

Select Board Meeting
Monday, August 21st, 2023, 6:00 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/86700030298>

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

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<https://www.exeternh.gov/townmanager/virtual-town-meetings>

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

AGENDA

1. Call Meeting to Order
2. Board Interviews – Heritage Commission
3. Non Public Session – RSA 91a 3 2 L
4. Public Comment
5. Proclamations/Recognitions
 - a. Proclamations/Recognitions
6. Approval of Minutes
 - a. Regular Meeting: August 7th, 2023
 - b. Special Meeting: August 17th, 2023
7. Appointments
 - a. Heritage Commission
8. Resignations
 - a. None
9. Discussion/Action Items
 - a. Squamscott River Siphons Update
 - b. Second Quarter (through June 30th) Financial Report – Corey Stevens, Finance Director
 - c. Town of Exeter Policy Against Discrimination – EPA Requirement
 - d. Chamber of Commerce – Town Hall Lease
 - e. Proposed Tree Budget – Kristen Murphy, Tree Committee
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: 8/18/23 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

*Interview 8/21/23
 6:00 pm
 confirmed.*

**Statement of Interest
 Boards and Committee Membership**

Committee Selection: Heritage Commission

New **Re-Appointment** **Regular** **Alternate**

Name: Francoise Elise **Email:** francoisseelise@gmail.com
Address: 75 Park St., Exeter NH **Phone:** 603-494-9610

Registered Voter: Yes No

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

As a new resident of Exeter this year, I am very interested in contributing to the community. I am retired and have a very diverse background, as my attached resume outlines. I lived in NH (Manchester) most of my life. Most recently living in Massachusetts (Milford and Boston) for 20 years. I am very interested in heritage and history. As an Alderman in the City of Manchester I was the sponsor for the Heritage Commission, which was adopted in 1996, after 4 years of organization and lobbying. My efforts were recognized by the Manchester Historic Association with a Preservation A Leadership in Preservation Award, 1997. Most recently I held an appointment to the Saint Botolph Architectural Conservation District Commission. A position I served from 2016 to 2022. Exeter has a deep and meaningful history. I would like to be part of preserving and advancing it.

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: Francoise Elise **Date:** 8/7/2023

To be completed by Select Board upon appointment:

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

FRANÇOISE ELISE, MSW

75 Park St. Exeter, NH 03833
(603) 494-9610
francoiseelise@gmail.com

RETIRED HIGH-LEVEL FUNDRAISER AND GRANT WRITER

Experienced in diverse sectors including Heritage, History, Workforce Development, Housing Development, Adult Basic Education, ESL, Homeless Emergency and Transitional programs, Micro-loan, and Domestic Violence, Nutrition, Arts, Government and Community Development. Successful in spearheading new and multi-partner initiatives through project and committee management. Individual project grant awards range from \$250 to \$1.2MM.

EDUCATION

Boston University Graduate School of Social Work, Boston MA, MSW 1992
Keene State College, Keene, NH, B.S. of ED, 1977

EXPERIENCE

2009–2001 SOUTH MIDDLESEX OPPORTUNITY COUNCIL Inc. Framingham MA
Resource Development Manager/Grant Writer: One of two development executives coordinating fundraising for this Community Action Agency, statewide provider of low-income housing, and statewide Community Development Corporation. SMOC's FY19 budget was \$104MM. By engaging Department Heads, we raised \$1.8MM in FY18 through state, federal, and foundation grants, charity events and individual solicitation to fund programs for low-income populations. Annually obtained \$170,000 in Community Tax Investment Credits. Secured over \$4MM from the USDOE, MADOL, Commonwealth Corporation and MA Clean Energy Center to build a green jobs training facility and offer job training programs. Won six-figures in funding from The Health Foundation of Central MA, MetroWest Health Foundation, United Way of Tri-County, and the United Way of Central MA.

- *Lead Grant Writer for awards from Governor Baker's Urban Agenda Grant Program \$120,000, NeighborWorks, \$500,000 and \$70,000 from the Miller Innovation Fund.*

2004 – 2009 SPECTRUM HEALTH SYSTEMS, Inc. Based in Worcester MA
Development Associate: One of two development executives garnering foundation and corporate relationships through charity events and grant funded programming to benefit the clients of this multi-state substance abuse treatment nonprofit. Grants acquired were in the five-figure range from entities such as The Health Care Foundation of Central MA, Greater Worcester Community Foundation, Citizens Bank, Stratford Foundation, TJX, Middlesex Savings, MetroWest Community Health Foundation and MA Workforce Training Fund. Editor of the e-paper and newsletter Projects include a women's peer health education curriculum, on-site day care, aftercare, GED classes, and a public art project.

- *Lead Grant Writer for \$42,000 grant from the MA Workforce Training Fund for on-site certification training for employees as Licensed Alcohol and Drug Abuse Counselors.*

2002 – 2004 NHFIRSTJOB Based in Gilford NH
Managed all aspects of this workforce development nonprofit, targeted to soon-to-be high school graduates heading directly into the workforce. Produced job search magazine, educational movie, and employment readiness workshops. Recruited over 100 companies and government agencies, such as the NH Dept. of Resources and Economic Development and the NH Workforce Training Council as partners. Gifts totaled \$150,000 annually.

- *NHFIRSTJob won an Award from the International Economic Development Council in 2004*

2000 – 2002 FRANCO-AMERICAN CENTER Manchester NH
Managed all aspects of this French cultural nonprofit: Language classes, art gallery, library, events, volunteers, membership, and grant-writing. Produced wine tastings and banquets. Initiated the acquisition of Joe Maltais French Record collection and the creation of the NH Hockey Hall of Fame. Produced newsletter, PR materials, board meetings, and annual meeting. Obtained gifts in the five-figures from the Manchester Monarchs, AUTOFair and NH Charitable Foundation.

- *Doubled membership.*
- *Acquired the Stanley Cup for 3 days.*
- *Appointee to Governor Jeanne Shaheen's Trade Mission to Canada in 2001.*

1999 – 2000 THE INTERNATIONAL INSTITUTE OF NH Manchester NH
Performed municipal and community outreach for this refugee resettlement nonprofit. Developed jobs, produced newsletter, held press conferences, and managed Citizenship classes.

- *Assisted IINH garner a significant increase in public favorability.*

1996 ELECTROPAC, INC. Manchester, NH
Established an in-house museum at the corporate headquarters of this international printed circuit board manufacturer. The museum depicts the history of the headquarters, the Cohas Shoe Factory, the shoe manufacturing industry, and the printed circuit board industry.

- *1st of its kind corporate exhibit in New Hampshire.*

1985-1988 James Mastricola Middle School Merrimack, NH
Home Economics Teacher

ELECTED POSITIONS ASSOCIATIONS

Alderman, City of Manchester, 1992 -1997

- Reestablished the *Veterans Park Free Summer Concert Series*, 1994-1996 with CDBG grants, sponsorships, and grants from the NH State Council on the Art's.
- *Dog Fouling Prohibition*. Bill Sponsor 1993
- Developed the *Municipal Special Events Guidebook* (1994) for holding events in the city.
- *Heritage Commission*, bill sponsor. A Municipal Board which oversees the City's historic assets. Adopted in 1996, after 4 years of organization & lobbying.
- Chairperson *Study Commission on Electric Rates*. Implementing City aggregation program in 1996.

School Board, City of Manchester, 1999 – 2002

APPOINTED POSITIONS

Commissioner, Saint Botolph Architectural Conservation District Commission, 2016-2022.

COMPUTER SKILLS

Grants.gov, SAM, AMIS, COMMBUYS, GiftWorks, Constant Contact, Microsoft Word, PowerPoint, Publisher, Paradigm, Excel, Access, and Adobe Acrobat

LANGUAGES

English and French

ACCOMPLISHMENTS AND HONORS

- *Employee of the Year*, South Middlesex Opportunity Council Inc., 2015
- *Leadership in Preservation Award*, Manchester Historic Association, 1997
- PEOPLE Magazine feature article, Franco-American Centre 8/13/2002.

Proclamations/Recognitions

[Faint, illegible handwritten or stamped text]

Minutes

Select Board Meeting
Monday August 7, 2023
6:40 PM
Nowak Room, Town Offices
Draft Minutes

1. Call Meeting to Order

Members present: Chair Niko Papakonstantis, Vice-Chair Molly Cowan, Clerk Julie Gilman, Dan Chartrand, Nancy Belanger, Town Manager Russ Dean, and Assistant Town Manager Melissa Roy were present at this meeting. The meeting was called to order by Mr. Papakonstantis at 6:40 PM.

2. Non Public Session

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

The Board went downstairs to the Wheelwright Room at 6:42 PM.

3. Board Interviews

- a. Michelle Crepeau for the Conservation Commission

The Board reconvened in the Nowak Room at 6:52 PM.

4. Public Comment

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

5. Proclamations/Recognitions

- a. Mr. Papakonstantis recognized the Police Department, Fire Department, Bruce Page, and the volunteers and vendors who participated in National Night Out.
- b. Mr. Papakonstantis mentioned that a resident had an issue with the DPW and his mailbox; the resident wrote a letter to the town to thank Steve Dalton of DPW for a quick resolution.

6. Approval of Minutes

- a. Regular Meeting: July 24, 2023

MOTION: Ms. Belanger moved to approve the Select Board meeting minutes of July 24, 2023 as presented. Ms. Gilman seconded. Ms. Cowan abstained, as she was not present at the July 24 meeting. The motion passed 4-0-1.

7. Appointments

MOTION: Ms. Belanger moved to appoint Michelle Crepeau to the Conservation Commission as an alternate member, term to expire April 2026. Ms. Gilman seconded. The motion passed 5-0.

8. Discussion/Action Items

- a. Squamscott River Siphons Project Update

Mr. Dean said gave an update on the Squamscott River Siphons project. On July 21, the conductor pipe stopped at 50 feet. The soil deforming the pipe was washed away, but within 10 feet of installation the pipe began to deform again. The contractor came up with a new plan to pull the pipe out of the hole and back out the reamer by pushing from the mill side, which was successful on July 27, but a piece sheared off, causing a loss of connection. 230 feet of siphon pipe was replaced and fused. They attempted the push again Aug 2nd but it was unsuccessful; it got 220 feet from the Swasey Parkway side and hit an obstacle. The current plan to ream the hole again to remove obstacles, first with the 12 inch reamer and then the 18 inch. The pipe will be inserted from the Mill side and pulled toward the Parkway. The Mills have given permission. As of today August 7, they're pipe fusing, which is expected to be complete Wednesday. The reaming process began today. They had a non-toxic fluid release at noontime, and DES was notified. They anticipate that the siphon insertion will take place 8/14.

Mr. Chartrand said because we now have a lump sum contract, these additional permutations are not costing the town additional money.

Mr. Papakonstantis asked about the timeline. Mr. Dean said the pull would be on August 14, and then there is a cleanup process.

b. Quarter 2 Financial Report

Mr. Papakonstantis asked to postpone this item to Aug 21 due to a conflict for the Finance Director.

c. Accept CLG Grant (Pine Street Area Survey)

Ms. Gilman said there's a 10 year plan at the State level to survey towns, including Exeter, and their properties and history. The Heritage Commission applied for a grant to do a historical survey of the Pine Street Area, which has some significant architecture. We proposed to hire a preservation planner to do the survey of the area, which includes Pine Street, Elliot Street, and some of Court Street. We were awarded \$20,000. It has to go to the Governor and Council to be signed. We took all known maps and digitized them to look at the town's development over time. The earliest map is from 1802.

Mr. Chartrand thanked Ms. Gilman for her work on the grant.

MOTION: Ms. Gilman moved to accept \$20,000 in unanticipated revenue from Division of Historical Resources for a historic survey of the Pine Street area and to designate the Town Planner to sign any documents. Ms. Belanger seconded. The motion passed 5-0.

d. Review Select Board Goals from April 2023

Mr. Papakonstantis said although the Board hasn't completely achieved the goals we set, we've made progress. We've worked on the Department Head succession plan, the organizational plan, and the reclassification. We initiated conversation with the Communications Committee. Regarding Capital Projects, we worked on the public safety building and the parking evaluation. We moved to

go forward with several warrant articles that passed in March, such as the roundabout at Pine/Linden, the TIF district, and the Swasey Parkway reconfiguration. There will be another All-Boards meeting in October.

Mr. Dean said regarding the goal of RSA 91-A training, he is facilitating that with NHMA. He should have a date soon and will reach out to all Boards and Committees.

Ms. Gilman said there should be 91-A training as part of onboarding. Mr. Papakonstantis said we've been working on our plan for Committees and setting criteria for onboarding. Chairs are to submit their goals and objectives once a year. Select Board members are to report back on their committees in a standard way. Mr. Dean said there is 91-A information in the onboarding packet, but he needs to take another look. We've proposed bringing new volunteers in for half an hour with the Chair or Department Head.

