

**Select Board Meeting**  
**Tuesday, June 27<sup>th</sup>, 2023, 7:00 pm**  
**Nowak Room, Town Offices**  
**10 Front Street, Exeter, NH 03833**

Virtual Meetings can be watched on Ch 22 or Ch 98 and YouTube.

To access the meeting, click this link: <https://us02web.zoom.us/j/84855490233>

To access the meeting via telephone, call: +1 646 558 8656 and enter the Webinar ID: 848 5549 0233

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 instructions for how to access the meeting can be found here: <https://www.exeternh.gov/townmanager/virtual-town-meetings>

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

**AGENDA**

1. Call Meeting to Order
2. Public Comment
3. Proclamations/Recognitions
  - a. Master Municipal Clerk – Andrea Kohler
4. Approval of Minutes
  - a. Regular Meeting: June 12<sup>th</sup>, 2023
5. Appointments
6. Discussion/Action Items
  - a. Public Hearing – Special Town Meeting Bond Article
  - b. Contract – Downtown Parking and Pedestrian Flow Analysis
  - c. Communications Advisory Committee Report
  - d. Squamscott Siphons Update
  - e. Public Works Facility – Master Plan Feasibility Study Contract
  - f. High Street - Cross-Country Sewer Capacity Rehabilitation – Design Services Contract
  - g. Roundabout at Front Street/Pine Street/Linden Street Intersection – Design Services Contract
  - h. Town Manager Signature Authority
7. Regular Business
  - a. Tax Abatements, Veterans Credits & Exemptions
  - b. Permits & Approvals
  - c. Town Manager’s Report
  - d. Select Board Committee Reports
  - e. Correspondence
8. Review Board Calendar
9. Non-Public Session
10. Adjournment

Niko Papakonstantis, Chair  
Select Board

Posted: 6/23/23 Town Office, Town Website

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

AGENDA SUBJECT TO CHANGE

**Proclamations/Recognitions**  
**Master Municipal Clerk – Andrea Kohler**

**Approval of Minutes**

**Regular Meeting: June 12, 2023**

Select Board Meeting  
Monday June 12, 2023  
6:50 PM  
Nowak Room, Town Offices  
Draft Minutes

1. Call Meeting to Order

Members present: Chair Niko Papakonstantis, Vice-Chair Molly Cowan, Clerk Julie Gilman, Dan Chartrand, Nancy Belanger, and Assistant Town Manager Melissa Roy were present at this meeting. The meeting was called to order by Mr. Papakonstantis at 6:45 PM. The Board went downstairs to the Wheelwright Room for an interview.

2. Board Interviews

- a. Danielle Capalbo - Arts & Culture and Rec Advisory Board

The Board reconvened in the Nowak Room at 6:59 PM.

3. Public Comment

- a. Jaime Lopez, the owner of the Inn by the Bandstand, said there have been tiles falling from the roof of the Town Offices building for several years. There are more and more lately and it's presenting a danger to our community. He brought this to the attention of the Town Manager's office last year and again in March but nothing has been done. When will the loose tiles be removed? Mr. Papakonstantis said the town will take immediate action. Mr. Lopez also requested that the back of the Town Office building should be cleaned up. The chair and tables present a challenge for people trying to back out of the parking lot. The first impression his guests have is negative. Ms. Gilman said she had seen people having trouble getting into the Inn's lot. Mr. Papakonstantis said someone will get back to Mr. Lopez at the end of the week. Ms. Roy said when the table was in the other location, it was up against the condensers for the air conditioning, but we can look at other locations.

4. Proclamations/Recognitions

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

5. Approval of Minutes

- a. Regular Meeting: June 5, 2023  
i. Corrections: Ms. Gilman requested adding the motion to seal the non-public minutes: *Mr. Chartrand made a motion to seal the minutes of the non-public session indefinitely. Ms. Belanger seconded. The motion passed 5-0.*

**MOTION:** Ms. Belanger moved to approve the minutes of June 5 as amended. Ms. Gilman seconded. The motion passed 5-0.

6. Appointments

**MOTION:** Ms. Belanger moved to appoint Danielle Capalbo to the Arts & Culture Advisory Commission as an alternate member, term to expire April 2025. Ms. Gilman seconded. The motion passed 5-0.

**MOTION:** Ms. Belanger moved to appoint Danielle Capalbo to the Recreation Advisory Board as an alternate member, term to expire April 2025. Ms. Gilman seconded. The motion passed 5-0.

7. Discussion/Action Items

a. Bond Discussion - FY 23 Bond Issues

Finance Director Corey Stevens was present to discuss the bonds. He said we're wrapping up our application and going out to bond for \$9.25M. The maximum interest is 4.25%, up .25% from 2022.

Ms. Gilman read through the certificate of vote and resolutions.

*Certificate of Vote Regarding Authorization of Bonds and Approval of Loan Agreement with the New Hampshire Municipal Bond Bank*

*I, the undersigned Clerk of the Issuer, hereby certify that a meeting of the Governing Board of Issuer (the "Board") was held on June 12, 2023. A quorum of the Board was in attendance and voting throughout.*

*I further certify that there are no vacancies on the Board, that all of the members of the Board were duly notified of the time, place, and purposes of said meeting, including as one of the purposes the authorization of bonds and the approval of a Loan Agreement between the New Hampshire Municipal Bond Bank (the "Bond Bank") and the Issuer.*

*I further certify that the following is a true copy of resolutions unanimously adopted at said meeting:*

**RESOLVED:** *That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, the New Hampshire Municipal Bond Bank Law, Chapter 35-A, N.H.R.S.A., as amended, and other laws in addition thereto, and to votes of the Issuer duly adopted on March 9 2021 under Article 4 and on March 14, 2023 under Articles 4, 5, 6, 7, and 8 of the Warrants for such annual meetings of the Issuer there be and hereby is authorized the issuance of a \$9,245,274 bond of the Issuer (the "Bond") which is being issued by the Issuer for the purposes of financing (i) the construction of a solar array on Town-owned land described as Map 98 Lot 3 and Tax Map 100 Lot 4 (\$5,227,724), (ii) the construction of water, sewer, and drainage improvements in the Westside Drive area (\$2,320,000), (iii) Intersection Improvements in the Pine Street, Linden Street, and Front Street intersections (\$798,000), (iv) continuing efforts to*

*develop groundwater sources in the town (\$500,000) and (v) the replacement of aged equipment at the Court Street Sewer Pump Station (\$400,000).*

*The Bond shall be dated as of its date of issuance, shall be in such numbers and denominations as the purchaser shall request, shall mature in accordance with the schedule set forth in Exhibit A to the Loan Agreement hereinafter described (the "Loan Agreement"), shall bear a net interest cost rate (as defined in the Loan Agreement) of four and one quarter percent (4.25%) per annum or such lesser amount as may be determined by a majority of the Board. The Bond shall be substantially in the form set forth as Exhibit B to the Loan Agreement and otherwise shall be issued in such manner and form as the signatories shall approve by their execution thereof.*

*RESOLVED: That the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium.*

*RESOLVED: That in order to evidence the sale of the Bond, the Treasurer of Issuer and a member of the Board are authorized and directed to execute, attest and deliver, in the name and on behalf of the Issuer, a Loan Agreement in substantially the form submitted to this meeting, which loan agreement is hereby approved, with such changes therein not inconsistent with this vote and approved by the officers executing the same on behalf of the Issuer. The approval of such changes by said officers shall be conclusively evidenced by the execution of the Loan Agreement by such officers.*

*RESOLVED: That all things heretofore done and all actions heretofore taken by the Issuer and its officers and agents in its authorization of the projects to be financed by the Bonds are hereby ratified, approved and confirmed.*

*RESOLVED: That the Clerk and the signers of the Bonds are each hereby authorized to take any and all action necessary and convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.*

*RESOLVED: That the useful life of the projects being financed are in excess of twelve (12), fifteen (15) and twenty (20) years.*

*I further certify that said meeting was open to the public; the aforesaid vote was not taken by secret ballot nor in executive session; that notice of the time and place of said meeting was posted in at least two (2) appropriate public places within the territorial limits of the Issuer, or published in a newspaper of general circulation in said area, at least twenty-four (24) hours, excluding Sundays and legal holidays, before said meeting; that no deliberations or actions with respect to the vote were taken in executive session; and that the minutes of said meeting have been promptly recorded and have been or will be made open to inspection*

*within one hundred forty-four (144) hours of said meeting, all in accordance with Chapter 91-A, N.H.R.S.A., as amended.*

*I further certify that the above vote has not been amended or rescinded and remains in full force and effect as of this date.*

Ms. Belanger said on page 1 in the first paragraph, the \$400,000 is missing a zero.

**MOTION:** Ms. Belanger moved to adopt the resolution set forth in the authorization of bonds and approval of loan agreement with the NH Municipal Bond Bank as corrected [adding a zero to “(\$400,00)” on page 1]. Ms. Gilman seconded. The motion passed 5-0.

b. Squamscott Sewer Siphons Update

Ms. Roy said the drillers have made it 500 feet, more than halfway. There have been no further fluid releases. The Court date to get permission to do a special town meeting is still set for June 22. If approved, the deliberative session will be July 11 and voting will be August 15.

8. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

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

b. Permits & Approvals

Mr. Papakonstantis said one of the goals set by the Select Board was long-term succession planning and review of the organization moving forward. The Town Manager and Assistant Town Manager were tasked with finding the resources to move ahead. Ms. Roy said the DPW has had quite a few vacant positions. It's our recommendation to use that savings towards this evaluation.

Mr. Chartrand said he is wholeheartedly in favor. Ms. Cowan concurred and said we're struggling in public service to fill these jobs. It makes sense to have a planning process in place for retirements and vacant positions. The rest of the Board agreed.

Mr. Papakonstantis said in 2019, when Chief Shupe retired, the Board identified Chief Poulin as an internal promotion. Chief Poulin had a vision to reorganize the Police Dept for the succession planning by creating a Deputy Chief. Chief Wilking did the same when former FD Chief Comeau retired. We need to identify which employees may want to move up or move on. There's a lot of talent here. Ms. Cowan said that's also more cost-effective in the long term.

Mr. Chartrand said he likes that we will bring in a consultant to do this more intentionally and effectively. Ms. Cowan asked if any similar services are provided by MRI. Ms. Roy said she hasn't reached out to them on this. She thinks it's good to use other consultants because MRI is already working with the town on assessing. Mr. Papakonstantis said he agrees that MRI is too close to



the town to do this evaluation. Keegan Associates will also help with training internal candidates if needed.

**MOTION:** Ms. Belanger moved to appropriate up to \$50,000 from money in the DPW Administration salary and wages line of the budget that have not been utilized in the absence of a DPW Director, Assistant Town Engineer, or Water/Sewer Manager in the first six months of this year to be utilized to retain Keegan Associates to conduct the long-term succession planning initiative. Ms. Gilman seconded. The motion passed 5-0.

c. Town Manager's Report

- i. Ms. Roy walked through Town Hall with Ms. Gilman and representatives from the State Preservation Office.
- ii. She worked with Kristen and the Mitchell Group on single use plastics.
- iii. She met with the DPW team to discuss recruitment and retention strategies.

d. Select Board Committee Reports

- i. Ms. Belanger attended a Planning Board meeting. An application was approved for subdivision at 45 Pine Street. They also heard an application for site plan review for the reconstruction of the club house at Exeter Country Club, but no decision was made; a site walk is scheduled on June 21 at 8 AM and it's on the agenda for June 22nd. There was a preliminary conceptual review for a vehicle storage and display area at 127 Portsmouth Ave. At the Housing Advisory meeting, Town Assessor Janet Whitten gave a report on 79-E. The HAC tried to compare the 79-E value to the MUND value. Darren Winham was there and suggested a vetting process to bring before the Select Board for individual 79-E applicants. There will be no July Housing Advisory meeting; the next is Aug 11.
- ii. Mr. Chartrand attended a tree planting for Arbor Day at Lincoln Street School and read the Board proclamation. They planted a tulip tree and a sugar maple. The Tree Committee was there.
- iii. Ms. Cowan had no report.
- iv. Ms. Gilman said at the Historic District Commission meeting on June 22nd, they will hear a revised application from the owners of the property next to the loka. They're making changes to the approved plans for the front and back. She also gave a State legislative update.

e. Correspondence

- i. Ms. Gilman said SB 110 for Welfare Departments has passed. This law makes it a requirement that towns must discuss the "person of interest" with both towns. If we help a person from Stratham, Stratham will pay for the care.
- ii. An NHMA legislative bulletin

- iii. A memo from the NH Department of Revenue Municipal Property division. The next revaluation is in 2024.

9. Review Board Calendar

- a. The next meetings are June 26, July 10, and July 24. The special Deliberative Session will be July 11 and Election Aug 15.

10. Non-Public Session

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

The meeting entered non-public at 7:46 PM.

**MOTION:** Ms. Belanger moved to exit non non-public session. Ms. Gilman seconded. The motion passed 5-0.

**MOTION:** Mr. Chartrand moved to seal the minutes of the non-public session indefinitely. Ms. Belanger seconded. The motion passed 5-0.

11. Adjournment

**MOTION:** Ms. Belanger moved to adjourn the meeting. Ms. Gilman seconded. The motion passed 5-0 and the meeting was adjourned at 9:07 pm.

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary

## **Appointments**

## **Discussion/Action Items**

**Public Hearing – Special Town Meeting Bond Article**

**Legal Notice**  
**NOTICE OF PUBLIC HEARING**  
**TOWN OF EXETER 2023 SPECIAL TOWN MEETING BOND ARTICLE**

The Exeter Select Board hereby gives notice of a public hearing pursuant to RSA 33:8-a on the following project requiring a bond and note as part of the Special Town Meeting warrant article:

1. Installation of Two 12 Inch Siphons from Jady Hill to Main Pump Station,  
\$3,500,000

The public hearing will be held on Tuesday, June 27, 2023 at 7:00 pm in the Nowak Room of the Exeter Town Offices. The public is encouraged to attend.

Dated: June 20, 2023

Exeter Select Board  
Niko Papakonstantis, Chair

**EXETER SPECIAL TOWN WARRANT – 2023**

To the inhabitants of the Town of Exeter, in the County of Rockingham, in the said State, qualified to vote in Town affairs:

**First Session**

You are hereby notified that the first session (the Deliberative Session) of the Special Town Meeting will be held on Tuesday, July 11, 2023 beginning at 7:00 pm at the Town Hall, 9 Front Street, Exeter, NH. The first session will consist of explanation, discussion and debate of the following warrant article, and will also afford voters who are present the opportunity to propose, debate and adopt amendments to the warrant article.

**Second Session**

The second session of the Special Town Meeting, to vote on the special warrant article as it may have been amended at the first session, will be held on Tuesday, August 15, 2023 at the Talbot Gymnasium at the Tuck Learning Center, 30 Linden Street, Exeter, NH. Polls for voting by official ballot will open at 7:00 am and close at 8:00 pm.

**Special Article 1 – Installation of Two 12 Inch Siphons from Jady Hill to Main Pump Station, \$3,500,000**

To see if the Town will vote to raise and appropriate the sum of three million, five hundred thousand, and zero dollars (\$3,500,000) for the purpose of installation of two 12 inch siphons from Jady Hill to the Main Pump Station, and to authorize the Select Board to enter into a loan agreement of up to \$3,500,000 through New Hampshire Department of Environmental Services Clean Water State Revolving Fund for this purpose. The loan will be repaid as follows: a 10% forgiven by agreement with NHDES, and \$3,150,000 sewer fees over 10 years. (Estimated Tax Impact: no tax impact, sewer funds plus 10% loan forgiveness.)

(3/5 ballot vote required for approval.) Recommended by the Select Board 5-0.

Given under our hands and seal this \_\_\_\_\_th day of \_\_\_\_\_, 2023.

---

Niko Papakonstantis, Chair

---

Molly Cowan, Vice-Chair

---

Julie Gilman, Clerk

---

Nancy Belanger

---

Daniel Chartrand

We certify that on the \_\_\_\_th of \_\_\_\_\_, 2023, we caused a true copy of the within warrant to be posted at the Exeter Town Hall on Front Street, the Exeter Public Library at Founder's Park, Talbot Gymnasium at Tuck Learning Campus, 30 Linden Street and the Town Clerk's Office, 10 Front Street.

Given under our hands and seal this \_\_\_\_th day of \_\_\_\_\_, 2023.

---

Niko Papakonstantis, Chair

---

Molly Cowan, Vice-Chair

---

Julie Gilman, Clerk

---

Nancy Belanger

---

Daniel Chartrand



## **Contract – Downtown Parking and Pedestrian Flow Analysis**



# 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:** June 22, 2023

**To:** Russell Dean, Town Manager

**From:** Dave Sharples, Town Planner

**Re:** Stantec Contract for Downtown Parking, Traffic and Pedestrian Flow Analysis

I'm writing this memorandum to request that I appear before the Select Board at their June 26<sup>th</sup> meeting to ask them to authorize the Town Manager to execute a contract between the Town and Stantec to complete the Downtown Parking, Traffic and Pedestrian Flow Analysis. I provide a brief history below of the Town Warrant and the subsequent selection and review process to date.

The Town adopted Warrant Article # 21 (enclosed) that allowed the expenditure of \$50,000 out of the unassigned fund balance to conduct a parking, traffic and pedestrian analysis of the downtown area. After the article passed, I issued the enclosed RFP. The Town received two proposals, one from VHB and the other from Stantec. I have enclosed the Stantec proposal for your review.

We decided to interview both firms and I put together an interview panel that consisted of Nancy Belanger, Chief Poulin, Paul Vlasich, Kristen Murphy, and myself. We interviewed both firms on June 13<sup>th</sup>. While both firms were at or under budget and both possessed the qualifications to perform the work, the interview panel unanimously recommended contracting with Stantec to conduct the analysis. Stantec's proposed team includes folks with extensive traffic engineering, parking study, and public engagement experience.

I have attached the Draft contract provided by Stantec. I have sent the draft to Primex for their review and comment. As of the writing of this memorandum, I have not received feedback from Primex but I'm hopeful that I will have a final draft before the meeting on Monday. I have provided a suggested motion for the Select Board below for your convenience.

Thank you.

**Proposed Motion:** I move that the Select Board authorizes the Town Manager, or his designee, to execute any and all documents and take any and all actions necessary to complete the Downtown Parking, Traffic and Pedestrian Flow Analysis for an amount not to exceed \$50,000 from the unassigned fund balance.

enc (4)

**ARTICLES CONTINUED**

**Article 20**

Shall the Town raise and appropriate, through special warrant article, the sum of fifty thousand dollars (\$50,000), for the purpose of design work on a new garage at the Public Works Complex on Newfields Road. This sum to come from unassigned fund balance \$25,000, water funds \$12,500, and sewer funds \$12,500). (Estimated Tax Impact: None. No amount to be raised by taxation). The Select Board has designated this a special warrant article. (Majority vote required) Recommended by the Select Board 4-0.

995  
YES    
489 NO

**Article 21**

Shall the Town raise and appropriate, through special warrant article, the sum of fifty-thousand dollars (\$50,000), for the purpose of conducting a traffic and parking, traffic and pedestrian analysis in the downtown area to include a portion of Front Street, Water Street, String Bridge, Franklin Street, Bow Street, Chestnut Street, Center Street, and other streets in the general downtown area. This sum to come from unassigned fund balance. (Estimated Tax Impact: None. No amount to be raised by taxation). The Select Board has designated this a special warrant article. (Majority vote required) Recommended by the Select Board 4-0.

983  
YES    
523 NO

**Article 22**

Shall the Town raise and appropriate, through special warrant article, the sum of fifty thousand dollars (\$50,000), to be added to the Conservation Fund established pursuant to RSA 36-A:5. These funds will be used for purposes consistent with the Conservation Fund including the purchase of interests in real property to be held for conservation purposes. This sum to come from unassigned fund balance. (Estimated Tax Impact: None. No amount to be raised by taxation). (Majority vote required) Recommended by the Select Board 4-0.

1159  
YES    
341 NO

**Article 23**

Shall the Town vote to raise and appropriate the sum of fifty-thousand dollars (\$50,000) to be added to the Snow and Ice Deficit Non-Capital Reserve Fund previously established. This sum to come from the unassigned fund balance. (Estimated Tax Impact: None. No amount to be raised by taxation). (Majority vote required) Recommended by the Select Board 4-0.

1160  
YES    
NO   
318

**Article 24**

Shall the Town raise and appropriate through special warrant article, the sum of forty-nine thousand three hundred and thirteen dollars (\$49,313), for the purpose of purchasing and equipping a replacement for Fire Department Inspector vehicle. This purchase would replace a 2012 Jeep Patriot with a hybrid Ford Explorer. The vehicle will be used for incident command. This sum to come from unassigned fund balance. (Estimated Tax Impact: None. No amount to be raised by taxation). (Majority vote required) Recommended by the Select Board 4-0.

1084  
YES    
NO   
410

**Article 25**

Shall the Town vote to establish a non-capital reserve fund under RSA 35:1-c for the purpose of implementing the Town's ADA Transition Plan under the jurisdiction of the Code Enforcement Officer, and to raise and appropriate the sum of twenty-five-thousand dollars (\$25,000) to be placed in this fund and further the Select Board shall be named agents of the fund and be authorized to make expenditures from the fund. This sum to come from the unassigned fund balance. (Estimated Tax Impact: None. No amount to be raised by taxation). (Majority vote required) Recommended by the Select Board 4-0.

1075  
YES    
NO   
388

**Article 26**

Shall the Town vote to raise and appropriate the sum of five thousand dollars (\$5,000) to be added to the Town Hall Revolving Fund previously established. This sum to come from the unassigned fund balance. (Estimated Tax Impact: None. No amount to be raised by taxation). (Majority vote required) Recommended by the Select Board 4-0.

1096  
YES    
NO   
368

**Article 27**

Shall the Town vote to raise and appropriate the sum of three thousand nine hundred and zero dollars (\$3,900) to be added to the Swasey Parkway Expendable Trust Fund previously established. This sum to come from unassigned fund balance. This amount is equivalent to the amount of permit fees collected during the prior year for use of the Swasey Parkway. (Estimated Tax Impact: None. No amount to be raised by taxation). (Majority vote required) Recommended by the Select Board 4-0.

1252  
YES    
NO   
247

**Article 28**

To see if the town will vote to change the office of Town Treasurer from an elected position to an appointed position in accordance with RSA 41:26-e. Such appointment shall be made in accordance with RSA 669:17-d upon recommendation of the Town Manager with approval of the Select Board. Such appointment shall be made in writing and shall include the compensation to be paid. If approved, the person holding the elected office shall continue to hold such office until the next annual town election following the vote. (Majority vote required) Recommended by the Select Board 4-0.

927  
YES    
NO   
541

**Article 29**

Shall the Town amend the cable access revolving fund, established pursuant to RSA 31:95-h by Article 37 of the 2010 Town Warrant, as follows: "revenues received from cable franchise fees will be deposited into the fund in an amount determined by the Town Manager or governing body annually, and the money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the town's general fund unreserved fund balance. The Town Treasurer shall have custody of all moneys in the fund, and shall pay out the same only upon order of the Town Manager or governing body and no further approval is required by the legislative body to expend. Such funds may be expended only for the purpose for which the fund was created." (Majority vote required) Recommended by the Select Board 4-0.

1075  
YES    
NO   
366

**GO TO NEXT BALLOT AND CONTINUE VOTING**

## **Town of Exeter, New Hampshire**

### **Request for Proposals (RFP)**

**The Town of Exeter is requesting proposals to conduct a Downtown Parking, Traffic and Pedestrian Flow Analysis.**

**Proposals are due at 12:00 Noon on Friday, May 26, 2023. Please provide electronic copy of your proposals. There is not a limit on number of pages, but in consideration of your time and our review, please keep the proposals as brief as possible.**

**Submissions should be e-mailed to:**

**Dave Sharples - Town Planner  
dsharples@exeternh.gov**

**The Town reserves the right to reject any or all proposals, or accept any proposal determined to be in the best interest of the Town. The Town may cancel this Request for Proposals at any time for any reason. For the full RFP including submission details please visit <https://www.exeternh.gov/rfps>**

## **INTRODUCTION**

### **Background**

The Town of Exeter has a long rich colonial history dating back hundreds of years. Exeter has seen the rise and fall of the textile industry and is fortunate enough to have many of the old historic buildings still intact. The Town's historic downtown is located where the Exeter River flows into the upper tidal reaches of the Squamscott River and is characterized by a variety of commercial activity, older mill buildings, and private residences. The downtown area is dominated by local businesses at street level and residences above along Water Street and residences in the older mill buildings on the east side of the river. The downtown is home to many of the Town's governmental services that include Town Hall, the Town Offices, the Police and Fire complex, the Recreation Department (for a little while longer), the Library, and the Post Office.

Philips Exeter Academy (PEA), established in 1781, maintains a significant presence in the downtown area and its campuses and student housing are all within a short walk of the downtown commercial center. The public streets through and around the PEA campus experience high parking demand when PEA is in session. Public parking stalls on Elm St, Elliot St, Court St, Front St, Tan Lane, and others appear to be occupied with a mix of PEA employees, students, and visitors to the campus.

The Town has seen significant changes over the last 40 years. The Town grew rapidly from 1970 to 2000 with the population increasing from 8,892 in 1970 to over 14,000 in the year 2000 according to the US Census Bureau. This represented a 62% increase in population during this time period. Since the year 2000, the population growth has slowed significantly only gaining an estimated 336 people or 2.4% increase over the last 15 years. However, the Town has seen a recent increase in residential construction within the past year with 250 units currently under construction and 281 additional units in various stages of the land use approval process. This represents a total of 531 new residential units being constructed or proposed over the last twelve months. To put this in perspective, for the decade between 2005 and 2014, a total of 429 units were added.

This growth has resulted in an increase in traffic congestion through the downtown and high utilization rates of our Downtown's on-street and off-street parking areas. When the Town completed an update of its Master Plan in 2018, an action item was to: "Conduct traffic and parking studies for the Downtown and prioritize recommendations. Evaluate traffic flow and pedestrian movement to and through Downtown to understand final destinations and impacts on local businesses. Develop a parking management plan with a 6-year schedule for implementation." At the recent March Town meeting, the voters approved a Warrant Article #21 to spend up to \$50,000 to complete a Parking, Traffic, and Pedestrian Flow Analysis. This RFP is seeking qualified firms to submit a proposal to complete this Master Plan action item.

Downtown Exeter has a mix of municipal parking lots and on-street parking. Please refer to the attached map that identifies public parking within the Downtown. Exeter does

have a limited permit parking program but most of the parking is either all day or has a 2-hour limit. The 2-hour parking is primarily along Water St which is the main corridor through the downtown. However, due to a court decision out of a Wisconsin federal court, Exeter Police no longer chalk tires or otherwise enforce the 2-hour time limit. Anecdotal evidence suggests that drivers have become aware of this fact and stay in the stalls along Water St much longer than 2 hours and frequently all day. Utilization rates of Downtown parking stalls appear to be over 85% quite frequently without any enforcement. The Town envisions a consultant who can analyze the situation and propose a management plan that may include a combination of paid parking, permit parking, and any other appropriate strategies.

### **Existing Information**

The Town does possess some information on parking, traffic and pedestrian amenities in the downtown.

These items include but are not limited to:

- The plan set for a recent downtown sidewalk project.
- A traffic/intersection report on the bandstand intersection.
- Sidewalk data from the Rockingham Planning Commission.
- A report on parking on Lincoln St.
- Potential zoning amendments on parking for projects proposed in the downtown area.
- Some limited parking stall counts of the downtown on-street and off-street public parking.

This information will be posted on the Town's website along with this RFP at <https://www.exeternh.gov/rfps>

### **Pre-Proposal Meeting**

There will be a **non-mandatory** pre-proposal meeting at **10:00 a.m. on Tuesday, May 9, 2023** in the Nowak Room at the Town Office to discuss this project and answer questions. The Town Planner will be at the meeting in person but there is an option to attend virtually. If you choose to attend virtually, please send an email to [rglowacky@externh.gov](mailto:rglowacky@externh.gov) and request a link to the meeting.

### **Project Goals**

The goal of this project is to develop a parking, traffic and pedestrian management plan that accomplishes the following goals:

- Engage and coordinate with Downtown residents, employees, business owners, municipal officials and others that use the Downtown area throughout the project;
- Create turnover in commercial areas to enhance parking access and availability and therefore the vibrancy of Downtown businesses;
- Provide for longer term parking in areas and streets outside of the commercial area for employees, business owners, downtown residents and others;

- Identify safe and convenient pedestrian connections from parking areas to commercial areas and residences and identify any needed connections or improvements;
- Identify enforcement strategies to insure compliance with the plan; and,
- Identify strategies to improve traffic flow throughout the downtown area.

## **SCOPE OF WORK**

### **List of Work Products:**

Although the final scope of work shall be determined through consultation with the chosen consultant, it is expected that, at a minimum, the chosen consultant shall provide the following deliverables:

- A quantitative analysis of traffic, parking and pedestrian movement through the Downtown at times determined by the Town and consultant;
- Recommendations to manage traffic and parking Downtown that achieve the above stated goals of the project;
- Recommendations to provide safe and convenient pedestrian access from parking areas to Downtown destinations;
- Attendance at three public engagement meetings. At least one of these will be with the Exeter Select Board;
- Conduct a survey(s) as appropriate to help inform the plan (Rockingham Planning Commission can assist in this effort at the discretion of the chosen consultant);
- Evaluation of impacts of potential solutions on local businesses and residents; and,
- A final report that details all of the above work products and how they were achieved.

### **Project Partners**

The following list represents those that will be invited to participate in the development of the analysis:

Exeter Select Board  
 Exeter Planning Board  
 The Exeter Area Chamber of Commerce  
 Phillips Exeter Academy (PEA)  
 Rockingham Planning Commission  
 Town Employees  
 Downtown Businesses (owners and employees)  
 Downtown residents  
 The public at large who visit or drive through the Downtown

This list is not intended to exclude any stakeholders and it is anticipated that others will participate in the development of the analysis.



## **PROPOSAL REQUIREMENTS**

The following outlines the information required to be submitted as part of the proposal.

- Cover letter with main point of contact information (email and phone).
- A brief description of your firm.
- A list of the employee(s) that will be assigned to this project including a resume detailing their qualifications and background.
- A list of similar projects completed by your firm in the past five (5) years with the list of employees involved with those projects.
- Names, addresses, telephone numbers, e-mail addresses, and contact persons of all clients for which your company has performed similar services during the past five (5) years.
- Estimated work schedule including the estimated date of completion of the project in a Gantt chart.
- Project Approach: This is a key section for you to share how your firm/team approach the Traffic, Parking and Pedestrian Flow Analysis and how you propose to execute the project.
- Examples of a proven ability to facilitate public involvement.
- Fee proposal (please list the tasks to be performed and cost for each).
- 30-page maximum including cover letter and fee proposal

## **GENERAL CONDITIONS**

### **Requests for Information**

Any Firm contemplating submitting a response to this request that is in doubt as to the meaning of any part of this RFP, or finds a discrepancy in or omission from this RFP, may submit to the Town a written request for interpretation, clarification, or correction thereof. Any interpretation, clarification or correction of documents will be made in writing and can be accessed on the Town website <https://www.exeternh.gov/rfps>. Existing information will also be posted on the website on the same link. The Town will not be responsible for any explanations or interpretations of the documents other than those made in writing.

### **Contract Award**

The selected Firm shall enter into a written contract with the Town binding all terms, conditions, and provisions of the proposal, and other terms, conditions and provisions negotiated prior to award of the contract.

Any contract resulting from this RFP must be approved by the Exeter Select Board and is subject to funding.

### **Town's Use of Material**

All material submitted shall become the property of the Town, unless it is clearly marked as proprietary information. The Town reserves the right to use any ideas presented in the submission, without compensation paid to the Firm. Selection or rejection of the submission shall not affect this right.

### **Insurance Requirements**

The selected Firm shall procure and maintain, for the duration of the contract, insurance against claims which may arise from or in connection with the performance of the work by the Firm, its agents, representatives, or employees. Proof and coverage amount of such insurance shall be received and approved by the Town prior to execution of the contract.

### **Hold Harmless**

The selected Firm shall indemnify and hold harmless the Town of Exeter and its officers, officials, employees and agents from and against all claims, damages, losses and expenses including attorney's fees arising out of performance of the scope of services included herein, caused in whole or in part by any negligent act or omission of the Firm, their officers, employees, agents, representatives or subcontractors, except where caused by the active negligence, sole negligence, or willful misconduct on the part of the Town of Exeter.

### **Submission Ownership and Costs**

Upon submission, responses become the property of the Town of Exeter. The cost of preparing and submitting a response is the sole responsibility of the Firm and shall not be chargeable in any manner to the Town. The Town will not reimburse any Firm for any costs associated with the preparation and submission of a response or expense incurred in making a presentation, participation in an interview, or negotiating a contract with the Town.

### **SELECTION PROCEDURE**

Submissions will be evaluated based on, but not limited to, the following criteria:

- Responsiveness of submission
- Engagement description and approach
- Qualifications and experience
- Prior experience on engagements similar to this request for qualifications

- Methodology to be used to accomplish the work
- Fee proposal

In response to the proposals, the Town may select one or more Firms for interviews and an oral presentation. The submission of a response shall not guarantee an opportunity to an interview.

The Town will select a Firm based upon the written response, oral interviews, contact from previous engagements, and any other pertinent information deemed necessary by the Town. The Town will then negotiate a contract, specific scope of services, and fee with the selected Firm. The Town reserves the right to request substitution of any provider identified by the Firm as part of its team. If an agreement cannot be reached with the selected Firm, the Town retains the right to terminate negotiations with that Firm without notice and open negotiations with the next ranked Firm. The compensation discussed with one interested Firm will not be disclosed or discussed with another Firm.

No work shall begin until the Firm and the Town has executed a contract.

#### **Acceptance or Rejection of Responses**

The contract may be awarded to the Firm that most closely satisfies the needs of the Town and is deemed to be the most advantageous to the Town. The Town reserves the right to accept or reject any item or group of items in a response. The Town also reserves the right to waive any informality or irregularity in any response.

The Town also reserves the right to reject any and all responses, or portions thereof, received in response to the RFP, to negotiate separately with any source whatsoever, in any manner necessary, to serve the best interest of the Town. Additionally, the Town may, for any reason, decide not to award an agreement as a result of this RFP.

Non-acceptance of any response shall not imply that the proposal was deficient. Non-acceptance of any response shall mean that another response was deemed to be more advantageous to the Town and/or more closely satisfied the needs of the Town, or that the Town decided not to award an agreement as a result of this RFP.

#### **Examination of Proposed Materials**

The submission of a response shall be deemed a representation and warranty by the Firm that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No requests for modification in the provisions of the response shall be considered after its submission on the grounds that the Firm was not fully informed as to any fact or condition. Statistical information, which is contained in this RFP or any addendum thereto, is for informational purposes only. The Town disclaims

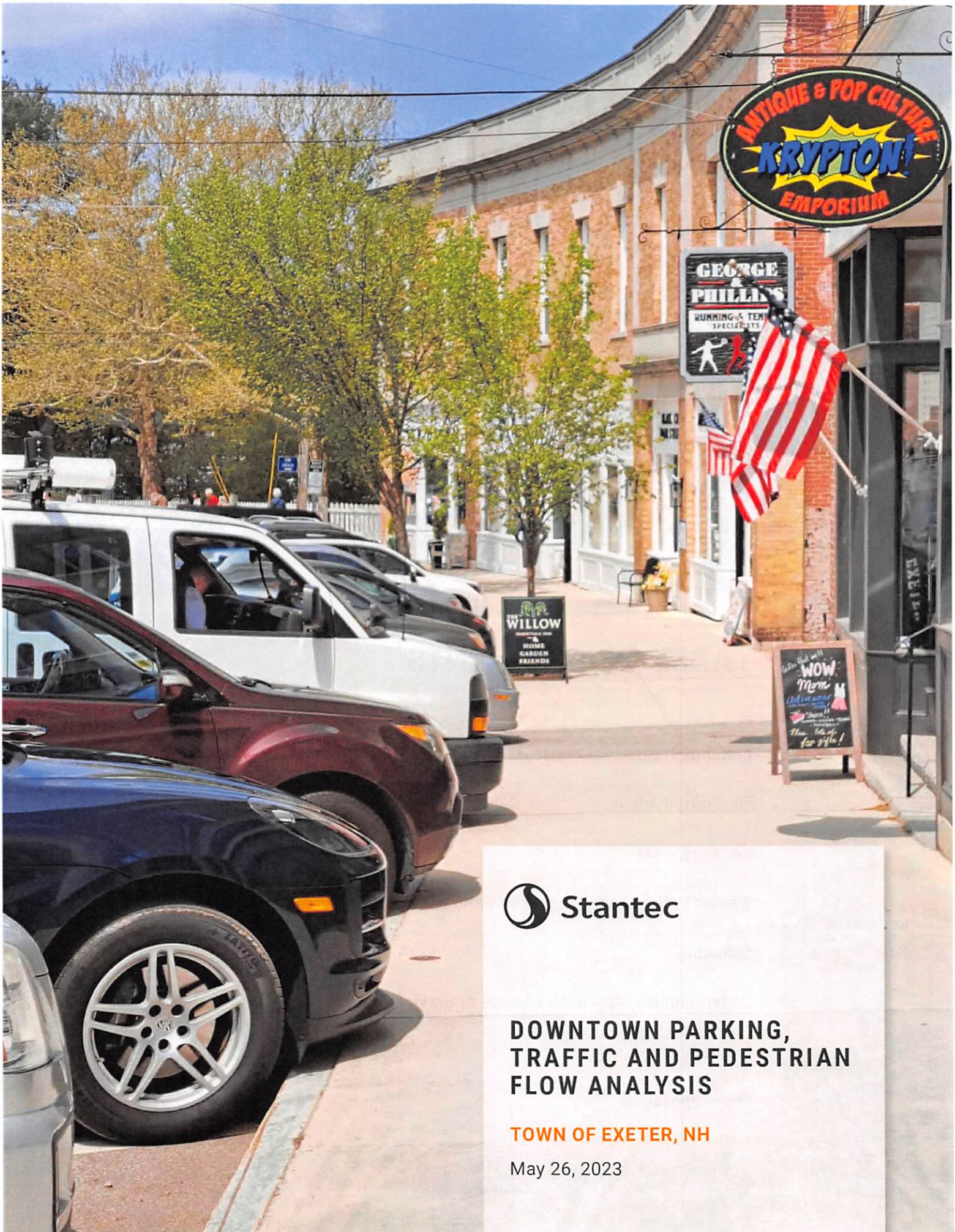
**any responsibility for this information that may subsequently be determined to be incomplete or inaccurate.**

# Traffic, Parking and Pedstrian Flow Analysis Map



## Legend

-  Municipal Parking Lot
-  Limits of Downtown Traffic, Parking and Pedestrian Flow Analysis



## DOWNTOWN PARKING, TRAFFIC AND PEDESTRIAN FLOW ANALYSIS

TOWN OF EXETER, NH

May 26, 2023



# TABLE OF CONTENTS

<b>Letter of Transmittal</b>	<b>1</b>
<b>Firm Introduction</b>	<b>2</b>
<b>Key Personnel</b>	<b>21</b>
<b>Similar Project Experience + References</b>	<b>31</b>
<b>Schedule</b>	<b>41</b>
<b>Understanding, Approach + Scope of Services</b>	<b>11</b>
<b>Public Involvement</b>	<b>47</b>
<b>Fee Proposal</b>	<b>47</b>

May 26, 2023

**Reference:****Downtown Exeter Parking,  
Traffic, and Pedestrian Flow  
Analysis Proposal****Attention:**Mr. Dave Sharples  
Exeter Planning Department  
10 Front Street  
Exeter, NH 03833  
dsharples@exeternh.gov

Dear Mr. Dave Sharples and the Town of Exeter,

Stantec Consulting Services Inc. is pleased to submit our proposal to perform a Parking, Traffic, and Pedestrian Flow Analysis Study for the Town of Exeter. Our team of professionals has been providing similar services for years, helping dozens of similar-sized communities across New England realize opportunities to improve their downtown environments through the prudent management of parking and improvement of the mobility of all users.

Stantec is well-versed in helping communities not only optimize their existing parks and downtown assets but also prepare for change that accompanies the natural evolution of downtowns and opportunities to modernize parking management practices. We are proud that our parking work has contributed to more thriving local economies by creating availability where and when it is needed, improving access to parking, creating legible parking systems, and helping revitalizing town centers like Exeter transition into a uniquely-tailored parking network that provides flexibility and options. Building on a foundation of current parking data including both quantitative information and in-depth user insights from the community, we develop context-sensitive solutions such as context-appropriate regulations, wayfinding, improvements to the walking environment, and increasing transparency about the parking system to improve access to parking that exists without expensive investments in new construction. We look forward to continuing to serve residents, businesses and employees while preserving the character of Downtown Exeter.

