be voted on. Under RSA 40:14, VII, the question on the rescission of the adoption of SB2 must be placed on the official ballot.

### **MARCH 2023**

**Saturday, March 4, 2023**

Supervisors to hold session for correction of checklist for Second Session of annual meeting for no fewer than 30 minutes. No corrections or additions may be made after this session until election day, except as provided in RSA 659:12. [RSA 654:27; 654:28; 669:5; 40:13, II-d, VII]

**Saturday, March 4, 2023**

Last day for town clerk to accept voter registration applications for Second Session of annual meeting. (Voters may register on election day for all town, city, school district and village district elections.) [RSA 654:8; 40:13, VII; 654:27]

**Saturday, March 4, 2023**

Reports of transfer, death and removal of names to be acted on by supervisor of the checklist. [RSA 654:27; 654:36-:37; 654:44]

**Tuesday, March 7, 2023**

Annual town report with final budget and ballot questions must be available today. [RSA 40:13, II]





**Important Dates for Local Officials  
2023 SB2 MARCH TOWN MEETING CALENDAR**

**Tuesday, March 7, 2023**

Last day to submit zoning ordinance protest petition to require 2/3 vote at town meeting. [RSA 675:5; 40:13, VII]

**Friday, March 10, 2023**

Last day for supervisors to post (by midnight) final corrected checklist. [RSA 654:28 - checklist to be posted on the Friday next following the checklist correction session on March 4]

**Friday, March 10, 2023**

Certification of checklist; 2 copies filed with town clerk. [RSA 654:28-:29]

**Monday, March 13, 2023**

The town clerk's office shall be open to receive applications for absentee ballots, to provide voters the opportunity to complete absentee ballots, and to receive returned ballots on the Monday immediately prior to an election at a minimum from 3:00 p.m. to 5:00 p.m. The clerk may designate a deputy clerk or assistant to provide this service, provided the individual has taken the oath of office and has been trained in the requirements for using an absentee ballot and the procedures for issuing and receiving absentee ballots. [RSA 657:1, II (c)]

**Tuesday, March 14, 2023**

Last day for town clerk to accept completed absentee ballots; clerk, or clerk's designee, must be available at least between 3 and 5 p.m. No absentee ballots may be accepted after 5 p.m. [RSA 669:29; 657:22; 652:20; 40:13, VII]

**Tuesday, March 14, 2023**

Second Session of annual meeting to elect officers, to vote on all questions required by law to be on official ballot, and to vote on all warrant articles from First Session of annual meeting. Voters may register at the polls. [RSA 40:13, VII; 654:7-a]. If new tax collector is elected or appointed, select board audits accounts and issues a new warrant. [RSA 41:36] Votes taken at the second session shall not be reconsidered [RSA 40:13, XV]

**Friday, March 17, 2023**

Last day for any person for whom a vote was cast to apply to town clerk for a recount (to be conducted not earlier than 5 nor later than 10 days after receipt of the application). Town clerk must be available at least between 3 and 5 p.m. to receive application, and must provide at least 3 days' notice of recount date to candidates for that office. [RSA 669:30-:31; 652:20]. Provided, however, if the total number of affidavit ballots submitted for that election would, if counted in favor of any candidates, alter the outcome of the election, the deadline for filing recount requests shall be extended until Tuesday, March 21, 2023. [RSA 660:17-a].



## **Important Dates for Local Officials 2023 SB2 MARCH TOWN MEETING CALENDAR**

**Monday, March 20, 2023**

Select board must appoint town treasurer by today if annual meeting fails either to elect one or to vote to authorize the appointment rather than the election of the treasurer. [RSA 41:27; 41:26-e]

**Tuesday, March 21, 2023**

Last day for 10 voters of a town to petition clerk to recount ballots on any question printed on official ballot. [RSA 40:4-c]

**Friday, March 24, 2023**

Town clerk to forward to select board and treasurer certified copy of any vote to transfer surplus to capital reserve funds within 10 days of such vote. Surplus must be transferred by treasurer to trustees of trust funds immediately after receipt of order of select board. [RSA 35:11]

### **APRIL 2023**

**Monday, April 3, 2023**

Town clerk must report names and addresses of all town officers to commissioner of revenue administration after annual election. There is an ongoing duty to report changes as they occur. [RSA 41:19; Rev 1707.13 -- report to be made within 20 days of the town meeting]

**Monday, April 3, 2023**

Minutes of town meeting and various reports must be filed with the Department of Revenue Administration within 20 days after the close of town meeting. [RSA 21-J:34]

**Thursday, April 6, 2023**

Town clerk to send 2 copies of town report to State Library and 1 copy of town report to UNH Library within 30 days of March 7, the date by which the town report must be made available. [RSA 41:22; 201-A:18]

**Thursday, April 13, 2023**

Within 30 days after town meeting, town clerk to report on town library to assistant state librarian. [RSA 41:20]

**Thursday, April 13, 2023**

Appointed municipal budget committee members must be named within 30 days after town meeting. [RSA 32:15, II]



**Important Dates for Local Officials  
2023 SB2 MARCH TOWN MEETING CALENDAR**

**MAY 2023**

**Saturday, May 13, 2023**

Ballots and absentee voting materials for election of town officers at town meeting may be destroyed by the town clerk after the contest is settled and all appeals have expired or at least 60 days after the election, whichever is longer. [RSA 657:16; 657:22; 659:100–:101; 669:25; 33-A:3-a]



# TOWN OF EXETER

## 2023 HOLIDAYS

Monday, January 2, 2023	New Year's Day
Monday, January 16, 2023	Civil Rights Day
Monday, February 20, 2023	Presidents Day
Monday, May 29, 2023	Memorial Day
Tuesday, July 4, 2023	Independence Day
Monday, September 4, 2023	Labor Day
Monday, October 9, 2023	Indigenous People's Day
Friday, November 10, 2023	Veterans Day
Thursday, November 23, 2023	Thanksgiving Day
Friday, November 24, 2023	Thanksgiving Friday
Monday, December 25, 2023	Christmas
Monday, January 1, 2024	New Year's Day

## BUDGETS AND ELECTIONS

### Elections

Tuesday, March 14, 2023	Town Election
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### Filing Deadlines

Tuesday, January 10, 2023	Deadline to accept Citizens' Petitions
Wednesday, January 18, 2023	Filing Begins for Town Candidates
Monday, January 30, 2023	Deadline for Select Board to post warrant and budget
Friday, January 27, 2023	Final Day for Town Candidate Filing

### Budget and Deliberative Session

Tuesday, January 17, 2023	Final Public Hearing for 2022 Budget
Saturday, February 4, 2023	Town Deliberative Session