

**Select Board Meeting**  
**Monday, August 7<sup>th</sup>, 2023, 6:40 p.m.**  
**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/85425400734>

To access the meeting via telephone, call: +1 646 558 8656 and enter the Webinar ID: 854 2540 0734

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. Non Public Session – RSA 91-a:3 2a
3. Board Interviews – Michelle Crepeau, Conservation Commission
4. Public Comment
5. Proclamations/Recognitions
  - a. Proclamations/Recognitions
6. Approval of Minutes
  - a. Regular Meeting: July 24<sup>th</sup>, 2023
7. Appointments
  - a. TBD
8. Resignations
  - a. None
9. Discussion/Action Items
  - a. Squamscott River Siphons Project Update
  - b. Quarter Two Financial Report – Corey Stevens, Finance Director
  - c. Accept CLG Grant (Pine Street Area Survey) – Selectwoman Gilman
  - d. Review Board Goals from April 2023 – Select Board
10. Regular Business
  - a. Tax Abatements, Veterans Credits & Exemptions
  - b. Permits & Approvals
  - c. Town Manager's Report
  - d. Select Board Committee Reports

**e. Correspondence**

**11. Review Board Calendar**

**12. Non-Public Session**

**13. Adjournment**

**Niko Papakonstantis, Chair**  
**Select Board**

**Posted: 8/4/23 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**

## Board Interviews



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

Town Manager's Office

JUL 25 2023

Received

**Statement of Interest  
 Boards and Committee Membership**

8/7/23  
 6:50 pm  
 confirmed.

Committee Selection: CONSERVATION COMMISSION

New  Re-Appointment  Regular  Alternate

Name: Michele CREPEAU Email: MWC2prod@gmail.com

Address: 4 Lexington Ave Phone: 603 496-5791

Registered Voter: Yes  No

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

As a Commercial Real Estate Appraiser, I became familiar with the NH Shoreland Protection Act and also state and local wetland regulations. I have experience valuing land, researching land development rights often working with state and local land planning offices and zoning departments.

Wherever I've lived, I've always been interested in the surrounding natural areas, often volunteering and obtaining knowledge via webinars and seminars pertaining to surrounding natural resources. I have taken part in trail creation and maintenance and I am a Florida Master Gardener. Currently I volunteer for events to raise money for conserving land and now weekly provide garden assistance to a conserved estate.

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

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

After submitting this application for appointment to the Town Manager:

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

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

Signature: Michele Crepeau Date: 7/23/23

To be completed by Select Board upon appointment:

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



**Proclamations/Recognitions**

1/10/2011



Russ Dean <rdean@exeternh.gov>

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## From resident Brendan DuBois

1 message

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badubois@aol.com <badubois@aol.com>  
To: "rdean@exeternh.gov" <rdean@exeternh.gov>

Thu, Aug 3, 2023 at 11:24 AM

Dear Mr. Dean,

Brendan DuBois here, a resident Juniper Ridge Road in town.

On Monday this week, a DPW truck accidentally damaged our mailbox.

In contacting Steve Dalton of DPW, he immediately assessed the situation, and he and his crew removed and repaired the mailbox in less than 48 hours.

I know you probably get complaints now and again about town services, but I wanted to let you know the exceptional service Steve and his crew provided in a very timely fashion.

All best,

Brendan DuBois

**Minutes**

**Select Board Meeting  
Monday July 24, 2023  
6:50 PM  
Nowak Room, Town Offices  
Draft Minutes**

**1. Call Meeting to Order**

**Members present: Chair Niko Papakonstantis, Clerk Julie Gilman, Dan Chartrand, and Nancy Belanger were present at this meeting. Town Manager Russ Dean and Finance Director Corey Stevens were also present.**

**Members Absent: Vice-Chair Molly Cowan**

**The meeting was called to order by Mr. Papakonstantis at 6:50 PM. The Board went downstairs to the Wheelwright Room for an interview.**

**2. Board Interviews**

- a. Amanda Kelly for the Budget Recommendations Committee**

**The Board reconvened in the Nowak Room at 7 PM.**

**3. Police Department - Swearing In**

- a. Police Chief Stephan Poulin introduced Caleb Daniels and Eric Worden, and Town Clerk Andie Kohler swore them in as Officers.**

**4. Public Comment**

- a. Mr. Papakonstantis said the second session of the Special Town Meeting will be August 15. Absentee ballots are available now.**
- b. Ken Damsell of 6 Dewey Street commented on how loud they play music at the Parkway. He said that the Manager of the concerts put a restraining order on him so he can't go down to the Parkway. His house was vibrating from the music.  
Mr. Papakonstantis asked if he was referring to the Saturday festival or the Thursday concerts. Mr. Damsell said it was last Thursday. Mr. Papakonstantis noted that this was a concert sponsored by the Town Rec Department, and he will follow up with them.**

**Mr. Damsell added that there is a note in the ordinance about how loud you can play an amplifier.**

**5. Proclamations/Recognitions**

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

**6. Approval of Minutes**

- a. Regular Meeting: July 10, 2023**

**MOTION:** Ms. Gilman moved to approve the Select Board regular meeting minutes of July 10, 2023 as presented. Ms. Belanger seconded. The motion passed 4-0.

7. Appointments

- a. Amanda Kelly to the Budget Recommendations Committee

**MOTION:** Ms. Belanger moved to appoint Amanda Kelly to the 2023 Budget Recommendations Committee. Ms. Gilman seconded. The motion passed 4-0.

8. Discussion/Action Items

- a. Tree Committee - Progress Report

Eileen Flockhart of the Tree Committee gave a presentation on the origin of the Committee. In 2014, Unitil cut down 90 trees and she was upset, so she met with Jay Perkins. In 2015, Unitil planted little trees and they died; her group helped the town buy two trees to plant. In 2019, the group met and went to the Conservation Commission, which suggested going before the Select Board. The group then became a subcommittee of the Conservation Commission. Its first project was Exeter's Tree City USA certification.

Kristen Murphy, the Natural Resources Planner and town staff liaison to the Tree Committee, said the Committee has many partners, including town staff, school staff, EXTV, Stratham Circle Nursery, Unitil, and private citizens who give donations.

Ms. Flockhart discussed their accomplishments, including being a Tree City since 2019, receiving a Growth Award for Excellence in 2021 and 2022 for working with students and for the Arbor Day volunteer work done on the Parkway, and getting the Tree Ordinance adopted in 2021. The Tree Committee makes videos and social media posts.

Tree Committee member Sally Ward said the Committee has been instrumental in planting 18 trees in different locations, including Park Street Common, Gilman Park, the schools, and the intersection of Park Street and Water Street. We have citizen and neighborhood support, such as from the Park Street Common neighborhood. We've tried to plant diverse species, such as Elm, Sweetgum, and Cherry. We've been labeling established trees, especially on Swasey, to educate the public. We did a tree survey recently and most are doing well. Some did not survive and were replaced.

Ms. Flockhart described the events that the committee has participated in, including the Alewife Festival, a Tree Walk and Talk, and tree plantings.

Tree Committee member Deb Twombly said the committee has focused on public outreach and education. We want to be a resource where people get in touch with us with questions about trees.

Ms. Flockhart said the Committee will continue applying for Tree City USA, expand plantings, add more labels, expand and continue outreach and education, ensure the diversity of trees, improve the canopy and update the street tree inventory regularly. She added that it would be nice to know there was some financial support from the town.



Tree Committee consultant Steve Jones said managing your woodlot in town requires diversity. We want to avoid mass disasters like in the 1960 Elm blight. It requires a range of ages and heights.

Ms. Twombly said one future goal is to have a tree canopy of 48%; it's currently 27%. This is only counting the public property. We want to look at how many and what kind of trees we need to attain that goal. This is what the budget would be aiming for.

Ms. Flockhart mentioned that Peter Waltz has been giving saplings to the 5th grade at LSS for over 30 years. Efforts like his create a connection to the trees.

Mr. Papakonstantis said other committees are given budgets through the Department they belong to, so he encourages the Committee to ask for money in the budget. Ms. Belanger asked if they have a figure in mind. Mr. Papakonstantis asked Ms. Murphy to work with the Town Manager on a number. Ms. Twombly said the tree inventory update will be significant. We would need to pay someone to do that. We would like to talk to someone more knowledgeable to recommend trees. Ms. Belanger said this subcommittee has proven their ability to get things done. She'd like to see a budget line item for them.

Mr. Jones said increasing the Committee's visibility is a goal, so anything the Board can do to help with that would be appreciated. Ms. Belanger said it may help to be a full committee rather than a subcommittee.

Ms. Gilman mentioned that on the Tree Committee's webpage, there's a list of trees recommended for planting.

Mr. Chartrand said Dutch Elm disease was a real loss for the town, and we really haven't recovered. We should put money into this to get us back where we were. The Tree Committee should include our Town Planner, Dave Sharples, who's doing a lot of work on sidewalks.

Ms. Belanger said she would like to see the report posted in color.

Ms. Flockhart said the reason they were a subcommittee was that there was less bureaucracy with meetings and term limits.

Mr. Papakonstantis asked them to come back to the Select Board with their proposal.

b. Energy Efficiency and Community Block Grant Application

Renay Allen of the Energy Committee said she found a grant from the Office of Economic Impact and Diversity, the "Justice 40" grant. In this grant, 40% of the overall benefit of certain Federal investments will flow to disadvantaged communities. To qualify, we're required to engage community stakeholder consultation. Exeter does have a J40 community, the folks in the mobile home parks. NH Saves is a matching grant program, but we're seeking to remove the barrier of the match for low income mobile home owners.

Ms. Murphy said under the NH Saves program, you have to have an initial \$2,000 investment to get matching funds. This grant seeks \$200,000 for 100 individuals to qualify for the NH Saves program. Applicants would reach out

to the town of Exeter for the \$2,000 match. We're seeking Select Board support to put in the official application. Through this process, we're looking to establish knowledgeable experts in these communities who could shepherd others through the program. The grants would be used for making energy-efficient upgrades to these homes. There would be a savings in their energy bills over the life of the equipment. We need a letter of support from the Select Board.

Mr. Chartrand and Ms Belanger spoke in favor of the program.

**MOTION:** Ms. Belanger moved to support the Energy Committee and Planning Department's application for a \$200,000 Energy Efficient block grant application offered by the Dept of Energy. Ms. Gilman seconded. The motion passed 4-0.

c. Black Heritage Pocket Park Update

Renay Allen of High Street said a volunteer committee has been working on creating a small pocket park with a bench and a stone with a marker to honor the historic Black community. Determining its position on the Parkway has held the project up. We're now proposing a site on town property adjacent to the Parkway, on the Water Street side of the stone entranceway, which is currently a shade garden. If approved, we plan to install the stone and bench and small ceremony in May 2024. The Black Heritage Trail will create and cohost a ceremony. Our Committee will provide matching money for the stone and marker. We ask that the town provide a metal bench similar to others around town.

Mr. Chartrand and Ms. Gilman expressed their support. Mr. Dean said he will work with Renay and the DPW to make it happen.

d. Accept \$5,200 in Police Department Unanticipated Revenue

Finance Director Corey Stevens said the Police Department had unanticipated revenue from earlier this summer. They purchased body-worn cameras and worked with a vendor to retrofit the uniforms for the cameras, and there was a refund of \$5,200 involved.

**MOTION:** Ms. Belanger moved to accept \$5,200 as unanticipated revenue for a refund from Utility pursuant to RSA 31:95b. Ms. Gilman seconded. The motion passed 4-0.

e. Accept \$14,972.50 in Unanticipated Revenue for the Highway Patrols

Mr. Dean said a Highway Safety grant was offered to our Police Department for additional enforcement activities, including DUI enforcement, speed enforcement, and driving while distracted enforcement. The amount is \$14,972.50.

**MOTION:** Ms. Belanger moved to accept \$14,972.50 as unanticipated revenue for a refund from the NH Department of Highway Safety. Ms. Gilman seconded. The motion passed 4-0.

f. Classification and Wage Update

Mr. Papakonstantis said the Select Board voted at the last meeting for one of the options which would reclassify some jobs and wages. The Board was

also presented with some options for the three union contracts. We have a lot of talent in Exeter that we want to retain. Some Departments, such as Public Works, consistently have 8-10 openings. The increased dollars here are not cost, but value.

Mr. Dean said we rolled out a program to each of our three employee groups. Police and Fire employees would get a \$2,000 retention bonus in each of two years. Both Departments accepted the proposal. For Public Works, we granted two additional step increases at 2.5%, and members at the top step will receive a 5% bonus.

We're faced with a competitive marketplace around us. We worked diligently to come up with a program to make sure our employees understand how valuable they are to us. We need to make sure our wages are as competitive as they can be to enhance recruiting as well as retention.

Mr. Papakonstantis said it's been 8 years since this was last performed. The cost to recruit, train, hire, and lose an employee is significantly higher than rewarding valuable employees with the hope of retaining them.

Finance Director Corey Stevens said when he was part of the the Budget Committee, he saw a presentation on maintaining our roads and protecting our investments, and this is the same thing.

## 9. Regular Business

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

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

### b. Permits & Approvals

Mr. Stevens said we're concluding the lease purchase financing for items we're purchasing this summer. We're requesting that the Board allow us to move forward with TD Bank financing and the Chair sign the lease resolutions.

**MOTION:** Ms. Belanger moved to approve TD Bank's financing as follows: an interest rate of 4.36% for 7 years on the Vactor Truck as approved by the voters in Warrant Article 13 and 4.5% for 5 years for the Sidewalk Tractor as approved by the voters in Warrant Article 16, and to further approve the Select Board Chair to sign the lease resolutions respectively authorizing the Town Manager to execute all documents related to the closing on this financing. Ms. Gilman seconded. The motion passed 4-0.

### c. Town Manager's Report

- i. Mr. Dean gave an update on the Sewer Siphons project. On July 11, we had the Special Deliberative Session for additional funding. On July 12, the Contractor was pulling the siphon pipe through the hole under the river. The equipment had a lost connection about 240 feet into the hole. The Contractors met and decided to construct a 24" steel conductor pipe to preserve access to the 18" core in the ledge. On July 18, materials for that were delivered to the site. A pneumatic pipe ramming tool was used to push sections into the ground and additional pieces were welded on.

On Friday July 21, at 50 feet, the 12" pipe inside started to move. Today, July 24, a camera was inserted and showed that the pipe was beginning to squish. Tomorrow they will remove the soil between the pipes and continue ramming. Mr. Chartrand observed that there is no additional cost to the town because of the flat rate we agreed upon.

- ii. Andy Swanson has been managing the town website when Bob Glowacky is on vacation.
- iii. DPW employee Chris Eaton has been running the Wastewater Treatment facility under the nitrogen threshold. They're getting great results there.
- iv. Andie Kohler let him know that Concord is testing three voting machines. He will come back to the Board about it once they make a decision
- v. He attended an Energy Forum at Winnacunnet HS with good discussions.
- vi. COAST told us the on-demand service is under threat. They're anticipating some cuts in Federal funding.
- vii. The Chamber of Commerce Lease is coming due. He met with Jen Wheeler last Wednesday, and they seem interested in renewing.
- viii. The Department of Labor did an in-person visit Tuesday July 18, which seemed to go well. We're waiting to hear what they will say.
- ix. A work group met to talk about next steps on the Police station and Fire Substation.
- x. He met with Unitil, and heard that they're changing direction on municipal representation. The new person, David, will deal with the town on all municipal issues.
- xi. The town took the Rugg property in the Oaklands via tax collector deed many years ago. The Ruggs have done \$250,000 worth of title research and they believe they own some land. If ownership is retained, they're interested in selling the land, and the town or SELT could buy it. Legal counsel has been involved.
- xii. Last Friday, he met with Bob Kelly and Melissa Roy on the Water Sewer Rate study. It's in its final draft. He will likely bring it to the Select Board August 21st.
- xiii. On the Groundwater project, we're waiting for a draft letter of intent from PEA.

d. **Select Board Committee Reports**

- i. Ms. Belanger had a Conservation Commission meeting, but didn't attend. Regarding the Rugg property, there are 148 acres, 46 of them are Exeter and the remaining are Newfields. The Conservation Commission had a letter of support to apply for grants to purchase it. The Conservation Commission also heard a wetland dredge and fill application for Riverrun at Exeter, because of some bank erosion issues there. The Conservation Commission wanted to limit access to that area. There was a sitewalk of 24 Powder Mill Road on July 11, but she did not attend. The applicant was approved to put another house there, but they changed their mind

about the driveway and now there are some wetland issues. The Conservation Commission made a motion to draft a memo to the Planning Board regarding their concern about the wetlands, but the applicant withdrew the application. There was a Minimum Impact application for Epping Road expansion. There was a conceptual design meeting for Foss Motors to put pavement down. At the Planning Board meeting, the application of the Exeter Country Club and restaurant was approved. At 2 Meeting Place, there are housing units in the back and the front lot has been subdivided. There's a proposal that a bank will go in one side. She also attended a Potential Hazard Damage meeting and a meeting on the State of our Estuaries. Mr. Papakonstantis said he wanted to have a Select Board rep and alternate for the potential hazard meetings. The next one is in September.

- ii. Ms. Gilman attended the Deliberative Session and the Energy Roundtable at Winnacunnet. The Heritage Commission tried to meet but didn't have a quorum. At the HDC, they heard 107 Water Street, which wants to make changes to the windows and doors.
- iii. Mr. Chartrand had no report.
- iv. Mr. Papakonstantis said the Tree Committee worked on the presentation. The Deliberative Session was that evening, and had a great turnout. The Swasey Parkway Trustees met and talked about siphons, tree pruning, and signage. He also attended the Public Safety Complex meeting.

e. Correspondence

- i. The proposed BRC meeting schedule
- ii. A memo from Eversource
- iii. The lease agreement for the Chamber of Commerce
- iv. A letter from Library Director Hope Godino about a digital conversion program for residents.
- v. A memo from the Sportsmans Club. Mr. Dean said he was contacted by NH DES on the remedial action plan on the Exeter Sportsmans Club and the Blanchard property. We're beginning to meet with the State to see what their expectations are.

10. Review Board Calendar

- a. The next meetings are Aug 7, Aug 21, Sept 11, and Sept 25. The election is Aug 15. The procedural defect meeting is September 5th.
- b. Ms. Gilman said National Night Out is August 1st at Townhouse Common.

11. Non-Public Session

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

12. Adjournment

**MOTION:** Ms. Belanger made a motion to adjourn. Ms. Gilman seconded. The motion passed 4-0 and the meeting was adjourned at 8:56 PM.



**Respectfully Submitted,  
Joanna Bartell  
Recording Secretary**

**Squamscott River Siphons Project Update**



OFFICIAL BALLOT  
SPECIAL TOWN ELECTION  
EXETER, NEW HAMPSHIRE  
AUGUST 15, 2023

*Andrea J. Kohler*  
TOWN CLERK

INSTRUCTIONS TO VOTERS

To vote, completely fill in the OVAL  to the RIGHT of your choice(s) like this:

ARTICLE

Article 1

Shall the Town 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.

YES   
NO

## Quarter Two Financial Report



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

TO: SELECT BOARD & RUSSELL DEAN, TOWN MANAGER  
FROM: COREY STEVENS, FINANCE DIRECTOR  
SUBJECT: BUDGET VS ACTUAL RESULTS (UNAUDITED) AT 06/30/23, COMPARED TO 06/30/22  
DATE: AUGUST 7, 2023

## General Fund Budget vs. Actual Revenues and Expenses

### General Fund Revenues

For the six months ending June 30, 2023, Total General Fund Operating Revenue was \$10.3M, representing 48% of the FY2023 overall budget of \$21.3M. Total Operating Revenue at June 30, 2022, was \$8.9M representing 44% of the overall FY2022 budget.

#### Highlights of General Fund Revenues as of 6/30/23:

- **Property Tax Revenues**
  - Property tax invoices totaling \$28.6M were issued in May of this year (due July 3<sup>rd</sup>), with the Town's portion equaling \$6.89M, or 24%. The balance goes to the school districts and county. As of June 30<sup>th</sup>, 87% of the May billing had been collected, which was in line with results from June of 2022.
  - Other components of Property Tax Revenue totaling \$76K, compared to \$33K in 2022 include:
    - Current Use Tax \$60K, Interest & Penalties \$47K, other miscellaneous of \$4K, less Overlay (\$35K). An increase in Current Use Tax collected drove most of the change in other tax revenue.
- **Motor Vehicle Revenues:** \$1.6M collected, representing 52% of the annual budget for this line. In-line with collections at June 30, 2022.
- **Building & Permit Fees:** \$400K collected, representing 114% of the annual budget. Up \$262.5K from 2022. Lead by significant projects at Phillips Exeter Academy on High Street, and redevelopment at 131 Portsmouth Ave., building permit activity has surpassed 2022 mid-year results by over 160 permits and \$44M in estimated construction costs.
- **Other Permits and Fees:** \$79K collected, representing 56% of the annual budget. The amount collected is consistent with collections from June, 2022.
- **Meals & Rooms Tax Revenue:** No collection to date. State remittance of Meals & Rooms Tax occurs in December.
- **State Highway Block Grant:** \$123K collected, representing 41% of the annual budget. Fairly consistent with collections from June, 2022. The final two quarterly payments of 2023 should again bring total collections for the year in line with the budget projection, consistent with the prior year.
- **FEMA:** No FEMA revenue collected as of June 30<sup>th</sup> 2023.
- **Other State Grants:** \$8.5K collected from the State's Radiological Emergency Response Program (RERP), representing 11% of the Other State Grants anticipated revenue for the year.
- **Income from Departments:** \$620K booked, representing 63% of the annual budget. Mid-year results have outpaced those from June, 2022. Breakdown:
  - Income from Departments - \$291K booked, representing 135% of the annual budget. Mostly the result of accounting adjustments and insurance claim reimbursements.



- Waste & Refuse Charges - \$329K collected, representing 43% of the annual budget. Fairly consistent with 2022 mid-year results.
- **Sale of Town Property:** \$3K received from the sale of Parks & Rec. equipment, and the trade-in of DPW vehicles #3 & #65. Also includes \$675 from the sale of commemorative plates.
- **Interest Income:** \$101K collected, representing 507% of the annual budget. Interest income forecasts were scaled back again in 2023. However, the continued increase in federal interest rates has allowed the Town secure savings rates on its primary holding accounts in excess of 3% this year.
- **Rental & Miscellaneous Revenues:** \$12.7K collected, representing 58% of the annual budget. This includes \$5.9K in various Rec. Dept. permits/rentals; \$2.1K from the NH Charitable Foundation; \$2.8K in comfort dog revenue, and \$1.9K in other miscellaneous revenue.
- **Use of Fund Balance:** 50% of the projected annual amount to be used for 2023 has been recognized at June 30<sup>th</sup>. Subject to Select Board approval later in the year.
- **Property Tax Receivables:** See analysis in Financial Statement section.

### General Fund Expenditures

Total General Fund Operating Expenses as of June 30, 2023 were \$9.3M, representing 44% of the 2023 budget of \$21.3M. On a percent-of-budget basis, these results are slightly ahead of June 2022 when 42% of the General Fund budget had been spent. A discussion of the highlights and notable variances to budget is below. Generally, we would anticipate wages, tax and benefits to be 50% spent at mid-year. Non-compensation expense lines will vary based on the timing of such expenditures and circumstances within the individual departments.

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

- **General Government Group** actual expenditures were \$604K through June 2023, representing 58% of the 2023 budget. For comparison, the FY2022 budget was 51% spent through June 2022.
  - **Select Board** expenses were \$9.5K, representing 46% of the budget. The Special Expenses budget of was 19% spent at June 30<sup>th</sup>.
  - **Town Manager** expenses were \$135K, representing 51% of the department budget. No notable budget variances at mid-year.
  - **Human Resources** expenses were \$80K, representing 45% of the department budget. Part-time wages for a new position to be filled after mid-year contributed to spending below 50% for the department.
  - **Liability Insurance** expenses were \$156K, representing 200% of the budget. Activity includes payout on a claim in May for which the Town was reimbursed by Primex. Reimbursement is reflected in the revenue lines above.

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

- **Finance Group** actual expenditures were \$484K through June 2023, representing 47% of the 2023 budget. For comparison, the FY2022 budget was 45% spent through June 2022.
  - **Finance/Accounting** expenses were \$163K, representing 49% of the budget. Wages, tax and benefit costs were in line with expectation at mid-year. The FY2022 audit was still underway at June 30<sup>th</sup>, as a result the Audit line is unspent year-to-date. The department has been able to take advantage of continuing education workshops sponsored by NHGFOA with very reasonable pricing. Therefore, Education/Training were below budget expectations at mid-year.