Our team brings a breadth of national and local experience in parking management. **Jason Schrieber, Principal-in-Charge**, has over 25 years of parking expertise for communities across the country and New England and worked with countless communities to advance design and policy improvements grounded by robust data and achieving community outreach and consensus. **Evan Drew, Project Manager**, has led multi-faceted traffic and transportation projects in northern New England, ranging from major capital improvement projects to downtown mobility and safety studies, including Keene, Rochester, and Meredith, New Hampshire and Stoneham and Arlington, Massachusetts. **Deputy Project Manager, Whitney Burdge**, has experience with parking studies and downtown mobility studies in communities in the region, including Rochester, New Hampshire, Saco, Maine, and Attleboro, Bourne and Athol, Massachusetts. **Ethan Rankin** and **Mitul Ostwal** have supported the parking studies in several communities and are adept at collecting and analyzing complex datasets. **Perri Sheinbaum** has developed creative and engaging public outreach strategies and materials for communities. Stantec has the pleasure of bringing **Jessa Berna** onto our team having previously worked as a municipal planner for the Cities of Saco and Portsmouth and will assist with our public outreach and quality control due to her experience working on these projects on the other side of the table.

Our scope of services and fee proposal are enclosed. If you have any questions about our submission, please do not hesitate to reach us.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

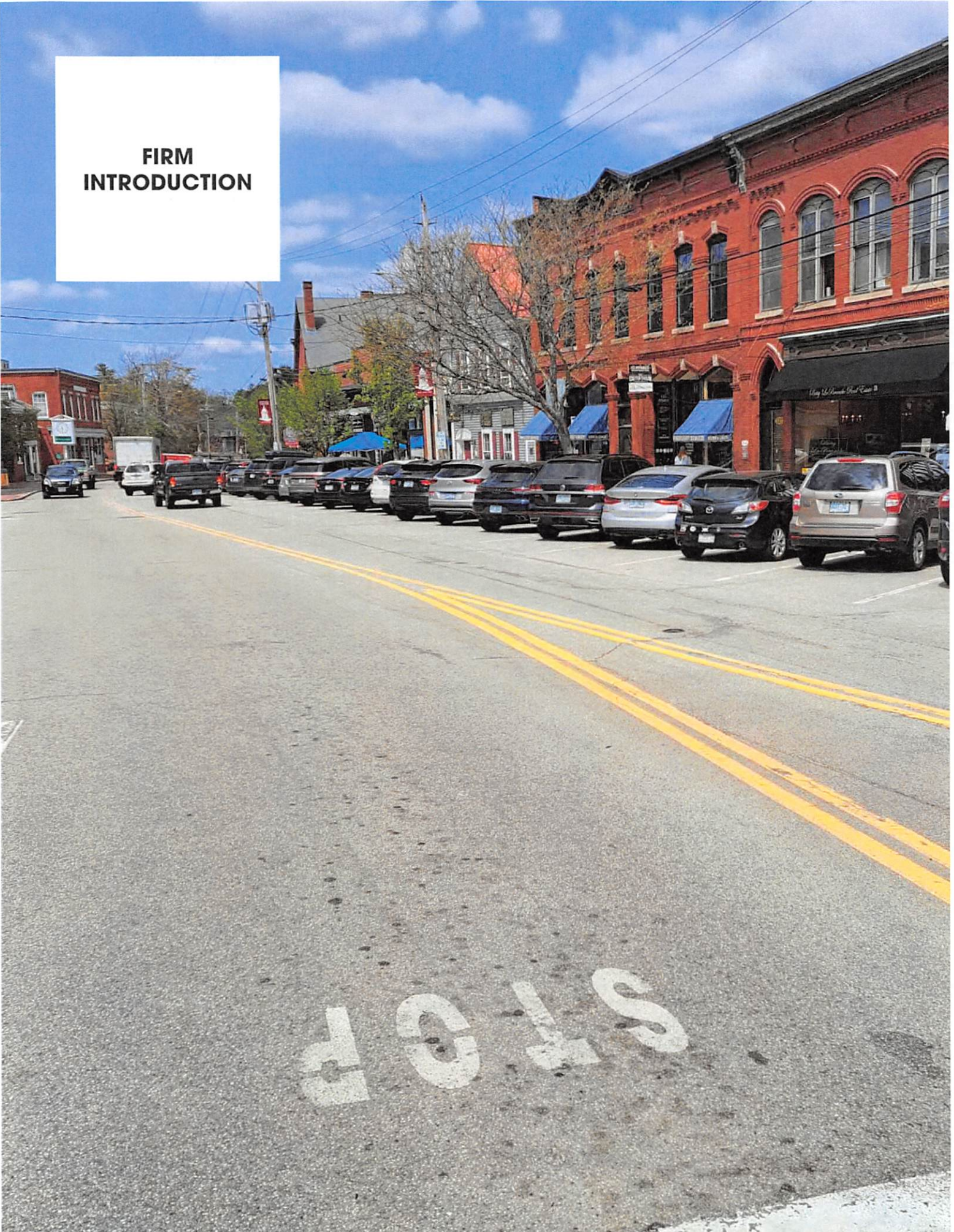
**Jason Schrieber, AICP**  
Principal-in-Charge  
P: (617) 654-6093  
C: (617) 335-7745  
jason.schrieber@stantec.com



**Evan Drew, PE, PTOE**  
Project Manager  
P: (603) 263-4656  
C: (603) 630-9131  
evan.drew@stantec.com



**FIRM  
INTRODUCTION**



# FIRM INTRODUCTION

When you begin with the end in mind, you can create meaningful change. This philosophy guides how Stantec approaches our transportation and planning work - with a consistent driver of providing people with better and smarter mobility options in a comprehensive manner. But sometimes—the end is not so clear, and that is why Stantec has become proactive in understanding the technology, the innovators and the issues related to emerging downtown transportation solutions. This is how we prepare communities for the future.

In business since 1954, Stantec is a top 10 global design, engineering and consulting firm.

## PARKING MANAGEMENT EXPERTISE

Stantec's Urban Places team recognizes that parking is about much more than just a place to put cars. Parking management is a tool that should synchronize all transportation modes in a way that makes sense for the context of the study area and connect the places where people want to be. In turn, parking can help balance local economies so they can sustainably accommodate the shifting parking needs of its various business owners, residents and visitors. Stantec can help bring out the best in Exeter's existing parking assets and create a strong strategy to boost areas needing improvement.

We focus on parking in almost all of our work, as we understand the competing needs of access and land use inherent in providing parking. Often part of the issue with downtown parking systems is that there is pressure in certain locations while others have ample space. Our comprehensive data collection will illuminate these discrepancies to paint a picture of real demand patterns. Often, we find that improvements to the walking environment or a shared parking arrangement can provide crucial additional supply while activating a downtown investment.

## STANTEC'S URBAN PLACES/ MOBILITY TEAM

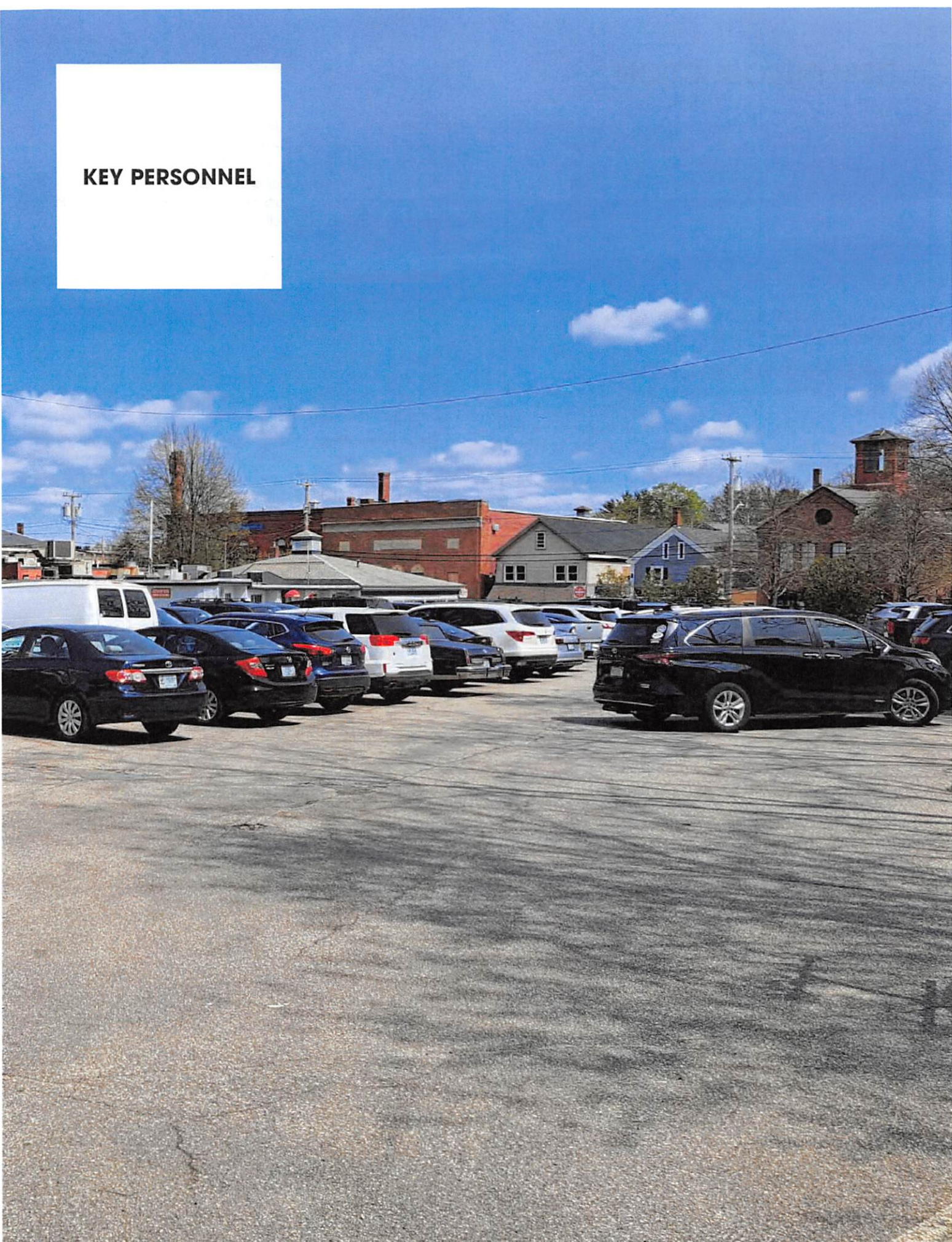
Stantec's Urban Places team is an interdisciplinary hub bringing together leaders in planning and transportation, including smart and urban mobility; urban design; real estate advisory and development; buildings and infrastructure design; and engineering. We work in cities across North America to fulfill an urban promise of enhanced livability, equity, and diversity that multimodal mobility unlocks—in cities and suburbs alike.

Team members of the Stantec Urban Mobility Group have extensive nationwide experience in preparing both parking studies and city transportation master plans. Our Urban Mobility Group specializes in tackling the unique transportation challenges facing urban areas – walking and driving conflicts, constrained parking and limited revenue sources and is therefore very well-suited to this project. Key areas and strengths are:

- **Parking Management:** Our core practice is parking. We offer practical expertise in permit allocation, pricing, and enforcement. We can project future demand, identify the right management policies, and implement reforms such as parking cash-out.
- **Working with Stakeholders:** Consensus building is integral to our process: we are sensitive to town/gown relations, and meet the needs of VPs, department heads, transportation staff, unions, campus staff, and students.
- **Future Forecasting:** We plan for the consequences of growth, from traffic congestion to the loss of surface parking. We integrate financial and demand modeling for all transportation modes, helping to identify the most cost-effective mix of investments in new parking facilities, transit, bicycle, and pedestrian improvements, and incentives for people not to drive.



**KEY PERSONNEL**



# KEY PERSONNEL

At Stantec, we pride ourselves on collaborating across disciplines and industries to bring projects to life. To achieve this goal, we assemble project-specific teams that are empowered to deliver directly to our clients. Our in-house technical experts will contribute their expertise to relevant plan elements.

## TEAM STRUCTURE

We have built our team around your specific goals and requirements as well as in response to the project's broader opportunities and challenges. Our proposed organization chart demonstrates how the Stantec team will be organized and managed for continuity to support an efficient and cohesive delivery model.

Our Principal-in-Charge and Project Manager are your day-to-day contacts, working closely with a core team of planners and analysts. Stantec will provide comprehensive management, coordinating our interdisciplinary team to operate and collaborate seamlessly.

## PROJECT MANAGEMENT

At Stantec, we treat our clients as partners. We believe in providing our partners with sound project management, communication, and technical expertise. From the start, we will work together to establish structures and protocols that support successful project execution, including regular team calls, communication between defined primary points of contact, clear milestones and deliverable due dates, and shared messaging internally and with the public.

**Jason Schrieber, AICP (Principal-in-Charge)** is an experienced parking planner and designer, having worked in the industry for over 25 years. He brings the perspective of municipal experience to his work and has helped dozens of clients solve some of the trickiest parking problems with ongoing accolades. He has successfully tailored parking recommendations to the local environment and goals by using an understanding of national best practices and how interrelated transportation issues are often disguised as parking questions.

**Evan Drew, PE, PTOE (Project Manager)** has comprehensive and extensive experience as a transportation engineer, generally in the fields of roadway, traffic, and Intelligent Transportation Systems (ITS) engineering. He has participated in the planning, analysis, design, implementation, and construction of dozens of signalized intersections, roundabouts, interchanges, and interstate highways on municipal and state roadways throughout New England. Evan has prepared numerous transportation planning studies that evaluated future traffic operations based upon anticipated future land use and travel patterns, among many factors. He also has construction inspection and contract administration experience for traffic, highway, and pedestrian sidewalk projects.



**Ethan Rankin**  
*Transportation Planner/  
Data Collection*

**Mitul Ostwal**  
*Transportation Planner/  
Data Analysis*

**Perri Sheinbaum**  
*Transportation Planner/  
Public Outreach*

**Jessa Berna, AICP**  
*Public Outreach/Quality  
Assurance and Control*



**JASON SCHRIEBER, AICP**  
Principal-in-Charge

For 25 years, Jason has shown governments from Boston to Abu Dhabi how to manage parking in difficult shared environments; and helped clients develop demand-management programs. Jason's successes include recommending road diets, completing transit-oriented developments, finding progressive parking management solutions, developing new campus parking and transportation programs, building consensus around operational traffic solutions for complex problems, and more.

**Relevant Experience**

**Saco Downtown Parking Study | Saco, ME**

The City of Saco wants to support future growth in its Downtown area and Saco Island by meeting new development with a parking system which provides predictability, proximity, and safety to users. This study offered a planning-level review of the parking system, especially important while the City was concurrently undergoing a comprehensive plan update. The key project tasks included a comprehensive parking inventory (as well as regulations), capturing usage patterns (including parking turnover in the central Pepperell Square area), in-depth policy review, and the creation of parking demand scenarios to inform the City's future approach to the overall parking network.

**Keene Downtown Improvements | Keene, NH**

The City of Keene's Downtown is the historic and vibrant center of the community and in recent years has become the epicenter of community activities, events, and entertainment. The most recent major downtown improvement project to replace utilities occurred in 1988 and since then, the City has experienced issues with capacity and is expected to increase in the face of a changing climate and demand on the system. Stantec was commissioned to support this new and exciting project of developing preliminary designs for a reimagined Downtown area to support the future of Keene and create a downtown for residents that prioritizes community gatherings, public art displays, and enhanced bicycle and pedestrian facilities. The Project Team will provide planning, landscape architecture, civil engineering, and streetscape design services to ultimately develop design alternatives, with Jason assisting with the multimodal planning in this project.

**New Bedford Parking Study | New Bedford, MA**

Led efforts for the parking study in a historic New England downtown. The study developed management tools to accommodate summer tourists, ferry users, employees, and residents alike. The process included multiple rounds of public outreach via "pop-up" parking workshops on the street, as well as a comprehensive inventory of public and privately owned parking spaces.

**Downtown Athol Parking Study | Athol, MA**

Principal-in-Charge on this small town parking management assessment plan. Worked with the town to improve pedestrian safety at busy intersections, ensure regular parking turnover along busy streets, and to adjust meter pricing to reflect demand.

**Downtown North Adams Parking Study | North Adams, MA**

Led this parking study in a former mill town with a strong presence of art, culture, and history seeking a more walkable downtown while continuing to support convenient parking. Key recommendations included implementing shared parking strategies to better utilize existing parking lots and establishing sidewalks, crosswalks, and lighting along main roadways.

**Lowell Parking Study | Lowell, MA**

With over 9,000 parking spaces in its downtown area and tens of thousands more spread across the community, the City of Lowell brought on Stantec to evaluate its parking system. Stantec's analysis included learning how downtown parking resources, including nearly 6,000 spaces in municipal garage, were accommodating existing and future development. Management of parking facilities, residential permitting, potential spillover of university parking were also studied. The end result was a comprehensive revisioning of how the City can best use existing parking resources to expand capacity, reduce disputes, and generate additional revenue to be re-invested across the community.

**Education**

BS, Urban Planning, University of Massachusetts, Amherst

**Registrations**

Certified Planner #168400





**EVAN DREW, PE, PTOE**  
Project Manager

Evan has comprehensive and extensive experience as a transportation engineer, generally in the fields of traffic, roadway and Intelligent Transportation Systems (ITS) engineering. He has participated in the planning, analysis, design, implementation, and construction of dozens of signalized intersections, roundabouts, interchanges, and interstate highways on municipal and state roadways in New Hampshire and throughout New England. Evan is experienced in utilizing the MUTCD and local agency requirements for traffic signing, pavement markings, traffic management, highway safety, traffic capacity analysis and traffic simulation modeling. Evan has prepared numerous transportation planning and traffic impact studies evaluating future traffic operations based upon anticipated future land use and travel patterns. He has been part of award-winning teams for his traffic management skills for typical project deliveries, as well as and alternative delivery methods, including Accelerated Bridge Construction, Design-Build, and Construction Manager General Contractor projects.

**Education**

BS, Civil Engineering, Georgia Institute of Technology

**Registrations**

Professional Engineer #14943,  
New Hampshire

Professional Engineer #15679,  
Maine

Professional Traffic Operations  
Engineer #5076

**Certifications**

Certification for Bureau of Planning  
and Community Assistance, New  
Hampshire Department of  
Transportation Local Public Agency

Certification for Labor Compliance,  
New Hampshire Department of  
Transportation Local Public Agency

Traffic Signals Technician Level II,  
International Municipal Signals  
Association (IMSA)

**Memberships**

Institute of Transportation Engineers

**Relevant Experience**

**Downtown Infrastructure Improvements, Keene, NH**

Evan is Lead Traffic Engineer for this major ongoing downtown improvement project leading to a reimagining of Keene’s historic Main Street. As part of the alternatives development, Evan leads technical traffic tasks, such as analysis and documentation for existing conditions and alternatives analysis. The infrastructure improvements include replacement of water, sewer and stormwater utility replacement as well as review of Complete Streets solutions including pedestrian, bicycle and vehicle safety improvements, parking, sidewalk widening, public space placemaking and streetscape features. Evan contributed traffic representation to Stantec’s robust public outreach utilized for the project, such as preparation and manning of public workshops and their materials, as well as attendance and consultation for technical and City committee and Council meetings.

**Stoneham Square Intersection and Infrastructure Improvements, Stoneham, MA**

Evan is Lead Traffic Engineer for the Stoneham Square (downtown Stoneham) streetscape redesign project. This effort involves evaluating a Complete Streets approach to redesigning an atypical, signalized intersection. As part of the alternatives development, Evan leads technical traffic tasks, such as analysis and documentation for existing conditions and alternatives analysis, while also working with the Stantec team and Town for the special consideration of a nearby fire station with a unique emergency response route counter to an existing one-way roadway from the intersection. Additional tasks associated with this project includes a Road Safety Audit (RSA) due to the intersection’s cluster of pedestrian crashes as identified by MassDOT’s IMPACT Crash Data Portal. The RSA will be led by Stantec and will gather applicable stakeholders to discuss and document existing issues and potential mitigation strategies.

**Massachusetts Avenue/Appleton Street Safety + Accessibility Corridor Project, Arlington, MA**

Following a cyclist fatality at the intersection of Massachusetts Avenue with Appleton Street in 2020, the Town implemented temporary improvements before selecting Stantec to guide the Town through permanent safety and accessibility design upgrades. Stantec led the Town through a robust public engagement and outreach process consisting of five public meeting forums. Stantec established project goals based on public feedback, prepared multiple conceptual design plans that aligned with the project goals, and are progressing the design to final engineered plans for construction. The design includes bike lanes, reconfiguring travel lanes, traffic signals, signs and pavement markings, expanded pedestrian zones, landscaping, utility coordination and accessibility upgrades. As Lead Traffic Engineer, Evan was responsible for both the technical analysis and report writing, as well as assisting the preparation and supporting the public forums of the project.

**New Hampshire Road Safety Audits, NHDOT, Claremont and Meredith, NH**

As Lead Traffic Engineer for this NHDOT On-Call assignment, Evan evaluated traffic and crash data for three Road Safety Audits (RSAs) chosen for their noted safety issues by the local planning commissions. Evan led the preparation and supported the RSA meeting and field visits to share data and facilitate the meeting with stakeholders. After the RSA kick-off meetings and field reviews, Evan assisted with the development of improvement concepts (including traffic analysis, signing and pavement markings) and led the production of the Draft and Final RSA Reports for stakeholders.





## **WHITNEY BURDGE**

### **Deputy Project Manager**

Whitney is an urban mobility planner with strong experience with parking studies in smaller downtowns across Massachusetts. She targets improving multimodal access by increasing cohesion between parking networks and pedestrian/bicycle assets. Her recent work includes assessments of infrastructure conditions, analysis of the effectiveness of meter technology and pricing changes, and evaluating how parking can flexibly respond to atypical periods of demand. Her goal is to highlight the opportunity parking plays in advancing equity in downtown centers.

#### **Relevant Experience**

##### **Saco Downtown Parking Study | Saco, ME**

This study offered a planning-level review of the parking system, especially important while the City was concurrently undergoing a comprehensive plan update. The key project tasks included a comprehensive parking inventory in two separate geographic areas of the downtown area. As deputy project manager, Whitney supported in coordinating data collection efforts, developing and conducting public outreach, and analyzing data to create a series of achievable strategies. She also developed presentation materials, maps and graphics, and contributed to the design/layout and writing of the final report.

##### **Downtown Attleboro Parking Study and Downtown Attleboro Wayfinding Plan | Attleboro, MA**

These two parking studies were conducted in parallel to improve the City's access, visibility, and efficient utilization of parking assets, as a destination at the core of regional connectivity. As project manager for the wayfinding study, Whitney developed a comprehensive approach for inventorying existing signage, and a strategy for developing branding for signage intended for vehicles and other visitors to easily find parking and key downtown destinations. Whitney acted as deputy project manager for the parking study, providing essential support and direction to navigate the nuances of the City's parking system through data collection and creating a robust public engagement effort to develop context-sensitive strategies.

##### **Downtown Bourne Parking Strategy Plan | Bourne, MA**

This project, funded through the MA Department of Housing and Community Development, provided an opportunity to identify ways of improving parking efficiency in this seasonal Cape Cod town. The data-driven effort included a comprehensive parking inventory, analysis of parking utilization both through in-person counts and historic imagery, a shared parking demand model, and analyzing how to manage conflicting peak demands from seasonal special events and the academic period of the nearby Maritime Academy. As project manager, Whitney was key in driving the project towards a final plan to help Bourne better manage its parking assets year-round.

##### **Downtown Athol Parking Management Study | Athol, MA**

This project, funded by the MA Department of Housing and Community Development, targeted a better understanding of parking in Athol's small, urbanized downtown to support efforts towards economic revitalization. As project manager, Whitney led data collection efforts, and stakeholder and public engagement to identifying opportunities for improved walking/biking networks, and improved efficiencies in the parking network. The final plan outlined a series of recommendations that integrated parking management, wayfinding, shared parking opportunities, and zoning revisions to prepare the town for economic recovery.

##### **Pittsfield Parking Assessment | Pittsfield, MA**

Stantec helped the City of Pittsfield conduct a comprehensive parking assessment to understand whether implementations made as part of a previous parking study had achieved the intended goals, and where opportunities could be pursued to either complete the recommended implementations or to address new parking challenges/needs identified within the City. As lead planner, Whitney played a key role throughout the project, including coordinating team efforts of data collection and analysis, the development of maps and diagrams, and stakeholder coordination.

#### **Education**

MS Urban Planning - Developing + Transitional Regions, Oxford Brookes University

MA Architecture, Cultural Identity + Globalisation, University of Westminster

#### **Memberships**

American Planning Association (Massachusetts)



**Education**

BA, Sustainable Development,  
Columbia University

**ETHAN RANKIN****Transportation Planner/Data Collection**

Ethan is a multimodal transportation planner with experience supporting mobility projects with quantitative data analysis, practical research, and report development. He leverages GIS and Big Data tools to produce maps and visualizations which provide clarity to mobility planning efforts. Ethan has contributed to multiple citywide mobility plans, parking studies, and large-scale development projects in a variety of contexts.

**Relevant Experience****Chelsea Mobility & Parking Study | Chelsea, MA**

The Downtown Chelsea Mobility & Parking Study focused on developing a plan that highlighted how connectivity improvements and enhanced parking management of Downtown parking assets can support planned and future development initiatives. The Stantec team worked with MassDevelopment and the City to target specific priority parking facilitates and highlight placemaking opportunities through the development of pedestrian connectivity improvements and design plans as well as recommendations for the parking permit and system management. Ethan served as a data analyst on this project, supporting efforts to inventory parking and evaluate existing conditions through GIS analysis. Ethan also produced maps and graphics for the final report.

**Salem Downtown Parking Analysis | Salem, MA**

Building on past experience conducting a parking study and facilitating planning for a parking benefit district, Stantec and the City are reviewing several parking locations in Downtown Salem to determine whether today's parking supply is sufficient to meet future travel demand, particularly in light of the redevelopment potential of specific sites. With Ethan serving as a planner, this effort involves an evaluation of travel behavior, a query into development opportunities and potential, a maintenance evaluation of Salem's structured parking facilities, and concept development for new or renovated parking facilities which serve the project goals.

**Downtown Greenfield Parking Study | Greenfield, MA**

Stantec is assisting the City of Greenfield in the development of a parking management plan which will support several current and planned municipal projects as well as future investment in downtown properties. The plan involves conducting a full inventory of parking and utilization counts in Downtown Greenfield as well as a comprehensive review of existing parking policies and technology. The study will result in the development of a suite of parking management strategies which may include changes to pricing, wayfinding/signage, permit programs, policy strategies, and management structure.

**Buffalo Civic and Auto Ramps TDM Study | Buffalo, NY**

Stantec is working on a Transportation Demand Management (TDM) Structure and Operational Plan for Buffalo Civic and Auto Ramps (BCAR). BCAR is an independent non-profit organization that operates Buffalo's public parking facilities, under the authority of the City. This study seeks to modernize and expand BCAR's purview to position them as a partner in building Buffalo's multimodal ecosystem. The process will include researching national best practices and using parking data and big data to evaluate Downtown Buffalo's existing multimodal framework. The final study will make recommendations on how BCAR can improve their structure and practices to promote and facilitate TDM.

**Confidential Medical Center Mobility and Urban Design Plan**

On the heels of a new master plan for our healthcare client's burgeoning downtown main campus, we developed a mobility strategy to accommodate needed shifts in parking demand, replacement parking locations, and district circulation improvements. Key solutions include circulation and navigation fixes that overcome unplanned historic building growth, preserving patient and staff satisfaction.







#### Education

MEng, Engineering Transportation Systems, Cornell University

BTech, Vellore Institute of Technology (VIT) University

## MITUL OSTWAL

### Transportation Planner/Data Analysis

Mitul is a transportation planner in Stantec's Urban Mobility Group. Since joining Stantec, he has been closely involved with several different projects focusing on urban mobility, including parking studies, transportation impact assessments, and transportation and mobility master plans. Throughout the pandemic, he has worked on the Shared Streets and Spaces grant with MassDOT and the Rapid Recovery Program with DHCD (Department of Housing and Community Development). Mitul brings interdisciplinary skills ranging from data analysis, mapping and visualization to planning and community engagement with his work. Prior to joining Stantec he worked with the City of Ithaca as a traffic engineer, where he helped the City develop a cost-benefit tool and conduct fiscal analysis for their Parking Department.

#### Relevant Experience

##### Rochester Downtown Parking Study | Rochester, NH

Stantec supported the City of Rochester, NH with inventorying and evaluating parking conditions throughout its downtown. With new housing being constructed along primary commercial corridors, active "streeteries" with restaurants occupying on-street parking spaces, and a reconstruction of a central parking lot, Stantec crafted a long-term strategy to manage the needs of different parking users and tap into private parking resources during high-demand periods. The City will use the study's findings to guide negotiations with new development projects and better use the municipal supply. Mitul assisted with the collection of parking data in key on-and off-street parking facilities in Downtown Newton. Mitul worked with staff to digitize the data and conduct an analysis on parking supply and demand.

##### Saco Downtown Parking Study | Saco, ME

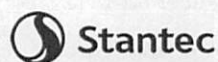
The City of Saco wants to support future growth in its Downtown area and Saco Island by meeting new development with a parking system which provides predictability, proximity, and safety to users. This study offered a planning-level review of the parking system, especially important while the City was concurrently undergoing a comprehensive plan update. The key project tasks included a comprehensive parking inventory (as well as regulations), capturing usage patterns (including parking turnover in the central Pepperell Square area), in-depth policy review, and the creation of parking demand scenarios to inform the City's future approach to the overall parking network. Mitul served as a mobility planner, which includes conducting research on case studies, supporting GIS efforts to digitize existing parking inventory and produce map/graphics, participating in stakeholder engagement, analyzing land use patterns, and modeling shared parking demand.

##### City of Lowell Parking Study | Lowell, MA

With over 9,000 parking spaces in its downtown area and tens of thousands more spread across the community, the City of Lowell brought on Stantec to evaluate its parking system. Stantec's analysis included learning how downtown parking resources, including nearly 6,000 spaces in municipal garage, were accommodating existing and future development. Management of parking facilities, residential permitting, potential spillover of university parking were also studied. The end result was a comprehensive revisioning of how the City can best use existing parking resources to expand capacity, reduce disputes, and generate additional revenue to be re-invested across the community. Mitul created an extensive existing parking conditions report including parking inventory, utilization, policies, management, regulations and pricing of more than 9,000 spaces in the City of Lowell. He led the data collection effort, data analysis, team coordination and existing conditions report production. He was also involved in preparing for and participating in community and key stakeholder engagement initiatives.

##### Pittsfield Parking Plan | Pittsfield, MA

Stantec helped the City of Pittsfield conduct a comprehensive parking assessment to understand whether implementations made as part of a previous parking study had achieved the intended goals, and where opportunities could be pursued to either complete the recommended implementations or to address new parking challenges/needs within the City. Mitul produced graphics of existing parking conditions and assets to help with parking management analysis.





## **PERRI SHEINBAUM**

Transportation Planner/Public Outreach

Perri is a transportation planner in Stantec's Urban Mobility Group. Since joining Stantec, she has been involved with transit planning and community outreach. Prior to joining Stantec, she developed pedestrian crash reports for over 30 cities and towns in Massachusetts and wrote walk audit reports for communities across the State of Massachusetts.

### **Relevant Experience**

#### **Downtown Infrastructure Improvement and Reconstruction Project | Keene, NH**

Perri served as a transportation planner on this project to redesign multimodal access and circulation in downtown Keene. The City of Keene is replacing and upgrading infrastructure components of the Downtown and in the process, redesigning Main Street. The project includes protected bicycle accommodations, improved circulation planning downtown, and a detailed traffic analysis. Perri assisted with the virtual and in-person community engagement process and conducted background analysis of the study area. She also developed visuals to accompany complex transportation analyses and translate findings to the public.

#### **Parking Technical Assistance to the City of Greenfield | Greenfield, MA**

Stantec is assisting the City of Greenfield with a parking management plan by developing an electronic inventory of on- and off-street, public and private parking, within the downtown of Greenfield. Through this study, the City of Greenfield will obtain a suite of parking management strategies. Perri is helping lead the in-person community engagement process and stakeholder meetings, and she will produce general recommendations and parking inventories.

#### **Wayfinding Technical Assistance to the City of Gardner | Gardner, MA**

Stantec is assisting the City of Gardner with the development of a wayfinding plan, with a particular focus on the downtown core to improve navigation for travelers of all modes. Perri is leading the community and stakeholder engagement process and is producing the final designs and sign inventory maps.

#### **Longwood Collective - On Call Mobility: Parking Study, | Boston, MA**

Stantec is conducting a Parking Study as part of an on-call contract with the Longwood Collective, a Transportation Management Association that represents the Longwood Medical Area in Boston, Massachusetts. This study seeks to understand parking supply and demand at large parking facilities that serve this dense medical district. Perri assisted surveying and collecting field data.

#### **Needham Center and Needham Heights Parking Study | Needham, MA**

Stantec is currently working with the Town of Needham, Massachusetts, on a parking study covering the dual commercial, institutional, and transit cores of the town, Needham Center and Needham Heights. The study seeks to uncover more efficient policies for managing Needham's parking assets, while balancing the needs of visitors, business owners, employees, and residents. Outcomes of the study will inform future street redesign initiatives that may alter on street parking. Perri assisted with field analysis for this study.

#### **City of Ithaca Parking Study, | Ithaca, NY**

Stantec examined existing conditions and conceptualized long-term parking strategies for the city. Of particular note is anticipating on- and off-street impacts of a parking garage closure in the downtown area. Perri designed the final report for the City of Ithaca's West End Multi-Modal review.

### **Education**

MA, Urban and Environmental Policy and Planning, Tufts University

BA, Oberlin College, Biology and Environmental Studies

### **Memberships**

American Planning Association (Massachusetts)





## **JESSA BERNA, AICP**

### **Public Outreach/Quality Assurance and Control**

Jessa is an AICP-certified Senior Planner with over 12 years of professional experience. Her specialties include multimodal transportation projects, community and master planning, GIS analysis, and inclusive public engagement. She has worked on a range of projects, including transit-oriented development master plans, parking studies, bike/pedestrian bridge feasibility reports, and regional active transportation plans. In each of these, she brings a collaborative and interdisciplinary approach to her work and is passionate about the role of our transportation network to create an equitable, safe, and sustainable environment. Jessa creates visually impactful presentations and reports that effectively communicate complex information to a wide audience.

#### **Education**

MCP&D, University Southern Maine

BA, Environmental Policy and Management, Gettysburg College

#### **Registrations**

Certified Planner #028937

*\* Denotes projects completed prior to joining at Stantec.*

#### **Relevant Experience**

##### **City of Saco Downtown Parking Study | Saco\*, ME**

This study analyzed current parking issues and concerns, conducted an inventory and utilization analysis, reviewed policies and practices related to parking, and proposed recommendations to improve Downtown parking now and into the future. Jessa served as the City of Saco's Project Manager, overseeing project scoping and development, providing data and local expertise to the consultant team, and directed the public outreach and engagement process.

##### **Saco Island Multimodal Bridge Concept Plan\* | Saco, ME**

Served as the City of Saco's Project Manager for the Saco Island Multimodal Bridge Concept Plan, evaluating the feasibility of constructing a pedestrian and bicycle bridge linking Main Street Saco and the Saco Transportation Center to the Pearl Street Riverfront District in Biddeford. The proposed bridge is intended to be a destination for the region, supporting transportation and recreation in the robust downtowns and mill districts in Saco and Biddeford. Long-term project goals include creating a safe, affordable, and sustainable means of recreation and transportation, promoting a thriving economy, and supporting smart growth and transit ridership. Jessa led the project scope development and coordinated the Interagency Working Group and public engagement process.

##### **Casco Bay Community Guidebook\* | Cumberland County, ME**

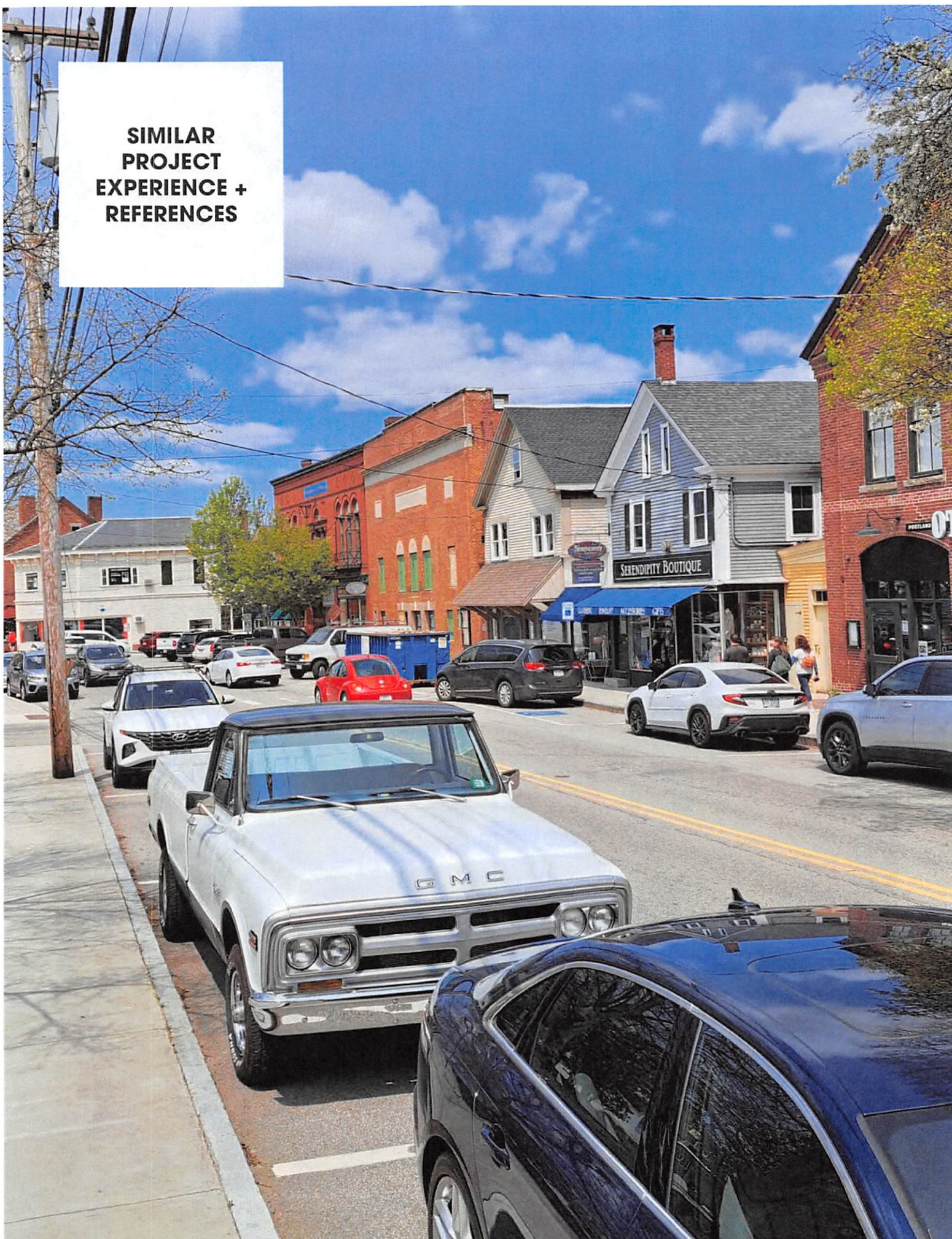
While at the Greater Portland Council of Governments, Jessa created and promoted a guidebook to help coastal communities in Cumberland County develop stronger environmental planning regulations and practices to help address water quality, habitat protection, and sea level rise. The report focused on identifying barriers for local governments and sharing best management practices and case studies highlighting successful regulatory and non-regulatory tools.

##### **Saco/Scarborough Route 1 Complete Streets Study\* | Saco and Scarborough, ME**

This study focused on improving the condition of Route 1 for pedestrians, bicyclists, buses, trucks and passenger vehicles. Recommendations focused on access management, transit stop improvements, road diets, and landscaping to provide traffic calming. Jessa served as the Project Manager for the City of Saco and provided project development and oversight, and local coordination with internal and external stakeholders.



**SIMILAR  
PROJECT  
EXPERIENCE +  
REFERENCES**



# BIDDER GOVERNMENT EXPERIENCE

Stantec is a recognized leader in assisting communities with better managing their parking systems. We have worked on a regional and national scale to drive progressive policy solutions such as lowered or eliminated parking minimums, parking maximums, shared parking arrangements (including parking benefit districts), and improved fiscal management. Stantec is the MA Department of Housing & Community Development's on-call consultant for municipal parking studies; our staff has supported dozens of communities in this capacity over the past decade. Additionally, we have collaborated locally at an urban (Lowell, MA and Rochester, NH) and suburban (Dedham and Watertown, MA) scale, providing us with a depth of knowledge to tailor towards the specific needs of a community. Our experience has given us insight into the intricate workings of municipalities as they juggle political influences with the desires of the public, the importance of zoning and development practices in the parking discussion, how and when to incorporate different departments into planning processes, and how to best position municipalities for funding to make their plans a reality.

We build strong relationships with the municipalities we work with, that often evolves over the long term time with additional projects and collaborations.



