

Select Board Meeting
Monday, September 11th, 2023, 6:50 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/81717910210>

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

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

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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 – EC Heath, Historic District Commission
3. Public Comment
4. Proclamations/Recognitions
 - a. Proclamations/Recognitions
5. Approval of Minutes
 - a. Regular Meeting: August 21st, 2023
 - b. Special Meetings: August 29th, 2023, September 1st, 2023
6. Appointments
 - a. Historic District Commission
7. Resignations
 - a. None
8. Discussion/Action Items
 - a. Request for Funds: ADA Capital Reserve Fund (Changing Table for Public Restroom) – Amanda Kelly
 - b. Town Clerk Funding Request: Voting Machines – Andie Kohler
 - c. Public Hearing – Water/Sewer Rates – Underwood Engineers, Inc.
 - d. Court Street Pump Station Equipment Replacement – Steve Dalton, Water/Sewer Manager
 - e. Septage Receiving Station Update and Construction Proposal – Wright-Pierce Engineers
9. Regular Business
 - a. Tax Abatements, Veterans Credits & Exemptions
 - b. Permits & Approvals – Approve MS232 (Siphons additional funding); MS535 End of Year Report for NHDRA
 - c. Town Manager’s Report

- d. Select Board Committee Reports
- e. Correspondence
- 10. Review Board Calendar
- 11. Non-Public Session
- 12. Adjournment

Niko Papakonstantis, Chair
Select Board

Posted: 9/8/23 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
 9/11/23
 6:50 pm
 confirmed.*

**Statement of Interest
 Boards and Committee Membership**

Committee Selection: Historic District Commission

New Re-Appointment Regular Alternate

Name: Emily Carrington Heath **Email:** eheath@exeterucc.org

Address: 12 Center Street, Exeter **Phone:** (603) 395-5400

Registered Voter: Yes No

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

I'm applying to the commission in order to volunteer my time in support of our town. I'm particularly interested in this commission for several reasons. First, I am the pastor of the Congregational Church, which is located in the district. I also live in the historic district, in the church's parsonage which dates to the late 1700s. Finally, some of my own ancestors lived in this town in the 17th and 18th century, and contributed to the formation of what is now the historic district. As a result of both my service to the church, and my own research into my family's presence in early Exeter, I have learned a great deal about the history of our town. I believe in the importance of knowing the story of a community, and I am interested in ensuring that history is shared, and preserved for future generations.

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: E. Carrington Heath (electronic) **Date:** August 20th 2023

To be completed by Select Board upon appointment:

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

Minutes

Select Board Meeting
Monday August 21, 2023
6:00 PM
Nowak Room, Town Offices
Draft Minutes

1. Call Meeting to Order

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

2. Board Interviews

- a. Francoise Elise for the Heritage Commission

3. Non Public Session

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

The Board went downstairs to the Wheelwright Room at 6:10 PM.

The Board emerged from non public session. Motion by Mr. Chartrand to seal the minutes until the action is completed. Second by Ms. Belanger. The motion carried unanimously.

The Board reconvened in the Nowak Room at 6:57 PM.

4. Public Comment

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

5. Proclamations/Recognitions

- a. There were no Proclamations/Recognitions at this time.

6. Approval of Minutes

- a. Regular Meeting: Aug 7, 2023

MOTION: Ms. Belanger moved to approve the minutes of Aug 7, 2023 as presented. Mr. Chartrand seconded. The motion passed 5-0.

- b. Special Meeting: Aug 17, 2023

Corrections: Mr. Dean said the date of October 21, 2023 is incorrect; it should read August 21, 2023.

MOTION: Ms. Belanger moved to approve the minutes of Aug 17, 2023 as amended. Ms. Cowan seconded. The motion passed 5-0.

7. Appointments

MOTION: Ms. Gilman moved to appoint Francoise Elise to the Heritage Commission as a voting member, term to expire April 2026. Ms. Belanger seconded. The motion passed 5-0.

Mr. Papakonstantis announced that James Murray will be leaving his position of Health Officer with the town. The Board thanked Mr. Murray, who was present, for his service, especially during the Covid pandemic.

8. Discussion/Action Items

a. Sewer Siphons Update

Mr. Papakonstantis said the vote passed 605 to 58 on August 15. He thanked the voters, the attendees of the Deliberative Session, Interim Public Works Director Paul Vlasich, and Finance Director Corey Stevens for their contributions to this process.

Mr. Dean gave an update on the sewer siphons project. The directionally drilled hole was reamed again August 8. The direction was switched to start at the mills and pull towards the Parkway. The 12" siphon pipe was successfully installed August 15. It passed testing requirements on August 17, and they began demobilization on August 17 and 18. They will be back in December to install the second siphon barrel. The project should finish in Spring 2024.

b. Town of Exeter Policy Against Discrimination

Town Finance Director Corey Stevens said in order to receive our CDS [Congressionally Directed Spending] money for the siphons project, we need a policy against discrimination. He's been working with Town Counsel to define one. We already have an internal policy, but this is for the public and town contractors. It needs to be published on the website and publicly displayed.

MOTION: Ms. Belanger moved to adopt the Exeter Policy against Discrimination contained in the Select Board packet. Ms. Gilman seconded. The motion passed 5-0.

c. Financial Update

Mr. Stevens gave a financial update through June 30, 2023. Regarding expenses, non-payroll spending is in line with expectations, but on the payroll side, we are struggling to attract and retain employees, especially in the DPW.

The General Fund had operating revenue of \$10.3M as of June 30, or 48% of budget, vs 44% in 2022. Revenue from property taxes was \$28.6M, of which the town's portion was 24% or \$6.9M. Revenue from services was \$3.4M, with building permits at \$400,000, or 114% of budget. There was a large housing project on High Street for PEA, and the Sylvania site on Portsmouth Ave is being redeveloped.

In Receivables, property taxes were at 87% collected as of June 30, in line with 2022. He added that at the end of last week, they were at 98%.

In General Fund Expenses, we were at \$9.3M spent, or 44%, vs 42% in 2022. General Government was 58% spent, compared to 51% in 2022. There was one claim payout in May 2023, which was reimbursed by Primex. Finance was 47% spent. The FY22 audit is still underway and we haven't paid for it yet. IT was 42% spent due to timing of subscription payments and spending. The

Planning Group was 45% spent. The Electrical Inspector position is still open. Mr. Dean mentioned that we pay a stipend to the Building Inspector to do that work.

Mr. Stevens said the Police Department was \$1.97M spent, or 48% of budget, similar to 2022. Dispatch had one open position, and was at 44% spent. Fire was at \$1.96M, or 46% of budget, similar to 2022. Suppression had open positions at the beginning of the year, but they're now filled. The Health Division was 38% spent; the biggest expense other than wages is mosquito control, which is paid in the late summer. DPW expenditures were \$2.19M or 37% of budget. Key positions were open, including Director, Assistant Engineer, Engineering Tech, and GIS Tech. Snow Removal has a \$313,000 annual budget which was exceeded by \$40,000 due to heavy wet storms with ice. The Plowing budget was over by \$52,000 and the salt budget was over by \$45,000. The Snow and Ice Deficit fund was at \$117,000. General Maintenance was 41% spent, with one open HVAC technician position. The Maintenance Project budget of \$100,000 was 1/3 spent, but there are projects on the horizon. Contracted services, which is the cleaning budget, was 91% spent. We need to look at this budget. We had a Fire Department kitchen remodel and pool house plumbing work done by Building Maintenance. Utilities were 50% spent. The Mechanics Garage has an open position, and was 32% spent, but overtime was 90% spent. Welfare expenses were \$90,000, vs \$37,000 in 2022, or 106% of budget. There was a lot of demand for housing and hotels.

Mr. Papakonstantis asked if we need to take a look at Welfare during budget season, and Mr. Dean said yes. Ms. Gilman asked him to take a look at work done for non-residents of the town. With the change in law, we can be reimbursed. Mr. Dean said we monitor that closely and try to only serve residents of the town. We try to find housing and we work with other organizations on these issues.

Mr. Stevens said Parks had one labor position open in the first few months and relied on Contract Services, which is 95% spent. They're doing most of their work in spring and summertime. Debt Service was 13% spent; the majority is paid in July.

Mr. Stevens said Water and Sewer also had staffing issues. The Water Fund was \$4.55M spent in 2023, a \$300,000 increase over 2022. On the Revenue side, the Water Fund was \$9.9M collected, in line with 2022. Water Consumption and Water Service charges were bumped up in 2023, but we haven't seen more revenue. In Expenses, Water Administration Wages and Benefits were 45% spent. Water Distribution had two open positions, so Wages and Benefits were 31% spent. In Water Treatment, staff were assisting with water treatment and filtration processes, leading to overtime costs of 138% of budget. The Department of Labor audit led to some building maintenance work. The net income for Water Enterprise fund was in a deficit of \$166,000 due to the timing of capital outlay. The Sewer Enterprise Fund was \$7.4M in 2023, a slight increase over 2022. Operating Revenue was \$3.4M, down \$200,000 from 2022. We suspended our septage program but intend to reinstate it as soon as we can.

We are expecting State Aid Grant Funds for the Wastewater Treatment Plant, which is about \$1M a year, to be paid in November. Operating Expenses for the Sewer Fund were \$1.36M, or 18% spent. Most of the Sewer Budget is debt service. This year it's a \$4.2M payment, made in December.

Regarding the CATV Revolving Fund, residents voted in favor of flexibility in allocating the Cable Franchise Fee between the General Fund and CATV. This budget will give CATV \$20,000-25,000 at the end of the year for reserves or capital outlay. Currently Cable Access is running a deficit of \$38,000, compared to \$47,000 last year, but we anticipate making a recommendation on reallocating revenue soon. The Rec Revolving Fund had a net income of \$255,000, compared to \$251,000 at mid-year 2022. Revenue from programs was 81% of budget at midyear. Swimming revenue was 121% at midyear, but trailed off after that due to rain. Sponsorship revenue has been robust, an intern was tasked with generating sponsorship revenue in the spring. In EMS, calls for service were up by 150 calls over 2022. Revenue at mid-year was \$360,000, or \$90,000 more than midyear 2022. The EMS expense budget saw a net increase of \$22,000.

Mr. Chartrand asked about filling vacancies. Mr. Dean said we've been working on a nationwide recruitment strategy for some key positions.

d. Chamber of Commerce - Town Hall Lease

Mr. Chartrand recused himself, as he serves on the Chamber Board.

Mr. Dean said he [Mr. Dean] is an honorary non-voting member of Chamber. The Board agreed that as a non-voting member, and not part of the Select Board, Mr. Dean did not need to recuse himself.

Mr. Dean said the Chamber's lease is expiring September 21, 2023. Chamber has sent a letter of intent to renew. They want a 12 month lease rather than a 36 month lease this time. A rent increase of was 3% proposed.

Jen Wheeler, Executive Director of the Chamber of Commerce, said the Chamber is grateful for the partnership with the town and looks forward to continuing that. They would like to engage downtown businesses. They're looking forward to Powderkeg and lighting the town and welcoming Santa Claus in December. They serve 10 communities including Exeter.

Mr. Papakonstantis said the new lease will expire on September 21, 2024.

Ms. Gilman said she appreciates the annual lease because of upcoming discussions about town property usage.

MOTION: Ms. Belanger moved to extend the lease agreement with the Exeter Area Chamber of Commerce at a 3% inflation adjustment to expire on September 1, 2024, and further authorize the Town Manager or his designee to sign the lease agreement. Ms. Cowan seconded. Mr. Chartrand had recused himself and did not vote. The motion passed 4-0.

e. Proposed Tree Budget

Mr. Papakonstantis said that the Board will postpone this discussion item until after the Tree Committee's September 12 meeting.

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. Renovations at 10 Hampton Road

Dave Tovey of Parks and Rec said Greg Bisson previously recommended to the Board going with JSA design for Design and Engineering work. At the time of the recommendation, JSA did not have our full project memo. There are some new goals from the Level 2 Energy Assessment. JSA recommends doing some additional work on the electrical and mechanical panels. This would be an additional \$24,400, for a new total of \$82,840. Also, hazardous material identification and removal weren't included in the bid. JSA doesn't do that and recommended a contractor, RPF Environmental. This is to address possible asbestos, lead paint, or mold. This would be \$3,915 from the Rec Revolving Fund.

Ms. Gilman asked if this is time-sensitive. Mr. Tovey said yes; the sooner we have a contract signed, the sooner they can begin and we can put out an RFP for the construction. Ms. Gilman said the Facilities Committee is working on a Facilities Condition Report which covers some of the same materials.

Ms. Belanger said she would like to see the balance in the revolving funds going forward.

MOTION: Ms. Belanger moved to allow Parks and Rec to contract with JSA design to conduct additional design and engineering for electrical, mechanical, and construction administration at \$24,400 for the 10 Hampton Road Renovation, bringing the total design and engineering costs to \$82,840, and further authorize the Town Manager or his designee to sign the contract. Mr. Chartrand seconded. Ms. Gilman abstained. The motion passed 4-0-1.

MOTION: Ms. Belanger moved to allow Parks and Rec to contract with RPF Environmental to conduct a hazardous material identification for the 10 Hampton Road Renovation at \$3,915 and further authorize the Town Manager or his designee to sign the contract. Mr. Chartrand seconded. Ms. Gilman abstained. The motion passed 4-0-1.

Mr. Papakonstantis said that the Exeter Area General Federation of Women's Clubs has asked to post lawn signs along the roadside between November 12 and November 19, and one larger sign at Guinea Road and Hampton Road, for their Yuletide Fair at CMS on November 18. This has been approved in the past; this is the 44th year.

MOTION: Ms. Belanger moved to authorize the Exeter Area General Federation of Women's Clubs to distribute 21 inch x 18 inch signs in the Exeter area promoting the Exeter Area General Federation of Women's Clubs Yuletide Fair to be held at Cooperative Middle School on Nov 18,

2023, and to further authorize a larger sign to be placed at the corner of Guinea Road and Hampton Road from Nov 12 - Nov 19 2023. Ms. Gilman seconded. The motion passed 5-0.

c. Town Manager's Report

- i. There's a Downeaster Station Operation Committee meeting this Thursday at 10:30 AM, with a guided tour of downtown for the delegates from 9:30-10:30.
- ii. Our consultant Bill Keegan met today with representatives of the Labor groups and different departments.
- iii. He attended a Chamber of Commerce meeting at the YMCA last week with Mr. Chartrand.
- iv. There will be a ribbon cutting at Donut Love on Wednesday, and he will be present.
- v. Bob Glowacky put out a biweekly report on the siphons project and the loka.
- vi. The Powderkeg festival is looking for volunteers.
- vii. He met with Health Trust to talk about different offerings for employees. The Blue Choice plan is sunsetting on Dec 31, 2024.
- viii. Comcast is doing work in town and upgrading the lines. We're receiving some calls about that.
- ix. The Right to Know Law seminar planning continues. We have three dates set aside in October.
- x. There will be a CIP meeting Thursday Night, and a Facilities meeting on Wednesday, as well as a Police and Fire workgroup meeting.
- xi. We're looking at spring 2024 for the TIF Road widening project.
- xii. Regarding the roundabout at Pine, Front and Linden, we're anticipating sketches to come in next week.
- xiii. The Kingston Road sidewalk project will go out to bid in fall for construction in spring 2024.

d. Select Board Committee Reports

- i. Ms. Belanger said there was a Conservation Commission meeting August 8, which she attended via Zoom. There was an application for a wetland conditional use permit for Powdermill Road. They found an additional wetland area, so the driveway was moved and approved. There were also projects on Beech Hill Road and Pine Street. There was a sitewalk, which she did not attend, for a request on Commerce Way to expand parking, which was approved. They also heard about proposed expenditures: a commemorative bench at Raynes was approved, mowing funds were approved, and two potential projects were discussed. At the Housing Advisory Committee meeting, they talked about 79E. There will be a "field trip" to see the Maggie and John Randolph workforce housing project.
- ii. Ms. Gilman said the HDC considered a property at 107 Water Street, and the owners agreed to do the simpler version of proposal. At 87 Water

Street, which is the building with Trends Gifts, the owner will bring the building back to its original look, taking off the awning and uncovering the arched windows, as well as taking the addition off of the back and replacing it with residential units. We're continuing that hearing to hear what materials will be used.