Ms. Roy said she could create a Google Form which would allow Select Board members to input information on their Committee meetings, then access a read-only format that doesn't allow interaction. That would prevent issues with 91-A.

Mr. Chartrand said one goal was wrapping up the TIF district, but after reading the summary in correspondence, maybe we don't want to wrap up quite yet.

Mr. Papakonstantis said the act of revising or combining some committees may need to go to Town Warrant.

Mr. Dean said regarding Communications Advisory, a town newsletter is on the way. It will be an electronic version. We haven't determined how often, but we were thinking once a month. The Editor in Chief would be the Town Manager's office, with the initial writing done by the Media/Communications Coordinator.

9. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

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

b. Permits & Approvals

i. Revision to non-union proposed FY 23 reclassification.

MOTION: Ms. Belanger moved to adopt the Exeter non-union proposed FY 23 classification grades as revised. Ms. Cowan seconded. The motion passed 5-0.

ii. Powderkeg Beer and Chili Festival

Parks and Recreation Director Greg Bisson was present to discuss several permitting requests. The first is the annual permit for the Powderkeg Beer and Chili Festival Oct 7. Anything that has to do with alcohol is approved by the Select Board. We're going back to a single session from 1-4 PM, plus a VIP hour with only 500 people. We're keeping the attendance at 3,000. There will be a reusable cup, not a one-time compostable; it will not be glass or plastic. Having a single session will slow people down, as attendees

and vendors felt rushed with two sessions. We'll be using compostable cups and spoons, and we're partnering with Mr. Fox to compost them. There will be a kids area with games. We've already sold 320 tickets.

Mr. Papakonstantis asked if the Sewer Siphons article passes, when will they start the work? Ms. Roy said at the end of October/beginning of November, so there shouldn't be a conflict.

Mr. Papakonstantis encouraged residents to volunteer at the festival.

MOTION: Ms. Belanger moved to allow the Exeter Parks and Recreation Department to permit the Powderkeg Beer and Chili Festival on Oct 7 between the hours of 7 AM and 6 PM at Swasey Parkway. Ms. Gilman seconded. The motion passed 5-0.

iii. 32 Court Street Garage

Mr. Bisson said the garage at 32 Court Street has a leak and drywall has fallen off the ceiling. The Department could be there short-term due to relocating to 10 Hampton Road, but the storage is valuable and will be better used after it's repaired. It could also be used by other departments.

Mr. Chartrand asked if that was part of the historic structure, and Mr. Bisson said no, it was built recently by volunteers

MOTION: Ms. Belanger moved to expend \$6,500 from the Park Improvement Fund to replace the garage roof at 32 Court Street, and award Refined Roofing the contract. Ms. Cowan seconded. The motion passed 5-0.

Mr. Papakonstantis asked when the Department will be moving [to 10 Hampton Road]. Mr. Bisson said we're waiting for Public Works to finish. Mr. Dean said we're looking at the construction project [at 10 Hampton Road] and whether we should move the Department sooner or later because of the scope of the construction.

iv. Tennis Courts

Mr. Bisson said the Tennis Courts were last redone 20 years ago. Last year there was damage, and patches from several years ago are starting to peel up and create uneven surfaces. We must either mill it out or repave the whole thing. We're looking to mill out and repave, and do a proper seal coat in-house. We propose to work with MSW paving of Hampton, who have performed this type of project on numerous courts. It would start in September, and the pavement needs to cure for 30 days prior to sealing. Only the lower courts would be closed. Otherwise the town could be held liable for trips and falls. We're hoping to extend the life of the courts 10+ years. We can't wait longer, because it must be 50 degrees or above for the sealer. Programs would be canceled, but three courts would still be open to the general public. He told the pickleballers and they understand. We found a new location for Tennis in the Parks, at Phillips Exeter Academy.

Mr. Papakonstantis asked how to prevent people from reserving courts. Mr. Bisson said there's signage posted that you're not supposed to. The

camera project has been put on hold, as they were to have been installed in-house and that person is no longer available. Mr. Papakonstantis said there should be someone from Parks and Rec frequently monitoring the courts. We may have to consider reserving courts at the High School.

MOTION: Ms. Belanger moved to expend \$10,000 from the Rec Revolving Fund to repair cracks in the tennis courts, and award the contract to MSW Paving. Ms. Gilman seconded. The motion passed 5-0.

v. 10 Hampton Road Renovations

Mr. Bisson said there is a recommendation for the design and engineering of 10 Hampton Road. We had a sitewalk on July 19 with several firms attending, but we only received two proposals. Those who did not respond noted the time constraints from the grant and scheduling. JSA put in a bid of \$58,400. They have over 40 years of experience and won numerous awards. Theirs was a lower number with the same scope. They are experienced in accessibility. This would come from the Park Improvement Fund and Rec Impact Fees.

MOTION: Ms. Belanger moved to allow the Parks and Recreation Department to enter into a contract for \$58,400 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. Ms. Gilman seconded. The motion passed 5-0.

c. Town Manager's Report

- i. Andy Swanson, the IT Coordinator, is retiring in October. Mr. Dean said he was the town's first IT Coordinator and took IT to the next level. He has provided great service to us over the years and he will be missed.
- ii. The Communications newsletter is starting soon. They also talked about a draft Communications Plan they are planning to put forward to the Select Board.
- iii. Budgets are underway. We're looking at a Tree Committee budget. Regarding the Welfare function, going forward we need to think seriously about getting assistance and breaking it into a separate entity. The Police Chief is looking to add a new Officer. We're talking about a Wellness Fund: \$15,000-20,000 for wellness activities, \$5,000 per employee group, for things to support mental health and wellness on the employee's own time. Mr. Papakonstantis said offering resources for mental well-being is vital, but let's look at how we're offering resources and insurance. He's leery of putting a set of funds aside for that. Third party EAP groups offer this if Health Trust doesn't. We need to be equitable.
- iv. Bob Glowacky is the new Media/Communications Coordinator. With Andy's retirement, IT and EXTV will be more separate. Mr. Glowacky will report to Assistant Town Manager Roy. We would be looking to backfill his position in IT.

- v. Consultant Bill Keegan will be back Aug 21st for some interviews on the succession plan.
 - vi. Mr. Dean attended a downtown pedestrian and traffic analysis kickoff meeting. A lot of goals were established.
 - vii. There's a CIP meeting August 10, and Ms. Roy will participate.
 - viii. Regarding Health Trust, the Finance and Personnel committee met last week. The Capital Adequacy Reserve is low, so they're talking about raising rates. We're looking at 14%, where we usually budget 7.5%.
 - ix. National Night Out was a success thanks to Chief Poulin and Bruce Page.
 - x. Regarding the turnaround at Swasey Parkway, we're engaging engineers and getting estimates. We talked about the gate at Water Street and whether it will be ordinary or ornate, but it probably should be ornate. The Board should think about what we want a gate to look like. Mr. Papakonstantis said we should include the Swasey Parkway Trustees.
 - xi. The Town is hosting a Downeaster meeting August 24, site TBD. The Board is invited.
 - xii. Mr. Papakonstantis asked if Health Trust is the only game in town. Mr. Dean said School Choice is the other primary entity offering insurance in NH. Mr. Papakonstantis said he's concerned about whether the Trust has enough options for wellness, as well as about the rate increase. We may want to look at other options. Mr. Dean said the Secretary of State requires that a surplus above \$90M gets turned back to the ratepayers, so we have had reimbursements. We're at \$40M now, so we have some ground to make up. Health Trust offers more options than we take advantage of. We could invite them here to talk about other plans. When communities move over to the other carrier, rates can spike after the first year. Many come back a couple of years later.
- d. Select Board Committee Reports
- i. Ms. Belanger said the downtown study committee will meet every other week. Mr. Chartrand said he'd like to be more involved with that committee. Ms. Belanger said potential stakeholders were added, including the Independence Museum, TEAM, Arts and Culture Commission, Holiday Parade Committee. The committee will put on two public sessions and a survey.
 - ii. Ms. Gilman had a demolition review rear addition at 85-87 Water Street. The Heritage Commission subcommittee found no historic value. The Facilities Committee asked about 32 Court Street, but there hasn't been a conversation yet. Mr. Papakonstantis said Parks and Rec have to move out. Mr. Dean said there is still programming that will happen there. 32 Court Street is a space asset; the Town Offices could shift some of our operations. Mr. Papakonstantis suggested giving the consultant a tour of that space. Ms. Gilman said in the Facilities Committee, we talked about Town Hall and modernizing the facilities.

- iii. Ms. Cowan had a Water/Sewer Advisory meeting, and a member of the public showed up, but there was not a quorum. Mr. Papakonstantis said we should have a conversation with Bob Kelly about reducing member numbers. It would have to go to Town Meeting. Mr. Dean said they could function with 3. In the 2000s there was more interest, so it was expanded to 5, then the Town adopted the 2011 version of 7 members. Mr. Papakonstantis suggested 3 members with 2 alternates. Ms. Cowan suggested hearing the abatements at the Select Board temporarily. Mr. Dean said they could delegate to town staff as well. Mr. Chartrand said the Select Board is the Water/Sewer Commissioners for the town, so we should take it back until we can get the Water/Sewer Commission functioning.
 - iv. Mr. Chartrand participated in National Night Out. He had a meeting with Steve Holmes and Senator Hassan at the Fire Station, and there was a good talk about wellness and mental health.
 - v. Mr. Papakonstantis said the Tree Committee talked about a tree donation we're getting. The trees will be ready next month. The committee is working with Dave Short who will house the trees temporarily. We're working with DPW to go get the trees. He also attended the BRC kick-off meeting, where there were new and returning volunteers.
- e. Correspondence
- i. A memo from the Finance Director outlining Budget Instructions
 - ii. The BRC Calendar
 - iii. A memo from Dept of Transportation regarding the total available Block Grant Aid
 - iv. A notice from Kleinfelter about a change of address
 - v. A Jones and Beech permit amendment
 - vi. A memo regarding our bank balance in hand as of July 2023. Mr. Dean said there is \$6.84M in the TIF fund, and the outstanding load is \$2.1M from the original bond. The Carlisle Road extension estimate is \$2.23M, but that's a few years off. The Epping Road improvements, which is a widening project, has a bid in hand at \$1.67M from Severino Construction. We can pay cash for that and not do any borrowing. We'll be taxing again in 2023. There has been additional development in the TIF. Mr. Chartrand asked about any additional projects, and Mr. Dean said there are none as of yet. Mr. Chartrand said we should put future plans in front of the voters. These two projects are a completion of the original plan.
 - vii. A report on our water supply. Mr. Dean said the Water Department tracks water production, and he will plan on including that in the packet going forward. Mr. Papakonstantis asked that this be under Town Manager's report in the future.
 - viii. A recognition from CASA regarding a \$375 donation.

- ix. A memo that SB 110 was approved by the NH Legislature. Ms. Gilman said every town has to provide welfare for people in need. Towns are referring clients to other towns that have more resources. This bill says the receiving towns must be reimbursed.
- x. A letter of thanks from New Generation. Ms. Cowan said this organization does not reflect her values and she's concerned how this donation got through. Mr. Dean said the Human Services Funding Committee works with the Welfare Administrator to make determinations.

10. Review Board Calendar

- a. The Special Town Meeting is August 15th. The next meetings are August 21st, September 11, and September 25. September 5th is the Defect Meeting, when polls must be open for an hour; the Board agreed to have the Deliberative Session starting at 9 AM.

11. Non-Public Session

MOTION: Ms. Belanger moved to enter into non-public session under RSA 91A 3:11(a). Ms. Gilman seconded. In a roll call vote, the motion passed 5-0. The Board went into non public session at 8:36 PM.

12. Adjournment

Respectfully Submitted,
Joanna Bartell
Recording Secretary

Select Board Meeting
Thursday, August 17, 2023
6:15 PM
Nowak Room, Town Offices
Draft Minutes

1. Call Meeting to Order

Members present: Chair Niko Papakonstantis, Vice-Chair Molly Cowan, Clerk Julie Gilman, Dan Chartrand, Nancy Belanger, Town Manager Russ Dean and Assistant Town Manager Melissa Roy were present at this meeting. The meeting was called to order by Mr. Papakonstantis at 6:15 pm.

2. Discussion/Action Item

a. Public Hearing for Procedural Defect Town Meeting

Mr. Papakonstantis said the Public Hearing date for the Procedural Defect Town Meeting that was approved and scheduled for the regular Select Board meeting on Monday, August 21, 2023 needs to be changed to Tuesday, August 29, 2023 due to a posting issue. The Public Hearing date will be Tuesday, August 29, 2023 at 7:00 pm in the Nowak Room. The Procedural Defect Hearing Special Town Meeting will be held in the Nowak Room on Tuesday, September 5, 2023 beginning at 9:00 am.