- **Tax Collection** expenses were \$47K, representing 43% of the budget. The Deeded Property, Legal, and Tax Lien budget lines had not been spent as of June 2023. Activity in these lines generally occurs during the latter half of the year, if at all.
- **Information Technology** expenses were \$138K as of June 30<sup>th</sup>, representing 42% of the annual budget. Wages, tax and benefits expense were in line with budgetary expectations at mid-year. Significant non-compensation lines in the IT budget are historically spent in the second half of the year. These include computer software/ hardware lines and various subscription renewals. Contract Services is utilized on an ‘as needed’ basis and had not been spent as of June 30<sup>th</sup>.

#### **Planning, Building Inspection, other Boards, and Commissions**

- Actual expenditures for this group were \$260K through June, 2023, representing 45% of the 2023 budget. For comparison, the FY2022 budget was 43% spent through June 2022.
  - **Planning** – Actual spending of \$135K, representing 48% of the category budget. Wages, tax and benefits were 45% spent at mid-year, caused mainly by below budget spending on part-time wages. GIS Software costs had not been incurred as of June 30<sup>th</sup>. There had been no activity in the Grant Matching or Studies lines at mid-year either.
  - **Inspections/Code Enforcement** – Actual spending of \$123K, representing 43% of the category budget. Wages, tax and benefit expenses for active staff were in line with budget expectations at mid-year. However, the department is still seeking a part-time electrical inspector and as such, wages and benefits related to this position are unspent to date. There are no active prospects for the inspector position.
  - **Conservation Commission** – Actual spending of \$1.2K, representing 12% of the budget. Part-time Wages/ Temporary Help lines had not been spent at mid-year. There is the potential for hiring an intern in the Fall, but nothing definitive. Trail Maintenance and Mowing occurs later in the year after the growing season. Expense activity among these three budget areas is driving results at mid-year.

#### **Economic Development**

- Actual expenditures of \$75K through June 2023, representing 47% of the budget, were in line with budget expectations. The Economic Development budget is largely comprised of wages, tax and benefits. Budget lines related to education, conferences and travel were unspent at mid-year.

#### **Police Department**

- Actual department expenditures were \$1.97M through June 2023, representing 48% of the overall Police Department budget. For comparison, the FY2022 budget was 46% spent through June 2022. Notable division results are highlighted below.
  - **Administration** – Actual spending of \$477K representing 46% of the division’s budget. Wage, tax and benefit budgets were in-line with mid-year expectations as the division is at full staff. Expenses related to Computer Equipment and Software Contracts are anticipated in the second half of the year and as such these line items are unspent as of June 30<sup>th</sup>. Police Vehicle Maintenance was 13% spent at mid-year.
  - **Staff Division** – Actual spending of \$312K, representing 45% of the division’s budget. The division was fully staffed during the first two quarters of 2023, leading wages, tax and benefit budgets to be generally in line. Prosecutor Services were largely unspent at mid-year, as was Office Supplies and expenses related to our Comfort Dog, Maple.

TOWN OF EXETER – BVA REVENUE & EXPENDITURES – MID-YEAR 2023 VS 2022 (UNAUDITED)

- **Patrol Division** – Actual spending of \$988K, representing 50% of the division’s budget. Wages, tax and benefits for Patrol were in-line with budget expectations at mid-year despite some turnover and new hiring in the division. Fuel costs at June 30<sup>th</sup> were 43% of the annual budget. In addition, there had been no activity in the Investigations line at mid-year.
- **Communications/Dispatch Division** – Actual spending of \$193K, representing 44% of the division’s budget. An open dispatch position for the first half of 2023 resulted in actual wages, tax and benefits below budget expectations. Equipment Maintenance and Repair lines were less than 25% spent at mid-year.

**Fire Department**

- Actual department expenditures were \$1.96M through June 2023, representing 46% of the Fire Department budget. These results are generally in-line with mid-year results from FY2022. Notable division results are highlighted below.
  - **Administration** – Actual spending of \$360K was in line with budget expectations at 48%. Administration has been fully staffed through the first half of 2023. Education and Conference lines were unspent at mid-year.
  - **Suppression** – Actual spending of \$1.5M, representing 46% of the division’s budget. Two open positions in the division were filled in May of this year leading to wages, tax, and benefits spending of 48% at mid-year. Non-compensation lines (maintenance/repairs, supplies, contracts) were generally spent within budget expectation as of June 30<sup>th</sup>. Any variation is likely due to the timing of such expenditures during the year.
  - **Health** – Actual spending of \$58K, representing 38% of the Health budget for 2023. Wage, tax and benefits spending were in line with budget expectation at June 30<sup>th</sup>. Results were largely driven by the Mosquito Control line which was 13% spent at mid-year due to the timing of payments for services. Mosquito Control had risen to 42% spent by the end of July.

**Public Works Department**

- Actual Public Works spending of \$2.19M as of June 30<sup>th</sup>, representing 37% of the 2023 annual budget. These results are consistent with June 30<sup>th</sup> of 2022. Public Works continues to have vacant positions throughout the department including the DPW Director which has been vacant all year. In addition, several large budgetary lines are historically spent in the second half of the year. Specific division results are highlighted below.
  - **Administration** – Actual spending of \$74K, representing 15% of the 2023 budget. Administration has had several key positions open throughout the first 6-months of 2023 including Director, Engineering Technician and GIS Technician. In addition, the Assistant Engineer position has been less than full-time for most of the first 6-months. As a result, several related expense lines (Conferences, Education/Training, Office Supplies) also had spending below budget expectations at mid-year.
  - **Highways and Streets** – Actual spending of \$581K, representing 27% of the division budget. The division was down one heavy equipment operator during the first 6-months of 2023 leading to wage, tax and benefits spending equal to 44% of budget expectation at June 30<sup>th</sup>. In addition, non-payroll budget lines representing 36% of the overall Highway budget were unspent as of mid-year. This includes the Paving budget of \$700K. The past two years have resulted in much of the Highway budget being spent in the second half of the budget year.
  - **Snow Removal** – The annual budget of \$313K has been exceeded by \$40K as of mid-year, with Wage, Tax and Benefit lines 86% spent at June 30<sup>th</sup>. While the Town did not experience large snow events in

early 2023, above average wet snow & ice events required more treatment and more plowing. As a result, Plowing was over budget \$52K at mid-year. The Salt budget was overspent \$45K as DPW keeps its storage bays full on an ongoing basis. The Town removed no snow from the downtown area this past winter, as a result the Contracted Snow Removal line remains unspent (\$45K).

- **Solid Waste Disposal** – Actual spending of \$577K, representing 41% of the 2023 budget for this category. Wages (part-time), tax and benefits were 40% of budget expectation at mid-year due in part to actual Overtime costs at 14% of budget. Solid Waste Disposal/Recycling was also lower than budget at mid-year (38%) due the timing of contract payments. Additionally, three significant lines, Brush Grinding/ Landfill Monitoring, and Household Hazardous Waste, are historically spent in the latter part of each year.
- **General Maintenance** – Actual spending of \$284K, representing 41% of the budget for this category. Maintenance continued to have one open technician/HVAC position during the first half of 2023 resulting in wage, tax and benefits spending at 40% of the annual budget for those lines. Contract Services, primarily the cost of the Town’s cleaning contractor, was 91% spent at mid-year. This budget line should be reviewed and potentially adjusted for 2024. Demands for cleaning in the Town’s buildings continues to increase resulting in overages in this line over the past two years. The Maintenance Projects budget of \$100K was 32% spent at mid-year. The department intends to spend down this budget line in the second half of 2023, most likely on roof repairs.
- **Building Maintenance** – Public Works is responsible for maintenance and utilities of the various buildings owned by the Town. At mid-year the combined Maintenance budgets for these buildings was 50% spent, compared to 78% at mid-year 2022. Notable maintenance projects in the first half of 2023 included upgrades to the Fire Department’s kitchen; plumbing repairs at the pool house; addressing issues raised in various buildings as part of a Department of Labor’s audit. Utility costs for Town buildings (electricity, natural gas, water/sewer) were 51% of budget at mid-year.
- **Mechanics Garage** – Actual spending of \$91K, representing 32% of the annual Garage budget. Wage, tax, and benefits spending were significantly under budget due to an open Mechanics position throughout the first six months of the year. As a result, overtime wages were nearly spent at 86% of annual budget.

### Welfare

- Actual expenses of \$89K, representing 106% of the 2023 budget. At mid-year 2022, the Town had spent \$37K, or 49% of the FY2022 budget. Welfare had revenue offsets of \$13K as of June 30<sup>th</sup>. Due in part to the expiration of Federal programs, the Town continues to see great demand for housing assistance in the form of rent, hotel stays and utilities. In the first half of 2023, the town funded housing assistance for multiple families, leading to the budgetary results at mid-year. Beginning in July this responsibility had ceased, and the hope is that expense pressures in the Welfare budget will be less for the final six months of 2023.

### Human Services

- Actual expenses of \$32K, representing 33% of the FY2023 budget. Spending at mid-year is slightly behind that of 2022 (38%), however, the Human Services budget has historically been spent by year-end. Therefore, the lag in spending this year would appear to be a matter of timing.

### Parks & Recreation

- Actual expenses of \$297K representing 49% of the 2023 budget. Overall spending results are slightly behind FY2022 when 45% of the budget was spent at mid-year.

- **Recreation** expenses of \$182K were 48% of budget for this department. Wage and benefit spending were in line with budgetary expectations at June 30<sup>th</sup>.
- **Parks** expenses of \$115K were 52% of budget for this department at June 30<sup>th</sup>. The department had one open laborer position for 3 months leading to wage spending at 44% of budget through June 30<sup>th</sup>. Similar to the past two years, the Parks department continues to rely on contracted services to supplement for staffing. As a result, the Contracted Services budget was 65% spent at mid-year with another \$17K (30%) encumbered. The bulk of the department’s use of outsourced services occurs in Q2 and Q3 each year.

**Public Library**

- Actual expenses of \$590K at June 30<sup>th</sup>, representing 50% of the annual Library budget. Full-time wages were in line with budget expectations at mid-year, while part-time wages were 27% of budget. Public Services expenditures were 80% requested by Library Administration as of June 30<sup>th</sup>.

**Debt Service**

- General Fund Debt Service expense was \$188K, representing 13% of the 2023 budget of \$1.5M. Spending includes 50% of the annual interest payments due and paid through June 30<sup>th</sup>. Principal payments, and the balance of interest for the year are due in July amounting to \$1.3M.

**Capital Outlay/Leases**

- Actual spending of \$207K, representing 88% of the annual 2023 budget for Capital Outlay. Scheduled lease payments on two fire trucks, SCBA fire equipment, and Police motorcycle were made, in line with expectations.

**Warrant Article Appropriations**

- Two warrant articles totaling \$335K were approved by voters in March 2023. Of that amount, \$105K was spent as of June 30<sup>th</sup> representing the first-year lease payment on Sidewalk Tractor #57, and \$67K for Linden Street Bridge Rehabilitation.

**Amounts Voted from Fund Balance**

- Various articles on the 2023 Town Warrant provided for the use Fund Balance to cover the expenditures listed below. These amounts are shown separately as a note below General Fund Expenditures because they have no impact on net income for the year.
  - Park Improvements \$100K
  - Sick Leave Trust Fund \$100K
  - Highway Truck Replacement \$53.5K
  - Public Works Garage \$25K
  - Downtown Parking \$50K
  - Conservation Fund \$50K
  - Snow & Ice Deficit Fund \$50K
  - Fire Inspector Vehicle \$49K
  - ADA CRF & Study \$25K
  - Town Hall Rev. Fund \$5K
  - Swasey Parkway Trust Fund \$3.9K

Park Improvements, Sick Leave, Snow/Ice, ADA CRF, and Swasey Parkway funds are held and invested by the Trustees of Trust Funds.

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

#### **Water Fund Revenue**

- For the six months ending June 30, 2023, Total Water Fund Operating Revenue was \$1.9M, representing 43% of the FY2023 overall budget of \$4.55M. Total Revenue at June 30, 2022, was also \$1.9M and represented 45% of the overall FY2022 budget. Notable revenue activity is highlighted below:
  - Water Consumption Charges – \$1.57M collected, representing 42% of the FY2023 budget for this category. Results are similar to those at mid-year 2022.
  - Water Service Charges – \$324K collected, representing 44% of the FY2023 budget. The amount collected is consistent with prior year results.

#### **Water Fund Expenses**

- Water Fund Enterprise Operating Expenses were \$2.1M as of June 30<sup>th</sup>, representing 46% of the 2023 budget. This spending rate is higher than mid-year 2022 by 9%, primarily due to early Capital Outlay spending on water clarifiers/ filter renovations this year. The Water Department continues to operate with a shortage of staff. Notable budget highlights and variances to actual are discussed below.
  - Water Administration – Actual spending of \$250K representing 48% of the annual Administration budget. Wage, tax and benefits were 45% spent at mid-year due to the departure of the Water/Sewer Superintendent in January. The Water Department had pipe freezes in early Winter leading to roughly \$9K in insurance expense, \$8K of which was reimbursed by Primex. Consulting Services and Legal lines had no spending activity as of mid-year, similar to the previous year.
  - Water Distribution – Actual spending of \$400K, representing 40% of the 2023 budget. Encumbrances totaling \$62K were in place at June 30<sup>th</sup>, bringing spending to 46% of budget when factored in. Distribution has had two open positions (shared with Sewer Collection) since the beginning of 2023. As a result, wages, tax and benefits were 31% of budget at mid-year. Tank Maintenance, which is under contract, was 55% spent at mid-year with the remainder of the budget encumbered. Other non-compensation lines were spent in line with expectation at mid-year based on normal spending cycles.
  - Water Treatment – Actual spending of \$437K, representing 47% of the 2023 budget. Treatment also had encumbrances totaling \$88K in place at June 30<sup>th</sup>, bringing spending to 57% of budget when factored in. The department was fully staffed during the first six months of 2023. Overtime wages were 138% of budget at mid-year. Additional hours spent by Town staff on the water clarifier/filter renovation project lead to excess overtime as the department worked to maintain water quality during the project. Building Maintenance was 84% spent at mid-year resulting from costs associated with the Department of Labor audit. Equipment Maintenance was 78% spent due in part to expenses related to a pump failure during the first half of 2023.
  - Water Fund Debt Service – The majority of the Debt Service budget is spent in the second half of the year when principal payments on outstanding debt become due. \$785K of the \$1.1M Principal budget was unspent as of June 30<sup>th</sup>.
  - Water Fund Capital Outlay – The 2023 budget for Capital Outlay was 91% expended at mid-year with \$29.5K of encumbrances in place. As noted above, expenditures related to the clarifier and water filters renovation project. In 2022, Capital Outlay activity did not commence until the second half of the year.

#### **Water Fund Net Income**

- The Water Fund ran a net operating deficit of \$165.6K for the first six months of 2023, compared to operating income of \$339.6K in 2022. The timing of capital projects in 2023 is a significant factor contributing to higher spending at mid-year compared to 2022. Removing the \$432K spent on capital projects thus far in FY2023 results in a year over year spending increase of \$92K from 2022 to 2023.

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

### **Sewer Fund Revenue**

- For the six months ending June 30, 2023, Total Sewer Fund Operating Revenue was \$3.4M, representing 46% of the overall FY2023 budget of \$7.4M. By comparison, Total Revenue at June 30, 2022, was \$3.6M representing 49% of the overall FY2022 budget. The decrease in revenue year over year is largely attributable to two factors: first is a decline of \$59K in Usage Charges; second is the temporary suspension the Town's septage collection program, resulting in revenue decline of \$128K from 2022. Other notable results from Sewer Fund operations are discussed below:
  - Sewer Usage Charges – \$3.1M collected, representing 54% of the FY2023 budget. As noted, this was a decrease of \$59K over FY2022 at mid-year.
  - Sewer Septage Fees – Due to suspension of the program, no collections as of June 30, 2023. The department is currently making operational changes in order to restart the septage collection program. The Town collected \$271K in Septage Fees in 2022. Collection of septage fees began in FY2020 when the Town established a septage receiving station at the wastewater treatment facility.
  - Sewer Service Charges – \$299K collected, representing 89% of the annual budget. Revenue from this center was expected to be roughly half that of 2022 so the budget was adjusted down for 2023. Mid-year results are trending better than anticipated.
  - State Aid Grant (SAG) – The Town anticipates receiving SAG funds again this year in the amount of \$1.088M. This will be a decrease of \$308K from 2022.

### **Sewer Fund Expenses**

- Sewer Fund Enterprise Operating Expenses were \$1.36M as of June 30<sup>th</sup>, representing 18% of the 2023 annual budget. Notable variances to budget are discussed below.
  - Sewer Administration – Actual spending of \$277K representing 53% of the annual Administration budget. Wage, tax and benefits were 45% spent at mid-year due to the departure of the Water/Sewer Superintendent in January. Consulting Services were largely spent or encumbered at mid-year due primarily to outsourcing ground water sampling and reporting. No other significant budget to actual expense variances were noted.
  - Sewer Collection – Actual spending of \$244K, representing 30% of the budget for this category. Collection has had two open positions (shared with Water Distribution) since the beginning of 2023. As a result, wages, tax and benefits were 30% of budget at mid-year. Non-compensation budget lines in Collection were 31% spent at mid-year. Encumbrances totaling \$34K were in place at June 30<sup>th</sup> related to Collection.
  - Sewer Treatment – Actual spending of \$637K, representing 39% of the budget at June 30<sup>th</sup>. The division was short one senior plant operator the first six months of 2023, leading to wage, tax and benefits spending at 40% at mid-year. Several non-compensation budget lines were spent below expectation at mid-year, as a result of timing for these expenditures. A new NPDES permit in 2023 will lead to increased testing during Q2 and Q3 of this year. As a result, the Lab Testing budget was 85% spent at mid-year. Encumbrances totaling \$47K were in place at June 30<sup>th</sup> related to Treatment.
  - Sewer Fund Debt Service – The majority of the Debt Service budget is spent in the second half of the year when principal payments on outstanding debt become due, including the sewer treatment facility. \$3.16M of Sewer Principal budget was unspent as of June 30<sup>th</sup>.
  - Sewer Fund Capital Outlay – The 2023 budget for Capital Outlay was largely unspent as of June 30<sup>th</sup>. Total budget is \$65K for the year.

**Sewer Fund Net Income**

- Sewer Fund net income was \$2.08M for the first six months of 2023, compared to \$2.34M in 2022. The timing of debt service payments during the year is a significant factor contributing to the low spending results in the Sewer Enterprise Fund. The continued struggle to fill open staff positions and the timing of various departmental expenditures also contribute to the Fund's net income position at mid-year.

**Water/ Sewer Fund Accounts Receivable**

- Accounts Receivable in categories over 30 days continues to trend downward as a percentage of overall receivables outstanding. The Water & Sewer Collections Office continues to pursue delinquent accounts, using payment plans and shut-off notices to encourage payment when appropriate. As a result, Current outstanding accounts represent 82% of all receivables at mid-year, compared to 70% at the end of 2022.



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

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

- In March, residents voted to give the Select Board and Town Manager flexibility over how much cable franchise revenue should be allocated to CATV each year. The present model where 50% of the revenue is allocated each to CATV and General Fund can now be adjusted to meet the expense needs of the cable revolving fund.
- Total CATV Revenue was \$36K as of June 30, 2023, was in line with collections at mid-year 2022. This represents 17% of the overall anticipated need for CATV in FY2023. CATV revenue is derived primarily from cable franchise fees.
- CATV Wages, Tax and Benefits – Actual expenses of \$67K, representing 46% of the annual compensation budget. Continues challenges with availability of part-time help have led to more hours on the part of full-time staff including overtime hours in some instances. Overall, Wages, Tax & Benefits are up \$9.7K over 2022.
- CATV General Expenses – Actual expenses of \$6.4K, representing 15% of the 2023 General Expenses budget and a decrease of \$20.7K from 2022. In 2023 the Fund no longer has an assessment from the schools, resulting in savings of \$16K. In addition, expenditures for capital equipment had not been made as of mid-year, a difference of \$5K from 2022. General Expenses include costs to run channels 13, 22 and 98, contracted and legal services, capital outlay, internet services, software and equipment maintenance.
- As of mid-year 2023, CATV was running an operating deficit of \$38K compared to a deficit of \$47K at mid-year 2022. Finance, in collaboration with CATV, will make a recommendation in the latter part of 2023 on a reallocation of franchise fees to fill this spending gap.

### **Recreation Revolving Fund**

- Total Recreation Revolving Fund Revenue was \$433.7K at June 30, 2023, an increase of \$45K over mid-year 2022. Revenue at June 30 was 68% of budget expectation this year versus 83% in 2022. Recreation revenue is broadly broken into three categories, Activities, Sponsorship, and Impact Fees. Revenue from Activities was \$393K at mid-year 2023, representing 63% of associated budgets. Strong participation in the Town’s summer camp and sports offerings resulted in Program Revenue of \$317K, or 81% of budget for this revenue center. The Town’s Swimming Program also turned in robust results at mid-year with \$29K in revenue representing 121% of budget. However, attendance at the pool did drop off in late June and July as a result of the weather. Sponsorship revenue continues to grow with \$23.5K collected at mid-year compared to \$12K in 2022. Results are attributed to the efforts of a Spring intern hired by the Town who’s focus was to generate sponsorship revenue. Revenue from Impact Fees was \$17K at June 30, 2023, versus \$12.8K in 2022.
- Recreation Revolving Fund Expenses are broken into two categories: Wages, Taxes and Benefits, and General Expenses.
  - Wages, taxes and benefits were \$28K at mid-year, representing 11% of the 2023 budget. These results are generally consistent with mid-year 2022 (14%), and suggest a return to more normal operations, post-COVID. The Recreation Director noted that the department was very successful in its efforts to hire seasonal help this year, as compared to the hiring challenges it faced in 2022.
  - General Expenses were \$148.8K, representing 45% of the budget for this category as compared to 50% at mid-year 2022. General expenses support Recreation programming and events and include pool supplies/maintenance, utilities, marketing, and costs to run the various programs mentioned

above. Budgets for Pool, Programs and Special Events were increased considerably in 2023 in anticipation of greater demand for these offerings. Results in these budget lines will become clearer after the Summer recreation season.

- Capital Outlay spending is broken into two categories. Capital outlays from the *Recreation Revolving Fund* had no activity as of June 30, 2023. Spending in this category is primarily on sporting and recreation equipment. Capital spending from *Recreation Impact Fees* was minimal with only 13% of the \$15K budget spent at mid-year.

**Net Income:** At mid-year the Recreation Revolving Fund had net income of \$255K, compared to \$251K at mid-year 2022. Results suggest a healthy start to the year for the Fund's operations, consistent with 2022. As noted above, a full understanding of the Fund's performance will come later in the year once Summer programs have concluded and events such as the Powder Keg Festival have taken place.

### **EMS Revolving Fund**

- EMS Revolving Fund Revenue was \$360K at June 30<sup>th</sup> 2023, representing 62% of annual revenue expectations and a \$90K increase over mid-year 2022. Calls for service continue to rise and are up approximately 150 year-to-date over 2022. This has translated into roughly \$290K more in EMS billings over the prior year.
- EMS Revolving Fund Expenses were \$210K at June 30, 2023, representing 53% of budgeted expenses. The 2023 expense budget is an increase of \$20K over 2022. First year lease payment of \$62K in 2023 on a new ambulance is offset by expense reductions in Wage/Benefits (\$12K) and other General Expenses (\$30K) compared to 2022.
  - Wages, Tax and Benefits were \$103K, representing 51% of the budget for the category. Results generally aligned with budget expectations at mid-year.
  - General Expenses were \$107K at mid-year, representing 55% of the 2023 budget for the category. Expense lines were generally in line with budget expectations at mid-year. As noted, the 2023 budget includes the first of five annual lease payments on a new ambulance. In 2023 the budget also includes a line item for Physicals (\$14K). Capital Outlay was reduced to \$15K in the 2023 budget (\$68K in 2022), however at mid-year the line remained unspent.
- EMS Revolving Fund Net Income at mid-year 2023 was \$149.5K, versus \$143K in 2022.