- iii. Mr. Chartrand had no report. He asked if he is the rep to the Facilities Committee. Mr. Papakonstantis said yes. Mr. Chartrand said he will plan to attend the next meeting.
- iv. Ms. Gilman had no report.
- v. Mr. Papakonstantis had no report.

e. Correspondence

- i. A letter from Greater Seacoast Community Health
- ii. A general letter from Town Counsel
- iii. A note from the Town Clerk that the RSA requiring a State license for hawkers and peddlers has been repealed. We will revise town ordinance accordingly.

10. Review Board Calendar

The Procedural Defect meeting will be in the Nowak Room on August 29. Town Meeting is 9AM on September 5th. The next Board meetings are September 11 and September 25. On September 27, Mr. Dean will be presenting a draft budget to the BRC.

11. Tax Deed Waivers

Mr. Dean said the Board should read the deed waivers tonight and sign them on September 1st.

MOTION: Ms. Belanger moved that the Board approve the deed waiver for 70/132 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 103/8/1 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Belanger seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 64/105/30 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Belanger seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 95/64/350 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Belanger seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 95/64/116 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 95/64/239 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 95/64/78 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 87/14/21B because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 95/64/5 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 95/64/124 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 95/64/8 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 95/64/228 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 55/44 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 95/64/264 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 95/64/309 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 95/64/222 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 103/15/11 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 95/64/324 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 95/64/270 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 95/64/15 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 95/64/180 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 52/44 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 104/79/217 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 104/79/144 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 95/64/37 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 95/64/41 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved to accept a tax deed on 13/8 unless payment in the amount of \$6,026.74 is received on or before September 4, 2023. Ms. Belanger seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved to accept a tax deed on 31/9 unless payment in the amount of \$385.59 is received on or before September 4, 2023. Ms. Belanger seconded. The motion passed 5-0.

MOTION (not voted): Ms. Gilman moved to accept a tax deed on 72/20/6 unless payment in the amount of \$6,969.59 is received on or after September 4, 2023. Ms. Gilman withdrew her motion.

MOTION: Ms. Gilman moved to accept a tax deed on 72/20/6 unless payment in the amount of \$6,969.59 is received on or before September 4, 2023. Ms. Belanger seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved to accept a tax deed on 87/7 unless payment in the amount of \$492.01 is received on or before September 4, 2023. Ms. Belanger seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved to accept a tax deed on 104/68 unless payment in the amount of \$12,700.31 is received on or before September 4, 2023. Ms. Belanger seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved that the Board approve the deed waiver for 95/64/308 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Belanger seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved to approve the deed waiver for 111/5/8 because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. Ms. Belanger seconded. The motion passed 5-0.

12. Non-Public Session

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

13. Adjournment

MOTION: Ms. Belanger moved to adjourn. Ms. Cowan seconded. The motion passed 5-0 and the meeting adjourned at 8:42 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary

Select Board Special Meeting
Tuesday, August 29, 2023
7:00 PM
Nowak Room, Town Offices
Draft Minutes

1. Call Meeting to Order

Members present: Chair Niko Papakonstantis, Vice-Chair Molly Cowan, Clerk Julie Gilman, Nancy Belanger, Town Manager Russ Dean and Assistant Town Manager Melissa Roy were present at this meeting. Absent: Dan Chartrand. The meeting was called to order by Mr. Papakonstantis at 7:00 pm.

2. Discussion/Action Item

a. Public Hearing for Procedural Defect Town Meeting

Mr. Papakonstantis said this Public Hearing is for the Procedural Defect Hearing on Tuesday, September 5, 2023 in the Nowak Room at 9:00 am.

MOTION: Mr. Papakonstantis requested a motion to open the Public Hearing for the Procedural Defect Meeting. Ms. Cowan moved to accept the motion and Ms. Belanger seconded. The motion passed 4-0.

There was no public in attendance.

MOTION: Mr. Papakonstantis requested a motion to close the Public Hearing. Ms. Cowan moved to close the Public Hearing. Ms. Belanger seconded. The motion passed 4-0 and the Public Hearing was closed at 7:03 pm.

b. Mr. Papakonstantis said the Procedural Defect Town Meeting will be in the Nowak Room on September 5, 2023 at 9:00 am, starting with Deliberative Session and immediately followed by voting to be open for 1 hour.

MOTION: Mr. Papakonstantis requested a motion to adjourn. Ms. Belanger moved to adjourn. Ms. Gilman seconded. The Motion passed 4-0 and the meeting was adjourned at 7:05 pm

Respectfully submitted,
Pamela McElroy
Senior Executive Assistant

Select Board Special Meeting
Friday, September 1, 2023
4:00 PM
Nowak Room, Town Offices
Draft Minutes

1. Call Meeting to Order

Members present: Chair Niko Papakonstantis, Clerk Julie Gilman, Nancy Belanger, Dan Chartrand, Town Manager Russ Dean and Assistant Town Manager Melissa Roy were present at this meeting. Absent: Vice-Chair Molly Cowan. The meeting was called to order by Mr. Papakonstantis at 4:00 pm.

2. Discussion/Action Item

- a. Reason for meeting is due to lack of posting Procedural Defect Meeting in the local newspaper, so the Procedural Defect Meeting scheduled on Tuesday, September 5, 2023 will be cancelled and rescheduled to Friday, September 29, 2023. A Public Hearing will be held on Monday, September 18, 2023 at 5:00 pm in the Nowak Room. All necessary steps regarding filing have been identified and will be followed through by the Town Manager's Office on Tuesday, September 5, 2023.

MOTION: Mr. Papakonstantis requested a motion to cancel the Procedural Defect Special Town Meeting of Tuesday, September 5, 2023. Ms. Belanger moved to accept the motion and Ms. Gilman seconded. The motion passed 4-0.

MOTION: Mr. Papakonstantis requested a motion to schedule the Procedural Defect Special Town Meeting for Friday, September 29, 2023 in the Nowak Room, with Deliberative Session to begin at 9:00 am, and Voting to begin at 9:30 am and continue through 10:30 am. Ms. Belanger moved to accept the motion. Ms. Gilman seconded. The motion passed 4-0.

MOTION: Mr. Papakonstantis requested a motion to schedule the Public Hearing for the Procedural Defect Meeting on Monday, September 18, 2023 at 5:00 pm in the Nowak Room in the Town Offices at 10 Front Street. Ms. Belanger moved to accept the motion. Ms. Gilman seconded. The motion passed 4-0.

Mr. Papakonstantis reviewed the meeting dates and requested Town Manager Dean forward the dates and times to Vice-Chair Cowan. Mr. Papakonstantis also requested Town Manager Dean confirm posting of all notices on Tuesday, September 5, 2023 and report to the Select Board upon completion. Town Manager Dean agreed.

Mr. Chartrand asked if the meetings need to be heard by a Judge. Mr. Papakonstantis said this meeting does not need to be heard by a Judge, as the Judge's ruling was on the approval of the Deliberative Session and the Town Election, which were held in July

and August respectively, with the understanding that the Town would hold the Procedural Defect Meeting. There was no set date or time for the Procedural Defect Meeting.

MOTION: Mr. Papakonstantis requested a motion to adjourn. Ms. Belanger moved to adjourn. Ms. Gilman seconded. The Motion passed 4-0 and the meeting was adjourned at 4:06 pm

Respectfully submitted,
Pamela McElroy
Senior Executive Assistant

Request for Release of Capital Reserve Funds – ADA Improvements

VersaMax Adult Restroom Changing Table

Perfect for Public / Customer/
Commercial Restrooms

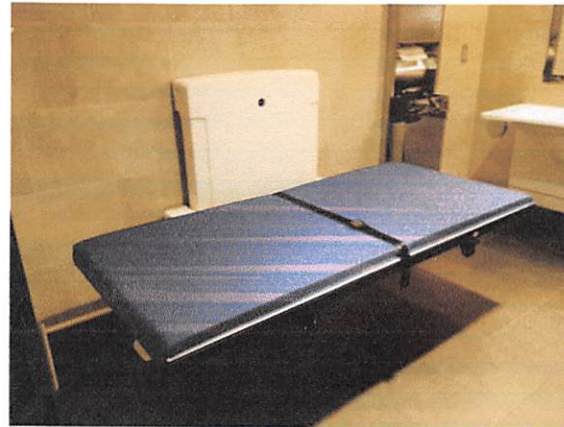
Powered Adjustment, Wall
Mounted, Folding

Adult size accommodates everyone --
babies, children and adults

Powder lacquered stainless steel.
Plastics (PVC, Polystyrene).
Compact laminate.
Designed for easy clean-up.
Stain resistant construction.
No removable parts.
No exposed cables.
Secure fittings.
Integrated controls.
Optional mattress available.

Expected service life: 10 years
(institutional use) with recommended
maintenance.

Retrofit friendly.
Anchors to wood blocking, masonry
or concrete.
Mounting hardware included.



Manual Fold (Pressalit CT 4000):

SKU: R8594572000

EAN: 5708590358154

Previous version: R8594

Electric Fold (Pressalit CT 4100):

SKU: R8595572000

EAN: 5708590356952

Previous version: R8595

Electric Fold with Wall Control
(Pressalit CT 4100):

SKU: R8595572000 / R8489

EAN: 5708590356952

Previous version: R8595 / R8489

- Accommodates anyone who can't use a toilet.
- Tamper/vandal resistant.
- Choose manual or electric folding mechanism.
- Includes side rail, safety belt, wired hand control.

VersaMax Powered Adult Changing Table

Table: 32" wide x 72" long

Projection from wall:

- Folded: 11"
- Unfolded: 39.25"

Adjusts from 12" to 39.5"

Maximum user weight (MUM): 441 lbs.

Maximum load (SWL): 452 lbs. (User weight + accessories)

When the table is loaded with 452 lbs, each mounting bolt supports 75 lbs.

This product has been tested statically with a load of 1100 lbs as the IEC 60601-1 standard requires testing with a safety factor 2.5.

Delivery: 1-2 weeks

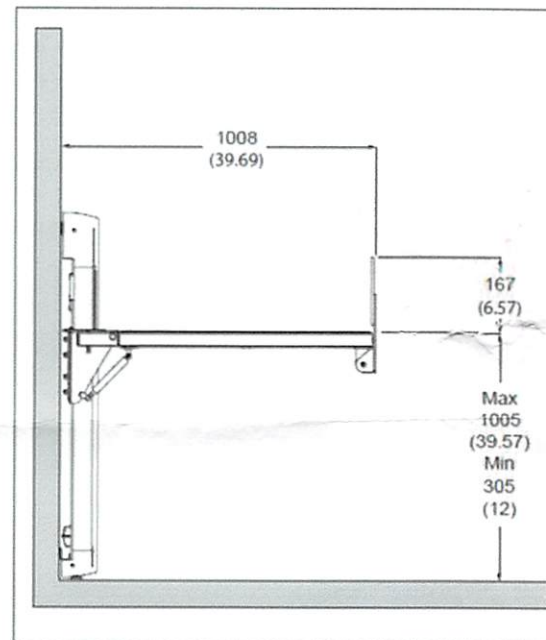
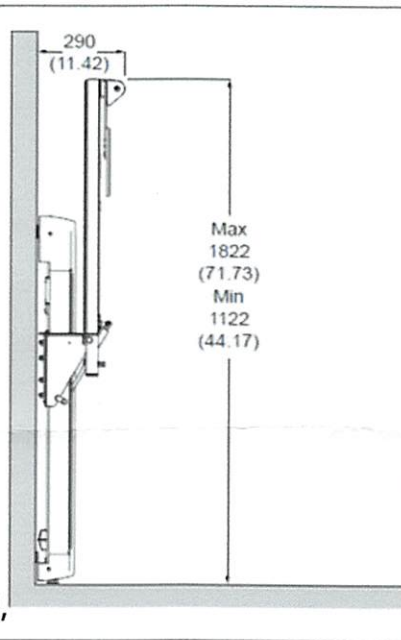
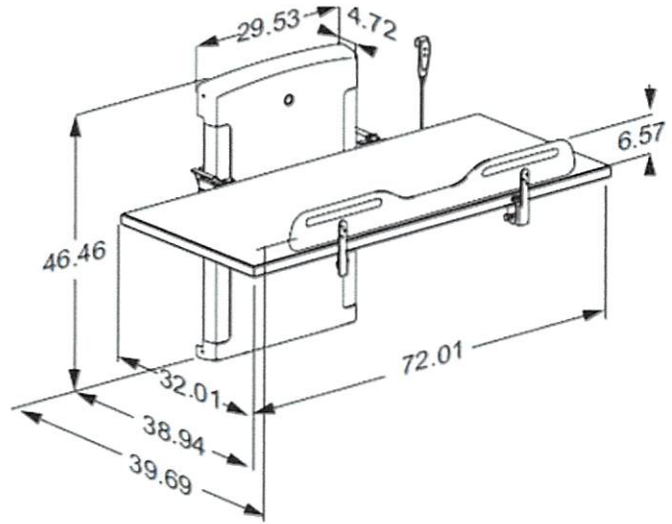
Operates at 24v / 1amp via 120v wall outlet.

Integrated transformer and US 8' power cord included.

Linak liquid tight actuator and control system.

Noise level: 48 decibel. Whisper quiet.

All components, including hand control, are sealed, waterproof, and UL listed.



Recycling Information:
See User's Guide

Installation Drawing
Mounting Instructions:

Manual Fold
Electric Fold
Electric Fold with Wall Control Box

Product price and shipping discount when purchasing multiple units.

Limited five year warranty.

Exceptional service since 1993.

Complete online pricing and quote requests.

Go beyond ADA. Take Abilities to the MAX !!

Town Clerk Voting Machines Funding Request



OFFICE OF THE TOWN CLERK

10 FRONT STREET • EXETER, NH • 03833-3792

MEMO

TO: Town Manager & Select Board

FROM: Andie Kohler, Town Clerk

SUBJECT: Explanation of new Ballot Counting Machines & Voting Booths

DATE: September 8, 2023

Included in your packet is a request to use ARPA Funds for the purchase of new Ballot Counting Machines and Voting Booths. The following is an explanation of the invoices included.

LHS: Requesting 4 ImageCast Precinct (ICP) ballot counting machines at \$6,300 per machine totaling \$25,200. Each machine includes the ICP Ballot Box, ICP Case and 1-year Hardware Warranty, onsite acceptance testing, 2 hours of Poll Worker Training, and area coverage.

After the warranty expires, the annual maintenance fee is \$300 per tabulator.