MOTION: Mr. Papakonstantis requested a motion to reschedule the Public Hearing date from October 21, 2023 to Tuesday, August 29, 2023 at 7:00 pm in the Nowak Room. Ms. Belanger moved to accept the motion and Ms. Gilman seconded. The motion passed 5-0.

3. Adjournment

MOTION: Ms. Belanger moved to adjourn. Ms. Gilman seconded. The motion passed 5-0 and the meeting was adjourned at 6:25 pm.

Respectfully submitted,
Pamela McElroy
Senior Executive Assistant

Squamscott River Siphons Update

Second Quarter Financial Report



TOWN OF EXETER
10 FRONT STREET • EXETER, NH • 03833-3792 (603) 778-0591 • FAX 772-4709
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 3rd), with the Town's portion equaling \$6.89M, or 24%. The balance goes to the school districts and county. As of June 30th, 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 30th 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 30th. 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 30th.
 - **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 30th, 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.

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- **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 30th, 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 30th.

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 30th. 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 30th. 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.

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- **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 30th 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 30th. 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 30th. 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 30th, representing 37% of the 2023 annual budget. These results are consistent with June 30th 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 30th. 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 30th. While the Town did not experience large snow events in

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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 30th. 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.

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- **Recreation** expenses of \$182K were 48% of budget for this department. Wage and benefit spending were in line with budgetary expectations at June 30th.
- **Parks** expenses of \$115K were 52% of budget for this department at June 30th. The department had one open laborer position for 3 months leading to wage spending at 44% of budget through June 30th. 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 30th, 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 30th.

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 30th. 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 30th 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 30th, 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 30th, 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 30th, 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 30th.
 - 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 30th, 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 30th related to Collection.
 - Sewer Treatment – Actual spending of \$637K, representing 39% of the budget at June 30th. 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 30th 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 30th.
 - Sewer Fund Capital Outlay – The 2023 budget for Capital Outlay was largely unspent as of June 30th. 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 30th 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%
Total General Fund Operating Revenue	\$ 21,287,697	\$ 10,323,664	\$ (10,964,033)	48%	\$ 20,387,002	\$ 8,911,630	\$ (11,475,372)	44%	\$ 1,412,034	16%

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
	Subtotal	\$ 727,366	\$ 4,495,886	\$ (3,768,520)	(84)%	
Tax	2023	\$ 3,812,215	\$ -	\$ 3,812,215	N/A	
	Grand Total	\$ 4,539,581	\$ 4,495,886	\$ 43,695	1%	

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

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
Sewer Fund Revenues										
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%
Total Sewer Fund Operating Revenues	\$ 7,432,301	\$ 3,434,118	\$ (3,998,183)	46%	\$ 7,385,953	\$ 3,616,476	\$ (3,769,477)	49%	\$ (182,358)	-5%
	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
Sewer Fund Expenditures										
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!
Total Sewer Fund Operating Expenses	\$ 7,432,301	\$ 1,357,482	\$ 6,074,819	18%	\$ 7,385,953	\$ 1,278,417	\$ 6,107,536	17%	\$ 79,065	6%
Net Operating Income/(Deficit)	\$ -	\$ 2,076,636	\$ 2,076,636		\$ -	\$ 2,338,059	\$ 2,338,059		\$ (261,423)	-11%

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

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 Budget	Actual 06/30/23	\$ Variance	% Variance	2022 Budget	Actual 06/30/22	\$ Variance	% Variance	2023 vs 2022 \$ Variance	2023 vs 2022 % Variance
CATV Revenues										
Cable Franchise Fees	\$ 210,000	\$ 35,805	\$ (174,195)	17%	\$ 130,000	\$ 37,780	\$ (92,220)	29%	\$ (1,975)	-5%
Total CATV Revenues	\$ 210,000	\$ 35,805	\$ (174,195)	17%	\$ 130,000	\$ 37,980	\$ (92,020)	29%	\$ (2,175)	-6%
CATV Expenses										
Wages, Taxes & Benefits	\$ 147,668	\$ 67,323	\$ 80,344	46%	\$ 112,139	\$ 57,577	\$ 54,562	51%	\$ 9,746	17%
General Expenses	\$ 43,373	\$ 6,380	\$ 36,993	15%	\$ 55,022	\$ 27,162	\$ 27,860	49%	\$ (20,782)	-77%
Total CATV Expenses	\$ 191,041	\$ 73,704	\$ 117,337	39%	\$ 167,161	\$ 84,739	\$ 82,422	51%	\$ (11,036)	-13%
Net Income/(Deficit)	\$ 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
Total Rec. Revolving Revenue	\$ 637,000	\$ 433,731	\$ (203,269)	68%	\$ 466,000	\$ 388,257	\$ (77,743)	83%	\$ 45,474	12%
Wages, Taxes & Benefits	\$ 254,129	\$ 27,991	\$ 226,138	11%	\$ 179,051	\$ 25,520	\$ 153,530	14%	\$ 2,471	10%
General Expenses	\$ 332,350	\$ 148,823	\$ 183,527	45%	\$ 199,450	\$ 99,704	\$ 99,746	50%	\$ 49,119	49%
Capital Outlay	\$ 15,000	\$ 1,919	\$ 13,081	13%	\$ 23,000	\$ 11,816	\$ 11,184	51%	\$ (9,897)	-84%
Total Rec. Revolving Expenses	\$ 601,479	\$ 178,734	\$ 422,745	30%	\$ 401,501	\$ 137,041	\$ 264,460	34%	\$ 41,693	30%
Net Income/(Deficit)	\$ 35,521	\$ 254,997	\$ 219,476	718%	\$ 64,500	\$ 251,217	\$ 186,717	389%	\$ 3,781	2%

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

Town of Exeter Policy Against Discrimination – EPA Requirement

Grievance Procedures

Technical Assistance Fact Sheet (December 28, 2022)

EPA's nondiscrimination regulations require that applicants for and recipients of EPA financial assistance adopt grievance procedures that assure the prompt and fair resolution of complaints which allege a violation of federal civil rights laws and EPA's nondiscrimination regulations.¹

Below are criteria set forth in the Procedural Safeguards Checklist for Recipients - Federal Non-Discrimination Obligations and Best Practices. These are also reflected in various Informal Resolution Agreements (IRAs) entered into between EPA and recipients. IRAs can be found on EPA's webpage at External Civil Rights Case Resolutions. These criteria are for the purpose of assisting applicants for and recipients of EPA financial assistance in complying with federal civil rights laws and EPA's nondiscrimination regulation. They do not constitute legal advice, a determination of civil rights compliance, nor an endorsement of the effectiveness in practice of any grievance process. In the event of any conflict between the criteria and any statute, regulation or other legal requirement, those legal authorities, and not the criteria, are controlling. ***

Some requirements and best practices for grievance procedures that should be considered, when applicable, along with Department of Education's guidance on grievance procedures for complaints raising allegations of violation of Title IX of the Education Amendments of 1972² (Title IX), and its implementing regulations³ include the following:

- prominent publication of the grievance procedures in print⁴ and online;
- clear identification of the non-discrimination coordinator, including name and contact information;
- explanation of the role of the non-discrimination coordinator, including with respect to the coordination and oversight of the grievance procedures;
- description of who may file a complaint under the grievance procedures and the appropriate bases for filing a complaint;
- description of which grievance processes are available, if more than one (e.g., those covering Title IX, as opposed to Title VI and other civil rights authorities) and the options for complainants in pursuing them;
- description of the investigation process(es) and timelines for:
 - the submission of a discrimination complaint;

¹ 40 C.F.R. § 7.90(a). Regarding EPA's Title IX implementing regulations, see 40 C.F.R. § 5.135(b) ("A recipient shall adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by these Title IX regulations."). For consideration of who may file a complaint under Title IX, refer to U.S. Department of Education regulations. See 85 FR 30026.

² 20 U.S.C. §§ 1681 *et seq.*

³ 34 C.F.R. Part 106

⁴ 40 C.F.R. § 5.135(b).

- the investigation's review, conclusion, or resolution process; and
 - making an appeal, if any, of any final decision;
- application of the preponderance of the evidence standard during the investigation and analysis of the complaint;
- assurance that intimidation and retaliation are prohibited⁵ and that claims of intimidation and retaliation will be handled promptly and fairly pursuant to the recipient's grievance procedures in the same manner as other claims of discrimination;
- provision of prompt written notice about the outcome of the investigation, including whether discrimination is found and the description of the investigation process⁶;
- annual review of grievance procedures (for both in-print and online materials), and revision as necessary, to ensure prompt and fair resolution of discrimination complaints.

⁵ See 40 C.F.R. § 7.100.

⁶ Whether OECRC would consider a recipient's complaint investigation and resolution to be "prompt" will vary depending on the complexity of the investigation and the severity and extent of the alleged discrimination. For example, the investigation and resolution of a complaint involving multiple allegations and multiple complainants likely would take longer than one involving a single allegation of discrimination and a single complainant.

Town of Exeter, New Hampshire - Policy Against Discrimination

Notice is hereby given to all residents of the Town and all other members of the General Public that it is this Town's policy and commitment that no person shall be subject to any word or act of illegal discrimination committed by any representative of the Town based on race, color, national origin or any other protected category. The Town therefore gives public notice to assure its compliance with the Civil Rights Act of 1964, and any of its amendments. Any person who believes that they have, individually, or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, national origin, or limited English proficiency may file a complaint with the Town of Exeter. A complaint must be filed within 180 days after the date of the alleged discrimination.

Any person who requires additional information concerning this notice or believes that they have been subjected to discrimination and would like to file a complaint should provide written notice to the Town of Exeter's office of the Town Manager:

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

Complaint Process

Complaints may be filed with the Town using the Complaint Form below. In addition to the online form, reports can be submitted:

- By emailing Russell Dean, Town Manager at rdean@exeternh.gov
- In writing and mailed to: Russell Dean, Town Manager, Town of Exeter, NH, 10 Front Street, Exeter, NH 03833
- By calling the office of the Town Manager at 603-773-6102

Complaints must be received within 180 days from the date when the stated discrimination occurred.

All complaints are reviewed by, and if required, investigated by the Town Manager. Upon receipt of the complaint, you will be informed that an investigation of the complaint will be conducted and that immediate corrective action will be taken, if appropriate.

Following the complaint investigation, you will be notified in writing of the results. Should you wish you appeal the decision for reconsideration of the complaint, please notify the office of the Town Manager in writing within thirty (30) days of the decision. Complaints and investigative files of the complaints are maintained by the office of the Town Manager for a minimum of seven years.

Preliminary Inquiry

Upon receiving the complaint, the Town Manager will conduct a preliminary inquiry to determine the need for further investigation.

1. The Town Manager will notify you in writing that a preliminary inquiry is underway to determine the need for further investigation.
2. If the preliminary inquiry indicates that an investigation is warranted, you will be notified in writing and an interview will be scheduled.
3. If the preliminary inquiry indicates an investigation is not warranted, you will be notified in writing of the reasons why and factors considered.

Complaint Processing

If the complaint is within the Town of Exeter, or informal resolution was not possible, it will be promptly and impartially investigated.

The Town of Exeter's goal is to address complaints within 90 days of receipt, though the time to carefully investigate complaints may be longer depending on the nature of the complaint and complexity of the issue.

You will be notified in writing of the results of the investigation, what actions will be/have been taken in response and a timeline to request review.

Investigative Process

Following the initial inquiry, and dependent on the nature of the complaint, the Town Manager will investigate formal discrimination complaints in conjunction with the Human Resource Department.

The investigation includes obtaining relevant facts, such as information from the preliminary inquiry.

Upon the conclusion of the investigation, a report will be prepared detailing relevant facts and investigation findings, with recommendations to be provided to the appropriate supervisor or supervising body, if necessary.

Town of Exeter, New Hampshire – Discrimination Complaint Form

Please complete the information below so that we may begin to process your complaint. Fields with an * (asterisk) are required. Should you require any assistance in completing this form, please contact the office of the Town Manager at 603-773-6102.

* First Name

* Last Name

Company Name (if applicable)

* Address

* City

* State

* Zip Code

* Telephone Number and/or Email Address

* What type of discrimination did you experience? Race ___ Color ___ National Origin ___ Language___

* Explain as clearly as possible what happened and why you believe you were discriminated against:

Chamber of Commerce – Intent to Renew Lease



August 7, 2023

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

Dear Select Board,

On behalf of the Board of Directors of the Exeter Area Chamber of Commerce, I respectfully request an extension of the lease at 120 Water Street where the Chamber Office is located.