In the past five years, we have completed similar parking studies and provided parking technical assistance for the following communities:

- Rochester, NH
- Keene, NH
- Saco, ME
- Greenfield, MA
- Gardner, MA
- Needham, MA
- Ithaca, NY
- Attleboro, MA
- Montague, MA
- Stoneham, MA
- Topsfield, MA
- Lowell, MA
- Bourne, MA
- Groveland, MA
- Salem, MA
- Orange, MA
- Pittsfield, MA
- Billerica, MA
- North Adams, MA
- Pittsburgh, PA
- Athol, MA
- Watertown, MA
- Dedham, MA
- Methuen, MA
- Rockport, MA
- Canton, MA
- Shrewsbury, MA

## City of Rochester Downtown Parking Study, Rochester, NH

Stantec conducted an inventory of existing regulations and tabulated usage of on- and off-street parking in Rochester's downtown. Future land use growth was accounted for by evaluating economic development efforts and studying lease terms for parking with residential projects under development. The mix of uses in popular time periods can lead to the perception of limited parking availability. We recommended creating a unified parking system incorporating public and private uses, ensuring growth in downtown housing could be absorbed without depriving merchants of nearby parking spaces. Clear regulations at all times of day and days of the week allow motorists to make the right choice when parking downtown.

**Dates:** February 2021 - August 2021      **Cost:** \$15,000

**Reference:** Shanna Saunders, Planning Director, City Hall Annex, 33 Wakefield Street, Rochester, NH 03867, (603) 335-1338, [Shanna.Saunders@rochesternh.net](mailto:Shanna.Saunders@rochesternh.net)



### Keene Downtown Infrastructure Improvements, Keene, NH

The City of Keene's Downtown is the historic and vibrant center of the community and in recent years has become the epicenter of community activities, events, and entertainment. The most recent major downtown improvement project to replace utilities occurred in 1988 and since then, the City has experienced issues with capacity and is expected to increase in the face of a changing climate and demand on the system. Stantec was commissioned to develop preliminary designs for a reimagined Downtown area to support the future of Keene and create a downtown for residents that prioritizes community gatherings, public art displays, and enhanced bicycle and pedestrian facilities. In addition to developing design alternatives, Stantec conducted a parking study to support inventory changes.

**Dates:** May 2022 - Ongoing    **Cost:** Part of \$500K+ Alternatives Study

**Reference:** Kurt Blomquist, Assistant City Manager / Public Works Director / Emergency Management Director, 350 Marlboro Street Keene, NH 03431, (603) 352-6550, kblomquist@KeeneNH.gov



### Saco Downtown Parking Study, Saco, ME

The City of Saco wants to support future growth in its Downtown area and Saco Island by meeting new development with a parking system which provides predictability, proximity, and safety to users. This study offered a planning-level review of the parking system, especially important while the City was concurrently undergoing a comprehensive plan update. The key project tasks included a comprehensive parking inventory (as well as regulations), capturing usage patterns (including parking turnover in the central Pepperell Square area), in-depth policy review, and the creation of parking demand scenarios to inform the City's future approach to the overall parking network.

**Dates:** August 2021 - February 2022    **Cost:** \$40,000

**Reference:** Denise Clavette, Former Saco Economic Development Director, Saco City Hall, 300 Main Street, Saco, ME 04072, (207) 384-3005, dclavette@sbmaine.us



### Needham Center and Needham Heights Parking Study, Needham, MA

Stantec worked with the Town of Needham to assess their parking landscape including supply, management, zoning requirements, and parking technology. The study was informed by multi-pronged data analysis for the parking and mobility conditions, engagement with residents and businesses, and industry-wide best practices. Needham is now adopting new parking rules, zoning changes and wayfinding signage.

**Dates:** Ongoing    **Cost:** \$85,000

**Reference:** Amy Haelsen, Economic Development Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492, (781) 455-7500, ahaelsen@needhamma.gov



### City of Ithaca Parking Study, Ithaca, NY

Ithaca, New York hosts two universities and a bustling downtown, and it is experiencing significant development activity, including the reconstruction of a downtown garage removing hundreds of parking spaces from the city's supply. City staff asked Stantec to examine parking conditions in Ithaca and ensure opportunities to maximize usage of the existing supply were being fully utilized. The study findings provided justification for City staff to reduce off-street parking requirements for development projects which will further promoted multimodal activity in the study area.

**Dates:** October 2019 - March 2021      **Cost:** \$25,000

**Reference:** Eric Hathaway, Director of Parking and Transportation, 108 East Green Street, Ithaca, NY, 14850, (607) 882-2351, EHathaway@cityofithaca.org



### Downtown Attleboro Parking Study, Attleboro, MA

Stantec worked closely with the City of Attleboro to create a comprehensive list of strategies to better manage parking demand and creatively unlock parking supply at key locations. A more sensible relationship between prices for on-street and off-street parking, improved payment options, a more expansive program of parking permits, and advancement of a parking benefit district using parking revenues was recommended. The Study demonstrated that Attleboro's parking system can support ongoing and anticipated new development with the help of improved management practices.

**Dates:** July 2022 - September 2022      **Cost:** \$55,000

**Reference:** Catherine Feerick, Economic Development Director, City Hall, 77 Park Street, Attleboro, MA 02703, (508) 223-2222 Ext. 3206, catherinefeerick@cityofattleboro.us



### Turners Falls Parking Study, Montague, MA

Stantec conducted a parking study of Turners Falls to support continued revitalization efforts in the community and properly plan for continued growth in retail activity while balancing resident needs. Through a careful analysis and community engagement, Stantec showed the Town of Montague and the Village of Turners Falls how its Downtown had a surplus of parking as a whole but that its existing parking assets may not be fully effective. Several policies and improvements were recommended to ensure that the town's parking assets are efficiently utilized so the downtown may continue to thrive.

**Dates:** January 2022 - June 2022      **Cost:** \$25,000

**Reference:** Walter Ramsey, Assistant Town Administrator, 1 Avenue A, Turners Falls, MA 01376, (413) 863-3200 Ext. 207, walterr@montague-ma.gov





### **Parking Technical Assistance to the City of Greenfield, Greenfield, MA**

Stantec is assisting the City of Greenfield with a parking management plan by developing an electronic inventory of on- and off-street, public and private parking, within the downtown of Greenfield. Through this study, the City of Greenfield will obtain a suite of parking management strategies, several focused on supporting the Main Street redesign that seeks to improve walkability by reducing unneeded parking supply. The final report will include maps of parking utilization, inventory, and general recommendations.

**Dates:** Ongoing    **Cost:** \$25,000

**Reference:** MJ Adams, AICP, Community and Economic Development Director, City of Greenfield, 14 Court Square, Greenfield, MA 01301, (413) 772-1548 x 2, mj.adams@greenfield-ma.gov



### **Wayfinding Technical Assistance to the City of Gardner, Gardner, MA**

Stantec is assisting the City of Gardner with the development of a wayfinding plan, with a particular focus on the downtown core to improve navigation for travelers of all modes. Stantec is developing design options for four design typologies: directional signage; identification signage; gateway signage; and informational signage. All final designs will include recommended sign materials and specifications, as well as proposed signage locations.

**Dates:** Ongoing    **Cost:** \$25,000

**Reference:** Jessica DeRoy, Economic Development Coordinator, 115 Pleasant Street, Gardner, MA 01440, (978) 630-4074, jderoy@gardner-ma.gov

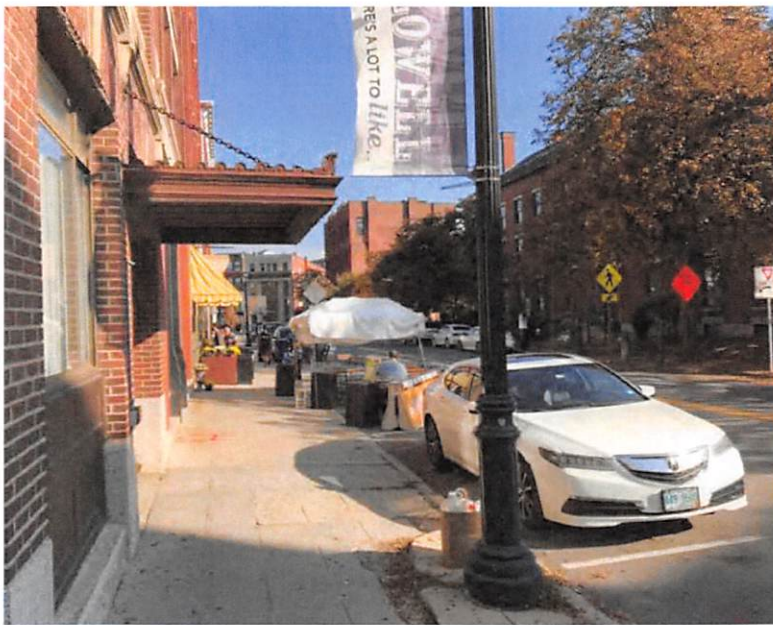


### **Topsfield Parking Study, Topsfield, MA**

Through the state's Department of Housing and Community Development, Stantec has been enlisted to develop comprehensive parking plans for more than 12 communities in the past five years. Each community receives a plan custom-tailored to their unique needs, although all will include solutions that balance the needs of a wide range of user groups. Stantec utilizes a coordinated data collection methodology and thoughtful public engagement approach to result in plans that are backed by current data, informed by stakeholder concerns, and supportive of long-term community goals.

**Dates:** August 2020 - November 2022    **Cost:** \$15,000

**Reference:** Kevin Harutunian, Town Administrator, Town of Topsfield, 8 W Common Street, Topsfield, MA 01983, (978) 887-1500, kharutunian@topsfield-ma.gov

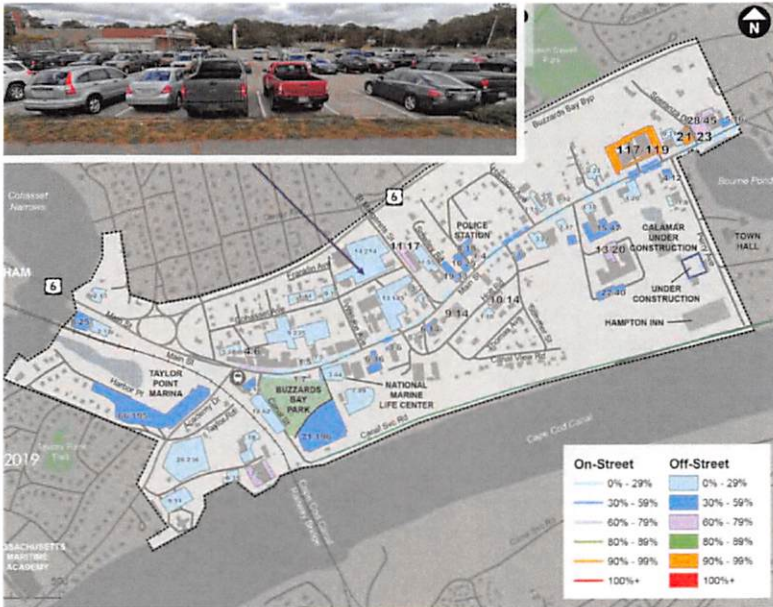


### City of Lowell Parking Study, Lowell, MA

The City of Lowell bustles each day with residential, office, retail, and student activity. However, the availability and cost of parking stands as a key concern for those commuting into Downtown each day. Stantec conducted a utilization assessment of over 47,000 parking spaces across the City to evaluate how demand varies by neighborhood and regulation type. Our recommendations demonstrated how several thousand housing units and over one million additional square feet of commercial development could be accommodated in Downtown Lowell without growing the parking supply. Sensible policy solutions for residential parking permit practices aimed to transition away from a system while retaining popular support and protecting residential parking assets.

**Dates:** September 2020 - June 2021      **Cost:** \$225,000

**Reference:** Francesca Cigliano, Senior Planner, Lowell City Hall, 375 Merrimack Street, Lowell, MA 01852, (978) 674-1424, fcigliano@lowellma.gov



### Downtown Bourne Parking Strategy Plan, Bourne, MA

The study included this seasonal, Cape Cod town's first-ever comprehensive parking inventory. As the study took place during 2020, historic imagery was used for a more realistic understanding of parking utilization during typical conditions. Demand patterns were identified with emphasis on understanding particular users, such as Maritime Academy students. Using the parking data, national standards, and known development plans in Bourne's future, parking demand models were also developed to illustrate potential parking demand in comparison to existing supply, according to different development scenarios.

**Dates:** June 2020 - August 2020      **Cost:** \$25,000

**Reference:** Coreen V. Moore, Town Planner, Bourne Town Hall, 24 Perry Avenue, Buzzards Bay, MA 02532, (508) 759-0600 ext.#1346, cmoore@townofbourne.com



### Elm Square Parking Study, Groveland, MA

Elm Square is the commercial and retail hub of Groveland, as it provides access to the Merrimack River, the Pines Recreation Area, Perry Park, the Post Office, and various retail locations. The Elm Square Parking Study supported ongoing planning efforts by documenting existing parking supply and daily demand, improving the parking system for residents, employees, customers, and visitors, identifying and recommending parking supply efficiencies to improve parking in areas of higher demand, and developing flexible parking standards to support Elm Square development.

**Dates:** July 2020 - April 2021      **Cost:** \$15,000

**Reference:** Rebecca Oldham, Town Administrator, Town of Groveland, 183 Main Street, Groveland, MA 01834, (978) 556-7204, ROldham@grovelandma.com



### Salem Parking Benefit District Facilitation, Salem, MA

The City of Salem engaged Stantec to facilitate the implementation of a Parking Benefit District (PBD) in the vibrant downtown, where parking assets generate significant revenue. Stantec facilitated working group meetings between Downtown Salem business representatives and key City staff to educate about the benefits and trade-offs of a parking benefit district. Guidance was provided to Salem's Traffic & Parking Department on how to navigate the barriers to implementation and garner stakeholder buy-in. Stantec further provided guidance to the City on the development of an action-based implementation plan, drawing on extensive expertise with parking systems across Massachusetts and the U.S.

**Dates:** June 2020 - February 2021      **Cost:** \$20,000

**Reference:** David Kucharsky, Director of Traffic and Parking, Salem City Hall, 93 Washington Street, Salem, MA 01970, (978) 745-9595 x 45001, dkucharsky@salem.com



### Downtown Orange Parking Study, Orange, MA

This parking management strategy sought to improve parking availability and access while balancing the need to remove on-street parking in favor of wider sidewalks and a more welcoming multimodal environment.

**Dates:** July 2020 - December 2020      **Cost:** \$15,000

**Reference:** Alec Wade, Director of Community Development, Town of Orange, 6 Prospect Street, Orange, MA 01364, (978) 408-9453, awade@townoforange.org



### Pittsfield Parking Plan Assessment, Pittsfield, MA

Following the completion of Pittsfield's Parking Management Plan in 2014, Stantec was hired by the City in 2019 to conduct a comprehensive Parking Plan Assessment. The overall goal was to understand whether various recommendations implemented as part of the plan had achieved their intended goals, and where opportunities could be pursued to either complete the outstanding recommendations or to address new parking challenges/needs within the City. The project involved in-depth analysis of parking facilities, operational practices, and parking-related policies. A public survey and stakeholder interviews helped identify the success and challenges of the overall parking system and how the system aligns with Pittsfield's long-term goals and potential transformation as a city.

**Dates:** November 2019 - April 2020      **Cost:** \$22,5000

**Reference:** Laura Mick, Community Development Specialist, 70 Allen Street, Pittsfield, MA 01201, (413) 499-9378, lmick@cityofpittsfield.org



### Downtown Athol Parking Plan, Athol, MA

This comprehensive parking study focused on a small, urbanized town in need of economic revitalization. Data gathered for parking inventory and utilization in the town center revealed opportunities for improved walking/biking networks, and improved efficiencies in the overall parking network. The final plan outlined a series of recommendations that integrate parking management, wayfinding, shared parking opportunities, and amended zoning recommendations to better prepare the town for a sustainable future.

**Dates:** May 2019 - November 2019      **Cost:** \$15,000

**Reference:** Eric Smith, Director of Planning and Development, Athol Town Hall, 584 Main Street, Athol, MA 01331, (978) 721-8500 ext. 517, [planning@townofathol.org](mailto:planning@townofathol.org)



### Watertown Parking Management Plan, Watertown, MA

The Plan reviewed the parking needs, supply, and current usage of parking in two key, retail centers of Watertown to create strategies on how best to support local businesses and attract neighborhood vitality. Resulting project recommendations focused on using existing parking resources more efficiently, while adding new technology and a coordinated approach to managing parking.

**Dates:** September 2018 - July 2019      **Cost:** \$50,000

**Reference:** Laura Weiner, Transportation Planner, City Hall, 149 Main Street, Watertown, MA 02472, (617) 972-6417, [lwiener@watertown-ma.gov](mailto:lwiener@watertown-ma.gov)



### Dedham Parking Technical Assistance, Dedham, MA

The Dedham Parking Study was comprehensive, covering multiple public meetings, a full inventory and occupancy count for downtown, and a land use analysis that modeled demand into the future. Based on these three key sources of input, the study team developed a strategy that both acknowledges short-term needs and creates a system that can flex to accommodate future demand. The Strategy also acknowledges the multimodality of parking demand and includes several improvements for people walking, biking, and using newer forms of transportation like carshare and ridehail in order to mitigate overall demand.

**Dates:** July 2018 - June 2019      **Cost:** \$15,000

**Reference:** John Sisson, Economic Development Director, 26 Bryant Street, Dedham, MA 02026, (781) 751- 9175, [jsisson@dedham-ma.gov](mailto:jsisson@dedham-ma.gov)

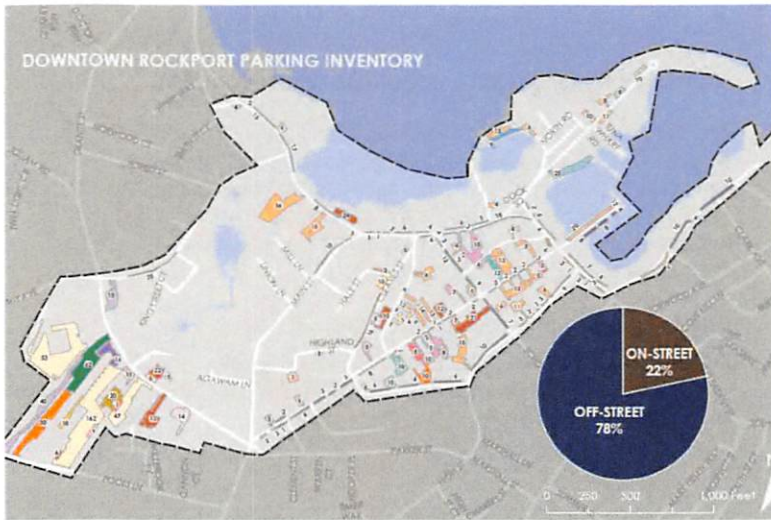


### Town of Canton Downtown Parking Strategy, Canton, MA

Stantec assisted the Town of Canton with developing a parking management strategy to support recent infill development in its downtown. A field evaluation of overall parking conditions and multimodal access in downtown was conducted. Stakeholder workshops and public meetings were facilitated and a zoning evaluation undertaken. Stantec worked closely with the Town to develop strategies which made parking around the downtown area available, affordable, consistent, clear, and visible, encouraging people to park once and visit multiple destinations and separating long-term from short-term parking.

**Dates:** July 2018 - January 2019      **Cost:** \$15,000

**Reference:** Laura Smead, AICP, Town Planner, 801 Washington Street, Canton, MA 02021, (781) 575-6575, lsmead@town.canton.ma.us



### Downtown Rockport Parking Plan, Rockport, MA

As Rockport continues to experience growth during the peak season, re-evaluating the current parking system and adjusting it to create a new, structured parking management plan is of utmost importance for Downtown and the residents. Stantec sought strategies which could calm traffic, alleviate downtown congestion, support future economic opportunities, and relieve parking tensions between residents and tourists. Summertime parking utilization counts ensured impacts reflected peak tourist season, and stakeholder outreach ensured a shared vision for the study was emblematic of the Town's values.

**Dates:** July 2018 - June 2019      **Cost:** \$15,000

**Reference:** Richard Souza, Department Director, Rockport Town Hall, 34 Broadway, Rockport, MA 01966, (978) 546-3525, rsouza@rockportma.gov



### Town Center Parking Management Plan, Shrewsbury, MA

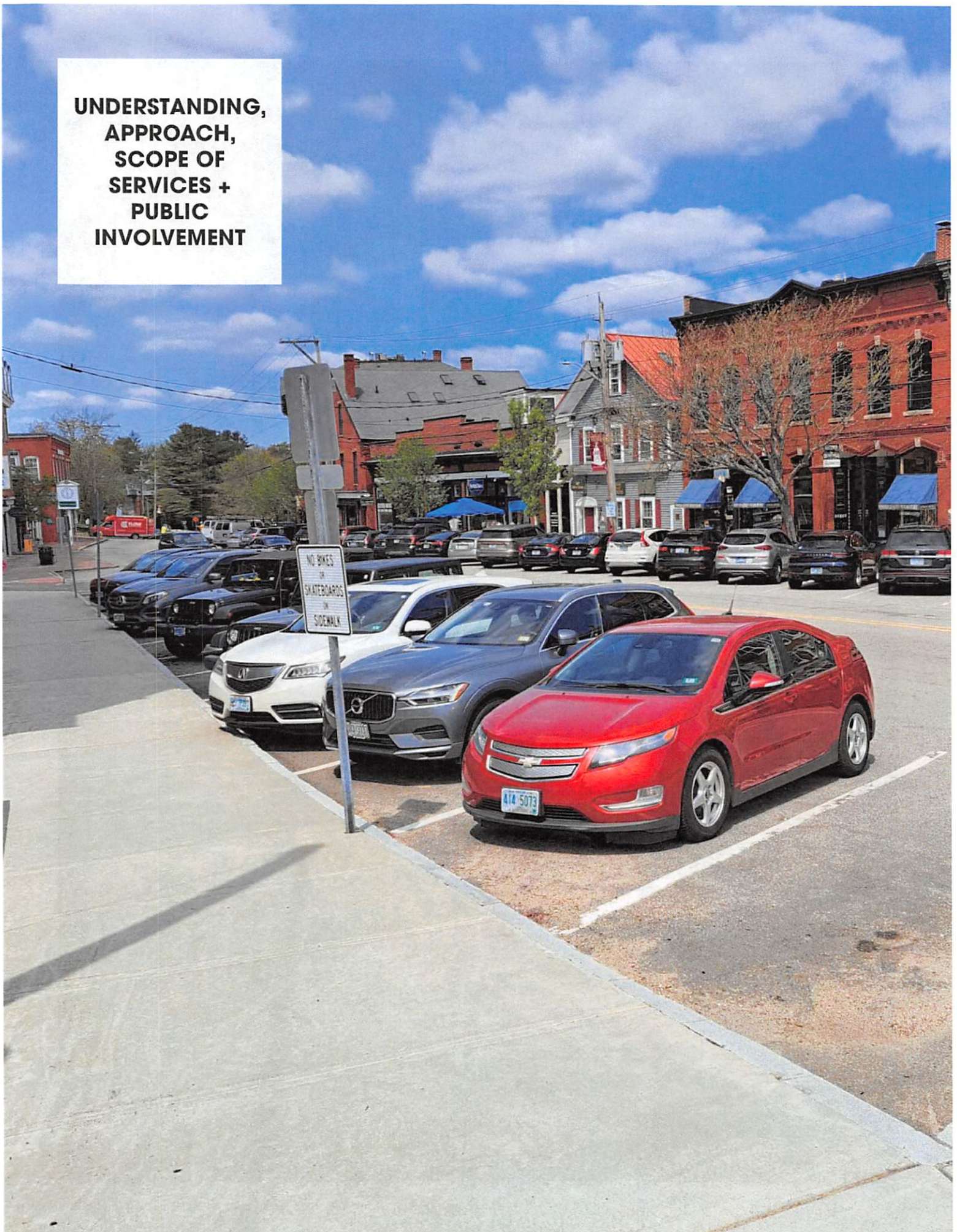
Shrewsbury has recently focused efforts on revitalizing its historic downtown center to encourage economic growth and improve multimodal movement and access. Recognizing the need to enhance the business environment and move away from a car-centric mindset within the town center, Stantec documented the town center's existing parking supply and daily demand. Stakeholder meetings, an open house, and a zoning review defined parameters for accommodating economic development. A focus of Stantec's recommendations was formalizing shared parking agreements to help create a "park once" environment for visitors and residents alike.

**Dates:** July 2018 - December 2018      **Cost:** \$15,000

**Reference:** Bernard Cahill, Town Planner, 100 Maple Ave., Shrewsbury, MA 01545, (508) 841-8502, bcahill@shrewsburyma.gov



**UNDERSTANDING,  
APPROACH,  
SCOPE OF  
SERVICES +  
PUBLIC  
INVOLVEMENT**





## PROJECT UNDERSTANDING

Downtown Exeter is a thriving and vibrant community hub in the seacoast area of New Hampshire. It has maintained its historic New England charm since incorporation nearly 400 years ago, and it is a retail and dining destination for the region. As stated in the Request for Proposal (RFP), the town grew significantly between 1970 and 2000 (62 percent increase in population) with a slowdown of new residents since. However, the town has seen a recent increase in residential development, leading to increases in all modes of transportation in the downtown area. The town is cognizant of the need to balance parking demand to accommodate visitors while maintaining the well-being of residents, students, merchants, and employees. To assist Exeter in completing a new parking, traffic, and pedestrian flow study, Stantec will start by providing an update to the town's 2018 parking and traffic survey with a 2023 inventory and discovery of existing conditions. A robust public outreach process will be used to build consensus and Stantec will draw from its experience to provide insightful analysis and expertise in parking management principles to provide actionable recommendations to address Exeter's specific circumstances, goals, and challenges.

The 2018 Exeter Parking & Traffic Survey, commissioned in partnership with the Rockingham Planning Commission, reported numerous concerns from the town's parking and mobility users and outlined general ideas for addressing these issues. Some of the solutions included improving wayfinding, implementing strategies to migrate parking to municipal lots, metering on-street parking spaces, and addressing downtown congestion. Recommendations from the survey included conducting a parking utilization study, exploring opportunities to manage demand, improve wayfinding, and address congestion. This survey came on the heels of sidewalk improvement projects throughout the town and additional improvements were underway until economic slowdowns due to Covid-19 restrictions limited demand. Years later, and Covid-19 restrictions alleviated, the town has produced this Request for Proposal to begin addressing these issues as the traffic from tourists, students, merchants, and employees return.

In the Town of Exeter Master Plan adopted in 2018, the town identified the following items pertinent to this RFP:

- Conduct traffic and parking studies for the Downtown and prioritize recommendations.
- Evaluate traffic flow and pedestrian movement to and through Downtown to understand final destinations and impacts on local businesses.
- Develop a parking management plan with a 6-year schedule for implementation.

Stantec understands traffic and parking studies are not a closed system and that both the problems and solutions regarding these elements impact other services and environments to a burgeoning and sustainable downtown. Stantec has identified items in the Town's Master Plan that can be impacted by traffic, parking, and overall mobility include evaluating and addressing the needs of an aging population (Support Action #1), access to recreational facilities (Support Action #2), ADA improvements (Support Action #4), celebrating the local community (Support Action #8), and supporting transit-oriented development and their connections (Grow Action #8). Our understanding is that while some of these recommendations have been implemented (formalizing on-street parking along South Street), others have not (re-configure off-street lots to add new supply). It will be important to consider how these changes have impacted the parking system as it stands today, and based on that, which of the previous recommendations may still be relevant into the future.

Exeter's continued growth and attraction to visitors further elevates the importance of wayfinding and access improvements to ensure that first-time and frequent visitors to Downtown Exeter are able to seamlessly access parking to meet their needs and the needs of the community as a whole. Without intervention, the stresses associated with managing the needs of different user types will persist given Exeter's current trajectory. This is supported by outreach conducted as part of the 2018 Exeter Parking & Traffic Survey and the action items in the Town of Exeter Master Plan. Stantec hopes to work hand in hand with the Town of Exeter to actualize the town's wants and needs to provide resilient solutions for their Downtown.



# OUR APPROACH

The Stantec team has extensive experience conducting comprehensive parking analyses and helping communities plan for their future.

The 2023 Downtown Parking, Traffic and Pedestrian Flow Analysis will update previous efforts over the past decade by the town and formalize a set of strategies and recommendations based on this new data. This effort is straightforward and a best practice unto itself as new data will better inform stakeholder thoughts regarding current parking operations. We also understand this study to be a planning-level review of the parking system to comprehensively document parking inventory (including regulations), across a range of time periods and during atypical seasonal demands. Our scope focuses on creating a baseline understanding of the existing parking utilization of the town's supply and wayfinding strategy, the public perception of the parking system, as well as Exeter-specific patterns of demand. These three data points will provide the town with a starting point for understanding how demand for parking compares with the overall supply.

Matching the town's goals stated in the RFP, we see this Analysis as a more concerted action plan for improvements, building upon momentum from the previous studies and surveys. We will position the three public outreach engagements, including one meeting with the Select Board, stakeholder surveys and presentations as the most critical piece of this effort. By folding in different Town departments, boards, commissions, community stakeholders, and the local business community, we seek to impart a sense of ownership of Downtown Exeter's parking system that will allow recommendations of this Analysis to proceed promptly rather than wait for the right circumstances to take action.

We have prepared a detailed scope below that walks through the specific tasks, but our approach to both is critical, and will help the town and the public by:

- Creating a **detailed parking inventory** and conducting robust parking counts to track key metrics such as **usage, turnover, and user compliance**
- **Monitor multimodal (vehicular, bicycle, and pedestrian) movements and patterns** in Downtown
- Establish a clearer **understanding of existing parking and mobility issues and concerns in Downtown**
- Developing tools, materials, and processes which substantively and quickly **engage the community**
- Developing **overall goals for the parking system** and how it supports larger efforts
- Understanding the current parking system from the **perspective of multiple users**
- Developing context-sensitive solutions that can be **cost-effectively** implemented and managed.

- **In Attleboro, MA, we met with merchant groups, planning and development staff, the development community, and public works and enforcement officials to diagnose the primary challenges associated with the community's parking supply.**
- **In Needham, MA, we commissioned a survey with over 1,000 responses to document areas of concern among residents and employees of the Town's two primary commercial centers.**
- **In Salem, MA, we facilitated meetings among municipal staff to help establish a parking benefit district to create a new revenue source for downtown improvements from parking fees.**

The RFP emphasizes public outreach in the form of surveys, stakeholder interviews, and public meetings to define parking concerns and recommendations for improvements to parking and mobility management and mobility through the Downtown. We feel it is critical to communicate the sense that all parties with a stake in Exeter's parking system have a role to play in improving system operations, whether as a champion of a recommendation or as a supporter for an idea or set of ideas.

Stantec's plans naturally develop recommendations that balance access for different users and help educate them about the intentional tradeoffs inherent in creating successful plans. We typically tailor an approach that builds a set of strategies usable by the individual municipality that enhance the user's experience while maintaining financial responsibility and access to important destinations.

Our approach is both data- and community-driven. We work closely with town planning and parking staff from the beginning so that the entire project team understands the key issues and priorities. Our innovative recommendations often include policy and framework approaches, management, pricing, and structural changes.

**Jason Schrieber**, one of our foremost national (and international) experts on parking management and policy, will be the Principal-in-Charge. **Evan Drew**, Senior Transportation Engineer, has lead traffic tasks ranging from planning, impact studies, safety audit studies, and additional projects ranging up to state and federally-supported capital improvement projects. Evan will serve as Project Manager. **Whitney Burdge** will be the Deputy Project Manager as she has successfully supported several communities in New England with their parking needs. **Jessa Berna**, **Mitul Ostwal**, **Ethan Rankin**, and **Perri Sheinbaum** will each serve in supporting roles that maximize their expertise in field data collection and analysis and with public engagement efforts.

# SCOPE OF SERVICES

## Task 1: Project Coordination

We will begin the project with a virtual kickoff meeting with the town's designated Project Manager and stakeholders at the town's discretion. Prior to the kickoff meeting we will work to develop a list of data needs including, and in addition to those identified in the RFP, and a list of likely parking study issues.

The main objective of the meeting should be to confirm the town's goals and priorities for the parking system and Downtown, including those outlined in the Master Plan and Parking Survey. In addition, the team will discuss and understand:

- Current parking issues and concerns in Downtown
- Responsibilities for parking operations between town departments
- Recent or planned changes to parking, street operations, or development in the Downtown area
- A proposed work plan with Stantec and Town staff roles and responsibilities
- An overall project schedule

The Stantec Team plans for recommendations which balance access for different users and educates about the inherent tradeoffs associated with different strategies. We anticipate being in regular communication with the town's dedicated Project Manager. We will set up regularly scheduled (two to three week intervals) virtual meetings to review project progress, ensure regular updates on data, findings, and strategies.

## Task 2. Data Collection

The parking analysis is the most data-intensive part of the Downtown Parking, Traffic and Pedestrian Flow Analysis and any resulting parking management plan. It provides the details and truths often missing from parking discussions and lays a foundation for all further discussions on findings, strategies and recommendations.

### Inventory:

Through our in-house Geographic Information System (GIS) capabilities and in consultation with Town staff and available Downtown plans, we will create a baseline inventory for all parking assets, both public and private, including:

- Location, on- and off-street
- Regulation, including pricing, span, etc.
- Inventory, including public and shared private
- Utilization rates

We will compile this data into user-friendly maps and review with Town staff as necessary. The budget assumes that the database will undergo two rounds of revisions, one at the completion of this task, and another after the team completes data collection for parking utilization.

As part of this exercise, we will also consider other town assets that support walking, bicycling, or transit use, and how these are accessed or connected to parking.

The product of this task is often one of the most useful tools that a town gains from a parking, traffic, and pedestrian flow study. The inventory includes privately owned parking to provide a comprehensive understanding of the parking system and its capacity. Having all parking resources mapped in one place gives Exeter a starting point for a range of efforts.

### Field Surveys:

Utilization data collection will build on the results of the inventory exercise to collect data and analyze parking utilization patterns in Downtown Exeter. Presenting a comprehensive picture of parking activity in both space and time reveals patterns and consistency of available spaces, which in turn reveals the efficiency of land uses devoted to parking.

*Steering Committee input into key tasks such as public forums help ensure the study is asking the right questions of Exeter stakeholders.*



Mapping these assets can reveal places where, as an example, on-street parking demand is high but off-street parking nearby remains under-utilized. These are opportunities to change regulations in price, time, or user limitations to encourage people to use parking spaces as efficiently as possible to meet their needs.

Our approach to data collection is to capture the demand fluctuations of a "typical" day, and we will work with the town to establish this as well as an overall data collection plan. For this effort, we anticipate conducting field surveys of parking accumulation in all spaces identified in the parking inventory. Data collectors will walk set routes in the field at predetermined morning, midday, afternoon, and evening intervals for one Thursday and one Saturday with an additional data collector positioned, or collection instrument such as a time lapse camera, along a prime block or parking lot (at the Town's discretion) to evaluate turnover and parking durations for a four-hour subset of a weekday.

Ultimately, we will work with Town staff to ensure the days and times selected avoid special events, school vacations, significant road closures, and other events which may depict atypical conditions. We also strive to schedule data collection flexibly in case of a weather event.

**How the Town Can Help Us:** Sharing the town's GIS resources, and any other data related to Downtown Exeter's parking inventory. Review of proposed data collection days for abnormal conditions which may distort findings, such as Phillips Exeter Academy or community events. For the turnover exercise and mobility monitoring, access to interior space to set up a time-lapse camera.

**Deliverables:** Summary report and GIS database of on- and off-street parking spaces and facilities in Downtown, including parking space inventories and regulations, and parking utilization data for on-street and off-street Downtown public parking facilities.

### Task 3: Projected Development Opportunities

Overall parking demand is a result of many factors. Geography, climate, walkability, economic vitality, transit access, safety, and the interactivity between users are all major contributors to parking demand. Land use is the predominant influence on parking demand. Nevertheless, in mixed-use environments – especially in walkable urban centers like Downtown Exeter – we have typically found that actual parking demand (based on observations) is much less than what may be expected (or feared) based on zoning or typical parking generation manuals.

For nearly every parking study, Stantec develops a detailed parking model that incorporates the leading practices in parking demand estimation—however, we do NOT create a custom black box. We believe that sound parking estimation principles can be understood by any practitioner and build our models in simple spreadsheets with documentation easy to communicate on a broader scale.

Each model incorporates best practices, such as the latest baseline standards from the Institute of Transportation Engineers (ITE) Parking Generation Manual; shared demand methods from the Urban Land Institute; internal capture adjustments from leading sources, such as the Federal MXD model; and price elasticities from a large national database. We couple this with the land use data, vacancy rates, and demographic density data to create an accurate depiction of parking activity tied to economic activity in the study area.

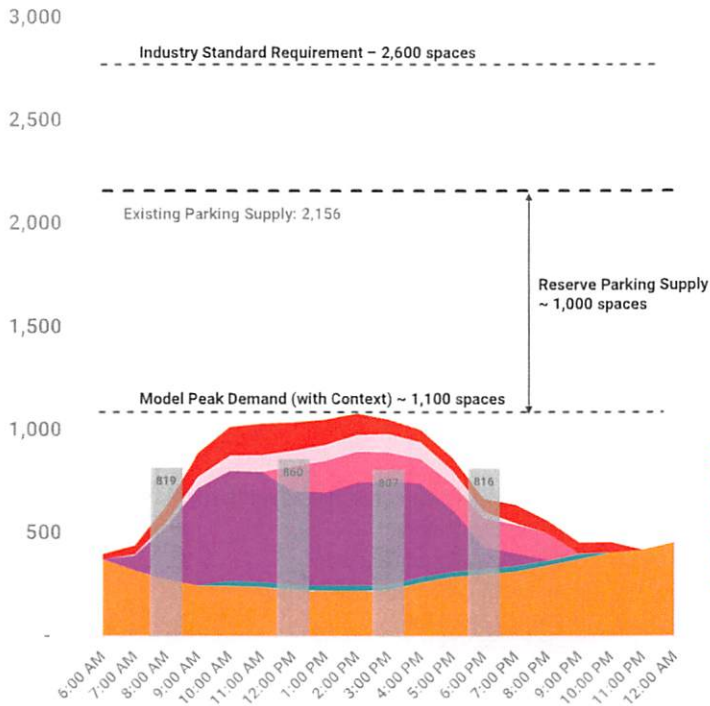
For this task, the team will use assessing data to create a database of existing land uses in the study area. This task assumes that this data is available in a GIS-ready format that includes built square footage by use.

Once built, the model can provide a planning-level understanding of where there may be capacity in the parking system to support future growth. It will also provide insights into the amount of future growth that Exeter's existing parking system may be able to support.



Stantec creates maps that are simple, clear, and legible to be used both as a tool within municipalities and for easier understanding by the general public.





## Parking Demand w/Context

Adjusts for: people who walk between businesses, some people walking, biking, being dropped off, etc.

*\*Stantec's Shared Parking Demand model uses utilization data, travel behavior, and existing land uses in downtowns to estimate how well a community's parking supply can accommodate new development.*



Stantec will work with the Town of Exeter to define up to two land use scenarios for the future and can use the model to estimate demand based on Exeter specific patterns. This will allow for insights into future parking needs, as well as the opportunities that may be available through shared parking agreements or other means of optimizing the use of existing parking supply.

The resulting model will allow the Town and Stantec to understand:

- Estimated parking demand by time of day in Downtown Exeter.
- Estimated parking demand compared to existing parking.
- Estimated parking demand compared to observed parking demand.
- Future parking demand based on buildout scenarios.

**Deliverables:** Description of priority development opportunities in Downtown and shared parking demand model of potential future conditions.

### Task 4: Public Engagement

Stantec has extensive experience in working with communities to discuss a variety of different parking challenges and opportunities. The outcomes of this task will be both a broad understanding of how parking is perceived by the community at-large and a finely-detailed understanding of how the parking system is perceived by those whose day-to-day responsibilities and financial success is dependent on travel access.

This Plan emphasizes communication with its focus on a public engagement strategy. Using the findings of Task 2, we will strive to approach stakeholder discussions, the survey effort, and public forums with a baseline understanding of the parking system so respondents can focus less on **explaining parking challenges and devote more time towards considering potential improvements.**

### Stakeholder Interviews:

We regularly conduct in-person and virtual stakeholder meetings as part of our parking studies to better understand the needs of the community; these meetings typically include municipal planning, public works, and financial staff, merchants, property owners, developers, elected officials, and community leaders. Our mission is to understand the perspectives of all user groups; whether it is one large meeting or several small ones, we emphasize an approach which best meets the needs of a community.



*\*Survey results from the Attleboro Parking Study yielded important insights about how the public uses parking downtown*

Per the Town's RFP, these stakeholders are to include, but not limited to, the following users and owners:

- Exeter Select Board
- Exeter Planning Board
- The Exeter Area Chamber of Commerce
- Phillips Exeter Academy (PEA)
- Rockingham Planning Commission
- Town Employees
- Downtown Businesses (owners and employees)
- Downtown residents
- The public at large who visit or drive through the Downtown.

Given the importance of implementation of the ideas we will help advance, achieving buy-in from stakeholders is a critical piece of this study. Gauging preliminary support for concepts such as parking pricing, shared parking districts, permitting, and design changes will help guide the development of recommendations.

#### **Surveys:**

Stantec has extensive experience in crafting, promoting, and analyzing the findings of community parking surveys. We will work closely with Town staff to develop a targeted list of questions to query members of the community, including business owners, employees, residents, and visitors. We envision an online-based survey distributed over platforms of the Town's choosing, such as a Town website, social media postings, and/or QR codes posted throughout the community. We will review questions and findings of the 2018 Survey to understand how the sentiment has evolved over time.