Inclusion Solutions: Requesting 35 Franklin Voting Booths and 36 Franklin Booth Curtains. Earlier this year, the Town Clerk created a fundraising program to help pay for the voting booths by selling framed Copperplates in two sizes made from the roof of the Town Bandstand that was replaced in 2004. The clerk's office, at this time, has sold enough frames to pay for one voting booth. A voting booth is located in the lobby of the Town Office Building. This voting booth has been paid for but has not curtain. The request for 36 voting curtains will include one curtain for the voting booth in the lobby.

Each voting booth accommodates 4 voters, one space is for handicap voters but anyone can use it. The town currently owns 77 voting booths that accommodate one voter per booth. The new voting booth accommodates 4 voters. Thirty-six voting booths will accommodate 144 voters. The booths are easy to set up and are compactable. Each booth is stored in its own box which can be stacked.

The current booths will be advertised on the New Hampshire City and Town Clerks Association Web page on a first come first serve basis for pick up.



Company Address 8A Industrial Way
Unit 100
Salem, NH 03079
US

Created Date 8/24/2023
Quote Number 00001301

Contact Information

Prepared By Brenda L'Italien Customer Name Exeter
Title Director of Business Development Contact Name Andrea Kohler
Phone (978) 651-2511 Title Town Clerk
Email bcm@lhsassociates.com Email akohler@exeternh.gov

Address Information

Bill To Name Exeter
Bill To 10 Front Street
Exeter, NH 03833

Product Code	Product	Product Description	Sales Price	Quantity	Total Price
DVS-110-1	ImageCast Precinct 2 Bundle (1 Year Warranty)	Includes ICP Unit, ICP Ballot Box, ICP Carry Case, and 1-Year Hardware Warranty	\$6,300.00	4.00	\$25,200.00
Subtotal			\$25,200.00		
Total Price			\$25,200.00		

Notes

After Warranty Expires the Annual Maintenance Fee is \$300.00 per Tabulator. Included in Purchase Price; One-Year Warranty, On-site Acceptance Testing, 2 Hours of Poll Worker Training, and Area Coverage

Signature

By signing below, you are acknowledging that the above pricing is accurate and within budget, and that you are ready to move forward with the official purchase and contract initiation:

Customer Signature: _____

Printed Name & Title: _____

Date: _____

Anticipated First Use Date: _____

Public Hearing – Water/Sewer Rates – Underwood Engineers, Inc.



EXETER PUBLIC WORKS DEPARTMENT

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

www.exeternh.gov

MEMO

DATE: September 8, 2023
TO: Russell Dean, Town Manager
FROM: Paul Vlasich, P.E., Interim Public Works Director *PV*
RE: Exeter Septage Receiving Upgrade

The department is requesting the use of sewer reserve funds to finance the Septage Receiving Upgrade.

Wright-Pierce was contracted in December 2022 for the design and construction administration / inspection of this upgrade in that amount of \$155,000.

The engineering estimate of probable construction cost is \$802,000.

The anticipated schedule for this work is bidding in February 2024 and construction completion in October 2024.

Additional information from the consultant is attached Basis of Design report.

2023 WATER/SEWER RATE STUDY TOWN OF EXETER, NH

Underwood Engineers
September 11, 2023

Goals/Purpose

- Review rate design
- Create water and sewer rate models to project revenues and expenditures for five years (2028)
- Provide recommendations to support the Water & Sewer budgets and Capital Improvements Programs (CIPs)
- Review miscellaneous charges, System Development Charges (SDCs), and multi-unit billings

Prior Rate Work

- Prior rate study performed by Municipal and Financial Services Group in 2016
- Served Town well for 2016-2021 planning period
- Current rates are generally consistent with the recommendations from the 2016 report

Background

	2016 (Prior)	2023 (Current)	2028 (Projected)	
Water Budget	\$2.2M	\$4.5M	\$7.4M	+236%
Water Consumption	322 MGY	312 MGY	312 MGY	-3%
Sewer Budget	\$1.7M	\$7.4M	\$9.7M	+471%
Sewer Consumption	336 MGY	309 MGY	309 MGY	-8%

Costs are increasing and sales are decreasing (Conservation)

5-Year CIP

Capital Project ¹	Funding Source	2023	2024	2025	2026	2027	2028
New Groundwater Development Phase 2	Bond		\$5,509,000	payments begin			
School Street Area Design	Bond		\$145,000	payments begin			
School Street Area Reconstruction	Bond			\$1,570,000	payments begin		
Water Street Design	Bond		\$150,000	payments begin			
Water Street Reconstruction	Bond			\$1,660,000	payments begin		
Surface Water Treatment Plant Design	Bond		\$2,500,000	payments begin			
Water Main Rehabilitation	Bond			\$1,730,000	payments begin		
Water Main Rehabilitation	Bond				\$1,730,000	payments begin	
Water Main Rehabilitation	Bond					\$1,730,000	payments begin
Vehicles					\$98,785	\$42,892	
TOTAL CIP (5-year)					328,785	\$1,772,892	\$0
Capital Project¹					6	2027	2028
Squamscott River Sewer Siphons Phase 2	Bond			payments begin			
Sewer Capacity Rehabilitation Construction	Bond		\$3,420,000	payments begin			
Water Street Design	Bond		\$150,000	payments begin			
Water Street Reconstruction	Bond			\$1,455,000	payments begin		
Washington Street Design	Bond					\$95,000	payments begin
Washington Street Construction	Bond						\$850,000
School Street Design	Bond		\$110,000	payments begin			
School Street Reconstruction - Sewer Fund	Bond			\$1,245,000	payments begin		
Sewer Line Rehabilitation	Bond				\$1,284,000	payments begin	
Sewer Line Rehabilitation	Bond					\$1,284,000	payments begin
WWTF Upgrades Phase 1 Design	Bond					\$200,000	payments begin
WWTF Upgrades Phase 1 Construction	Bond						\$2,550,000
Replace Vector Truck #67	Lease	\$548,369					
Valve Operator car#120 (Split 50/50)	Lease			\$115,041			
Loader/Backhoe car#53 (Split 50/50)	Lease				\$197,570		
Vehicles	Budget		\$151,950	\$117,077	\$98,785	\$42,892	
DPW Facility Design	Sewer Fund	\$12,500					
TOTAL CIP 2024-2028 (5-year)		\$13,366,314	\$4,060,869	\$3,831,950	\$2,932,118	\$1,580,355	\$1,621,892

Water = \$17M
Sewer = \$13M

Water – Existing & Proposed Debt Service & Leases

Projects Include:

- New Groundwater Development Phase 2
- School Street Area Design
- School Street Area Reconstruction
- Water Street Design
- Water Street Reconstruction
- Surface Water Treatment Plant Design
- Water Main Rehabilitation
- Water Main Rehabilitation
- Water Main Rehabilitation
- Vehicles

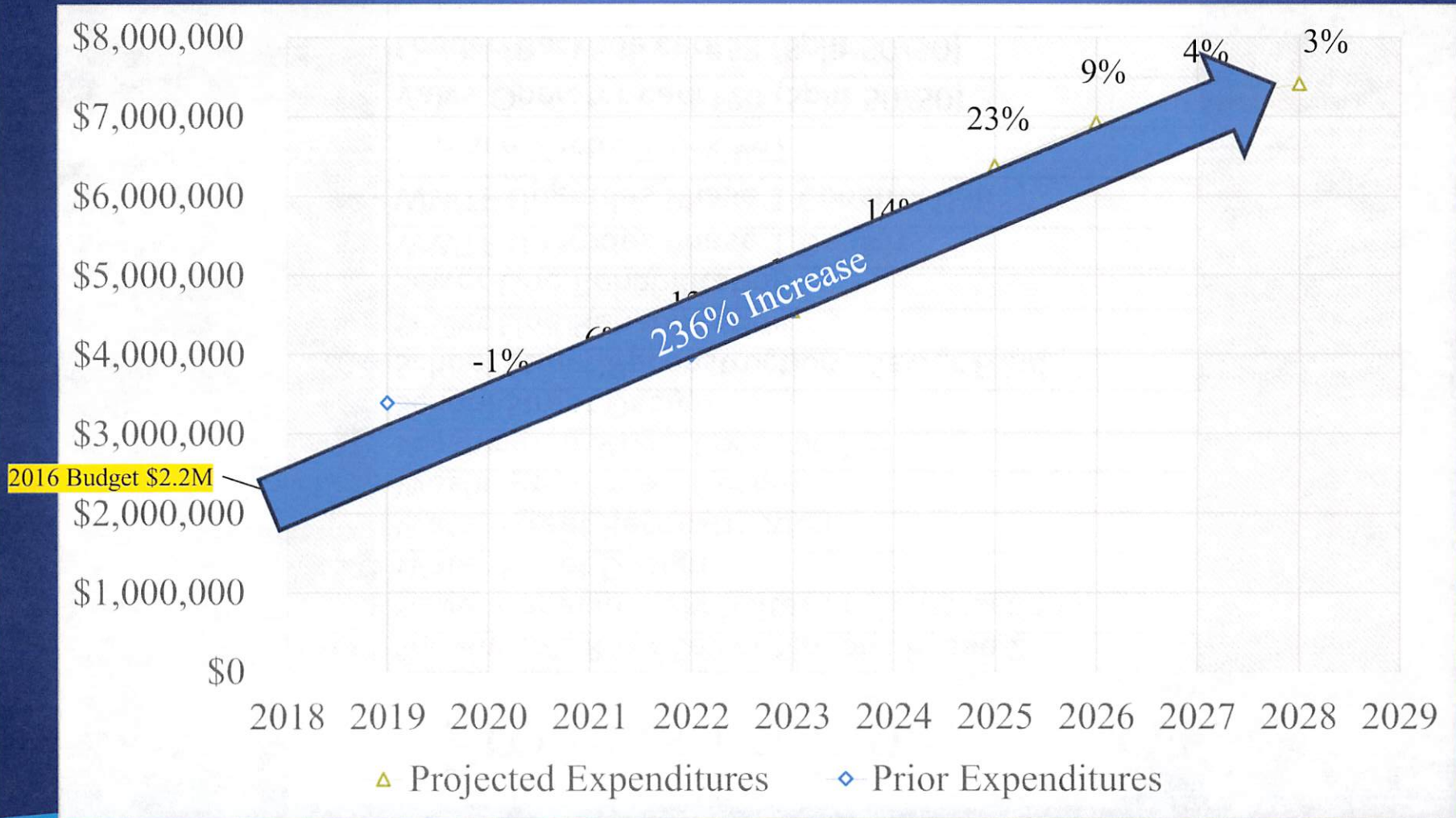
\$4,000,000
 \$3,500,000
 \$3,000,000
 \$2,500,000
 \$2,000,000
 \$1,500,000
 \$1,000,000
 \$500,000
 \$0

Existing Debt Proposed Debt Existing & Proposed Lease

5% 4%

028

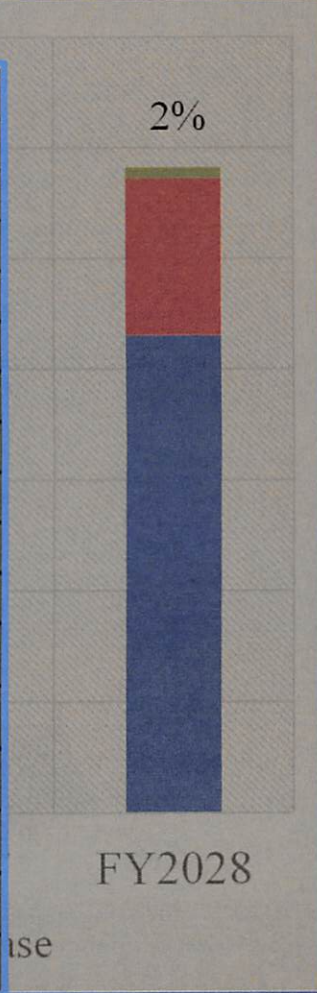
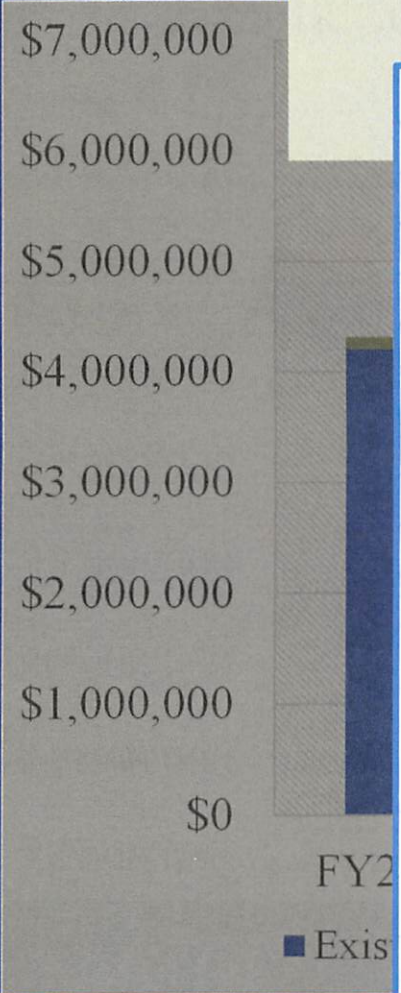
Water – Prior & Projected Expenditures



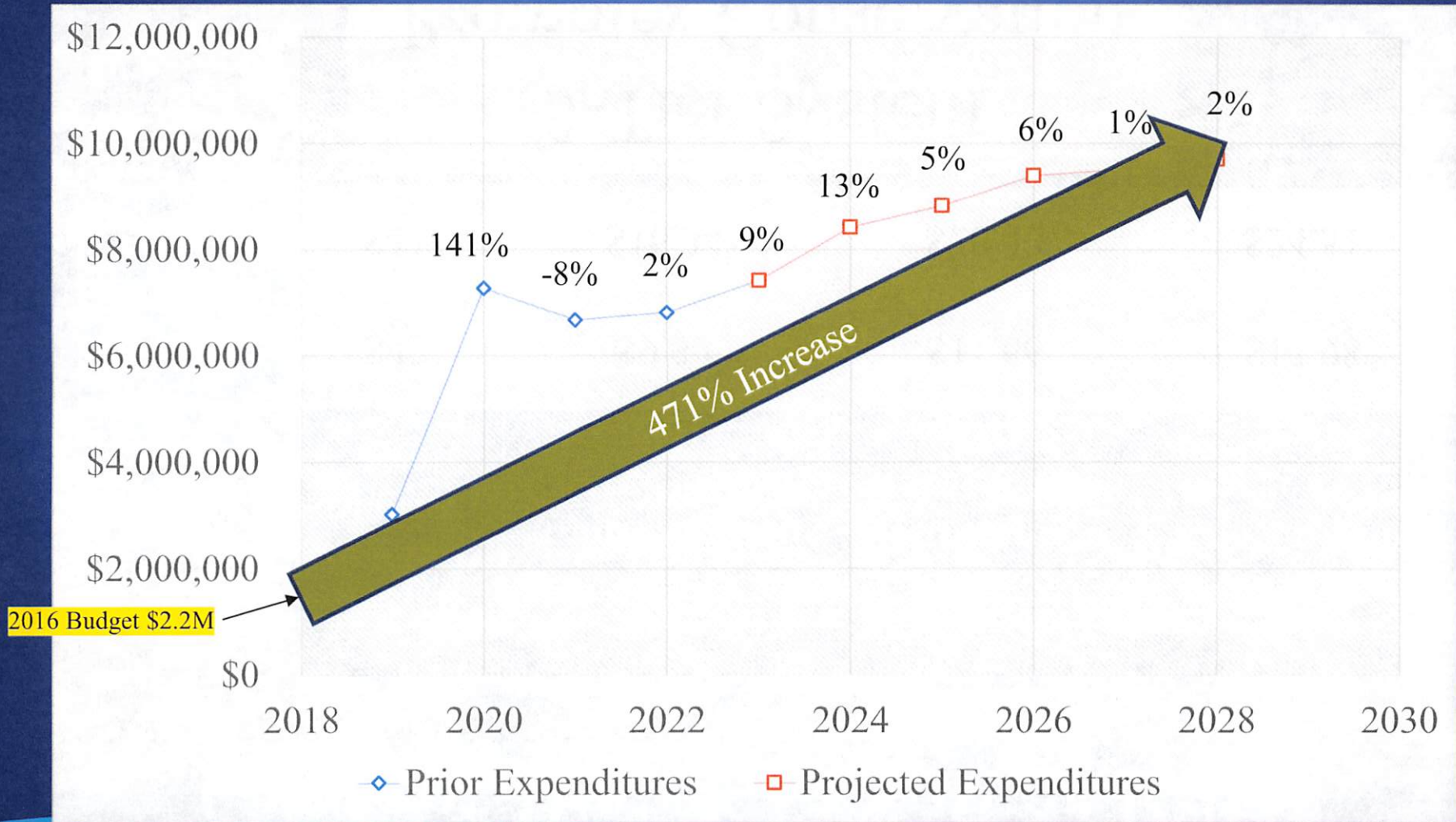
Sewer – Existing & Proposed Debt Service