**Town of Exeter**  
**General Fund Operating Revenue (unaudited)**  
**As of June 30, 2023 and 2022**

| Source                                      | Current Year 2023 Budget vs Actual |                         |                                  |                         | Prior Year 2022 Budget vs Actual |                         |                                  |                         | Comparison of Actuals    |                         |
|---|------------------------------------|-------------------------|----------------------------------|-------------------------|----------------------------------|-------------------------|----------------------------------|-------------------------|--------------------------|-------------------------|
|   | 2023 Budget                        | Actual Revenue 06/30/23 | \$ Budget Variance Over /(Under) | Actual as a % of Budget | 2022 Budget                      | Actual Revenue 06/30/22 | \$ Budget Variance Over /(Under) | Actual as a % of Budget | 2023 vs 2022 \$ Variance | 2023 vs 2022 % Variance |
| Property Tax Revenue                        | \$ 13,782,172                      | \$ 6,952,269            | \$ (6,829,903)                   | 50%                     | \$ 12,857,962                    | \$ 6,014,141            | \$ (6,843,821)                   | 47%                     | \$ 938,128               | 16%                     |
| Motor Vehicle Permit Fees                   | 3,150,000                          | 1,622,897               | (1,527,103)                      | 52%                     | 3,080,000                        | 1,606,884               | (1,473,116)                      | 52%                     | \$ 16,013                | 1%                      |
| Building Permits & Fees                     | 350,000                            | 400,047                 | 50,047                           | 114%                    | 400,000                          | 137,495                 | (262,505)                        | 34%                     | \$ 262,552               | 191%                    |
| Other Permits and Fees                      | 141,050                            | 78,755                  | (62,295)                         | 56%                     | 210,000                          | 78,921                  | (131,079)                        | 38%                     | \$ (166)                 | 0%                      |
| State Revenue Sharing                       | -                                  | -                       | -                                | 0%                      | -                                | -                       | -                                | -                       | \$ -                     | 100%                    |
| Meals & Rooms Tax Revenue                   | 1,400,000                          | -                       | (1,400,000)                      |                         | 1,125,948                        | -                       | (1,125,948)                      | 0%                      | \$ -                     |                         |
| State Highway Block Grant                   | 300,000                            | 123,227                 | (176,773)                        | 41%                     | 296,552                          | 117,082                 | (179,470)                        | 39%                     | \$ 6,145                 | 5%                      |
| FEMA  | 50,000                             | -                       | (50,000)                         |                         | 50,000                           | -                       | (50,000)                         | 0%                      | \$ -                     |                         |
| Other State Grants/Reimbursements           | 74,825                             | 8,560                   | (66,265)                         | 11%                     | 66,390                           | 8,500                   | (57,890)                         | 13%                     | \$ 60                    | 1%                      |
| Income from Departments                     | 980,900                            | 620,365                 | (360,535)                        | 63%                     | 1,061,500                        | 434,262                 | (627,238)                        | 41%                     | \$ 186,103               | 43%                     |
| Sale of Town Property                       | -                                  | 3,475                   | 3,475                            | #DIV/0!                 | -                                | -                       | -                                |                         | 3,475                    | #DIV/0!                 |
| Interest Income                             | 20,000                             | 101,333                 | 81,333                           | 507%                    | 10,000                           | 4,894                   | (5,106)                          | 49%                     | 96,439                   | 1971%                   |
| Rental & Misc Revenues                      | 22,000                             | 12,736                  | (9,264)                          | 58%                     | 16,000                           | 9,451                   | (6,549)                          | 59%                     | 3,285                    | 35%                     |
| Revenue Transfers In/Out                    | 216,750                            | -                       | (216,750)                        |                         | 212,650                          | -                       | (212,650)                        |                         | -                        |                         |
| Use of Fund Balance                         | 800,000                            | 400,000                 | (400,000)                        | 50%                     | 1,000,000                        | 500,000                 | (500,000)                        | 50%                     | \$ (100,000)             | -20%                    |
| <b>Total General Fund Operating Revenue</b> | <b>\$ 21,287,697</b>               | <b>\$ 10,323,664</b>    | <b>\$ (10,964,033)</b>           | <b>48%</b>              | <b>\$ 20,387,002</b>             | <b>\$ 8,911,630</b>     | <b>\$ (11,475,372)</b>           | <b>44%</b>              | <b>\$ 1,412,034</b>      | <b>16%</b>              |

| Town of Exeter                              |                                    |                          |                                  |         |  |                                  |                          |                                  |         |                          |                         |
|---|------------------------------------|--------------------------|----------------------------------|---------|--|----------------------------------|--------------------------|----------------------------------|---------|--------------------------|-------------------------|
| General Fund Operating Expenses (unaudited) |                                    |                          |                                  |         |  |                                  |                          |                                  |         |                          |                         |
| As of June 30, 2023 and 2022                |                                    |                          |                                  |         |  |                                  |                          |                                  |         |                          |                         |
| Department                                  | Current Year 2023 Budget vs Actual |                          |                                  |         |  | Prior Year 2022 Budget vs Actual |                          |                                  |         | Comparison of Actuals    |                         |
|   | 2023 Budget                        | Actual Expenses 06/30/23 | \$ Budget Variance Under /(Over) | % Spent |  | 2022 Budget                      | Actual Expenses 06/30/22 | \$ Budget Variance Under /(Over) | % Spent | 2023 vs 2022 \$ Variance | 2023 vs 2022 % Variance |
| Total General Government                    | \$ 1,041,523                       | \$ 604,408               | \$ 437,115                       | 58%     |  | \$ 1,007,367                     | \$ 514,273               | \$ 493,094                       | 51%     | 90,135                   | 18%                     |
| Total Finance                               | 1,028,349                          | 483,874                  | 544,475                          | 47%     |  | 1,017,033                        | 459,482                  | 557,551                          | 45%     | 24,392                   | 5%                      |
| Total Planning & Building                   | 584,863                            | 260,389                  | 324,474                          | 45%     |  | 568,675                          | 244,550                  | 324,125                          | 43%     | 15,839                   | 6%                      |
| Total Economic Development                  | 159,558                            | 75,458                   | 84,100                           | 47%     |  | 153,114                          | 73,035                   | 80,079                           | 48%     | 2,423                    | 3%                      |
| Total Police                                | 4,135,177                          | 1,971,458                | 2,163,719                        | 48%     |  | 3,919,292                        | 1,797,253                | 2,122,039                        | 46%     | 174,205                  | 10%                     |
| Total Fire                                  | 4,233,630                          | 1,961,722                | 2,271,908                        | 46%     |  | 3,978,350                        | 1,782,188                | 2,196,162                        | 45%     | 179,534                  | 10%                     |
| Total Public Works                          | 5,873,386                          | 2,190,729                | 3,682,657                        | 37%     |  | 5,718,882                        | 2,111,477                | 3,607,405                        | 37%     | 79,252                   | 4%                      |
| Total Welfare                               | 84,806                             | 89,889                   | (5,083)                          | 106%    |  | 75,825                           | 37,285                   | 38,540                           | 49%     | 52,604                   | 141%                    |
| Total Human Services                        | 98,610                             | 32,153                   | 66,457                           | 33%     |  | 105,105                          | 40,148                   | 64,957                           | 38%     | (7,995)                  | -20%                    |
| Total Parks & Recreation                    | 602,375                            | 297,214                  | 305,161                          | 49%     |  | 639,072                          | 287,851                  | 351,221                          | 45%     | 9,363                    | 3%                      |
| Total Other Culture/Recreation              | 34,000                             | 16,779                   | 17,221                           | 49%     |  | 34,000                           | 6,877                    | 27,123                           | 20%     | 9,902                    | 144%                    |
| Total Library                               | 1,172,320                          | 589,852                  | 582,468                          | 50%     |  | 1,124,643                        | 628,754                  | 495,889                          | 56%     | (38,902)                 | -6%                     |
| Total Debt Service                          | 1,497,588                          | 188,370                  | 1,309,218                        | 13%     |  | 1,385,502                        | 179,547                  | 1,205,955                        | 13%     | 8,823                    | 5%                      |
| Total Capital Outlay & Leases               | 236,175                            | 207,045                  | 29,130                           | 88%     |  | 253,658                          | 80,049                   | 173,609                          | 32%     | 126,996                  | 159%                    |
| Payroll Benefits & Taxes                    | 505,337                            | 372,194                  | 133,143                          | 74%     |  | 406,484                          | 388,408                  | 18,076                           | 96%     | (16,214)                 | -4%                     |
| Total General Fund Operating Expenses       | \$ 21,287,697                      | \$ 9,341,534             | \$ 11,946,163                    | 44%     |  | \$ 20,387,002                    | \$ 8,631,177             | \$ 11,755,825                    | 42%     | \$ 710,357               | 8%                      |

**Town of Exeter**  
**Analysis of Property Tax/Liens Receivable**  
**As of June 30, 2023 and 2022**

| <u>Type</u>        | <u>Bill Year</u> | <u>Balance Outstanding as of 06/30/23</u> | <u>Balance Outstanding as of 06/30/22</u> | <u>\$ Change</u>      | <u>2023 % Change</u> | <u>2022 % Change</u> |
|--------------------|------------------|---|---|-----------------------|----------------------|----------------------|
| Lien               | 2015 & prior     | 25,763                                    | 37,384                                    | (11,621)              | (31)%                | (35)%                |
| Lien               | 2016             | 17,632                                    | 19,462                                    | (1,830)               | (9)%                 | (34)%                |
| Lien               | 2017             | 19,172                                    | 26,078                                    | (6,906)               | (26)%                | (31)%                |
| Lien               | 2018             | 21,614                                    | 38,032                                    | (16,418)              | (43)%                | (31)%                |
| Lien               | 2019             | 25,226                                    | 85,601                                    | (60,375)              | (71)%                | (49)%                |
| Lien               | 2020             | 66,496                                    | 198,068                                   | (131,572)             | (66)%                | (24)%                |
| Lien               | 2021             | 203,786                                   | 366,835                                   | (163,049)             | (44)%                | (76)%                |
| Lien               | 2022             | 347,677                                   | 3,724,426                                 | (3,376,749)           | (91)%                | n/a                  |
| <b>Subtotal</b>    |                  | <b>\$ 727,366</b>                         | <b>\$ 4,495,886</b>                       | <b>\$ (3,768,520)</b> | <b>(84)%</b>         |                      |
| <b>Tax</b>         | <b>2023</b>      | <b>\$ 3,812,215</b>                       | <b>\$ -</b>                               | <b>\$ 3,812,215</b>   | <b>N/A</b>           |                      |
| <b>Grand Total</b> |                  | <b>\$ 4,539,581</b>                       | <b>\$ 4,495,886</b>                       | <b>\$ 43,695</b>      | <b>1%</b>            |                      |

2023 property taxes were 87% collected as of 6/30/2023, consistent with collections at 6/30/2022. Collection of older, outstanding receivables has slowed. In 2022, the category **2015 & Prior** decrease by 35%; in 2023 the decrease was 31%, suggesting perhaps that older balances are becoming harder to collect. The change in collections for more recent years continues to be generally positive.

**Town of Exeter**  
**Water Fund Revenues & Expenses (unaudited)**  
**As of June 30, 2023 and 2022**

|  | 2023 Budget vs Actual |                          |                                 |             | 2022 Budget vs Actual |                          |                                 |             | Comparison of Actuals    |                         |
|--|-----------------------|--------------------------|---------------------------------|-------------|-----------------------|--------------------------|---------------------------------|-------------|--------------------------|-------------------------|
| Water Fund Revenues                        | 2023 Budget           | Actual Revenue 06/30/23  | \$ Budget Variance Over/(Under) | % Collected | 2022 Budget           | Actual Revenue 06/30/22  | \$ Budget Variance Over/(Under) | % Collected | 2023 vs 2022 \$ Variance | 2023 vs 2022 % Variance |
| <b>Total Water Fund Operating Revenues</b> | <b>\$ 4,549,370</b>   | <b>\$ 1,944,839</b>      | <b>\$ (2,604,531)</b>           | <b>43%</b>  | <b>\$ 4,249,390</b>   | <b>\$ 1,925,741</b>      | <b>\$ (2,323,649)</b>           | <b>45%</b>  | <b>\$ 19,098</b>         | <b>1%</b>               |
|  | 2023 Budget vs Actual |                          |                                 |             | 2022 Budget vs Actual |                          |                                 |             | Comparison of Actuals    |                         |
| Water Fund Expenditures                    | 2023 Budget           | Actual Expenses 06/30/23 | \$ Budget Variance Under/(Over) | % Spent     | 2022 Budget           | Actual Expenses 06/30/22 | \$ Budget Variance Under/(Over) | % Spent     | 2023 vs 2022 \$ Variance | 2023 vs 2022 % Variance |
| <b>Water Administration</b>                | <b>\$ 515,961</b>     | <b>\$ 249,611</b>        | <b>\$ 266,350</b>               | <b>48%</b>  | <b>\$ 445,520</b>     | <b>\$ 240,969</b>        | <b>\$ 204,551</b>               | <b>54%</b>  | <b>\$ 8,642</b>          | <b>4%</b>               |
| <b>Water Billing</b>                       | <b>\$ 194,578</b>     | <b>\$ 87,673</b>         | <b>\$ 106,905</b>               | <b>45%</b>  | <b>\$ 191,534</b>     | <b>\$ 87,614</b>         | <b>\$ 103,920</b>               | <b>46%</b>  | <b>\$ 59</b>             | <b>0%</b>               |
| <b>Water Distribution</b>                  | <b>\$ 1,003,750</b>   | <b>\$ 399,935</b>        | <b>\$ 603,815</b>               | <b>40%</b>  | <b>\$ 889,333</b>     | <b>\$ 397,186</b>        | <b>\$ 492,147</b>               | <b>45%</b>  | <b>\$ 2,749</b>          | <b>1%</b>               |
| <b>Water Treatment</b>                     | <b>\$ 928,713</b>     | <b>\$ 437,319</b>        | <b>\$ 491,394</b>               | <b>47%</b>  | <b>\$ 846,432</b>     | <b>\$ 368,731</b>        | <b>\$ 477,701</b>               | <b>44%</b>  | <b>\$ 68,588</b>         | <b>19%</b>              |
| <b>Water Fund Debt Service</b>             | <b>\$ 1,431,038</b>   | <b>\$ 504,087</b>        | <b>\$ 926,951</b>               | <b>35%</b>  | <b>\$ 1,323,021</b>   | <b>\$ 491,594</b>        | <b>\$ 831,427</b>               | <b>37%</b>  | <b>\$ 12,493</b>         | <b>3%</b>               |
| <b>Water Fund Capital Outlay</b>           | <b>\$ 475,330</b>     | <b>\$ 431,797</b>        | <b>\$ 43,533</b>                | <b>91%</b>  | <b>\$ 553,550</b>     | <b>\$ -</b>              | <b>\$ 553,550</b>               | <b>0%</b>   | <b>\$ 431,797</b>        | <b>#DIV/0!</b>          |
| <b>Total Water Fund Operating Expenses</b> | <b>\$ 4,549,370</b>   | <b>\$ 2,110,422</b>      | <b>\$ 2,438,948</b>             | <b>46%</b>  | <b>\$ 4,249,390</b>   | <b>\$ 1,586,094</b>      | <b>\$ 2,663,296</b>             | <b>37%</b>  | <b>\$ 524,328</b>        | <b>33%</b>              |
| <b>Net Operating Income/(Deficit)</b>      | <b>\$ -</b>           | <b>\$ (165,583)</b>      | <b>\$ (165,583)</b>             |             | <b>\$ -</b>           | <b>\$ 339,647</b>        | <b>\$ 339,647</b>               |             | <b>(505,230)</b>         | <b>-149%</b>            |

Town of Exeter

Sewer Fund Revenues & Expenses (unaudited)

As of June 30, 2023 and 2022

|  | 2023 Budget vs Actual |                          |                                 |             | 2022 Budget vs Actual |                          |                                 |             | Comparison of Actuals    |                         |
|--|-----------------------|--------------------------|---------------------------------|-------------|-----------------------|--------------------------|---------------------------------|-------------|--------------------------|-------------------------|
|  | 2023 Budget           | Actual Revenue 06/30/23  | \$ Budget Variance Over/(Under) | % Collected | 2022 Budget           | Actual Revenue 06/30/22  | \$ Budget Variance Over/(Under) | % Collected | 2023 vs 2022 \$ Variance | 2023 vs 2022 % Variance |
| <b>Sewer Fund Revenues</b>                 |                       |                          |                                 |             |                       |                          |                                 |             |                          |                         |
| State Grant Revenue                        | \$ 1,078,909          | \$ -                     | \$ (1,078,909)                  |             | \$ 10,000             | \$ -                     | \$ (10,000)                     |             | \$ -                     |                         |
| Sewer Fund Revenues                        | \$ 6,353,392          | \$ 3,434,118             | \$ (2,919,274)                  | 54%         | \$ 7,375,953          | \$ 3,616,476             | \$ (3,759,477)                  | 49%         | \$ (182,358)             | -5%                     |
| <b>Total Sewer Fund Operating Revenues</b> | <b>\$ 7,432,301</b>   | <b>\$ 3,434,118</b>      | <b>\$ (3,998,183)</b>           | <b>46%</b>  | <b>\$ 7,385,953</b>   | <b>\$ 3,616,476</b>      | <b>\$ (3,769,477)</b>           | <b>49%</b>  | <b>\$ (182,358)</b>      | <b>-5%</b>              |
|  |                       |                          |                                 |             |                       |                          |                                 |             |                          |                         |
|  |                       |                          |                                 |             |                       |                          |                                 |             |                          |                         |
|  | 2023 Budget vs Actual |                          |                                 |             | 2022 Budget vs Actual |                          |                                 |             | Comparison of Actuals    |                         |
|  | 2023 Budget           | Actual Expenses 06/30/23 | \$ Budget Variance Under/(Over) | % Spent     | 2022 Budget           | Actual Expenses 06/30/22 | \$ Budget Variance Under/(Over) | % Spent     | 2023 vs 2022 \$ Variance | 2023 vs 2022 % Variance |
| <b>Sewer Fund Expenditures</b>             |                       |                          |                                 |             |                       |                          |                                 |             |                          |                         |
| Sewer Administration Expense               | \$ 525,196            | \$ 276,510               | \$ 248,686                      | 53%         | \$ 477,909            | \$ 266,581               | \$ 211,328                      | 56%         | \$ 9,929                 | 4%                      |
| Sewer Billing Expense                      | \$ 191,001            | \$ 85,102                | \$ 105,899                      | 45%         | \$ 188,309            | \$ 84,253                | \$ 104,056                      | 45%         | \$ 849                   | 1%                      |
| Sewer Collection Expense                   | \$ 806,498            | \$ 243,508               | \$ 562,990                      | 30%         | \$ 742,007            | \$ 257,618               | \$ 484,389                      | 35%         | \$ (14,110)              | -5%                     |
| Sewer Treatment Expense                    | \$ 1,634,617          | \$ 636,675               | \$ 997,942                      | 39%         | \$ 1,431,279          | \$ 541,226               | \$ 890,053                      | 38%         | \$ 95,449                | 18%                     |
| Sewer Fund Debt Service Expense            | \$ 4,209,659          | \$ 113,847               | \$ 4,095,812                    | 3%          | \$ 4,305,495          | \$ 128,739               | \$ 4,176,756                    | 3%          | \$ (14,892)              | -12%                    |
| Sewer Fund Capital Outlay Expense          | \$ 65,330             | \$ 1,840                 | \$ 63,490                       | 3%          | \$ 240,954            | \$ -                     | \$ 240,954                      | 0%          | \$ 1,840                 | #DIV/0!                 |
| <b>Total Sewer Fund Operating Expenses</b> | <b>\$ 7,432,301</b>   | <b>\$ 1,357,482</b>      | <b>\$ 6,074,819</b>             | <b>18%</b>  | <b>\$ 7,385,953</b>   | <b>\$ 1,278,417</b>      | <b>\$ 6,107,536</b>             | <b>17%</b>  | <b>\$ 79,065</b>         | <b>6%</b>               |
| <b>Net Operating Income/(Deficit)</b>      | <b>\$ -</b>           | <b>\$ 2,076,636</b>      | <b>\$ 2,076,636</b>             |             | <b>\$ -</b>           | <b>\$ 2,338,059</b>      | <b>\$ 2,338,059</b>             |             | <b>\$ (261,423)</b>      | <b>-11%</b>             |

**Town of Exeter**  
**Accounts Receivable Aging Analysis - Water & Sewer**  
**Mid-Year 2023 Compared To End-Of Year 2022**

|                              | <u>Current</u>    | <u>31-60 Days</u>   | <u>61-90 Days</u>  | <u>Over 90 Days</u> | <u>Total</u>        |
|------------------------------|-------------------|---------------------|--------------------|---------------------|---------------------|
| <b>As of 07/03/23</b>        | <b>\$ 864,093</b> | <b>\$ 114,255</b>   | <b>\$ 18,854</b>   | <b>\$ 62,990</b>    | <b>\$ 1,060,192</b> |
| <b>Percent Outstanding</b>   | <b>82%</b>        | <b>11%</b>          | <b>2%</b>          | <b>6%</b>           | <b>100%</b>         |
| <b>As of 01/04/23</b>        | <b>\$ 858,191</b> | <b>\$ 232,280</b>   | <b>\$ 36,667</b>   | <b>\$ 90,859</b>    | <b>\$ 1,217,997</b> |
| <b>Percent Outstanding</b>   | <b>70%</b>        | <b>19%</b>          | <b>3%</b>          | <b>7%</b>           | <b>100%</b>         |
| <b>Increase/(Decrease)</b>   | <b>\$ 5,902</b>   | <b>\$ (118,025)</b> | <b>\$ (17,813)</b> | <b>\$ (27,869)</b>  | <b>\$ (157,805)</b> |
| <b>% Increase/(Decrease)</b> | <b>1%</b>         | <b>-51%</b>         | <b>-49%</b>        | <b>-31%</b>         | <b>-13%</b>         |

*The above analysis shows relatively consistent results between the two billing cycles with a modest improvement in collections among the older receivable categories.*



**Town of Exeter**

**CATV Revolving Fund - Revenue & Expenses (unaudited)**

**As of June 30, 2023 and 2022**

|                                    | 2023 Budget vs Actual |                    |                |               | 2022 Budget vs Actual |                    |                |               | Comparison of Actuals          |                               |
|------------------------------------|-----------------------|--------------------|----------------|---------------|-----------------------|--------------------|----------------|---------------|--------------------------------|-------------------------------|
|                                    | 2023<br>Budget        | Actual<br>06/30/23 | \$<br>Variance | %<br>Variance | 2022<br>Budget        | Actual<br>06/30/22 | \$<br>Variance | %<br>Variance | 2023<br>vs 2022<br>\$ Variance | 2023 vs<br>2022 %<br>Variance |
| <b>CATV Revenues</b>               |                       |                    |                |               |                       |                    |                |               |                                |                               |
| <b>Cable Franchise Fees</b>        | \$ 210,000            | \$ 35,805          | \$ (174,195)   | 17%           | \$ 130,000            | \$ 37,780          | \$ (92,220)    | 29%           | \$ (1,975)                     | -5%                           |
| <b>Total CATV Revenues</b>         | \$ 210,000            | \$ 35,805          | \$ (174,195)   | 17%           | \$ 130,000            | \$ 37,980          | \$ (92,020)    | 29%           | \$ (2,175)                     | -6%                           |
| <b>CATV Expenses</b>               |                       |                    |                |               |                       |                    |                |               |                                |                               |
| <b>Wages, Taxes &amp; Benefits</b> | \$ 147,668            | \$ 67,323          | \$ 80,344      | 46%           | \$ 112,139            | \$ 57,577          | \$ 54,562      | 51%           | \$ 9,746                       | 17%                           |
| <b>General Expenses</b>            | \$ 43,373             | \$ 6,380           | \$ 36,993      | 15%           | \$ 55,022             | \$ 27,162          | \$ 27,860      | 49%           | \$ (20,782)                    | -77%                          |
| <b>Total CATV Expenses</b>         | \$ 191,041            | \$ 73,704          | \$ 117,337     | 39%           | \$ 167,161            | \$ 84,739          | \$ 82,422      | 51%           | \$ (11,036)                    | -13%                          |
| <b>Net Income/(Deficit)</b>        | \$ 18,959             | \$ (37,899)        | \$ (56,858)    | -200%         | \$ (37,161)           | \$ (46,759)        | \$ (9,598)     | 126%          | \$ 8,861                       | -19%                          |