#### **Public Forums:**

The RFP notes three public forums – including one for the Town's Select Board – to be held as part of this study. We suggest holding the first public engagement meeting after the data collection, mapping production, and survey process to share the existing conditions and inputs by Downtown stakeholders. Components we seek to understand as part of the public engagement process include:

- What factors guide where residents, employees, and customers decide to park?
- What competing priorities may be in play between these user groups?
- How time limits impact how motorists use parking.
- How loading and deliveries and non-motorized travel place constraints or lessen demand on the parking system.
- What opportunities are present to unlock locations where parking is underutilized?
- How regulations support or prevent the Town's parking system from meeting community goals
- Whether enforcement actively furthers the needs of the community from a financial and economic development standpoint

This first meeting will be a public meeting to cover the following discoveries and discussion points:

- Use parking utilization findings to tell the story of how parking works in Exeter today and incorporate engagement activities to glean nuanced insights from the stakeholders.

- Receive comments regarding the data provided.
- Stakeholder impacts due to atypical Downtown conditions, such as community events, winter parking bans, and other situations where parking would be forced into certain locations or prohibited.
- Outline upcoming public engagement activities and analysis next steps.

For the second meeting, Stantec plans on presenting the discoveries and stakeholder inputs from the first public engagement meeting to the Town's Select Board. Stantec will seek comment and suggested direction as to how to review potential improvements regarding parking, pedestrian, and vehicular movements Downtown. In addition to the existing conditions presented from the first meeting, Stantec will:

- Discuss potential strategies and appetite for modifications or improvements, including:
  - » Parking supply and access
  - » Parking pricing and/or permitting
  - » Parking regulations
  - » Loading zones
  - » Parking technologies
  - » Enforcement strategies
  - » Multimodal infrastructure and circulation recommendations
  - » Long-term strategies and planning.
- Different stakeholders' partnership to sharing the load for implementation and maintenance.
- Outline the final public engagement as a public workshop to confirm final recommendations and an approach moving forward.

For the third and final meeting, Stantec plans on hosting a public workshop, informed by the input from previous meetings, to share implementation techniques, infrastructure, and policies for parking downtown to receive additional stakeholder comment and input to be included in the Report. Stantec sees this final meeting as a celebration of all the efforts for everyone involved to realize this vision of potential and looking for finetuning and gauging interests prior to final documentation.

The town will be asked to assist in several logistical components of the public engagement process. This may include digital and physical distribution of a survey to residents and business owners, promotion of public forums, outreach, and scheduling of key stakeholder interviews.

**How the Town Can Help Us:** Use of the Town's social media for survey distribution. Assistance with delivering fliers to spread distribution of survey. Logistical coordination for scheduling of stakeholder interviews and public forums.

**Deliverables:** Summary of the survey data, interviews, and public forum to identify recurring themes about existing use and enforcement of parking in the Downtown. Visual representations of the survey results, i.e., infographics. Three public engagement events.

## Task 5. Recommendations for Parking Management and Traffic Flow Strategies

Initiated as soon as the field inventories are completed, Stantec expects to begin developing the reporting deliverables for the project. As concepts and ideas are produced, presented, and reviewed from the public engagement meetings, Stantec will work closely with the town to develop a series of complementary strategies that support ongoing town goals and respond to the initial feedback received through the outreach process. Where needed, Stantec will provide examples of similar strategies successfully employed in comparable communities. Based on initial public feedback the strategies and recommendations will be developed into a formal Parking Management and Traffic Flow Plan.

The team will develop a user-friendly, Parking Management and Traffic Flow Plan which documents the recommendations of the study. The Parking Management and Traffic Flow Plan will focus on the recommendations and next steps, but may include additional data products, analyses, maps, and narratives from the overall study. The Plan will include planning level implementation strategies, responsible parties and cost estimates.

These strategies will identify elements such as:

- Parking supply, reviewing overall supply and access (including private facilities), identifying critical locations where demand exceeds supply, and how best to augment or expand supply, including through public-private shared parking agreements.
- Parking pricing, including whether introducing pricing is merited and how to best use price as a parking management tool for on- and off-street parking.
- Parking regulations such as time limits, time spans, days of week, permit/placard regulations, shared parking, policies on handicapped parking.
- Winter parking opportunities.

- Opportunities and need for commercial loading zones, including pick-up/drop off zones.
- Improved technology for how best to make parking easier to use, while keeping operations cost efficient.
- Town Management, including administration, enforcement, and especially the potential for integration, including with other structures (parking benefit districts, transportation management association).
- Multimodal recommendations which look at infrastructure, circulation or service changes that reduce demand or improve access to parking.
- Enforcement strategies, including opportunities for automation, general approach, staffing, technology and fee structure.
- Long-Term strategies, such as those that utilize zoning and financial incentives to maximize public-private partnerships.

Using the information collected during the field surveys, Stantec will look at up to three concepts of circulation improvement plans in Downtown. Stantec will review publicly available traffic volumes (New Hampshire Department of Transportation (NHDT) and Rockingham Planning Commission). Two of these improvements will include a close-up concept of modifying the intersection of Front Street (NH 108 / NH 111) at Water Street (NH 27) based on the congestions observed and for potential to improve connectivity and access for all user (pedestrians, bicycles, vehicles, and others). Although not engineered designs for construction, Stantec will follow current best practices in traffic engineering to identify opportunities for the Town to support a downtown that can reduce tension or confusion for visitors and everyday users alike.

Based on a single set of non-conflicting comments, we will finalize a document and submit a Parking Management and Traffic Flow Plan.

**Deliverables:** Final Parking Management and Traffic Flow Plan with a summary of the interview results, inventory of parking assets, parking utilization and short-term and long-term recommendation.



\*Recommendations to improve the waling and wayfinding environment in town center support the ability for those parking on side streets to access destinations.



## **PUBLIC ENGAGEMENT TOOLBOX**

For engagement in the post-COVID19 era we will work with the Town to craft the right engagement strategy.

- LIVE VIRTUAL POLLING • TACTICAL URBANISM
- EVENTS • VIRTUAL FACILITATOR EXERCISES •
- BUBBLE BOARDS • VISUAL PREFERENCE SURVEYS
- DOOR HANGERS • TARGET POPULATION
- WORKSHOPS • GRAFFITI IDEA WALLS • WALK + BIKE
- TOURS • DRIVE-THRU SURVEYING •
- PHONE INTERVIEW



## **OUR ADAPTIVE APPROACH TO COMMUNITY ENGAGEMENT**

**Our approach is deeply rooted in robust community engagement. The community engagement process is what allows our plans to be living documents, As a reflection of each community, input and collaboration from the full range of residents and stakeholders is critical to our work.**

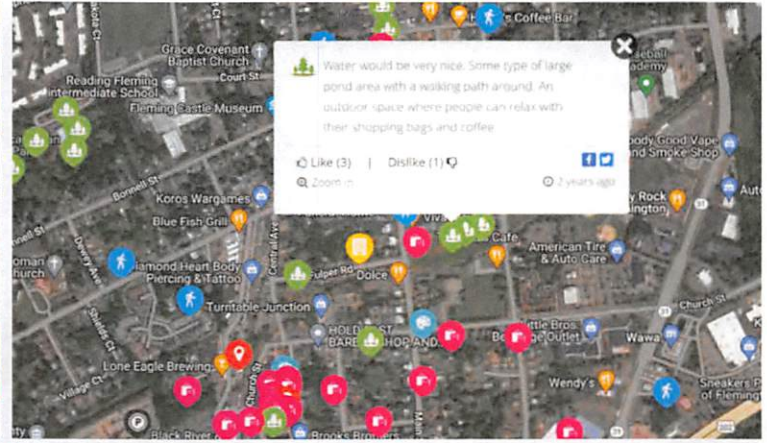
Deep and meaningful community engagement gives residents and other stakeholders an ownership of the final plan document that carries into the implementation phase.

Through the COVID-19 Pandemic, we were able to continue the essential work of community outreach and engagement. Many of our projects already had an online component, so we were able to seamlessly shift to fully online engagement. Even though many of our clients have returned to in-person engagement, we ensure that our outreach strategies remain nimble and include a significant virtual presence.

Our work has always prioritized inclusivity, so nobody is left out of the conversation. For example, we recognize that any families may not have reliable internet access at home, so may not be able to access elaborate web-based platforms

effectively. However, nearly every household has a smartphone so, in structuring our digital platforms, we make sure they are fully accessible on small, mobile screens. We have found that our virtual engagement strategies have reached more of those "difficult to reach" community members we struggle to attract to in-person engagement events so we are proposing a hybrid engagement process. We work with our clients to supplement digital offerings with physical mailers, phone calls, and other lower-tech methods.

Stantec is currently using several tools and platforms to host and facilitate digital community outreach and engagements, including socialpinpoint.com, which offers a spectrum of tools organized into a convenient and easy-to-access online portal. The following include some of the tools available on socialpinpoint.com which might be applicable for Exeter.



## WALKING TOURS

### MAPPING

The mapping tool allows us to annotate an interactive map with boundaries and other features so participants can review study area and plan features and provide geographically specific comments and suggestions. We can also create a palette of comment types as seen here to help participants classify their input by categories, such as parks, walkability, placemaking, land use, etc.

### SURVEYS

Several types of surveys are possible, from Q&A where participants respond to questions we pose to visual preference surveys where participants can vote for their favorite choices among a range of visual examples.

### DISCUSSION BOARDS

Themed discussion boards allow detailed public discussion on specific topics. Supporting reference material is easy to include, such as existing conditions information or draft plan and design recommendations.

## VIDEO FOCUS GROUPS

### YOUTUBE + UPDATE VIDEOS

With smartphones and some simple editing, we can create brief project videos for upload to Youtube that dynamically summarize and present project overviews and updates as well as planning analysis, concepts, and draft recommendations for quick and convenient viewing and commenting by the community.

### LIVE TOWN HALLS + WORKSHOPS

Numerous tools exist that enable live engagement events in different formats and with different levels of audience participation.

Webinars deliver a one-way, in-depth presentation with visuals and the opportunity for written comments in a running "chat" Videoconferencing (Zoom, Google Hangouts, etc.) allows more interactive dialogue between our team and the community as well as amongst community members themselves. We adapt collaborative design exercises to the video conference format as a replacement for in-person workshops. Live streaming (Facebook Live, etc.) provides additional interactive possibilities for which we could adapt presentations, dialogue, and collaborative exercises.



**SCHEDULE**



# SCHEDULE

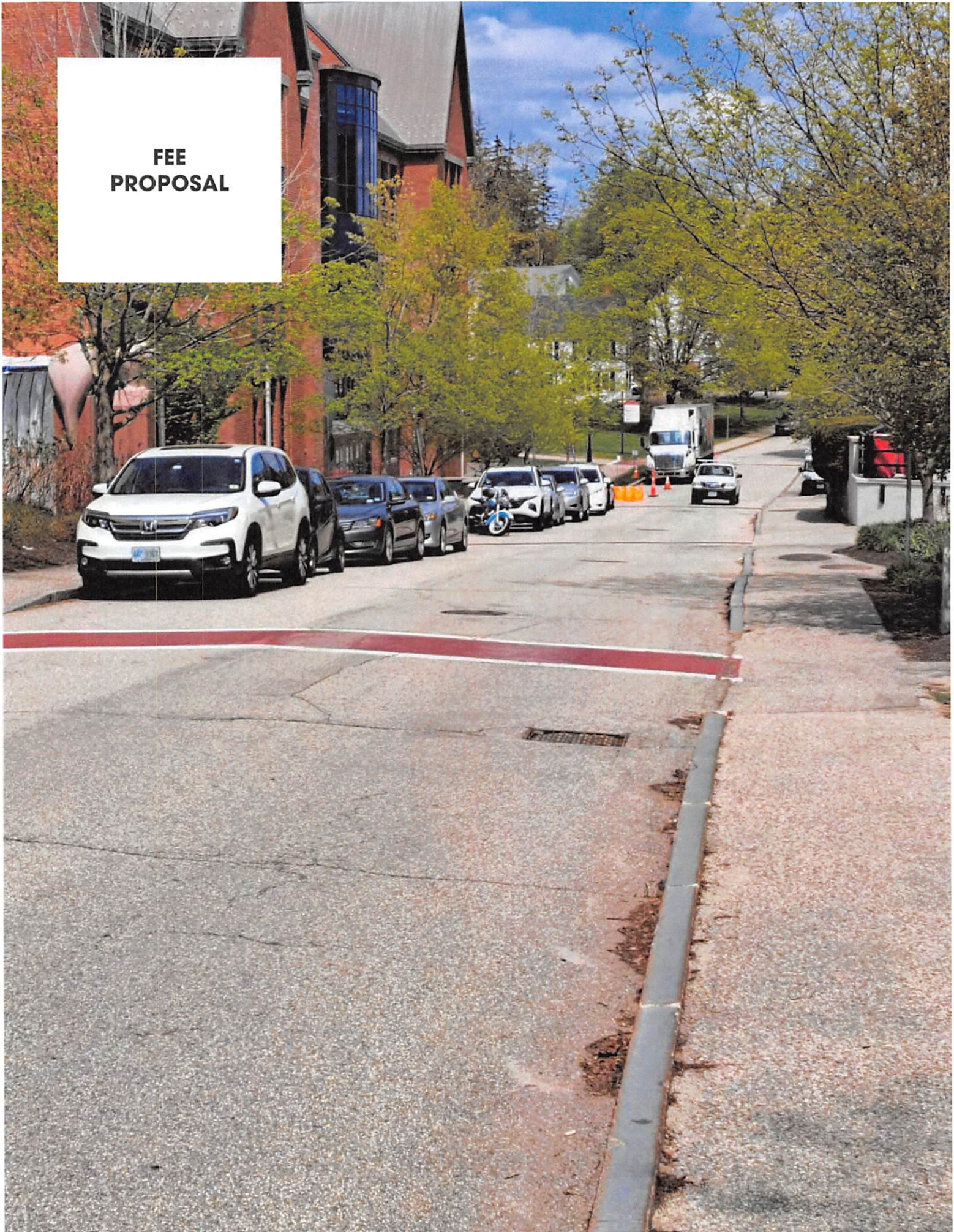
## - Downtown Parking, Traffic, and Pedestrian Flow Analysis

Client:	Town of Exeter - Planning Department
PM:	Evan Drew
PIR:	

Note: Week ending date is a Friday.

WBS Code	Task Code	Task Name	Start Date	End Date	Duration (days)	Net Working Day	2023-06-30	2023-07-07	2023-07-14	2023-07-21	2023-07-28	2023-08-04	2023-08-11	2023-08-18	2023-08-25	2023-09-01	2023-09-08	2023-09-15	2023-09-22	2023-09-29	2023-10-06	2023-10-13	2023-10-20	2023-10-27	2023-11-03	2023-11-10	2023-11-17	2023-11-24	2023-12-01						
1	303	Public Forums	2023-06-26	2023-10-31	128	92	[Gantt bar]																												
1.1	101	Kick-Off Meeting (External)	2023-06-26	2023-06-26	1	1	[Gantt bar]																												
1.2	102	Kick-Off Meeting (Internal)	2023-06-27	2023-06-27	1	1	[Gantt bar]																												
1.3	103	Project Check-Ins	2023-07-06	2023-10-31	118	84	[Gantt bar]																												
2	200	Data Collection	2023-06-29	2023-07-24	26	18	[Gantt bar]																												
2.1	201	Parking, Ped, and Traffic Element Existing Materials	2023-06-29	2023-07-05	7	5	[Gantt bar]																												
2.2	202	Parking Inventory	2023-07-10	2023-07-14	5	5	[Gantt bar]																												
2.3	203	Parking Utilization	2023-07-10	2023-07-24	15	11	[Gantt bar]																												
2.4	204	Traffic Operations and Circulation Monitoring	2023-07-12	2023-07-14	3	3	[Gantt bar]																												
3	300	Projected Development Opportunities	2023-07-24	2023-07-31	8	6	[Gantt bar]																												
3.1	301	Parking Demand Modeling	2023-07-24	2023-07-31	8	6	[Gantt bar]																												
4	400	Public Engagement	2023-07-24	2023-10-06	75	55	[Gantt bar]																												
4.1	401	Stakeholder Interviews	2023-07-24	2023-07-28	5	5	[Gantt bar]																												
4.2	402	Surveys	2023-07-24	2023-07-28	5	5	[Gantt bar]																												
4.3	403	Public Workshop #1	2023-08-07	2023-08-14	8	6	[Gantt bar]																												
4.4	404	Select Board Meeting	2023-09-04	2023-09-11	8	6	[Gantt bar]																												
4.5	405	Public Workshop #2	2023-10-02	2023-10-06	5	5	[Gantt bar]																												
5	500	Recommendations and Parking Management and Traffic Flow Strategies	2023-08-21	2023-10-27	68	50	[Gantt bar]																												
5.1	501	Parking Priorities and Recommendations	2023-08-21	2023-10-09	50	36	[Gantt bar]																												
5.2	502	Draft Downtown Parking, Traffic and Pedestrian Flow Analysis Report	2023-09-11	2023-09-29	19	15	[Gantt bar]																												
5.3	503	Final Downtown Parking, Traffic and Pedestrian Flow Analysis Report	2023-10-16	2023-10-27	12	10	[Gantt bar]																												

**FEE  
PROPOSAL**



# FEE PROPOSAL

	<i>Project Manager</i>	<i>Deputy Project Manager</i>	<i>Principal-in-Charge</i>	<i>Senior Transportation Planner</i>	<i>Transportation Planner</i>	<i>Transportation Planner</i>	<i>Public Outreach</i>	<b>Project Summary</b>		
<b>Name</b>	Drew, Evan	Burdge, Whitney	Schriber, Jason	Berna, Jessa	Ostwal, Mitul	Rankin, Ethan	Sheinbaum, Perri	<b>Hours</b>	<b>Labour</b>	<b>Total</b>
<b>Project Billing Rate</b>	\$141.64	\$137.48	\$237.00	\$130.94	\$96.45	\$99.30	\$99.28	0.00	\$0.00	\$0.00
<b>Total Units (T&amp;M)</b>	42.00	101.00	30.00	33.00	81.00	84.00	25.00	396.00	\$49,901.03	\$49,901.03
<b>Fee (T&amp;M)</b>	\$5,948.88	\$13,885.48	\$7,110.00	\$4,321.02	\$7,812.45	\$8,341.20	\$2,482.00	396.00	\$49,901.03	\$49,901.03

WBS Code	Task Code	Task Name	Units							Task Type	Hours	Labour	Total
1	100	Project Coordination	12.00	14.00	6.00	6.00	1.00	1.00	5.00	Time & Material	45.00	\$6,524.19	\$6,524.19
2	200	Data Collection	8.00	16.00	4.00	6.00	44.00	44.00		Time & Material	122.00	\$13,679.44	\$13,679.44
3	300	Projected Development Opportunities		2.00	2.00	2.00	36.00			Time & Material	42.00	\$4,483.04	\$4,483.04
4	400	Public Engagement	13.00	30.00	13.00	5.00		8.00	20.00	Time & Material	89.00	\$12,481.42	\$12,481.42
5	500	Recommendations and Parking Management and Traffic Flow Strategies	9.00	39.00	5.00	14.00		31.00		Time & Material	98.00	\$12,732.94	\$12,732.94



**Jason Schrieber AICP**

**Principal-in-Charge**

Phone: (617) 654-6093

Mobile: (617) 335-7745

[jason.schrieber@stantec.com](mailto:jason.schrieber@stantec.com)

**Evan Drew PE, PTOE**

**Project Manager**

Phone: (603) 263-4656

Mobile: (603) 630-9131

[evan.drew@stantec.com](mailto:evan.drew@stantec.com)



## PROFESSIONAL SERVICES AGREEMENT

This Agreement is made and entered into effective June 15, 2023 (the "Agreement Date") by and between:

**"Client"**

Name: Town of Exeter, NH  
Address: 10 Front Street, Exeter, NH 03833  
Phone: (603) 773-6112  
Representative: David Sharples, Town Planner Email: dssharples@exeternh.gov

**"Stantec"**

Name: Stantec Consulting Services Inc.  
Address: 5 Dartmouth Drive, Suite 200, Auburn, NH 03032-3984  
Phone: (603) 206-7543  
Representative: Evan Drew, Project Manager Email: evan.drew@stantec.com

Project Name (the "Project"):

Downtown Parking, Traffic and Pedestrian Flow Analysis Project

**DESCRIPTION OF WORK:** Stantec shall render the services described in Attachment "A" (hereinafter called the "Services") in accordance with this Agreement. Stantec may, at its discretion and at any stage, engage subconsultants to perform all or any part of the Services. The Client and Stantec by written amendment to this Agreement may from time to time make changes to the Services. All changed work shall be carried out under this Agreement. The time for completion of the Services shall be adjusted accordingly.

**COMPENSATION:** Charges for the Services rendered will be made in accordance with the Contract Price indicated in Attachment "A", or, if no Contract Price is indicated, in accordance with Stantec's Schedule of Fees and Disbursements in effect from time to time as the Services are rendered.

Invoices shall be paid by the Client in the currency of the jurisdiction in which the Services are provided without deduction or setoff upon receipt. Failure to make any payment when due is a material breach of this Agreement and will entitle Stantec, at its option, to suspend or terminate this Agreement and the provision of the Services. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. The Client will make payment by Electronic Funds Transfer when requested by Stantec.

**REPRESENTATIVES:** Each party shall designate in the space provided above a representative who is authorized to act on behalf of that party and receive notices under this Agreement. Such representatives have complete authority to act on behalf of their principals in respect to all matters arising under this Agreement.

**NOTICES:** All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party. All notices required by this Agreement to be given by either party shall be deemed to be properly given and received within two (2) business days if made in writing to the other party by certified mail or email, addressed to the regular business address of such party as identified above.

**CLIENT'S RESPONSIBILITIES:** The Client shall provide to Stantec in writing, the Client's total requirements in connection with the Project, including the Project budget and time constraints. The Client shall make available to Stantec all relevant information or data pertinent to the Project which is required by Stantec to perform the Services. Stantec shall be entitled to rely upon the accuracy and completeness of all information and data furnished by the Client, including information and data originating with other consultants employed by the Client whether such consultants are engaged at the request of Stantec or otherwise. Where such information or data originates either with the Client or its consultants then Stantec shall not be responsible to the Client for the consequences of any error or omission contained therein.

When required by Stantec, the Client shall engage specialist consultants directly to perform items of work necessary to enable Stantec to carry out the Services. Whether arranged by the Client or Stantec, these services shall be deemed to be provided under direct contracts to the Client unless expressly provided otherwise.

The Client shall give prompt consideration to all documentation related to the Project prepared by Stantec and whenever prompt action is necessary shall inform Stantec of Client's decisions in such reasonable time so as not to delay the schedule for providing the Services.

When applicable, the Client shall arrange and make provision for Stantec's entry to the Project site as well as other public and private property as necessary for Stantec to perform the Services. The Client shall obtain any required approvals, licenses and permits from governmental or other authorities having jurisdiction over the Project so as not to delay Stantec in the performance of the Services.

**STANTEC'S RESPONSIBILITIES:** Stantec shall furnish the necessary qualified personnel to provide the Services. Stantec represents that it has access to the experience and capability necessary to and agrees to perform the Services with the reasonable skill and diligence required by customarily accepted professional practices and procedures normally provided in the performance of the Services at the time when and the location in which the Services were performed. This undertaking does not imply or guarantee a perfect Project and in the event of failure or partial failure of the product or the Services, Stantec will be liable only for its failure to exercise diligence, reasonable care, and professional skill. This standard of care is the sole and exclusive standard of care that will be applied to measure Stantec's performance. There are no other representations or warranties expressed or implied made by Stantec. In particular, but not by way of limitation, no implied warranty of merchantability or fitness for a particular purpose shall apply to the Services provided by Stantec nor shall Stantec warrant or guarantee economic, market or financial conditions, proforma projections, schedules for public agency approvals, or other factors beyond Stantec's reasonable control. Stantec does not warrant the Services to any third party and the Client shall indemnify and hold harmless Stantec from any demands, claims, suits, or actions of third parties arising out of Stantec's performance of the Services.

In performing the Services under this Agreement, Stantec shall operate as and have the status of an independent contractor and shall not act as or be an employee of the Client.

**TERMINATION:** Stantec may terminate this Agreement without cause upon thirty (30) days' notice in writing. If either party breaches this Agreement, the non-defaulting party may terminate this Agreement after giving seven (7) days' notice to remedy the breach. On termination of this Agreement, the Client shall forthwith pay Stantec for the Services performed to the date of termination. Non-payment by the Client of Stantec's invoices within 30 days of Stantec rendering same is agreed to constitute a material breach of this Agreement and, upon written notice as prescribed above, the duties, obligations, and responsibilities of Stantec are terminated.

**SUSPENSION OF SERVICES:** If the project is suspended for more than thirty (30) calendar days in the aggregate, Stantec shall be compensated for services performed and charges incurred prior to receipt of notice to suspend and, upon resumption, an equitable adjustment in fees to accommodate the resulting demobilization and remobilization costs. In addition, there shall be an equitable adjustment in the project schedule based on the delay caused by the suspension. If the Project is suspended for more than ninety (90) days, Stantec may, at its option, terminate this agreement upon giving notice in writing to the Client.

**ENVIRONMENTAL:** Except as specifically described in this Agreement, Stantec's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater.

Where the Services include storm water pollution prevention (SWPP), sedimentation or erosion control plans, specifications, procedures or related construction observation or administrative field functions, Client acknowledges that such Services proposed or performed by Stantec are not guaranteed to provide complete SWPP, sedimentation or erosion control, capture all run off or siltation, that any physical works are to be constructed and maintained by the Client's contractor or others and that Stantec has no control over the ultimate effectiveness of any such works or procedures. Except to the extent that there were errors or omissions in the Services provided by Stantec, Client agrees to indemnify and hold Stantec harmless from and against all claims, costs, liabilities, or damages whatsoever arising from any storm water pollution, erosion, sedimentation, or discharge of silt or other deleterious substances into any waterway, wetland or woodland and any resulting charges, fines, legal action, cleanup, or related costs.

In the prosecution of work, Stantec will take reasonable precautions to avoid damage to subterranean structures or utilities. However, it is the responsibility of the Client to provide Stantec with assistance in locating underground structures and utilities in the vicinity of any construction, exploration, or investigation. Stantec shall also rely upon third party sources in order to determine the existence and location of any underground structures and utilities of any kind. The Client acknowledges and agrees that Stantec may rely on such third-party advice, so long as such third party is, in Stantec's opinion, a reasonable source for such information, without any requirement that Stantec shall make an independent evaluation or investigation of such underground structures and utilities. In the event that the information supplied by third parties is incorrect, the Client acknowledges that Stantec shall not be responsible for any damages done to any such underground structures or utilities. If neither party can confirm the location of such structures and utilities, the Client agrees to accept all liabilities, costs, expenses and damages, whether direct, indirect, economic, punitive, incidental, special, exemplary or consequential, associated with the repair, replacement or restoration of any damages to such structures and utilities caused by Stantec or its subcontractor(s) or subconsultant(s) in the performance of the Services and the Client agrees to defend, indemnify and hold Stantec harmless from any such damages.

**BUILDING CODES, BYLAWS AND OTHER PUBLIC REGULATIONS:** Stantec shall, to the best of its ability, interpret building codes, by-laws, and other public regulations as they apply to the Project and as they are published at the time Services commence. Furthermore, Stantec shall observe and comply with all applicable laws, ordinances, codes, and regulations of government agencies, including federal, state, provincial, municipal, and local governing bodies having jurisdiction over the conduct of the Services ("LAWS"). However, it is expressly acknowledged and agreed by the Client that as the Project progresses such building codes, by-laws, other public regulations, and LAWS may change or the interpretation of any public authority may differ from the interpretation of Stantec, through no fault of Stantec, and any extra costs

necessary to conform to such changes or interpretations during or after execution of the Services will be paid by the Client.

Stantec shall continue to provide equal employment opportunity to all qualified persons and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

**COST AND SCHEDULE OF CONSTRUCTION WORK:** In providing opinions of probable cost and project schedule, it is recognized that neither the Client nor Stantec has control over the costs of labor, equipment, or materials, or over the Contractor's methods of determining prices or time. The opinions of probable cost or project duration are based on Stantec's reasonable professional judgment and experience and do not constitute a warranty, express or implied, that the Contractors' bids, project schedules, or the negotiated price of the Work or schedule will not vary from the Client's budget or schedule or from any opinion of probable cost or project schedule prepared by Stantec. Exact costs and times will be determined only when bids have been received for the Project and when the construction work has been performed and payments finalized.

**ADMINISTRATION OF CONSTRUCTION CONTRACTS:** When applicable, Stantec shall provide field services during the construction of the Project only to the extent that such Services are included and defined in this Agreement. The performance of the construction contract is not Stantec's responsibility nor are Stantec's field services rendered for the construction contractor's benefit.

It is understood and agreed by the Client and Stantec that only work which has been seen during an examination by Stantec can be said to have been appraised and comments on the balance of any construction work are assumptions only.

When field services are provided by Stantec, the authority for general administration of the Project shall reside with Stantec only to the extent defined in this Agreement. In such case, Stantec shall coordinate the activities of other consultants employed by the Client, only to the extent that Stantec is empowered to do so by such other consultants' contracts with the Client.

Stantec shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents nor for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the Project. When field services are provided, no acceptance by Stantec of the work or services of a construction contractor or other consultants, whether express or implied, shall relieve such construction contractor or other consultants from their responsibilities to the Client for the proper performance of such work or services and further, Stantec shall not be responsible to the Client or to the construction contractor or to the other consultants for the means, methods, techniques, sequences, procedures and use of equipment of any nature whatsoever, whether reviewed by Stantec or not, which are employed by the construction contractor or the other consultants in executing, designing, or administering any phases of the Project, or for placing into operation any plant or equipment or for safety precautions and programs incidental thereto.

When field services are provided, Stantec will not be designated as the party responsible for the compliance by others on the construction work site with the purposes or requirements of applicable environmental, occupational health and safety, or similar legislation. The Client shall designate a responsible party, other than Stantec, for the coordination and performance of environmental, occupational health and safety activities on the construction work site as required by applicable legislation and associated regulations.

**JOBSITE SAFETY:** Neither the professional activities of Stantec, nor the presence of Stantec or its employees and subconsultants at a construction site, shall relieve the Client and any other entity of their obligations, duties and responsibilities with respect to job site safety. Subject only to applicable legislation, Stantec and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.

**INDEMNITY:** The Client releases Stantec from any liability and agrees to defend, indemnify, and hold Stantec harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the Services, excepting liability arising from the negligence or willful misconduct of Stantec.

**LIMITATION OF LIABILITY:** It is agreed that, to the fullest extent possible under the applicable law, the total amount of all claims (including any and all costs associated with such claims such as attorney and expert fees and interest) the Client may have against Stantec under this Agreement or arising from the performance or non-performance of the Services under any theory of law, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly limited to the lesser of the fees paid to Stantec for the Services or \$500,000. No claim may be brought against Stantec in contract or tort more than two (2) years after the cause of action arose. As the Client's sole and exclusive remedy under this Agreement any claim, demand or suit shall be directed and/or asserted only against Stantec and not against any of Stantec's employees, officers, or directors.



Stantec's liability with respect to any claims arising out of this Agreement shall be absolutely limited to direct damages arising out of the Services and Stantec shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the Client, including but not limited to claims for loss of use, loss of profits and loss of markets.

In no event shall Stantec's obligation to pay damages of any kind exceed its proportionate share of liability for causing such damages.

**DOCUMENTS:** All documents prepared by Stantec or on behalf of Stantec in connection with the Project are instruments of service for the execution of the Project. Stantec retains the property and copyright in these documents, whether the Project is executed or not. Payment to Stantec of the compensation prescribed in this Agreement shall be a condition precedent to the Client's right to use documentation prepared by Stantec. These documents may not be used for any other purpose without the prior written agreement of Stantec. The Client shall have a permanent non-exclusive, royalty-free license to use any concept, product or process which is patentable or capable of trademark, produced by or resulting from the Services rendered by Stantec in connection with the Project, for the life of the Project. The Client shall not use, infringe upon, or appropriate such concepts, products or processes without the express written agreement of Stantec. In the event Stantec's documents are subsequently reused or modified in any material respect without the prior consent of Stantec, the Client agrees to indemnify Stantec from any claims advanced on account of said reuse or modification.

Any document produced by Stantec in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Stantec, which may be withheld at Stantec's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract and will only be authorized pursuant to the conditions of Stantec's standard form reliance letter.

Stantec cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). Client shall release, indemnify, and hold Stantec, its officers, employees, consultants, and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Stantec, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Stantec's written consent.

**PROJECT PROMOTION:** Where the Client has control or influence over construction signage, press releases and/or other promotional information identifying the project ("Project Promotion"), the Client agrees to include Stantec in such Project Promotion.

**FORCE MAJEURE:** Any default in the performance of this Agreement caused by any of the following events and without fault or negligence on the part of the defaulting party shall not constitute a breach of contract: labor strikes, riots, war, acts of governmental authorities, unusually severe weather conditions or other natural catastrophe, disease, epidemic or pandemic, or any other cause beyond the reasonable control or contemplation of either party. Nothing herein relieves the Client of its obligation to pay Stantec for services rendered.

**GOVERNING LAW:** This Agreement shall be governed, construed, and enforced in accordance with the laws of the jurisdiction in which the majority of the Services are performed.

**DISPUTE RESOLUTION:** If requested in writing by either the Client or Stantec, the Client and Stantec shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. The Parties agree that any actions under this Agreement will be brought in the appropriate court in the jurisdiction of Governing Law, or elsewhere by mutual agreement. Nothing herein however prevents Stantec from any exercising statutory lien rights or remedies in accordance with legislation where the project site is located.

**ATTORNEYS FEES:** In the event of a dispute hereunder, the prevailing party is entitled to recover from the other party all costs incurred by the prevailing party in enforcing this Agreement and prosecuting the dispute, including reasonable attorney's and expert's fees, whether incurred through formal legal proceedings or otherwise.

**ASSIGNMENT AND SUCCESSORS:** The Client shall not, without the prior written consent of Stantec, assign the benefit or in any way transfer the obligations of this Agreement or any part hereof. This Agreement shall inure to the benefit of and be binding upon the parties hereto, and except as otherwise provided herein, upon their executors, administrators, successors, and assigns.

**PROTECTION OF PRIVACY LAWS:** The parties acknowledge that information relating to an identified or identifiable person ("Personal Information") may be exchanged in the course of this Project pursuant to this Agreement.

The party disclosing Personal Information (the "Disclosing Party") warrants that it has all necessary authorizations and approvals required to process and disclose the Personal Information and to enable the party receiving the Personal Information (the "Receiving Party") to process it in performing the Services. The Disclosing Party will provide the Receiving Party with written notice containing the details of what Personal Information will be provided.

The Receiving Party will comply with any reasonable instruction from the Disclosing Party in respect of such Personal Information and implement appropriate technical and organization measures to protect the Personal Information against unauthorized or unlawful processing and accidental loss, theft, use, disclosure, destruction and/or damage.

The Receiving Party shall be permitted, upon prior written consent of the Disclosing Party, to transfer Personal Information outside the jurisdiction if required for performance of the Services provided that such transfers are in accordance with relevant and applicable requirements under applicable legislation. The Receiving Party shall provide the Disclosing Party with full cooperation and assistance in meeting its obligations under applicable privacy legislation, including in relation to the security of processing, the notification of Personal Information breaches, the notification of requests from individuals and Personal Information protection impact assessments.

On termination of this Agreement, the Receiving Party shall cease processing Personal Information and shall delete and destruct or return to the Disclosing Party (as the Disclosing Party may require) all Personal Information held or processed by the Receiving Party on the Disclosing Party's behalf. It is understood however, that the Receiving Party may need to keep a copy of all Personal Information for legal purposes and therefore it will continue to take reasonable steps to protect the Personal Information as outlined herein and will proceed with the destruction of the Personal Information within a reasonable period of time if there is no longer any legal justification to keep the Personal Information.

Nothing herein relieves either party from their responsibilities for compliance with applicable privacy legislation.

**ENTIRE AGREEMENT:** This Agreement constitutes the sole and entire agreement between the Client and Stantec relating to the Project and supersedes all prior agreements between them, whether written or oral respecting the subject matter hereof and no other terms, conditions, or warranties, whether express or implied, shall form a part hereof. This Agreement may be amended only by written instrument signed by both the Client and Stantec. All attachments referred to in this Agreement are incorporated herein by this reference; however, in the event of any conflict between attachments and the terms and conditions of this Agreement, the terms and conditions of this Agreement shall take precedence.

**SEVERABILITY:** If any term, condition, or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this Agreement shall be binding on the Client and Stantec.

**CONTRA PROFERENTEM:** The parties agree that in the event this Agreement is subject to interpretation or construction by a third party, such third party shall not construe this Agreement or any part of it against either party as the drafter of this Agreement.

**BUSINESS PRACTICES:** Each Party shall comply with all applicable laws, contractual requirements and mandatory or best practice guidance regarding improper or illegal payments, gifts or gratuities, and will not pay, promise to pay or authorize the payment of any money or anything of value, directly or indirectly, to any person (whether a government official or private individual) or entity for the purpose or illegally or improperly inducing a decision or obtaining or retaining business in connection with this Agreement or the Services.

**THE PARTIES EXPRESSLY ACKNOWLEDGE THAT THIS AGREEMENT CONTAINS LIMITATION OF LIABILITY PROVISIONS RESTRICTING RIGHTS FOR THE RECOVERY OF DAMAGES.**

The Parties, intending to be legally bound, have made, accepted, and executed this Agreement as of the Agreement Date noted above.

**Town of Exeter, NH**

**Stantec Consulting Services Inc.**

\_\_\_\_\_  
Print Name and Title  
  
Signature \_\_\_\_\_

Jason Schrieber, Senior Principal  
\_\_\_\_\_  
Print Name and Title  
  
Signature \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title  
  
Signature \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title  
  
Signature \_\_\_\_\_



## PROFESSIONAL SERVICES AGREEMENT ATTACHMENT "A"

Attached to and forming part of the Agreement BETWEEN:

Town of Exeter, NH  
(Hereinafter called the "Client")  
- and -  
Stantec Consulting Services Inc.  
(Hereinafter called "Stantec")

EFFECTIVE: June 15, 2023

This Attachment details the Services, Contract Time, Contract Price, Additional Conditions and Additional Attachments forming part of the above-described Agreement.

SERVICES: Stantec shall perform the following Services:

Services shall be as described in the Stantec proposal for **DOWNTOWN PARKING, TRAFFIC AND PEDESTRIAN FLOW ANALYSIS**, dated May 26, 2023.

(Hereinafter called the "Services")

CONTRACT TIME: Commencement Date: June 26, 2023  
Estimated Completion Date: December 31, 2023

CONTRACT PRICE: Subject to the terms below, Client will compensate Stantec as follows:

Contract price shall be based upon the tasks and staff rates as identified in the Stantec proposal for **DOWNTOWN PARKING, TRAFFIC AND PEDESTRIAN FLOW ANALYSIS**, dated May 26, 2023.

A zero percent (0%) flat rate disbursement (FRD) recovery charge will be applied to the Stantec fees to cover miscellaneous project expenses, internal incidental printing, copying and plots, film, CDs and report materials; communications expenses (e.g., faxes, office and mobile phones, blackberries, pagers, and other devices); office expenses (e.g., postage, couriers, equipment, common software and other supplies); staff local mileage/kilometrage; and archive maintenance. As this is an FRD, no supporting document will be provided with invoices.

Project specific charges, such as subconsultants; travel, accommodations, and meals; project-specific printing of deliverables; consumables; usage charges for specialized field equipment and company-owned, leased, or rented project vehicles; external testing lab charges and other external services charges; specialized computer software costs; and other significant project-specific expenses will be invoiced in addition to labor fees and to the FRD.

Where not stated as being included in the fees, project specific subconsultant, contractor, lab and other similar third-party charges will be charged as invoiced to Stantec with a zero percent (0%) markup.

Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

Where the Services or services conditions change, Stantec shall submit to the Client in a timely manner, documentation of the revisions to Attachment "A" adjusting the Contract Services Time and Price as required.

Unless otherwise specified, charges for Services are based on Stantec's hourly rates, attached within Stantec's proposal for **DOWNTOWN PARKING, TRAFFIC AND PEDESTRIAN FLOW ANALYSIS**.

dated May 26, 2023. The Rate Table is subject to escalation from time to time. At a minimum, effective each January 1 during the term of this Agreement, Stantec's charges for Services shall escalate by either (a) the most current Consumer Price Index year over year percentage increase, not seasonally adjusted, for the preceding July, all items, as published by Statistics Canada (for Projects in Canada) plus 1.0%, or (b) the most current Consumer Price Index for All Urban Consumers (CPI-U) year over year percentage increase, not seasonally adjusted, for the preceding July, as published by the U.S. Bureau of Labor Statistics plus 1.0% (for all other projects).

**ADDITIONAL  
CONDITIONS:**

The following additional conditions shall be read in conjunction with and constitute part of this Agreement:

**COVID-19:** The parties acknowledge the ongoing COVID-19 pandemic and agree that the CONTRACT PRICE and CONTRACT TIME are based on what is currently understood. Where conditions change, the parties may have further discussions to manage and mitigate the impact of this evolving situation on the Project.

No additional conditions.