Projects Include:

Squamscott River Sewer Siphons Phase 2
Sewer Capacity Rehabilitation Construction
Water Street Design
Water Street Reconstruction
Washington Street Design
Washington Street Construction
School Street Design
School Street Reconstruction - Sewer Fund
Sewer Line Rehabilitation
Sewer Line Rehabilitation
WWTF Upgrades Phase 1 Design
WWTF Upgrades Phase 1 Construction
Replace Vactor Truck #67
Valve Operator car#120 (Split 50/50)
Loader/Backhoe car#53 (Split 50/50)
Vehicles
DPW Facility Design



Sewer – Prior & Projected Expenditures



Current Water & Sewer Rates

Rates	Quarterly Service Fee	Tier 1 Consumption Charge (\$/1000 gal)	Tier 2 Consumption Charge (\$/1000 gal)	Tier 3 Consumption Charge (\$/1000 gal)
Water	\$43	\$9.32	\$11.66	\$13.98
Sewer	\$41	\$16.34	\$20.42	\$24.51

3-Tier System
Promotes Conservation

Rate Design

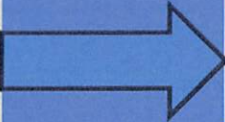
- UE reviewed the following rate design options:
 - Increasing Tier 1 to 56%
 - Implementing AWWA meter ratios **Recommended Option**
 - Increasing meter revenue to 20%
 - Modifying Tier Levels (i.e., Tier 1 to 40%)
 - Eliminating Tiers

Rate Design Items Focus
on Recovering Cost of
Service

Recommendations – Rate Design

- Implement AWWA meter ratios for meter charges

Currently Exeter
Charges \$43 regardless
of meter size



Meter Size	Cost Ratio
3/4"	1.0
1"	1.4
1 1/2"	1.8
2"	2.9
3"	11.0
4"	14.0

Rate Setting Goals

- Fund CIP and Debt Service
- Fund Projected 5-Year Budget
- Maintain or only slight increase fund balances
- Consider Cost of Service

Key Points in Presentation

- One Rate Redesign Around Meter Charge
- Increase GF contributions to Water Fund for Fire Suppression
- Reset “Assessment Fees” to SDC
- Adjust Miscellaneous charges
- Adjust Rates to Support Budget, Debt Service and Future CIP

WATER

Water – Revenue Inputs/Assumptions

Item	Input/Assumption
Accounts	<p>Accounts by meter size are as follows:</p> <ul style="list-style-type: none"> • ¾" – 3,492 (increasing 0.84% annually to 3,671 by 2028) • 1" – 136 • 1-1/2" – 80 • 2" – 103 • 3" – 8 • 4" – 2
Consumption	<ul style="list-style-type: none"> • 312 MGY based on previous 3-year average and projected to be flat for six years • 51% of consumption in Tier 1, 21% in Tier 2, and 28% in Tier 3 based on 2022 data • Consumption was assumed not to increase
Other Revenue	<p>\$66,358 annually, not including hydrant fee, based on previous 3-year average and analysis of line items</p>
General Fund Contributions (Hydrant Maintenance Fee)	<ul style="list-style-type: none"> • Currently \$20,000 • Assumed to increase to \$100,000 in 2024, and then \$50,000 annually thereafter

Industry Standard Fire Suppression Contribution

- It is common practice that the General Fund (GF) (general taxation) is assessed a Fire Protection Charge because it is generally accepted that Fire Protection is an obligation of general government
- Fire protection benefits the entire Town, not just the water users
- Significant investment in the system for fire protection
- Can range from 5% (large systems) to 40% (small systems) (AWWA)
- UE calculated 31% of Water Budget could be assessed to General Fund (Cost Curve Method)
- UE recommends 15% of Water Budget be assessed to General Fund until the actual cost can be determined (Cost of Service)

Exeter Rates

Fire Suppression Contribution

- Increase step-wise until goal is reached starting at \$100,000 increasing \$50,000 per year
- Model assumes GF contribution reaching \$300k by 2028
- Other communities with GF Contribution for Fire Protection
 - Wolfeboro: currently ~18%
 - PWW \$3.2M on taxation

Water Recommended Rates

		2023 (0%)	2024 (20%)				
	Existing	2023 (8%)	2024 (11%)	2025 (23%)	2026 (9%)	2027 (3%)	2028 (4%)
Meter Charge							
3/4"	\$43.00	\$42.12	\$46.75	\$57.51	\$62.68	\$64.56	\$67.14
1"		\$58.97	\$65.45	\$80.51	\$87.75	\$90.39	\$94.00
1 1/2"		\$75.82	\$84.16	\$103.51	\$112.83	\$116.21	\$120.86
2"		\$122.15	\$135.58	\$166.77	\$181.78	\$187.23	\$194.72
3"		\$463.32	\$514.29	\$632.57	\$689.50	\$710.19	\$738.59
4"		\$589.68	\$654.54	\$805.09	\$877.55	\$903.87	\$940.03
Consumption Charge							
Tier 1	\$9.32	\$10.07	\$11.17	\$13.74	\$14.98	\$15.43	\$16.05
Tier 2	\$11.66	\$12.59	\$13.98	\$17.19	\$18.74	\$19.30	\$20.07
Tier 3	\$13.98	\$15.10	\$16.76	\$20.61	\$22.47	\$23.14	\$24.07

SEWER

Sewer – Revenue Inputs/Assumptions

Item	Input/Assumption
Accounts	<p>Accounts by meter size are as follows:</p> <ul style="list-style-type: none"> • ¾" – 3,334 (increasing 0.79% annually to 3,495 by 2028) • 1" – 118 • 1-1/2" – 75 • 2" – 101 • 3" – 8 • 4" – 3
Consumption	<ul style="list-style-type: none"> • 309.1 MGY based on previous 3-year average and projected to be flat for six years • 50% of consumption in Tier 1, 21% in Tier 2, and 29% in Tier 3 based on 2020-2022 data • Consumption was assumed not to increase
Other Revenue	<ul style="list-style-type: none"> • \$299,244 annually based on previous 3-year average and analysis of line items • State Aid Grant ranging from \$1.39M in 2023 to \$1M in 2028
General Fund Contributions	None

Sewer – Recommended Rates

	Existing	2023 (0%)	2024 (4%)	2025 (12%)	2026 (4%)	2027 (4%)	2028 (4%)
Meter Charge							
3/4"	\$41	\$37.00	\$38.48	\$43.10	\$44.82	\$46.61	\$48.48
1"		\$51.80	\$53.87	\$60.34	\$62.75	\$65.26	\$67.87
1 1/2"		\$66.60	\$69.26	\$77.58	\$80.68	\$83.91	\$87.26
2"		\$107.30	\$111.59	\$124.98	\$129.98	\$135.18	\$140.59
3"		\$407.00	\$423.28	\$474.07	\$493.04	\$512.76	\$533.27
4"		\$518.00	\$538.72	\$603.37	\$627.50	\$652.60	\$678.71
Consumption Charge							
Tier 1	\$16.34	\$16.34	\$16.99	\$19.03	\$19.79	\$20.59	\$21.41
Tier 2	\$20.42	\$20.42	\$21.24	\$23.79	\$24.74	\$25.73	\$26.76
Tier 3	\$24.51	\$24.51	\$25.49	\$28.55	\$29.69	\$30.88	\$32.11

System Development Charge Recommendations

Meter Size	Equivalent EDUs	Estimated Use (gpd)	Water Equity Buy-In Cost	Sewer Equity Buy-In Cost
5/8" & 3/4"	1	111	\$415 Each	\$201 Each
1"	2.5	278	\$1,038 Each	502 Each
1-1/2"	5.0	555	\$2,076 Each	\$1,005 Each
2" and Greater	Varies	As approved by Town	\$3.74 per gpd	\$1.81 per gpd

Same Fee – renamed to industry standard based on equity

Miscellaneous Charge Recommendations

Charge Description	Current Exeter Charge	Suggested Exeter Charge	Merrimack	Portsmouth	Newmarket	Millford	Epping	Dover
Service Fees								
Turn Water On/Off (including for nonpayment)	\$35	\$50	\$37.50 (\$75 for nonpayment)	\$40	\$25	\$62.50	\$40	\$25
Turn Water On/Off (After hours)	\$90	\$190	220 + \$75/hr after two hours			\$150		
Disconnect	\$50	\$50	\$37.50		\$25			
Final Reading	\$35	\$35	\$30	\$40	\$25			\$30
Backflow Test		\$50	\$50					
Materials/Parts		At cost						At cost
General Service Fee		\$50/hr. + materials	\$75					\$35/hour with two hour minimum
After Hours Service Fee	\$190	\$100/hr. (2 hr. minimum)	\$220	\$300	\$40/hour with 3 hour minimum			1.5x normal rate
Bulk Water Purchase from Hydrant	\$0.02/gallon	15% above current rate plus meter fee (current tiered rates apply)	Connection: \$37.50 Meter: \$35/day (\$2000 deposit for commercial) Hose rental: \$6.50/day/100 feet	Meter: \$1,500 rental deposit		\$8.75/1000 gallons		
Hydrant Flow Test		\$100 + cost of outside services	\$75/hour	\$200				
Hydrant Rental/Maintenance	\$140/year	\$140/year		\$325				
Backflow Preventer	Permit: \$10/year Inspection: \$30/year Re Inspection: \$30/year	Permit: \$30/year Inspection: \$30/year Re Inspection: \$30/year	Test: \$50	Permit or inspection: \$100 Test: \$55		Test: \$31.25		Test: \$30 Permit: \$10/year 5-year Permit Renewal: \$30
Fine- first offense	\$100	\$100 + labor & material + 15%	\$125		\$50			\$500
Fine- second offense	\$250	\$500 + labor & material + 15%	\$250		\$100			\$1,000
Fine- third offense	\$500	\$500 plus labor and materials	\$500		\$200			
Meter Test* Charge waived if fault found	Actual cost	\$50, charge waived if fault found with meter	\$75/hour	<1.5" meter: \$50 >1.5" meter: \$750	\$50			\$50
Frozen Meter		At cost, \$190 minimum	\$225 (\$475 after hours) + \$75/hr after first hour	<1.5" meter: \$50 >1.5" meter: \$100	At cost			\$50/hour
Temporary Construction Meter		\$60 to turn on meter, \$60 to turn off meter + current consumption rate (tiered rates apply)						
Seasonal Meter Install & Turn On		\$60						
Seasonal Meter Remove & Turn Off		\$60						
Deduct Meter		\$60 admin fee plus meter costs. Billed quarterly water service charges and tiered consumption rates				Offers pool fill credit of sewer charges		Offers pool fill credit of sewer charges
Septage	\$0.08/gallon	\$0.08/gallon	\$78.40/1000 gallons	\$75/1000 gallons			\$0.09/gallon	Resident: \$60/1000 gallons Non-resident: \$120/1000 gallons
Repair/Replace existing service	\$100	At cost		\$60 plus parts				
Admin Fees								
Ownership Change for Billing / Account Estab. Fee		\$25						
New Service Application Fee	\$300	\$300						
Late Payment		\$10						
Bad Check Fee	\$25	\$30 per month or 10% per annum						
On-Site Collection Fee for Nonpayment plan photocopies	\$0.50/sheet	\$3 / sheet						
Connection Fees (Including Meter Installation)								
5/8 or 3/4	\$300 plus meter	\$1,300						
1 inch	\$300 plus meter	\$1,800						
1.5 inch	\$300 plus meter	\$2,000						
2 inch	\$300 plus meter	\$4,000						
3 inch	\$300 plus meter	\$5,500						
4 inch	\$300 plus meter	\$7,500						
> 4 inch	\$300 plus meter	per Town						
Second meter	\$150 plus meter							
Connection for fire protection services	\$150							
Commercial								
System Development Charge (SDC)								
Water	\$2.00/gallon	see SDC recommendations		2" or greater: varies				
Sewer	\$4.85/gallon	see SDC recommendations						

Adjusted/Added up to 30 fees based on Cost of Service and Benchmarking

Recommendations – Water Rate Adjustments

	Existing	2023 (0%)	2024 (20%)	2025 (23%)	2026 (9%)	2027 (3%)	2028 (4%)
Meter Charge							
¾"	\$43.00	\$42.12	\$46.75	\$57.51	\$62.68	\$64.56	\$67.14
1"		\$58.97	\$65.45	\$80.51	\$87.75	\$90.39	\$94.00
1 ½"		\$75.82	\$84.16	\$103.51	\$112.83	\$116.21	\$120.86
2"		\$122.15	\$135.58	\$166.77	\$181.78	\$187.23	\$194.72
3"		\$463.32	\$514.29	\$632.57	\$689.50	\$710.19	\$738.59
4"		\$589.68	\$654.54	\$805.09	\$877.55	\$903.87	\$940.03
Consumption Charge							
Tier 1	\$9.32	\$10.07	\$11.17	\$13.74	\$14.98	\$15.43	\$16.05
Tier 2	\$11.66	\$12.59	\$13.98	\$17.19	\$18.74	\$19.30	\$20.07
Tier 3	\$13.98	\$15.10	\$16.76	\$20.61	\$22.47	\$23.14	\$24.07

Recommendations – Sewer Rate Adjustments

	Existing	2023 (0%)	2024 (4%)	2025 (12%)	2026 (4%)	2027 (4%)	2028 (4%)
Meter Charge							
¾"	\$41	\$37.00	\$38.48	\$43.10	\$44.82	\$46.61	\$48.48
1"		\$51.80	\$53.87	\$60.34	\$62.75	\$65.26	\$67.87
1 ½"		\$66.60	\$69.26	\$77.58	\$80.68	\$83.91	\$87.26
2"		\$107.30	\$111.59	\$124.98	\$129.98	\$135.18	\$140.59
3"		\$407.00	\$423.28	\$474.07	\$493.04	\$512.76	\$533.27
4"		\$518.00	\$538.72	\$603.37	\$627.50	\$652.60	\$678.71
Consumption Charge							
Tier 1	\$16.34	\$16.34	\$16.99	\$19.03	\$19.79	\$20.59	\$21.41
Tier 2	\$20.42	\$20.42	\$21.24	\$23.79	\$24.74	\$25.73	\$26.76
Tier 3	\$24.51	\$24.51	\$25.49	\$28.55	\$29.69	\$30.88	\$32.11