**Town of Exeter**  
**Recreation Revolving Fund Revenues & Expenses (unaudited)**  
**As of June 30, 2023 and 2022**

|                                      | 2023 Budget vs Actual |                   |                     |             | 2022 Budget vs Actual |                   |                    |             | Comparison of Actuals    |                         |
|--------------------------------------|-----------------------|-------------------|---------------------|-------------|-----------------------|-------------------|--------------------|-------------|--------------------------|-------------------------|
|                                      | 2023 Budget           | Actual 06/30/23   | \$ Variance         | % Variance  | 2022 Budget           | Actuals 06/30/22  | \$ Variance        | % Variance  | 2023 vs 2022 \$ Variance | 2023 vs 2022 % Variance |
| <b>Total Rec. Revolving Revenue</b>  | <b>\$ 637,000</b>     | <b>\$ 433,731</b> | <b>\$ (203,269)</b> | <b>68%</b>  | <b>\$ 466,000</b>     | <b>\$ 388,257</b> | <b>\$ (77,743)</b> | <b>83%</b>  | <b>\$ 45,474</b>         | <b>12%</b>              |
| <b>Wages, Taxes &amp; Benefits</b>   | <b>\$ 254,129</b>     | <b>\$ 27,991</b>  | <b>\$ 226,138</b>   | <b>11%</b>  | <b>\$ 179,051</b>     | <b>\$ 25,520</b>  | <b>\$ 153,530</b>  | <b>14%</b>  | <b>\$ 2,471</b>          | <b>10%</b>              |
| <b>General Expenses</b>              | <b>\$ 332,350</b>     | <b>\$ 148,823</b> | <b>\$ 183,527</b>   | <b>45%</b>  | <b>\$ 199,450</b>     | <b>\$ 99,704</b>  | <b>\$ 99,746</b>   | <b>50%</b>  | <b>\$ 49,119</b>         | <b>49%</b>              |
| <b>Capital Outlay</b>                | <b>\$ 15,000</b>      | <b>\$ 1,919</b>   | <b>\$ 13,081</b>    | <b>13%</b>  | <b>\$ 23,000</b>      | <b>\$ 11,816</b>  | <b>\$ 11,184</b>   | <b>51%</b>  | <b>\$ (9,897)</b>        | <b>-84%</b>             |
| <b>Total Rec. Revolving Expenses</b> | <b>\$ 601,479</b>     | <b>\$ 178,734</b> | <b>\$ 422,745</b>   | <b>30%</b>  | <b>\$ 401,501</b>     | <b>\$ 137,041</b> | <b>\$ 264,460</b>  | <b>34%</b>  | <b>\$ 41,693</b>         | <b>30%</b>              |
| <b>Net Income/(Deficit)</b>          | <b>\$ 35,521</b>      | <b>\$ 254,997</b> | <b>\$ 219,476</b>   | <b>718%</b> | <b>\$ 64,500</b>      | <b>\$ 251,217</b> | <b>\$ 186,717</b>  | <b>389%</b> | <b>\$ 3,781</b>          | <b>2%</b>               |

**Town of Exeter  
Ambulance Revolving Fund - Revenues & Expenses (unaudited)  
As of June 30, 2023 and 2022**

|                                     | 2023 Budget vs Actual |                    |              |               | 2022 Budget vs Actual |                    |              |               | Comparison of Actuals |            |
|-------------------------------------|-----------------------|--------------------|--------------|---------------|-----------------------|--------------------|--------------|---------------|-----------------------|------------|
|                                     | 2023<br>Budget        | Actual<br>06/30/23 | \$ Variance  | %<br>Variance | 2022 Budget           | Actual<br>06/30/22 | \$ Variance  | %<br>Variance | \$ Variance           | % Variance |
| <b>Total EMS Revolving Revenues</b> | \$ 580,816            | \$ 359,743         | \$ (221,073) | 62%           | \$ 540,000            | \$ 269,516         | \$ (270,484) | 50%           | \$ 90,227             | 33%        |
| <b>Wages, Taxes &amp; Benefits</b>  | \$ 201,373            | \$ 102,878         | \$ 98,494    | 51%           | \$ 213,131            | \$ 91,712          | \$ 121,419   | 43%           | \$ 11,166             | 12%        |
| <b>General Expenses</b>             | \$ 194,276            | \$ 107,329         | \$ 86,948    | 55%           | \$ 162,727            | \$ 34,724          | \$ 128,002   | 21%           | \$ 72,525             | 209%       |
| <b>Total EMS Revolving Expenses</b> | \$ 395,649            | \$ 210,207         | \$ 185,442   | 53%           | \$ 375,858            | \$ 126,436         | \$ 249,422   | 34%           | \$ 83,692             | 66%        |
| <b>Net Income/(Deficit)</b>         | \$ 185,167            | \$ 149,536         | \$ (35,631)  |               | \$ 164,142            | \$ 143,080         | \$ (21,062)  |               | \$ 6,535              | 5%         |

**Accept CLG Grant (Pine Street Survey)**



## **INSTRUCTIONS**

NH CERTIFIED LOCAL GOVERNMENT GRANT APPLICATION  
for Federal Fiscal Year 2023  
period of performance **October 1, 2022-September 30, 2025**

**Application Deadline:** On or before **NOON on THURSDAY, JUNE 15, 2023.**

**Application Format:** **DHR will be accepting digital applications ONLY.**  
**Applications must be submitted in PDF format to:**  
**[preservation@dncr.nh.gov](mailto:preservation@dncr.nh.gov) by the deadline shown above.**

For questions, please contact Brandee Loughlin at [Brandee.R.Loughlin@dncr.nh.gov](mailto:Brandee.R.Loughlin@dncr.nh.gov)

**What to Submit:** All application materials must be submitted prior to the application deadline.

A complete application consists of the following items:

- A fully completed Application Form signed by CLG Coordinator and the Chief Elected Local Official (or designee).
- A fully completed Project Timeline Form. See Attachment A.
- A fully completed Proposed Budget Form signed by the Chief Elected Local Official (or designee). See Attachment B.
- \*\*REQUIRED FOR ALL PROJECTS\*\*** One or more quotes from a qualified consultant who may carry out the work proposed in the application. The quote submitted does not bind the community to working with a particular consultant.
- Any supporting materials, such as photographs, reports, assessments, etc. that support and inform the proposed project.



NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

## NH CERTIFIED LOCAL GOVERNMENT GRANT APPLICATION

for Federal Fiscal Year 2023

period of performance **October 1, 2022-September 30, 2025**

### PROJECT INFORMATION:

Name of CLG Community: Town of Exeter

Project Name: Pine Street Area Survey

Amount of Grant Request: \$20,000

Total Project Cost (Grant Request + Matching Share): \$20,742.50

Matching Share (if applicable): \_\_\_\_\_ Cash: \_\_\_\_\_ In-Kind: \$742.50

### CONTACT INFORMATION:

Name of Primary Contact: Selectwoman Julie D. Gilman

Telephone: (603) 957-1348

Email: kgilman@exeternh.gov

Mailing Address: 10 Front Street, Exeter, NH 03833

### PROJECT CATEGORY

Please check the appropriate category, and then describe the details of the proposed project in the Project Summary on the following page.

**Priority I Projects:** *Top priority in the selection of projects and award of grant funds is given to Priority I projects.*

- Survey & Inventory Project** (leading to National Register determination of eligibility or nomination)
- National Register Project** (listing a property or district to the National Register of Historic Places).
- Preservation Planning Project** (Municipal Master Plan chapter update, Design Guidelines, etc.)
- Information and Education Project** (local workshops, trainings, etc)

**Priority II Projects:** *Awarded only if grant funds remain after all Priority I projects have been selected.*

- Pre-Development Project** (Historic Structures Reports, Building Assessments, Architect or engineering studies, etc.)

**Priority III Projects:** *Awarded only if funds remain after all Priority I & Priority II projects have been selected.*

- Development Project** (Rehabilitation of municipally-owned, National Register-listed property, resulting in preservation covenant or term easement based on funding amount)

## PROJECT SUMMARY

Please describe the proposed project and what will be accomplished with the grant.

**For Priority I** projects, briefly describe the property/area to be surveyed (attach a map and photos to illustrate). Estimate the number of properties and total acreage that will be surveyed. Describe the scope of work and products to be produced.

**For Priority II and III** projects, describe the property to be rehabilitated and provide proof of National Register-listing as an attachment. Describe the scope of work and how the project will meet the Secretary of the Interior's Standards for Rehabilitation.

**For Priority III** projects, provide a copy of the building's Historic Structures Report or plans that demonstrate that the work proposed meets the Secretary of the Interior's Standards for Rehabilitation.

## 2023 CLG Grant Narrative

### Pine Street Area Survey

The Town of Exeter seeks a CLG grant to fund the continuing its effort of historical surveys of areas whose history have not been documented but have been identified on our previous CLG grant funded town-wide mapping project. The Pine Street Area Survey covers parcels abutting the National Register Front Street Historic District (1973 NR Ref 73000270). Further the area also abuts the 2016 area survey of Phillips Exeter Academy that addressed an MOU with the NH DHR regarding the demolition of their Thompson Field House. The PEA survey, in turn, is contiguous with a previous CLG grant approved survey of the Franklin Street Area. The Pine Street Area survey will continue to create a contiguous documented area of the town expanding from the original settlement alongside the Exeter and Squamscott Rivers (See map 1).

The Pine Street area contains several large (2+ acres) residential lots along with small (0.25 acres) infill residential lots. There are several examples of high end and work force architectural styles and forms. The area is of interest to the Exeter Housing Advisory Committee as a demonstration of successful residential density in their effort to educate the public regarding affordable housing solutions.

This project is scalable, as may be discussed, for budgetary and planning purposes.



**Signatures:** After completing the application, print it out and have each of the two signatories sign and date this page. Then scan the complete application and supporting materials as PDFs and submit it by email to Preservation@dncr.nh.gov by NOON on THURSDAY, JUNE 15, 2023.

**Please be aware that you are not permitted to begin work on your project under any circumstances until your contract with the New Hampshire Division of Historical Resources (NHDHR) is fully executed.** The NHDHR's contract schedule is dependent on Congress and the National Park Service. The date that HPF funding is available to SHPOs for disbursement to CLGs changes annually.

I understand that I may not begin work on my project until my contract with the NHDHR is fully executed at a time subject to the schedule of the National Park Service.

**All work must meet the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation.** Survey projects must also meet the standards established by the NHDHR and detailed in the manuals for Architectural Survey in New Hampshire. Work not meeting the Secretary of the Interior's Standards in the judgment of the NHDHR shall not be reimbursed.

I understand that all work must meet the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation and when applicable, survey standards established by the NHDHR.

**Projects must be fully completed by July 31, 2025.** Your timeline should reflect this deadline. Please check the box below to agree to this deadline. Failure to agree with this deadline will compromise your CLG's eligibility to receive grant funding.

I understand that my project must be completed by July 31, 2025, to comply with National Park Service requirements. I understand that failure to comply with this deadline could result in the NHDHR declaring all/part of the work ineligible for reimbursement.

**Certification:** This application is submitted to the NHDHR for funding consideration under the Certified Local Government provisions of the National Historic Preservation Act of 1966 as amended. I certify that the Town of Exeter, NH has an approved certification Agreement and is eligible for participation in this program. I understand and agree to sign a "Certification Regarding Debarment, Suspension and Other Responsibility Matter, Drug-Free Workplace Requirements and Lobbying" if awarded funds.

Signature of Chief Elected Official [Signature]  
Title Town of Exeter Select Board Chair Date 6/14/23

Signature of CLG Coordinator [Signature]  
Title Exeter Selectman Date 6/14/23

**ATTACHMENT A**

**PROPOSED PROJECT TIMELINE**

- Describe the timeline for how this project will be accomplished.
- Use the table provided below to assist with drafting the project schedule assuming an awards notification date of **July 2023** and completion date of **July 31, 2025**.
- List dates such as subcontracting with consultants, on-site meetings, delivery of draft products, and public meetings, as applicable.

| DATE             | Task/Product Completed   |
|------------------|--|
| July 2023        | DHR notifies applicants of grant awards                            |
| Aug - Sept 2023  | Execute Grant Agreement with NHDHR                                 |
| Nov 23 -Jan 2024 | Project Kickoff Meeting with Community, Consultants, & DHR         |
| 5/1, 9/1, 2024   | Project Update Report Due to NHDHR                                 |
| 1/1, 5/1 2025    | Project Update Report Due to NHDHR                                 |
| July 31, 2025    | Project Completion Deadline; final product due                     |
| Sept. 30, 2025   | Deadline to submit final project report and request reimbursement. |

*Insert timeline information here. If attaching a separate sheet for timeline, please note so here.*

October 30, 2023 Exeter Heritage Commission consultant selection  
 Nov 23 -Jan 2024 Kickoff meeting  
 February 1, work commences  
 March 20, 2024 Heritage Commission/Consultant status review  
 April 17, 2024 Heritage Commission/Consultant status review  
 May 1, 2024 Report to NHDHR  
 July 17, 2024 Heritage Commission/Consultant status review  
 August 21, 2024 Heritage Commission/Consultant status review  
 September 1, 2024 Report to NHDHR  
 November 20, 2024 Heritage Commission/Consultant status review  
 December 18, 2024 Project Completion  
 January 1, 2025 Project Submission to NHDHR

**ATTACHMENT B**

**PROPOSED BUDGET FORM**

Please feel free to add lines as appropriate to the budget below.

|   |  |   |                    |
|---|--|---|--------------------|
| Name of CLG Community: Town of Exeter                                       |  |   |                    |
| Name of CLG Project: Pine Street Area Survey                                |  |   |                    |
| CLG Community's DUNS # (if grant request is \$25,000 or higher):            |  |   |                    |
| Grant Request (Federal Amount) : \$ 20,000                                  |  |   |                    |
| Matching Share (Nonfederal Amount): Cash \$                                 |  | In-Kind \$ 742.45                                   |                    |
| Total Project Cost (Grant Request + Matching Share): \$ 20,742.45           |  |   |                    |
| <b>Paid Consultants (Vendor name and/or brief description of services):</b> | <b>Federal Amount</b>                            | <b>Nonfederal Amount (Matching Share)</b>           | <b>Total</b>       |
| Preservation PLANNER  | \$20,000   |   | \$20,000           |
| <b>Paid Staff (Name, Title):</b>  | <b>Federal Amount (Hourly Rate x # of Hours)</b> | <b>Nonfederal Amount (Hourly Rate x # of Hours)</b> | <b>Total</b>       |
| David Sharples, Town Planner  |  | \$65.50 x 2   | \$131.00           |
| Corey Stevens, Finance Director   |  | \$74.70 x 1   | \$74.70            |
| <b>Volunteers (Name, Title):</b>  | <b>Federal Amount (Hourly Rate x # of Hours)</b> | <b>Nonfederal Amount (Hourly Rate x # of Hours)</b> | <b>Total</b>       |
| Julie D. Gilman, Select Board Member  |  | \$7.25 x 8 hrs                                      | \$58               |
| John Merkle, Heritage Commission, Chair                                     |  | \$7.25 x 5 hrs                                      | \$36.25            |
| Bill Campbell, Pam Gjettum, Heritage Commission                             |  | \$7.25 x 5 each                                     | \$72.50            |
| <b>Supplies (Brief Description):</b>  | <b>Federal Amount</b>                            | <b>Nonfederal Amount</b>                            | <b>Total</b>       |
| color copying   |  | \$.50/page x 30pg x 8 sets                          | \$120.00           |
| <b>Travel (Brief Description; \$.058 per mile):</b>                         | <b>Federal Amount</b>                            | <b>Nonfederal Amount</b>                            | <b>Total</b>       |
| N/A   |  |   | \$0                |
| <b>Other Expenses (Brief Description):</b>                                  | <b>Federal Amount</b>                            | <b>Nonfederal Amount</b>                            | <b>Total</b>       |
| Meeting room costs  |  | 5 x \$50  | \$250.00           |
| <b>Total:</b>   |  |   | <b>\$20,742.45</b> |

Signature of Chief Elected Official 

Title Town of Exeter Select Board Chair Date 6/14/23

June 13, 2023

Julie Gilman – via email: Jgilman@exeternh.gov  
Exeter Heritage Commission  
(603) 957-1348

re: Exeter Districts

Dear Julie:

Thank you so much for reaching out to Preservation Company to look at more potential historic districts in Exeter. We know the area oh so well, and we are happy to continue to work with the town to survey areas that might be added to the locally regulated districts through CLG grants.

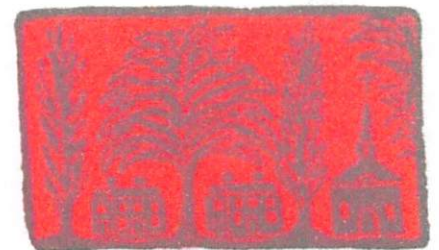
The enclosed proposals outline our scope of work as based on our conversations for the area between Pine and Elliot streets that the Heritage Commission is considering for survey. We believe that we have captured the full scope that is necessary for this work, but welcome your review and comments, and will be happy to revise, as necessary. We understand that if CLG money is granted, we may need to provide a more detailed proposal and scope of work.

Thank you again for this opportunity – we look forward to working together with you.

Sincerely,



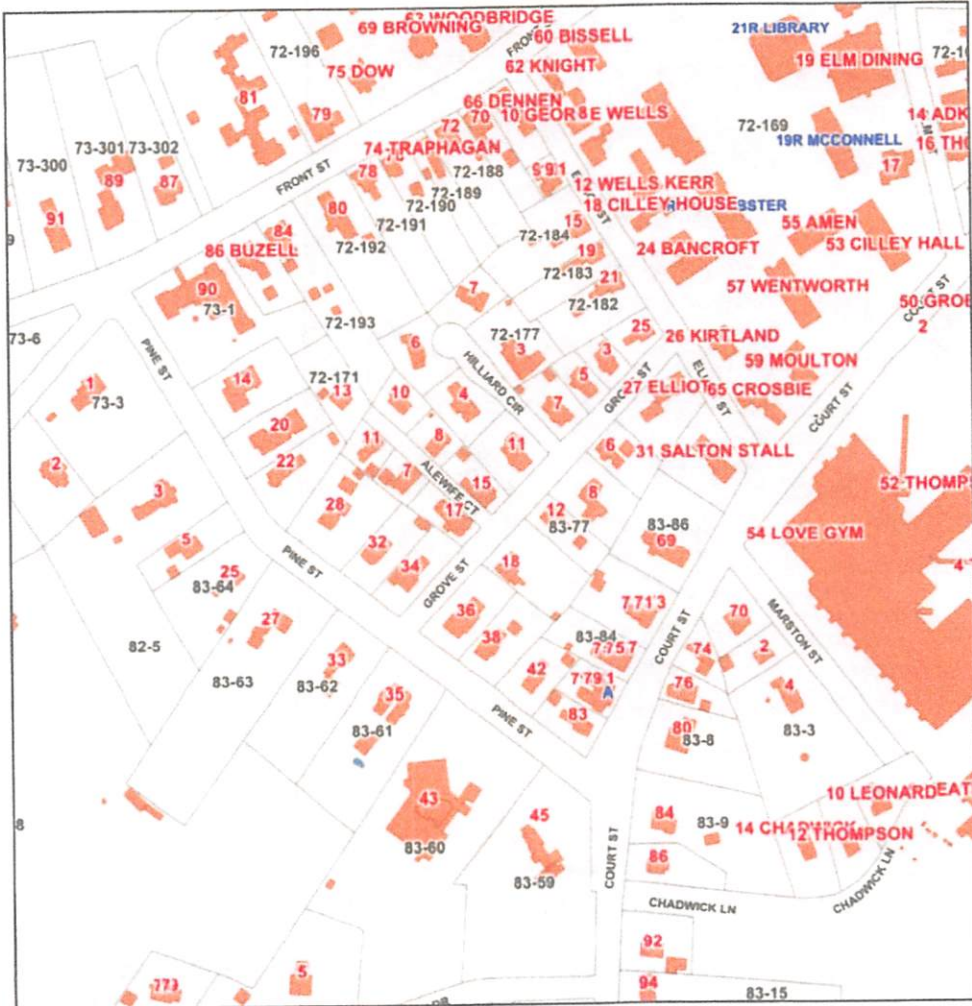
Reagan Ruedig  
Principal





# PROJECT UNDERSTANDING

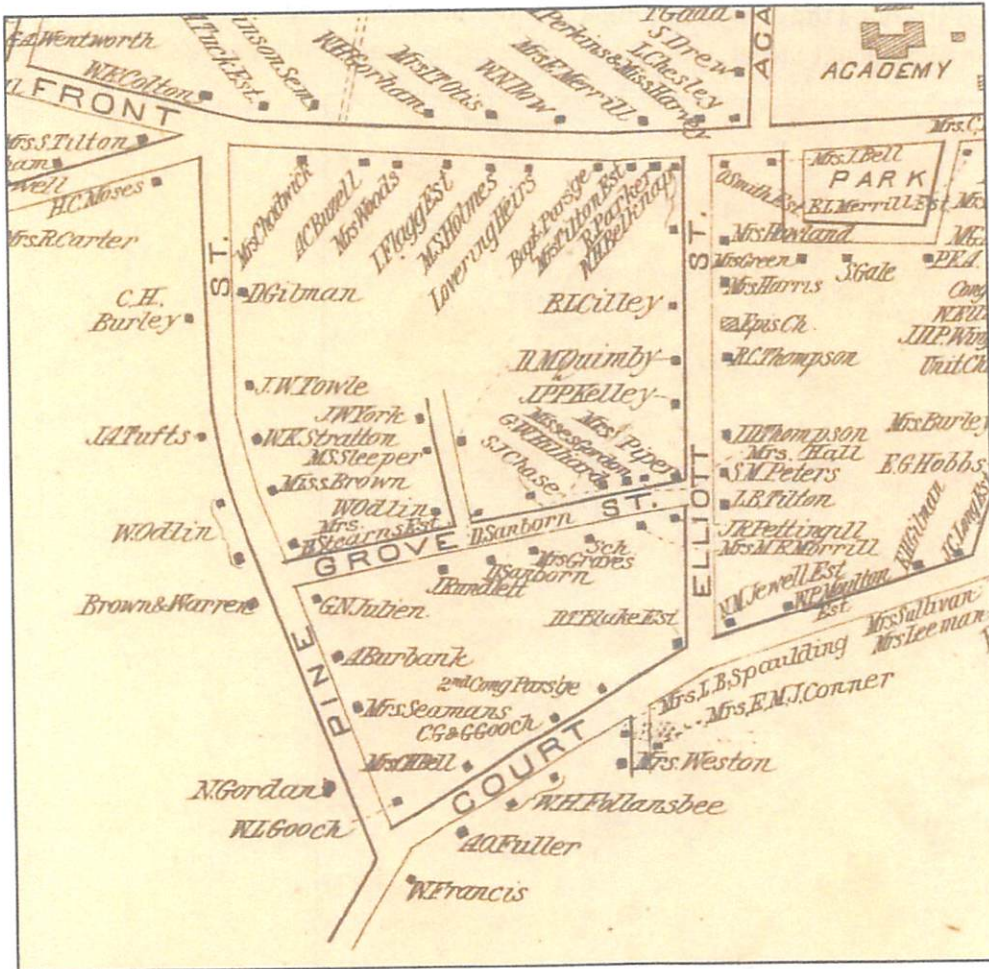
The Town of Exeter is looking to survey potential historic districts to add to their locally regulated historic districts using a grant from the Certified Local Government program. The Exeter Heritage Commission has proposed studying the area including a number of historic and well-preserved houses in the block bounded by Front Street, Pine Street, Elliot Street, and Court Street.



*Town of Exeter GIS property map showing parcels and building footprints in the subject area*

The 2012 townwide mapping study recommended the area southeast of the Front Street National Register Historic District along Pine, Court and Elliot streets for further survey. This neighborhood on the west side of the Phillips Exeter Academy campus contains large, high style late nineteenth- and early twentieth-century houses. Most are single family dwellings with landscaped yards, and most are well preserved in terms of original design and materials. The houses on the northeast side of Elliot Street are now part of the Academy and are already included in the NR-eligible Phillips Exeter Academy Historic District (NHDHR Area Form EXE-PEAD). The houses along Front Street are included in the Front Street Historic District, which was listed on the National Register of Historic Places in 1973.

Including the south side of Elliot Street, both sides of Grove Street and two side streets, both sides of Pine Street, and both sides of Court Street southwest of PEA to the Pine Street intersection, the area contains roughly 55 properties. This area is shown on the 1874 and 1892 maps and Sanborn maps from 1904 and 1924. It is also illustrated by the two birds-eye maps.



1892 Hurd map of Exeter showing the development in the proposed area

In order to compile historical information and establish a statement of significance, this prominent area near downtown Exeter and adjacent to Phillips Exeter Academy will be surveyed on a NH Division of Historical Resources (NHDHR) District Area Form, which will include an overview of the history of the neighborhood, brief architectural descriptions of each property, and a discussion of the historic significance and integrity of the area. Preservation Company will make recommendations for the boundary of the district and how it may be eligible for the National Register of Historic Places. The Exeter Heritage Commission may then use this information to decide the next steps for the town.

## SCOPE OF WORK

The following is an outline of our anticipated Scope of Work and deliverables.

Preservation Company will prepare a District Area Form for the neighborhood outlined above, according to NHDHR specifications and guidelines. The scope of work for this effort entails fieldwork, photography, research at local and online repositories, and completion of the survey form. The area form will include at least one photograph of each property, history of the development of the neighborhood, and a table identifying each property, a statement of significance, a statement of integrity, and a boundary discussion. Information included in the table will be the address, historic name (if known), approximate date of construction, a brief physical description, and contributing or non-contributing status.