A thirty-six (36) month lease was signed on September 30, 2020 and is scheduled to end on September 1st, 2023. As outlined in the agreement, the Lessee (the Exeter Area Chamber of Commerce) has the option to extend the lease at the end of the lease for an additional sixty (60) months and may extend the lease on each anniversary thereafter for an additional twelve (12) months by mutual consent of the parties.

We request an extension of the lease for another twelve (12) months consistent with the conditions outlined in the original agreement, and may extend the lease on each anniversary thereafter for an additional twelve (12) months by mutual consent of the parties.

We are grateful for the partnership with the town, and look forward to the opportunities our continued collaboration brings to the Chamber, the town of Exeter and surrounding communities.

Regards,

Jennifer Wheeler, President
Exeter Area Chamber of Commerce

Lease Agreement

This agreement (the "Agreement") is made and entered into by and between **THE TOWN OF EXETER, NH**, with an address of 10 Front Street, Exeter, New Hampshire, 03833, hereinafter referred to as "Lessor" and **THE EXETER AREA CHAMBER OF COMMERCE**, a 501c6 organization with an address of 120 Front Street, Exeter, New Hampshire 03833, hereinafter referred to as "Lessee".

WHEREAS, the Lessor is the owner of the property located at 9 Front Street, Exeter, Rockingham County, New Hampshire (hereinafter referred to as "the Premises") and further described on the attached Exhibit A and;

WHEREAS, the Lessee desires to lease/rent a portion of the Premises;

NOW THEREFORE, the parties agree and bind themselves as follows:

1. **Term:** This lease shall commence on September 1st, 2020 and shall continue for thirty six (36) months, ending on September 1st, 2023.
2. **Extension:** At the end of the lease term, the term may be extended up to sixty (60) months by mutual consent of the parties.
3. **Rent:** The Lessee shall pay an annual rent of \$6,000 for each 12-month period payable in 12 equal monthly installments due on the first business day of each month.
4. **Property Taxes:** The Lessee acknowledges the lessee's obligations to pay property taxes per RSA 72-23. It is agreed that the aforementioned rent of \$6,000 per year includes any real or personal property tax obligations. Further, it is agreed that the lessee shall have no obligation to pay real or personal property taxes on structures or improvements added to benefit the Lessor.
5. **Leased Space:** The space leased shall be defined as 700 square feet located in the one room shown in the attached sketch formerly occupied by the Exeter District Court . The sketch is hereby made part of this lease (attached herein as Appendix A).
6. **Utilities:** The Lessor agrees to provide electrical service, heat, water and sewer for said space for no additional cost.
7. **Visitor and Tourism Services:** The Lessee agrees to provide visitor and tourism services to the general public from the leased space as it deems appropriate.

8. **Custodial Services:** The Lessee agrees to provide routine custodial services (cleaning, trash removal, maintenance of Lessee owned equipment, furniture and fixtures) for the leased space at the Lessee's expense. The Lessor agrees to provide all other maintenance services at Lessor's expense.

Alteration of Premises: The Lessee agrees to obtain prior Lessor approval for any renovations.

9. **Signage:** The Lessee will place exterior signage and lettering on the building as is permitted by Town sign ordinance and may use the hardware above the exterior door for this purpose. The signage will indicate that the space is offices for the Chamber of Commerce.

10. **Termination:** The Lessor may terminate this lease with 30 days notice to Lessee in the event of an unplanned urgent need for the space. The Lessee may terminate this lease with 30 days notice to the Lessor.

11. **Insurance:** The Lessee agrees to carry comprehensive general liability insurance that will insure against a combined loss of not less than One Million Dollars (\$1,000,000.00) for each occurrence. Lessee agrees to deliver to Lessor within sixty (60) days of commencement of the term, hereof, a certificate or certificates from an insurance company satisfactory to Lessor, evidencing such insurance and naming Lessor as an "additional insured".

12. The parties agree that upon termination of this lease, the repaired judge's bench will remain in the space, and any improvements made to the space will revert to the lessor.

13. Amendments to this lease shall be made upon mutual consent of the parties. Amendments shall be in writing.


The parties hereby agree to the terms of this lease by affixing their signatures on this 30th day of September, 2020.

WHEREFOR, the Lessor, the Town of Exeter, New Hampshire, by and through the Selectboard, or its Town Manager, duly authorized, has hereunto subscribed its name this 30th day of September, 2020 and Lessee, the Exeter Area Chamber of Commerce, by and through its Board of Directors or its duly authorized designee has subscribed its name this ____ day of ____ . 2020.

LESSEE

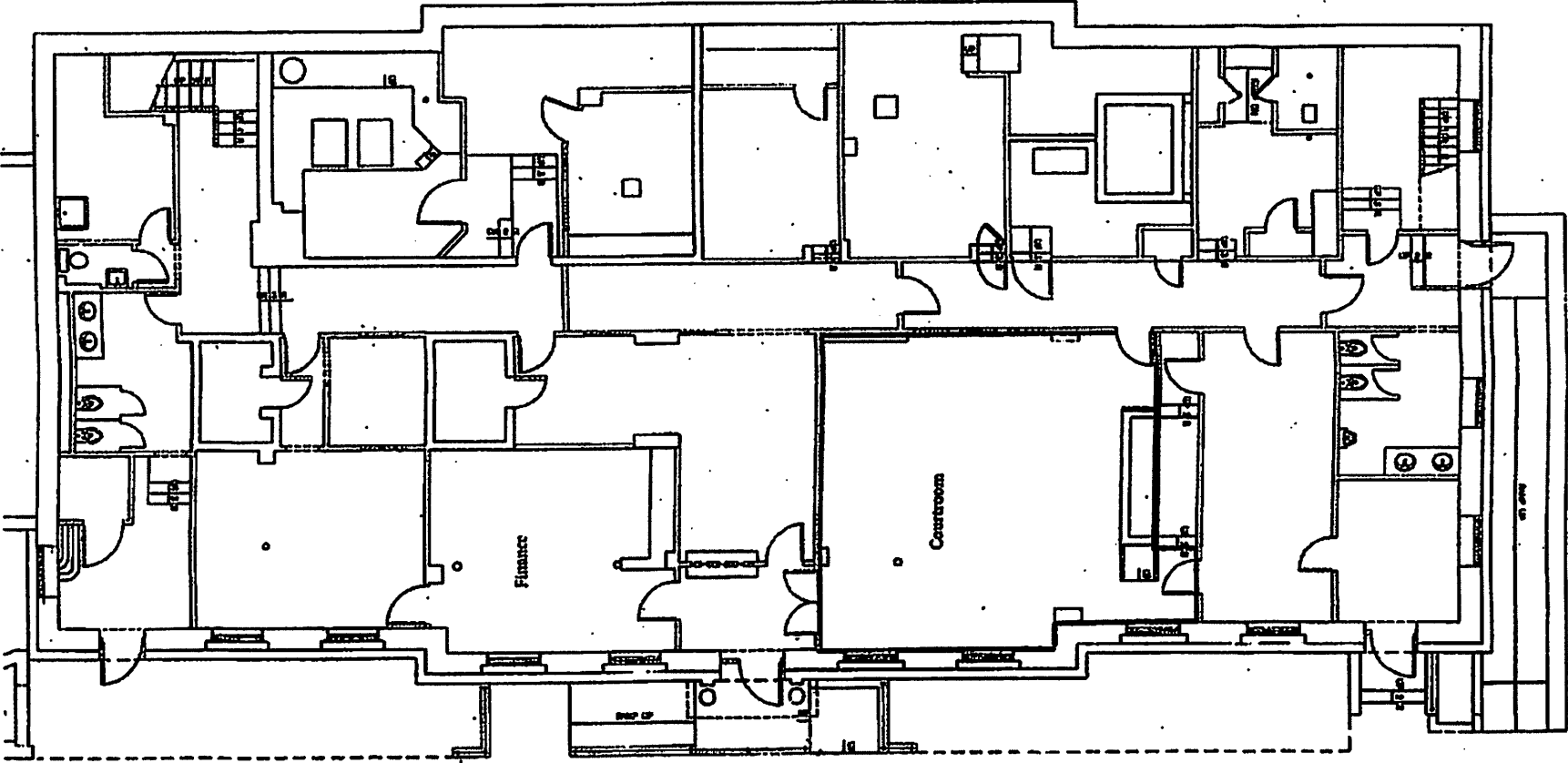
By: _____
Authorized Signature
Date: _____

LESSOR

By: 
Authorized Signature
Date: 9/30/20

Appendix A

Town Hall
GROUND FLOOR



Tree Committee – Tree Budget



TOWN OF EXETER, NEW HAMPSHIRE

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

www.exeternh.gov

INTEROFFICE MEMORANDUM

TO: RUSS DEAN, TOWN MANAGER
FROM: KRISTEN MURPHY- CONSERVATION & SUSTAINABILITY PLANNER
JAY PERKINS – HIGHWAY SUPERINTENDANT/TREE WARDEN
SUBJECT: 2023 PROPOSED TREE BUDGET
DATE: AUGUST 22, 2023

Department: DPW-Tree Budget

Background/Justification

The Exeter Tree Committee was established in 2019 and has supported tree activities that enabled Exeter to achieve and retain its Tree City USA designation, Annual Growth Awards through Tree City USA, and expanding community-focused tree planting and educational events. A presentation on their accomplishments was made to the Select Board on July 24th. During that meeting they were encouraged to develop a budget proposal for 2024 in support of their efforts. The intent of this budget is to supplement and expand the existing DPW Tree Budget to manage Exeter's street trees which is overseen by Jay Perkins and supported by the Tree Committee. Exeter's street trees provide aesthetic, stormwater, air quality, CO2 reduction and energy savings cumulative value of \$145,637 annually based on our Public Tree Inventory data. To support that we are seeking the following funding:

Budget: Total \$85,535 YR 1, \$35,535 following

\$70,000: Tree Maintenance - \$50k increase year 1 only for chipper body and water tank truck insert. \$20k after that after
\$5,000: Tree Planting (need title) – Funding for 8 tree plantings/year.
\$10,000: Contract Services - Contractor to develop repeatable street tree inventory protocol.
\$100: Public Events
\$300: Education and Training - International Society of Arborists (ISA) training manuals
\$135: Dues - ISA

Tax Abatements, Veterans Credits & Exemptions

Permits & Approvals



Exeter Area General Federation of Women's Clubs

PO Box 24

Exeter, NH 03833

August 10, 2023

To: Town of Exeter Selectmen

I am submitting a letter of request to the Town of Exeter for the use of signs to advertise the Exeter Area General Federation of Women's Club's Yuletide Fair that will be held at the Stratham Cooperative Middle School on Saturday, November 18, 2023. This will be the 44th year that our organization has held this event as a fundraiser.

We would like to request the use of small, framed lawn signs, measuring 21"x18" that would be placed along the roadsides in the Exeter Area. These would be put out on November 12th and removed by November 19th. We would also like to place one larger sign to advertise the event to be placed at the corner of Guinea Rd. and Hampton Rd for the same dates mentioned above.

Thank you very much for your consideration of this request. You may contact me at 617-548-6982.

Sincerely,

Mary Ryan

Treasurer and Fair Organizer

Exeter Area GFWC

Town Manager's Office

AUG 15 2023

Received



Exeter Summary Inventory of Valuation

Reports Required: RSA 21-J:34 as amended, provides for certification of valuations, appropriations, estimated revenues and such other information as the Department of Revenue Administration may require upon reports prescribed for that purpose.

Note: The values and figures provided represent the detailed values that are used in the city/towns tax assessments and sworn to uphold under Oath per RSA 75:7.

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>

Assessor
Janet Whitten & Scott Marsh (Town of Exeter & Municipal Resources Inc.)