Water – Sample Bills

User	2022 (Current)	2023	2024	2025	2026	2027	2028
Residential (5/8") (111 gpd, average residential user)	\$550	\$576	\$640	\$787	\$858	\$883	\$919
Commercial (1.5") (4,000 gpd, example account)	\$19,412	\$21,082	\$23,401	\$28,784	\$31,374	\$32,315	\$33,608

Sewer – Sample Bills

User	2022 (Current)	2023	2024	2025	2026	2027	2028
Residential (5/8") (111 gpd, average residential user)	\$826	\$810	\$842	\$944	\$981	\$1,020	\$1,061
Commercial (1.5") (4,000 gpd, example account)	\$33,888	\$33,990	\$35,350	\$39,592	\$41,176	\$42,823	\$44,536

Sample Bills (W&S – Town) for Average Residential User

TOWN OF EXETER - WATER/SEWER BILL SAMPLE - 2023					
	Water	Sewer	Total Qtrly Bill	Total Yrly Cost	YOY Increase
Usage/Gallons per quarter	10,129	10,129			
Divided/1000 (to get per 1,000 rate)	10.13	10.13			
Rate (per 1,000 gallons)	<u>9.32</u>	<u>16.34</u>			
Total Usage Charge	94.40	165.50			
Total Quarterly Service Fee	<u>43.00</u>	<u>41.00</u>			
Total Fee (Water/Sewer)	137.40	206.50	343.90	1,375.61	

TOWN OF EXETER - WATER/SEWER BILL SAMPLE - 2024 ESTIMATED					
	Water	Sewer	Total Qtrly Bill	Total Yrly Cost	
Usage/Gallons per quarter	10,129	10,129			
Divided/1000 (to get per 1,000 rate)	10.13	10.13			
Rate (per 1,000 gallons)	<u>11.17</u>	<u>16.99</u>			
Total Usage Charge	113.16	172.12			+\$27/qtr.
Total Quarterly Service Fee	<u>46.75</u>	<u>38.48</u>			
Total Fee (Water/Sewer)	159.91	210.60	370.51	1,482.04	106.43

Summary of Recommendations (Current)

1. Update Misc. Fees
2. Update SDC
3. Adjust Water Rates
 - 8% in 2023
 - 11% in 2024 (20% now)
4. Adjust Sewer Rates
 - 0% in 2023
 - 4% in 2024

- Use Meter Ratios
- Increase GF contributions for Water

Summary of Recommendations (Future)

- Review/Refresh the model every 2-years
- Update/Overhaul the model every 5-years
- Future Considerations
 - Irrigation and Deduct Meters
 - Additional or Accelerated GF Contributions for Water Rates
 - Surface Water Treatment Plant

QUESTIONS?

Court Street Sewer Pump Station Equipment Replacement



EXETER PUBLIC WORKS DEPARTMENT

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

www.exeternh.gov

MEMO

DATE: September 8, 2023
TO: Russell Dean, Town Manager
FROM: Paul Vlasich, P.E., Interim Public Works Director *BV*
RE: Court Street Pump Station – Pump Upgrades

Article 8 of the 2023 Town Warrant for the replacement of pump equipment at the Court Street Pump Station was approved in the amount of \$400,000.

Three vendor quotes were solicited for the replacement of the three pumps.

The three quotes were:

Advanced Pump Company	\$221,583.06
Scherbon Consolidated	\$256,950.00 (\$85,650 x 3 pumps)
United Compressor & Pump Services, Inc.	\$284,900.00

The department is recommending the pump replacement award to Advanced Pump Company in the amount of \$221,583.06. Advance Pump Company was the lowest cost of all three quotes and also the most inclusive.

Town of Exeter Fact Sheet 2022
Article 8
Water Fund Budget

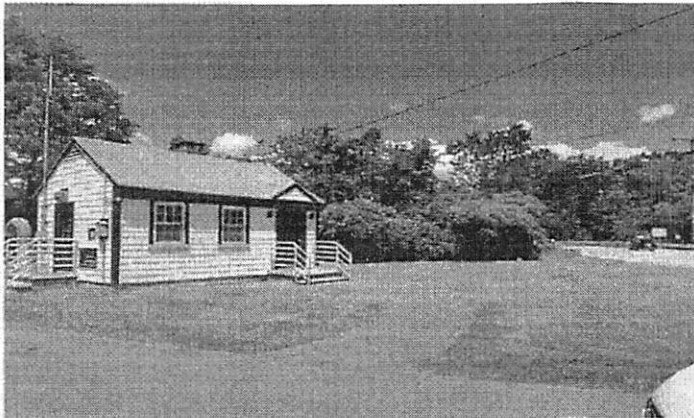
Article 8 – Court Street Sewer Pump Station Equipment Replacement (\$400,000)

To see if the Town will vote to raise and appropriate the sum of four hundred thousand dollars (\$400,000) for the purpose of replacing aged equipment at the Court Street sewer pump station, and to authorize the issuance of not more than \$400,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); and further to authorize the Select Board to issue and negotiate such bonds or notes and to determine the rate of interest thereon; and further to authorize the Select Board to apply for, obtain and accept federal, state or other aid, if any, including principal forgiveness, which may become available for this project. Debt service to be paid from the Sewer Fund.

(3/5 ballot vote required for approval.) Recommended by the Select Board 4-0.

Description

Court Street Pump Station, constructed in 1985, conveys an average of 225,000 gallons of sewerage per day. The three existing 20 hp Paco pumps, originally rated at 1350 gallons per minute, have exhausted their useful life. The pumps frequently break down and parts are no longer readily available. Many of the necessary new parts have to be built and machined from scratch. The three new replacement pumps would be more energy efficient and sized properly to handle current and future sanitary sewer flows.



Financing

This project will be financed by a bond. The bonded amount would be \$400,000 dollars, amortized over 5 years. Based on a bonded amount of \$400,000 over 5 years at a projected interest rate of 4.00%, the first year debt service payment would be \$96,000. Debt service would be paid by the Sewer Fund.



Russ Dean <rdean@exeternh.gov>

Court Street Pump Replacement - Warrant Article 8

Steve Dalton <sdalton@exeternh.gov>

Thu, Aug 31, 2023 at 3:18 PM

To: Russ Dean <rdean@exeternh.gov>

Cc: Melissa Roy <mroy@exeternh.gov>, Paul Vlasich <pvlasic@exeternh.gov>, Corey Stevens <cstevens@exeternh.gov>, Laura Zogopoulos <lzogopoulos@exeternh.gov>, Chris Goodwin <cgoodwin@exeternh.gov>

Hello Russ,

I reached out to 3 vendors for quotes to replace the 3 pumps at Court Street PumpStation. I have just received the last of all the information we needed to make a decision to recommend which proposal to accept.

I went over the 3 proposals with Chris Goodwin and Larry Pond and we would like to recommend that the proposal from Advanced Pump Company for the sum of \$221,583.06 be accepted. It has the lowest cost of all 3 quotes and is the most inclusive.





Scherbon Consolidated came in at \$256,950 (\$85,650 x 3 pumps)
United Compressor & Pump Services Inc. came in at \$284,900

At the start of requesting proposals 2 out of 3 pumps were operational. As of today, we have one fully operational pump and the second one has developed a significant leak. We can use the leaky pump in an emergency situation, but it is not ideal. We are going to see if a repair can be made to get the second pump fully operational, but would like to get the new ones on order as soon as possible.

Thank you,

Steve Dalton
Water & Sewer Assistant Manager
Public Works Department
13 Newfields Road
Exeter, NH 03833
p) 603-773-6165
f) 603-772-1355

4 attachments

-  **Advanced Pump Court St Quote.pdf**
25K
-  **Scherbon Consolidated Court St Quote.docx**
296K
-  **United Compressor & Pump Court St Quote.docx**
2001K
-  **2023_exeter_town_warrant_fact_sheet_article_8.pdf**
289K

Advanced Pump Company, Inc.

50 High Street Rear
Woburn, MA 01801 US
+1 7819323030
info@advancedpump.com
www.advancedpump.com



Quote

ADDRESS

Town of Exeter

SHIP TO

109 Court St
Exeter NH 03833

QUOTE # 61923-NP-3

DATE 08/22/2023

SALES REP

Nate Preston

	QTY	RATE	AMOUNT
Service/Repair Revised quote that includes fabrication work per request.	1	221,583.06	221,583.06
<p>Customer has a triplex Paco vertical pump system that is obsolete and in need of replacement.</p> <p>We propose to supply and install three new Fairbanks Vertical Coupled Dry Pit Pumps to three new 20HP variable speed U.S Motor. We will also be replacing all three 6" swing check valves along with all bolts and gaskets. We will wire the new motors to the existing electrical/VFDS. We will dispose of all existing equipment off site.</p> <p>Please Note: The quoted amount includes the fabrication work that will be supplied by a welding contract who will be responsible for fabricating the spool pieces between the pumps suction and discharge lines.</p> <p>Terms: Work to take place during normal business days M-F 7-3. Work is based on existing isolation valves working properly in order to isolate the incoming flow from the pumps. If valves don't hold, additional cost will apply along with the potential need of new valves and the need for a bypass pump.</p> <p>PAYMENT:TBD</p>			
Fairbanks Pump Vertical Coupled Dry Pit Pump 6" Model B5444, Vertical Coupled Solids Handling Pump, Tangential Volute, Standard Three Vane Impeller, T40 Frame	3	0.00	0.00
Flomatic 92LW* Weighted Swing Check Valve- Epoxy coated cast iron body. Meets AWWA C508 specifications. Flanged connection ANSI B16.1, class 125, with stainless steel shaft. Metal to metal standard or NITRILE (Buna-N) seal. Features external lever and weight.	3	0.00	0.00
Hardware	9	0.00	0.00

	QTY	RATE	AMOUNT
6" Bolt kit with rubber gaskets			
Hardware	6	0.00	0.00
8" Bolt kit with rubber gasket			
Electrical Stock	1	0.00	0.00
Fittings to connect to existing conduit			
Labor	1	0.00	0.00
Two Technicians/ Two Weeks			
Labor	1	0.00	0.00
Fabrication of pumps and spool sections needed to align with existing suction and discharge pipes.			

Quote is valid for 15 days.
Shipping is an additional cost unless otherwise noted.
3% fee applied to payments via credit card.

TOTAL

\$221,583.06

Accepted By

Accepted Date

Septage Receiving Facility Update and Construction Proposal

Date: **8/31/2023**
 Project No.: **21338 / Task A**
 To: **Town of Exeter, NH**
 From: **Andrew Morrill, PE**
 Subject: **Exeter Septage Receiving Upgrade**

Purpose

The purpose of this memorandum is to provide an update on the status of the Exeter Septage Receiving Upgrade project.

Funding

The project will be funded by the Exeter Sewer Reserves. The Town desires that the project remain eligible for the NHDES State Aid Grant (SAG) plus program. A SAG pre-application was submitted to NHDES on behalf of the Town in May 2023.

Preliminary Design Memorandum

The Preliminary Design Memorandum (PDM) dated April 4, 2023, is attached to this memorandum. The PDM provides supplemental design information to the "Preliminary Design Report for the Town of Exeter, NH WWTF & Main Pump Station Upgrade", dated January 2013. The PDM was reviewed and approved by the NHDES Wastewater Design Review Section on May 31, 2023.

Updated Project Schedule

Schedule for Septage Receiving Upgrades	
Item	Date
Final Design Contract and Authorization	Completed
Kick-Off Meeting with Town	Completed
Internal Project Kickoff	Completed
Draft Preliminary Design Memo (PDM)	Completed
Internal PDM Review	Completed
PDM Revisions	Completed
Town & NHDES PDM Review	Completed
Finalize PDM	Completed
Town & NHDES Review of SRU Pre-Selection/Pre-Purchase Package	9/22/2023
SRU Pre-Selection/Pre-Purchase Bidding	10/25/2023
SRU Pre-Selection/Pre-Purchase Award	11/5/2023
Town to purchase SRU Package	11/19/2023
90% Design (Concurrent with Pre-Selection/Pre-Purchase)	12/6/2023
Internal 90% Submittal Review	12/20/2023
90% Submittal Revision	12/27/2023
Town & NHDES 90% Submittal Review	1/25/2024
Address 90% Comments	2/8/2024
NHDES 100% Submittal Review / Approval	2/23/2024
Bidding/Award	4/23/2024
Begin Construction	5/7/2024
Substantial Completion	9/4/2024
Final Completion	10/4/2024

Lead Time		Procure	Delivery
Weeks	Days		
34	238	11/19/2023	7/14/2024

Date: **4/4/2023**

Project No.: **21338 / Task A**

To: **Town of Exeter, NH**

From: **Andy Morrill, PE**

Subject: **Exeter WWTF Septage Receiving Upgrade – Preliminary Design**

Purpose

The purpose of this Preliminary Design Memorandum is to supplement the design information previously provided in the “Preliminary Design Report for the Town of Exeter, NH WWTF & Main Pump Station Upgrade”, dated January 2016. The Town has recently shown interest in updating their existing manual septage receiving facilities to an automated septage receiving system. This memorandum summarizes the additional updated information being presented as the Preliminary Design.

Funding & NHDES Environmental Review

The project will be funded through the Exeter Sewer Reserves. The Town desires that the project remain eligible for the State Aid Grant (SAG) program and will be submitting a SAG pre-application prior to the June 1, 2023 deadline.

The NHDES Environmental Review was completed during the Exeter, NH WWTF & Main Pump Station Upgrade design with a Finding of No Significant Impact (FONSI) which was issued on December 7, 2016, and is attached to this memorandum.

Preliminary Cost Estimate

The Preliminary Design Project Cost Estimate is based on the following:

- Huber ROTAMAT RoFAS 0.5 Septage Receiving Unit Package
- Design contingency of 15% (for undeveloped items) of the construction cost estimate
- Estimated construction inflation to mid-point of construction of approximately 5%
- Construction contingency of 5% of the construction cost estimate
- Cost Estimate is based on ENR Construction Cost Index 13175 (April 2023)

Procurement

The lead time for the equipment and controls is between 26 to 34 weeks, therefore the Town intends to pre-select and pre-purchase the Septage Receiving Unit (SRU) package to expedite installation. Since the cost of the SRU package is in excess of \$250,000, Pre-Selection Contract Documents will be provided to Huber, SAVECO and Claro to obtain competitive bids and other pertinent information such as equipment lead times, qualifications and experience, and Manufacturer’s Warranty. The pre-selection process will include a prescribed scoring system to provide the Owner with an evaluation tool for the basis of selection which in the Owner’s judgement, will best serve the interests of the Owner.



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Thomas S. Burack, Commissioner

FINDING OF NO SIGNIFICANT IMPACT

To All Interested Parties:

Pursuant to New Hampshire Code of Administrative Rules Env-Wq 500 et seq., a Finding of No Significant Impact is issued this day to the:

TOWN OF EXETER, NEW HAMPSHIRE

This finding is issued as a result of an environmental review conducted by the Department of Environmental Services, Water Division, for the Wastewater Treatment Facility and Main Pump Station Upgrade in the Town of Exeter (CS-330130-15).

The attached document provides background information and details which support this finding.

Project records are on file and available for public review at the Department of Environmental Services and in the project community at the address indicated on the attached document.