A digital and hard copy of the area form will be submitted to the Town of Exeter and the NHDHR for Determination of Eligibility review.



# FEE PROPOSAL

The fee below represents an estimate based on the current scope of work and project understanding. Fees will be billed monthly based on percentage complete. If the scope of work, budgets, or schedule change significantly from what is outlined in this proposal, we will request that our fee be adjusted appropriately.

## Architectural Historian Services

|                             |           |
|-----------------------------|-----------|
| Historic District Area Form | \$ 20,000 |
|-----------------------------|-----------|

## ESTIMATED PROJECT FEE

**\$ 20,000**

## Reimbursable Expenses

Reimbursable expenses shall be invoiced in addition to the fees above and include, but not be limited to printing, reproductions, bulk copying, postage, shipping, delivery, travel expenses, and/or other project related out-of-pocket expenses. Items shall be reimbursed at cost plus ten percent (10%).

## Additional Services

If additional services become necessary during the course of the project, these can be provided by executing an amendment to our original contract or on an hourly basis. Hourly rates are updated annually at the beginning of the year to reflect market conditions, employee benefits and salary compensation. Additional services will be invoiced at the then current hourly rates.

## 2023 Hourly Rates

|                            |       |
|----------------------------|-------|
| Principal                  | \$131 |
| Production Manager         | \$107 |
| Architectural Historian II | \$96  |
| Architectural Historian I  | \$65  |



## **Certified Local Government Grant Agreement Checklist**

- First complete the attached Municipality Certification of Authority [file name COA 7 (Municipality)]
- Complete the G-1 Grant Agreement by having the person authorized in the COA 7 complete boxes 1.11 and 1.12; initial and date the following pages including the attached Exhibits
- Sign and date the Non-Construction Conditions and Assurances
- Provide a copy of the municipality's Proof of Insurance, including liability and workers' compensation coverage. Please add the Department of Natural and Cultural Resources, 172 Pembroke Rd., Concord, NH 03301 as an additional certificate holder.

Compile all documents together in one PDF preferably and return to Brandee Loughlin at [Brandee.R.Loughlin@dncr.nh.gov](mailto:Brandee.R.Loughlin@dncr.nh.gov)

### Municipality Certification of Authority

I, \_\_\_\_\_ (*Name*), hereby certify/attest that I am duly elected Clerk/Secretary of \_\_\_\_\_ (*Name of Municipality*), New Hampshire. I hereby certify the following is a true copy of the resolution adopted during a meeting of the Municipality Officers, duly called and held on \_\_\_\_\_, 20 \_\_, at which a quorum of the Municipality Officers were present and voting.

**RESOLVED:** That \_\_\_\_\_ (*Name and Title of Official Signing the Agreement*) is duly authorized to enter into contracts or agreements on behalf of \_\_\_\_\_ (*Name of Municipality*) with the State of New Hampshire, acting by and through the Department of Natural and Cultural Resources, and is further authorized to execute any documents on behalf of this Municipality which may be in his/her judgement desirable or necessary to effect the purpose of this resolution.

I hereby certify that the foregoing resolution has not been amended or repealed and remains in full force and effect as of \_\_\_\_\_, 20 \_\_. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the Municipality. This authority **remains valid for thirty (30) days** from the date of this certificate.

**DATED:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_  
(*Secretary/Clerk Signature Completing this Certificate*)

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby  
Mutually agree as follows:  
GENERAL PROVISIONS

1. Identification and Definitions.

|  |                                       |  |                                     |
|--|---------------------------------------|--|-------------------------------------|
| <b>1.1. State Agency Name</b><br>New Hampshire Division of Historical Resources/<br>Department of Natural & Cultural Resources   |                                       | <b>1.2. State Agency Address</b><br>172 Pembroke Road, Concord, NH 03301 |                                     |
| <b>1.3. Grantee Name</b><br>Town of Exeter   |                                       | <b>1.4. Grantee Address</b><br>10 Water St., Exeter, NH 03431            |                                     |
| <b>1.5. Grantee Phone 603-</b><br>778-0591   | <b>1.6. Account Number</b><br>1445000 | <b>1.7. Completion Date</b><br>9/30/2025                                 | <b>1.8. Grant Limitation 20,000</b> |
| <b>1.9. Grant Officer for State Agency</b> Amy Dixon   |                                       | <b>1.10. State Agency Telephone Number</b> 603-271-3485                  |                                     |
| If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b." |                                       |  |                                     |
| <b>1.11. Grantee Signature 1</b>   |                                       | <b>1.12. Name &amp; Title of Grantee Signor 1</b>                        |                                     |
| Grantee Signature 2  |                                       | Name & Title of Grantee Signor 2   |                                     |
| Grantee Signature 3  |                                       | Name & Title of Grantee Signor 3   |                                     |
| <b>1.13 State Agency Signature(s)</b>  |                                       | <b>1.14. Name &amp; Title of State Agency Signor(s)</b>                  |                                     |
| <b>1.15. Approval by Attorney General (Form, Substance and Execution) (if G &amp; C approval required)</b>   |                                       |  |                                     |
| By:  |                                       | Assistant Attorney General, On: / /                                      |                                     |
| <b>1.16. Approval by Governor and Council (if applicable)</b>  |                                       |  |                                     |
| By:  |                                       | On: / /  |                                     |

2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

- 0. AREA COVERED.** Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
- 1. EFFECTIVE DATE: COMPLETION OF PROJECT.**
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.16), or upon signature by the State Agency as shown in block 1.14 ("the Effective Date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").
- 2. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.**
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT C, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT C.
- 5.3. In accordance with the provisions set forth in EXHIBIT C, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
- 3. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS.** In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits and RSA 31-95-b.
- 4. RECORDS and ACCOUNTS.**
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency, the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency pursuant to subparagraph 7.1, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership
5. with the entity identified as the Grantee in block 1.3 of these provisions
- 8.1. PERSONNEL.**
- The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized 8.2. to perform such Project under all applicable laws.
- The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with 8.3. the State, or who is a State officer or employee, elected or appointed.
- The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
- 9. DATA: RETENTION OF DATA: ACCESS.**
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,
- computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
- 0. CONDITIONAL NATURE OR AGREEMENT.** Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
- 1. EVENT OF DEFAULT: REMEDIES.**
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
- 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
- 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
- 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
- 2. TERMINATION.**
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general
- 12.2. provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- In the event of Termination under paragraphs 10 or 12.4 of these general
- 12.3. provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
- Notwithstanding anything in this Agreement to the contrary, either the State or, 12.4. except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice. **CONFLICT OF INTEREST.** No officer, member of employee of the Grantee,
3. and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

Grantee Initials  
Date

approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

0. **GRANTEE'S RELATION TO THE STATE.** In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.

1. **ASSIGNMENT AND SUBCONTRACTS.** The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit B without the prior written consent of the State.

2. **INDEMNIFICATION.** The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

3. **INSURANCE.**

17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:

17.1.1 Statutory workers' compensation and employees liability insurance for all employees engaged in the performance of the Project, and

17.1.2 General liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and

17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Grantee shall furnish to the State, certificates of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy.

**WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.

**NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.

**AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required or by the signing State Agency.

**CONSTRUCTION OF AGREEMENT AND TERMS.** This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.

**THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

**ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

**SPECIAL PROVISIONS.** The additional or modifying provisions set forth in Exhibit A hereto are incorporated as part of this agreement.

Grantee Initials  
Date

**EXHIBIT A – SPECIAL PROVISIONS:**  
CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM  
NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

1. The Grantee agrees to provide and maintain supervision of the project by a person or persons, whose professional qualifications meet the criteria of 36 CFR 61 and which have received prior approval of the Division of Historical Resources, and to ensure that the grant-assisted work conforms to the applicable Secretary of the Interior's Standards and Guidelines. The Grantee also agrees that work performed under this Agreement shall in all respects conform to high professional standards and shall be coordinated with the Division of Historical Resources.
2. It is understood and agreed by the Grantee that costs and/or matching share associated with development of any final products which do not conform to the terms and conditions of this Agreement, or which do not meet the appropriate Secretary of the Interior's Standards, as determined by the State Historic Preservation Officer, shall not be reimbursed.
3. The Grantee understands and agrees that the project scope of work products, budget, and performance/reporting milestones, as approved by the Division of Historical Resources and specified in this Agreement, shall not be changed without prior written approval of the Division of Historical Resources.
4. Under the terms of the grant, the State of New Hampshire and the Division of Historical Resources are administratively responsible for obtaining the Grantee's compliance with all terms of the assistance, with the Historic Preservation Fund program policies and procedures.
5. The Grantee agrees to comply with all applicable federal, state, and local laws, statutes, codes, ordinances, and regulations including Title VI, section 504, and with the Americans with Disabilities Act. In addition to the terms detailed in this Agreement, all federal requirements governing grants and/or contracts are applicable, including Office of Management and Budget Circulars, Revised, A-87 or A-122, A-102 or A-110, and A-128(the Single Audit Act of 1984). The Grantee will submit a copy of the Single Audit for the time period of the Grant at the DHR's request. Failure to comply with this condition may affect the Contractor's eligibility to receive future grants.
6. The Grantee agrees to be solely responsible for all bills or claims for payment rendered by any sub consultants, associates, or others, and for all services and materials employed in its work, and to indemnify and save harmless the Division of Historical Resources and all of its officers, agents, employees, and servants, against all suits, claims, or liability of every name and nature arising out of or in consequence of the acts or failures to act of the Grantee and its associates, employees, or sub consultants, in the performance of the work covered by this Agreement. No portion of this Agreement shall be understood to waive the sovereign immunity of the State of New Hampshire.
7. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create the public or any member thereof a third party beneficiary hereunder, or to authorize any one not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The

duties, obligations, and responsibilities of the parties to this Agreement with respect to third parties shall remain as imposed by law.

8. It is understood and agreed by the Grantee that the Grantee's receipt and expenditure of funds pursuant to this agreement is conditioned upon and subject to the conditions outlined in the U.S. Department of the Interior's Notice of Award for this Historic Preservation Fund Grant-In-Aid, the terms of which are hereby incorporated by reference. The Grantee agrees to fully comply with all applicable terms of the referenced Notice of Award and to neither take nor omit any action that would prevent the State from fully complying with all applicable terms of the Notice of Award.
9. The attached document, "Conditions and Assurances for Historic Preservation Fund Projects," as executed by the Grantee, is incorporated into Exhibit A.

#### **EXHIBIT B – SCOPE OF WORK:**

1. Grantee agrees to apply the funds from this grant to the project(s) described in grantee's grant application and approved budget.

The Grantee shall hire a 36 CFR 61 qualified consultant to complete a Historic District Area Form for the Pine Street neighborhood.

#### **EXHIBIT C – PAYMENT TERMS:**

1. Compensation to the Grantee for approved project work under this Agreement shall be on a reimbursable matching basis, not to exceed one hundred percent (100%) of the allowable costs and matching share incurred by the Grantee in carrying out the approved project work during the approved project period. Compensation to the Grantee for its own participation in the project shall not include profit, or other increment above cost in the nature of profit. Work is to be performed by the Grantee in conformance with the Scope of Services, as described in Exhibit B above, for federal reimbursement from the Historic Preservation Fund by and through the New Hampshire Division of Historical Resources, for an amount not to exceed twelve thousand dollars (**\$12,000**) subject to:
  - (a) The Grantee's submission of itemized invoices, and progress reports, on a quarterly basis, in a format specified by the Division of Historical Resources;
  - (b) The Grantee's submission of a Final Project Report which contains a comparison of the projected Scope and Budget to the actual Scope and Budget; and
  - (c) The Grantee's completion of approved project work in a manner satisfactory to the Division of Historical Resources.
2. The final payment shall not be less than twenty-five percent (25%) of the total compensation due the Grantee; it shall be retained by the Division of Historical Resources until all of the obligations of the Grantee pursuant to this Agreement have been completed, all necessary documentation of same has been submitted to and approved by the Division of Historical Resources, and all work and products accomplished under this Agreement have been accepted by the Division of Historical Resources.

3. It is expressly understood and agreed that the Grantee shall compile cost documentation in a form and manner specified by the Division of Historical Resources, and that it shall be forwarded to the Division of Historical Resources and retained by the Division for state and federal audits.
  
4. Invoices and progress reports shall be submitted to the Division of Historical Resources on a bi-annual basis as follows:
  - October 31, 2023
  - April 30, 2024
  - October 31, 2024
  - April 30, 2025
  - June 30, 2025 Project Completion Deadline
  - September 30, 2025 Final Project Report Due
  
5. This contract shall commence upon execution of the contract and approval of the Governor and Executive Council, if required, with a completion date of September 30, 2025.



**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

|   |                                     |  |
|---|-------------------------------------|--|
| SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL | TITLE                               |  |
| APPLICANT ORGANIZATION                      | DATE SUBMITTED<br><br>July 27, 2023 |  |

**Review Board Goals from April 2023**

Goals 2023 Meeting Notes  
April 22, 2023

Present: Niko, Molly, Julie, Nancy, Dan

Staff: Town Manager Russ Dean, Assistant Town Manager/HR Director Melissa Roy

Goals – Niko. 1) long term/examining flood areas looking at the issue from a 10-year, 15-year, 20-year lens – DPW Director and Town Planner involvement. 2) Mid-term goal of police/fire substation project solution; 3) Department Head succession plan/plan long term for entire organization.

Julie – concerned about retirements/replacements. Niko shares concerns. Nancy mentions mentoring people in positions.

Dan – Flood plain issues are important. Protecting the commercial real estate tax base is a priority.

Nancy goals 1) Policies and procedures for social media and in general. 2) Professional development opportunities for our boards/committees for example on RSA 91-A policies. 3) Reappointments to committees. How do we address the use of alternates and keep them up to speed on issues of their boards. 4) Continue the review and evaluation of parking.

Niko – Heritage Commission attendance an issue. Need Town Meeting vote to secure combining HDC and Heritage Commission. To be reviewed.

Molly goals 1) Recruitment of volunteers for boards and committees. 2) Work with other Towns to lobby the state. Work w/NHMA to do outreach. 1a – Meeting policies (virtual); 1b Affordable Housing – work with other Select Boards to lobby the state. Coalitions needed. Be more active on legislative front. Department Heads should be involved. 2) Communications budget – resources not as much needed in PD/FD for communications/outreach. Budget requested for all departments to access communication support. 3) Boards & Committees succession planning. Dan highlights the diversity issue for Boards. Consolidating Boards discussed.

Nancy follow up on parking. Parking study (Russ reports RFP out on the street). Parking lots, development of units with zero parking an issue. Has talked with DPW/FD/PD and received their input. Talk on removing parking ban. Fire middle of the road. The use of Center Street parking lot needs discussion.

Dan - Notion that every car needs a 24 hour spot not correct in his mind.

Nancy goal 5) Consolidation of Boards/committees. Modify HAC composition and charge. Confirmed this can be done via Select Board.

Nancy goal 6) Continue to hold an all boards meeting; ZBA, HDC, Heritage invites. Julie wants to ensure all are included for meeting this fall.

NHMA Seminar on 91-A. All agreed this was a good idea and can be scheduled. Should be scheduled for an evening to accommodate boards/committees.

Nancy goal 7) Attainable housing – looking at it from a regional approach.

Nancy goal 8) Police Station/Fire Substation.

Julie 1) Succession planning; 2) Meeting with state; 3) Introductory packets for each committee that are specific to that individual committee.

Niko suggests May 1<sup>st</sup> for a comprehensive review of Boards/Committees.

Dan goals 1) Attend to the ecosystem of the Boards and committees looking for diversity in ages, address, and etc. 2) Wrap up TIF District; 3) Projects approved and backlogged. Would like to see a project list/update with a corresponding spreadsheet.

Russ goals 1) Complete MRI study on classifications; 2) Review TIF status/road expansion project; 3) Recruitment/retention activities, employee engagement; 4) Capital project work/completion.

Niko – Met with Paul Vlasich last week, looking for a monthly report from DPW; discussion on plastic chairs at Town Hall; Roundabout at Pine/Linden/Front need to speed along; Assistant Town Engineer – recruitment a priority. Consult with Dave Sharples on DPW projects to see if he can lend support.

Nancy – Swasey Parkway reconfiguration. Renay Allen's pocket park, seed packet garden concept from the Conservation Commission.

Project Updates – DPW, Fire, Police would be helpful.

Review connection between TEAM and Parks/Recreation Department.

Long term use of gallery space.

Housing Authority appointment authority – confirmed as Select Board (RSA 203:5).

Meeting in session – signage for Town Offices needed?

Meeting adjourned.

## Select Board Goals 2023-24

### Goal Area: Boards/Committees

1. Review merging Heritage Commission and Historic District Commission
2. Review Board/Committee recruitment. Develop strategies
3. Develop succession planning for Boards/Committees
4. Promote diversity on Boards/Committees
5. Look at consolidation of Boards/Committees
6. Continue to hold an All Boards Meeting in Fall 2023
7. Boards/Committees Training on RSA 91-A
8. Introductory Packets for Each Committee Tailored to that committee
9. Modify Housing Advisory Committee charge
10. Reappointments to committees/alternates and keeping up to speed on regular business
11. Professional development opportunities for boards/committees

### Goal Area: Organizational

1. Department Head Succession Plan
2. Succession Planning
3. Long Term Organizational Plan
4. Replacements/retirements
5. Mentoring
6. MRI Study on Classification
7. Recruitment/Retention Activities
8. Employee Engagement

### Goal Area: Intergovernmental

1. Work with other Towns to lobby the state, develop coalitions
2. Work with NHMA to conduct outreach
3. Be active on the legislative front
4. Meet with state

### Goal Area: Communications

1. Review communications budget needs
2. Develop updated policy/procedure for social media
3. Department budgets to access communication

### Goal Area: Housing

1. Review regional approach to attainable housing.

### Goal Area: Capital Projects/Other

1. Police Station/Fire Substation Project
2. Continue review and evaluation of parking
3. Review use of Center street parking lot

4. Wrap up TIF District
5. Capital project work completion
6. Pine Street/Linden Street/Front Street Roundabout
7. Swasey Parkway reconfiguration
8. Black Heritage Pocket Park
9. Seed packet garden concept

**Goal Area: Examining Flood Areas**

1. Utilize DPW and Planning to develop long term strategy for flooding issues. Five, ten, fifteen, and 20 year horizons.

## **Tax Abatements, Veterans Credits & Exemptions**



## Permits And Approvals

**EXETER NON-UNION  
PROPOSED FY2023  
CLASSIFICATIONS/GRADES**

|                                       |
|---------------------------------------|
| <b>1</b>                              |
| No Positions Assigned                 |
| <b>2</b>                              |
| Recording Secretary                   |
| <b>3</b>                              |
| No Positions Assigned                 |
| <b>4</b>                              |
| Solid Waste Facility Operator (PT)    |
| Seasonal Laborer (PT)                 |
| Custodian (PT)                        |
| TV Media Technician (PT)              |
| Water/Sewer Utilities Clerk (PT)      |
| <b>5</b>                              |
| HR Assistant                          |
| <b>6</b>                              |
| Administrative Assistant              |
| Deputy Town Clerk                     |
| <b>7</b>                              |
| Office Manager                        |
| <b>8</b>                              |
| Deputy Tax Collector                  |
| HR Generalist                         |
| HR & Payroll Accountant               |
| Recreation Coordinator                |
| IT Technician                         |
| <b>9</b>                              |
| G.I.S Technician                      |
| Engineering Technician                |
| <b>10</b>                             |
| Deputy Code Enforce Officer           |
| Electrical Inspector (PT)             |
| Senior Executive Assistant            |
| <b>11</b>                             |
| Business Manager DPW                  |
| Conservation & Sustainability Planner |
| Health Officer                        |
| <b>12</b>                             |
| Media Communications Coordinator      |
| <b>13</b>                             |
| Assessor                              |
| Assistant Parks & Rec Director        |
| Assistant Town Engineer               |
| Network Administrator                 |
| Senior Accountant                     |
| Town Clerk                            |

**EXETER NON-UNION  
PROPOSED FY2023  
CLASSIFICATIONS/GRADES**

|   |
|---|
| Water Treatment Operations Supervisor       |
| WasteWater Treatment Operations Supervisor  |
| <b>14</b>                                   |
| Building Inspector/Code Enforcement Officer |
| Economic Development Director               |
| Highway Superintendent                      |
| Maintenance Superintendent                  |
| Parks & Recreation Director                 |
| Police Lieutenant                           |
| Water/Sewer Assistant Superintendent        |
| <b>15</b>                                   |
| Deputy Fire Chief                           |
| IT Coordinator                              |
| Water/Sewer Superintendent                  |
| <b>16</b>                                   |
| Assistant Fire Chief                        |
| Deputy Police Chief                         |
| Planning Director                           |
| <b>17</b>                                   |
| Town Engineer                               |
| <b>18</b>                                   |
| Assistant Town Manager/HR Director          |
| Fire Chief                                  |
| Finance Director                            |
| Police Chief                                |
| Public Works Director                       |
| <b>19</b>                                   |
| No Positions Assigned                       |
| <b>20</b>                                   |
| Town Manager                                |



# TOWN OF EXETER

32 COURT STREET • EXETER, NH • 03833 • (603) 773-6151 • [www.exeternh.gov](http://www.exeternh.gov)

## Special Event Application

The Town of Exeter requires licensing for all Special Events where the Select Board is the licensing authority.

Return all Special Event applications to Exeter Parks and Recreation, at 32 Court Street, Exeter NH.

For information or questions concerning the application call 603-773-6151 or email [nbugbee@exeternh.gov](mailto:nbugbee@exeternh.gov)

Special Event License (Reference RSA 286 1-5, Town Ordinance Chapter 807)

**Please note: Application must be received by the Parks and Recreation Office at least 14 business days prior to event and at least 30 business days prior to event if food will be distributed/sold**

**Please Note: Balcony in Main Hall is unavailable due to safety issues.**

### TYPE OF EVENT

- Special Event   
  Road/Bike Race   
  Parade   
  Protest/Rally   
  Fireworks

### LOCATION OF SPECIAL EVENT

- Town Main Hall   
  Bandstand   
  Art Gallery   
  Swasey Parkway   
  Senior Center
- Town Hall Front Green Room   
  Parks/Rec Property   
  Founders Park   
  Swasey Pavilion   
  Townhouse Common

Organization Name: EXETER PARKS & RECREATION

Organization Address: 32 COURT ST, EXETER, NH 03833

Event Representative Name: GREG BISSON

Event Representative Title: DIRECTOR P&R Phone 603-773-6151

Day of Contact Name: GREG BISSON Day of Contact Phone # 603-781-7904

Event Representative Email: G.BISSON@EXETERNH.GOV

Please Check One: Are you a Exeter, Non-Profit Group: Yes

Are you a Non-Exeter, Non-Profit Group: Yes

Are you a Exeter For Profit Group: Yes

Are you a Non-Exeter For Profit Group: Yes

### EVENT DETAILS

Date of Event: OCT 7th

Start Time: 7AM End Time: 6PM

Name of Event: POWDER KEG BEER & CHILI FESTIVAL

Number of Anticipated Attendees (Including Volunteers and Staff): 3,500

Describe the Proposed Event: BEER & CHILI FESTIVAL

Is your event using promotional signage around the Town of Exeter?  Yes  No If yes, prior approval is required

Blocking Off Road(s):  Yes  No If yes, which one(s) SWASEY PARKWAY

# of Parking Spaces: — Locations: —



# Special Event Application

## WILL YOUR EVENT INVOLVE ANY OF THE FOLLOWING? (Please check all that apply)

Food/Beverage/Concessions/Vendors/sales  
(inspection by Health Officer)

Yes  No

Alcoholic Beverages Served

Yes  No

State Liquor Permit Received  Yes  No

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

APPLYING

Town Liquor Permit Approved  Yes  No

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

Electronic sound amplification equipment, speakers, public address system (must follow noise ordinance)  Yes  No

Propane/Charcoal BBQ grills (inspection by Health Officer)  Yes  No

Electrical set up/ electrical cords run to the site (inspection needed by Electric Inspector)  Yes  No

Fire pits, bonfires, kindle fire, campfire and other outdoor burning (must have permit from Fire Department)  Yes  No

Tents/canopies If so, list quantity and size  Yes  No

# & Size 10'x10' - 50+

Animals at the event. If so, describe  Yes  No

Motorized Vehicles. If so, describe  Yes  No

## ADDITIONAL DOCUMENTATION NEEDED TO COMPLETE/ATTACH TO PERMIT APPLICATION

All applicants for Special Events need to provide WRITTEN ANSWERS TO THE QUESTIONS BELOW.

1. **Site Plan:** Please attach a drawing of the event layout, including parking, facilities, vendor setup etc. (even if you supplied one in previous years).