**ADDITIONAL  
ATTACHMENTS:**

The following additional attachments shall be read in conjunction with and constitute part of this Agreement:

Stantec's proposal for **DOWNTOWN PARKING, TRAFFIC AND PEDESTRIAN FLOW ANALYSIS** dated May 26, 2023.

**INSURANCE  
REQUIREMENTS:**

Before any services are provided under this agreement, Stantec shall procure, and maintain insurance coverage during the term of this agreement.

## **Communications Advisory Committee Report**

To: Town of Exeter Select Board

From: Communications Advisory Committee

Date: June 2, 2023

Re: Recommendations to Improve Town Communications Part 2

---

## **Overview**

This report by the Communications Advisory Committee (CAC) reviews the progress the Town has made to improve its communications since the CAC's report to the Select Board in August 2021 (the 2021 Report), and makes specific recommendations steps that should be taken to build on the progress made since the improvements recommended in the 2021 report were implemented. As outlined in detail below, the CAC makes the following specific recommendations for the Select Board's consideration:

1. Give the Communications Coordinator better, faster, and more direct access to what's going on in Town government so that the information that needs to be shared with the public be packaged and distributed on the appropriate Town platforms.
2. Establish a routine practice of sharing all communications content created by Town staff or outside contractors with the Communications Coordinator in advance of publication so that the content may be included on the Town website, disseminated on other platforms, and integrated with other Town messaging, as appropriate.
3. For the budget for fiscal year 2024, invest in developing up-to-date communications tools and work to enhance the communication skills of Town staff, such as townwide accounts for MailChimp and Canva, training and education budget to build the skills of internal Town staff, and Memberships in local and national government communications organizations. Internal staff capacity building should be the default solution to handling communications matters rather than spending on outside services. It's generally better to invest rather than just spend our communications dollars. This approach will allow us to reap additional human resources benefit by making the Town of Exeter a more attractive place for prospective employees because it invests in its staff and infrastructure.
4. Actively support the development and publication of a regular email townwide newsletter to serve as a single, unified, and reliable source of up-to-date topical information about the Town and events of interest to residents.
5. Adopt a strategic communications plan to provide a framework and process for the Town to assess communications needs and set its priorities in a proactive, analytical manner.

## **Communications Advisory Committee Progress Report**

The Town of Exeter has made significant improvements to its communications since the CAC's 2021 Report to the Select Board.

- The Communications Coordinator has been designated to oversee the implementation of the communications policies and procedures adopted by the Select Board and the Town Manager and to serve as a resource for all Town staff with respect to communications matters to ensure that information about the Town is presented in a coherent, accurate and positive manner.
- The Town website has been revamped and serves as a central, reliable, and primary source of information about the Town and its activities.
- The social media policy has been reviewed and is in the process of being formally updated.
- Town staff have been trained to use, maintain, and update the Town's website on a regular basis in accordance with best practices.
- The Communications Coordinator improved the responsiveness of the Town website homepage by rotating through highlighted content and writing news releases for major projects and developments.
- Exeter TV started to produce Meeting Minutes to publicize various Town governing bodies' activities in a user-friendly format
- Exeter TV expanded its Biweekly Report as a video newsletter to recap activities going on around town and highlight upcoming events of general interest.
- The CAC met regularly throughout 2022 and 2023 and focused on broader communications goals and how to achieve a more strategic approach to improving Town communications, which has led to the recommendations outlined in this report.

A detailed discussion of each of the CAC's recommendations follows.

### **1. We need to improve the Communications Coordinator's access to Town information and recognize the importance of fostering a townwide culture of communication.**

We strongly recommend bringing the Communications Coordinator closer to the sources of information that needs to be shared with the community by having the Communications Coordinator report directly to the Town Manager, attend regular department head meetings, and have access to other sources of significant information about the Town. Our research has shown that towns with a robust communications function place their communication staff within the executive offices to ensure better and faster access to the information that needs to be communicated to the public. Some towns have gone further to establish separate communications departments that report to the executive.

Elevating communications to the executive level would demonstrate a firm commitment by the Select Board and the Town Manager to fostering a culture of communication

throughout the Town and will signal to all department heads and Town staff the importance they attach to working closely with the Communications Coordinator in the course of their everyday activities.

Currently, our communications staff, the Communications Coordinator and the Exeter TV media technicians who assist him, are isolated in the IT department away from the center of decision-making and developments that take place in the Town Manager's office and other departments on a daily basis. With the pending retirement of the IT Coordinator, the Town has a convenient opportunity to separate Exeter TV and Communications from the IT Department, whose priorities, goals, and skillsets differ from those required for effective communications work. With the Communications Coordinator reporting directly to the Town Manager, the Town Manager and the Assistant Town Manager will be able to have a more proactive and effective role in guiding the Town's communications priorities and will be in a better position to lead and motivate other departments to participate in the Town's communications efforts.

Irrespective of the organizational structure, what we are trying to accomplish is giving the Communications Coordinator a closer working relation with the Town Manager's Office and the Select Board so that the Coordinator is involved directly and on a timely basis in discussions and updates that need to be communicated. Being "in the room" and having a good situational awareness of Town operations is not feasible within the current structure, but is easy to change with the adjustments we propose to allow faster and more effective communication with the public.

We would also encourage all Town staff to be more cognizant of the need to share information about their activities so that they may receive appropriate publicity. In addition, timely sharing of plans can avoid scheduling clashes. For example, on May 3, the Police Department posted on their Facebook a notice about a Bike Rodeo, a children's bike safety event that they are hosting at Lincoln Street School with Exeter Hospital on May 13. The Town's annual Alewife Festival, another event with children's activities, had long been scheduled for the same day at Founder's Park. A great deal of work probably went into planning both events but it's unfortunate now that they'll both be competing for attendees. If there had been better interdepartmental communication, this conflict may have been avoided or planned together for a joint event. The Bike Rodeo was posted on the website only after the Communications Coordinator came across the Police Department Facebook posting and contacted the Police Chief about the event..

Let's step back and consider the big picture for a moment.

The Select Board's recognition of the need to modernize Town communications by appointing a Communications Coordinator, updating the website, revising the social media policy and taking other steps to engage with the public in new creative ways marks a profound cultural change. Over the years, each Town department had become accustomed to being individually responsible for handling its communications about its



own activities and now we have asked them to conform to a townwide communications strategy. It may have taken time for the benefits of the new system to be realized: posting of information on websites and social media reduces phone volume, residents are pleased to get alerts about roadwork and traffic disruptions, taxpayers see what their money is being spent on. Nevertheless, inertia and growing pains make change difficult and can prevent the Town from getting all the potential benefits of its new communications strategy. At this stage, it's important for the Select Board and the Town Manager to stand behind the communication plan and prioritize collaboration and communication within Town government to allow effective, timely and accurate dissemination of information."

**2. We must establish a routine practice of sharing all communications content created by Town staff or outside contractors with the Communications Coordinator on a timely basis so that the content may be evaluated, and if appropriate, included on the Town website, disseminated on other platforms, and integrated with other Town messaging, as appropriate.**

Centralized oversight of Town communications is essential to maintain its coherence, accuracy, and reliability. A fundamental reason for having a communications policy and a communications coordinator is to ensure the reliability and accuracy of information that is made public in the name of the Town of Exeter, to present it in a consistent and clear manner, and to preserve records as required by law. So, it is vital that all Town communications be conducted with the knowledge of the Communications Coordinator. The Town website is the primary source of information about the Town and all relevant information should be made available there. The Communications Coordinator is also best positioned to determine whether the same content should be distributed on other Town platforms such as Facebook, newsletters, or on Exeter TV. Each department remains responsible for providing content about its activities and ensuring its accuracy, completeness and timeliness. The Communications Coordinator serves as a resource to help them deliver their content effectively across suitable platforms in a manner prescribed by the Town's best practices.

The social media contractor hired independently by the Police and Fire Departments in the past year to create social media posts provides an example of why the Select Board and the Town Manager should require that the Communications Coordinator be kept in the loop on all Town-related communications.

The contractor has created several social media posts designed to improve community relations by showing the more human side of the departments' work and occasionally highlighting community events they have hosted. Yet the content the contractor created was not made available for inclusion across other Town platforms such as the Town website or email newsletters.

Residents who may have seen a Police Department Facebook post could have headed to the Town website for more information or to confirm the event, only to find no

mention of it. This information could have been good content for an email newsletter. However, without a requirement to share that work, the content that the Town had paid for would be restricted to only social media platforms and would not be available on the Town's main platform, the website.

Similarly, the DPW has been requiring contractors for major projects to keep constituents in the community who will be affected by their work informed about the project's status. It is important that these contractors keep the Communications Coordinator apprised of their work as well so he can disseminate information about the projects across multiple platforms as needed.

A simple, no-cost solution is to create a workflow requirement for the departments to funnel information created internally by Town staff or by external contractors to the Communications Coordinator who will be able to repackage and distribute content on appropriate platforms.

### **3. In this budget cycle, invest in developing up-to-date communications tools and enhancing the communication skills of Town staff.**

In this budget cycle, invest in developing up-to-date communications tools and enhancing the communication skills of Town staff, such as townwide accounts for MailChimp and Canva, training and education budget to build the skills of internal Town staff, and Memberships in local and national government communications organizations. Internal staff capacity building should be the default solution to handling communications matters rather than spending on outside services. It's generally better to **invest** rather than just **spend** our communications dollars. This approach will allow us to reap additional human resources benefit by making the Town of Exeter a more attractive place for prospective employees because it invests in its staff and infrastructure. The CAC's budget recommendations are attached as *Exhibit A*.

We recommend that the Town invest in three key areas in the upcoming budget:

- i. Additional communications tools and services, such townwide accounts for MailChimp and Canva, to allow more effective use of email and newsletters;
- ii. Staff training and education, with a training and education budget for communication staff in different departments in order to build the skills of internal Town staff, enhance the Town's ability to recruit workers, and capacity to reduce the need to rely on outside contractors; and
- iii. Memberships in local and national government communications organizations, which are a cost-effective way to enable the Communications Coordinator and other Exeter Town staff with communications responsibilities to network with their counterparts elsewhere and gain access to a wealth of communications resources.

The Town will need to decide whether to budget for these expenses as a separate central communications expense or spread the expenses across individual departments or some combination of both approaches.

**4. We should actively support the development and publication of a regular email townwide newsletter to serve as a single, unified, and reliable source of up-to-date topical information about the Town and events of interest to residents.**

The Town would significantly enhance its communications capability by publishing a regular townwide electronic newsletter to serve as a single, unified, and reliable source of up-to-date topical information about Town news and events of interest to residents. Initially, we recommend publishing on bi-weekly or monthly basis, eventually transitioning to possibly weekly if it is successful and demand grows. Our research shows that many towns use a general eye-catching, user-friendly newsletter as a tool to drive resident engagement, keep people informed about recent news and inform them about upcoming events that they might otherwise miss and that residents often look to these newsletters as substitutes for their disappearing local newspapers. Sean Dugan, the Director of Communications and Special Projects for Lexington, Massachusetts, reported that after a few months of getting used to the production process, he was able to streamline time for gathering content for and assembling the newsletter to a few hours a week.

Over the last few years, many of the Town departments have established their own newsletters or specialized mailing lists tailored to the specific interests of their constituencies. For example, Parks and Rec has ConstantContact with over 6,000 contacts; DPW and Exeter TV use MailChimp each with over 300 subscribers, and the Library utilizes LibraryAware. A complete list of the various separate newsletters and mailing lists is attached as *Exhibit B*. A complete list of email newsletter services can be found on the Town website at <https://www.exeternh.gov/community/e-news-alerts>.

This may have been useful to address the individual needs of that department, but by addressing only a narrow audience, they are missing the opportunity to reach a broader townwide audience. By incorporating each department's news in a townwide newsletter, we can get each department's message to folks who may not have known about something that turned out to interest them. We can also foster a sense of community by informing folks about what's going on around town, and we can simply let people know what their neighbors are up to. It is important to note that by consolidating into one account, each department will still maintain their current email newsletter services targeted at their specific audience, but will now have another method of reaching a wider audience through a consistently published newsletter produced by the Communications Coordinator.

The newsletter will build on the success of The Exeter Biweekly Report produced every other Friday by Exeter TV staff. The show consists of three to five short video segments highlighting news and updates from Town departments and committees as well as information from local area nonprofits. For over a year, the Communications

Coordinator has been using MailChimp to email the video report to over 300 contacts. Included in The Exeter Biweekly Report email blast are links to more information on topics discussed in the video and also sections covering one or two other updates from the Town. This consistent email format can be expanded to include the regular updates from departments and committees as well as other messages the Select Board or Town Manager want to communicate to the public. Using The Exeter Biweekly Report email blast as the vehicle to deliver news to the community will also bring more awareness about Exeter TV's services which include meeting and event coverage.

This would require a greater degree of centralization than Exeter currently practices.

We recommend:

- enhancing the Communications Coordinator role to encompass this function.
- having the Town Manager require each department to contribute a weekly report in a specified format
- having the PD and FD consultant, and any other independent consultants such as those who may be contracted to work on specific projects, share their output with the Communications Coordinator so the output is incorporated in townwide platforms as well as in the newsletter

The newsletter could be abstracted on Twitter, Facebook, and other platforms. Over time, we may decide to publish a hard copy if there's demand or if certain demographics could benefit by having a print version. Some towns spend a considerable amount of money mailing out print versions of newsletters, but our research found many municipalities with digital-only versions that are much more cost-effective and this is what the committee is recommending as a key next step for improving communications.

**5. The Select Board should adopt a communications plan that reflects a strategic analysis of the Town's communications priorities and objectives.**

The Committee proposes to undertake a more in-depth review of the Town's communications priorities, processes, and needs. The purpose of this review would be to create a Communications Plan that reflects a strategic analysis of the Town's communications priorities and objectives.

Such a plan would require us to step back and determine what guiding principles and goals for effective and sustainable communications we as a town want to establish. We would then need to decide: (1) what do we spend our communication efforts and dollars on; and (2) how do we make those decisions. The plan would also serve as a guiding document for staff in various departments tasked with communication for the Town.

To this end, the Committee would like the Select Board to identify the Town's communication priorities and objectives to help guide the Communications Coordinator and the Committee in drafting the Communication Plan. The Communications

Coordinator has referenced the Exeter Master Plan and taken relevant excerpts where it mentions the topic of communication. These excerpts and notes are attached as *Exhibit C*. The Communications Plan should take into consideration the Master Plan as well as the more current goals and priorities of the Select Board to help chart a path forward for the Town's communications efforts.

\*\*\*

**Communications Advisory Committee Report to the Select Board  
June 2, 2023  
Exhibit A  
FY24 Communication Budget Items**

**Software & Services**

***MailChimp*** - An online email marketing service used to send digital newsletters and alerts via email. Currently the Parks and Rec Department uses Constant Contact for \$1,500/year while Exeter TV and Public Works use free MailChimp accounts. Consolidating into one account will allow the Town to have a singular landing page for email alerts. This excludes the Public Library, which uses Library Aware, and any emergency notifications sent out via email from Police and Fire through their Smart911 system.

Parks and Recreation currently has over 6,000 contacts, Public Works has over 400, and Exeter TV has over 300. When the accounts are merged we expect to have fewer contacts to start with as many people are not currently opening the emails that are now being sent.

An **annual cost of \$1,620** would allow the Town to purchase a Standard plan with five user accounts, reach an audience of up to 10,000 contacts, and send up to 120,000 emails per month [one email to 10,000 contacts counts as 10,000 emails]. The user accounts would be split up into Parks and Recreation, Public Works, the Communications Coordinator, and possibly one other department, if needed.

The Town Manager has suggested using Parks and Recreation Funding and Select Board funds to implement the joint account in FY23 with the following breakdown for the \$135/month fee: \$52 to the Select Board and \$83 to Parks and Recreation based on usage. This would represent a \$500 savings annual for Parks and Recreation if carried over to FY24.

The Economic Development Director also has a MailChimp account with over 12,000 contacts used for Business Outreach efforts in Exeter and Rockingham County. The **cost of \$175/month** (\$2,100/year) is currently covered by the Economic Development Department. Due to the specific audience and the size of the contact list, this MailChimp account will not be merged with other departments. The figure for the Business Outreach emails is not in the total for this report.

***Canva*** - An online digital design tool that allows users to create posters, social media posts, and more. The service also includes premium stock photos and graphics which can be used copyright free in materials created through the website. The Town has in the past been liable for using copyrighted material and this will help prevent that happening in the future. Parks and Recreation currently pays for a basic account with five users. In FY23, they shared the account with Public Works, Planning & Sustainability, and the Communications Coordinator allowing everyone to benefit from the copyright free designs.

The **annual cost of \$120** is set to be billed on December 21st, 2023 for \$120. The IT Coordinator approved this funding to come from IT's Internet Services line item, saving Parks and Rec \$120 in FY23. In FY24, the cost is expected to be \$120

### **Communication Education**

***UNH Certificate Program Options*** - UNH offers several Certificate Programs that allow students to take a variety of elective courses related to a specific topic.

***Digital Marketing Certificate*** - Six elective courses over a two-year period which covers a variety of topics including "Social Media - The Platforms, Google Analytics, Email Marketing Strategy and Execution, Local Search and SEO, and the like.

Cost: \$1,674 [Six elective courses at \$279 each]

**Total Cost for Three Staff: \$5,022**

More info: <https://training.unh.edu/digitalmarketingcertificate>

This is a course that would be valuable to several staff members who use digital marketing on a regular basis, including the Assistant Parks and Rec Director, Communications Coordinator, and DPW Office Manager.

***Making Moves Course*** - This is a specialized course designed to assist communicators with outreach efforts designed to motivate people to take action for the planet. With the shift to include Sustainability within the Planning Department, this course could help the Conservation and Sustainability Planner communicate about the various ways the Town is helping to make a more sustainable future and how the public can be a part of the solution. This course would promote both the goals of improving communication and work towards the Town's sustainability goals.

**Cost: \$800**

More information: <https://brooketully.com/making-moves/>

### **Membership in Government Communications Organizations**

***National Association of Government Communicators*** - This is a national group dedicated to advocating and promoting excelling in government communication. They provide opportunities for professional development, networking, and share best practices. Members receive discounts for webinars, the NAGC Communications School, and other events. Speaking with a member from this organization, they found it invaluable to meet, network, and learn from professional government communicators from across the country.

Cost: \$160 for one membership

### **General Marketing/Advertising Costs**

**Facebook/Instagram Advertising** - The Town may want to employ the use of advertising or “post boosting” on Facebook and Instagram to help promote various initiatives or communications items throughout the year. This can be a lower cost method of reaching more social media users.

Cost: \$500

**Print Advertising** - The Town may also want to use posters, banners, flyers, and other materials throughout the year. As the Town improves its digital offerings, physical advertising can help reach viewers in Town offices, facilities, and in the downtown area, pointing them to where they can find online services. The Town currently has several sign boards that are rented out at no cost to community groups to promote local events but sit empty when there are no events. Using these signage areas more often and having banners promoting Town services and projects available to fill the gaps in the sign board schedule would allow the Town to utilize the spaces more effectively.

Cost: \$500

**Total Cost for Communications Budget**

Software and Services: \$1,740  
Education - \$5,822  
Memberships - \$160  
Marketing/Advertising - \$1,000

**Total: \$8,722**

**Other Considerations**

It is important to note that the consulting services contracted by the Police and Fire Departments, totaling \$7,500 in FY23, and the Communications Contractor Stipend are not included in the above total figure. The figure also does not take into account any additional funding as a part of salaries, stipends, or other contract services proposed for FY24 that may be needed to implement the Communications Plan. It is recommended that these items be addressed in the Town’s current reclassification plan.

The CAC has also expressed interest in pursuing grant opportunities to cover or recoup costs associated with the items above. Along with the Communications Coordinator, they will be seeking guidance from the Town Manager’s Office and Finance Department on how best to proceed with grant applications.

\*\*\*



## Communications Advisory Committee Report to the Select Board

June 2, 2023

### Exhibit B

## New Hampshire Newsletter Research

Examples of digital newsletters:

- [Town of Durham | Durham Friday Updates](#)
- [City of Portsmouth weekly email newsletter](#)
- [Town of Amherst monthly email newsletter](#)
- [Town Newsletters | Fremont, NH monthly email newsletter](#)
- [City of Lebanon weekly digital newsletter](#)

Information from the NHMA about the benefits and uses of newsletters:

"E-newsletter services offer a way to efficiently create and deliver eye-catching communications via email. These products feature colorful design templates and tools to help you manage your distribution list and invite new subscribers. E-newsletters are ideal for sharing a series of brief messages that link out to your website for full details. This format also enables you to launch a dialogue or inspire an action. For example, you might ask a question and provide an email address for direct communication or survey link to collect a response.

These tools can be surprisingly affordable when you consider the cost savings in reduced staff time for manually updating and managing multiple email lists. These products take care of this step for you, and allow new subscribers to be added automatically. And while the learning curve varies for individual products, once you've completed the initial set up, the publishing process can be quite easy. Many companies offer free trials, allowing you to test the product to determine its ability to meet your needs and goals.

In addition to design and email list management, many services provide tools to help you track the number of recipients that open your message and number of readers that click links. While these statistics can be helpful to show interest in topics or programs, remember that these reports don't tell the full story. Recipients can view the message in a preview window without actually opening the message. And a well-written news brief may provide sufficient detail, or the reader may seek more information on your website at a later date.

As budgets are squeezed ever tighter, it becomes increasingly difficult to find resources for such projects. Yet consider the potential rewards to be found as you connect with your citizens and your citizens reconnect to their community."

\*\*\*

**Communications Advisory Committee Report to the Select Board  
June 2, 2023  
Exhibit C  
Excerpts from the Town Master Plan that Refer to Communications**

To better inform the Communications Advisory Committee on the communication priorities of the Town, the Communications Coordinator looked toward the Exeter Master Plan for references to communications. A search through the Master Plan document for "Communica\*\*" shows up only 24 times in the Master Plan. There was no mention of Exeter TV services in the Master Plan.

The section of the Master Plan dedicated to Communication is from page 38 to 40.

Below are several excerpts from the Master Plan that the Coordinator found helpful in guiding discussion around developing or improving the Town's communication. For several excerpts, notes on those items progress, related projects, or plans to address these items are listed as notes.

Page 9:

"Communicate. Maintaining a high quality of life in Exeter will continue to become more complex as time goes on. Effectively sharing information among municipal departments, boards, and committees; different local government agencies; the business community; and the general public, will require continued commitment, innovative procedures, and investments in technology."

- Incorporate this sentiment into a vision statement or guiding principle of the Communications Plan

Page 31:

"Exeter should establish formal lines of communication with downtown business owners to identify emerging challenges, aspirations for expansion, upcoming vacancies, or unexpected challenges for local businesses."

- The Economic Development Director is regularly in contact with business owners
- In 2020, the Economic Development Director worked with the now Communications Coordinator to launch an email newsletter targeted at Exeter (and Rockingham County) businesses to keep them in the loop regarding COVID aid and programs.

Page 38:

“Communication is arguably the most influential force shaping every aspect of American and global culture today. The power of communication technology provides instant access to information in almost every corner of the globe, and it is evolving at a staggering pace. Local governments often find it difficult to keep up with the technological upgrades demanded by increasingly tech dependent communities. The call to action for municipalities amidst this revolution is to **create a sustainable system of communication technology that provides an excellent level of service**. Communication in Exeter’s local government takes many forms...”

- Incorporate this into the guiding principles of the Communications Plan

“Sharing Information with the Public:

The work of local government, discussed above, is performed in large part to serve the interests of the residents, businesses, and institutions in the community. Accordingly, decision making at the government level must be well-documented, participatory, accessible, and transparent. Further, the increasing complexity of issues faced by communities like Exeter, and the speed at which information is produced, increase the complexity of effective communication between town government and the public.”

- Meeting Minutes by Exeter TV is helping to publicize decisions made during government meetings
- Email newsletters may offer another avenue to help keep residents in the know about decisions made by their government

Page 39:

Speaking of Boards/Committees/Town Staff:

“The work of these bodies is extremely valuable, providing services to the community that are essential to the health, safety, and quality of life of our residents. Each of these bodies should examine how to most effectively make residents aware of the services that are available and how these services can be accessed. “

“Social Media and E-Communication

At the Exeter Master Plan Public workshop, residents indicated that they rely on websites, email, and social media as their primary source for information about the Town. Similar to the issue of communications inside local government, improved communications out to the public will have a significant technological component. In the US, the vast majority of people age 64 and below own smart phones, and almost half of Americans over the age of 64 own smart phones. In addition to the tools built into cell phones (e.g., calendars, automatic notifications), social media outlets and news streaming have changed the way people expect to receive news with small “bite size” notices designed to grab a reader’s attention and pull him or her into a closer investigation. **The Town will need to continue consideration of how important initiatives, meetings, and other information can be packaged and pushed into the public**

**realm in a manner that can compete for the attention of Exeter’s residents and business owners.”**

- Social media use by all departments have been more regular, increasing every year
- Email newsletters, bite sized videos, and other tactics can help address getting information out to the public with their increasingly busy media environment

“Public outreach for Capital Improvement Projects...

Roads, sidewalks, bridges, parks, municipal buildings, and many other elements of public infrastructure are a critical part of Exeter’s everyday quality of life. Importantly, these facilities require maintenance, repair, and sometimes large-scale replacement. **Regardless of what causes the need for such capital improvements, communication around these activities is an important part of the process.**

On a very practical level, construction in the public realm can be disruptive. Streets may need to be closed or temporarily narrowed, causing problems with local traffic and temporary access problems for local business. **Communication to residents and business owners must continue to be a high priority in these instances, providing specific information so people can plan accordingly.** On a more aspirational level, many capital improvements impact parts of Exeter that people consider important to their everyday enjoyment. Upgrades to parks, streetscape improvements, and other public improvements touch places that are important sources of everyday enjoyment. **Public engagement around improvements to these spaces can lead to higher quality outcomes for everyone.**

- The Communications Coordinator helped standardize email newsletter services for Public Works and has plans to assist them in the future if needed.
- Exeter TV does periodic video updates and press releases about construction projects.
- Going forward, Public Works should work to keep residents informed with weekly or daily updates on large projects such as paving, sewer replacements, or other projects that impact daily life. Working with the Communications Coordinator, these updates can be included in wider outreach efforts.

“Consultants, Outside Vendors, and Outreach

From time to time, the Town needs to hire outside experts to help with a variety of projects...It will be important for the Town to set expectations with consultants regarding public outreach associated with their work during this process. **Language in the RFP and questions within the interview should address the need for outside consultants to provide information about their work during the course of a project, and a description of how the public will be engaged in a manner that provides meaningful input.** RFPs should provide examples of approaches that have worked well, emphasize that large public meetings are not the only way to engage the public, and stress the importance of using social media as a component of public engagement. Recognizing the considerable resources required for this type of work, the Town must also budget for these projects accordingly.”

- Some RFP's have included public outreach such as the Salem Street project which had consultants liaising with the public in person and via a private Facebook group for residents in the area.

Page 40:

"Importance of Community Forums

While the Town certainly needs to be able to communicate at the speed of technology (see previous section), well designed and facilitated group discussions will be needed to grow local involvement and a sense of community between individuals."

- The Town regularly holds public forums on a variety of topics, especially large projects. Many of these forums however are sparsely attended.
- The Town may want to look into how they can advertise these events with digital and traditional marketing .
- The Town may want to consider how virtual options can be added.
- The Town may want to look into technology and services dedicated to increasing engagement.

[Overall Comment]

Exeter recognizes the need to build communication networks within government and between government officials and the public:

**Providing effective communication requires both public investment in technology and commitment of town staff and resources.**

The public should have access to information about projects, programs, and decisions being made at the local level and be encouraged to provide input.

Local boards, commissions, and committees should collaborate on common objectives and meet regularly as a group to facilitate coordination."

- These will be incorporated into the guiding principles and other areas of the Communications Plan.
- Boards and Committees can help inform each other by writing brief reports, separate from their minutes, to be included in email newsletters or other communications.

Page 52:

[Action Plan for Communications Items]

#2: "Develop a more frequent official, regular system of interdepartmental meetings to review current initiatives and workload in each department and potential efficiencies that could occur by combining efforts."

^Could the Communications Coordinator start a Communication Task Force made up of staff designated to communicate on behalf of their departments? This group would build on the information sharing of Department Head meetings to keep each other in the loop about upcoming projects and areas where they can cooperate. These meetings could be held in person, remotely, or simply as an email chain with monthly updates.

#3: "Develop materials (paper and/or digital) for the Town to be used to attract businesses, residents, and visitors. Work with the Chamber of Commerce, HERON, Historical Society, PEA, and other community groups and organizations."

^this has shown helpful recently with the Exeter Mills. The CAC Chair worked with the building management team to send an email to all residents informing them about The Exeter Biweekly Report and email blast resulting in 70 new subscribers in a two-day period.

#5: "Evaluate the ways in which the Town communicates with the public and ensure that strategies maximize citizen engagement across multiple platforms. Determine the strategies that could be strengthened and move forward with ways for improvement... TBD"

^This is where the CAC comes into play

#6: "Develop language to be included in municipal RFPs that requires the inclusion of diverse and effective public engagement processes as part of municipal planning, design, and construction processes."

^Success of the Salem Street Project – consultants had a staff person dedicated to doing community engagement. They hosted a [Facebook group](#) and corresponded with residents in the area to answer questions or talk through concerns.

^Is this still being followed by all departments issuing RFPs?

**Squamscott Siphons Update**

**Public Works Facility**  
**Master Plan Feasibility Study Contract**





# 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)

## MEMO

DATE: June 21, 2023

TO: Russell Dean, Town Manager

FROM: Paul Vlasich, P.E., Interim Public Works Director *PV*

RE: Public Works Facility – Master Plan Feasibility Study

---

Article 20 of the 2023 Town Warrant Vote was approved in the amount of \$50,000. The purpose of this phase of the project was to:

- Layout a potential new facility on the parcels at 13 Newfields Rd
- Master plan site circulation and fuel island location
- Review current and future staffing and operational needs
- Provide a concept level development budget.

Weston & Sampson (W&S) has engineers and architects that can help with this phase. W&S is also on our prequalified consultant list.

The department recommends awarding this contract to Weston & Sampson in the amount of \$45,800.

June 13, 2023

Paul Vlasich PE (via electronic transfer)  
Town Engineer  
13 Newfields Rd  
Exeter, NH 03833

Re: **New Public Works Facility | Master Plan Feasibility Study**

Dear Mr. Vlasich:

Weston & Sampson Engineers, Inc. proposes to provide services in accordance with our recent discussions on the Public Works Facility Master Plan project. Our recommended scope of work is described in Exhibit A.

Our proposed level of effort for this work is \$45,800.

Weston & Sampson's services will be provided as described herein and in accordance with the attached Weston & Sampson General Terms and Conditions dated February 14, 2022, which will be part of our agreement with you. If you agree with the terms presented here and wish to retain us to provide the above-detailed services, please countersign this Agreement and the General Terms and Conditions and return one copy to this office.

Weston & Sampson appreciates the opportunity to provide this proposal to the Town of Exeter and looks forward to assisting you with this service. Should you require further information or have any questions regarding our proposal, please do not hesitate to contact me at 978-573-4198 or via email at [richardm@wseinc.com](mailto:richardm@wseinc.com).

Very truly yours,

WESTON & SAMPSON ENGINEERS, INC.

TOWN OF EXETER, NEW HAMPSHIRE

Accepted by:

  
\_\_\_\_\_

Accepted by:

\_\_\_\_\_

June 13, 2023

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Enclosures – General Terms and Conditions  
Exhibit A – Scope of Services

## WESTON & SAMPSON GENERAL TERMS AND CONDITIONS

1. It is understood that the Proposal attached hereto and dated June 13, 2023 is valid for a period of ninety (90) days. Upon the expiration of that period of time or the delay or suspension of the services, WESTON & SAMPSON reserves the right to review the proposed basis of payment and fees, to allow for changing costs as well as to adjust the period of performance to conform to work loads. References herein to WESTON & SAMPSON are understood to refer to WESTON & SAMPSON ENGINEERS, INC.
2. Invoices will be submitted periodically (customarily on a monthly basis), and terms are net cash, due and payable upon receipt of invoice. Credit card payments by the OWNER shall not be allowed by WESTON & SAMPSON. If the OWNER fails to make any payment due to WESTON & SAMPSON for services and expenses within thirty (30) days after receipt of WESTON & SAMPSON'S statement therefor WESTON & SAMPSON may, after giving seven (7) days' written notice to the OWNER, suspend services under this Agreement. Unless payment is received by WESTON & SAMPSON within seven (7) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, WESTON & SAMPSON shall have no responsibility to the OWNER for delay or damage caused the OWNER because of such suspension of services.
3. WESTON & SAMPSON will serve as the professional representative of the OWNER as defined by the Proposal or under any Agreement and will provide advice, consultation and services to the OWNER in accordance with generally accepted professional practice consistent with that degree of skill and care ordinarily exercised by practicing design professionals performing similar services in the same locality, at the same site and under the same or similar circumstances and conditions. Therefore, estimates of cost, approvals, recommendations, opinions, and decisions by WESTON & SAMPSON are made on the basis of WESTON & SAMPSON'S experience, qualifications and professional judgment. Accordingly, WESTON & SAMPSON does not warrant or represent that bids or negotiated prices will not vary from the OWNER'S budget for the project, or from any estimate of the Cost of the Work evaluation prepared or agreed to by WESTON & SAMPSON. WESTON & SAMPSON makes no warranty or guarantee, express or implied, regarding the services or work to be provided under this Proposal or any related Agreement. Notwithstanding any other provision of these General Terms and Conditions, unless otherwise subject to a greater limitation, and to the fullest extent permitted by law, the total liability in the aggregate, of WESTON & SAMPSON and their officers, directors, employees, agents, and independent professional associates, and any of them, to OWNER and any one claiming by, through or under OWNER, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of in any way related to WESTON & SAMPSON'S services, the project, or this Agreement, from any cause or causes whatsoever, including but not limited to, the negligence, errors, omissions, strict liability, breach of contract, misrepresentation, or breach of warranty of WESTON & SAMPSON or WESTON & SAMPSON'S officers, directors, employees, agents or independent professional associates, or any of them, and any causes arising from or related to the COVID-19 pandemic, shall not exceed the greater of \$50,000 or the total compensation received by WESTON & SAMPSON hereunder and OWNER hereby releases WESTON & SAMPSON from any liability above such amount. WESTON & SAMPSON shall have no upfront duty to defend the OWNER but shall reimburse defense costs of the OWNER to the same extent of its indemnity obligation herein.
4. Where the Services include subsurface exploration, the OWNER acknowledges that the use of exploration equipment may alter or damage the terrain, vegetation, structures, improvements, or the other property at the Site and accepts the risk. Provided WESTON & SAMPSON uses reasonable care, WESTON & SAMPSON shall not be liable for such alteration or damage or for damage to or interference with any subterranean structure, pipe, tank, cable, or other element or condition whose nature and location are not called to WESTON & SAMPSON'S attention in writing before exploration begins.
5. WESTON & SAMPSON and its consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous waste or viruses, including COVID-19, in any form at the project site. Accordingly, the OWNER agrees to assert no claims against WESTON & SAMPSON, its principals, agents, employees and consultants, if such claim is based, in whole or in part, upon the

negligence, breach of contract, breach of warranty, indemnity or other alleged obligation of WESTON & SAMPSON or its consultants, and arises out of or in connection with the detection, assessment, abatement, identification or remediation of hazardous materials, pollutants or asbestos at, in, under or in the vicinity of the project site identified in the Proposal. OWNER shall defend, indemnify and hold harmless WESTON & SAMPSON, its principals, agents, employees, and consultants and each of them, harmless from and against any and all costs, liability, claims, demands, damages or expenses, including reasonable attorneys' fees, with respect to any such claim or claims described in the preceding sentence, whether asserted by OWNER or any other person or entity. WESTON & SAMPSON shall not be liable for any damages or injuries of any nature whatsoever, due to any delay or suspension in the performance of its services caused by or arising out of the discovery of hazardous substances or pollutants at the project site or exposure of any parties to the COVID-19 virus.

6. WESTON & SAMPSON agrees to purchase at its own expense, Worker's Compensation Insurance, Comprehensive General Liability Insurance, and Engineer's Professional Liability insurance and will, upon request, furnish insurance certificates to OWNER reflecting WESTON & SAMPSON's standard coverage. WESTON & SAMPSON agrees to purchase whatever additional insurance is requested by OWNER (presuming such insurance is available, from carriers acceptable to WESTON & SAMPSON) provided OWNER reimburses the premiums for additional insurance.
7. As a part of this Agreement, OWNER without cost to WESTON & SAMPSON agrees to do the following in a timely manner so as not to delay the services of WESTON & SAMPSON:
  - a. Designate in writing a person to act as OWNER'S representative with respect to work to be performed under this Agreement, such person to have complete authority to transmit instructions, receive information, interpret and define OWNER'S policies and decisions with respect to materials, equipment elements and systems pertinent to the work covered by the Agreement.
  - b. Through its officials and other employees who have knowledge of pertinent conditions, confer with WESTON & SAMPSON regarding both

general and special considerations relating to the Project.

- c. Assist WESTON & SAMPSON by placing at the disposal of WESTON & SAMPSON, all available information pertinent to the Project including previous reports and other data relative to design or construction of Project.
- d. Furnish or cause to be furnished to WESTON & SAMPSON all documents and information known to OWNER that relate to the identity, location, quantity, nature or characteristics of any hazardous waste at, on or under the site. In addition, OWNER will furnish or cause to be furnished such other reports, data, studies, plans, specifications, documents and other information on surface and subsurface site conditions required by WESTON & SAMPSON for proper performance of its services.
- e. WESTON & SAMPSON shall be entitled to rely, without liability, on the accuracy and completeness of information and documents provided by the OWNER, OWNER'S CONSULTANTS and CONTRACTORS and information from public records, without the need for independent verification.
- f. Pay for all application and permit fees associated with approvals and permits for all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
- g. Arrange for and make all provisions for WESTON & SAMPSON and its agents to enter upon public and private lands as required for WESTON & SAMPSON to perform its work under this Agreement.
- h. Furnish WESTON & SAMPSON with all necessary topographic, property, boundary and right-of-way maps.
- i. Cooperate with and assist WESTON & SAMPSON in all additional work that is mutually agreed upon.
- j. Pay WESTON & SAMPSON for work performed in accordance with terms specified herein.

8. The obligation to provide further services under this Agreement may be terminated by either party upon thirty days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. If the Project is suspended or abandoned in whole or in part for more than three (3) months, WESTON & SAMPSON shall be compensated for all services performed prior to receipt of written notice from OWNER of such suspension or abandonment, together with the other direct costs then due. If the Project is resumed after being suspended for more than three (3) months, WESTON & SAMPSON'S compensation shall be equitably adjusted. In the event of termination by either party, WESTON & SAMPSON shall be compensated for all services performed prior to receipt of written termination, together with other direct costs then due, including WESTON & SAMPSON'S independent consultants, and for the services necessary to affect termination.
9. The OWNER and WESTON & SAMPSON waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, but only to the extent covered by any property or other insurance in effect whether during or after the project. The OWNER and WESTON & SAMPSON shall each require similar waivers from their contractors, consultants and agents.
10. All Drawings, diagrams, plans, specifications, calculations, reports, processes, computer processes and software, operational and design data, and all other documents and information produced in connection with the project as instruments of service, regardless of form, shall be confidential and the property of WESTON & SAMPSON, and shall remain the sole and exclusive property of WESTON & SAMPSON whether the project for which they are made is executed or not. The OWNER shall not have or acquire any title to or ownership rights in any of the documents or information prepared by WESTON & SAMPSON. OWNER may make and retain copies for information and reference in connection with the use and occupancy of the Project by the OWNER and others; however, such documents are not intended or represented to be suitable for reuse by OWNER or others on extensions of the Project or on any other Projects. Any reuse without written verification or adaptation by WESTON & SAMPSON for the specific purpose intended will be at OWNER'S sole risk and without liability or legal exposure to WESTON & SAMPSON or to WESTON & SAMPSON'S independent consultants, and OWNER shall indemnify and hold harmless WESTON & SAMPSON and WESTON & SAMPSON'S independent consultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle WESTON & SAMPSON to further compensation at rates to be agreed upon by OWNER and WESTON & SAMPSON.
11. The substantive laws of the Commonwealth of Massachusetts shall govern any disputes between WESTON & SAMPSON and the OWNER arising out of the interpretation and performance of this Agreement.
12. WESTON & SAMPSON and the OWNER agree that any disputes arising under this Agreement and the performance thereof shall be subject to nonbinding mediation as a prerequisite to further legal proceedings. The parties may engage in remote mediation if in-person mediation is not possible or practicable due to the COVID-19 pandemic, or if mutually agreed upon between the parties.
13. WESTON & SAMPSON shall not be required to sign any documents, no matter by who requested, that would result in WESTON & SAMPSON having to certify, guaranty, or warrant the existence of conditions that would require knowledge, services or responsibilities beyond the scope of this Agreement.
14. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the OWNER or WESTON & SAMPSON. WESTON & SAMPSON'S services hereunder are being performed solely for the benefit of the OWNER, and no other entity shall have any claim against WESTON & SAMPSON because of this Agreement or WESTON & SAMPSON'S performance of services hereunder.
15. Notwithstanding anything to the contrary contained herein, OWNER and ENGINEER agree that their sole and exclusive claim, demand, suit, judgment or remedy against each other shall be asserted against each other's corporate entity and not against each other's shareholders, A/E's, directors, officers or employees.