Thomas S. Burack
Commissioner

Date

TSB:nb

Attachment

Project No.: **21338 Exeter Septage Receiving Upgrade**

Subject: **Septage Receiving System**

Prepared By: **Lauren King, EIT**

Date: **2/28/2023**

Reviewed By: **Andy Morrill, PE**

Date: **3/3/2023**

Revised By:

Date:

Introduction

The Town of Exeter owns and operates a wastewater collection, treatment, and disposal system which serves the Town of Exeter as well as small portions of the Towns of Stratham and Hampton. The Wastewater Treatment Facility (WWTF) is an aerated lagoon facility with disinfection that was constructed in 1964 and comprehensively upgraded in 1988 and 2016. The Septage Receiving Facility was first constructed during the 1988 upgrade and was located between the Control Building and Grit Building. In 2020, upgrades were completed to allow the facility to receive septage for the first time, as they were previously unable due to administrative protocol never being developed for the process. Through these upgrades, the existing Grit Building was converted to the Septage Receiving Building. The upgrades in 2020 were designed with the assumption for a future upgrade to install a septage receiving unit (SRU) to improve information tracking and dewatering.

Existing Conditions

Septage enters the building from an exterior 4-inch diameter quick disconnect that flows to an influent channel with a ½-inch manual bar rack in the Process Room. After screening, septage flows to the septage holding tank. Exeter expects to receive 3,000 gpd of septage during average conditions, with a peak day in the range of 15,000-18,000 gpd. This storage volume is provided by the septage holding tank, with a total capacity of 21,700 gallons. The tank has a 5 HP submersible chopper pump (SEPP-1) which pumps the septage through piping and a flow meter (FE-114) to the facility's influent structure at the Headworks Building. The Septage Receiving Building also contains an Electrical and Blower Room. The Electrical Room contains the MCC-SEP-1 and the Division 13 Control Panel.

At this time, there is not an accurate or reliable method for tracking the volume of septage that haulers are pumping, meaning operators must rely on an "honor system" or attend to and continuously monitor the septage receiving system. Additionally, the manual bar rack requires significant maintenance to remove and discard trapped solids. This has resulted in the facility only currently being able to accept septage from one hauler that has virtually no solids in it.

Facility Plan Recommendations

The Town of Exeter is interested in a SRU capable of offloading one septage hauler at a time, and an automated tracking and accounting system. The Town has indicated that the existing manual bar rack as well as the lack of tracking and accounting system encumbers WWTF Staff valuable manhours. The new automated SRU will be designed to convey septage to the existing septage tank unattended by WWTF Staff and will track and account septage flow for ease of billing and reporting.

Client Preferences

The Client has indicated a preference for a packaged SRU complete with electrically actuated inlet valve, influent flow meter, and screening wash press with bagger system. The Town has stated that a wash drum perforated plate (e.g., Huber ROTAMAT RoFAS 0.5 or SAVECO Beast 1200), and step screen (e.g., Claro 1100-700-6mm) screening technologies are acceptable.

Design Guidelines

The NHDES WQ-700 design standards for Septage Receiving (Env-Wq 708.25) include:

- Drainage tied into the WWTP process to prevent run off of spilled septage
- For gravity off-loading, septage trucks should be able to completely off-load by gravity

Additional recommendations from TR-16 include:

- Septage flow to the process stream should not exceed 2-5% of the actual wastewater flow
- Unloading area should be equipped with quick disconnects and sloped to a drain for spills
- Provisions should be provided for odor control

Basis of Design

Septage Receiving/Screening

Septage receiving will include a single discharge SRU with quick disconnect for septage truck discharge. The SRU will consist of an electrically actuated inlet valve, an influent flow meter, a wash drum perforated plate or step screen, and screenings wash press. Discharged septage will flow through the isolation valve, following by flowmeter and into the SRU. Screened septage and screenings filtrate will be directed by gravity to the septage storage tank and dewatered solids are conveyed to a bagger system.

The Town has indicated that the future septage receiving capabilities should be based on a peak day of 18,000-gallons. This is equivalent to approximately 6-8 standard septage trucks per day. The Town has requested that the SRU be sized appropriately to handle one septage hauler, and a design flow of 300-gpm

Septage Accounting

The SRU will have a hauler access station complete with an access pin pad or an assigned card. The access station shall provide a receipt and digital record of the data/time of transaction, the ticket number, the hauler ID, volume unloaded, waste type, etc. Weekly or monthly septage receiving data will be automatically synchronized and stored securely within the Town's financial database. The SRU will be specified with an automated accounting and tracking software.

Septage Storage

The Town indicated that the existing septage holding tank with a total capacity of 21,700 gallons is sufficient for their present and future needs.

Septage Receiving Unit	
Application:	Receive and provide preliminary treatment to hauled septage
Location:	Septage Receiving Building
Influent Connection:	Quick Disconnect, 4-inch diameter
Screening:	wash drum perforated plate or step screen
Solids Concentration:	3%
Number of Units:	One / Package Unit / Single Inlet
Minimum Capacity:	300 gal/min
Motor:	2.0 HP (max); TEFC; 460/3/60
Constant/ Variable Speed:	Constant
Acceptable Manufacturer(s):	Huber, SAVECO or Claro

Building / Structure Implications

The SRU will be installed in the Septage Building in the Process Room on an equipment pad.

Structural Information

SRU and Screening Wash Press	
Max Height	18.0-feet (max point)
Max Width (approx.)	8.0-feet
Max Length (approx.)	18-feet (including valves)
Operating Weight (approx.)	4,300 lb
Septage Tank	
Volume	21,700 gal
Dimensions (approx.)	14'W, 14'L, 10.5'D'
Freeboard	3'

Process Control Description

Septage receiving tanks are not covered under NFPA; however, the space will be designated a NEMA 7 (Class 1/Division 1) space.

The Septage Receiving Station (SRU) will have a Main Control Panel (Hauler Access Station) mounted on the exterior of the building. The Main Control Panel (Hauler Access Station) shall be a NEMA 4X, stainless steel, wall-mounted enclosure with full external lockable dead front door and window kit. The following controls shall be included for the packaged SRU:

1. Programmable logic controller (PLC) and operator interface terminal (OIT) unit
2. Screen HAND-OFF-AUTO selector switch with RESET pushbutton and ESTOP
3. Screen FORWARD-NEUTRAL-REVERSE (momentary) selector switch
4. RUN light (green), FAULT light (red), and POSITION SENSOR malfunction light (amber)
5. Compaction Zone Spray Wash System OPEN-CLOSE-AUTO selector switch
6. Tank Spray Wash System OPEN-CLOSE-AUTO selector switch
7. Inlet Control Valve OPEN-CLOSE-AUTO selector switch
8. REGULAR-HEAVY GREASE LOAD selector switch (side panel mounted)
9. CYCLE-RESET pushbutton (side panel mounted)
10. Combination ALARM light/ horn (adjustable volume) with silence button

The following parameters shall be indicated at SCADA:

1. Screen Running status and Run Time (hours)
2. Screen in Auto/Not in Auto status
3. Screen Overload/Fault and Level
4. Cover Open-Close status and Influent Valve position
5. Septage Flow Rate (gpm) and Totalized Flow (gallons)
6. Septage Tank High Level Alarm and Receiving Common Alarm

The following instruments, control panels, and local control stations are anticipated:

Item	Local/Remote	NEMA	By Division	Range/Units
Flow Meter	local	7	11-OEM	0 to 1,000 gpm
Control Valve	local	7	11-OEM	n/a
Control Panel	remote	4X	11-OEM	n/a

Construction Sequencing

There are no restrictions on the construction of the septage receiving facilities package once the equipment arrives onsite.

Future Expansion Considerations

The septage receiving facilities are designed for future flows and loads so no future expansion will be necessary.

File Location

\\wright-pierce.com\wpmfs\Vol4\ENG\NH\Exeter\21338-SeptageReceivingUpgrade\Technical\5-Process\Septage Receiving

Attachments

- System Sketches/Schematics/Plans
- Key Design Calculations
- Relevant Excerpts of Design Guidelines/Standards
- Manufacturer Cut Sheets

BUDGET PROPOSAL



Exeter, NH

Equipment:

HUBER Sludge Acceptance Plant RoFAS 0.5

Represented by:

Walker-Wellington Associates

Rich Russell

(603) 433-7497

rich@walkerwellington.com

Regional Sales Director:

Brian Baker

704-840-3085

Brian.Baker@hhusa.net

Project Number: 485117

Revision: 2

Date: 2/22/2023

Design Information RoFAS

Technical Data		
Maximum Flow Rate	300-400	GPM
Solids Content at Max Flow Rate	3%	%
Drum Perforation Sizing	10	mm
Diameter of Drum	2.95	feet
Length of Drum	7.15	feet
Approximate empty weight	1873	lbs
Approximate loaded weight	2976	lbs
Wash Water Consumption	23	GPM
Wash Water minimum pressure	100	PSI
Installation Angle of Drum	10	°
ANSI Inlet Diameter	4	inch
ANSI Outlet Diameter	6	inch

Equipment Details

Model	HUBER Sludge Acceptance Plant RoFAS 0.5
Quantity	1
Material	316L Stainless Steel Construction; pickled and passivated in acid bath
Screenings Wash	One (1) spraybar system used to clean screenings
Solenoid Valve	One (1x) 1-1/2 inch size diameter Class 1 Division 1 120VAC 60Hz single phase Stainless Steel body
Drive Motor	0.25HP, 480 VAC, 3ph, 60 Hz, S.F. 1.15, Class 1 Division 1
Actuator/Valve	Pneumatic actuator with Pinch Valve
Flow Meter	Magnetic flow meter
Level Sensor	Pressure transducer
Supports	304L Stainless Steel Construction
Anchor Bolts	M12, 316L, Included

Design Information WAP

Technical Data		
Screenings Capacity	140	cu.ft/hr
Drain Pan Perforation Sizing	5	mm
Approximate empty weight	618	lbs
Wash Water Consumption	16	gpm
Wash Water minimum pressure	30-75	psi
ANSI Outlet Diameter	3.5	inch

Equipment Details

Model	HUBER Wash Press WAP 4
Quantity	1
Material	304L Stainless Steel Construction; pickled and passivated in acid bath
Auger Material	304L Stainless Steel Construction; pickled and passivated in acid bath with shafted screw design
Solenoid Valve(s)	Two (2x), 1-inch size diameter, Class 1 Division 1, 120 VAC, 60 Hz single phase, Stainless Steel body
Drain Pan	Latched, 3.5" NPT Connection
Inlet Hopper	Enclosed feed hopper, inspection Hatch Included
Discharge Pipe	316L stainless steel with endless bagger
Motor	5 HP, 480 VAC, 3ph, 60 Hz, S.F. 1.15, Class 1 Division 1
Supports	304L Stainless Steel Construction
Anchor Bolts	M12, 316L, Included

Control Details

One (1) Main Control Panel	
Enclosure	NEMA 4X, Stainless Steel
PLC	Allen Bradley MicroLogix
HMI	Allen Bradley PanelView Plus 800
Pre-programmed and Factory Tested	

Pricing

Equipment	Model	Quantity	Pricing
HUBER Sludge Acceptance Plant	RoFAS 0.5	1	Included
HUBER Wash Press	WAP 4	1	Included
HUBER Control Panel	HUBER Standard	1	Included
Freight and Startup Services	Standard HUBER Start-up Services	3 days, 1 trip	Included
TOTAL:			\$285,000.00

Ancillary Equipment

Equipment	Type	Quantity	Pricing
Hauler Access Station with PortALogic software	DS-200	1	\$38,000.00
HUBER Rock Trap	DN400	1	\$8,500.00

Standard delivery is 26-34 weeks from approval of submittals.

Thank you for your interest in HUBER Technology, Inc. If you have any questions, please do not hesitate to contact our Regional Sales Director or our local sales representative.

This proposal has been reviewed for accuracy and approved for issue by: BAB

Notes and Technical Clarifications

- Equipment specification and drawings are available upon request.
- If there are site-specific hydraulic constraints that must be applied, please consult the manufacturer's representative to ensure compatibility with the proposed system.
- Electrical motor disconnects required per local NEC code are not included in this proposal.
- All electrical interconnections, motor disconnects, wirings, junction boxes, and terminations between the equipment and electrical components are to be provided by installing contractor.
- HUBER Technology warrants all components of the system against faulty workmanship and materials for a period of 12 months from date of start-up or 18 months after shipment, whichever occurs first.
- Budget estimate is based on Huber Technology's standard Terms & Conditions and is quoted in US dollars unless otherwise stated.
- Equipment recommendations are based on information provided to Huber Technology. Subsequent information which differs from what has been provided may alter the equipment recommendation.
- Any item not specifically listed is not considered part of this scope of supply. Please contact the HUBER Technology representative listed for further clarification.
- HUBER will ship all equipment to site inside of 20', 40' or 40'OT ocean containers as deemed appropriate by our factory. HUBER will not ship any equipment on flatbed truck. Flatbed truck shipping means that the equipment would need to be transferred at port from factory packaged containers to the flatbed. This process is out of HUBER's control and it is our experience that equipment always gets damaged during this process.
- Equipment that is broken out in "Pricing" tab are only valid when packaged together.
- All piping to and from the equipment is to be supplied by the installing contractor.

The BEAST®

Septage-FOG-Sludge Screening System

VFA-DM

SAVI



Septage BEAST Property of Moab UT

THE BEAST

The Next Generation of Septage, FOG & Sludge Screening



FOG BEASTS Property of Delcora WRTP Chester PA

Screening septage, FOG or sludge comes with a long list of problems. The two biggest complaints are the inability to process heavy debris and long truck unloading times. These problems are the result of not having the proper equipment for the application. The BEAST has been engineered specifically for heavy debris laden sludges such as septage.

Unique Tank Design. Standard tank designs promote debris sedimentation. The BEAST has a two-stage tank with a curved, sloped inlet section that directs the flow into the screen cylinder. The hopper trough extends beyond the cylinder opening which reduces screenings recycle. The screen is supported at the drive end which eliminates the need for support arms and solves ragging problems.

Dual Drive System. This feature enables the screen basket and auger to operate independently. The speed of the auger is increased to provide faster debris removal while the speed of the screen basket is decreased to improve capture efficiency.

Angle of Inclination. The drum screen component sits at a 25° angle inside the tank to enhance capture even further.

Sequence of Operation. As the pumped flow enters the tank, it is discharged directly into the rotating screen basket. As the screen rotates, debris is captured on flights or scoops that carry the debris around the basket and deposits it into the auger trough.



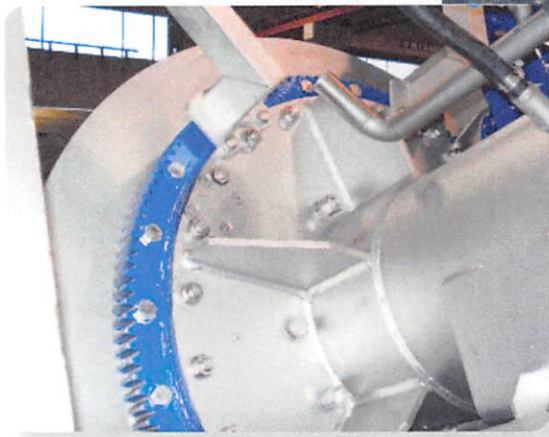
From the trough, debris is conveyed by the auger into the washing zone and then to dewatering. The percent of dryness achieved is dependent upon the debris concentration and the type of debris in the influent. Debris capture is based on the material in the flow.