2. **Security/Crowd Control Plan:** Describe how you plan to manage event goers while not surpassing the maximum seating capacity of indoor events or how you will secure, control, and assure compliance with laws and licensing conditions in the case of an outdoor event.

THE FESTIVAL HIRE 6 DETAIL OFFICERS

3. **Traffic Control/ Parking Plan:** The estimated number of vehicles, provisions for parking, number of police officers or employees necessary to control traffic, type and location of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles.

THE FESTIVAL SECURES PARKING AT THE SCHOOLS, REA PARKING LOT, 32 COURT ST AS WELL AS THE BACK SIDE OF THE PARKWAY



## Special Event Application

**4. Fire Emergency Plan:** The estimated number of occupants of all indoor events to assure compliance with the laws and permit rules and conditions required by the NH State Fire Code and its adopted references for places of assembly.

WE WORK WITH FIRE FOR A DETAIL

**5. Ambulance/ Medical Service Plan:** Detail the on-site emergency medical services and transportation plan.

WE WORK WITH FIRE FOR A DETAIL

**6. Ticket Distribution Plan:** Outline the distribution of tickets prior to the event and/or at the time and place of the event, including provision for a limitation on ticket sales to maintain required occupancy levels and provision for the refund of ticket costs in the event of cancellation of the event.

SELL ALL TICKETS ONLINE

**7. Sanitary Facilities Plan:** A plan appropriate for the number of attendees, which will include information relative to portable toilet facilities, trash containers, and a provision that the property and surrounding areas and roadways shall be cleared of all debris within 12 hours following the event.

WE BRING IN 40 PORTA POTTIES

**8. Food Service Plan:** A food service plan, which may require review and acceptance by the Exeter Health Officer or a vendor permit from the Fire Department. Please list what types of food will be served and where it will be served within the facility.

WE WORK WITH HEALTH OFFICER FOR ALL  
FOOD VENDORS

**9. Special Duty Service Fees:** The application fee does not include the cost of Fire or Police protection/detail, or any other extra Town expense required to protect the health and safety of the public which can reasonably be attributed to the event. All such costs associated with the use of active and stand-by emergency and other services provided by the Town of Exeter, or by other towns' emergency services, shall be borne by the applicant, promoter or sponsor.

After the event, billing for the Special Duty Services will be based on actual hours incurred by Town personnel. The total will be invoiced. A history of non-payment or late payment of any application fee and or Special Duty Services is grounds to deny your request for future event permits.

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

**11. A performance bond** for events over 5,000 participants per day and or other security acceptable to the Town may be required in an amount equal to the amount estimated for Special Duty Services Fees as described above.



# Special Event Application

By signing below, I confirm that all information provided herein and in all attachments as true and accurate, acknowledge that this application will not be reviewed by the Recreation Department until considered complete by Town review staff, and state that all liability for this event is assumed and accepted by the applicant.

Print Name GREG BISSON Organization PARKS + REC

Applicant Signature *Gregory Bissou* Date 7/31/2023

I also confirm that I am responsible for all costs incurred for this event including all special duty police, fire and health/safety services. All services must be paid in full upon receipt of the invoice.

The Town may request/sue for legal expenses if the Town has to go to collections for unpaid amounts. I am responsible for all fees, which may include interest, attorney and court fees.

The Town reserves its rights to pursue all available legal remedies for damage to Town property or violation of any laws, rules or conditions applicable to use of Town property. In addition, such conduct may result in revocation of permission and/or denial of future requests for permission to use Town property.

It is understood that this is a temporary permit in which can be revoked, eliminated or extended due to the fluidity of COVID-19 and/or non-compliance.

Print Name GREG BISSON

Applicant Signature *Gregory Bissou* Date 7/31/2023

## Please make Checks payable to Exeter Parks & Recreation

### FOR OFFICE USE ONLY

Cost For Event: \$ \_\_\_\_\_

Entered Into RecDesk:  Yes  No

Sent Invoice:  Yes  No

Received Insurance:  Yes  No

### DEPARTMENT HEAD SIGNED OFF

Police Chief

Yes  No

Via Email

Health Inspector

Yes  No

Via Email

Fire

Yes  No

Via Email

DPW

Yes  No

Via Email

Parks & Rec

Yes  No

Via Email









# EXETER PARKS & RECREATION

32 COURT STREET • EXETER, NH • 03833 • (603) 773-6151 • [www.exeternh.gov](http://www.exeternh.gov)



## TOWN OF EXETER MEMORANDUM

TO: Russ Dean, Town Manager  
CC: Corey Stevens, Director of Finance  
FROM: Greg Bisson, Director of Parks and Recreation  
RE: Funding Requests-Park Improvement Fund  
DATE: 08/07/2023

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Exeter Parks and Recreation requests the following from the Park Improvement Fund:

### **Parks and Recreation Garage Roof Replacement:**

The Parks and Recreation garage at 32 Court Street is in need of roof replacement. The garage has developed a severe leak causing drywall to fall off the ceiling. The garage will be used for Parks and Recreation storage until an alternative is developed at 10 Hampton Road. After the Parks and Recreation Department is relocated, the garage can be used for additional storage for other Town equipment. We have worked with Jeff Beck, Facility Maintenance Supervisor, to receive quotes to replace the roof.

Quotes received are as follows:

Lang Construction: \$10,750

J. Carnes and Sons: \$8,550

**Refined Roofing: \$6,500**

We recommend Refined Roofing.

### **Motion:**

**To allow the Parks and Recreation Department to expend \$6,500 from the Park Improvement Fund to replace the garage roof at 32 Court Street and award Refined Roofing with the contract.**

Respectfully Yours,

Greg Bisson,

Director

Exeter Parks and Recreation



# EXETER PARKS & RECREATION

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## TOWN OF EXETER MEMORANDUM

TO: Russ Dean, Town Manager  
CC: Corey Stevens, Director of Finance  
FROM: Greg Bisson, Director of Parks and Recreation  
RE: Funding Requests-Recreation Revolving  
DATE: 08/07/2023

---

Exeter Parks and Recreation requests the following from the Park Improvement Fund:

### Tennis Court Repair

The tennis courts are aging rapidly. Last year's mild winter with rain caused a lot of damage to the courts. Patches that once covered cracks are now starting to peel. Unfortunately, we can not patch over a patch due to the integrity of the surfacing. The only solution when this occurs is to either redo the tennis courts, which is not feasible due to the cost or mill the patches out and repave those areas. We would then wait 30 days and recoat the new areas with the proper sealer cost. Not many companies specialize in this type of work or have current availability.

MSW Paving in Hampton has successfully performed this type of project on numerous courts. They are available this September to perform the work. Exeter's Parks and Recreation Staff would then recoat the courts. This would cause the courts to be closed for 30-40 days this fall. If we do not address this problem now, the courts will continue to deteriorate, and we will have no other choice but to close them. Once the cracks are repaired, we will return to the Select Board to request funding for the court resurfacing material to seal the courts which will be completed in-house.

Motion:

**To allow the Parks and Recreation Department to expend \$10,000 from the Recreation Revolving Fund to repair the cracks in the tennis courts MSW Paving.**

Respectfully Yours,

Greg Bisson,

Director

Exeter Parks and Recreation



# EXETER PARKS & RECREATION

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## TOWN OF EXETER MEMORANDUM

TO: Russ Dean, Town Manager  
CC: Corey Stevens, Director of Finance  
FROM: Greg Bisson, Director of Parks and Recreation  
RE: 10 Hampton Road Renovation - Design and Engineering  
DATE: 08/07/2023

---

The Town of Exeter issued an RFP for design and engineering renovation of the new Parks and Recreation Building at 10 Hampton Road. The Parks and Recreation Department held a site walk on July 19th. Several firms were in attendance. The Town received two proposals for the design and engineering work. BL Companies, Meriden, CT, and JSA Design, Portsmouth, NH. All other firms declined to submit a proposal due to tight time constraints, heavy workload, and inability to fit this into their project schedule. The two proposals were evaluated on affordability, experience, and proximity to the project.

**BL Companies: \$174,000**

**JSA Design: \$58,400**

The Parks and Recreation Department recommends awarding the design and engineering bid to JSA Design. JSA Design brings over 40 years of experience; winning numerous awards. They designed local projects, such as Riverwoods, Northeast Rehabilitation Hospital at Pease, Great Bay Community College, UNH-McConnell Hall, and Carey Cottage at Creek Farm. JSA Design's proximity to Exeter will be a valuable asset during renovation and construction; and, JSA is affordable, allowing focus on the upgrades.

These proposals do not include, at this time, hazardous materials identification, landscape design, or cost estimating. This will be solicited separately if and when needed.

Motion:

**To allow the Parks and Recreation Department to enter into a contract with JSA Design to conduct design and engineering for the 10 Hampton Road renovations and to further authorize the Town Manager or his designee to sign the contract.**

Respectfully Yours,

Greg Bisson,

Director

Exeter Parks and Recreation

## **JSA AWARDS**

### **CAREY COTTAGE AT CREEK FARM**

Portsmouth, New Hampshire

*American Institute of Architects - New Hampshire Chapter, Merit Award, Rick & Duffy Monahan Award for Design Excellence in Architectural Restoration and Preservation, 2021*

*New Hampshire Preservation Alliance, Preservation Achievement Award, 2021*

*Plan NH Merit Award, 2021*

*Portsmouth Advocates, Preservation of Architectural Character, 2020*

### **JSA DESIGN, BUSINESS OF THE YEAR**

Portsmouth, NH

*Business New Hampshire Magazine, 2021*

### **JSA DESIGN**

Portsmouth, New Hampshire

*Portsmouth Chamber Collaborative, Small but Mighty Business of the Month, July 2020*

### **FOUNDRY PLACE 4**

Portsmouth, NH

*American Institute of Architects - New Hampshire Chapter, Citation Award, Unbuilt Architecture, 2019*

### **BUOY SHACK**

Portsmouth, NH

*Discover Portsmouth Gingerbread House People's Choice Awards. Most creative use of materials, 2018*

### **JSA INC, SMALL BUSINESS OF THE YEAR**

Portsmouth, NH

*The Chamber Collaborative of Greater Portsmouth, 2018*

### **NEXTGEN HALL, UNIVERSITY OF CONNECTICUT**

Storrs, CT

*American Institute of Architects - New Hampshire Chapter, Citation Award in Architecture, 2017*

### **BUSH CENTER AND KETCHUM LIBRARY, UNIVERSITY OF NEW ENGLAND**

Biddeford, Maine

*American Institute of Architects - New Hampshire Chapter, Merit Award in Architecture, 2015*

### **BENCHMARK SENIOR LIVING AT SPLIT ROCK**





Shelton, Connecticut

*LEED Gold certified, January 2015*

**TUCKERMAN HALL, SOUTHERN NEW HAMPSHIRE UNIVERSITY**

Hooksett, NH

*Design/Build Award of Merit, NH/VT Associated Builders and Contractors, 2014*

**THE VILLAGE AT RIVERMEAD**

Peterborough, New Hampshire

*Engineering News Record, Best Projects of 2013, Award of Merit*

**TRUE NORTH AT NORTH HILL**

Needham, Massachusetts

*American Institute of Architects - NH Chapter, Excellence in Architecture, 2016*

*Senior Housing News: Architecture and Design Awards, Best renovation / repositioning 2013*

*National Association of Home Builders (NAHB) Best of 50+ Repositioned Community, on the boards, 2013*

**HEDGE AND ROGER WILLIAMS HALLS, BATES COLLEGE**

Lewiston, ME

*Maine Statewide Historic Preservation Honor Award for Excellence in Rehabilitation, 2012*

**NORTHEAST REHABILITATION HOSPITAL AT PEASE**

Portsmouth, NH

*American Institute of Architects - New Hampshire Chapter Design Awards, Peoples Choice, 2012*

**HCA / PORTSMOUTH REGIONAL HOSPITAL**

Portsmouth, NH

*Healthcare Design Magazine: Lobby/Reception Area renovation award finalist, 2010*

**SOCIETY FOR MARKETING PROFESSIONAL SERVICES**

Northern New England Chapter

*Excellence in Marketing Communications Award, Holiday Piece, 2010*

**SOUTHEAST RESIDENTIAL COMMUNITY, UNIVERSITY OF NEW HAMPSHIRE**

Durham, New Hampshire

*American Institute of Architects - New Hampshire Chapter, Excellence in Architecture, 2010*

**THE RIDGE AND BOULDERS AT RIVERWOODS**

Exeter, New Hampshire

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PORTSMOUTH, NH 03801  
T 603.436.2551



WWW.JSAINC.COM

*Design for Aging Review, 11th Edition, 2011*

*Design for Aging Review, 10th Edition, 2009*

**BRIGHTVIEW COMMONS**

South Kingstown, Rhode Island

*Design for Aging Review, 9th Edition, 2007*

**THE CARTER COLLECTIONS CENTER, STRAWBERRY BANKE**

Portsmouth, New Hampshire

*New Hampshire Preservation Alliance Achievement Award for Outstanding Design, 2008*

*Portsmouth Advocates, Preservation of Architectural Character, 2009*

**CANCER CARE CENTER OF YORK COUNTY**

Sanford, Maine

*Healthcare Design Magazine Architectural Showcase, 2008*

**FRANCIS ALLEN BLACK HALL, UNIVERSITY OF MAINE AT FARMINGTON**

Farmington, Maine

*LEED Certified, December, 2007*

**FORT MEADE, PICERNE MILITARY HOUSING**

Fort Meade, Maryland

*National Association of Home Builders (NAHB), Innovations in Workforce Housing Award, 2007*

**TAMARISK ASSISTED LIVING**

Warwick, Rhode Island

*Design for Aging Review, 8th Edition, 2005*

*Healthcare Environment Award - The Center for Health Design, Long Term Care/Assisted Living Facility, 2004;*

*Best of Seniors Housing Design Awards - National Association of Home Builders*

*Large Assisted Living Housing Platinum Award, 2004*

**RIVERWOODS AT EXETER**

Exeter, New Hampshire

*American Institute of Architects - New Hampshire Chapter, Excellence in Architecture, 2005;*

*Best of Seniors Housing Design Awards - National Association of Home Builders Small and Mid-Size Continuing Care*

*Retirement Community Platinum Award, 2005 &*

*On The Boards Small and Mid-Size Continuing Care Retirement Community Platinum Award, 2004*

**MILLS HALL, UNIVERSITY OF NEW HAMPSHIRE**

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PORTSMOUTH, NH 03801  
T 603.436.2551



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Durham, New Hampshire

*Award of Excellence, Excellence in Construction Awards Competition, Associated Builders and Contractors, Inc., 2004.*

**SOCIETY FOR MARKETING PROFESSIONAL SERVICES**

Maine Chapter

*Communications Awards Program, Award for Specific Project Marketing, 2003*

**LAVILLA OFFICE BUILDING**

Jacksonville, Florida

*American Institute of Architects - Jacksonville Chapter, Excellence in Design, 2002*

**THE FORUM, THE WARING SCHOOL**

Beverly, Massachusetts

*American Institute of Architects - New Hampshire Chapter, Excellence in Architecture, 2002*

**PETTEE HALL, UNIVERSITY OF NEW HAMPSHIRE**

Durham, New Hampshire

*American Institute of Architects - New Hampshire Chapter, Excellence in Architecture, 2002*

*2001 ABC Excellence In Concrete Construction*

**GRANITE LEDGES**

Concord, New Hampshire

*Contemporary Long Term Care, Order of Excellence for Assisted Living Interior Design, 2001*

*Design for Aging Review Six, 2002*

**THE JORDAN GRAND RESORT HOTEL AT SUNDAY RIVER**

Newry, Maine

*American Resort Development Association, Silver Award Winner, Resort Design, 2001*

**THE FOUNDATION FOR SEACOAST HEALTH, COMMUNITY CAMPUS**

Portsmouth, New Hampshire

*PlanNH Merit Award, 2001*

*American Institute of Architects — New Hampshire Chapter, Honor Award for Architecture, 2001*

*Metal Construction Association Merit Award, 2000*

**ORCHARD HILL AT SUDBURY**

Sudbury, Massachusetts

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WWW.JSAINC.COM

*Contemporary Long Term Care, Order of Excellence for Assisted Living Architecture, 2000*  
*Design for Aging 2000 Review*

### **ONE HUNDRED RIVERSIDE AVENUE OFFICE BUILDING**

Jacksonville, Florida

*American Institute of Architects - Jacksonville Chapter, Excellence in Design, Built Category, 2000*  
*American Institute of Architects – Jacksonville Chapter Honor Award, 1982*  
*American Institute of Architects – Florida Association,*  
*Award for Excellence in Architecture, 1981*  
*Jacksonville Chamber of Commerce Design Recognition Award, 1981*

### **EXETER HEALTH RESOURCES**

Exeter, New Hampshire

*American Institute of Architects - Potomac Valley Chapter, Citation Award, 2004*  
*American Institute of Architects - New Hampshire Chapter, Award for Excellence in Design, 2003*  
*American Institute of Architects - Jacksonville Chapter, Excellence in Design, Unbuilt Category, 2000*

### **RIVERBEND HOUSING**

Jacksonville, Florida

*American Institute of Architects - Jacksonville Chapter, Excellence in Design, Unbuilt Category, 2000*

### **CHASE POINT ASSISTED LIVING**

Damariscotta, Maine

*Assisted Living Federation of America, "Best of Home for Interior Design, 2000*  
*Design for Aging Review Six, 2002*

### **PARTRIDGE HOUSE**

Hampton, New Hampshire

*Design for Aging 2000 Review*

### **SLIDERS RESTAURANT AT JORDAN BOWL**

Newry, Maine

*New England Interior Designers Exhibit, Build Boston, 1999*

### **THE LINEAR ACCELERATOR**

Maine Medical Center, Portland, Maine

*American Institute of Architects — New Hampshire Chapter, Exceptional Interior Architecture, 1998*

### **GIDEON WALKER HOUSE**

Portsmouth, New Hampshire

*American Institute of Architects — New Hampshire Chapter, Adaptive Re-use, 1998*

### **SOCIETY FOR MARKETING PROFESSIONAL SERVICES**

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Maine Chapter

*Communications Awards Program, Award for Special Events Piece, 1998*

**THE GRAND SUMMIT HOTEL AND CONFERENCE CENTER AT ATTITASH BEAR PEAK**

Bartlett, New Hampshire

*American Institute of Architects — New Hampshire Chapter, Excellence in Architecture, 1997*

**BRATTLEBORO MEMORIAL HOSPITAL**

Brattleboro, Vermont

*American Institute of Architects — New Hampshire Chapter, Excellence in Architecture, 1996*

**CHILD DEVELOPMENT CENTER**

Naval Station, Mayport, Florida

*Department of the Navy, Naval Facilities Engineering Command Certificate of Commendation, 1996*

**ADDISON GILBERT HOSPITAL**

Gloucester, Massachusetts

*American Institute of Architects — New Hampshire Chapter, Excellence in Architecture, 1995*

**FOX HILL VILLAGE**

Westwood, Massachusetts

*Design for Aging Review, 1994*

**HEWITT HALL**

University of New Hampshire, Durham, New Hampshire

*American Institute of Architects — New Hampshire Chapter, Excellence in Architecture, 1994*

**UNIVERSITY OF SOUTHERN MAINE CAMPUS LIBRARY**

Portland, Maine

*American Institute of Architects — New Hampshire Chapter, Excellence in Architecture, 1994*

*Builder's Choice Awards*

*Honorable Mention for Excellence in Design and Planning, 1994*

**SOCIETY FOR MARKETING PROFESSIONAL SERVICES**

Maine Chapter

*Special Events Category — First Place, 1994*

*Special Events Category — Best of Show, 1994*

**ELLIOT HOSPITAL**

Manchester, New Hampshire

*American Institute of Architects — New Hampshire Chapter, Merit Award for Architecture, 1993*

**VISITOR'S CENTER/US MILITARY ACADEMY**

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PORTSMOUTH, NH 03801  
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West Point, New York

*American Institute of Architects — New Hampshire Chapter, Merit Award for Architecture, 1992*

### **SOCIETY FOR MARKETING PROFESSIONAL SERVICES**

Maine Chapter

*Special Events Category — First Place, 1991*

### **PEPPERIDGE FOREST YACHT CLUB**

Jacksonville, Florida

*Florida Trust for Historic Preservation Award, 1991*

### **PLYMOUTH STATE COLLEGE STUDENT HOUSING**

Plymouth, New Hampshire

*American Institute of Architects — New Hampshire Chapter, Merit Award Architecture, 1990*

### **WALKER MEMORIAL LIBRARY**

Westbrook, Maine

*American Institute of Architects — New Hampshire Chapter, Recognition Award, Architecture, 1990*

### **THE MUSIC HALL, PORTSMOUTH ARCHITECTURAL COLLABORATIVE (PAC)**

Portsmouth, New Hampshire

*American Institute of Architects — New Hampshire Chapter, Recognition for Un-Built Project, 1990*

### **BEACHES BRANCH LIBRARY**

Jacksonville, Florida

*American Institute of Architects — Jacksonville Chapter, Excellence in Architecture, 1989*

*Florida First Coast Chapter, American Concrete Institute, Significant Concrete Structure 1989*

*Florida Concrete and Products Association, Outstanding Concrete Structure in Florida 1989*

### **KEARSARGE MILL OFFICE RENOVATION**

Portsmouth, New Hampshire

*National Commercial Builders Council, Award of Excellence, 1988*

### **JSA CORPORATE IDENTITY PROGRAM**

*American Corporate Identity Award of Excellence, 1988*

### **VIETNAM MEMORIAL COMPETITION**

Charlestown, Massachusetts

*Commonwealth of Massachusetts 2nd Place Award, 1988*

### **THE BEDELL BUILDING/OLD CARNEGIE LIBRARY**

Jacksonville, Florida

*American Institute of Architects — Jacksonville Chapter, Award for Excellence in Architecture, 1988*

*Florida Bar Journal Law Office Design Competition Special Commendation, 1988*

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*Jacksonville Chamber of Commerce Design Recognition Award, 1988*  
*Jacksonville Historic Landmarks Commission Preservation Award, 1987*  
*Florida Trust for Historic Preservation Award, 1988*

**SOCIETY FOR MARKETING PROFESSIONAL SERVICES**

Maine Chapter

*Special Events Award, 1987*

**SMITH OFFICE CORPORATE OFFICES**

Portsmouth, New Hampshire

*Geyer's Award Competition — First Award Winner, 1986*

**JSA CORPORATE OFFICES**

Portsmouth, New Hampshire

*American Institute of Architects — New Hampshire Chapter, Honor Award, Architecture, 1986*  
*Portsmouth Advocates Historic Preservation Award*

**TIMBERLAND CORPORATE HEADQUARTERS**

Hampton, New Hampshire

*American Institute of Architects — New Hampshire Chapter, Merit Award, Architecture, 1985*

**COMPOSITE OPERATIONS AND TRAINING FACILITY**

Bangor, Maine

*American Institute of Architects — New Hampshire Chapter, Honor Award, Architecture, 1985*  
*United States Air Force — Honor Award, 1986*  
*United States Department of Defense — Honor Award, 1986*

**ST. JOHN THE DIVINE GREEK ORTHODOX CHURCH**

Jacksonville, Florida

*National Conference of Religious Architecture Merit Award, 1986*

**NORTHEAST FEDERAL CREDIT UNION OFFICES**

Portsmouth, New Hampshire

*"Qualified Remodeler," Remodeling Design Awards Competition, Runner-Up, 1985*

**FIRST NATIONAL BANK OF JACKSONVILLE**

Jacksonville, Florida

*Jacksonville Historic Landmarks Commission Preservation Award, 1985*

**MERCEDES BENZ DEALERSHIP**

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PORTSMOUTH, NH 03801  
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Exeter, New Hampshire

*American Institute of Architects — New Hampshire Chapter, Honor Award, Architecture, 1984*  
*“Remodeling Magazine” — Grand Award, 1984*

#### **FOYE BUILDING RENOVATION**

Portsmouth, New Hampshire

*American Institute of Architects — New Hampshire Chapter, Honor Award, Architecture, 1984*  
*Historic Preservation Award — Portsmouth Advocates*  
*“Remodeling Magazine” Design Awards, Honorable Mention, 1984*

#### **THE SEMINOLE CLUB**

Jacksonville, Florida

*Jacksonville Historic Landmarks Commission Preservation Award, 1984*

#### **ST. PHOTIOS NATIONAL GREEK ORTHODOX SHRINE/AVERO HOUSE RESTORATION**

St. Augustine, Florida

*American Institute of Architects - Florida Association, Award for Excellence in Architecture, 1984*  
*American Institute of Architects - Jacksonville Chapter, Honor Award, 1984*  
*Florida Trust for Historic Preservation Honor Award, 1984*

#### **RESIDENTIAL BARN RENOVATION**

North Hampton, New Hampshire

*American Institute of Architects — New Hampshire Chapter, Honor Award, Architecture, 1983*  
*Builder’s Choice Awards*  
*Merit Award for Excellence in Design and Planning, 1983*

#### **NESLAB INSTRUMENTS INC. CORPORATE HEADQUARTERS**

Newington, New Hampshire

*Inryco Awards Program*  
*Merit Award, 1983*

#### **PINEWOOD MANOR ELDERLY HOUSING COMPLEX**

Old Orchard Beach, Maine

*Presidential Design Awards*  
*Federal Design Achievement Award, 1984*  
*American Institute of Architects - New England Regional Council, Honor Award, Architecture, 1982*  
*Builder’s Choice Awards Honorable Mention for Excellence in Design and Planning, 1983*

#### **NEIGHBORHOOD SENIOR CITIZENS RECREATION CENTER**

Jacksonville, Florida

*American Institute of Architects - Florida Association, Award for Excellence in Architecture, 1983*  
*Florida Concrete and Products Association , Outstanding Institutional Concrete Structure in FL, 1983*



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American Institute of Architects - Jacksonville Chapter Design Award, 1982

Jacksonville Chamber of Commerce Design Recognition Award, 1982

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**Correspondence**





# TOWN OF EXETER, NEW HAMPSHIRE

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

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

To: Department Managers and Budget Preparers  
From: Russ Dean, Town Manager  
Subject: FY24 Operating Budget Instructions  
Date: July 27, 2023  
CC: Corey Stevens and Laura Zogopoulos

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Please see the instructions below for the FY24 Operating Budgets. All preliminary FY24 budgets and narratives are **due by noon on Monday, August 28, 2023**.