16. To the extent they are inconsistent or contradictory, express terms of this Proposal take precedence over these General Terms and Condition. It is understood and agreed that the services or work performed under this Proposal or any Agreement are not subject to any provision of any Uniform Commercial Code. Any terms and conditions set forth in OWNER'S purchase order, requisition, or other notice or authorization to proceed are inapplicable to the services under this Proposal or any related Agreement, except when specifically provided for in full on the face of such purchase order, requisition, or notice or authorization and specifically accepted in writing by WESTON & SAMPSON. WESTON & SAMPSON'S acknowledgement of receipt of any purchase order, requisition, notice or authorization, or WESTON & SAMPSON'S performance of work subsequent to receipt thereof, does not constitute acceptance of any terms or conditions other than those set forth herein.

17. If any provision of this Agreement shall be finally determined to be invalid or unenforceable in whole or in part, the remaining provisions hereof shall remain in full force and effect, and be binding upon the parties hereto. The parties agree to reform this Agreement to replace any such invalid or unenforceable provision with a valid and enforceable provision that comes as close as possible to the intention of the stricken provision.

18. If delays or failures of performance of WESTON & SAMPSON are caused by occurrences beyond the reasonable control of WESTON & SAMPSON, WESTON & SAMPSON shall not be in default of this AGREEMENT. Said occurrences shall include Acts of God or the public enemy; expropriation or confiscation; compliance with any quarantine or other order of any governmental authority; pandemic; epidemic; public health crisis; labor or materials shortage; changes in law; act of war, rebellion, terrorism or sabotage or damage resulting therefrom; fires, floods, explosions, accidents, riots, strikes or other concerted acts of workmen, whether direct or indirect; delays in permitting; OWNER's failure to provide data in OWNER's possession or provide necessary comments in connection with any required reports prepared by WESTON & SAMPSON, or any other causes which are beyond the reasonable control of WESTON & SAMPSON. WESTON & SAMPSON's scheduled completion date shall be adjusted to account for any force majeure delay and WESTON & SAMPSON shall be compensated for all costs

incurred in connection with or arising from a force majeure event or in the exercise of reasonable diligence to avoid or mitigate a force majeure event.

Approved by:

TOWN OF EXETER

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name and Title

Town of Exeter  
New Public Works Facility  
Contract for Designer Services  
Scope of Services  
Exhibit A

## Phase A – Master Plan Feasibility Study

### TASK 1 – PROJECT START-UP

- A. Attend a kick-off meeting with Town officials to review the project goals, schedule, the scope of tasks to be undertaken, procedural protocols, and confirmation of the expected deliverables.
- B. Complete a review of all available existing published documents relating to the project. Our review is to include, but not limited to, the following:
  - Public Works Rolling Stock Inventory List; 5/11/2023.
  - Exeter Department of Public Works, Analysis of Existing Facility and Program for a New Facility; Lassel Architects, 12/18/2020.
  - Structural Analysis of Roof Support Structure to Determine Safe Load Carrying Capacity; The H.L. Turner Group, Inc., January 2016.
  - Town of Exeter Space Needs and Building Assessments, Exeter, NH; The H.L. Turner Group, Inc., 12/16/2015.
  - Report on Fleet Management Study Update, Presented to The Town of Exeter, NH; 7/3/2015.
  - Report on Fleet Management Best Practices Assessment for the Town of Exeter; Mercury Associates, Inc., 11/11/2009.
- C. Visit each of the DPW operational areas to view how they are organized, how the work is accomplished, and how the facilities affect operational efficiencies. Identify issues within the existing facilities and areas where consolidation may be possible to improve operations.

### TASK 2 – REVIEW AND CONFIRMATION OF FACILITY PROGRAMMING

- A. Meet with key staff from the Town and divisional management to review and update program findings completed by Lassel Architects and documented in their 2020 report. During this meeting we will also gain and understanding of operational needs and an understanding of the day-to-day requirements. The data obtained will be used to identify "near-term needs" and "long-term needs."
- B. Identify core operations that require direct adjacencies and identify opportunities to reduce or consolidate spaces that are not expected to impact operational efficiency.
- C. Work with the Town to ID potential growth in service, staffing, vehicles and equipment. Projected growth of these areas will be reflected in the updated programming. The future needs will take into consideration changes (projections) in staffing, operations, and vehicles, and will be based on our experience with similar towns, industry standards (e.g. APWA), and trends we have been tracking within the industry.
- D. Identify all site components to be incorporated into new facilities including parking, vehicle circulation, loading, fueling, bulk material storage, public access, stormwater control, etc.

- E. Update the Facility Space Needs Matrix detailing the space required for a new facility, including primary operational spaces, support areas and outdoor elements. The matrix will be organized by space type (e.g., offices, employee facilities, shops, vehicle storage, etc.), and will include factors to account for non-usable square footage (corridors, structure, etc.), giving an estimate of each total proposed facility size.
- F. Provide programming sketches for key spaces to be incorporated into a new facility.
- G. Review the updated matrix and programming sketches with the Town.
- H. Incorporate comments from the Town into an updated DPW Facility Space Needs Matrix. The Matrix will include the previous programming for a comparison to easily identify changes.
- I. Conduct a physical review of the existing facilities, including review and confirmation of any assessments previously completed.

### TASK 3 – MASTER PLANNING AND SITE PLANNING CONCEPT DESIGN

- A. Develop building and site plan alternatives. Alternative site plans will show the general layout of driveways, buildings, access points, circulation, material storage, parking, and potential options for phasing.
- B. Each of the alternatives will be reviewed with the Town and comments incorporated to confirm a single preferred Master Plan.
- C. Develop a concept level floor plan for the Master Plan.

### TASK 4 –CONCEPT-LEVEL DEVELOPMENT BUDGET

Prepare a conceptual development budget based on the preferred concept Master Plan. The estimate will be based on dollar per square foot value for each of the space types. The cost estimate will also identify potential Owner's soft costs associated with the project, include escalation and phasing to the appropriate year(s) of construction, to provide the Town with a total project cost.

### TASK 5 – REPORT AND PRESENTATION OF CONCLUSIONS

Prepare a summary report that outlines the work completed as part of the study, with exhibits illustrating all the completed tasks, including overall Master Plan schedule.

## SCHEDULE

It is anticipated that Tasks 1 through 5 will be completed within 3.5 months of receiving authorization to proceed.

## FEES

The following is a summary of the proposed lump sum fees associated with the scope of services identified above. The total fee will not exceed the fee schedule below unless written authorization is granted by the Town.

<b>Task and Description</b>	<b>Fee</b>
Task 1 - Project Start-Up	\$2,800
Task 2 - Review and Confirmation of Facility Programming	\$17,500
Task 3 - Master Planning and Site Planning Concept Design	\$16,000
Task 4 - Concept-Level Development Budget	\$4,500
Task 5 - Report and Presentation of Conclusions	\$5,000
<b>Total Fee</b>	<b>\$45,800</b>



**High Street - Cross-Country Sewer Capacity Rehabilitation  
Design Services Contract**



## 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)

### MEMO

DATE: June 21, 2023  
TO: Russell Dean, Town Manager  
FROM: Paul Vlasich, P.E., Interim Public Works Director *PV*  
RE: High Street and Cross-Country Sewer Capacity Rehabilitation – Design Services

---

Article 14 of the 2023 Town Warrant Vote was approved in the amount of \$380,000 for the design of approximately 5,100 feet of sewer capacity upgrades along a portion of High St from Great Bridge to Gilman Ln and then cross-country from Gilman Ln to Drinkwater Rd. This project was recommended from a sewer capacity study performed by Underwood Engineers Inc. (UEI).

The department recommends awarding this design contract to UEI in the amount of \$286,800.

UEI is also on our prequalified consultant list and has submitted a preliminary application for a Clean Water State Revolving Fund (CWSRF) loan for eventual construction. Anticipated construction cost is \$3,420,000.

**ENGINEERING SERVICES REQUEST  
AUTHORIZATION TO PROCEED**

To: Underwood Engineers, Inc. (Engineer)  
25 Vaughan Mall  
Portsmouth, New Hampshire 03801

ESR No.: #205  
File No.:  
Date: June 19, 2023  
Description: **High Street Area Sewer  
Capacity Rehabilitation**

From: Town of Exeter (Owner)  
10 Front Street  
Exeter, NH 03833

Owner's Contact(s) (this project): Paul Vlasich, P.E. Town Engineer  
Engineer's Contact(s) (this project): Cole Melendy, P.E. Project Manager

Under agreement for Professional Services as Consulting Engineer for the Owner (General Services Agreement dated March 12, 2019), Engineer is authorized to proceed with the following work:

**Description:**

Underwood Engineers, Inc. will provide professional design and engineering services relating to the replacement and/or rehabilitation of approximately 5,100 feet of aging and undersized gravity sewer pipes along High Street, Gilman Lane and cross-country areas to and including portions of Drinkwater Road.

**Scope of Work:**

Engineer will provide the following engineering services:

See attachment A. Scope of Work dated 6/19/2023.

**Owners Responsibility**

See attachment A. Scope of Work dated 6/19/2023.

**Engineering Fees/Budget**

Budget estimates for the tasks outlined in the Scope of Work are:

Task 1A – Design Optimization	\$ 45,500
Task 1B – Final Design	\$ 118,000
Task 2 – Topo Survey	\$ 39,000
Task 3 – Subsurface Investigations	\$ 19,300
Task 4 – Easement and ROW (allowance)	\$ 25,000
Task 5 – Funding Assistance (allowance)	\$ 15,000
<u>Task 6 – Contingency (allowance)</u>	<u>\$ 25,000</u>
<b>Total</b>	<b>\$ 286,800</b>

Fees also include reimbursement for transportation expenses, out-of-pocket travel expenses (tolls), prints, telephone calls and miscellaneous materials that may be required to complete the work.

Fees for engineering services will be on an hourly basis for the personnel involved. Such hourly fees will be based on the Engineer's technical payroll plus an allowance to cover overhead and profit, all of which is in accordance with standard practice of the American Council of Engineering Companies. Subconsultants will be marked up 10%.


**Schedule:**

See Attachment A. Scope of Work dated 6/19/2023.

**Approval:**

Approval and authorization to proceed with the work:

\_\_\_\_\_  
Russell Dean - Town Manager                      Date  
Town of Exeter

  
\_\_\_\_\_  
Keith Pratt, P.E., President                      Date  
Underwood Engineers, Inc.                      6/21/23

**ATTACHMENT A**  
**Scope of Work**  
**High Street Area Sewer Capacity Rehabilitation**  
**Exeter, NH**  
**June 19, 2023**

## **PROJECT UNDERSTANDING AND GOALS**

The Town of Exeter has requested Underwood Engineers (UE) design the replacement and/or rehabilitation of approximately 5,100 feet of aging and undersized gravity sewer pipes along High Street, Gilman Lane and cross-country areas to and including portions of Drinkwater Road (see work plan attached). Approximately half of the project area is targeted for pipe replacement and the other half is targeted for cured in place lining. The proposed work is consistent with the recommendations in the Technical Memorandum prepared by Underwood Engineers on April 14, 2022 and will be refined as part of ongoing sewer metery work.

## **SCOPE OF WORK**

Underwood Engineers will complete the following scope of work.

### *Task 1A – Design Optimization and Basis of Design*

Prior to finalizing the design, UE will complete additional work in the project area to refine the basis of design focusing on capacity/sizing, constructability, and access issues. This work will include:

- Meet with Town staff to kick-off the project and review proposed work and goals of original technical memorandum.
- Meet with PEA to discuss work, site access, and schedules
- Perform a site visit to develop work plans for permitting and planning
- Identify existing easements and if necessary, provide recommendations for areas where supplemental easement/cadastral work may be necessary.
- Meet with select pipe rehabilitation contractors to review planned approach and receive contractor input that can be incorporated into the specifications.
- Consider access issues and constructability issues for final design.
- Review CCTV logs to assess sewer condition for lining and for location of services where possible.
- Prepare a technical memorandum identifying the Basis of Design to finalize limits of and approach to the work including:
  - Pipe sizing and capacity requirements
  - Pipe replacement limits
  - Pipe rehabilitation limits
  - Approach tie into the existing sewer at the bridge crossing over the Exeter River (No bridge work anticipated)
  - Bypass pumping requirements, if needed
  - Pavement repair strategies (trench patch and overlay is assumed)
  - Traffic control strategies
  - Updated opinion of costs.
- Submit the report to the Town and present the findings in a work session at the Town.



#### Task 4 – Easement and ROW Assistance (Allowance)

UE anticipates developing a Memorandum of Understanding for the cross-country work where it is located on private property. It is assumed that easements are in place. This work, if needed, would include providing Licensed Land Surveying services for the following:

- Prepare working sketch for use by Town(s) in discussion with landowner(s) for design and construction.
- Prepare a work plan showing recommended limits of work and methods of access.
- Preparation of a memorandum of understanding to establish expectations for the Town and landowner.

Work under this task will also include coordination with property owners during the design work.

Note: An allowance of \$25,000 is included for assistance and may need to be adjusted pending the findings/status of existing easements under Task 1A.

#### Task 5 – Funding Assistance and Environmental Review

UE will assist with funding support as follows:

- Prepare an environmental review to support SRF funding through NHDES, if needed.
- Using a specialty subconsultant prepare a Phase 1A archeological assessment (if necessary)
- Prepare a NHDES SRF Funding Application (preapplication and final application).

Note: An allowance of \$15,000 is included for this task.

#### Task 6 – CCTV, Specialty Services, and Other (Allowance)

To accommodate additional work that may be needed, a contingency allowance is included to allow the Town to proceed with certain items when requested. This work may include:

- Additional CCTV work
- Water Quality Sampling
- Additional Public Meetings or Public Information
- Other Items not included in the Scope

Note: An allowance of \$25,000 is included for this task.

### **SUMMARY PROJECT DELIVERABLES**

The following is a summary of the key deliverables that will be provided to the Town:

- One (1) copy of Technical Memorandum with Basis of Design.
- Three (3) copies of 50% drawings
- Three (3) sets of 90% drawings and project manual
- Three (3) copies of full size final project drawings
- Three (3) copies of half size final project drawings
- Three (3) copies of the final project manual.
- PDF copies of drawings and project manual.

### **INFORMATION/WORK TO BE PROVIDED BY THE TOWN**



- Provide access to manholes and drainage structures and make sure covers and grates can be removed easily.
- Provide access to record drawings and tie sheets.
- Provide easements and access information for cross-country areas.
- Provide digital copies of latest Town base mapping complete with topography and utilities.
- Provide assistance with notifying property owners in the area of field work (if necessary).

**WORK NOT INCLUDED**

- The following is not included:
  - Accommodations for contaminated soils if encountered.
  - Fees for excavation permits (borings)
  - Traffic control except where noted
  - Sewer CCTV unless included under the contingency
  - Streetscape or traffic calming
  - Lighting or landscape design.
  - Water Design
  - Roadway Design
  - Signalization and intersection improvements
  - Cleaning of existing pipes.
  - No new (or redesign) of outfalls or drain pipe
  - Stormwater Treatment
  - Site Specific Permit
  - Archeological Field Investigations (except where noted for funding)
  - Environmental Assessments Report or Environmental Impact Report (except where noted for funding)
  - Bidding and construction phase professional engineering services
  - Mailing homeowner notifications
  - Easement or boundary surveys except if covered by the allowance
  - Bridge Work

**SCHEDULE:**

UE will begin work within 10 days of written authorization and proposes to complete the design phase engineering services according to the following schedule:

<u>Task</u>	<u>Early Probable Completion</u>
Contract Signing	July 2023
Kickoff Meeting / Site Visit	July 2023
Field Work (Survey and subsurface)	July/Aug 2023
Design Optimization and Basis of Design	Nov/Dec 2023
50% design submittal	March 2024
90% design submittal	July 2024
Earliest Bidding	Oct 2024
Earliest Construction start	Winter 2024/2025



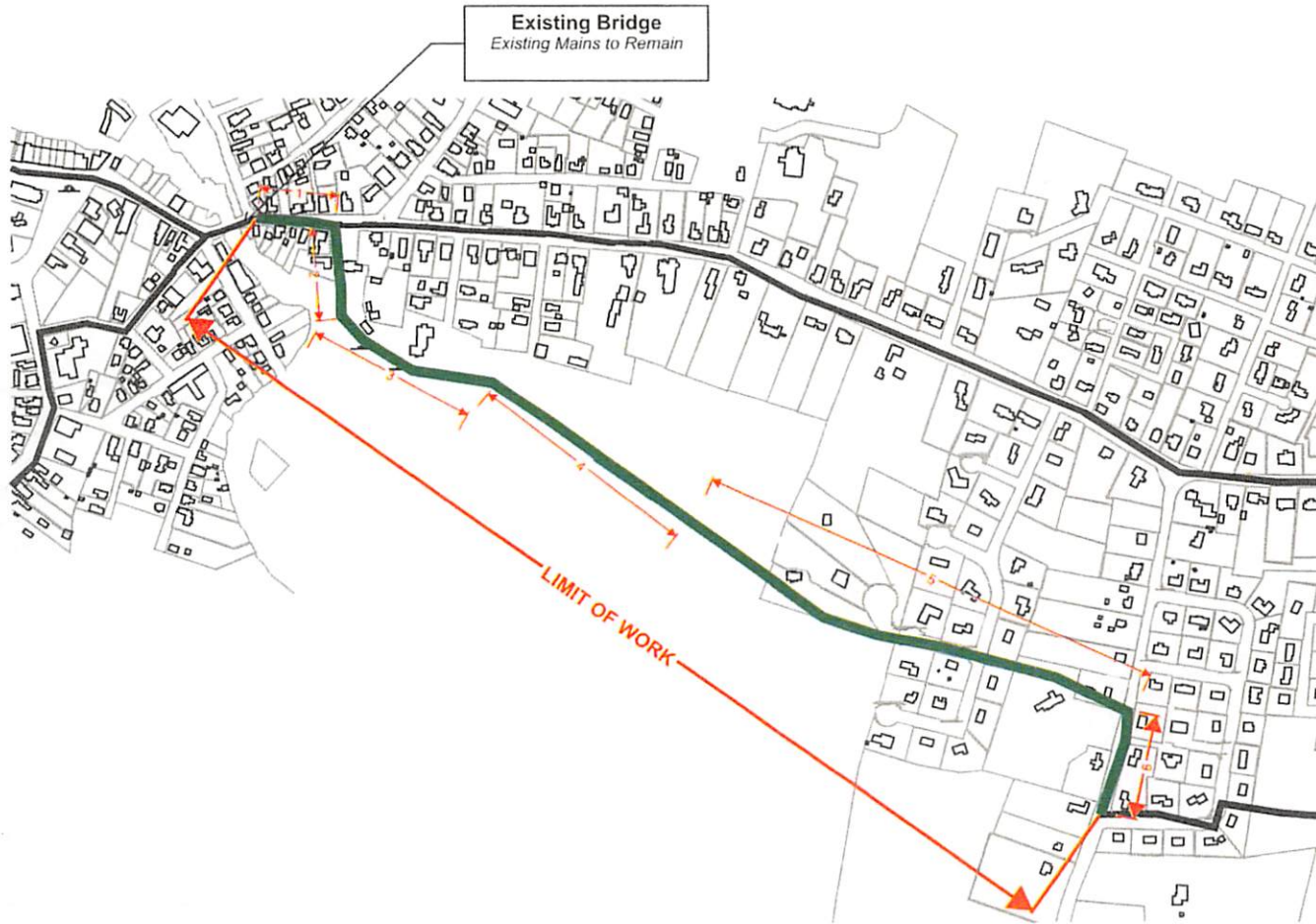


Table 1. Lengths and Diameters of Existing/Proposed Pipe

ID #	Location	Length (LF)	Existing Pipe	Proposed Pipe	# Manholes
	Bridge	100	18" (2)	No Change	-
1	High Street	400	18"	21-inch PVC	6
2	Gilman Lane	380	16"	18-inch PVC	3
3	Ball Field	600	15"	Lined	-
4	Woods-Replace	1120	15"	Lined	-
5	Woods-Line	2050	15"	Lined	-
6	Drinkwater Road	450	15"	15-inch PVC	6
	<b>Total<sup>1</sup></b>	<b>5100</b>			

Note 1: The total length of pipe is estimated to be 5100 ft. From a previous study, the total linear feet of pipe was estimated to be 5150 ft.

Approximate Scale:  
1 inch = 500 ft

DATE  
5/16/2023

PROJECT  
2738



25 Vaughan Mall, Portsmouth, N.H. 03801  
Tel. 603-436-6192 Fax. 603-431-4733

WORK PLAN  
HIGH STREET AREA SEWER CAPACITY  
REHABILITATION  
EXETER, NH

FIG.

1





25 Vaughan Mall  
Portsmouth, NH, 03801-4012  
Tel: 603-436-6192 Fax: 603-431-4733

## Technical Memorandum

To: Matt Berube, Town of Exeter  
From: Cole S. Melendy, P.E., Tim Puls, P.E., and Joshua A. Teixeira, Underwood Engineers Inc.  
Date: April 14, 2022  
Subject: Sewer Interceptor Hydraulic Limitations Mitigation Feasibility Evaluation

### Background, Purpose and Scope of Services

Underwood Engineers, Inc. (UE) created a hydraulic sewer CAD model of the Town of Exeter's (the Town's) sewer interceptors in 2020. The purpose of the hydraulic sewer model was to help the Town identify existing hydraulic deficiencies in the Town's sewer interceptors and to help the Town evaluate the potential hydraulic impacts of future growth to the Town's sewer system.

The model includes approximately 14.2 miles of the Town's existing gravity sewers (Figures 1 and 2) representing the backbone of the collection system (approximately 30%). The model includes sewer interceptors (pipes with diameters 10" or greater) and select 8" gravity sewers connecting key areas. Details about the assumptions used for sewer model development (sanitary flow estimates, infiltration and inflow estimates, model updates, survey investigations, etc.) are described in more detail in the following UE technical memorandums:

- *Sewer Planning Assistance Tech Memo dated March 6, 2020 (2020 Tech Memo)*
- *Sewer Model Update Support Tech Memo dated October 4, 2021 (2021 Tech Memo)*

These previous sewer modeling evaluations identified over 3 miles of potentially hydraulically limiting sewer interceptors. A large section of hydraulically limiting sewer interceptors was centered around the intersection of Gilman Lane and High Street where the Town's Court St. Pumping Station discharges. The Town also experienced a sewer collapse in this area at SMH-690 on High St. and certain recent repairs were completed in response to this failure (Figure 3).

The Town received request from Lindt Chocolate in the fall of 2021 to increase their sewer discharge flow to the Town sewer and Lindt's point of discharge is upstream of these hydraulically limiting sewers. Additional flow could exacerbate existing hydraulic limitations in the Study Area (Figure 3). The scope of services for this sewer evaluation was authorized by the Town on October 26, 2021 under UE's Engineering Service Request 183 and includes:

- Supplemental field investigations to evaluate the condition of select sewer infrastructure in the Study Area (Figure 3) since there is a history of past structural failures in this area.
- Update the physical attributes of the Town's sewer CAD model based on the findings of the field investigations.

- Use the updated sewer CAD model to evaluate alternatives to mitigate the hydraulically limiting sewers in the Study Area to support the request.

### **Field Investigation Observations**

UE contracted Eastern Pipe Service to perform Closed Circuit Television (CCTV) inspection of approximately 2,800 linear feet of sewers in the Study Area and 730 feet of sewer on Court Street (Figure 3). CCTV'd sewers were found to be in serviceable condition. Some isolated structural defects were observed in certain reaches although portions of the reaches were not visible due to high flows and possible sewer sags. Visible concrete aggregate (PACP structural defect code rating 3) was observed along the 15" Reinforced Concrete (RC) sewer pipe crown in the Cross-Country reaches upstream of Gilman Lane which is evidence of acid corrosion in this area. Although it did not appear that the acid corrosion had progressed to the point of imminent structural failure (such as missing aggregate, visible reinforcement, etc.). It should be noted that the highest frequency and severity of structural defects (PACP structural defect code rating 4) were observed in the eastern-most CCTV reach (SMH 916-1031) providing evidence that additional defects may be present in the Cross-Country sewers beyond where CCTV was performed. CCTV logs and a summary of CCTV observations are provided (Appendix A).

UE also inspected the condition of three (3) sewer manholes at and upstream of intersection of Gilman Lane and High St. where a structural sewer failure occurred several years ago (around SMH 690). Manhole inspection reports are provided (Appendix C). Manholes were observed to be in serviceable condition, but measured pH levels in the crown of the manhole outlet pipes indicated the potential for acid corrosion. pH levels were measured by placing pH paper (range 0.0 – 6.0) on the crown of the manhole outlet pipe. Acid corrosion can break down concrete structures/pipe over time which can compromise structural integrity. The most acidic pH level (pH = 1 to 2) was observed at manhole 690 located at the intersection of High Street and Gilman Lane where the Court St. Pumping Station discharges into the High St. gravity sewers and where the Town experienced the sewer collapse. It is suspected that biological reactions in the approximately 1-mile-long Court St. force main contributes to acid forming conditions downstream of its discharge. However, acidic pH levels of 3-4 were also observed in the manholes upstream of the Court St. Pumping Station discharge, so other factors may be contributing to acid formation in the upstream Cross-Country sewers. The visible concrete aggregate observed during CCTV of the Cross-Country sewers provides further evidence of acid corrosion in the Cross-Country sewers.

### **Existing Conditions – Sewer Model Update**

The data collected from the CCTV (pipe material, size, etc.) and 2019-2021 Court St. pumping station flow records provided by the Town (Appendix B) were incorporated into the sewer model to 're-run' the existing hydraulic max day flow scenario. Surchage was the variable used for determining where the hydraulic limitations were occurring in the sewer pipe which is defined as, when the supply of water in a pipe is greater than the capacity of the pipes. The updated model showed an approximately 1'6" surcharge increase in portions of the Study Area while the modeled surcharge levels along portions of Hampton Road, Leary Court Cross-Country, and

Squamscott River Siphons remained unchanged from previous findings. Identified surcharged areas based on the 2022 sewer model update are shown (Figure 3) and summarized in Table 1.

**Table 1: Approximate Surchage Ranges (Max Day Scenario) – Updated 2022 Model**

Areas	Approx. Surchage Above Crown of Pipe (ft)	Approx. Surchage Depth Below SMH Rim (ft)
High Street and Cross-Country (Study Area)	0' to 5'	0' to 9'
Hampton Road	0' to 2'	3' to 11'
Leary Court Cross-Country	0' to 0.5'	6' to 14.5'
Squamscott River Siphons	0' to 1'	6' to 11'

Note that surcharge depth of 0' below rim in the High Street and Cross-Country predicts that a sanitary sewer overflow (SSO) may occur in those areas.

### Hydraulic Mitigation Alternatives – Sewer Modeling

Similar to previous findings, the updated sewer model predicted the most severe sewer surcharging in the High Street and Cross-Country Study Area (Table 1). The updated sewer model was used to evaluate three (3) alternatives to mitigate surcharge in the identified hydraulically limiting sewers in this Study Area. A brief description of each alternative is provided below and the hydraulic impacts of each alternative is summarized (Table 2).

1. ***Alternative 1: Court St. Pumping Station Flow Shedding***

This alternative included re-directing flow from the Court Street Pumping Station from its current discharge location at SMH 690 (intersection of High Street and Gilman Lane) to the existing gravity sewers on Court Street (intersection of Court Street and Pine Street). This alternative would require installation of approximately 1,000' of new force main up Court St. to connect to the existing gravity sewers and abandonment of the approximate 1-mile-long force main that is currently in service. The Court Street Pumping Station flows account for approximately 15% of the modeled maximum day flow in the sewers immediately downstream of its discharge. Hydraulic modeling indicated that this alternative improved hydraulics in the Study Area but did not shed enough flow to eliminate surcharge (Figure 4).

2. ***Alternative 2: Cross-Country Sewer Lining***

This alternative included lining of approximately 2,450 LF of 15-inch RCP Cross-Country sewer pipe approximately between Folsom Lane and the lined sewer on Gilman Lane. Hydraulic modeling indicated that lining existing sewers alone had had almost no effect to mitigate surcharge in the Study Area (Figure 5).

3. ***Alternative 3: Sewer Replacement and Cross-Country Sewer Lining***

This alternative included a combination of sewer replacement to up-size some sewer interceptors and lining the remaining 15" Cross-Country sewers to Drinkwater Road (Figure 6). The following assumptions were included in the modeling:

- Replace approximately 550 LF of the 15-inch sewer on High Street with 21-inch PVC.
- Replace approximately 2,100 LF of the 15-inch RCP sewer pipe on Gilman Lane and select Cross-Country areas with 18-inch PVC.
- CIP line approximately 2,500 LF of 15-inch RCP sewer pipe in the Cross-Country approximately between Folsom Lane and Drinkwater Road.

Sewer modeling indicated that of the alternatives evaluated, only Alternative 3, the combination of sewer replacement and lining eliminated the surcharge within the Study Area (Table 2). We also evaluated the addition of and assumed 10,000 gpd proposed by Lindt under the same assumptions as Alternative 3 and found that it had little affect on capacity in the study area.

**Table 2: Sewer Mitigation Alternatives**

Alternatives	Approx. Surcharge Above Crown of Pipe (ft), Select Area of High Street	Approx. Surcharge Above Crown of Pipe (ft), Select Area of Cross-Country
1. Court Street Flow Shedding	1'3"	3'9"
2. Cross-Country Sewer Lining	2'0"	1'11"
3A. High Street Sewer Replacement and Cross-Country Sewer Lining	70% Full of 21-inch pipe	83.5% Full of 15-inch pipe
3B. High Street Sewer Replacement and Cross-Country Sewer Lining with the additional Lindt Flows	70% Full of 21-inch pipe	84% Full of 15-inch pipe

## Conclusions & Recommendations

Underwood Engineers offers the following conclusions and recommendations based on the findings of this evaluation:

1. Manhole inspections and CCTV provided evidence of low pH and acid corrosion in the RCP pipe and structures within the study area. While UE field investigations observed no evidence that the severity of structural deterioration is cause for immediate action, sewer deterioration appeared to extend beyond the limits of UE's CCTV and there was some evidence to suggest that sewer defects were more severe the further east in the Cross-Country sewers. To address this:
  - Additional CCTV inspection is recommended to evaluate the condition of the sewers within the study area east of SMH 916 (the limit of UE's CCTV).
  - Future infrastructure improvements within the study area should include provisions for mitigating the impact acid corrosion on concrete pipe and structures.

2. *Alternative 1: Court Street PS Flow Shedding* and *Alternative 2: Sewer Lining* did not improve hydraulics enough to prevent surcharging within the Study Area so are not recommended.
3. *Alternative 3: Sewer Replacement and Select Cross-Country Sewer Lining* mitigates sewer surcharge in the Study Area. The Engineer's Opinion of Probable Cost for this alternative is \$3,300,000.00 or \$640/ft (Appendix D) based on the assumptions sizing previously described and can be used for planning purposes. However, pipe sizing and costs should be further refined so they are appropriately sized/defined for future conditions.

To confirm that this is the best approach, we recommend the following:

4. Conduct a system-wide buildout and infill study to more reliably identify and project future system flows and routing for a 50–100-year planning window. The flows used in this analysis/modeling are based on 1997 sanitary, infiltration, and inflow flow projections by others do not provide a complete picture for current sewer infrastructure planning purposes or existing flow conditions. Sewer interceptor improvements are generally considered to have a 50–100-year design life and additional evaluations are needed to plan/size/design sewer improvements within the context of that time frame.
5. Conduct an updated flow metering program to better identify the distribution of I/I in the system and confirm/calibrate the sanitary flow estimates used in the sewer model prior to developing CIP projects. The Town has performed significant sewer work since the 1997 metering, and the effects of this sewer work, when known through updated metering and incorporated into the hydraulic model, may impact the conclusions and recommendations that have been provided herein.
6. Include an analysis of pumping station capacity (Main Street, Front Street, Court Street, Webster PS, etc.) for sewer planning purposes within the context of existing and future sewer flows.
7. Investigate the connection between the Court St. Pumping Station and its former force main. The former Court St. Pumping Station force main discharges to a manhole located at the intersection of Court/Pine St. and was thought to be decommissioned when the new/existing force main to SMH 690 was installed. However, UE observed evidence during our CCTV field investigations that a portion of Court St. Pumping Station discharge was directed up the old force main. This observation/recommendation does not relate to the primary focus of this evaluation, but we wanted to mention in case it is symptomatic of Court St. Pumping Station piping/valve condition issues.

**Roundabout at Front Street/Pine Street/Linden Street Intersection**  
**Design Services Contract**



## 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)

### MEMO

DATE: June 22, 2023

TO: Russell Dean, Town Manager

FROM: Paul Vlasich, P.E., Interim Public Works Director

PV

RE: Roundabout at Front St / Pine St / Linden St Intersection – Design Services

---

Article 5 of the 2023 Town Warrant Vote was approved in the amount of \$798,000 for the design and construction of 1) a roundabout at the Front St / Pine St / Linden St intersection and 2) minor sight line adjustments at the Winter St / Columbus Ave / Railroad Ave intersection. VHB studied these intersections and recommended these improvements.

The department recommends awarding this design contract to VHB in the amount of \$104,800.

**AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN  
VANASSE HANGEN BRUSTLIN, INC.  
AND  
THE TOWN OF EXETER, NEW HAMPSHIRE**

For the Design of the

**FRONT STREET / PINE STREET / LINDEN STREET INTERSECTION**

**VHB PROPOSAL NO. 83542.23**

**June 22, 2023**

This Agreement is composed of Part I and Part II. Part I includes details of the services to be performed, timing of the services, and compensation. Part II contains the Terms and Conditions of the Agreement, which are the general terms of the engagement between the Town of Exeter, hereinafter called the "CLIENT", and Vanasse Hangen Brustlin, Inc. (VHB).

**PART I**

**PROJECT DESCRIPTION**

The Scope of Services of this Agreement consists of the design and engineering services for roadway improvements at the Front Street / Pine Street / Linden Street intersection in Exeter, NH. The design will be based on the conceptual design plan developed by VHB for the 2021 Exeter Intersection Evaluations study. Front Street is a Class IV town road on a State numbered route (NH 111) and the project will be entirely funded and managed by the Town. The work will also include field demarcation of proposed minor geometric modifications at the Winter St / Columbus Ave / Railroad Ave intersection. The proposed roadway improvements and scope of services are described below.

**SCOPE OF SERVICES**

**1.0 DESIGN SERVICES**

**DESCRIPTION OF IMPROVEMENTS**

The proposed work includes:

- Design of a one-lane roundabout at the subject intersection including a raised center island and reconfigured approaches that include pedestrian crossings and splitter islands.
- Drainage modifications as needed to collect stormwater along the new curb lines.
- Sidewalks around the perimeter of the roundabout and landscaping in the center and on the approaches where appropriate.
- Permanent easements on three corners to accommodate the proposed geometry.

**1.1 Project Initiation and Data Collection**

**1.1.1 Project Initiation**

VHB will hold a project kickoff meeting with Town staff to exchange any relevant project updates, to review project milestones, and review communication protocols and a decision-making structure with the individuals involved on the design team and at the Town. VHB will also hold an internal kickoff meeting to start the project off correctly by disseminating information to the involved staff.



### **1.1.2 Survey and Base Plan Preparation**

VHB will provide full topographic survey services. The survey will provide 3-dimensional base plans of the existing conditions that will become the basis for the Final Design. The survey limits will encompass the intersection and approximately 200-feet along the approach roadways, to generally include the nearby side streets.

VHB will also incorporate available GIS-based right-of-way, tax map, and property owner information into the base mapping initially. The State of New Hampshire's state plane coordinate system will be used as the horizontal and vertical control for the survey. The survey will be in US Survey Feet and will be based on North American Datum of 1983 (NAD 1983) and North American Vertical Datum of 1988 (NAVD 1988).

Topographic survey information and base plans will include:

- Survey referenced to permanent benchmarks.
- Existing pavement edges, sidewalks and existing pavement markings and signs including sign legends.
- Topo survey within the adjacent properties in the areas where impacts are anticipated to enable detailed grading design.
- Contours, developed at one-foot intervals.
- Existing utilities, above and below ground (where accessible), to include existing drainage systems within the project limits as well as the next drainage structures beyond the proposed construction limits so pipe slopes can be calculated. The Town will mark out existing municipal utilities for the surveyors to pick up.
- Fences, structures, lines of vegetation and individual mature trees within 15-feet of the proposed improvements.
- Right-of-way limits from available data and found bounds.  
Approximate property lines from available tax maps or Town GIS data, referencing owners, deed book and page number, tax map, and lot number.
- Stone bounds, iron pipes, and existing property markers.

Additionally, for utility research, VHB will use a combination of field work, any available existing GIS data or Town records, and/or previous project plans to locate existing private and municipal utility lines. Research through contacting the private utility companies will be conducted to obtain approximate underground utility line locations (example: Gas) if any exist. All the above information will be included in the project base plans.

VHB will develop existing right-of-way plans showing the limits of the existing right-of-way and related easements along Epping Road. The existing Right-of-Way will be established and accurately defined based on available plans, deeds, past project records and survey detail. The properties abutting the right-of-way will be depicted with current owner information, including tax map/lot number, acreage (based on tax maps), parcel number and book/page reference, as provided through deed research.

### **1.2 Preliminary Design Phase (50%)**

VHB will develop preliminary roadway plans. The first step will be to refine the conceptual roundabout layout to account for vehicle turning and pedestrian

accommodations as appropriate. The preliminary plans will include general roadway improvement plan sheets that depict the proposed improvements, including dimensions and limits of work, pavement markings and signs, preliminary drainage modifications, and the following:

- Title Sheet, Index, Legend and General Note Sheets
- Typical Section(s) and roundabout details
- General Plan (1"=20')
- Preliminary cross sections

VHB will provide a preliminary engineer's opinion of probable construction cost based on estimated quantities for major items plus contingencies.

VHB will participate in property owner meetings with the impacted property owners and Town staff early in the preliminary design phase. The intent is to explain the improvements to the abutters and gage their reactions relative to the proposed impacts. This would also provide an opportunity to discuss potential mitigation measures such as fences and plantings.

### **1.3 Final Design Phase**

Following approval, acceptance, or modification of the proposed 50% plans by the CLIENT, VHB will proceed with Final Engineering (100% Submission) as outlined below. The Scope of Services and Compensation for Final Engineering will be revised (if necessary) prior to commencing work to reflect any changed scope of work or design effort required by the CLIENT or other agencies.

#### **1.3.1 Final Design - Plans and Specifications.**

VHB, in the advancement of the final design for the project, will prepare the 100% Design Submission for review by the CLIENT based on comments received from the 50% submission review. VHB will provide responses to preliminary design comments. Upon receipt of 100% review comments, VHB will make any minor adjustments to the plans needed to complete final contract plans.

VHB anticipates that the following sheets will be included in the 100% Submission.

- |  |          |
|--|----------|
| • Title Sheet                                    | 1 sheet  |
| • Legend and General Notes                       | 1 sheet  |
| • Construction Details                           | 2 sheets |
| • NHDOT Pedestrian Ramp Details                  | 2 sheets |
| • Typical Roadway and Roundabout Sections        | 2 sheets |
| • General Plan (1"=20')                          | 1 sheet  |
| • Roundabout grading Plan (1"=20')               | 1 sheet  |
| • Pavement Markings/Curbing/Signing (1"=20')     | 1 sheets |
| • Sign Summary Sheet                             | 1 sheet  |
| • Profiles                                       | None     |
| • Construction Phasing and Traffic Control Plans | 3 sheets |
| • Erosion and Sediment Control Details           | 1 sheet  |
| • Cross-Sections                                 | 2 sheets |

Pavement Design – VHB will work with the town to develop a pavement design consistent with Town Road standards and modified for roundabout applications as appropriate.

Construction Phasing/Traffic Control - VHB will develop a traffic control plan narrative for inclusion with the bid documents. The narrative will detail traffic control requirements that the selected Contractor must follow. VHB will also develop construction phasing and traffic control plans as a guide, but the Contractor will still be required to furnish their own traffic control plans for review by the Town.

Drainage Analysis and Design – The proposed roadway improvements are expected to result in a minor decrease in impervious areas due to the proposed landscaped bumpouts and roundabout center island. The intent is to reuse the existing drainage systems with modifications in catch basin locations to account for the new curbing layout. The total area of disturbance is estimated to be under one acre and an Alteration of Terrain permit will not be required. A formal drainage study is not anticipated or included with this scope of services.

Utilities – VHB will coordinate with the Town and the private utility companies to establish relocation and/or modification procedures for existing utilities that will be impacted by the proposed improvements. It appears that two utility poles will require relocation. Roadway lighting designs and layout are not anticipated or included but could be added by amendment if needed. VHB estimates that one on site meeting will be required with representatives of the utility companies that have facilities on the impacted poles.

Final Quantities and Engineer’s Opinion of Probable Cost

As part of the Final Design VHB will prepare a final estimate of construction quantities for inclusion in the bid forms. VHB will also use the final quantities to prepare a final Engineer’s Opinion of Probable Cost. This will be based partially on available weighted average bid prices from NHDOT adjusted as deemed appropriate based on the specifics of the project as well as any other readily available information on factors that may impact bid prices.