Municipal Officials		
Name	Position	Signature
Niko Papakonstantis	Select Board Chair	
Julie Gilman	Select Board	
Molly Cowan	Select Board	
Nancy Belanger	Select Board	
Daniel Chartrand	Select Board	

Preparer		
Name	Phone	Email
Preparer's Signature		



New Hampshire
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Land Value Only		Acres	Valuation	
1A	Current Use RSA 79-A	2,798.08	\$143,648	
1B	Conservation Restriction Assessment RSA 79-B	0.00	\$0	
1C	Discretionary Easements RSA 79-C	17.00	\$2,800	
1D	Discretionary Preservation Easements RSA 79-D	0.37	\$1,800	
1E	Taxation of Land Under Farm Structures RSA 79-F	0.00	\$0	
1F	Residential Land	3,596.00	\$558,573,065	
1G	Commercial/Industrial Land	1,099.33	\$138,514,735	
1H	Total of Taxable Land	7,510.78	\$697,236,048	
1I	Tax Exempt and Non-Taxable Land	4,069.43	\$49,584,115	
Buildings Value Only		Structures	Valuation	
2A	Residential	0	\$1,177,527,166	
2B	Manufactured Housing RSA 674:31	0	\$59,161,500	
2C	Commercial/Industrial	0	\$375,333,267	
2D	Discretionary Preservation Easements RSA 79-D	5	\$111,800	
2E	Taxation of Farm Structures RSA 79-F	0	\$0	
2F	Total of Taxable Buildings	0	\$1,612,133,733	
2G	Tax Exempt and Non-Taxable Buildings	0	\$334,208,300	
Utilities & Timber			Valuation	
3A	Utilities		\$44,020,800	
3B	Other Utilities		\$0	
4	Mature Wood and Timber RSA 79:5		\$0	
5	Valuation before Exemption		\$2,353,390,581	
Exemptions		Total Granted	Valuation	
6	Certain Disabled Veterans RSA 72:36-a	2	\$839,200	
7	Improvements to Assist the Deaf RSA 72:38-b V	0	\$0	
8	Improvements to Assist Persons with Disabilities RSA 72:37-a	0	\$0	
9	School Dining/Dormitory/Kitchen Exemption RSA 72:23-IV	1	\$150,000	
10A	Non-Utility Water & Air Pollution Control Exemption RSA	0	\$0	
10B	Utility Water & Air Pollution Control Exemption RSA 72:12-a	0	\$0	
11	Modified Assessed Value of All Properties		\$2,352,401,381	
Optional Exemptions		Amount Per	Total	Valuation
12	Blind Exemption RSA 72:37	\$0	6	\$90,000
13	Elderly Exemption RSA 72:39-a,b	\$0	191	\$22,959,216
14	Deaf Exemption RSA 72:38-b	\$0	0	\$0
15	Disabled Exemption RSA 72:37-b	\$125,000	23	\$1,478,600
16	Wood Heating Energy Systems Exemption RSA 72:70	\$0	0	\$0
17	Solar Energy Systems Exemption RSA 72:62	\$0	111	\$2,557,000
18	Wind Powered Energy Systems Exemption RSA 72:66	\$0	0	\$0
19	Additional School Dining/Dorm/Kitchen Exemptions RSA 72:23	\$0	0	\$0
19A	Electric Energy Storage Systems RSA 72:85	\$0	0	\$0
19B	Renewable Generation Facilities & Electric Energy Systems	\$0	0	\$0
20	Total Dollar Amount of Exemptions			\$27,084,816
21A	Net Valuation			\$2,325,316,565
21B	Less TIF Retained Value			\$83,302,068
21C	Net Valuation Adjusted to Remove TIF Retained Value			\$2,242,014,497
21D	Less Commercial/Industrial Construction Exemption			\$0
21E	Net Valuation Adjusted to Remove TIF Retained Value and Comm/Ind Construction			\$2,242,014,497
22	Less Utilities			\$44,020,800
23A	Net Valuation without Utilities			\$2,281,295,765
23B	Net Valuation without Utilities, Adjusted to Remove TIF Retained Value			\$2,197,993,697



Utility Value Appraisers

New Hampshire Department of Revenue Administration
 Ed Tinker/ Municipal Resources Inc

The municipality **DOES NOT** use DRA utility values. The municipality **IS** equalized by the ratio.

Electric Company Name	Distr.	Distr. (Other)	Gen.	Trans.	Valuation
HUDSON LIGHT & POWER DEPT GENERATION			\$100		\$100
MASS MUNICIPAL WHOLESALE ELECTRIC GENERATION			\$3,800		\$3,800
NEXTERA ENERGY SEABROOK LLC			\$29,200		\$29,200
PSNH DBA EVERSOURCE ENERGY	\$100,500	\$103,500		\$1,852,900	\$2,056,900
TAUNTON MUNICIPAL LIGHTING CO GENERATION			\$100		\$100
UNITIL ENERGY SYSTEMS INC	\$19,605,000	\$475,000			\$20,080,000
	\$19,705,500	\$578,500	\$33,200	\$1,852,900	\$22,170,100

Gas Company Name	Distr.	Distr. (Other)	Gen.	Trans.	Valuation
GRANITE STATE GAS TRANSMISSION INC		\$112,700		\$1,469,300	\$1,582,000
MARITIMES & NORTHEAST PIPELINE LLC				\$4,096,700	\$4,096,700
NORTHERN UTILITIES INC	\$13,361,700	\$352,500			\$13,714,200
PORTLAND NATURAL GAS TRANSMISSION SYSTEM		\$42,500		\$2,181,700	\$2,224,200
	\$13,361,700	\$507,700		\$7,747,700	\$21,617,100

Water Company Name	Distr.	Distr. (Other)	Gen.	Trans.	Valuation
PENNICHUCK EAST UTILITY INC	\$233,600				\$233,600
	\$233,600				\$233,600



Veteran's Tax Credits	Limits	Number	Est. Tax Credits
Veterans' Tax Credit RSA 72:28	\$500	450	\$224,500
Surviving Spouse RSA 72:29-a	\$700		
Tax Credit for Service-Connected Total Disability RSA 72:35	\$2,000	33	\$65,000
All Veterans Tax Credit RSA 72:28-b			
Combat Service Tax Credit RSA 72:28-c			
		483	\$289,500

Deaf & Disabled Exemption Report

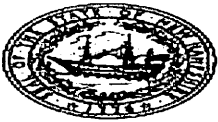
Deaf Income Limits		Deaf Asset Limits	
Single	Married	Single	Married
Disabled Income Limits		Disabled Asset Limits	
Single	Married	Single	Married
	\$35,000		\$125,000
	\$45,000		\$125,000

Elderly Exemption Report

First-time Filers Granted Elderly Exemption for the Current Tax Year		Total Number of Individuals Granted Elderly Exemptions for the Current Tax Year and Total Number of Exemptions Granted				
Age	Number	Age	Number	Amount	Maximum	Total
65-74	28	65-74	58	\$152,251	\$8,830,558	\$4,912,315
75-79	3	75-79	39	\$183,751	\$7,166,289	\$3,844,210
80+	6	80+	94	\$236,251	\$22,207,594	\$14,202,691
			191		\$38,204,441	\$22,959,216

Income Limits		Asset Limits	
Single	Married	Single	Married
	\$40,427		\$194,251
	\$51,977		\$194,251

- Has the municipality adopted an exemption for Electric Energy Systems? (RSA 72:85)
 Granted/Adopted? No Properties:
 - Has the municipality adopted an exemption for Renewable Gen. Facility & Electric Energy Storage? (RSA 72:87)
 Granted/Adopted? No Properties:
 - Has the municipality adopted Community Tax Relief Incentive? (RSA 79-E)
 Granted/Adopted? Yes Structures: 5
 - Has the municipality adopted Taxation of Certain Chartered Public School Facilities? (RSA 79-H)
 Granted/Adopted? No Properties:
 - Has the municipality adopted Taxation of Qualifying Historic Buildings? (RSA 79-G)
 Granted/Adopted? No Properties:
 - Has the municipality adopted the optional commercial and industrial construction exemption? (RSA 72:76-78 or RSA 79:26-28)
 Granted/Adopted? No Properties:
- Percent of assessed value attributable to new construction to be exempted:
 Total Exemption Granted:



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Has the municipality granted any credits under the low-income housing tax credit tax program? (RSA 75:1-a)

Granted/Adopted? Yes

Properties: 5

Assessed value prior to effective date of RSA 75:1-a: 13,189,247

Current Assessed Value: \$10,327,843



Current Use RSA 79-A	Total Acres	Valuation
Farm Land	234.24	\$38,374
Forest Land	1,381.90	\$75,712
Forest Land with Documented Stewardship	581.97	\$19,356
Unproductive Land	71.15	\$1,223
Wet Land	528.82	\$8,983
	2,798.08	\$143,648

Other Current Use Statistics

Total Number of Acres Receiving 20% Rec. Adjustment	Acres:	266.77
Total Number of Acres Removed from Current Use During Current Tax Year	Acres:	2.43
Total Number of Owners in Current Use	Owners:	81
Total Number of Parcels in Current Use	Parcels:	104

Land Use Change Tax

Gross Monies Received for Calendar Year		\$25,000
Conservation Allocation	Percentage: 0.00%	Dollar Amount:
Monies to Conservation Fund		
Monies to General Fund		\$25,000

Conservation Restriction Assessment Report RSA 79-B

	Acres	Valuation
Farm Land		
Forest Land		
Forest Land with Documented Stewardship		
Unproductive Land		
Wet Land		

Other Conservation Restriction Assessment Statistics

Total Number of Acres Receiving 20% Rec. Adjustment	Acres:	
Total Number of Acres Removed from Conservation Restriction During Current Tax Year	Acres:	
Owners in Conservation Restriction	Owners:	
Parcels in Conservation Restriction	Parcels:	



Discretionary Easements RSA 79-C	Acres	Owners	Assessed Valuation
52/1 Golf Course	17.00	1	\$2,800

Taxation of Farm Structures and Land Under Farm Structures RSA 79-F				
Number Granted	Structures	Acres	Land Valuation	Structure Valuation

Discretionary Preservation Easements RSA 79-D				
Owners	Structures	Acres	Land Valuation	Structure Valuation
5	5	0.37	\$1,800	\$111,800

Map	Lot	Block	%	Description
62	57		50	Barn
71	38		50	Barn
87	4		50	Barn
101	34		50	Barn
112	9		50	Barn

Tax Increment Financing	Date	Original	Unretained	Retained	Current
Epping Road	3/11/2015	\$78,625,463		\$83,302,068	\$161,927,531

Revenues Received from Payments in Lieu of Tax	Revenue	Acres
State and Federal Forest Land, Recreational and/or land from MS-434, account 3356 and 3357		
White Mountain National Forest only, account 3186		

Payments in Lieu of Tax from Renewable Generation Facilities (RSA 72:74)	Amount
<i>This municipality has not adopted RSA 72:74 or has no applicable PILT sources.</i>	

Other Sources of Payments in Lieu of Taxes (MS-434 Account 3186)	Amount
Exeter Housing Authority	\$42,345
	\$42,345

Notes

Commercial/Industrial value decreased due to an agreement with Riverwoods.
Utility values equalized using 2022 ratio.

Town Manager's Report



Russ Dean <rdean@exeternh.gov>

Fwd: Hawkers and Peddlers and Itinerant Vendors

2 messages

Andie Kohler <akohler@exeternh.gov>
To: Russ Dean <rdean@exeternh.gov>

Sat, Aug 12, 2023 at 9:20 AM

FYI

*Thanks
Andie*

*Andrea J. Kohler, CTC, CMC, MMC
Exeter Town Clerk
10 Front Street
Exeter, NH 03833*

*Phone: 603-773-6105
Fax: 603-418-6424
Email: akohler@exeternh.gov*

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

From: **Paula Penney** <Paula.Penney@sos.nh.gov>
Date: Fri, Aug 11, 2023 at 9:36 AM
Subject: Hawkers and Peddlers and Itinerant Vendors
To:
Cc: Tasha Mathews <tasha.mathews@sos.nh.gov>

Good Morning Clerks

Effective September 1, 2023 the state statute requiring a state license for a Hawker and Peddler or Itinerant Vendor has been repealed. Cities/Towns may still require a local permit however there will be no requirement for a state license. If you have any questions please feel free to give us a call.

Paula Penney

Secretary of State's Office

Russ Dean <rdean@exeternh.gov>
To: Pam McElroy <pmcelroy@exeternh.gov>

Mon, Aug 14, 2023 at 8:16 AM

FYI.

Time to update the ordinance.

Russ
[Quoted text hidden]

Select Board Committee Reports

Correspondence



STATE OF NEW HAMPSHIRE

Executive Council

STATE HOUSE ROOM 207

CONCORD, NEW HAMPSHIRE 03301

(603) 271-3632 FAX: 271-3633



TO: All District Three Constituents
FROM: Executive Councilor Janet Stevens

DATE: August 18, 2023

**Executive Councilor Janet Stevens – Road Show Meeting Hampton Beach
Meeting of Governor Sununu and the Executive Council
10 a.m. on August 23, 2023 – Public Welcome
Hampton Beach Seashell Pavilion Conference Room – Hampton Beach State Park**

**Commendations - Captain Patrick Murphy and Hampton Beach State Park Life Guards
Mr. Bob Preston - President Preston Real Estate and Hampton Beach Area Commission**

JUNE 28, 2023 EXECUTIVE COUNCIL MEETING

The June 28, 2023, Executive Council breakfast meeting was held at the New Hampshire Department of Education. The formal Executive Council meeting was held in the Executive Council Chamber at the New Hampshire State House. Following the formal meeting of the Executive Council, I attended the first Governor's Advisory Commission on Intermodal Transportation meeting to discuss major budgetary funding opportunities for the 2025-2034 Ten Year Transportation Improvement Plan. A hearing for the re-appointment of Carleton Simpson to the Public Utilities Commission followed.