Angle of inclination is 25° **9**

Two-stage tank design narrows the inlet **5**

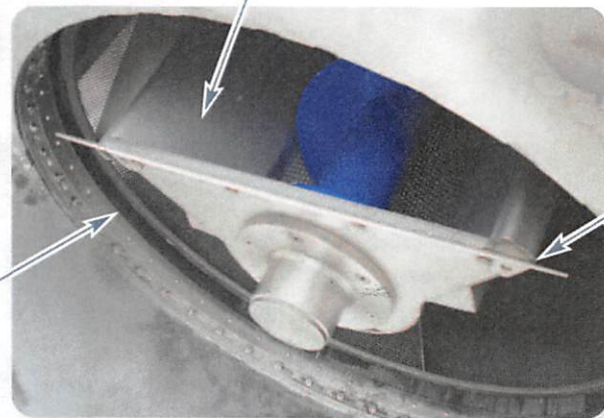


Beast 1200 & 1400 side-by-side



4
Heavy duty industrial bearing assembly

8
Dual seal on the screen cylinder

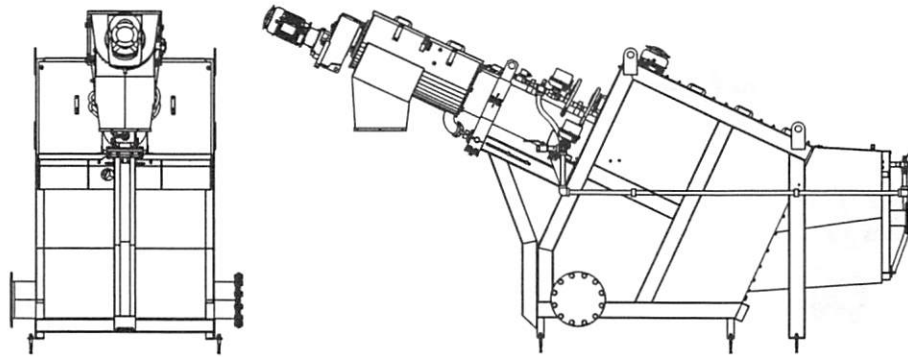


11
No support arms on the influent side of the screen drum

10
Trough extends beyond the screen opening

Features & Benefits

- 1** Engineered for large, heavy debris laden liquid/solid separation applications requiring fast processing - Each feature solves a specific problem associated with these types of applications.
- 2** Proven Flo-Drum technology from SAVI - Over 300 installations worldwide.
- 3** Dual drive system - Drum and auger are driven independently to optimize debris capture and removal.
- 4** Screen is mounted using a large diameter, single row, heavy duty industrial bearing assembly with a built in grease fitting - Better resistance to axial and radial loading with fewer maintenance points.
- 5** Two-stage tank design narrows the inlet - Debris laden liquid is fed directly into the screen basket which prevents sedimentation.
- 6** The auger is run at a faster speed - Removes the inorganic material faster.
- 7** The screen cylinder is run at a slower speed - Produces better debris capture and cleaning of the screen.
- 8** Dual seal on the screen cylinder - Prevents bypass and improves capture of fine material.
- 9** Angle of inclination is 25° - Screen captures more debris and removes it faster.
- 10** Trough extends beyond the screen opening - Reduces screenings recycle by preventing debris from dropping out of the front of the screen basket.
- 11** No support arms to collect rags and wipes on the influent side of the screen drum.
- 12** Eliminates brushes inside the screen basket - Less extrusion and manipulation of the screenings for better capture and less maintenance.
- 13** Additional monitoring options and security access may be added - Controls can be as basic or as sophisticated as required.
- 14** Optional bagger is available - Maintains a cleaner screenings area.



BEAST VFA-DM1200 drawing with side discharge and pivoting function.

Specifications

Drum Screen OD	mm	800	1200	1400
		Septage Only	Septage-FOG-Sludge	Septage-FOG-Sludge
Capacity [at 3-4% solids content]	gpm	450	660	875
Screen type		Perforated plate	Perforated plate	Perforated plate
Openings	mm	6	6	6
Angle of inclination		25°	25°	25°
Wash water	gpm/psi	30 @ 40-60	43 @ 40-60	56 @ 40-60
Drive motor - Drum Screen	Hp	1.5	2	2
Drive motor - Shafted Screw	Hp	2	2	2
Controls		NEMA 4X or NEMA 7	NEMA 4X or NEMA 7	NEMA 4X or NEMA 7
Voltage	V/P/H	240/480/3/60	240/480/3/60	240/480/3/60

Materials of Construction

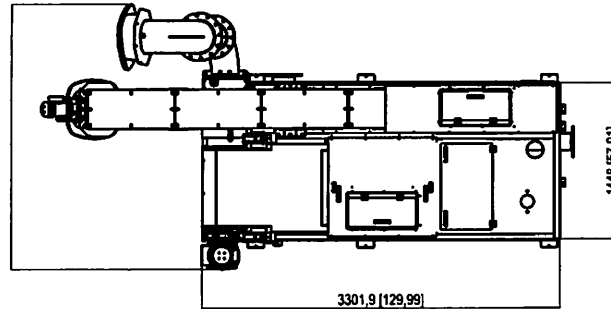
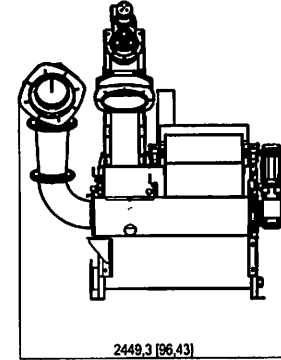
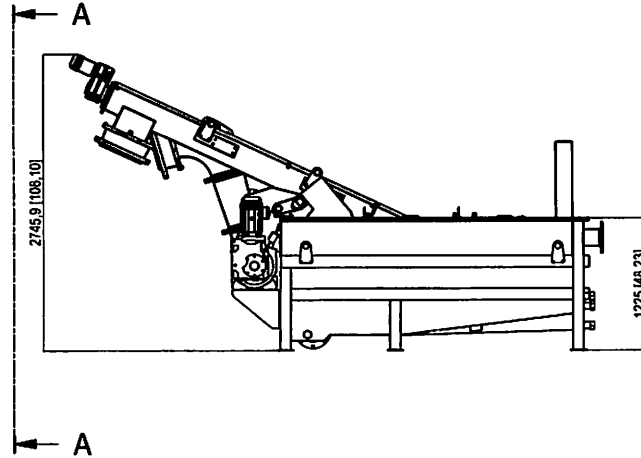
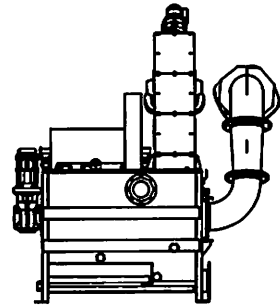
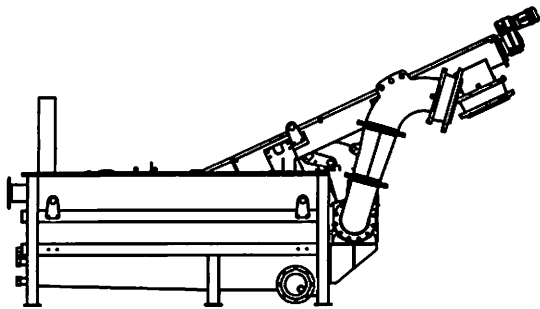
Screen media	AISI 304 SS (316 Optional)
Transport tube	AISI 304 SS (316 Optional)
Shafted screw	High Strength Alloy Steel (304/316 SS Optional)
Tank, piping, supports, end plates	AISI 304 SS (316 Optional)
Fasteners	AISI 304 SS (316 Optional)



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ecsales@savecowaterna.com
www.savecowaterna.com

A-A (1:40)



Exeter, NH; 22115: Information for Initial Review

Notes:

1. Wash press discharge tube configuration can be lengthened or discharge target updated.
2. Rock trap conveyor can be lengthened.
3. Unit capacity/design can be modified to suit application.
4. Elevation of unit can be adjusted.

Claro™

www.claroglobal.com
e-mail: info@claroglobal.com; tel.: 514.562.4575

Exeter, NH-Septage
Step Screen: 1100-700-6
Wash Press: 250-700
Rock Trap Conveyor: 250

DRAWN BY PJR	DATE 230326	SCALE NTS	DRAWING 22115-01	REV 0
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Date: **3/15/2023**

Project No.: **21338A**

To: **Steve Dalton, Chris Goodwin**

From: **Andy Morrill, PE**

Subject: **Exeter WWTF Septage Receiving Upgrade – Summary of Site Visits**

Purpose

The Town of Exeter has shown interest in updating their existing manual septage receiving system to an automated septage receiving system. The purpose of this memorandum is to summarize the findings of four site visits to septage receiving facilities performed by the Town and Wright-Pierce in January/February 2023 and to present a comparison of the different septage receiving units (SRU) available to the Town. This memorandum can be used by Town Staff as a tool to assist with the selection of a preferred SRU technology.

Background

The current septage receiving facility at the Exeter WWTF was constructed during the comprehensive upgrade completed in 2020. The process consists of a manually cleaned septage bar rack with 1/2-inch spacing, septage storage tank (~ 20,000-gallons), septage transfer pump (SEPP-1), and effluent flow meter and piping. This equipment is located in the Septage Building which contains an Electrical and Blower Room. The Electrical Room contains the MCC-SEP-1 and the Division 13 Control Panel.

The Septage Building was designed to incorporate future automated septage equipment including a Septage Receiving Unit (SRU-1) including a magnetic flow meter, valves and piping, a Septage Blower (SEPB-1), Septage Control Panel as well as the means for electrical distribution and power of the future equipment in MCC-SEP-1.

Site Visits

Four site visits were conducted with the Town of Exeter staff, Steve Dalton (Water and Sewer Manager) and Chris Goodwin (WWTF Operations Supervisor). The Site Visits are summarized below.

Site Visit No. 1 – Berwick, Maine WWTF (Huber Technology, Inc.)

The Berwick WWTF purchased the Huber ROTAMAT Wash Drum RoFAS 0.5 SRU in 2020. The automated SRU is mounted on a trailer and stored under a portable garage for seasonal use. The septage receiving system includes a magnetic flowmeter and an electrically actuated gate valve on the septage inlet designed to accept one septage hauler discharging at a time. The septage receiving unit is paired with a Hauler Access Station which uses PortALogic software. The Hauler Access Station is mounted remotely at the entrance of the WWTF and uses a key card and unique access code system to interface with their septage haulers. The Hauler Access Station controls the electric gate valve and records the volume of septage for each hauler unloading sequence. The uploaded data for each septage hauler is stored in an online database which can generate customizable reports and produce automated billing for the WWTF to utilize for billing and accounting to each individual septage hauler.

Over the past year, the Berwick WWTF has accepted approximately 5-million gallons of septage. During the septage unloading sequence, the screenings, rocks, and debris are screened via the perforated plate wash drum

and then conveyed to a separate screenings-wash-press. The washpress compacts and washes the material with the use of wash water delivered through multiple spray nozzles and repeated wash cycles. The cleaned and dried screenings are discharged to an automatic bagger into a wheelbarrow. The screened septage liquid, grit, and organics are directed to the SRU drain which discharges to the Septage Holding Tank. The wash water, grit, and organics from the screenings-wash-press also discharge to the Septage Holding Tank.

For general maintenance, the WWTF Operations staff indicate that the perforated plate wash drum screen is power washed weekly for approximately one hour. The staff reported that the ROFAS unit has operated well and that they are satisfied with unit. No significant operational or maintenance problems were noted to date.

Site Visit No. 2 – North Conway, New Hampshire WWTF (Huber Technology, Inc.)

The North Conway WWTF purchased the Huber ROTAMAT Wash Drum RoFAS 1.0 SRU in 2018. The automated SRU is installed in the Process Building Septage Receiving Room and can accept two septage haulers concurrently. The septage receiving system includes a magnetic flowmeter and a pneumatically actuated pinch valve for each septage inlet. The septage receiving Hauler Access Station is mounted on the outside wall of the Septage Receiving Room adjacent to the septage inlets. The Hauler Access Station utilizes the PortALogic software and the septage haulers are provided with key cards and a unique access code to interface with the station. The Hauler Access Station controls the pneumatic pinch valves and records the volume of septage for each hauler unloading sequence. The PortALogic software for this system was customized to allow septage haulers input the volume of septage from each community where it was pumped from, which is then stored in an online database. The PortALogic software can then generate customizable septage reports depicting the amount of septage received from each community served, which is a NHDES septage reporting requirement.

Over the past year the North Conway WWTF has accepted approximately 7-million gallons of septage. During the septage unloading sequence, the screenings, rocks, and debris are screened via the perforated plate wash drum and then conveyed to a separate screenings washpress. The washpress compacts and washes the material with the use of wash water delivered through multiple spray nozzles and repeated wash cycles. The cleaned and dried screenings are discharged to an automatic bagger into a screening cart. The screened septage liquid, grit, and organics of the septage is directed to the SRU drain which discharges to an aerated Septage Holding Tank. The wash water, grit, and organics from the screenings-wash-press also discharges to the Septage Holding Tank.

The WWTF Operators power wash the perforated plate screen weekly for approximately one to two hours. The WWTF Operators and Staff reported that they are satisfied with the Huber ROTAMAT RoFAS 1.0 SRU, have experienced no operational problems and have not needed to perform any significant maintenance on the unit to date.

Site Visit No. 3 – Ashland, New Hampshire WWTF (SAVECO)

The Ashland WWTF purchased the SAVECO Beast 1400 SRU in 2019. The SRU is installed in the Septage Receiving Garage and can accept two septage haulers concurrently. The septage receiving system includes a magnetic flowmeter and an electrically actuated ball valve for each septage inlet. At the time of the visit the magnetic flowmeters were inoperable, therefore septage haulers were required to record the volume of septage they were offloading from each community on a Septage Receiving Record. Also, one of the septage inlet electric actuated ball valves had been replaced as the previous valve had been problematic. The Septage Receiving Hauler Access Station is mounted on the outside of the Septage Receiving Garage adjacent to the two septage inlets. The Hauler

Access Station utilizes the Flo-Logic software and key card access. The Hauler Access Station controls the electric ball valves and would record the volume of septage if the flow meters were operable.

Over the past year the Ashland WWTF has accepted approximately 7-million gallons of septage. During the septage offload the screenings and debris are screened via the perforated plate wash drum and then conveyed to an integrated shafted screenings screw conveyor which includes an integral compaction zone, and perforated drainage system. The integral compaction zone washes and compacts the screenings using wash water supplied through several nozzles. The septage screenings are then discharged to an automatic bagger into a screenings cart. (Note: The SAVECO Beast 1200 SRU unit being considered by the Town would include a screw conveyor and standalone screenings-wash-press in lieu of the shafted screw conveyor with integral compaction zone and perforated drainage system). The septage liquid, grit, and organic portion of the septage is directed to the SRU drain which discharges to the nearby lagoon system.

The WWTF Operators stated that they typically spend one to two hours performing daily maintenance on the SRU which includes power washing as well as removal of rags with carpet cutters from the interior tank of the SRU. Rags were reported to bind particularly around the front end of the screening unit and in the shafted screw conveyor integral compaction zone. The WWTF Operators and Staff reported that SRU required a significant amount of maintenance for operation and that in general, they were not satisfied with the frequent maintenance requirements of the SAVECO Beast 1400 SRU.