Please notify the Finance Department of any changes you would like to make to budget templates after August 28<sup>th</sup>. All proposed FY24 department budgets will be added to the Town's Consolidated FY24 Budget after August 28<sup>th</sup>.

## General Information and Calendar:

Budget folders for each department are located on the shared Budget drive under 2024 Budget. Prior year budgets are included on the Excel templates.

The initial goal of the FY24 Budget process is to produce a basic operating budget for FY24 that reflects the levels of service provided in FY23. This applies to all departments.

Please use FY23 budget numbers unless a budgeted expense was a one-time cost, the expense has decreased for FY24 or the expense is a contractual obligation that includes an escalator/increase for FY24 (For example: multi-year contracts with escalators; increases due to inflation, etc.).

Please update your department's budget narrative to reflect the department's FY24 budget request. A copy of your department's prior year narrative was left in the Narrative folder for you to update.

If you have issues accessing your budget spreadsheets and narrative templates, please contact Finance or IT Departments.

**Meetings** will be scheduled between each department manager, the Town Manager and Finance staff in early September to review and discuss your initial FY24 budget requests. A meeting sign-up sheet (Excel) has been saved in the 2024 Budget folder for you to schedule a meeting. **All Department Managers are expected to sign up for a minimum 30-minute meeting to review their budget(s).**

The Town Manager's overall preliminary budget and notes will be forwarded to the Select Board on September 25, 2023. The Budget Recommendations Committee (BRC) will begin their review of the budget on September 27, 2023.

The Budget Recommendations Committee will begin their review process through their subcommittees in late September and October, and make recommendations to the Select Board after the full committee meetings conclude in November. All Departments should coordinate closely with the BRC and subcommittees during the process to ensure maximum availability on their day/night of budget discussions.

### **Budget Recommendations Committee Schedule**

***Wednesday, July 26, 2023 – Budget Recommendations Committee Kick-Off Meeting – 6:30PM  
(Location: Nowak Room, Town Offices)***

***Wednesday, September 27, 2023 – Preliminary Budget Presentation and Subcommittee Report Presentation – 6:30PM (Location: Nowak Room, Town Offices)***

***Friday, October 20, 2023 – General Government:***

***All Day Meeting from 8:30AM-4:30PM (Location and Assigned Times: TBD)***

*(General Government includes Town Manager, Select Board, Human Resources, Welfare, Information Technology, Planning, Heritage Commission, Historic District Commission, Conservation Commission, Zoning, Building and Inspection, Assessing, Tax, Town Clerk, Moderator. Economic Development, Debt Service, Finance and Treasurer).*

***The following meetings are Full Budget Recommendation Committee Meetings and are scheduled to begin at 6:30PM (Location is TBD)***

***Wednesday, October 25, 2023 - Department of Public Works - General***

***Wednesday, November 1, 2023 - Police and Fire Departments***

***Wednesday, November 8, 2023 - Parks & Recreation, Library, Welfare and Human Services***

***Tuesday, November 14, 2023 - DPW / Water & Sewer***

***Thursday, November 16, 2023 - CIP and Budget Wrap Up***

***\*\*Tuesday, November 21, 2023 - (Reserved, if needed)\*\****

***Note: Subcommittee meeting dates are TBD by Sub-committee chair.***



## **Wages, Taxes & Benefits**

Wages, payroll taxes, and benefits have been calculated by Finance and are included in each department's budget template. Please note it is each Department Manager's responsibility to review all of the wage and benefit calculations. The wage calculations are located in each department's budget folder on the shared drive in the Calculations folder. Please reach out to Finance with any questions regarding wage and benefits calculations.

### **Personnel and Wage Costs:**

1. SEIU/DPW – under contract (1/2022 – 12/2024)
2. Fire Association – under contract (7/2022 – 6/2025)
3. Police Association/NEPBA – under contract (7/2022 – 6/2026)
4. Non-Union Personnel – step increase as of first pay period in July 2024 for eligible employees plus 2.0% COLA adjustment.

ALL wage increase questions should go through Human Resources. New rates of pay should not be implemented/requested outside of the current pay plan and/or union contract.

### **Health Insurance:**

A 7.5% increase reserve will be incorporated into the FY24 budget by Finance. Department budgets should only include current plan costs. A single line item will be used for the health insurance reserve until rates are known in October 2023. All employee contribution rates should match the employee group (i.e. nonunion, union contracts, etc.)

### **NHRS (Retirement):** *assume current rates through 12/31/24:*

- Group I Employees: 13.53%
- Group II: Fire: 30.35% and Police: 31.28%

**FICA/Medicare:** 6.2% and 1.45% of payroll respectively.

**Life Insurance:** 2% increase. Reserve will be budgeted and budgets will be adjusted once costs are known.

**Disability Insurance:** 2% increase. Reserve will be budgeted and budgets will be adjusted once costs are known.

**Dental Insurance:** 2% increase. Reserve will be budgeted and budgets will be adjusted once costs are known.

**Budget Template and Narrative Pages**

Each department should submit a budget template spreadsheet and narrative page. Sample information is included in these instructions. See below for format. Excel templates and formats are the same as in prior years.

**Budgets are not considered complete until each department submits the following documents:**

- 1) Cover Memo
- 2) FY24 Budget Word Document Narrative in proper format (see below)
- 3) FY24 Budget Excel Template Spreadsheets with margin notes
- 4) FY24 Narrative for Additional Budget Requests as defined (see section)

**1) Cover Memo**

A cover memo should be addressed to the Town Manager and include a basic overview of your department's budget request including the main functions, and any changes of significance in the FY24 budget request from FY23. These should include highlighting increases OR decreases in the budget related to specific items (wages, benefits, capital outlay, etc.). Major year over year budget changes should be highlighted (example personnel cost reductions due to retirements), including a summary of the rationale for any new requests of significance (i.e. new personnel or capital).

The cover memo should also include any recent department initiatives involving technology, increased services, changes in legislation influencing the department operations, committee involvement/service, increased public demands, etc. Departments are also welcome to describe challenges within your department (new mandates, other changes that have affected service provision to residents, committee needs, etc.) in your submittals.

Finally, the cover memo should reflect your department's overall mission and goals and these should be highlighted. Include any RSA references that support the core existence of your department and mission.

**2) Word Document Narrative**

SAMPLE NARRATIVE PAGE (all departments should use this format as the narrative to their budgets after the cover memo).

**Department: Police – General Fund  
Department Budget Code: 400**

**Department Information**

FY24 Total Budget Request:

**General Budget Request Discussion:** (include here all factors driving the FY24 budget request, include TOTAL number of department FTE’s requested in FY24 vs. FY23 approved budget).

**All contract costs that are escalating need to be identified in the summary general budget discussion.** Number and type of new budget requests should be summarized in the general discussion. Note all spreadsheets should match the Department numbers. Larger departments will have division information; smaller departments will have just that department information (those without divisions).

**Division Information (not applicable to departments without divisions):**

Narratives:

**Police Administration**

FY24 Division Budget Request

**Police Staff**

FY24 Division Budget Request

**Police Patrol**

FY24 Division Budget Request

**Police Communications**

FY24 Division Budget Request

The completed narrative should accompany the FY24 Excel template spreadsheets with line items described below.

### **3) Budget Template Spreadsheets and Line Items**

**Personnel Costs/Benefits** – Numbers to be reconciled with Finance. Spreadsheets should include margin notes on each line with basic explanatory detail.

**Expenses:** include description in margin notes. Reference leases, contracts, or other fixed cost descriptors for fixed costs.

**Sample:**

Line Item: Org: 01415001 Object: 55017 Bank Fees. Line item increases from \$500 to \$1,000. Margin note reads: Increase due to contract cost/bank fees from lockbox.

**ALL LINE ITEMS SHOULD HAVE MARGIN NOTES!**

**Revolving Fund Budgets must be created for (CATV, EMS, and Recreation) and include notes in the Excel template margin for each line item.**

**All spreadsheet templates will be contained and stored on the Shared budget drive.**

### **4) Budget Narrative – Additional Requests**

**BE SURE TO INDICATE WHETHER A NEW BUDGET REQUEST IS A ONE-TIME ITEM OR WILL REQUIRE MULTI-YEAR FUNDING.**

**For new budget requests, justify the request with a narrative:**

- 1) General overview of the request and rationale; i.e. what operational issue or other issue gave rise to the request.
- 2) What impact or improvement fulfilling the request will have on the operations of your department/division/program;
- 3) What are the impacts of not fulfilling the request? (i.e. mandate not met, service not provided, increase/decrease in service, etc.)
- 4) What, if any alternative service delivery methods are available? (For personnel, contract vs. additional personnel, full time versus part time, etc.)

**All additional budget requests should be numbered (1 of 3, 1 of 4, etc.) and will reflect their priority (i.e. #1 will be considered highest priority).**



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.  
Commissioner

July 27, 2023

David Rodrigue, P.E.  
Assistant Commissioner  
Andre Briere, Colonel, USAF (RET)  
Deputy Commissioner

Niko Papakonstantis, Chair of Selectboard  
Town of Exeter  
10 Front Street  
Exeter, NH 03833

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

Dear Mr. Papakonstantis:

The following is notification of State Highway Block Grant Aid available to your town in State Fiscal Year 2024 (July 1, 2023 thru June 30, 2024) based on estimated revenues through June 30, 2023. The Block Grant Aid payment includes highway revenue from Senate Bill (SB) 367 that was effective July 1, 2014. The total could possibly change based on final audited State Fiscal Year 2023 revenues. The resulting adjustment will be reflected in the April payment. Funding is anticipated to be available upon the availability and continued appropriation of funds in the future operating budget.

State Highway Block Grant Aid anticipated to be available to the Town of Exeter during Fiscal Year 2024 (July 1, 2023 to June 30, 2024) is as follows:

|                               |             |
|-------------------------------|-------------|
| July 2023 Actual Payment:     | \$93,799.19 |
| October 2023 Actual Payment:  | \$93,799.19 |
| January 2024 Actual Payment:  | \$62,532.80 |
| April 2024 Estimated Payment: | \$62,532.80 |

**TOTAL FOR FY 2024: \$312,663.98**

In generalized terms and in accordance with statutory provisions for distribution of Apportionment “A” and SB 367 funds, a disbursement is made of approximately \$1,463 for each mile of Class IV and Class V highway inventoried by each municipality and approximately \$13 for each person residing in a municipality based on the state planning estimate of population. Apportionment “B” is distributed this year to 14 small towns under a somewhat more complicated formula as specified in RSA 235:23, which recognizes the economics of maintaining their Class V highway mileage when considered in relationship to their equalized valuation tax base.

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

Sincerely,

*C. R. Willeke*

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

CRW/dmp

July 17, 2023



**Kleinfelder**

**SUBJECT: Notice of Address Update**

Dear Sir or Madam:

Our office address has changed. Please update your records with our new contact information:

Kleinfelder  
25 Sundial Ave STE 407  
Manchester, NH 03103  
Phone: 603.623.4400  
Fax: 617.498.4630

Sincerely,

**KLEINFELDER**

A handwritten signature in black ink that reads "Matthew Steele".

Matt Steele  
Area Manager, Maine & New Hampshire

*Town Manager's Office*

**JUL 21 2023**

*Received*

# JONES & BEACH ENGINEERS INC.

85 Portsmouth Avenue, PO Box 219, Stratham, NH 03885  
603.772.4746 - JonesandBeach.com

**RE: Wetland Permit Application - Amendment  
173-179 Water Street, Exeter, NH  
Tax Map 64 Lot 50  
JBE Project No. 22227**

Dear Abutter:

Under RSA 482-A, we are required to notify you that we are applying for an Amendment to our existing Wetland Permit (No. 2018-03573) from the N.H. Department of Environmental Services (DES) Wetlands Bureau. This letter is to inform you, as an abutter to the above-referenced property, that an application amendment will be filed with the DES Wetlands Bureau. This project proposes to modify the existing building and parking area. The existing building is being upgraded with residential apartments and a parking area is being added underneath the existing building. In addition, an at grade parking area will be added behind the existing building. The footprint of the building is not changing.

The permit is in need of an amendment due to small changes in the layout of the outside parking field which resulted in a reduction in pavement, and the applicant has changed and needs to be updated.

Please feel free to contact me with any questions. Thank you for your time.

Very truly yours,  
**JONES & BEACH ENGINEERS, INC.**



Erik Poulin, P.E.  
Project Manager

*Town Manager's Office*

**JUL 28 2023**

*Received*

**TIF Status as of 7/2023**

|  |                  |                                |
|--|------------------|--------------------------------|
| TIF Bank Balance                                   | 4,177,000        |                                |
| Due To General Fund                                | (485,000)        |                                |
| Open Purchase Orders                               | <u>(7,500)</u>   |                                |
| <b>Available TIF Funds</b>                         |                  | <b>3,684,500</b>               |
| <br>   |                  |                                |
| Outstanding Loan Amount                            | 2,085,000        |                                |
| Interest Due 1/2024                                | <u>53,170</u>    |                                |
| <b>Total Outstanding 12/2023</b>                   |                  | <b><u>2,138,170</u></b>        |
| <br>   |                  |                                |
| Potential Projects Remaining                       |                  |                                |
| Carlisle Road Extension (est.)                     | 2,237,000        | ?                              |
| Epping Road Improvements                           | <u>1,670,000</u> |                                |
|  |                  | <u>3,907,000</u>               |
| <b>Funds Remaining After Payoff &amp; Projects</b> |                  | <b>(2,360,670)</b>             |
| <br>   |                  |                                |
| <b>2023 TIF Property Taxes (assume SALY)</b>       |                  | <b><u>1,865,000</u></b> ?      |
| <br>   |                  |                                |
| <b>Remaining Cash Balance - 12/31/23 (est.)</b>    |                  | <b><u><u>(495,670)</u></u></b> |

|                            |                    |
|----------------------------|--------------------|
| Borrowing Authority        |                    |
| 2015                       | 6,845,312          |
| 2018                       | 1,100,000          |
| Amount Borrowed            | <u>(4,185,000)</u> |
| Remaining Borrowing Avail. | 3,760,312          |

History:

- 2015 #28 & #29 establish the TIF
- #10 allows borrowing of \$6.8M
- 2018 #5 allows borrowing of \$1.1M
- 2020 #24 allows use of TIF increments for bond pmts

Do we still have access to Available Borrowing of 3.7M?

Are there other improvements to be made?

\$ Impact of Monahan suit?



| Date                  | Groundwater        |                     | Surface Water        |                           |                     | Combined DAILY AVERAGES        |                     |
|-----------------------|--------------------|---------------------|----------------------|---------------------------|---------------------|--------------------------------|---------------------|
|                       | Raw<br>Gallons     | Finished<br>Gallons | Raw<br>Gallons       | Skinner Spring<br>Gallons | Finished<br>Gallons | Raw<br>Gallons                 | Finished<br>Gallons |
| 7/1/2023              | 460,485            | 454,311             | 644,353              | 75,760                    | 606,740             | 1,180,598                      | 1,061,051           |
| 7/2/2023              | 405,106            | 389,396             | 644,566              | 71,881                    | 578,568             | 1,121,553                      | 967,963             |
| 7/3/2023              | 295,410            | 289,821             | 644,411              | 63,624                    | 525,243             | 1,003,445                      | 815,063             |
| 7/4/2023              | 417,299            | 398,206             | 644,312              | 73,642                    | 588,811             | 1,135,253                      | 987,017             |
| 7/5/2023              | 482,029            | 465,377             | 644,206              | 63,751                    | 504,740             | 1,189,987                      | 970,117             |
| 7/6/2023              | 738,581            | 724,580             | 644,215              | 69,166                    | 552,392             | 1,451,962                      | 1,276,971           |
| 7/7/2023              | 530,372            | 507,331             | 646,018              | 65,319                    | 518,456             | 1,241,710                      | 1,025,787           |
| 7/8/2023              | 552,407            | 529,293             | 601,741              | 67,544                    | 529,860             | 1,221,692                      | 1,059,153           |
| 7/9/2023              | 572,504            | 553,033             | 595,567              | 67,132                    | 495,557             | 1,235,202                      | 1,048,590           |
| 7/10/2023             | 512,816            | 492,643             | 597,476              | 76,312                    | 570,634             | 1,186,604                      | 1,063,276           |
| 7/11/2023             | 567,650            | 557,638             | 595,482              | 70,613                    | 530,734             | 1,233,745                      | 1,088,372           |
| 7/12/2023             | 456,975            | 436,153             | 1,115,208            | 81,166                    | 882,020             | 1,653,349                      | 1,318,173           |
| 7/13/2023             | 532,488            | 515,476             | 1,189,804            | 86,232                    | 1,046,452           | 1,808,524                      | 1,561,928           |
| 7/14/2023             | 495,966            | 476,876             | 710,741              | 71,705                    | 621,555             | 1,278,411                      | 1,098,431           |
| 7/15/2023             | 206,699            | 203,185             | 643,992              | 67,623                    | 538,091             | 918,314                        | 741,276             |
| 7/16/2023             | 453,236            | 436,891             | 643,242              | 67,816                    | 538,683             | 1,164,294                      | 975,574             |
| 7/17/2023             | 401,397            | 393,503             | 643,551              | 71,993                    | 597,309             | 1,116,941                      | 990,812             |
| 7/18/2023             | 500,782            | 482,258             | 643,334              | 70,466                    | 565,428             | 1,214,582                      | 1,047,685           |
| 7/19/2023             | 745,930            | 722,668             | 643,816              | 64,547                    | 509,169             | 1,454,293                      | 1,231,837           |
| 7/20/2023             | 540,505            | 518,373             | 610,700              | 68,473                    | 514,207             | 1,219,677                      | 1,032,580           |
| 7/21/2023             | 489,748            | 468,977             | 783,057              | 74,301                    | 678,368             | 1,347,107                      | 1,147,345           |
| 7/22/2023             | 691,184            | 681,124             | 603,377              | 68,085                    | 501,085             | 1,362,645                      | 1,182,209           |
| 7/23/2023             | 463,169            | 445,170             | 595,279              | 70,228                    | 546,166             | 1,128,675                      | 991,337             |
| 7/24/2023             | 471,105            | 451,431             | 598,075              | 71,335                    | 533,639             | 1,140,515                      | 985,070             |
| 7/25/2023             | 452,189            | 435,213             | 809,388              | 73,179                    | 708,753             | 1,334,756                      | 1,143,966           |
| 7/26/2023             | 452,923            | 447,292             | 1,140,389            | 85,854                    | 977,086             | 1,679,166                      | 1,424,378           |
| 7/27/2023             | 537,610            | 521,946             | 662,643              | 66,487                    | 565,056             | 1,266,740                      | 1,087,002           |
| 7/28/2023             | 415,049            | 396,606             | 819,210              | 76,286                    | 704,818             | 1,310,544                      | 1,101,425           |
| 7/29/2023             | 489,675            | 480,908             | 595,011              | 69,438                    | 542,758             | 1,154,123                      | 1,023,667           |
| 7/30/2023             | 521,413            | 499,782             | 595,312              | 68,523                    | 512,393             | 1,185,247                      | 1,012,174           |
| 7/31/2023             | 539,431            | 518,708             | 614,569              | 71,805                    | 551,125             | 1,225,805                      | 1,069,833           |
| <b>Total</b>          | <b>15,392,130</b>  | <b>14,894,166</b>   | <b>21,563,043</b>    | <b>2,210,286</b>          | <b>18,635,896</b>   | <b>39,165,459</b>              | <b>33,530,062</b>   |
| <b>Max. Flow</b>      | <b>745,930</b>     | <b>724,580</b>      | <b>1,189,804</b>     | <b>86,232</b>             | <b>1,046,452</b>    | <b>1,263,402</b>               | <b>1,081,615</b>    |
| <b>Max. Flow Date</b> | <b>07/19/23</b>    | <b>07/06/23</b>     | <b>07/13/23</b>      | <b>07/13/23</b>           | <b>07/13/23</b>     | <b>Combined DAILY AVERAGES</b> |                     |
|                       | Raw                | Finished            | Raw                  | Skinner Spring            | Finished            | Raw                            | Finished            |
|                       | <b>Groundwater</b> |                     | <b>Surface Water</b> |                           |                     |                                |                     |

## Exeter, NH Ground Water FLOW DATA

| Date           | Raw<br>Gallons | Finished<br>Gallons | Lary<br>Gallons | Gilman<br>Gallons | Stadium<br>Gallons | Supernatant<br>Gallons | Backwash<br>Gallons | Sludge<br>Gallons |
|----------------|----------------|---------------------|-----------------|-------------------|--------------------|------------------------|---------------------|-------------------|
| 7/1/2023       | 460,485        | 454,311             | 174,103         | 103,251           | 175,251            | 0                      | 0                   | 0                 |
| 7/2/2023       | 405,106        | 389,396             | 188,653         | 117,707           | 71,943             | 20,371                 | 11,326              | 0                 |
| 7/3/2023       | 295,410        | 289,821             | 146,981         | 75,786            | 71,943             | 0                      | 1                   | 0                 |
| 7/4/2023       | 417,299        | 398,206             | 185,582         | 76,998            | 119,617            | 21,350                 | 11,231              | 0                 |
| 7/5/2023       | 482,029        | 465,377             | 200,856         | 202,053           | 63,146             | 12,624                 | 11,289              | 0                 |
| 7/6/2023       | 738,581        | 724,580             | 240,744         | 241,092           | 240,308            | 5,784                  | 0                   | 0                 |
| 7/7/2023       | 530,372        | 507,331             | 201,156         | 202,120           | 104,948            | 17,428                 | 11,264              | 0                 |
| 7/8/2023       | 552,407        | 529,293             | 200,895         | 121,035           | 201,370            | 18,695                 | 11,256              | 0                 |
| 7/9/2023       | 572,504        | 553,033             | 185,040         | 188,457           | 188,653            | 17,885                 | 11,230              | 0                 |
| 7/10/2023      | 512,816        | 492,643             | 203,727         | 205,227           | 79,377             | 14,962                 | 11,300              | 0                 |
| 7/11/2023      | 567,650        | 557,638             | 204,803         | 210,808           | 151,204            | 0                      | 1                   | 0                 |
| 7/12/2023      | 456,975        | 436,153             | 173,761         | 167,105           | 76,926             | 20,623                 | 11,410              | 0                 |
| 7/13/2023      | 532,488        | 515,476             | 183,388         | 184,710           | 139,914            | 18,802                 | 11,275              | 0                 |
| 7/14/2023      | 495,966        | 476,876             | 228,261         | 180,639           | 69,450             | 14,240                 | 11,240              | 0                 |
| 7/15/2023      | 206,699        | 203,185             | 102,388         | 66,988            | 36,003             | 0                      | 0                   | 0                 |
| 7/16/2023      | 453,236        | 436,891             | 180,757         | 118,054           | 126,340            | 21,218                 | 11,253              | 0                 |
| 7/17/2023      | 401,397        | 393,503             | 181,364         | 182,330           | 37,423             | 0                      | 0                   | 0                 |
| 7/18/2023      | 500,782        | 482,258             | 180,962         | 181,564           | 113,830            | 20,172                 | 11,253              | 0                 |
| 7/19/2023      | 745,930        | 722,668             | 240,911         | 241,257           | 240,686            | 13,631                 | 11,267              | 2,015             |
| 7/20/2023      | 540,505        | 518,373             | 203,443         | 132,336           | 183,825            | 18,339                 | 11,250              | 0                 |
| 7/21/2023      | 489,748        | 468,977             | 187,552         | 116,835           | 164,396            | 13,811                 | 11,330              | 0                 |
| 7/22/2023      | 691,184        | 681,124             | 224,915         | 225,690           | 225,078            | 0                      | 0                   | 0                 |
| 7/23/2023      | 463,169        | 445,170             | 162,481         | 162,780           | 109,173            | 23,737                 | 11,343              | 0                 |
| 7/24/2023      | 471,105        | 451,431             | 187,141         | 154,789           | 118,133            | 15,285                 | 11,274              | 0                 |
| 7/25/2023      | 452,189        | 435,213             | 190,093         | 123,996           | 118,133            | 12,829                 | 11,200              | 0                 |
| 7/26/2023      | 452,923        | 447,292             | 174,567         | 173,023           | 86,156             | 5,954                  | 0                   | 0                 |
| 7/27/2023      | 537,610        | 521,946             | 197,868         | 115,251           | 197,461            | 16,094                 | 11,327              | 0                 |
| 7/28/2023      | 415,049        | 396,606             | 174,542         | 175,159           | 46,211             | 16,843                 | 11,279              | 0                 |
| 7/29/2023      | 489,675        | 480,908             | 186,931         | 189,772           | 117,631            | 0                      | 0                   | 0                 |
| 7/30/2023      | 521,413        | 499,782             | 188,894         | 189,432           | 117,631            | 20,573                 | 11,279              | 0                 |
| 7/31/2023      | 539,431        | 518,708             | 196,678         | 193,943           | 119,903            | 15,257                 | 11,289              | 0                 |
| Total          | 15,392,130     | 14,894,166          | 5,879,439       | 5,020,188         | 3,912,065          | 396,508                | 248,168             | 2,015             |
| Max. Flow      | 745,930        | 724,580             | 240,911         | 241,257           | 240,686            | 23,737                 | 11,410              | 2,015             |
| Max. Flow Date | 07/19/23       | 07/06/23            | 07/19/23        | 07/19/23          | 07/19/23           | 07/23/23               | 07/12/23            | 07/19/23          |
|                | Raw            | Finished            | Lary            | Gilman            | Stadium            | Supernatant            | Backwash            | Sludge            |