The agenda for the June 28, 2023, Executive Council meeting included 277 contracts submitted by 21 New Hampshire Executive Branch agencies and commissions. It is not uncommon for a surge in contracts at the end of the Fiscal Year, yet this was the highest quantity I have reviewed to date. **District Three received \$35,278,810 million dollars in state and federal funding at the June 28th meeting** which included multi-year contracts.

I have also attached the report for the July 19, 2023, Executive Council Road Show meeting which was held in Dover and hosted by District One Executive Councilor Joseph Kenney. The Executive Council reviewed 81 contracts.

\$12 MILLION APPROVED FOR CHILD CARE - \$154 MILLION TO DATE

I have consistently advocated for and backed every contractual initiative aimed at strengthening New Hampshire's child care system, which has been developed in three key phases: Emergency Stabilization (involving grant allocations during the initial stages of the pandemic), Recovery and Stabilization (post the Public Health Emergency), and the ongoing phase - Long Term Stabilization, Sustainability & Capacity Building.

Even before the pandemic, New Hampshire's child care system faced precarious financial challenges. Since March 2020, an impressive total of over \$154 million has been distributed to child care centers and providers across the state, providing crucial support to this essential industry. Various pandemic relief funds such as Coronavirus Aid, Relief and Economic Security Act (CARES) Child Care Technical Assistance Network (CCDFX), Coronavirus Response and Relief Supplemental Appropriations (CRRSA), and American Rescue Plan Act (ARPA) have been effectively utilized. These funds have been directed towards initiatives like New Hampshire's Emergency Child Care Program Staff Incentive Program, infrastructural enhancements, capacity expansion, as well as mitigating income losses and addressing COVID-19-related expenses.

A breakdown on the disbursement of funds to date highlights the success of the program:

- o 486 Child Care Providers representing all 10 counties were awarded funding

- o 425 Licensed Child Care Centers
- o 48 Licensed Family Child Care Homes
- o 9 Licensed Exempt Facilities
- o 4 Licensed Exempt Family/Friend /Neighbor Home
- o 486 Providers received funding with the capacity to serve over 35,525 children infant through school age 29,375 full and part time children are currently enrolled in those programs
- o Providers spent the highest percentage of their award on staffing expenses (regular wages and recruit/retention bonuses) and occupancy costs (mortgage/rent/utilities)

During the Executive Council meeting held on June 28, 2023, a series of diverse contracts received approval, aimed at bolstering New Hampshire's mixed delivery system of child care. This encompassing approach covers licensed and licensed exempt programs, home-based child care, employer-owned facilities, and out-of-school programs. The allocated funding is intended to empower child care centers and providers by enhancing operational efficiency, strengthening staff recruitment and retention, offering tuition aid for professional development, and providing training and technical support for professionals engaged in out-of-school programs.

The most recent round of grant funding also serves to support New Hampshire's child care providers in achieving operational excellence and advancing business development. This focus extends to areas such as legal, tax affairs, insurance, financial and facility assessments, while also extending guidance to home-based programs seeking expansion opportunities. These contracts bear significance for families as well. They encompass support for the Southern New Hampshire Services Child Care Aware program, facilitating the connection of families with appropriate child care options, and contribute to the promotion of New Hampshire's Child Care Scholarship program.

Recognizing the importance of retaining capable staff, it's noteworthy that the U.S. Treasury mandated that 25% of certain funds be designated for staff incentives. I wholeheartedly endorse the redirection of the remaining funds from the American Rescue Plan Act (ARPA) to further elevate wages for child care professionals. A striking statistic from the New Hampshire Office of Employment Security highlights that child care workers in New Hampshire rank among the "bottom 10 occupations by Mean Wages," with an average wage of merely \$12.7 per hour.

BEHAVIORAL HEALTH – \$88,809,396 MILLION APPROVED – INCLUDING \$44,374,000 MILLION FOR NEW FORENSICS HOSPITAL

I am proud to have given my endorsement to 22 contracts that aim to enhance the availability of behavioral health care, amplify capacity within New Hampshire State facilities, extend treatment and assistance to residents in the state who are either at risk of or grappling with a substance use disorder. Additionally, these contracts will furnish housing support to individuals in New Hampshire who face the highest risk of homelessness.

The shortage of registered nurses is a widespread issue across the United States, affecting every level of healthcare delivery. New Hampshire has faced significant challenges, being ranked 10th in terms of the severity of nursing shortages according to the Endowment for Health. This shortage is particularly evident in state facilities such as New Hampshire Hospital, Hampstead Hospital & PRTF, Glencliff Home, NH Veterans Home, and the Department of Corrections. To address this shortage and ensure appropriate caregiver-to-patient ratios for safety, partnering with healthcare staffing agencies has become essential. These partnerships are crucial to ensuring the safety and well-being of patients, residents, and providers at these facilities.

In 2022, there were 486 confirmed overdose deaths in New Hampshire, with only 21 of those cases not being accidental. A significant majority (85%) of these overdose deaths were attributed to the use of fentanyl analogues or a combination of this illicit substance with other drugs. Opioid misuse was responsible for a staggering 95% of all recorded overdose deaths. Disturbingly, counterfeit versions of prescription opioids like OxyContin, Percocet, and Xanax are proliferating across the nation, posing a serious threat. According to the U.S. Drug Enforcement Agency, their analysis revealed that out of the fake prescription pills examined in 2022, six out of ten contained potentially lethal doses of fentanyl.

I have been an advocate for securing greater funding to enhance the prevention and treatment efforts for individuals dealing with substance use disorders, especially focusing on the pressing and unique challenges faced by at-risk adolescents and young adults in New Hampshire. Research underscores that teenagers grappling with substance use disorders are typically drawn towards unsafe usage of prescription medications, often sourced from family medicine cabinets, or acquired through friends, rather than resorting to illegal substances. Disturbingly, adolescents are also procuring medications like Adderall, Ritalin, Oxycontin, and Percocet through various avenues such as school, online drug sales, and illegal online pharmacies. This trend exposes them to the grave risk of acquiring counterfeit medications, which all too frequently contain deadly fentanyl.

I am committed to persistently advocating for increased funding from the Department of Health & Human Services to safeguard, preempt, and provide treatment for New Hampshire's at-risk youth. Presently, a mere 48% of New Hampshire students recognize the substantial danger associated with consuming prescription medications without proper physician approval. It is crucial to address this awareness gap and channel resources to ensure the safety and well-being of our youth.

Given our state's remarkably **low rental housing vacancy rate ranging between 0.5% to 0.8%**, I have been emphatic about the necessity of augmenting funding for individuals facing the risk of homelessness due to challenges related to behavioral health, developmental or physical conditions, as well as substance use disorders. The Department of Health & Human Services has responded to my advocacy for increased funding to address increased demands on transitional housing programs in my district, which have been exacerbated by increasing rents and the tight constraints of the rental housing market.

The approved allocation of \$24.1 million towards the close of the fiscal year will play a pivotal role in expanding access to permanent supportive housing, bolstering case management and support services, providing rent vouchers, and enhancing homeless assistance programs through the State Grant in Aid initiative.

Furthermore, the rising need for residential treatment and housing for children presenting acute behaviors, medical requirements, and mental health symptoms has become apparent. Presently, the State of New Hampshire holds contracts with 16 residential and in-house treatment centers located in New Hampshire, Massachusetts, and Vermont. It's pertinent to highlight that, due to staffing limitations, the utilization of these contracts with the 16 providers is not at full capacity.

At present, civilly committed patients in New Hampshire are housed at the Secure Psychiatric Unit, located on the grounds of the State Prison. Due to safety concerns, these patients are not eligible for care at the New Hampshire Hospital and the Secure Psychiatric Unit does not have the resources to meet the needs of this patient population. With the use of \$44.3 million dollars in ARPA funds, a new 41,000 square foot facility, consisting of 24 patient rooms on two floors, will be constructed on the campus of the New Hampshire Hospital.

I WAS THE LONE EXECUTIVE COUNCILOR TO VOTE AGAINST AN \$11 MILLION DOLLAR CONTRACT FOR A BUSINESS PORTAL

I was the sole Executive Councilor who stood against the initial proposal presented during the January 18, 2023, Executive Council meeting. **The proposal aimed to allocate \$1 million in retroactive funding for a business support feasibility and design project, spearheaded by New Hampshire's Office of Business & Economic Affairs.** This project was intended to be financed using funds from the American Rescue Plan Act State Fiscal Recovery Funds (ARPA/SFRF). The project had undergone a competitive bidding process, yielding three bids, with one amounting to \$54,000 and another to \$325,000. It's noteworthy that neither of these bids was disqualified. Despite the highest bidder's assurance of swift delivery by May 2023, I cast my vote against awarding the contract to the highest bidder due to its significantly excessive amount. Ultimately, the contract was approved with a vote of 4-1.

Later, during the June 28, 2023, Executive Council meeting, an amendment was brought forward pertaining to the initial \$1 million contract that was proposed back in January. **The amendment sought an additional funding of \$10**

million to expand the scope of services and extend the project deadline by a year. I vehemently expressed my opposition to this contract amendment, which aimed to fund an all-encompassing online business portal in New Hampshire. In doing so, I reiterated my earlier concerns about the original contract, while also emphasizing the need for accountability in vendor selection, given the promise of expedited results, and inquiring about the progress of deliverables from the initial \$1 million contract. Just as before, I voted against this amendment, and as a result, it did not pass.

HOLDING HEALTH INSURANCE COMPANIES ACCOUNTABLE

At the July 19, 2023, I expressed concern with a nearly \$70 million dollar contract with Anthem Health Plans of New Hampshire to provide Medicare Advantage and prescription drug services to the 11,000 eligible New Hampshire state retirees who are participating. I was the sole Executive Councilor aware of a pending federal lawsuit against Anthem and demanded heightened oversight of this specific contract by the Department of Administrative Services and the Department of Justice.



STATE OF NEW HAMPSHIRE
Executive Council
STATE HOUSE ROOM 207
CONCORD, NEW HAMPSHIRE 03301
(603) 271-3632 FAX: 271-3633



Executive Councilor Janet Stevens
(603) 498-0546

FOR IMMEDIATE RELEASE
August 7, 2023

EXECUTIVE COUNCILOR STEVENS DEMANDS ACCOUNTABILITY ANTHEM HEALTH PLANS/NH STANDS UP FOR 11,000 NH STATE RETIREES

RYE, NH — Today, Executive Councilor Janet Stevens released the following statement regarding the proposed state Medicare Advantage contract with health insurance company Anthem.

"Anthem has a poor track record of delivering on their promises. We need to hold companies accountable for their contracts with taxpayers. We should not have to entrust the health care benefits of 11,000 Medicare-eligible state government retirees and taxpayer dollars with an insurance provider charged with exploiting both. Unfortunately, state government retirees in New Hampshire are forced to rely on Anthem Health Plans of New Hampshire for Medicare Advantage. Going forward, Anthem must improve their operations, or we will hold them accountable for their actions. Enough is enough!

Over the past years, Anthem Inc. Medicare Advantage Plan and 18 of its subsidiaries – including Anthem Health plans of New Hampshire -- have faced accusations and legal challenges based off their exploitations of taxpayer dollars and Medicare-eligible retirees. A False Claims Act lawsuit brought by the United States in the Southern District of New York based on accusations that Anthem knowingly failed to correct inaccurate risk adjustment diagnoses on claims that were submitted to and paid by the federal government Centers for Medicare and Medicaid Services. The case has only recently entered discovery and the I will be closely monitoring this lawsuit", added Stevens who was the sole Councilor aware of the pending lawsuit.

Judge Andrew Judge Andrew Carter of the U.S. District Court for the Southern District of New York in denying Anthem Inc.'s motion to dismiss the government lawsuit stated in 2022:

By ignoring its duty to delete thousands of inaccurate diagnoses, Anthem unlawfully obtained and retained from CMS millions of dollars in payments under the risk adjustment payment system for Medicare Advantage Plans

###

Executive Councilor Janet Stevens of Rye represents the 256,000 residents living in District Three, which encompasses the cities and towns of - Atkinson, Brentwood, Chester, Danville, Derry, E. Kingston, Epping, Exeter, Fremont, Greenland, Hampstead, Hampton, Hampton Falls, Kensington, Kingston, New Castle, Newfields, Newington, Newmarket, Newton, No. Hampton, Pelham, Plaistow, Raymond, Rye, Salem, Sandown, Seabrook, So. Hampton, Stratham, Windham and the City of Portsmouth.