Special Provisions and Bid Documents – The NHDOT Standard Specifications for Highways and Bridges (latest revised edition) will be the basis for construction documents. VHB will prepare any necessary Special Provisions or Supplemental Specifications to the Standard Specifications in accordance with the NHDOT procedures. VHB will prepare bidding and contract documents (boiler plate) according to the Town’s standard procedures for advertising construction projects.

Bidding Services

VHB will provide bidding services that will include printing and distribution of plans and bid documents, responding to contractor requests for information, attendance at a pre-bid meeting, developing and issuing an addendum, and conducting a bid analysis and recommendation for award.

**1.3.2 Right-of-Way Plans**

It appears the proposed improvements will permanently impact two private parcels. VHB will define the proposed take lines and temporary construction easements on the survey base plan with the proposed improvements shown.

VHB will prepare Right of Way taking and Easement plans and metes and bounds descriptions for use by the Town to complete the required acquisitions. For this task, it is assumed that there will be two private parcels which will require permanent easement plans. It is assumed the improvements on the Town parcel will not require easements. These plans will be prepared in accordance with RSA 478:1a and RSA 230.32 and will be suitable for recording at the Registry of Deeds.

VHB assumes the Town will work directly with the impacted abutters to negotiate compensation for the impacts.

An allowance has been added to the contract compensation for appraisal services as requested by the Town. These services will be provided by a qualified appraisal firm as a subconsultant to VHB.

### **1.3.3 Permitting**

Based on VHB's understanding of the proposed improvements it appears that the project will not trigger any state or federal environmental permits. The project will use all local funds so NEPA documentation will not be required, and there does not appear to be a trigger for cultural resources review.

## **2.0 Construction Services**

Construction phase services are not included in this agreement at this time but may be added in the future through contract amendment.

## **3.0 Project Meetings**

VHB will attend and participate in working sessions and meetings with the CLIENT in support of the tasks defined above. Services include preparation, travel, attendance, supporting graphics (when required) and documentation in the form of meeting notes. For budgeting purposes, this agreement assumes three in person project (3) meetings with the Town to discuss the proposed improvements. It also includes appearances at two public informational meetings during regularly scheduled selectboard meetings. Additional meetings will be billed on a time and materials basis.

### **SCHEDULE FOR ROADWAY DESIGN SERVICES**

VHB anticipates the following design phase durations:

- Data Collection: 8 weeks
- Preliminary Design: 8 weeks
- Final Design and Bid Documents: 14 weeks

The above durations do not include time for reviews by the CLIENT or other agencies, or delays by third parties such as utility companies or abutting property owners through the right-of-way process.

VHB will begin performance of the above services upon written authorization to proceed. The schedule is also subject to timely delivery of information promised by the CLIENT and is exclusive of CLIENT review of interim products. If the CLIENT requests that work under this Agreement be stopped, the schedule is subject to renegotiation when written authorization to proceed is received.

**COMPENSATION**

VHB will perform the Scope of Services contained in this Agreement on a cost-plus fixed fee (10%) basis. The estimated Upset Limit for VHB Labor for this Design Scope of Services is \$93,000.00 allocated approximately as follows:

1.0	DESIGN SERVICES	<u>Estimated Labor Fees</u>
1.1	Project Initiation and Data Collection:	
1.1.1	Project Initiation	\$ 1,000
1.1.2	Survey and Base Plan Preparation	\$ 18,000
1.2	Preliminary Design Phase	\$ 25,000
1.3	Final Design Phase:	
1.3.1	Final Design Plans & Specifications (PS&E)	\$ 42,000
1.3.2	Right-of-Way Plans	\$ 4,000
2.0	CONSTRUCTION SERVICES (Note Included)	
3.0	PROJECT MEETINGS	\$ 3,000
	<b>LABOR TOTAL:</b>	<b>\$93,000</b>
	Allowance for independent property appraiser	\$10,000
	Estimated Direct Expenses:	\$ 1,800
	<b>TOTAL</b>	<b>\$ 104,800.</b>

In addition to the labor compensation, VHB shall be reimbursed for expenditures made specifically for the project such as: printing and reprographics; travel and subsistence; shipping, postage, and courier service charges; purchase of maps and similar documents; etc. These direct expenses will be billed at cost. If subconsultants and subcontractors are engaged by VHB for this project and are, therefore, under contract to VHB, their services will be invoiced at their actual cost.

**SERVICES NOT INCLUDED**


The following services are not anticipated and therefore, not included in our proposal:

- NEPA compliance, or non-federal environmental reviews.
- Cultural resource surveys including individual survey forms or archaeological surveys.
- Drainage studies and design of major storm drains. It is assumed that proposed drainage will be connected to the existing drainage lines. No major drainage study or design beyond the limits of work are included.
- Design for construction of new utilities (other than drainage and minor adjustments to existing municipal utilities).
- Right-of-Way negotiations
- Geotechnical engineering.
- Investigation, testing, or analysis of soils or hazardous materials.
- Attendance at any meetings other than with CLIENT or those specified in this agreement.

- As-built survey or drawings are not included in this base agreement.

Should work be required in these areas, or areas not previously described, VHB will prepare a proposal or amendment, at the CLIENT's request, that contains the Scope of Services, fee, and schedule required to complete the additional items.

**VANASSE HANGEN BRUSTLIN, INC. AUTHORIZATION**

By:  Date: 6/21/23

Title: Managing Director

**CLIENT AUTHORIZATION**

The Town of Exeter agrees with the Scope of Services, Compensation, and Schedule. Upon execution, this agreement is subject to all terms, conditions and provisions herein.

Total Upset Limit for Labor:	\$ 93,000
Estimated Reimbursable Expenses:	\$ <u>11,800</u>
<b>Total Labor and Expenses:</b>	<b>\$ 104,800</b>

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**STANDARD TERMS AND CONDITIONS.** The engagement of VHB by Client is under the following terms and conditions. These terms and conditions are an integral part of the collective Agreement between Client and VHB.

**SCOPE OF SERVICES.** VHB shall perform the services set forth in the attached Scope of Services. Requests for additional services and any associated fee adjustment must be authorized in writing before additional services can begin.

**PERFORMANCE STANDARDS.** VHB's services require decisions that are not based upon science, but rather upon judgmental considerations. In the performance or furnishing of professional services hereunder, VHB, and those it is responsible for, shall exercise the degree of skill and care ordinarily exercised by similarly practicing professionals performing similar services under similar conditions in the same locality ("Standard of Care"). VHB shall be entitled to rely on the accuracy and completeness of data, reports, surveys, requirements, and other information provided by Client.

**SCHEDULE.** VHB shall perform its services as set forth in the Scope of Services as expeditiously as consistent with the Standard of Care and the orderly progress of the Work. VHB shall not be responsible for failure to perform or for delays in the services arising out of factors beyond the reasonable control or without the fault or negligence of VHB.

**PAYMENT.** The fee estimate for the proposed Scope of Services is valid for 60 days from the date of Proposal. All schedules set forth in the attached Scope of Services commence upon receipt of a signed Agreement and, if requested, a retainer. Retainers will be applied to the last invoice. ~~A RETAINER OF \$[ ] IS REQUIRED BEFORE SERVICES WILL COMMENCE.~~

Invoices will be rendered monthly and are due upon receipt. Any invoice unpaid more than 30 days after date of invoice will bear interest at 1-1/2 percent per month.

If Client fails to pay any invoice within 45 days of the date of invoice, VHB may, without waiving any other claim or right against Client or incurring any liability for delay, suspend the services until VHB has been paid in full. Sealed plans, final documents, reports, and attendance at meetings/hearings will not be provided unless payment for services is current.

If VHB is performing services for Client under multiple projects, payments must be current on all projects for services hereunder to continue. Client acknowledges VHB's right to suspend services and withhold plans and documents, as provided above, if any payments are overdue. If services are suspended for 30 days or longer, upon resuming services VHB shall be entitled to expenses incurred in the interruption and resumption of its services. If

services are suspended for 90 days or longer, VHB shall be entitled to expenses incurred in the interruption and resumption of its services and fees for remaining services shall be equitably adjusted.

The parties agree to coordinate invoices to assure timely payment. At minimum, VHB's project manager and Client's representative will confer as often as necessary about any issues involving invoicing and collections. Client's representative will contact VHB's project manager forthwith upon receipt of an invoice about any questions or issues concerning invoiced amounts. If Client's representative and VHB's project manager are unable to resolve any questions or issues, Client's representative will line item any disputed or questionable amount and pay VHB. VHB, at its option, may revise and resubmit disputed amounts at a later date.

~~Should it become necessary to utilize legal or other resources to collect any or all monies rightfully due for services rendered under this Agreement, VHB shall be entitled to full reimbursement of all such costs, including reasonable attorneys' fees, as part of this Agreement.~~

**OWNERSHIP OF WORK PRODUCT.** All work products (whether in hard or electronic form) prepared by VHB pursuant to the Agreement are instruments of service with respect to the Project and are not authorized, intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other Project. Any reuse by Client or a third person or entity authorized by Client without written verification or adaptation by VHB for the specific application will be at Client's sole risk and without liability or legal exposure to VHB. ~~Client shall release, defend, indemnify and hold harmless VHB from all claims, damages, losses and expenses, including attorneys' fees, arising out of or resulting therefrom.~~ Any such verification or adaptation will entitle VHB to additional compensation at rates to be agreed upon by VHB and Client, third person, or entity seeking to reuse said documents.

Client recognizes that information recorded on or transmitted as electronic media, including CADD documents ("Electronic Documents") is subject to undetectable alteration, either intentional or unintentional, due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, the Electronic Documents are provided to Client for informational purposes only and are not represented as suitable for any use or purpose.

VHB retains the copyright in all work products produced in connection with this Agreement, unless otherwise agreed to in writing by an authorized VHB representative. VHB licenses to Client on a non-exclusive basis the use of work products produced solely in connection with this Agreement. The license



may be revoked for any failure of Client to perform under this Agreement.

**CERTIFICATIONS.** VHB shall not be required to sign any documents, no matter by whom requested, that would result in VHB having to certify, guarantee or warrant the existence of conditions whose existence VHB cannot wholly ascertain. Any certification provided by VHB shall be so provided based on VHB's knowledge, information, and belief subject to the preceding sentence, and shall reflect no greater certainty than VHB's professional opinion developed through and consistent with the Standard of Care. VHB shall be compensated for any work necessary to assess project compliance with regulatory standards for purposes of such certification.

**INSURANCE.** VHB agrees to carry the following insurance during the term of this Agreement:

- Workmen's Compensation and Employer's Liability insurance in compliance with statutory limits
- Comprehensive General Liability Insurance including Products Completed, Contractual, Property, and Personal Injury coverage with combined single limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate
- Professional Liability Insurance with a limit of \$1,000,000 per claim and in the aggregate
- Automobile Liability Insurance including non-owned and hired automobiles with a combined single limit of \$1,000,000 per occurrence

Certificates of insurance will be furnished upon request. If Client requires additional insurance coverage, and it is available, Client agrees to reimburse VHB for such additional expense.

**INDEMNITY.**

**A. Indemnity for Claims Arising from the Provision of Professional Services**

As it applies to Claims arising from the provision of the VHB's professional services, VHB shall indemnify and save harmless the Client and its officers and employees from any claims, damages, losses, litigation, expenses, reasonable counsel fees and personal injuries and/or property losses sustained by any person or entity ("Claims"), to the extent such Claims are caused by the negligent acts, errors or omissions of the VHB, its employees, or subcontractors in connection with the Project, and/or under this Agreement. There is no duty to defend under this Section A indemnity obligation.

**B. Indemnity for Claims Unrelated to the Provision of Professional Services**

As it applies to Claims unrelated to the provision of the VHB's services, i.e., automobile and general liability claims, VHB shall defend, indemnify and save harmless the Client and its officers

and employees from any claims, damages, losses, litigation, expenses, reasonable counsel fees and personal injuries and/or property losses sustained by any person or entity ("Claims"), to the extent such Claims are caused by the acts, errors or omissions of the VHB, its employees, or subcontractors in connection with the Project, and/or under this Agreement.

~~Client and VHB shall at all times indemnify and save harmless each other, their officers, and employees on account of damages, losses, expenses, reasonable counsel fees, and compensation arising out of any claims for damages, personal injuries and/or property losses sustained by any person or entity, to the extent caused by the negligent acts, errors or omissions of the indemnifying party, its employees, or subcontractors in connection with the Project, and/or under this Agreement.~~

~~Client agrees to the fullest extent permitted by law, to indemnify and hold harmless VHB, its officers, employees and subconsultants from and against any and all claims, suits, demands, liabilities costs including reasonable attorneys' fees, and defense costs caused by, arising out of, or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products, or material that exist on, about, or adjacent to the job site.~~

**LIMITATION ON VHB'S RESPONSIBILITY AND JOBSITE SAFETY.**

VHB will not be responsible for the acts or omissions of contractors or others at the Site, except for its own subcontractors and employees. Neither the professional activities of VHB nor the presence of VHB or its employees or subconsultants at a project site shall relieve the other parties on this project of their obligations, duties, and, including, but not limited to, construction means, methods, sequence, techniques, or procedures necessary for performing, superintending, and coordinating the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. VHB and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. Client agrees that Contractor shall be solely responsible for job site safety and warrants that this intent shall be carried out in Client's contract with Contractor.

**ALLOCATION OF RISK.** In recognition of the relative risks and benefits of the Project to both Client and VHB, the risks have been allocated such that Client agrees that to the fullest extent permitted by law, VHB's total liability in the aggregate to Client and any persons or entities claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project and/or this Agreement from any cause or causes, including, but





~~not limited to, VHB's negligence, errors, omissions, strict liability, statutory liability, indemnity obligation, breach of contract or breach of warranty shall not exceed the limits of insurance required under this Agreement (\$1,000,000), higher of \$50,000 (fifty thousand dollars), or ten (10) percent of the compensation actually paid to VHB. Client and VHB may agree to a higher limitation of liability for an increased fee.~~

**DISPUTE RESOLUTION.** All questions in dispute under this Agreement shall be submitted to non-binding mediation as a condition precedent to the institution of legal proceedings. On the written notice of either party to the other of the election to submit any dispute under this Agreement to mediation, each party shall designate their representative and shall meet within ten (10) days after the service of the notice. The parties shall then attempt to resolve the dispute within ten (10) days of meeting. Should the parties be unable to agree on a resolution of the dispute, then the parties shall proceed with mediation in accordance with the mediation rules of the American Arbitration Association. The cost of mediation shall be borne equally by both parties. This Agreement shall be governed and construed in accordance with the laws of the State of New Hampshire.

~~**LEGAL SUPPORT.** To the extent VHB is required to respond to any dispute resolution process, including, but not limited to, requests for document production, discovery or a request to appear in any deposition or legal proceeding, which is related to the Scope of Services but does not arise out of VHB's negligent acts, errors or omissions, Client shall compensate VHB for all costs incurred by VHB, including reasonable attorneys' fees.~~

**DESCRIPTIVE HEADINGS AND COUNTERPARTS.** The headings contained in this Agreement are for convenience of reference only and shall not constitute a part hereof, or define, limit or in any way affect the meaning of any of the terms or provisions hereof. This Agreement may be executed in two or more counterparts, and any party hereto may execute any such counterpart, which, when executed and delivered, shall be deemed to be an original and all of such counterparts taken together shall be deemed to be one and the same instrument.

~~**EXCLUSIVE REMEDIES.** In the event that any dispute is not remedied through the alternative dispute resolution procedures set forth herein, all claims, actions, and rights of action arising from or relating in any way to this Agreement or the services performed thereunder, whether in contract, tort, indemnity and all other rights of action whatsoever, shall be filed in a court of competent jurisdiction within the applicable statute of limitations three years of the completion of such services, or all such claims, actions and rights of action shall be waived. Recovery under this Agreement shall be limited by the parties' agreement on Allocation of Risk and the remainder of this section.~~

Notwithstanding any other provision of this Agreement, neither party shall be liable to the other for any liquidated, incidental, special, indirect or other consequential damages incurred, regardless of the nature of the cause or whether caused by Client or VHB, or their employees, subconsultants, or subcontractors. Consequential damages include, without limitation, loss of use, loss of profits, loss of production, or business interruption; however, the same may be caused.

~~VHB and Client waive all claims against each other arising out of or related to this Agreement or the services to the extent that losses, damages, and liabilities associated with such claims have been compensated by the proceeds of property insurance or any other insurance policy.~~

VHB makes no warranties or guarantees, express or implied, under this Agreement or any other contract document with respect to its provision of professional services. In entering into this Agreement, Client has relied only upon the representations set forth in this Agreement. No verbal warranties, representations, or statements shall be considered a part of this Agreement or a basis upon which Client relied in entering into this Agreement.

**NO THIRD PARTY BENEFICIARIES.** Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either Client or VHB. In addition, nothing herein shall be construed as creating a contractual relationship between Client and any VHB employee, representative, or consultant. Client agrees that in the event of a dispute regarding this Agreement or the services rendered by VHB hereunder, Client shall only seek recourse against VHB and waives any right to pursue a claim against VHB's individual directors, officers or employees.

~~VHB's commitments as set forth in this Agreement are based on the expectation that all of the services described in this Agreement will be provided. In the event Client later elects to reduce VHB's Scope of Services, Client hereby agrees to release, hold harmless, defend, and indemnify VHB from any and all claims, damages, losses or costs associated with or arising out of such reduction in services.~~

**SEVERABILITY.** The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

**TAXES.** Any taxes or fees, enacted by local, state, or federal government and based on gross receipts or revenues, will be invoiced to and payable by Client as an additional amount due under this Agreement.



**PROJECT SPECIFIC PROVISIONS.** To the extent the Scope of Services involves any of the following services/geographies, the following general provisions apply accordingly:

**AMERICANS WITH DISABILITIES ACT (ADA).** Client understands and agrees that ADA standards are evolving and subject to varying, potentially contradictory interpretations and applications. VHB will use its reasonable professional efforts and judgment to interpret applicable ADA requirements and other federal, state and local laws, rules, codes, ordinances, and regulations as they apply to the project. VHB cannot and does not warrant or guarantee that Client's Project will comply with all ADA requirements or ADA interpretations or other applicable regulatory interpretations.

**CLIMATE CHANGE/FLOOD ANALYSIS.** ~~Consultant shall not be responsible or liable for any damages, losses, litigation, expenses, counsel fees and compensation arising out of any claims, damages, personal injuries and/or property losses related to climate change, flooding conditions whether directly or indirectly due to flood water damage, and Client shall at all times indemnify and hold harmless VHB, its respective officers, agents and employees on account of any related claims, damages, losses, expenses and counsel fees related thereto.~~

#### **CONSTRUCTION PHASE SERVICES**

**SITE VISITS.** VHB shall make periodic site visits upon the request of Client or as otherwise agreed in writing by Client and VHB for the limited purpose of determining whether work is in general conformance with VHB's plans and specifications. Such visits are not intended to be an exhaustive check or a detailed inspection of Contractor's work. VHB shall not supervise or have control over Contractor's work nor have any responsibility for construction ways, means, methods, techniques, sequences, or procedures selected by Contractor nor for Contractor's safety precautions or programs in connection with the Work.

**SHOP DRAWINGS.** VHB's review and approval of submittals such as shop drawings, product data, samples, and other data, shall be for the limited purpose of checking for conformance with the design concept and the information in VHB's documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades, or construction safety precautions, all of which are the sole responsibility of Contractor and other unrelated parties. Review of a specific item shall not indicate that VHB has reviewed the entire assembly of which the item is a component. VHB shall not be responsible for any deviations from VHB's documents or other documents that are not brought to the attention of VHB in writing by Contractor. VHB shall not be required to review partial submissions or those for which submission of correlated items have not been received.

**GEOTECHNICAL SERVICES.** Client understands that VHB does not perform geotechnical services directly and, if requested, will retain a geotechnical subconsultant on behalf of Client, and VHB shall rely on the accuracy and completeness of data furnished as if the geotechnical services were contracted directly through Client.

**TANK INSPECTION.** Client will provide VHB with available underground storage tank (UST) documentation as necessary. VHB assumes that the documentation and site plans will be in order, be complete and meet regulatory compliance standards. VHB's inspection services are to fulfill regulatory requirements and do not include invasive testing or equipment calibration and testing. Accordingly, Client expressly agrees that VHB shall have no liability for equipment functioning or malfunctioning, product releases or spills.

**LSP SERVICES — PROJECTS LOCATED IN MASSACHUSETTS.** In accordance with the Massachusetts General Laws Chapter 21E, the performance of the services contained in this Agreement may require the engagement of a Licensed Site Professional (LSP) registered with the Commonwealth of Massachusetts under Massachusetts General Law Chapter 21A and the regulations promulgated by the Massachusetts Department of Environmental Protection (MADEP) thereunder (collectively the LSP Program). These laws and regulations place upon the LSP certain professional obligations owed to the public, including in some instances a duty to disclose the existence of certain environmental contaminants to the MADEP. In the event that any site for which VHB has provided LSP services is audited by MADEP pursuant to the provisions of the Massachusetts Contingency Plan, VHB shall be entitled to additional compensation to provide such services as may be necessary to assist Client in its response to MADEP.

Client understands and acknowledges that in the event the LSP's obligations under the LSP Program conflict in any way with the terms and conditions of this Agreement or the wishes or intentions of Client, the LSP is bound by law to comply with the requirements of the LSP Program. Accordingly, Client recognizes that the LSP shall be immune for all civil liability resulting from any alleged and/or actual conflict with the LSP Program. Client also agrees to hold VHB and its LSP harmless for any claims, losses, damages, fines, or administrative, civil, or criminal penalties resulting from the LSP's fulfillment of its obligations under the LSP Program.

**PROJECTS LOCATED IN FLORIDA.** Florida Statutes Section 558.0035 (2013), an individual employee or agent may not be held individually liable for economic damages resulting from negligence occurring within the course and scope of this Agreement.

**Town Manager Signature Authority**



# TOWN OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 778-0591 • FAX 777-1514

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

## TOWN OF EXETER - MEMORANDUM

TO: Exeter Select Board  
FROM: Melissa Roy, Assistant Town Manager  
RE: Town Manager Signature Authority  
DATE: 06/22/2023

---

Town Council has recommended the Select Board formally vote to give the Assistant Town Manager the authority to sign for the Town Manager in his absence. The State of NH sought documentation authorizing the Assistant Town Manager to sign for reimbursement, but it doesn't exist. Although the Assistant Town Manager's job description states they will step in when the manager is absent, there is no formal documentation. The Board can also vote to authorize the Select Board chair to sign on the Town Manager's behalf when the Town Manager and Assistant Town Manager are unavailable. Having two people authorized to sign documents for the Town Manager in his absence allows all government processes to continue without delay.

## **Tax Abatements, Veteran's Credits, Exemptions**



## **Permits & Approvals**



# WARRANT FOR UNLICENSED DOGS

**Exeter Town Clerk**  
10 Front Street  
EXETER, NH 03833778-0591 ext. 403

**Office Hours:**  
**Mon, Wed, Thurs 8:00am-4pm**  
**Tues 8:00am-7pm**  
**Fri 8:00am-12:30pm**

**TO: SELECT BOARD**

**FROM: TOWN CLERK** **2021: 286**

**WARRANT DATE: JUNE 26, 2023** **2022: 290**

**SUBJECT: 2023 DOG WARRANT** **2023: 216**

Pursuant to New Hampshire RSA 466:14 entitled "Warrants; Proceedings" you are hereby directed to proceed with the issuance of a civil forfeiture for each unlicensed dog included in this warrant. Any unlicensed dogs may be seized by local law enforcement for holding in an EXETER, NH holding facility for a period of 7 days, after which time full title to the dog shall pass to the facility, unless the owner of the dog has, before the expiration of the period, caused the dog to be licensed.

Pursuant to New Hampshire RSA 466:16 entitled "Returns," this warrant must be returned on or before August 31 and state the number of owners who received and paid the civil forfeiture, the number of dogs in EXETER that have been seized and held under the provisions of RSA 466:14, and the number of owners who have received summons to a district or municipal court for failure to pay the civil forfeiture pursuant to RSA 466:13 or to license the dog pursuant to RSA 466:1.

## EXETER, NH Select Board:

\_\_\_\_\_  
Select board Member                      Print Name of Signor                      Date

\_\_\_\_\_  
Select board Member                      Print Name of Signor                      Date

\_\_\_\_\_  
Select board Member                      Print Name of Signor                      Date

\_\_\_\_\_  
Select board Member                      Print Name of Signor                      Date

\_\_\_\_\_  
Select board Member                      Print Name of Signor                      Date



LicenseNo	Type	CID	Name	Address	IssueDate	Exp. Date	IssuedBy
Breed	Color		Gender	Rabies No.	OwnersPhone Number		Rabies
22-000927	DOG	#####	ADAMS, MAURA J	86 HIGH ST	2/15/2022	4/30/2023	SONYA
GERMAN SHE	BLK/BRN		M	24084	6179530796		4/7/2024
22-000854	PUP	#####	ALLEN, ALEXANDRA M	2A BRENTWOOD RD	2/9/2022	4/30/2023	JEN
BEAGLE MIX	TRI COLOR		M	0016	6032051463		1/26/2023
22-000437	DOG	#####	AMEY, FREDERICK	42 LINCOLN ST	2/16/2022	4/30/2023	LEEANN
LAB RET	BLACK		F	21-0357	2073298424		4/15/2024
22-002099	DOG	#####	ANDERSON, ERIK W	45 PINE MEADOWS DR	5/5/2022	4/30/2023	SONYA
PUG	FAWN W/MASK		F	204322	603-686-4198		12/23/2023
22-000230	DOG	#####	ANDERSON, SHANE W	60 PARK ST #2	1/14/2022	4/30/2023	LEEANN
BORDER COL	TRI		F	211077	603-767-4447		11/7/2024
22-002404	DOG	1466	BAKER, CHRISTOPHER	7 SMITH AVENUE	7/1/2022	4/30/2023	ANDIE
SHIH TZU	BLK/WHI		F	21-0793	926-5500		10/3/2024
22-00748	DOG	#####	BALLOU, JOANNE	17 COACH ROAD	1/31/2022	4/30/2023	JEN
PAPILLON	TRI		M	26112			6/14/2025
22-000821	DOG	#####	BARNES, DAVID R	9 JUNIPER RIDGE ROAD	2/4/2022	4/30/2023	JEN
BORDER COL	BLK/WHI		M	190338	773-9960		4/29/2022
22-002183	DOG	#####	BECK, ELIZABETH(BETH)	9 THORNTON ST	6/16/2022	4/30/2023	LEEANN
LAB MIX	BLK		F	1272	381-7423		3/1/2024
22-002184	DOG	#####	BECK, ELIZABETH(BETH)	9 THORNTON ST	6/16/2022	4/30/2023	LEEANN
LAB	YELLOW		F	1999	381-7423		1/16/2026
22-000408	DOG	#####	BECKWITH, KATY MS	39 BRENTWOOD RD	2/7/2022	4/30/2023	LEEANN
BOSTON TERR	BLK/WHI		M	190396	978-420-8161		5/7/2022
22-001915	DOG	#####	BENDROTH, HANNAH	69 1/2 PARK ST	5/2/2022	4/30/2023	JEN
TERRIER MIX	WHI/TAN		F	21279	6037700831		4/25/2025
22-001587	DOG	#####	BIBEAU, CAITLIN A	10 THELMA DR	4/15/2022	4/30/2023	JEN
LAB/BOXER	BRINDLE		F	0001			1/2/2025
22-002212	DOG	#####	BICKHARDT, TERRENCE	30 BEECH HILL RD	5/10/2022	4/30/2023	SONYA
JACK RUSSEL	WHI/BGE		F	1522			11/9/2023
VET-1180	DOG	#####	BIRKNER, TROY	6 PINE MEADOWS DR		4/30/2023	
SHEPHERD MI	TAN/BLK		F	2130	603-547-5961		4/29/2025
22-001247	DOG	#####	BLAKE, BERNADETTE	6 GROVE CT	3/8/2022	4/30/2023	SONYA
YORKIE	BLK/TAN		F	212002	6034969939		6/23/2024
22-002067	DOG	#####	BOISVERT, BRIAN	312 EPPING RD	4/28/2022	4/30/2023	SONYA
GERM POINTE	LIVER/WHI		F	18425	540-5263		10/16/2022
22-002066	DOG	22804	BOISVERT, PAMELLA J	312 EPPING ROAD	4/28/2022	4/30/2023	SONYA
GER SHORTHAI	BRO/WHI		M	200967	531-1256		10/23/2023
22-000825	PUP	#####	BONNEVIE, MARGARET C	114 FRONT ST	2/4/2022	4/30/2023	JEN
TERVUREN BE	TAN		F	1471	770-9477		4/15/2022
22-000826	DOG	#####	BONNEVIE, MARGARET C	114 FRONT ST	2/4/2022	4/30/2023	JEN
BELG MALI	RED/BLK		F	1607	770-9477		10/29/2023
22-000827	DOG	#####	BONNEVIE, MARGARET C	114 FRONT ST	2/4/2022	4/30/2023	JEN
SHEPARD MIX	PURPLE		M	1587	770-9477		10/29/2023
22-000828	DOG	#####	BONNEVIE, MARGARET C	114 FRONT ST	2/4/2022	4/30/2023	JEN

LicenseNo	Type	CID	Name	Address	IssueDate	Exp. Date	IssuedBy
Breed	Color	Gender	Rabies No.	OwnersPhone Number			Rabies
DUTCH SHEP	BRINDLE	F	6489	770-9477			9/26/2022
22-002219	DOG	#####	BOUCHER, MARK	10 FIRST ST	5/10/2022	4/30/2023	SONYA
HAVENESE	BLACK	F	212043	603-229-7314			6/30/2024
22-002220	DOG	#####	BOUCHER, MARK	10 FIRST ST	5/10/2022	4/30/2023	SONYA
PEKINGESE X	BLK/SABLE	F	233266	603-229-7314			1/30/2026
22-002042	DOG	#####	BOVE, FRANK	6 STONE RIDGE LN	4/26/2022	4/30/2023	SONYA
GERM SHEPAR	BLK/TAN	M	270191	6173208696			5/11/2025
22-002224	DOG	#####	BREYER, PAMELA	17 LINDEN STREET	5/12/2022	4/30/2023	SONYA
VIZSLA	RED	M	25756				3/21/2025
22-002225	DOG	#####	BREYER, PAMELA	17 LINDEN STREET	5/12/2022	4/30/2023	SONYA
VIZSLA	RED	F	24676				5/18/2024
22-001618	DOG	#####	BROWN, SHANNON	28 PINE MEADOWS DR	4/6/2022	4/30/2023	LEEANN
WELSH CORGI	SABLE	F	25758	603-845-7304			3/21/2025
22-002045	DOG	#####	BROWN, TORI	10 WALNUT ST	4/26/2022	4/30/2023	SONYA
LAB RET X	BLK/WHI	F	24906	603-244-0483			7/15/2024
22-002060	DOG	#####	BUDAK, DANIEL	15 GROVE ST	4/27/2022	4/30/2023	SONYA
BEAGLE MIX	BROWN	M	7549				12/17/2023
22-000029	DOG	#####	BULLEN, CLYDE	27 GREENLEAF DRIVE	1/18/2022	4/30/2023	SONYA
LABRADOODL	BRN/WHI	M	1251	339-2324			1/9/2023
22-000484	DOG	#####	CAHILL, FREDERICK L	81 HIGH ST #2	3/1/2022	4/30/2023	LEEANN
PIT BULL/MIX	WHITE	F	0179				4/26/2024
22-000563	DOG	#####	CAMPBELL, DANIEL	50 BROOKSIDE DR C3	2/8/2022	4/30/2023	SONYA
GOLDEN RET	WHITE	F	0536	8024177265			10/29/2024
22-000526	DOG	#####	CANFIELD, ABRAH	7 CARROLL ST	2/7/2022	4/30/2023	SONYA
POINTER X	BLACK/WHI	M	25240	603-502-3062			11/8/2024
22-001941	DOG	#####	CANFIELD, KIMBERLY L	182 HIGH ST	5/3/2022	4/30/2023	JEN
JACK RUSSEL	TRI	F	23693	6037700525			10/2/2023
22-001958	DOG	#####	CHANDLER, MICHAEL	36 DRINKWATER RD	5/17/2022	4/30/2023	JEN
LAB RET	BLACK	M	25912	793-+9855			4/22/2025
22-002551	DUP	#####	CHASE, CHRISTINE A	32 WILLEY CREEK RD #1	10/12/2022	4/30/2023	SONYA
GOLDEN RET	GOLD	F	222603	6032369601			10/3/2025
22-001681	DOG	#####	CHAWZIUK, JOAN	4 STERLING HILL LN 41	4/25/2022	4/30/2023	ANDIE
YORKIE	BLACK	F	24878	580-4990			7/7/2024
22-002131	DOG	#####	COFFIN, LINDA D	1 MEETING PL DR # 308	5/3/2022	4/30/2023	LEEANN
JACK RUSSEL	BRN/WHI	F	0480	686-9960			10/3/2022
22-000651	DOG	#####	COLLINS, HELENE-MARIE	10 AMBERWOOD DR	2/9/2022	4/30/2023	SONYA
GOLDEN DOO	GOLD	M	22-0050	6037786455			1/19/2025
22-000433	DOG	#####	CONNOLLY, STEPHANIE	56 KINGSTON RD	2/15/2022	4/30/2023	LEEANN
TERRIER MIX	WHI/TAN	F	202358	781-535-7620			11/7/2023
22-000434	DOG	#####	CONNOLLY, STEPHANIE	56 KINGSTON RD	2/15/2022	4/30/2023	LEEANN
CHIHUAHUA M	BROWN	M	192324	781-535-7620			10/11/2022
22-001467	DOG	#####	CONROY, SUSAN	39 PORTSMOUTH AVE	3/29/2022	4/30/2023	SONYA
SHILIO SHEPH	LT SABLE	F	25619	6037782822			2/11/2025

LicenseNo	Type	CID	Name	Address	IssueDate	Exp. Date	IssuedBy
Breed	Color		Gender	Rabies No.	OwnersPhone Number		Rabies
22-001943	DOG	#####	COOPER, JOHN J	20 MAGNOLIA LN	5/3/2022	4/30/2023	JEN
BOXER	BRINDLE		M	9080	603-583-1283		3/9/2025
22-000426	DOG	#####	CORMIER, LOUISE	5 HILTON AVENUE	2/15/2022	4/30/2023	LEEANN
JACK RUSSEL	TRI COLOR		F	220211	205-2234		3/9/2025
22-001724	DOG	#####	COYLE, SANDI	20 CHESTNUT ST N18	4/5/2022	4/30/2023	SONYA
LAB/DOB X	BLK/TAN		M	220147	6034544623		2/21/2025
22-002325	PUP	#####	CUMMINGS, JASON	174 BRENTWOOD RD	7/5/2022	4/30/2023	ANDIE
GOLDEN RET	RED		F	1432	603-793-3258		12/15/2025
22-002511	PUP	#####	DAWKINS, HEIDI	9 BOULDER BROOK DR #8	7/26/2022	4/30/2023	SONYA
BOSTON TERR	BRINDLE		F	220214	603-391-8806		5/10/2026
22-001838	DOG	#####	DENBY, SHERRY S	70 MAIN ST APT B	4/19/2022	4/30/2023	SONYA
BORDER COL	TRI		M	1741	6033729986		8/18/2023
22-001839	DOG	#####	DENBY, SHERRY S	70 MAIN ST APT B	4/19/2022	4/30/2023	SONYA
LAB	CHOC BROWN		M	1243	6033729986		2/11/2023
22-002391	DOG	9449	DENONCOUR, WILLIAM	20 BIRCH RD	10/21/2022	4/30/2023	JEN
GERM SHEPAR	BLK/TAN		M	01498	603-583-3498		9/22/2025
22-000080	PUP	#####	DEROME, VANESSA	4 LINDENSHIRE AVE	1/27/2022	4/30/2023	SONYA
TERRIER RAT	TRI COLOR		M	25284	603-921-8189		11/26/2022
22-000081	DOG	#####	DEROME, VANESSA	4 LINDENSHIRE AVE	1/27/2022	4/30/2023	SONYA
BICHON FRISE	WHITE		M	24272	603-921-8189		3/18/2024
22-000361	DOG	#####	DESMOND, BARBARA	20 MAIN ST (16 TAN LN	1/28/2022	4/30/2023	SONYA
AUST CATTLE	BUFF		M	22465	617-797-5093		11/4/2022
22-000822	DOG	#####	DEVEIKIS, RACHEL	14 ALDER ST	2/4/2022	4/30/2023	JEN
CHIHUAHUA	TAN		M	23390	603-394-7444		7/2/2023
22-000998	DOG	#####	DONAHUE, CRYSTAL A	4 PLUM ST	2/22/2022	4/30/2023	SONYA
SHAR PEI MIX	TAN		F	0472	603-923-3636		12/10/2022
22-001787	DOG	#####	DORTON, COLLEEN	5 MOORE LN	4/12/2022	4/30/2023	SONYA
BOXER X	RED		M	1521	799-4639		5/24/2026
22-001788	DOG	#####	DORTON, COLLEEN	5 MOORE LN	4/12/2022	4/30/2023	SONYA
HOUND MIX	BLK/GRY		F	1736	799-4639		7/10/2023
22-002143	DOG	#####	DRIGGS, AMANDA	10 ARBOR ST APT 3	5/9/2022	4/30/2023	LEEANN
CHIHUAHUA M	WHITE		M	0302	603-767-8845		3/25/2025
22-001464	DOG	#####	DULAC, SUSAN	11 PLEASANT VIEW DR	3/29/2022	4/30/2023	SONYA
YELLOW LAB	YELLOW		F	21947			5/21/2022
22-001640	DOG	#####	DUPRE, NICOLE L	35 HIGH ST APT 101	4/13/2022	4/30/2023	LEEANN
CHIHUAHUA	MERLE		M	200596	812-1067		7/17/2022
22-001236	DOG	#####	DURHAM, WENDY	14 CARRIAGE DR	3/8/2022	4/30/2023	SONYA
DACHSHUND	WHITE		M	1420	603-321-9115		3/11/2024
22-001646	DOG	#####	EDLUND, AMI	30 FRANKLIN ST #A	4/14/2022	4/30/2023	ANDIE
AM BULLDOG	BLUE		M	1283	603-793-3424		1/2/2023
22-000003	DOG	#####	ELLIS, ROGER	32 CORNWALL AVE	1/3/2022	4/30/2023	LEEANN
BOXER	BRINDLE		F	000115	603-580-1198		12/13/2025
22-002373	DOG	#####	ESTABROOK, BRADLEY	263 EPPING RD	9/6/2022	4/30/2023	JEN

LicenseNo	Type	CID	Name	Address	IssueDate	Exp. Date	IssuedBy
Breed	Color		Gender	Rabies No.	OwnersPhone Number		Rabies
SHEPARD MIX	BRINDLE		F	19387	603-7938830		12/8/2022
22-002374	PUP	#####	ESTABROOK, BRADLEY	263 EPPING RD	9/6/2022	4/30/2023	JEN
SHEPARD MIX	GRAY		F	21-6491	603-7938830		12/22/2022
22-002019	DOG	#####	FINOCCHIO, KATARINA J	6 LAPERLE AVE	4/26/2022	4/30/2023	SONYA
BULL DOG	BRINDLE		M	50626			3/15/2026
22-002020	DOG	#####	FINOCCHIO, KATARINA J	6 LAPERLE AVE	4/26/2022	4/30/2023	SONYA
POMERANIAN	TAN		M	0415			3/21/2025
22-002191	DOG	#####	FISHER, AARON J	14 PEACH ST	6/28/2022	4/30/2023	ANDIE
AUST CATTLE	BLK,TAN,WHI		F	145594	6038149341		12/7/2022
22-001887	DOG	#####	FITZGERALD, SUSAN T	5 ROBIN LN	4/21/2022	4/30/2023	SONYA
COCKER POO	BLACK		M	27450	6037702786		5/26/2026
22-002248	DOG	#####	FLYNN, MICHAEL P	54 DEEP MEADOWS (9 DO	6/15/2022	4/30/2023	SONYA
DACHSHUND	BLK/WHI		F	24494	583-3270		11/21/2024
22-002223	DOG	#####	GAGE, AMELIA	21 EPPING RD APT 1	5/12/2022	4/30/2023	SONYA
AUST SHEPHE	TRI COLOR		F	21014	603-306-1816		1/18/2024
22-001455	DOG	#####	GAGNON, KATIE	38 DEEP MEADOWS (38 D	3/29/2022	4/30/2023	SONYA
AMERICA PIT	WHITE/BRINDL		F	190453	603-706-3195		7/1/2022
22-001745	DOG	#####	GAGNON, LINDSEY	9 WASHINGTON ST	4/7/2022	4/30/2023	ANDIE
GERMAN SHE	BROWN/BLK		M	0412			8/8/2025
22-000790	DOG	#####	GENTILE, VIRGINIA	20 MAIN ST / 18 MAIN	2/2/2022	4/30/2023	JEN
LAB RET	BLK TRI		F	24303	207-409-5910		2/3/2024
22-000562	DOG	#####	GHERMAN, RADU	80 WASHINGTON ST	2/8/2022	4/30/2023	SONYA
PIT BULL/MIX	WHI/TAN		F	210426	2153501242		7/19/2024
22-000375	DOG	#####	GILMAN, CHERYL L	144 COURT STREET	1/28/2022	4/30/2023	SONYA
POODLE	CHOCOLATE		F	000447-21			3/13/2025
22-000376	DOG	#####	GILMAN, CHERYL L	144 COURT STREET	1/28/2022	4/30/2023	SONYA
LABRADOODL	TAN		M	22-000811			7/28/2025
22-000496	DOG	#####	GIRARD-HERD, DEBORAH	17 CAROL ST	3/7/2022	4/30/2023	LEEANN
GERM SHEPHE	BLACK/TAN		F	210241	603-918-1609		3/24/2024
22-001942	DOG	#####	GODDARD, LUANN	8 PLUM ST	5/3/2022	4/30/2023	JEN
YORKIE	TRI COLOR		F	L480549			5/5/2022
22-002004	DOG	#####	GONSALVES, RYAN	50 BROOKSIDE DR 0#1	4/25/2022	4/30/2023	SONYA
GOLDEN RET	GOLD		F	8288	603686-2752		6/4/2022
22-001849	DOG	#####	GREENE, MATTHEW K	44 BEECH HILL RD	4/19/2022	4/30/2023	SONYA
GOLDEN RET	GOLD		M	6144	580-2291		9/8/2022
22-001850	DOG	#####	GREENE, MATTHEW K	44 BEECH HILL RD	4/19/2022	4/30/2023	SONYA
GERM SHEPHE	TRI COLOR		M	244946	580-2291		10/3/2022
22-001851	DOG	#####	GREENE, MATTHEW K	44 BEECH HILL RD	4/19/2022	4/30/2023	SONYA
GERM SHEPHE	TRI COLOR		F	228414	580-2291		10/2/2022
22-002324	PUP	#####	GROTEHUIS, HEIDI	2 HUNTER PLACE	7/5/2022	4/30/2023	ANDIE
GOLDEN RET	GOLD		M	27018	603-781-6603		2/6/2026
22-002243	DOG	#####	GULLICK, LUKE	6 DOLLOFF DRIVE	6/7/2022	4/30/2023	SONYA
CAVASHON	APR/WHT		F	24427	580-5396		6/27/2024