## Exeter, NH Surface Water FLOW DATA

| Date                  | Raw<br>Gallons    | Finished<br>Gallons | Skinner<br>Gallons | Finter No. 1<br>Gallons | Finter No. 2<br>Gallons | Finter No. 3<br>Gallons | Finter No. 4<br>Gallons | Backwash<br>Gallons | Surfacewash<br>Gallons | Sludge<br>Gallons | Clar. 1 Flush<br>Gallons | Clar. 2 Flush<br>Gallons |
|-----------------------|-------------------|---------------------|--------------------|-------------------------|-------------------------|-------------------------|-------------------------|---------------------|------------------------|-------------------|--------------------------|--------------------------|
| 7/1/2023              | 644,353           | 606,740             | 75,760             | 165,565                 | 161,945                 | 165,608                 | 165,627                 | 23,091              | 302                    | 211,894           | 0                        | 45,913                   |
| 7/2/2023              | 644,566           | 578,568             | 71,881             | 156,637                 | 156,552                 | 153,495                 | 156,608                 | 25,466              | 928                    | 106,633           | 0                        | 47,220                   |
| 7/3/2023              | 644,411           | 525,243             | 63,624             | 137,258                 | 137,234                 | 137,285                 | 137,338                 | 0                   | 0                      | 0                 | 0                        | 71,962                   |
| 7/4/2023              | 644,312           | 588,811             | 73,642             | 159,969                 | 159,987                 | 160,008                 | 156,907                 | 25,550              | 1,426                  | 0                 | 0                        | 63,621                   |
| 7/5/2023              | 644,206           | 504,740             | 63,751             | 134,727                 | 137,931                 | 137,949                 | 138,062                 | 23,486              | 410                    | 0                 | 0                        | 76,637                   |
| 7/6/2023              | 644,215           | 552,392             | 69,166             | 150,168                 | 146,511                 | 150,238                 | 150,184                 | 23,119              | 312                    | 0                 | 0                        | 54,301                   |
| 7/7/2023              | 646,018           | 518,456             | 65,319             | 141,832                 | 141,922                 | 138,723                 | 141,896                 | 25,512              | 915                    | 9,110             | 0                        | 74,145                   |
| 7/8/2023              | 601,741           | 529,860             | 67,544             | 137,780                 | 137,806                 | 137,859                 | 137,833                 | 0                   | 0                      | 0                 | 0                        | 64,638                   |
| 7/9/2023              | 595,567           | 495,557             | 67,132             | 136,114                 | 136,156                 | 136,167                 | 133,232                 | 25,433              | 1,454                  | 0                 | 0                        | 63,814                   |
| 7/10/2023             | 597,476           | 570,634             | 76,312             | 151,977                 | 155,003                 | 155,067                 | 155,070                 | 23,511              | 401                    | 9,129             | 0                        | 42,277                   |
| 7/11/2023             | 595,482           | 530,734             | 70,613             | 143,568                 | 140,099                 | 143,552                 | 143,590                 | 23,116              | 307                    | 0                 | 0                        | 42,381                   |
| 7/12/2023             | 1,115,208         | 882,020             | 81,166             | 234,393                 | 234,395                 | 231,391                 | 234,390                 | 25,438              | 909                    | 0                 | 92,669                   | 84,916                   |
| 7/13/2023             | 1,189,804         | 1,046,452           | 86,232             | 267,924                 | 267,902                 | 267,899                 | 267,867                 | 0                   | 0                      | 0                 | 110,219                  | 108,461                  |
| 7/14/2023             | 710,741           | 621,555             | 71,705             | 105,304                 | 189,951                 | 189,982                 | 185,033                 | 25,563              | 1,610                  | 0                 | 30,386                   | 94,531                   |
| 7/15/2023             | 643,992           | 538,091             | 67,623             | 1,477                   | 190,912                 | 196,011                 | 196,028                 | 23,136              | 306                    | 31,789            | 0                        | 62,744                   |
| 7/16/2023             | 643,242           | 538,683             | 67,816             | 11,651                  | 193,352                 | 188,647                 | 193,422                 | 25,431              | 924                    | 122,686           | 0                        | 59,174                   |
| 7/17/2023             | 643,551           | 597,309             | 71,993             | 0                       | 207,770                 | 207,818                 | 207,857                 | 0                   | 0                      | 0                 | 0                        | 61,322                   |
| 7/18/2023             | 643,334           | 565,428             | 70,466             | 0                       | 205,223                 | 205,253                 | 200,769                 | 25,482              | 1,649                  | 0                 | 0                        | 52,149                   |
| 7/19/2023             | 643,816           | 509,169             | 64,547             | 93,006                  | 151,283                 | 156,644                 | 156,662                 | 23,135              | 301                    | 0                 | 0                        | 75,414                   |
| 7/20/2023             | 610,700           | 514,207             | 68,473             | 137,487                 | 140,538                 | 140,623                 | 140,566                 | 23,475              | 393                    | 0                 | 0                        | 50,025                   |
| 7/21/2023             | 783,057           | 678,368             | 74,301             | 181,895                 | 181,872                 | 176,345                 | 181,845                 | 25,482              | 928                    | 90,121            | 27,718                   | 73,253                   |
| 7/22/2023             | 603,377           | 501,085             | 68,085             | 138,470                 | 138,366                 | 138,453                 | 135,806                 | 25,497              | 1,775                  | 302,978           | 0                        | 53,785                   |
| 7/23/2023             | 595,279           | 546,166             | 70,228             | 142,181                 | 142,181                 | 142,232                 | 142,199                 | 0                   | 0                      | 356,445           | 0                        | 52,505                   |
| 7/24/2023             | 598,075           | 533,639             | 71,335             | 145,625                 | 142,294                 | 145,635                 | 145,636                 | 23,123              | 303                    | 93,269            | 0                        | 56,033                   |
| 7/25/2023             | 809,388           | 708,753             | 73,179             | 183,835                 | 189,990                 | 190,048                 | 190,193                 | 23,512              | 421                    | 0                 | 19,675                   | 56,063                   |
| 7/26/2023             | 1,140,389         | 977,086             | 85,854             | 258,118                 | 258,216                 | 252,806                 | 258,122                 | 25,431              | 935                    | 0                 | 81,996                   | 96,375                   |
| 7/27/2023             | 662,643           | 565,056             | 66,487             | 153,214                 | 153,282                 | 153,301                 | 150,494                 | 25,517              | 1,221                  | 0                 | 112,345                  | 0                        |
| 7/28/2023             | 819,210           | 704,818             | 76,286             | 189,205                 | 183,012                 | 189,263                 | 189,219                 | 23,189              | 309                    | 0                 | 47,891                   | 71,044                   |
| 7/29/2023             | 595,011           | 542,758             | 69,438             | 141,265                 | 141,229                 | 141,271                 | 141,397                 | 0                   | 0                      | 0                 | 0                        | 39,347                   |
| 7/30/2023             | 595,312           | 512,393             | 68,523             | 137,203                 | 140,109                 | 140,155                 | 140,210                 | 23,474              | 395                    | 9,083             | 0                        | 56,639                   |
| 7/31/2023             | 614,569           | 551,125             | 71,805             | 150,644                 | 150,609                 | 147,725                 | 150,641                 | 25,468              | 920                    | 0                 | 0                        | 47,198                   |
| <b>Total</b>          | <b>21,563,043</b> | <b>18,635,896</b>   | <b>2,210,286</b>   | <b>4,288,490</b>        | <b>5,213,631</b>        | <b>5,217,455</b>        | <b>5,224,703</b>        | <b>610,638</b>      | <b>19,754</b>          | <b>1,343,135</b>  | <b>522,898</b>           | <b>1,897,889</b>         |
| <b>Max. Flow</b>      | <b>1,189,804</b>  | <b>1,046,452</b>    | <b>86,232</b>      | <b>267,924</b>          | <b>267,902</b>          | <b>267,899</b>          | <b>267,867</b>          | <b>25,563</b>       | <b>1,775</b>           | <b>356,445</b>    | <b>112,345</b>           | <b>108,461</b>           |
| <b>Max. Flow Date</b> | <b>07/13/23</b>   | <b>07/13/23</b>     | <b>07/13/23</b>    | <b>07/13/23</b>         | <b>07/13/23</b>         | <b>07/13/23</b>         | <b>07/13/23</b>         | <b>07/14/23</b>     | <b>07/22/23</b>        | <b>07/23/23</b>   | <b>07/27/23</b>          | <b>07/13/23</b>          |
|                       | Raw               | Finished            | Skinner            | Finter No. 1            | Finter No. 2            | Finter No. 3            | Finter No. 4            | Backwash            | Surfacewash            | Sludge            | Clar. 1 Flush            | Clar. 2 Flush            |

**Water Flow and Cost Data for**

**July**

**2023**

**GROUNDWATER TREATMENT PLANT**

|               | <u>Raw Water</u> | <u>Stadium</u> | <u>Gilman</u> | <u>Lary</u> | <u>Recycled</u> | <u>Finished Water</u> |
|---------------|------------------|----------------|---------------|-------------|-----------------|-----------------------|
| Total Gallons | 15,392,130       | 3,912,065      | 5,020,188     | 5,879,439   | 396,508         | 14,894,166            |
| Year to Date  | 74,531,554       | 17,870,979     | 21,415,988    | 32,574,255  | 1,909,183       | 72,618,164            |

| <u>Chemical</u>                                   | <u>Gallons or # used</u> | <u>Current Cost</u>       | <u>Monthly Cost</u> | <u>Cost Year to Date</u> | <u>Year to Date Gallons used</u> | <u>Percentage of Budgeted \$</u> | <u>Budgeted \$</u>   |      |
|---|--------------------------|---------------------------|---------------------|--------------------------|----------------------------------|----------------------------------|----------------------|------|
| Gallons Chlorine ( 1 )                            | 484                      | \$2.5920<br>(per gallon)  | \$1,254.53          | \$5,889.02               | 2,272<br>gallons                 | 58.26%                           | 3,900<br>\$10,108.80 | gal. |
| Gallons Poly- PO <sub>4</sub> <sup>3-</sup> ( 2 ) | 83                       | \$13.8000<br>(per gallon) | \$1,148.85          | \$5,361.30               | 389<br>gallons                   | 57.56%                           | 675<br>\$9,315.00    | gal. |
| Gallons Caustic ( 2 )                             | 304                      | \$2.0831<br>(per gallon)  | \$633.78            | \$2,493.99               | 1,197<br>gallons                 | 59.86%                           | 2,000<br>\$4,166.20  | gal. |
| Gallons Ferric Chloride (1)                       | 39                       | \$7.5000<br>(per gallon)  | \$288.75            | \$1,432.50               | 191<br>gallons                   | 54.57%                           | 350<br>\$2,625.00    | gal. |
| Gallons Ammonium Sulfate                          | 79                       | \$4.3600                  | \$344.44            | \$1,550.90               | 247<br>gallons                   | 29.64%                           | 1,200<br>\$5,232.00  | gal. |
|   |                          |                           |                     |                          |                                  |                                  |                      |      |
|   |                          |                           |                     |                          |                                  |                                  |                      |      |
|   |                          |                           |                     |                          |                                  |                                  |                      |      |
|   |                          |                           |                     |                          |                                  |                                  |                      |      |

|            |             |                   |             |             |
|------------|-------------|-------------------|-------------|-------------|
| \$3,670.35 | \$16,727.72 | Current YTD used  | 53.19%      | \$31,447.00 |
|            |             | Current YTD Costs | % of Budget | Budgeted \$ |

|                       |                 |            |
|-----------------------|-----------------|------------|
| YTD Cost              | \$16,728        | (1)        |
| YTD FW Gallons        | 74,531,554      |            |
| <b>YTD Cost/MG</b>    | <b>\$230.35</b> | <b>(2)</b> |
| <b>Chemical Costs</b> |                 |            |

Notes: ( 1 ) – Cost based on Raw Water Flow  
 ( 2 ) – Cost based on Finished Water Flow

**Water Flow and Cost Data for**

**July**

**2023**

**SURFACE WATER TREATMENT PLANT**

|               | <u>Raw Water</u> | <u>Skinner Spring</u> | <u>Finished Water</u> |   | <u>Recycled</u> | <u>Kingston Road Station</u> |
|---------------|------------------|-----------------------|-----------------------|---|-----------------|------------------------------|
| Total Gallons | 21,563,043       | 2,210,286             | 18,635,896            |   |                 |                              |
| Year to Date  | 143,596,623      | 15,802,667            | 132,594,058           | 0 | 0               | 12,282,973                   |

| <u>Chemical</u>                                   | <u>Gallons or # used</u>         | <u>Current Cost</u>                         | <u>Monthly Cost</u> | <u>Cost Year to Date</u> | <u>Year to Date Gallons or # used</u> | <u>Percentage of Budgeted \$</u> | <u>Budgeted \$</u>    |      |
|---|----------------------------------|---|---------------------|--------------------------|---------------------------------------|----------------------------------|-----------------------|------|
| Gallons<br>Coagulant (1)                          | 1720                             | \$3.8000<br>(per gallon)                    | \$6,536.00          | \$20,992.00              | 6,920<br>gallons                      | 52.61%                           | 10,500<br>\$39,900.00 | gal. |
| Pounds<br>Filter Aid (1)                          | 91                               | \$5.3000<br>(per pound)                     | \$482.30            | \$2,650.00               | 500<br>pounds                         | 36.36%                           | 1,375<br>\$7,287.50   | lbs. |
| Gallons<br>Caustic (2)                            | 980                              | \$2.0831<br>(per gallon)                    | \$2,041.44          | \$13,748.48              | 6,600<br>gal.                         | 66.00%                           | 10,000<br>\$20,831.00 | gal. |
| Pounds<br>Bi-Carb (1)                             | 2150                             | \$0.4049<br>(per pound)                     | \$870.54            | \$5,364.93               | 13,250<br>lbs.                        | 96.36%                           | 13,750<br>\$5,567.38  | lbs. |
| Pounds<br>Carbon (1)                              | 0                                | \$2.1929<br>(per pound)                     | \$0.00              | \$1,754.32               | 800<br>lbs.                           | 20.00%                           | 4,000<br>\$8,771.60   | lbs. |
| Pounds<br>Permanganate (1)                        | 222                              | \$2.4800<br>(per pound)                     | \$549.32            | \$4,100.68               | 1,654<br>lbs.                         | 83.51%                           | 1,980<br>\$4,910.40   | lbs. |
| Gallons<br>Chlorine (2)                           | 820                              | \$2.5920<br>(per gallon)                    | \$2,125.44          | \$11,975.04              | 4,620<br>gal.                         | 52.50%                           | 8,800<br>\$22,809.60  | gal. |
| Gallons<br>Poly PO <sub>4</sub> <sup>3-</sup> (2) | 85                               | \$13.8000<br>(per gallon)                   | \$1,166.10          | \$7,776.30               | 564<br>gal.                           | 46.96%                           | 1,200<br>\$16,560.00  | lbs. |
| Gallons<br>Ammonium Sulfate<br>40%                | 102                              | \$6.1100<br>(per gallon)                    | \$623.22            | \$4,258.67               | 697<br>gal.                           | 46.47%                           | 1,500<br>\$9,165.00   | gal. |
| Chlorine Tablets<br>(Kingston Road Station)       | .67#/tab.<br>0<br>(Tablets used) | \$2.7303/#<br>\$1.8293<br>(Cost per Tablet) | \$0.00              | \$0.00                   | 0<br>Tabs.                            | 0.00%                            | 220<br>\$600.67       | lbs. |
|   |                                  |   | \$14,394.35         | \$72,620.40              |                                       | 53.24%                           | \$136,403.14          |      |
| YTD Cost  | \$72,620                         |   |                     | Current YTD Costs        | Current YTD used                      | % of Budget                      | Budgeted \$           |      |
| YTD FW Gallons                                    | 132,594,058                      |   |                     |                          |                                       |                                  |                       |      |
| YTD Cost/MG                                       | \$547.69                         | (2)   |                     |                          |                                       |                                  |                       |      |
|   | Chemical Costs                   |   |                     |                          |                                       |                                  |                       |      |

Notes: (1) – Cost based on Raw Water Flow  
(2) – Cost based on Finished Water Flow



Shelter and Support for Mothers and Children Since 1987

568 Portsmouth Avenue • P.O. Box 676 • Greenland, NH 03840 • Phone/Fax 603.436.4989 • [newgennh.org](http://newgennh.org)

July 26, 2023

*Town Manager's Office*

JUL 28 2023

*Received*

Ms. Pam McElroy  
Town of Exeter  
10 Front St  
Exeter, NH 03833-2792

Dear Ms. McElroy,

Thank you for supporting vulnerable pregnant women and women with young children experiencing homelessness with your gift of \$500.00 on 7/20/2023 to New Generation.

We are putting your donation to good use. Your gift allows us to help these women by providing shelter and support. Our in-house programs connect residents to employment and a supportive community with access to essentials needed for nurturing family development.

Our residents receive intensive case management, life skills coaching, parenting education and aftercare services, gaining the skills to build a stable life for their family. New Generation's staff is highly skilled and trained in parenting counseling, child development, and recovery support. The agency has also implemented Trauma-Informed Care policies and procedures.

Thank you again for caring for your neighbors in need and for your confidence in our work.

Sincerely,

Elsy Cipriani, MPA  
Executive Director

P.S. Please feel free to reach out to us if you have any questions or need additional information. Please visit our website: [newgennh.org](http://newgennh.org)

This receipt is for your tax purposes. New Hampshire Catholic Charities D/B/A New Generation is a 501(c)3 nonprofit organization, #02-0222163. Since no goods or services were provided in exchange for your contribution, it is tax-deductible to the full extent allowable by law.





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Bear Rock Adventures

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Manchester, NH

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PRESIDENT & CEO

July 20, 2023

Pam McElroy  
Town of Exeter  
10 Front St  
Exeter, NH 03833-2792



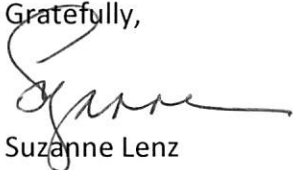
Dear Pam,

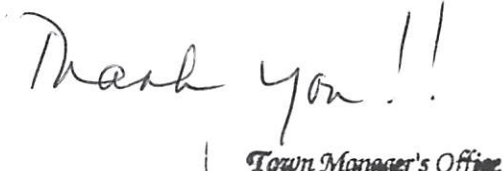
Thank you for the continued support from the Town of Exeter. The recent \$375 gift demonstrates your commitment to child victims of abuse and neglect, and to CASA of NH. Thank you so much for helping us in our efforts to recruit, train, and supervise the hundreds of outstanding volunteers who advocate for child victims in our local and state courts each and every day.

The children we serve desperately need a compassionate and consistent adult who will advocate for their safety and well-being. Without the voice of a CASA volunteer, the trajectory of their lives could include residual trauma, mental illness and substance misuse.

We appreciate the opportunity to work in partnership with the Town of Exeter. Thank you for sharing our vision of a safe and permanent home for every child in New Hampshire.

Gratefully,

  
Suzanne Lenz  
Director of Development

  
Town Manager's Office

JUL 21 2023

*Received*

No goods or services were provided in exchange for your contribution. Tax ID: 02-0432242.



## ANNOUNCEMENT - Senate Bill 110 Approved by NH Legislature

1 message

NH Local Welfare Administrators Association <info@nhlwaa.org>  
Reply-To: todd.marsh@rochesternh.gov  
To: pmcelroy@exeternh.gov

Thu, Aug 3, 2023 at 1:19 PM



### New Hampshire Local Welfare Administrators Association

Municipal Welfare Officials and Administrators,

Thank you for your continued commitment to meet your legal and humanitarian obligations. Also, for increasingly being an inside influential voice of social services within our city and town halls.

I am pleased to inform you that on July 28, Governor Sununu signed SB 110 into law, which clarifies and updates residency and municipalities of origin, for municipal local welfare purposes. Persons will not change original residency, for municipal local welfare purposes, while residing in hospitals, correctional facilities, treatment program centers, and emergency sheltering services, including motels and hotels, when paid for by municipalities or other service assistance providers.

Persons who leave emergency housing of their own free will, or removed from emergency housing for non-compliance and remain in a situation of homelessness, shall not be considered to have changed their city or town of origin residency status, for municipal local welfare purposes, for 30 days. Persons assisted by a municipality, or other assistance providers, with emergency housing assistance in a hotel or motel in another municipality, who then self-pays for a consecutive 30 days without municipal or other provider assistance shall, for municipal local welfare purposes, transition residency to the new municipality.

Additional language indicates "Municipalities shall communicate and coordinate assistance options with each other, including reimbursements from municipalities of origin, pursuant to RSA 165:20-a." Although communication



and coordination when solution finding for persons in common is current practice for many, it is not practiced by all. The new language does not simply suggest communication and coordination among municipalities; it expects it.

As an association, we can take pride that SB 110 mirrors much of our 2022 association adopted "Ethics Resolution Agreement," including our people centered safeguard language, indicating "Temporary urgent assistance may need to be provided to meet basic needs of transient individuals or residents of other municipalities."

Your board of directors will review the improvements to RSA 165 and develop people centered municipal welfare navigation practices to share with you, including collaboratively communicating and coordinating assistance options between municipalities.

Initiatives to increase emergency housing and treatment program services are often met with municipal concern for increased financial liability. This improvement to existing law will maximize municipal support for current and additional services throughout our state by minimizing concerns of host municipality financial liability.

SB 110 is the most significant change to RSA 165 in decades and pragmatically targets areas of longtime concern, frustration, and fair practice. I would like to thank the eclectic coalition of supporters and collaborators, including, but not limited to, the City of Keene, primary bill sponsor Senator Donovan Fenton, support from NH Legal Aid, guidance from the NH Municipal Association, and shared knowledge from welfare administrators throughout the state, as they all made this improvement to our system of helping services possible.

I am honored to serve as president of our NH Local Welfare Administrators Association and with an elected board of directors that also believe in continuous improvement. It is only by continuing to work together, we can think forward, perform better, and achieve more.

Below is a link to SB 110.

<https://legiscan.com/NH/text/SB110/2023>

I hope this information is helpful.

Respectfully,

**Todd Marsh**

NHLWAA, President

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

<https://nhlwaa.org/>

NHLWAA | [nhlwaa.org](http://nhlwaa.org)

NH Local Welfare Administrators Association | 17 Depot St, Suite 3, Concord, NH 03301

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## Review Board Calendar