June 28, 2023 Executive Council Meeting Regular Agenda

DEPARTMENT OF ENERGY

C. Authorized to amend a contract with Normandeau Associates, Inc. (originally approved by G&C on 7/12/22, Item #19), by extending the expiration date from June 30, 2023 to September 30, 2023. Effective upon G&C approval. There is no additional funding being added to the contract at this time. **100% Federal Funds (State Energy Program)**

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Normandeau Associates (Portsmouth) is completing an assessment and report on the potential environmental, economic, and energy impacts in New Hampshire of development of offshore wind projects of the Coast of New Hampshire – Gulf of Maine.


DEPARTMENT OF HEALTH AND HUMAN SERVICES

Hampstead Hospital & Residential Treatment Facility


#10 Authorized to amend an accept and expend item (originally approved by G&C on 4/20/22, Item #6), by allocating funds in the amount of \$150,000, for the purpose of level setting Class 12 – Unclassified Personal Services expenses. Effective upon G&C approval through June 30, 2023. **100% Other Funds (Agency Income). Contingent upon Fiscal Committee approval on June 23, 2023.**

[Download](#) 

#11 Authorized to enter into a contract with Morin's Landscaping & Lawn Maintenance, Inc., Hollis, NH, in the amount of \$68,540, to provide landscaping and property maintenance to the Hampstead Hospital grounds. Effective upon G&C approval through June 30, 2025, with the option to renew for up to four additional years. **100% Other Funds (Hampstead Hospital Operations)**

[Download](#) 

#12 Authorized to enter into a sole source contract with Berry Dunn McNeil & Parker, LLC, Portland, ME, in the amount of \$15,100, to complete additional updates and finalize a closing working capital statement for the Department's acquisition of Hampstead Hospital. Effective retroactive to April 1, 2023, upon G&C approval through January 31, 2024, with the option to renew for up to six additional months. **100% Other Funds (Agency Income)**

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#14 Authorized, with the Hampstead Hospital and Residential Treatment Facility, to enter into a sole source amendment to an existing contract with Netsmart Technologies, Inc., Overland Park, KS (originally approved by G&C on 12/7/22, Item #7), to expand existing Electronic Health Records services to include services for Hampstead Hospital and Residential Treatment Facility, and to add an additional point-of-sale cash register with associated CompuTrition food services at the Brown Building Cafeteria at the Hugh J. Gallen State Office Park South, by increasing the price limitation by \$206,823.88 from \$2,028,052.12 to \$2,234,876, with no change to the completion date of August 31, 2024. Effective retroactive to September 1, 2022, upon G&C approval. **7.8% General Funds, 92.2% Other Funds (Agency Fees and Intra-Agency Transfers)**

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#19 Authorized to enter into a sole source contract with Southern New Hampshire Services, Inc., Manchester, NH, in the amount of \$1,300,000, to assist families in securing high quality early childhood and school aged child care for their children by providing a centralized network of services for families in need of child care services. Effective July 1, 2023, or upon G&C approval, whichever is later, through September 30, 2024, with the option to renew for up to two additional years. **100% Federal Funds**

[Download](#) 

#24 Authorized to enter into a sole source amendment to an existing contract with New Hampshire Children's Trust, Inc., Concord, NH (originally approved by G&C on 6/30/21, Item #41), to revise the scope of work to expand the ongoing support of Family Resource Centers across the state to achieve the "Family Resource Center of Quality" designation of national standards, sustain kinship navigation and Community Collaborations, facilitate coordination of Family Resource Centers and the Early Childhood Regional System, and expand upon marketing for child care scholarship assistance by **increasing the price limitation by \$2,854,760 from \$7,724,887 to \$10,579,647**, with no change to the completion date of June 30, 2024. Effective July 1, 2023, upon G&C approval. **48.16% Federal Funds, 51.84% General Funds**

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The Early Childhood Regional System consists of seven regions. The majority of District Three is within Strafford County – Seacoast Region (Region 6). Additional District Three communities are within Regionals 3, 4, and 7.

Division of Children, Youth & Families

#27 Authorized to enter into sole source amendments to existing Grant agreements with the Grantees as detailed in the letter dated May 24, 2023, to support court-approved Juvenile Court Diversion Programs that serve children and youth in the State of NH, by increasing the total price limitation by \$315,005 from \$900,965 to \$1,215,970 and extending the completion date from June 30, 2023 to June 30, 2024. Effective upon G&C approval. **100% General Funds**

[Download](#) 

The Chase Home in Portsmouth and The Upper Room in Derry received a total of \$80,346.

#29 Authorized to enter into contracts with the Contractors as detailed in the letter dated June 9, 2023, in an amount not to exceed \$1,585,798, to provide the Strength to Succeed program services to children, parents, and caregivers who are undergoing an assessment or case by the Department and are affected by substance use disorder, mental illness and/or chronic neglect. Effective July 1, 2023, upon G&C approval through June 30, 2024, with the option to renew for up to five additional years. **46% Federal Funds, 54% General Funds**


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Granite Pathways which provides services for District Three received \$1,301,000.


#38 Authorized to enter into a sole source contract with the **Mental Health Center for Southern New Hampshire d/b/a Center for Life Management, Derry, NH, in the amount of \$4,400,280**, for the provision of a housing services continuum of care project. Effective July 1, 2023, upon G&C approval, through July 31, 2027, with the option to renew for up to four additional years. **100% Federal Funds**

[Download](#) 

#44 Authorized to enter into a sole source contract with **Southern New Hampshire Services Inc., Manchester, NH, in the amount of \$482,960** for the provision of a housing services continuum of care project. Effective July 1, 2023, upon G&C approval through June 30, 2027, with the option to renew for up to four additional years. **100% Federal Funds**

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#45 Authorized to enter into sole source amendments to existing contracts as detailed in the letter dated June 6, 2023 (originally approved by G&C on 8/28/19, Item #14), to continue providing supported housing to individuals who have serious mental illness and lack permanent housing options in the community by exercising renewal options by **increasing the total price limitation by \$15,673,674 from \$26,217,030 to \$41,890,704** and by extending the completion date from June 30, 2023 to June 30, 2025. Effective upon G&C approval. **100% General Funds**

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Seacoast Mental Health received an additional \$365,114 for total price limit of \$24,857,667 and Center for Life Management received additional \$624,436 for a total price limit of \$25,140,838. These total price limits include shared price limit of \$7,572,602.

#46 Authorized to enter into sole source amendments to existing contracts with the Contractors as detailed in the letter dated May 25, 2023, for the continued provision of the State Grant in Aid Home Assistance program, by increasing the total price limitation by \$2,257,699 from \$17,346,536 to \$19,604,235 and by extending the completion dates from June 30, 2023 to March 31, 2024. Effective upon G&C approval. **100% General Funds**


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Cross Roads House (Portsmouth) received additional \$233,900 for total price limit of \$2,140,184. NH Catholic Charities received an additional \$50,468 for a total price limit of \$465,571. Seacoast Family Promise received additional \$32,117 for a total price limit of \$287,590.

#51 Authorized to enter into a sole source contract with Community Crossroads, Inc., Atkinson, NH, to provide developmental disability and acquired brain disorder services, with an individual price limitation of \$9,033,482 of which \$1,000,000 is a shared amount among all Contractors, with no guaranteed maximum or minimum funding amount per Contractor. Effective July 1, 2023, upon G&C approval through June 30, 2025. **7.57% Federal Funds, 92.43% General Funds**

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#59 Authorized to enter into a sole source contract with **One Sky Community Services, Inc., Portsmouth, NH, to provide developmental disability and acquired brain disorder services, with an individual price limitation of \$3,748,928 of which \$1,000,000 is a shared amount among all Contractors**, with no guaranteed maximum or minimum funding amount per Contractor. Effective July 1, 2023, upon G&C approval through June 30, 2025. **15.63% Federal Funds, 84.37% General Funds**

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#62 Authorized to enter into amendments to existing contracts with the Contractors as detailed in the letter dated June 9, 2023, to increase funding to continue In-Home Care, Home Health Aide, and Nursing services by increasing the total price limitation by \$240,937.30 from \$12,091,794.44 to \$12,332,731.74, with no change to the contract completion dates of June 30, 2024. Effective upon G&C approval. **87.55% Federal Funds, 12.45% General Funds**

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Area Homecare Family Services, Portsmouth, received an additional \$15,000 for a total of \$2,636,184.

#73 Authorized to enter into contracts with the Contractors as detailed in the letter dated June 14, 2023, in an amount not to exceed \$6,841,333, to provide benefits for supplemental nutritious foods and public health nutrition and breastfeeding support services to financially-eligible pregnant women, postpartum women, infants, and preschool children up to age five years old. Effective July 1, 2023, upon G&C approval, through June 30, 2025, with the option to renew for up to four additional years. **100% Federal Funds**

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Southern NH Services received \$3,392,551

#81 Authorized the Bureau of Planning & Community Assistance to enter into a contract with the **Rockingham Planning Commission, Exeter, NH, in the amount of \$1,463,301**, to undertake certain transportation related planning activities. Effective July 1, 2023, or upon G&C approval, whichever is later, through June 30, 2025. **100% Federal Funds**

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#122 Authorized the Office of Workforce Opportunity to enter into a contract with **Southern New Hampshire Services, Manchester, NH, in the amount of \$417,028**, for the development of the Workforce Innovation and Opportunity Act Adult Plus Program. Effective upon G&C approval through June 30, 2026. **100% Federal Funds**

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#127 Authorized the Office of Planning and Development to enter into a **sole source** contract with **Rockingham Planning Commission, Exeter, NH, in the amount of \$22,222** as part of the Targeted Block Grant Program for planning assistance and training to municipalities on local, municipal and regional planning issues. Effective upon G&C approval for the period of July 1, 2023 through June 30, 2025. **100% General Funds**

[Download](#) 

#135 Authorized the Division of Economic Development to award \$1,219,060 from the InvestNH Municipal Demolition Program to five recipients as detailed in the letter dated May 17, 2023, to demolish vacant and dilapidated structures as part of larger community revitalization strategies which will positively impact the current housing shortage in NH. Effective upon G&C approval through December 31, 2024. **100% Federal Funds**

[Download](#) 

City of Portsmouth received \$125,000 for demolition of dilapidated structure and reuse of property for new housing.


#145 Authorized the NH State Library to award a **Conservation Number Plate grant to the City of Portsmouth, NH, in the amount of \$9,682**, for the preservation of 5 historic city ledgers. (2) Further authorize an advance payment in the amount of \$8,714 to the City of Portsmouth in accordance with the terms of the contract. Effective upon G&C approval through December 31, 2023. **100% Other Funds (Agency Income)**

[Download](#) 

#153 Authorized to enter into a sole source agreement with Streamworks, PLLC, Madbury, NH, totaling **\$25,000, for the purpose of supporting additional restoration efforts for the Salmon Falls-Piscataqua River Watershed Multi-Habitat Restoration Project at Cutts Cove, Portsmouth, NH.** Effective upon G&C approval through December 31, 2024. **100% Aquatic Resource Mitigation Funds**

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#156 Authorized to enter into a Memorandum of Understanding with the Department of Transportation, in the amount of \$2,876,442, to complete the NH Resilient Tidal Crossings Project- Building Resilience through Upgraded Replacements of High Priority Tidal Culverts in the Towns of Stratham and Rye, NH. Effective upon G&C approval from July 1, 2023 through March 31, 2027. **100% Federal Funds**

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#161 Authorized to execute a **sole source** amendment to the contract with AECOM Technical Services, Inc., Chelmsford, MA (originally approved by G&C on 10/19/22, Item #71), by increasing the contract by **\$1,529,793 from \$3,750,000 to \$5,279,793, to allow for the use of recently received federal funds toward the completion of the rehabilitation design of Dollof Dam on Pawtuckaway Lake**, and by increasing the contract for the design of the rehabilitation of Bow Lake Dam. Effective upon G&C approval through December 31, 2026. **65.4% Federal ARPA Funds, 34.6% Federal Pass Through Funds**

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#164 Authorized to enter into a contract **with Great Bay Marine, Inc., Newington, NH, in the amount of \$288,250, to inspect, maintain, clean/paint, tow and repair NHDES fleet units in the Little and Great Bay areas and Piscataqua**

River. Effective upon G&C approval from July 1, 2023 through June 30, 2027. **100% Oil Pollution Control Funds**

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#183 Authorized to award a grant to the **Town of Newmarket, NH, in the amount not to exceed \$30,000, for the development and implementation of an Asset Management Program for the Town's stormwater system.** Effective upon G&C approval through December 31, 2025. **90% Federal Funds, 10% Other Funds**

[Download](#) 

#187 Authorized to award a **Lead Service Line Inventory Grant to Rye Water District, Rye, NH, in the amount of \$40,000, to develop and implement a drinking water service line inventories.** Effective upon G&C approval through June 1, 2024. **100% Federal Funds**

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#189 Authorized to enter into a **retroactive** grant agreement with the **City of Portsmouth, NH, totaling \$4,238, to fund a Household Hazardous Waste collection project.** Effective as of April 29, 2023 through June 30, 2023, upon G&C approval. **100% Hazardous Waste Funds**

[Download](#) 

#191 Authorized to enter into a grant agreement with **Country Pond Lake Association, Newton Junction, NH, for a total of \$26,350, to fund exotic aquatic plant control activities in Country Pond.** Effective upon G&C approval through December 31, 2023. **100% Lake Restoration Funds**

[Download](#) 

#192 Authorized to enter into grant agreements with the entities as detailed in the letter dated April 26, 2023, for a total of \$193,324, to fund exotic aquatic plant control activities. Effective upon G&C approval through December 31, 2023. **20% General Funds, 80% Lake Restoration Funds**

[Download](#)  Sandown received \$23,228.