LicenseNo	Type	CID	Name	Address	IssueDate	Exp. Date	IssuedBy
Breed	Color		Gender	Rabies No.	OwnersPhone Number		Rabies
22-000443	DOG	#####	HAGER, HELEN	9 WHEELWRIGHT AVENUE	2/22/2022	4/30/2023	ANDIE
AUST CATTLE	BLUE MERLE		F	24984	580-5349		8/6/2024
22-000444	DOG	#####	HAGER, HELEN	9 WHEELWRIGHT AVENUE	2/22/2022	4/30/2023	ANDIE
LAB	BLACK		F	24931	580-5349		7/22/2024
22-002185	DOG	#####	HANDLEY, GREG	10 PINE MEADOWS DR	6/16/2022	4/30/2023	LEEANN
LAB	BROWN		M	0093	580-2371		3/25/2023
22-002186	DOG	#####	HANDLEY, GREG	10 PINE MEADOWS DR	6/16/2022	4/30/2023	LEEANN
POODLE MIX	BLACK		M	0244	580-2371		6/14/2025
22-000503	DOG	#####	HANLON, ALEXIS K	38 PINE ST	1/28/2022	4/30/2023	SONYA
LABRADOODL	PARTI-COLOR		F	350891B	610-574-0092		6/17/2023
22-002200	DOG	#####	HAYES, WREN K	125 KINGSTON RD	6/30/2022	4/30/2023	ANDIE
PEMBROKE W	TRI COLOR		F	200409	603-397-7096		5/27/2023
22-002199	PUP	#####	HAYES, WREN K	125 KINGSTON RD	6/30/2022	4/30/2023	ANDIE
PEMBROKE W	TRI COLOR		M	210762	603-397-7096		9/10/2022
22-001311	DOG	#####	HAYS, ELAINE	2 LANTERN LANE	3/8/2022	4/30/2023	LEEANN
SPANIEL MIX	TRI		F	26095	778-6087		6/8/2025
22-000985	DOG	#####	HEINZMAN, ARTHUR	44 HAMPTON RD	2/22/2022	4/30/2023	SONYA
GREAT PYREN	WHITE		M	0439			9/4/2022
22-001774	DOG	#####	HELPERICH, LYNN	7 WILLEY CREEK RD 308	4/12/2022	4/30/2023	SONYA
TOY POODLE	BROWN		M	0277-23	9785591974		8/22/2024
22-001775	DOG	#####	HELPERICH, LYNN	7 WILLEY CREEK RD 308	4/12/2022	4/30/2023	SONYA
BICHON/POOD	TAWNY		M	1614-22	9785591974		1/26/2024
22-002253	DOG	#####	HENRY, JESSICA	13 CORNWELL AVE	6/24/2022	4/30/2023	SONYA
DACHSHUND	BLK/TAN		F	200683	793-2815		8/11/2023
22-002528	PUP	#####	HENRY, RACHEL	6 GREYBIRD FARM CR	8/30/2022	4/30/2023	SONYA
BOXER	WHITE		F	0591	8023804353		7/23/2023
22-002164	DOG	#####	HOANG, TOM N	119 FRONT STREET	5/26/2022	4/30/2023	LEEANN
BICHON FRI X	WHITE		F	91658	6035026798		12/21/2023
22-001697	DOG	#####	HUGHES, LOGAN	50 BROOKSIDE DR G7	4/27/2022	4/30/2023	ANDIE
LAB MIX	BRN/WHI		F	18418	302-1574		3/27/2023
22-001086	DOG	#####	HUME, TAMMY	2 GREENLEAF DR	3/1/2022	4/30/2023	SONYA
LAB	YELLOW		F	0138	978-273-2815		3/27/2022
22-001399	DOG	#####	IBBOTSON, FELICIA	20 MAIN ST/10 TAN	3/31/2022	4/30/2023	LEEANN
LAB MIX	BLACK		M	25293	603-778-3790		11/29/2024
22-002258	DOG	#####	IWASKIEWICZ, LAURA	36 CRAWFORD AVE	6/27/2022	4/30/2023	SONYA
CHIHUAHUA M	CREAM		F	0	6035484096		10/4/2022
22-002259	DOG	#####	IWASKIEWICZ, LAURA	36 CRAWFORD AVE	6/27/2022	4/30/2023	SONYA
TERRIER MIX	WHI/BRN		F	0296	6035484096		12/9/2024
22-002282	DOG	#####	JACKSON, ALEXANDRA L	230 EPPING RD	6/30/2022	4/30/2023	SONYA
GOLDEN	BLONDE		F	0602	603-702-2148		11/16/2024
22-000719	DOG	#####	JAGLOWSKI, DANIEL R	31 SOUTH ST	1/31/2022	4/30/2023	JEN
CHIHUAHUA X	BLK/BRN		F	B120971			1/26/2023
22-000720	DOG	#####	JAGLOWSKI, DANIEL R	31 SOUTH ST	1/31/2022	4/30/2023	JEN

LicenseNo	Type	CID	Name	Address	IssueDate	Exp. Date	IssuedBy
Breed	Color		Gender	Rabies No.	OwnersPhone Number		Rabies
BLUE HEELER	TAN/WHITE		F	B121808			1/26/2023
22-001963	DOG	#####	JAMESON, ZACHERY	18 JOANNE CRT	5/17/2022	4/30/2023	JEN
PIT BULL/MIX	BROWN		M	21350159	6038123633		7/26/2022
22-001361	DOG	#####	JONES, KAREN	2 HEMLOCK ST	3/21/2022	4/30/2023	ANDIE
COCKER POO	CREAM		M	23818			11/9/2023
22-001124	DOG	#####	KLEMARCYK, ASHLEY	20 HOBART ST	3/2/2022	4/30/2023	JEN
FLAT COAT RE	BLACK		F	8140	793-3453		1/24/2026
22-000963	DOG	#####	KONOPKA, BRITTANY E	47 LINDENSHIRE AVE	2/22/2022	4/30/2023	SONYA
HOUND MIX	BLK/TAN		M	0206			6/19/2023
22-000489	PUP	#####	KOSTANDIN, SARAH	4 CHAPMAN WAY	3/2/2022	4/30/2023	LEEANN
FRENCH BULL	BRINDLE		M	0511-21	6036088867		4/30/2022
22-002148	DOG	#####	KOTZ, CASSANDRA	75 HIGH ST G4	5/10/2022	4/30/2023	LEEANN
WELSH CORGI	FAWN/WHT		F	17118	508-838-7950		12/3/2022
22-001281	DOG	#####	LAMBERT, EILEEN	1 WILLOW ST	3/10/2022	4/30/2023	SONYA
MIX	TAN		F	25055			9/6/2024
22-000681	DOG	#####	LANDIS, MIMI	10 WHITE OAK DR #117	2/10/2022	4/30/2023	SONYA
WEST HIGHLA	WHITE		M	23024	603-580-2050		4/7/2023
22-00108	DOG	#####	LANTZ, SUSAN J	6 STERLING HILL LN 61	1/18/2022	4/30/2023	JEN
TERRIER CAIR	BLACK		F	24786			6/9/2024
22-002192	DOG	#####	LAROCHE, LAUREN	39 COURT ST	6/28/2022	4/30/2023	ANDIE
UNKNOWN	BLK/TAN		F	000010			1/23/2025
22-002417	DOG	#####	LAWRENCE, STEPHANIE	14 EXETER FALLS DRIVE	7/7/2022	4/30/2023	LEEANN
GREAT DANE	BLACK/WHI		M	25138	2603418120		9/30/2024
22-000849	DOG	#####	LENNERS, ALYCIA B	5 BROOKSIDE DR 3	2/8/2022	4/30/2023	JEN
RET/ LAB	BLACK/WHI		F	1421	9789303087		12/26/2025
22-000440	DOG	27034	LEONARD, DONNA A	71A COURT ST	2/17/2022	4/30/2023	LEEANN
LAB RET	YELLOW		M	22101	772-3160		5/4/2023
22-001182	DOG	#####	LEONARD, ELORA E	42 ALDER ST	3/18/2022	4/30/2023	JEN
LAB MIX	TAN		F	071603	6035833314		1/20/2023
22-001575	DOG	#####	LEVASSEUR, NICOLA L	59 PARK ST	4/13/2022	4/30/2023	JEN
GERM SHEPAR	TAN/BLK		M	015896	603-285-5797		11/10/2024
22-000256	DOG	#####	LINCOLN, CHRISTY	20 MAIN ST (53 COURT	1/27/2022	4/30/2023	LEEANN
PORTUGEUSE	BLK/WHI		F	22474	781-254-5251		11/6/2022
22-000752	DOG	#####	LISTER, JUDITH T	2 SCHOOL ST	1/31/2022	4/30/2023	JEN
LAB MIX	BLACK		F	0445			9/25/2022
22-002108	DOG	#####	MARIGLIANO, JAMIE	41 MCKAY DR APT 108	4/29/2022	4/30/2023	ANDIE
GREAT PYR M	FAWN		F	040407	6038326144		9/28/2023
22-002252	DOG	#####	MATUOZZI, LAUREN	30 CLOVER ST	6/24/2022	4/30/2023	SONYA
GREAT PYREN	WHITE		M	1032	732-533-8491		6/19/2023
22-001776	DOG	#####	MAYNARD, TRICIA	34 RIVER BEND CIR	4/12/2022	4/30/2023	SONYA
BEAGLE MIX	WHI/BRN		M	23413	860-670-2763		7/6/2023
22-000301	DOG	#####	MCALPINE, EMILY	3 STERLING HILL LANE	1/27/2022	4/30/2023	SONYA
SHIH TZU MIX	BLACK		F	26035	6037723272		5/24/2025

LicenseNo	Type	CID	Name	Address	IssueDate	Exp. Date	IssuedBy
Breed	Color		Gender	Rabies No.	OwnersPhone Number		Rabies
22-002153	DOG	#####	MCAULAY, ROBERT	16 ARBOR ST	5/18/2022	4/30/2023	LEEANN
GER SHEP X	SABLE		M	1607	686-0599		5/3/2026
22-000318	DOG	#####	MCCARTHY, GREGORY	4 WEBSTER AVE	1/27/2022	4/30/2023	SONYA
SAMOYED	WHITE		M	0705	6039134422		8/4/2024
22-002028	DOG	#####	MCCUSKER, PATRICK H	54 ALDER ST	4/26/2022	4/30/2023	SONYA
WEST HIGHLA	WHITE		M	200919			10/14/2023
22-002454	DOG	27807	MCQUEENEY, YUKIKO	133 HIGH STREET	8/29/2022	4/30/2023	LEEANN
TERRIER MIX	BLACK/WHI		M	26148			6/23/2025
22-002180	DOG	#####	MENARD, EILEEN M	30 BEECH HILL RD	6/9/2022	4/30/2023	LEEANN
HOUND MIX	RED/BRN		M	0102	860-287-6892		5/20/2025
22-001302	DOG	#####	MILLER, RICHARD E	205 HIGH ST	3/7/2022	4/30/2023	LEEANN
LABRADOODL	CREAM		M	221295	925-681-8177		2/22/2025
22-001457	DOG	#####	MITEVSKI, TIFFANY S	5 PENN LN	3/29/2022	4/30/2023	SONYA
BOXER X	BRINDLE		F	220125	603-770-4963		2/10/2025
22-001895	DOG	29328	MOGER, MARTHA M	31 PRENTISS WAY	4/22/2022	4/30/2023	SONYA
BICHON FRISE	WHITE		M	25036	772-9468		8/29/2024
22-001403	DOG	#####	MOLINA, JOSE L	6 SPRING ST	3/21/2022	4/30/2023	SONYA
MALTIPOO	WHITE		M	24824	408-391-8509		6/21/2024
22-002375	DOG	#####	MOORE, AMY	37 WESTSIDE DR	9/7/2022	4/30/2023	JEN
GERMAN SHE	BLACK/TAN		M	1251	6032052722		3/26/2024
22-001372	DOG	#####	MORECROFT, ELAINE	45 HILTON AVE	3/23/2022	4/30/2023	LEEANN
RAT TERRIER	TRI		F	23437			7/13/2023
22-002093	DOG	#####	MORRISON, CARA S	69 MAIN ST UNIT H	5/4/2022	4/30/2023	SONYA
BEAGLE MIX	WHI/TAN		M	22026	617-537-0705		2/8/2025
22-001478	DOG	#####	MURPHY, WENDY	20 CARROLL ST	3/30/2022	4/30/2023	SONYA
SHETLAND SH	TRI		M	2d027491	5833017		5/7/2022
22-000647	DOG	#####	NASH, THOMAS	13 COLCORD POND DR	2/9/2022	4/30/2023	SONYA
BEAGLE MIX	YELLOW		F	1691	944-3514		9/8/2023
22-001210	DOG	#####	NUTT, LILY A	18 HOBART ST	3/4/2022	4/30/2023	SONYA
BERNADOODL	TRI COLOR		F	220113	603-501-8905		2/8/2025
22-000012	DOG	#####	OATES, DAWN	6 JUNIPER ST	1/4/2022	4/30/2023	SONYA
MINI DACHSHI	DAPPLED		F	25012	6034986317		8/16/2024
22-000013	DOG	#####	OATES, DAWN	6 JUNIPER ST	1/4/2022	4/30/2023	SONYA
CHIHUAHUA X	BLACK TRI		F	25694	6034986317		3/7/2025
22-002305	PUP	#####	OATES, DAWN	6 JUNIPER ST	6/27/2022	4/30/2023	JEN
POMERANIAN	CREAM		F	26474	6034986317		10/17/2025
22-001593	DOG	#####	OBARA, TJ	194 1/2 FRONT ST	4/18/2022	4/30/2023	JEN
BASENJI	BRO/WHI		F	0018	583-0398		4/20/2024
22-002514	DOG	#####	OBRIEN, GEORGE A	97 DEEP MDWS	8/1/2022	4/30/2023	ANDIE
YORKSHIRE T	SILVER		F	24299	9782048387		3/26/2024
22-001468	DOG	#####	OCZKOWSKI, KATHRYN	31 CHESNUT ST 205	3/29/2022	4/30/2023	SONYA
BELG MALI	MAHOGANY		M	221741	7986093939		5/2/2025
22-002106	DOG	#####	PASTORE, ERIN	10 CARRAIGE DR	4/28/2022	4/30/2023	ANDIE

LicenseNo	Type	CID	Name	Address	IssueDate	Exp. Date	IssuedBy
Breed	Color		Gender	Rabies No.	OwnersPhone Number		Rabies
LAB RET X	BLK/WHI		F	26607	7573550242		12/6/2025
22-000344	DOG	#####	PENNINGTON, AMY	18 HERITAGE WAY	1/27/2022	4/30/2023	SONYA
PUGGLE	FAWN		M	190602			7/7/2022
22-001018	DOG	#####	PETERS, LISA/MARTIN	10 CRAWFORD AVE	2/22/2022	4/30/2023	SONYA
LAB MIX	TAN		F	220349	6037727955		4/17/2025
22-001518	DOG	#####	PIKE, NANCY	10 WHITE OAK DR Z312	3/28/2022	4/30/2023	JEN
LAB RET	YELLOW		M	20-0362	6037771798		11/9/2023
22-002070	DOG	#####	PIKUL, CHRISTINA	34 CRAWFORD AVE	4/28/2022	4/30/2023	SONYA
LAB/PIT BULL	BRINDLE		F	25832	6037780003		4/6/2025
22-001490	DOG	#####	PRESS, BETH	33C WASHINGTON ST	3/31/2022	4/30/2023	SONYA
DACHSHUND	BLK/WHI		F	220147	203-273-0934		2/17/2025
22-002557	DOG	#####	PRESS, BETH	33C WASHINGTON ST	11/2/2022	4/30/2023	SONYA
AKITA	FAWN		M	22-0915	203-273-0934		9/26/2025
22-000955	DOG	#####	PUBLICOVER, ERIC	8 OAKLAND RD	2/22/2022	4/30/2023	SONYA
LAB RET	BLK/WHI		F	220865	773-2360		9/21/2025
22-000835	DOG	#####	RANDLE, MELANIE	50 BROOKSIDE DR D6	2/7/2022	4/30/2023	JEN
FRENCH BULL	BLACK		F	0716	603-770-0060		8/6/2024
23-001505	DOG	#####	REEDER, MARK A	23 COLONIAL WAY	3/14/2022	4/30/2023	ANDIE
CHESAPEAKE	BROWN		M	24499	772-1951		12/6/2022
22-001150	DOG	#####	RIDGLEY, RYAN	30 NEWFIELDS RD	3/14/2022	4/30/2023	JEN
CATAHOULA	BRINDLE		F	0138	702-244-4114		3/29/2022
22-001610	DOG	#####	RIEDER, LUKE A	50 BROOKSIDE DR O7	4/1/2022	4/30/2023	LEEANN
MEXICAN ST	RED/TAN		M	0793			2/10/2025
22-002209	DOG	#####	ROBITAILLE, PETER	46 OAKLANDS RD	5/9/2022	4/30/2023	SONYA
GOLDEN	GOLDEN		M	24962	6177639740		8/2/2024
22-000559	DOG	#####	ROONEY, ELIZABETH	4 SCAMMON LN	2/8/2022	4/30/2023	SONYA
CHIHUAHUA X	BEIGE		M	0095	267-252-7777		4/13/2022
22-000560	DOG	#####	ROONEY, ELIZABETH	4 SCAMMON LN	2/8/2022	4/30/2023	SONYA
BEAGLE	TRI COLOR		F	13244	267-252-7777		3/17/2022
22-001521	DOG	#####	ROSETTE, DOUGLAS	18 FOLSOM ST	3/28/2022	4/30/2023	JEN
LAB	BLACK		F	18423	580-5186		7/2/2022
22-002393	DOG	#####	ROY, ASHLEY H	1 MEETING PLACE DR 30	10/26/2022	4/30/2023	JEN
BEAGLE MIX	BRINDLE		M	17310	6038510067		3/14/2024
22-001422	DOG	#####	RUSSO, KEVIN M JR	22 LOCUST AVE APT B	3/23/2022	4/30/2023	SONYA
YORKIE	BLK/TAN		F	0254	603-721-2477		12/15/2024
22-001569	DOG	#####	RUSSO, ROGER	32 HILTON AVENUE	4/12/2022	4/30/2023	JEN
FRENCH BULL	WH/BLU		M	200225	580-1770		3/18/2023
22-000074	DOG	#####	SANBORN, TAYLOR W	54 KINGSTON RD	1/27/2022	4/30/2023	SONYA
SIBERAN HUSK	GREY/WHI		M	1036			12/15/2023
22-002298	DOG	#####	SCHULTZ, AMY D	1 TREMONT ST	7/6/2022	4/30/2023	SONYA
SHEPHERD	BLK/TAN		F	1585	6032446176		11/18/2023
22-001465	DOG	#####	SEGAL, KATE & STEVEN	21 TREMONT STREET	3/29/2022	4/30/2023	SONYA
GERMAN SHE	SABLE		F	25703	580-1013		3/9/2025



LicenseNo	Type	CID	Name	Address	IssueDate	Exp. Date	IssuedBy
Breed	Color		Gender	Rabies No.	OwnersPhone Number		Rabies
22-000228	DOG	#####	SHELTRA, ZACHARY D	34 HAVEN LN	1/13/2022	4/30/2023	LEEANN
LAB RET	BLACK		F	0451			3/4/2025
22-000229	DOG	#####	SHELTRA, ZACHARY D	34 HAVEN LN	1/13/2022	4/30/2023	LEEANN
RETRIEVER M	BRINDLE		M	0503			8/15/2025
22-000253	DOG	#####	SILVESTRO, GAIL L	82 RAILROAD AVE #1	1/26/2022	4/30/2023	LEEANN
LAB MIX	YELLOW		F	26056	380-6775		5/31/2025
22-000565	DOG	#####	SKERRITT, COURTNEY M	3 HAVEN LN	2/8/2022	4/30/2023	SONYA
LAB RET	CHOCOLATE		M	220931	978-732-3309		10/11/2025
22-001718	DOG	#####	SMART, DAVID	4 ANNA LOUISE DR	4/4/2022	4/30/2023	SONYA
PEMBROKE W	SABLE/WHITE		F	220047	603-770-2924		1/16/2025
22-001122	DOG	#####	SPOFFORD, SUE	328 EPPING RD #2	3/1/2022	4/30/2023	JEN
SHEPHERD MI	BLK/TAN		M	B862141	731-3271		3/4/2026
22-002161	DOG	#####	ST ANGELO, MOLLY	16 KATHLEEN DRIVE	5/25/2022	4/30/2023	LEEANN
HUSKY	WHITE		F	1277	603-531-001		1/15/2023
22-001680	DOG	#####	ST LOUIS, VICTORIA	4 MEETING PLACE DR #1	4/25/2022	4/30/2023	ANDIE
POMERANIAN	WHITE		F	24760	603-580-5959		4/16/2025
22-002315	DOG	#####	STANLEY, GEORGE W	1 ALLARD STREET	6/30/2022	4/30/2023	JEN
SHIH TZU	TAN/WHITE		F	1895	773-0174		7/23/2023
22-002316	DOG	#####	STANLEY, GEORGE W	1 ALLARD STREET	6/30/2022	4/30/2023	JEN
TEACUP POOD	BLACK		M	0774	773-0174		7/23/2024
22-000211	DOG	#####	STEINER, MARCUS C	2 TILTON AVE	1/4/2022	4/30/2023	LEEANN
GERMAN SHE	SABLE		M	228976	8646308607		10/24/2022
22-001945	DOG	#####	STEINER, MARCUS C	2 TILTON AVE	5/3/2022	4/30/2023	JEN
HUSKY	SABLE		M	19198356	8646308607		7/12/2022
22-001535	DOG	#####	STOLLAR, BRADY	157 COURT ST	3/30/2022	4/30/2023	JEN
LAB MIX	BLACK		F	23338	603-815-2103		6/19/2023
22-001600	DOG	#####	STRIBLING, INDIA	44 MCKAY DR APT 109	4/18/2022	4/30/2023	JEN
AUST CATTLE	BLUE TICK		M	0443	737-757-6202		3/10/2025
22-002348	DOG	#####	STRONG, JOSHUA	5 MCKINLEY ST	7/13/2022	4/30/2023	JEN
ENGLISH BUL	BLACK/WHI		M	0074	603-793-8088		4/23/2024
22-002349	PUP	#####	STRONG, JOSHUA	5 MCKINLEY ST	7/13/2022	4/30/2023	JEN
BULL DOG	MERLE		M	1748	603-793-8088		3/24/2026
22-001167	DOG	#####	SULLIVAN, MICHAEL C	3 JOHN WEST RD	3/15/2022	4/30/2023	JEN
FRENCH BULL	FAWN		F	30	6036862300		8/2/2025
22-000655	DOG	#####	SUTHERLAND, MAGGIE	28 PINE ST	2/9/2022	4/30/2023	SONYA
FRENCH BULL	BLUE		F	25995	9788579915		5/15/2025
22-000248	DOG	12611	SWIEZYNSKI, AMY-BETH	22 LOCUST ST REAR	1/26/2022	4/30/2023	LEEANN
AUST SHEEP	RED MERLE		F	0012	7700112		5/4/2024
22-000249	DOG	12611	SWIEZYNSKI, AMY-BETH	22 LOCUST ST REAR	1/26/2022	4/30/2023	LEEANN
AUST SHEPHE	BLACK/WHI		M	0230	7700112		4/27/2025
22-001588	DOG	#####	SYMONDS, MELISSA K	93 KINGSTON RD	4/15/2022	4/30/2023	JEN
STAFFORDSHI	BLACK/WHI		F	1873			1/26/2026
22-000518	DOG	#####	TATARCZUK, KEITH M	23 APPLIEDORE AVE	2/2/2022	4/30/2023	ANDIE

LicenseNo	Type	CID	Name	Address	IssueDate	Exp. Date	IssuedBy
Breed	Color	Gender	Rabies No.	OwnersPhone Number			Rabies
LAB MIX	BLK/WHI	M	20-2199	603-370-8260			12/11/2023
22-001164	PUP	#####	TAYLOR, SHANA	33 CYPRESS CIR	3/15/2022	4/30/2023	JEN
MASTIF	GRAY	M	0373	6032610163			2/8/2023
22-001662	DOG	#####	THAGARD, ANDREW	7 CRAWFORD AVE	4/19/2022	4/30/2023	LEEANN
LAB RET	BLACK	M	23922	7408190992			12/15/2023
22-001862	DOG	#####	THEBERGE, NICHOLAS H	3 PLEASANT VIEW DR	4/20/2022	4/30/2023	SONYA
LAB RET	CHOCOLATE	M	0105	207-431-8696			3/21/2025
22-002146	DOG	#####	THOMPSON, ROBERT H	15 COLONIAL WAY	5/10/2022	4/30/2023	LEEANN
PIT BULL	BLUE BRINDLE	M	000154	778-9269			7/15/2024
22-001353	DOG	#####	THURMOND, GINA	161 FRONT ST	3/16/2022	4/30/2023	LEEANN
CHINESE PUG	BROWN	M	0365	928-444-5416			2/16/2025
22-000425	DOG	#####	TREMBLAY(GOMES), DENISE	21 DOUGLAS WAY	2/14/2022	4/30/2023	LEEANN
ENGLISH BUL	TRI COLOR	M	1800	603-943-1971			3/17/2026
22-002187	DOG	#####	ULFELDER, ABBY	30 CHARTER ST #19	6/22/2022	4/30/2023	LEEANN
COCKER SPA	BLK/WHI	F	0739	603-380-1275			7/23/2024
22-002562	DOG	#####	VIVIER, ELIANA D	14 BITTERSWEET LN #4	11/28/2022	4/30/2023	LEEANN
DACHSHUND	CHOC /TAN	M	064113				8/16/2023
22-002563	DOG	#####	VIVIER, ELIANA D	14 BITTERSWEET LN #4	11/28/2022	4/30/2023	LEEANN
CHIHUAHUA	BROWN	F	207972				2/16/2025
22-001142	DOG	#####	WALLETT, KIMBERLY	5 HARVARD ST APT A	3/10/2022	4/30/2023	JEN
FRENCH BULL	BRINDLE	M	24669	603-505-6115			5/17/2024
22-002173	DOG	#####	WARD, NICOLE L	1 WYNDBROOK CR	6/1/2022	4/30/2023	LEEANN
FLAT COAT RE	BLACK	F	23884				11/13/2023
22-001272	DOG	12746	WASHINGTON, SHERRIE	67 WESTSIDE DRIVE	3/9/2022	4/30/2023	ANDIE
SHIH TZU	WHI/TAN	F	190405	770-6954			5/13/2022
22-001230	DOG	#####	WEINTRAUB, KACEY	10 WINDEMERE LN	3/8/2022	4/30/2023	SONYA
PUG	FAWN	F	042321	404-376-0348			4/18/2024
22-001110	DOG	#####	WELCH, ERICA M	61 WINTER ST	2/23/2022	4/30/2023	JEN
TERRIER/YOR	BLK/BRN	M	0001	9788852542			1/28/2025
22-000327	DOG	#####	WHARF, LISA	43 HILTON AVE	1/27/2022	4/30/2023	SONYA
MINI PINSCH	BLK TAN	M	200791	603-770-5161			9/11/2023
22-000638	DOG	#####	WILLIAMS, CYNTHIA H	5 TIMBER LN K106	2/9/2022	4/30/2023	SONYA
COCKER SPA	BRO/WHI	M	25824				4/5/2025
22-002516	DOG	#####	WITHAM, VICTOR	10 LINDENSHIRE AVE	8/1/2022	4/30/2023	ANDIE
MINI PINSCH	BLK/TAN	M	22234	772-1921			8/8/2022
22-002430	DOG	#####	WOOD, LAURA C	16 ASHBROOK RD	7/27/2022	4/30/2023	LEEANN
MALTIPOO	GINGER	M	830-20-20				9/17/2023
22-000627	DOG	#####	WOODMAN, LISA	10 GILMAN LANE	2/9/2022	4/30/2023	SONYA
GOLDEN	GOLD	M	21174	207-229-1743			8/19/2025
22-002154	DOG	#####	WOODS, DIANE	7 RIVERWOODS DR D207	5/18/2022	4/30/2023	LEEANN
POODLE X	GREY	M	0103	603-418-7400			1/3/2023
22-000674	DOG	#####	WOODWARD, CHRIS	16 WATSON RD	2/9/2022	4/30/2023	SONYA
RETRIEVER	BLACK	F	200967	499-6887			10/23/2023

<u>LicenseNo</u>	<u>Type</u>	<u>CID</u>	<u>Name</u>	<u>Address</u>	<u>IssueDate</u>	<u>Exp. Date</u>	<u>IssuedBy</u>
<u>Breed</u>	<u>Color</u>		<u>Gender</u>	<u>Rabies No.</u>	<u>OwnersPhone Number</u>		<u>Rabies</u>
22-001615	DOG	#####	YOUNG, LEE	20 MAIN ST/26 GREENLE	4/5/2022	4/30/2023	LEEANN
AUST SHEPHE	TRI		M	211017	772-9084		11/14/2024

Records Printed: 216

## **Town Manager's Report**

## Correspondence



June 12, 2023

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

RE: Price Change to Starz Channel

Dear Chairman and Members of the Board:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. Accordingly, please note the following change:

- *Starz will be increasing its per month price from \$8.99 to \$9.99 effective with a customer's July 2023 billing statement.*

Please do not hesitate to contact me should you have questions at [Bryan\\_Christiansen@comcast.com](mailto:Bryan_Christiansen@comcast.com).

Sincerely,

*Bryan Christiansen*

Bryan Christiansen, Director  
Government & Regulatory Affairs

*Town Manager's Office*

JUN 15 2023

*Town Manager's Office*

**JUN 20 2023**

*Received*

June 15, 2023

Susan Penny  
Town of Exeter  
10 Front Street  
Exeter, NH 03833

Dear Ms. Penny:

Catholic Charities New Hampshire (CCNH) and its New Generation program staff would like to thank you for the invaluable support we received from the Town Exeter this past year. Your support has made it possible for families at New Generation to access housing, food, transportation, childcare, and many other core and supportive services that are crucial to supporting them on their way to self-sufficiency.

Please see below some of the specific activities and goals we have been able to accomplish in FY2023 period because of your support.

*New Generation's Main Activities  
(April 1, 2022, to March 31, 2023)*

- 24/7 shelter for 120 Individuals (47 mothers and 73 children) experiencing homelessness.
- Weekly case management sessions, which are adapted to each resident's/family's needs. During these sessions the staff works with each resident to establish goals and work to accomplish them every week. The main items that residents have worked on during these sessions are acquiring and managing public benefits, applying for public or subsidized housing, finding childcare, securing employment and/or improving working conditions. All residents were also offered a financial counseling session upon their arrival to the shelter and a follow-up every three months.
- Weekly parenting education sessions through CCNH's Our Place program.
- Weekly life skills and support groups through New Frontiers Church.
- Daily transportation for all residents to their employment and daycare center.
- Residents are also provided with transportation to medical appointments (when public transportation is not available), housing appointments, job interviews, driving tests and any other activity which directly impacts their ability to obtain permanent housing.
-

- In FY2023, the program recorded 1,816 clients contacts for a total of 1,464 direct contact hours on 49 individual client's casework.
- 24/7 access to nutritious food, personal care items, as well as diapers, wipes, and formula for the children.
- In FY2023, we have provided residents with \$11,959 worth of material goods.

*New Generation's Main Goals  
(January 1, 2022, to December 31, 2022)*

- 80% of our families have successfully moved to permanent housing.
- 69% of our mothers obtained stable employment.
- 46% of families were able to enroll their children in daycare.
- 81% of our clients obtained key documents such as driver licenses, Social Security cards, birth certificates and other documents, which facilitate their way to self-sufficiency.
- 88% of families in aftercare were able to retain their permanent housing after twelve months.

Please feel free to let us know if you have any questions or need further information.

Thanks again for your support.

Sincerely,

*Elsy Cipriani*

Elsy Cipriani, MPA  
Executive Director -New Generation  
568 Portsmouth Avenue, Greenland, NH 03840  
(603) 570-2459  
[www.newgennh.org](http://www.newgennh.org)  
[ecipriani@newgennh.org](mailto:ecipriani@newgennh.org)





## NHMA 2023 Legislative Bulletin 25

1 message

NH Municipal Association <governmentaffairs@nhmunicipal.org>  
Reply-To: NH Municipal Association <governmentaffairs@nhmunicipal.org>  
To: NHMA Member <pmcelroy@exeternh.gov>

Fri, Jun 16, 2023 at 12:59 PM

**New Hampshire Municipal Association**  
THE SERVICE AND ACTION ARM OF NEW HAMPSHIRE MUNICIPALITIES

# LEGISLATIVE BULLETIN

Legislative Bulletin 25      2023 Session      June 16, 2023



### Government Affairs Contact Information

**Margaret M.L. Byrnes**  
Executive Director

**Natch Greyes**  
Government Affairs Counsel

**Katherine Heck**  
Government Finance Advisor

**Jonathan Cowal**  
Municipal Services Counsel

**Timothy W. Fortier**  
Communications Coordinator

**Pam Valley**  
Administrative Assistant

25 Triangle Park Drive  
Concord NH 03301  
Tel: 603.224.7447

### The Waiting Game

It is officially time for committees of conference. In other words, for those bills where both bodies liked the idea of the bill but didn't agree on amendments. Small groups of senators and representatives—referred to as conferees—will meet to discuss each side's position and try to come to a compromise. If the House and Senate conferees, voting separately, unanimously agree, the committee of conference report is sent to the House and Senate, where each body can agree or disagree in one final vote. No other actions or further floor amendments can be made.

We are fortunate this year to have fewer committees of conference to focus on than usual. The bills going to committee of conference of municipal interest include:

- [HB 119](#), relative to homestead food operation licensure and making provisions for the sale of meat from uninspected bison, elk, or red deer.
- [HB 211](#), relative to a report by the department of energy on the effectiveness of the system benefits charge; relative to surface water setbacks for landfills; relative to water quality.
- [HB 221](#), relative to the acquisition of agricultural land development rights; relative to advanced deposit account wagering; relative to the use of game cameras.
- [HB 461](#), establishing a committee to study elimination by political subdivision employers of a retirement system position.
- [HB 534](#), relative to water assistance for natural disasters.

## Live Bill Tracker



- [HB 611](#), relative to eligibility criteria for the therapeutic cannabis program; establishing a commission to study state-controlled sales of cannabis; relative to the prohibition on the sale of hemp products containing certain levels of THC.
- [SB 47](#), establishing a commission to study barriers to increased density of residential development in New Hampshire.
- [SB 70](#), relative to the establishment of an election information portal and relative to the purchase of election equipment.
- [SB 78](#), relative to subdivision regulations on the completion of improvements.
- [SB 88](#), relative to the annual dues paid by towns and cities to town officers' associations.
- [SB 157](#), relative to election audits.
- [SB 166](#), relative to electric grid modernization.

As a reminder, committee of conference season moves quickly. Unlike traditional activity at the state house, the first meeting of a committee of conference need only be posted at the legislature and on its website at least 24 hours in advance. As often happens, a committee of conference will open its first meeting and then recess, reconvening at a later time that is only posted at the State House and on the legislature's website at least 12 hours before the reconvening. In other words, time is of the essence more than usual.

### Hearing Schedule

There are no currently scheduled bill hearings for next week, but committees of conference will be meeting. For the most up-to-date information on when bills are scheduled for a hearing, please use our [live bill tracker](#).

[2023 NHMA Events Calendar](#)

[2022 Final Legislative Bulletin](#)

Website: [www.nhmunicipal.org](http://www.nhmunicipal.org)

Email: [governmentaffairs@nhmunicipal.org](mailto:governmentaffairs@nhmunicipal.org)

Our mailing address is:

NH Municipal Association  
25 Triangle Park Drive  
Concord, NH 03301

*Copyright ©2023 Legislative Bulletin  
New Hampshire Municipal Association  
All rights reserved.*

Want to change how you receive these emails?  
You can [update your preferences](#) or [unsubscribe from this list](#).



## NHMA 2023 Legislative Bulletin 26

1 message

NH Municipal Association <governmentaffairs@nhmunicipal.org>  
Reply-To: NH Municipal Association <governmentaffairs@nhmunicipal.org>  
To: NHMA Member <pmcelroy@exeternh.gov>

Fri, Jun 23, 2023 at 10:00 AM

### New Hampshire Municipal Association

THE SERVICE AND ACTION ARM OF NEW HAMPSHIRE MUNICIPALITIES

# LEGISLATIVE BULLETIN

Legislative Bulletin 26

2023 Session

June 23, 2023



#### Government Affairs Contact Information

**Margaret M.L. Byrnes**  
Executive Director

**Natch Greyes**  
Government Affairs Counsel

**Katherine Heck**  
Government Finance Advisor

**Jonathan Cowal**  
Municipal Services Counsel

**Timothy W. Fortier**  
Communications Coordinator

**Pam Valley**  
Administrative Assistant

25 Triangle Park Drive  
Concord NH 03301  
Tel: 603.224.7447

#### Committees of Conference Conclude

Committees of Conference have wrapped up, meaning that there is only one more day for this year's legislative session (other than veto override day). On Thursday, both the House and Senate will meet to vote on the recommendations made by the committees of conference. The bills of municipal interest that received a favorable committee of conference report include:

- **HB 211**, relative to a report by the department of energy on the effectiveness of the system benefits charge; relative to surface water setbacks for landfills; and relative to water quality. (Senate acceded to the House.)
- **HB 281**, relative to least cost integrated resource plans of utilities; municipal hosts for purposes of limited electrical energy producers; the cost of compliance with disclosure of electric renewable portfolio standards; repealing the energy efficiency and sustainable energy board; and procedures for energy facility siting by the site evaluation committee. (House acceded to the Senate.)
- **HB 611**, relative to eligibility criteria for the therapeutic cannabis program; establishing a commission to study state-controlled sales of cannabis; and relative to the prohibition on the sale of hemp products containing certain levels of THC. (House acceded to the Senate with an additional amendment.)
- **SB 78**, relative to subdivision regulations on the completion of improvements. (Committee agreed to replace "may" with "shall" in the sentence stating: "A planning board *may* allow road and utility construction to start without a bond, however, a bond for the

## Live Bill Tracker



infrastructure, roads, and utilities must be in place prior to the sale of any parcel of land within the subdivision or a request for a building permit for structures for human occupation.”)

We anticipate that it will be a short session on Thursday with each body only considering a dozen-or-so committee of conference reports. After Thursday, the legislature will turn its attention to retained and referred bills, but only after a short break for the summer.

Next week, we will publish a summary of the session along with a list of new laws that affect municipalities. On August 2, we will be hosting a “[Legislative Wrap-Up](#)” webinar and will release the *Final Bulletin*, summarizing all of the new laws affecting municipalities. Additionally, we are working on crafting a handful of training opportunities geared toward some of the more specialized topics that were considered during this legislative session, so stay tuned for future training opportunities.

[2023 NHMA Events Calendar](#)

[2022 Final Legislative Bulletin](#)

Website: [www.nhmunicipal.org](http://www.nhmunicipal.org)

Email: [governmentaffairs@nhmunicipal.org](mailto:governmentaffairs@nhmunicipal.org)

---

### Our mailing address is:

NH Municipal Association  
25 Triangle Park Drive  
Concord, NH 03301

*Copyright ©2023 Legislative Bulletin  
New Hampshire Municipal Association  
All rights reserved.*

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).