#196 Authorized to award a grant to the **Town of Windham, NH, in the amount not to exceed \$375,000, to finance the installation of treatment to remediate per - and polyfluoroalkyl substance.** Effective upon G&C approval through June 1, 2024. **100% General Funds**

[Download](#) 

#197 Authorized to award a grant to the **Town of Derry, NH, in an amount not to exceed \$100,000, for the development of a Watershed-Based Management Plan for Big Island Pond.** Effective upon G&C approval through September 30, 2025. **100% Federal Funds**

[Download](#) 

#198 Authorized to award a grant to the **Town of Kingston, NH, in an amount not to exceed \$100,000, for the development of a Watershed Management Plan for the Kingston Lake (also referred to as Great Pond) watershed.** Effective upon G&C approval through April 30, 2025. **100% Federal Funds**

[Download](#) 

#231 Authorized the Division of Learner Support, Bureau of Adult Education to enter into a contract with **Southern New Hampshire Services, Inc., Manchester, NH, in an amount not to exceed \$571,311.60**, to provide an adult education and literacy program as defined under the Workforce Innovation and Opportunity Act of 2014. Effective upon G&C approval from July 1, 2023 through June 30, 2026. **35% Federal Funds, 65% General Funds**

[Download](#) 

#241 Authorized the Division of Fire Standards and Training and Emergency Medical Services to **retroactively** make payments in an amount not to exceed \$340,600, for Homeland Security Training. Effective upon G&C approval for the period July 1, 2022 through August 31, 2023. **100% Federal Funds**

[Download](#) 

District Three Fire Departments received \$70,200 in funding: Brentwood (\$7150), Derry (\$9100), Epping (\$5850), Exeter (\$26650), Hampton (\$3900), Pelham, Raymond and Salem each received (\$1950) and Windham (\$11700).

#245 Authorized the Division of Fire Safety to enter into grant agreements with local entities as detailed in the letter dated May 31, 2023, in an amount not to exceed \$107,250, for Regional Hazardous Materials Response Team training grant to municipalities. Effective upon G&C approval through August 31, 2024. **100% Federal Funds**


[Download](#) 

Seacoast Technical Response Team received \$15,232.

#261 Authorized an amendment to an existing contract with **Sprague Operating Resources LLC, Portsmouth, NH, to increase the price limitation by \$32,244.39 from \$1,002,451.71 to \$1,034,696.10**. The amendment addresses the revised vendor name throughout the current agreement, adds established superfund fees from the Internal Revenue Services for delivery and adds one location to the contract. Effective upon G&C approval through August 31, 2023.

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#277 Authorized the Division of Public Works Design and Construction to enter into a contract with PC Construction Company, South Burlington, VT, for a total price not to exceed \$41,974,000, for ARPA Secure Psychiatric Unit Forensic Hospital, Concord, NH. **82% General Funds, 18% Federal Funds**. (2) Further authorize a contingency in the amount of \$2,000,000 for unanticipated site expenses, bringing the total to \$43,974,000. **75% General Funds, 25% Federal Funds**. (3) Further authorize a payment of \$400,000 to the Department of Administrative Services, Division of Public Works Design and Construction, for engineering services provided, bringing the total amount to \$44,374,000. Effective upon G&C approval through December 31, 2025. **100% General Funds**


[Download](#) 

July 19, 2023 Executive Council Meeting – Dover Road Show Meeting.

The July 19, 2023 Executive Council meeting was hosted by Executive Councilor Kenney in District One. The Executive Council reviewed 81 contracts.


TOPICS OF CONCERN

#11 Authorizes to make a one-time unencumbered payment to the **Town of Hampstead, NH, in the amount of \$178,000, to address property tax base impacts resulting from the acquisition of Hampstead Hospital**. Effective upon G&C approval. **100% General Funds**

[Download](#) 

Division for Behavioral Health

#17 Authorize to enter into a sole source contract with **Cross Roads House, Inc., Portsmouth, NH, in the amount of \$1,647,712, for the provision of a housing services continuum of care project.** Effective August 1, 2023, upon G&C approval through July 31, 2027, with the option to renew for up to four additional years. **100% Federal Funds**


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DEPARTMENT OF TRANSPORTATION


#19 Authorized the Bureau of Bridge Maintenance to enter into an Interstate Agreement with the State of Maine Department of Transportation for the management of certain **bridges between Portsmouth, NH and Kittery, ME (Memorial Bridge, Sarah Mildred Long Bridge and High Level Bridge),** as detailed in the letter dated June 21, 2023. Effective upon G&C approval.

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#21 Authorized the Bureau of Rail & Transit to enter into a lease agreement for a 300 square foot parcel of state-owned land located on the **Manchester & Lawrence Railroad Corridor in the Town of Salem, NH, to Outfront Media LLC** for the greater of 30% of annual advertising income for the location per year or a minimum annual rent of \$1,689.77, for a period of five years, which would yield a minimum of \$8,448.85. Effective **retroactive** to January 1, 2023, upon G&C approval through December 31, 2027.

[Download](#) 


#29 Authorized the Bureau of Construction to enter into a contract with L & D Safety Markings Corp., Barre, VT, on the basis of a low bid of \$1,073,575, for construction of permanent pavement markings on the **Blue Star Turnpike (I-95) from MA/NH State line in Seabrook, NH to NH/ME State line in Portsmouth, NH.** (2) Further authorize a contingency in the amount of \$53,678.75 for payment of latent conditions, which may appear during the construction of the project. Effective upon G&C approval through September 29, 2023. **100% Turnpike Funds**

[Download](#) 

#30 Authorized the Bureau of Bridge Maintenance to enter into a contract based on a single hourly rate bid with Yates Electric Service, Inc., Durham, NH, in the amount of \$150,000, to provide all labor, materials, equipment and transportation necessary to perform Electrical Services for Lift Bridges and Bridge Maintenance, for the State of NH DOT for work that includes maintenance, repairs, and system upgrades to electrical systems for the **Sarah Mildred Long Bridge, the Memorial Bridge, Hampton River Bridge, Piscataqua River Bridge** and Various Bridges statewide. Effective upon G&C approval through June 30, 2026. **68% Highway Funds, 32% Other Funds**

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#31 Authorized the Bureau of Bridge Maintenance to enter into a contract based on a single hourly rate bid with **Northeast Integration, LLC, North Hampton, NH, in the amount of \$75,000,** to provide all labor, materials, equipment and transportation necessary to perform programmable logic controller services, for the State of NH DOT for work that includes maintenance, repairs, and system upgrades to electrical systems for the Sarah Mildred Long Bridge, the Memorial Bridge, Hampton River Bridge, Piscataqua River Bridge and Various Bridges statewide. Effective upon G&C approval through June 30, 2026. **68% Highway Funds, 32% Other Funds**

[Download](#) 


GOVERNOR'S OFFICE FOR EMERGENCY RELIEF AND RECOVERY

#44 Authorized to enter into a forgivable loan agreement with **The Chase Home, Portsmouth, NH, in an amount not to exceed \$38,920 in American Rescue Plan Act State Fiscal Recovery Funds,** as part of the **Youth Residential Facility Improvement Program,** which provides support for facility improvements to NH nonprofit agencies that are currently

licensed by the Department of Health and Human Services to provide youth treatment programs in a residential setting and/or transitional housing for young adults, as well as facilities and entities that operate youth and young adult homeless shelters or are developing facilities to provide such services under the age of 25. Effective upon G&C approval through May 31, 2025. **100% Federal Funds**

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#46 Authorized the Division of Parks and Recreation to enter into a **retroactive** contract with the **Blue Ocean Society (BOS) for Marine Conservation, Portsmouth, NH, to use space located within the North Pavilion at the Seashell Complex at Hampton Beach State Park** for the purpose of providing education and interpretive services pertaining to marine life, local and maritime history, and the marine environment. Effective upon G&C approval for the period of May 31, 2022 through June 30, 2025. (2) Further authorize to accept annual payments in the amount of \$2,000 for the use of the facility plus 15% commission of gross income from admission and private events collected by the BOS. (3) Further authorize a **retroactive** payment from BOS in the amount of \$2,167 for annual rent and \$9,273.55 in commission, totaling \$11,440.55 for the period of June 1, 2022 through June 30, 2023.

[Download](#) 

#54 Authorized to award an **Aquatic Resource Mitigation (ARM) Fund grant to the Southeast Land Trust of New Hampshire, Epping, NH, in the amount of \$375,000**, for the purpose of conserving 163-acres of land in Barrington, NH. Effective upon G&C approval through December 1, 2024. **100% ARM Funds**

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#71 Authorized to enter into a **retroactive** subgrant with the **Portsmouth Police Department, in an amount not to exceed \$24,759**, from the American Rescue Plan Act, for the purpose of providing direct services to victims of crime. Effective upon G&C approval for the period July 1, 2023 through June 30, 2024. **100% Federal Funds**

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CONFIRMATIONS

Advisory Committee on Marine Fisheries
Board of Dental Examiners (Dental Hygienist Member)
New Hampshire Land and Community Heritage Authority, Board of Directors
New Hampshire Land and Community Heritage Authority, Board of Directors (Natural resources)
Public Utilities Commission
State Board of Fire Control (Petroleum Industry)

G. Ritchie White, Rye
Angela Boyle, Londonderry
Benjamin E. Wilcox, North Conway

Richard A. Cook, Warner
Carleton B. Simpson, Hampton
Floyd W. Hayes III, Bedford

NOMINATIONS

Advisory Board on Private Investigative Agencies, Bail Recovery Agents (Law Enforcement Community)
Board of Optometry (Optometrist)
Commissioner, Department of Health and Human Services
Current Use Advisory Board (Public Member/Agriculture)
Director, Division of the Arts, Department of Natural and Cultural Resources
Enhanced 911 Commission (Nom by N.H. Association of Chiefs of Police)
Enhanced 911 Commission (Public Member)
Fish and Game Commission
Higher Education Commission (Lay Public)
Lakes Management Advisory Committee (Representing Conservation Community)
New Hampshire Land and Community Heritage Authority, Board of Directors (Municipal)
Occupational Therapy Governing Board (Licensed Occupational Therapist)

Jason Bachus, Piermont
Michael B. Gordon, Peterborough
Lori Weaver, Concord
Charles Souther, Concord
Adele Bauman, Dover
James S. Valiquet, Newbury
Cecily McNair, Epsom
Raymond J. Green, Milford
Michael J. Apfelberg, Dover
Tiffany J. Grade, Moultonborough

Jeanie Forrester, Meredith
Kimberly M. Shurtleff, Auburn

Rivers Management Advisory Committee
Site Evaluation Committee (Full Committee Member)
State Veterans Council (Veteran)

Mitchell Thayer, Berlin
James Jalbert, Rollinsford
Brendan Finn, Newfields

August 4, 2023

Mr. Russell Dean
Town of Exeter
10 Front St
Exeter, NH 03833-2792

Dear Russell,

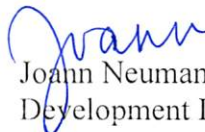
Thank you for the Town of Exeter's second quarter disbursement of \$1,250.00, received on July 24, 2023.

Community health is the collective well-being of community members. Our mission to provide comprehensive care – regardless of ability to pay – helps to create a healthy community for everyone.

Without the safety net provided by our network of health and family support centers, many of our neighbors would be forced to take measures such as cutting back on food and utilities. They may find themselves borrowing money to pay medical and dental bills, or skipping treatment altogether. We strive to remove obstacles and help people navigate the health care system at a time when they may not be at their physical, emotional, or financial best.

Your support plays an essential role in Greater Seacoast Community Health’s ability to not only treat illness but to maintain wellness. We deeply appreciate your commitment to a healthier and more resilient community.

Sincerely,


Joann Neumann
Development Director

RECEIPT
Check Amount: \$1,250.00
Check #: 00061636
Check Date: 7/14/2023

many thanks!

Town Manager's Office

AUG 11 2023

Received

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