Site Visit No. 4 – Sanford, Main WWTF (Claro)

The Sanford WWTF purchased the Claro SRU in 2021 to replace their existing rake and tine style SRU. The new SRU is installed in a dedicated Septage Receiving Building and can accept one septage hauler at a time. The septage receiving system includes a magnetic flowmeter and a pneumatic actuated gate valve on the septage inlet. The septage receiving Hauler Access Station is mounted on the outside of the Septage Receiving Building adjacent to the septage inlet. The Hauler Access Station utilizes the PortALogic software and the septage haulers are provided with key cards and a unique access code to interface with the station. The Hauler Access Station controls the pneumatic gate valve and records the volume of septage for each offload. The uploaded data for each septage hauler is stored in an online database which can generate customizable reports and produce automated billing for each septage hauler.

Over the past year the Sanford WWTF has accepted approximately 8.7-million gallons of septage through the SRU. During the septage unloading sequence, all constituents of the septage are discharged into the SRU tank which consists of an inlet baffle followed by an inlet chamber where larger rocks and some grit and organic material are settled and then transported via a shaftless screw conveyor to an automatic bagger into a cart. The remaining septage constituents flow over the internal tank weir and are screened through and fine step screen. The step screen captures the screenings and discharges them into the screenings-wash-press which thoroughly cleans and compacts the material with the use of wash water delivered through multiple spray nozzles and repeated wash cycles. The cleaned and dried screenings are discharged to an automatic bagger into a cart. The liquid, grit, and organic portion of the septage are directed to the SRU drain which discharges to the influent channel. The wash water, grit, and organics from the screenings-wash-press also discharges to the influent channel.

The WWTF Operators power wash the SRU weekly for approximately one hour and remove the covers once per year for inspection. During the first several months of operation, the step screen and screenings wash press had instances of blinding from septage waste that had the consistency of oatmeal. The WWTF Operators resolved this

operational issue by spraying the SRU down and running the screenings-wash-press in had until cleared. The WWTF Operators and Staff reported that they are satisfied with the Claro SRU and have not needed to perform any significant maintenance on the unit to date.

Septage Receiving Unit Comparisons

The Town is evaluating the Huber ROTAMAT RoFAS 0.5, SAVECO Beast 1200 and Claro 1100-700-6mm. Table 1 below provides a comparison of general equipment specifications between the three SRUs and Table 2 provides advantages and disadvantages for the Perforated Wash Drum and Step Screen technologies.

Table 1 – SEPTAGE RECEIVING UNIT SPECIFICAITONS

Criteria	Huber Technology	SAVECO	Claro
Model	ROTAMAT RoFAS 0.5	Beast 1200	1100-700-6mm
Drum/Screen HP	0.25 HP	2.0 HP	0.75 HP
Screw Conveyor HP		2.0 HP	0.5 HP
Screenings-Wash-Press HP	5.0 HP	10.0 HP	5.0 HP
Septage Capacity (3-4% solids)	300-400 GPM	660 GPM	300-400 GPM
Screen Type	Wash Drum Perforated Plate	Wash Drum Perforated Plate	Step Screen
Perforation Size/Spacing	10 mm	6 mm	6 mm
Height x Width x Length	9.7' x 4.6' x 18.0'	9.0' x 6.3' x 16.8'	9.0' x 8.0' x 15.5'
Intermittent Wash Water	23 GPM	100 GPM	50 GPM
Warranty	1-Year	1-Year	5-Years
Budgetary Cost ¹	\$260,000	\$440,000	\$251,000
316 SS Adder	\$63,000	\$40,000	\$23,000

¹Budgetary Cost includes the Septage Receiving Unit, Screenings Wash Press, Control Panel, Hauler Access Station, Software programming, flow meter, and septage isolation.

Table 2: SEPTAGE SCREEN TECHNOLOGY COMPARISONS

Screen Technology	ADVANTAGES	DISADVANTAGES
Perforated Wash Drum (Huber & SAVECO)	<ul style="list-style-type: none"> • Lower maintenance required as compared to similar screening technologies • All screened materials captured are washed and dewatering in the screenings-wash-press • Single rotating component • Smaller installation footprint • Several different styles available between manufactures 	<ul style="list-style-type: none"> • Heavy solids “rocks” are not separated without an additional piece of equipment upstream of the unit • Higher capital cost • Standard 1-Year Warranty
Step Screen (Claro)	<ul style="list-style-type: none"> • Step Screen “mat” style screening captures finer materials • Heavy solids “rocks” removal • Standard 5-Year Warranty • Lowest capital cost 	<ul style="list-style-type: none"> • Some organics are conveyed through the rock trap screw conveyor and not washed and dewatered in the screenings-wash-press • More mechanical moving components than the perforated drum units • Larger installation footprint • Step-screen style only available from one manufacturer based on preliminary investigations

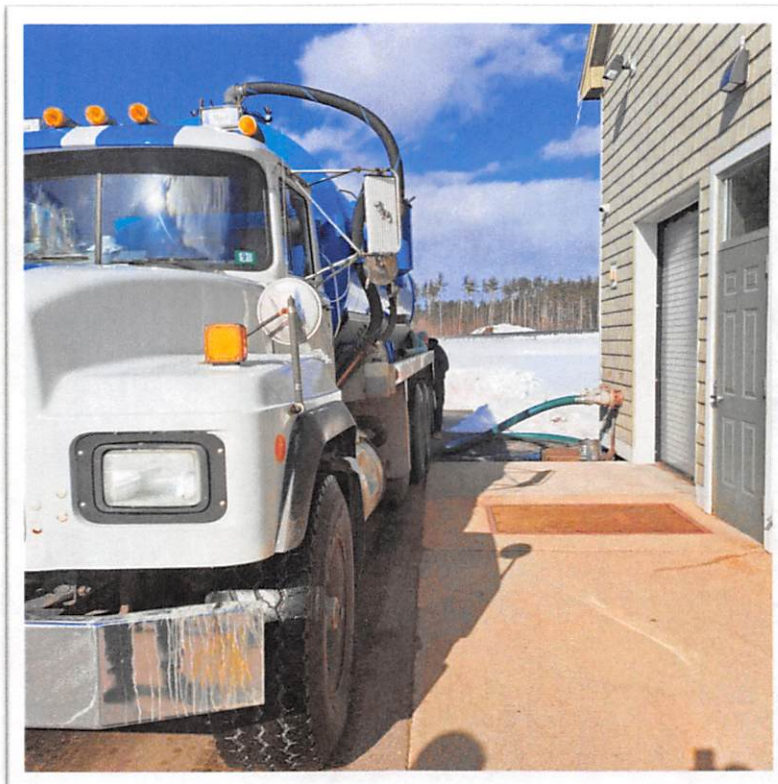
Summary

Based on the site visit information and evaluation, both the Perforated Wash Drum style screening from Huber and SAVECO as well as the Step Screen style screening from Claro are acceptable and have their advantages for the proposed septage treatment application.

SITE VISIT 1: BERWICK, ME WWTF



SITE VISIT 2: NORTH BERWICK, NH WWTF



SITE VISIT 3: ASHLAND, NH WWTF



SITE VISIT 4: SANFORD, ME WWTF



PROJECT:	Exeter, NH WWTF Septage Receiving Upgrade	PROJECT NO:	12883
SUBJECT:	Electrical Preliminary Design		
PREPARED BY:	Chris Abell, PE	DATE:	3/28/2023

INTRODUCTION

The presented scope of work is intended for the preliminary design phase of improvements to the Exeter, NH Wastewater Treatment Facility (WWTF) for the installation of a new septage receiving unit. This memorandum defines the general scope of work and documents how the electrical distribution will be approached to power the equipment. The existing WWTF information and recommendations are based off of the record drawings of the Contract No.1 Wastewater Treatment Facility Upgrades 2020 by Wright-Pierce.

DESCRIPTION OF EXISTING FACILITIES

Septage Building

A new septage building was constructed as part of the 2020 upgrade to the treatment plant. The building has 480V power available through the motor control center and 120/208V available through lighting panels via a step down transformer. There is a separate electrical room to the building which is completely separated from the process room and other areas which are a classified space (Nema 7, Class 1, Division 1).

GOVERNING CODES

- 1) National Electrical Code (NEC)
- 2) Local Electrical Codes
- 3) NFPA Fire & Safety Codes

PROPOSED MODIFICATIONS

Septage Building

Electrical Room

1. The new septage receiving control panel will be powered from an existing circuit breaker out of the motor control center MCC-SEP. Each motor (screen, wash press, and rock conveyor) will be powered from the Septage Receiving Control Panel.
2. The hauler access panel will be powered by a lighting panel or by the septage receiving panel as required.

3. The hauler access panel will be installed on the outside of the building and the septage control building will be installed within the electrical room. The local control stations (3) for the septage receiving equipment will be installed within the Process adjacent to the respective equipment.
4. Power, control, and signal wiring will be installed as required for connection of the septage control panel and access control panel. Wiring to the respective panels shall include communication cables and wiring as required to control flow meters, control valves, local control stations (furnished with equipment), and miscellaneous instruments. An ethernet cable will be installed between the Septage Building Control Panel and the Septage Receiving Control panel to be connected to SCADA.

Basic Materials

- 1) Power Wiring – XHHW insulated copper, 600 volt
- 2) Control Wiring - XHHW insulated copper, 600 volt.
- 3) Signal Wiring – 2/C #16 twisted shielded pair
- 4) Network Wiring - Ethernet CAT6E
- 4) Metal Channel – Stainless steel 316 type
- 5) Conduit:
 - Dry Spaces – Aluminum or Rigid Galvanized Steel
 - Process Spaces (Non-Classified) – Aluminum or Rigid Galvanized Steel (Power and Control), Rigid Galvanized Steel (Signal 4-20mA).
 - Process Spaces (Classified) – PVC coated rigid galvanized steel (Class 1, Division 1), Aluminum or Rigid Galvanized Steel (Class 1, Division 2).
 - All signal conduits will be installed in either galvanized rigid steel or PVC coated galvanized rigid steel conduit.

Conduit Runs

Interior and Exterior– Surface mounted in all existing spaces.

TOWN OF EXETER, NEW HAMPSHIRE

CONTRACT DRAWINGS FOR

WASTEWATER TREATMENT FACILITY

SEPTAGE RECEIVING UPGRADE

MARCH 2023
PRELIMINARY DESIGN REVIEW



DRAWING INDEX

GENERAL

— COVER SHEET AND INDEX

PROCESS

PR-1 PROCESS GENERAL NOTES, LEGEND, AND ABBREVIATIONS
PR-2 SEPTAGE BUILDING - MODIFICATIONS PLAN AND SECTION
PR-3 PROCESS DETAILS

INSTRUMENTATION

I-1 INSTRUMENTATION NOTES, LEGEND, AND ABBREVIATIONS
I-2 NETWORK DIAGRAM AND INSTRUMENTATION LOOPS

ELECTRICAL

E-1 ELECTRICAL NOTED, LEGEND, AND ABBREVIATIONS
E-2 SINGLE LINE DIAGRAM
E-3 SEPTAGE BUILDING - ELECTRICAL MODIFICATION PLANS
E-4 CONDUIT AND WIRING SCHEDULE
E-5 SCHEMATICS



LOCATION PLAN
SCALE: NTS

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DATE: 08/11/2010 10:00 AM BY: J. G. ...

POWER

ELECTRICAL LEGEND

SCHEMATIC DIAGRAM

ABBREVIATIONS

GENERAL NOTES

GENERAL DEMOLITION NOTES:

- DESCRIPTION
- PUSHBUTTON OR SELECTOR SWITCH STATION
- MAINTAINED RED BUSHROOM-HEAD EMERGENCY STOP P.B.
- PANELBOARD, SURFACE MTO. EQUIPMENT, TERMINAL OR CONTROL CABINET
- MOTOR
- JUNCTION BOX
- UNFUSED SAFETY SWITCH, RATINGS AS NOTED
- FUSES
- FUSED SAFETY SWITCH, SIZES AS RECOMMENDED BY MFR
- LIGHTING OR POWER CONTROLLER
- THERMOSTAT
- COLOURS ONLY
- FREEZER/ST
- DUET MOUNTED
- UTILITY METER
- TRANSFORMER
- PHOTOELECTRIC CELL
- PHOTOELECTRIC CELL WITH MOTION SENSOR



- CONTROL RELAY
- MOTOR CONTACTOR
- CONTACT NORMALLY OPEN
- CONTACT NORMALLY CLOSED
- OVERLOAD HEATER ELEMENT
- SELECTOR SWITCH
- START PUSHBUTTON, MOMENTARY CONTACT
- STOP PUSHBUTTON, MOMENTARY CONTACT
- RED BUSHROOM-HEAD MAINTAINED-TYPE EMERGENCY STOP PUSHBUTTON
- GREEN
- LIMIT SWITCH
- TIMED CONTACT
- PILOT LIGHT, LETTER INDICATES COLOUR
- RED
- AMBER
- FUSE
- CONNECTION POINT FOR EXTERNAL DEVICE
- INTERNAL CONNECTION POINT

ABBREVIATIONS

- A AMPERE
- ALTERNATING CURRENT
- AF1 ABOVE FINISHED FLOOR
- AI ANALOG INPUT (PLC)
- AI AMPIERE INTERRUPTING CAPACITY
- AO ANALOG OUTPUT (PLC)
- AR AS REQUIRED
- AWZ ALTERNATE
- AWG AMERICAN WIRE GAUGE
- CB CIRCUIT BREAKER
- COIT CONTROL PANEL
- CP CONTROL PANEL
- CR CONTROL RELAY
- CPT CONTROL POWER TRANSFORMER
- DC DIRECT CURRENT
- DI DIGITAL INPUT (PLC)
- DO DIGITAL OUTPUT (PLC)
- EC ELECTRICAL CONTRACTOR
- EM EMERGENCY
- EMT ELECTRICAL METALLIC TUBING
- EP EXPLOSION PROOF CL 1 DIV 1 OR D
- EPF EXPLOSION PROOF BLOWER EQUIPMENT
- EQ EQUIPMENT
- ES EMERGENCY STOP
- EX EXISTING
- ESTO ESTIMATED BY OTHERS
- FND FUSED BY OTHERS
- FL FLOOR ELEMENT
- FM FORWARD INFLUENCE TRANSMITTER
- FNR FORWARD NEUTRAL REVERSE
- FS FLOW SWITCH
- FUSE
- FVR FULL VOLTAGE REVERSING
- FVRR FULL VOLTAGE REVERSE REVERSING
- FWD FORWARD
- FVRR FORWARD STOP EQUIPMENT
- FVNR FORWARD NON-REVERSING
- GA GAUGE
- HDA HAND-OF-AUTOMATIC
- HP HIGH POWER
- ISL ISOLATED
- IMC INTERMEDIATE METAL CONDUIT
- ISB INTERMEDIATE SIZE RELAY
- JB JUNCTION BOX
- JM JUMPER WIRE
- KA KAUFMANN
- KCMIL THOUSAND CIRCULAR MILS
- KV KILOVOLT
- KVA KILOVOLT-AMPERE
- LA LOCAL
- LC LOCAL CONTROL PANEL
- LCR LOCAL CONTROL STATION
- LE LEVEL ELEMENT
- LI LEVEL INDICATOR
- LIT LIGHTING PANEL
- LP LEVEL SWITCH
- LS LOW, MEDIUM, YELLOW, LOW, MEDIUM, HIGH
- LT LEVEL TRANSMITTER
- MCB MAIN CIRCUIT BREAKER
- MCC MOTOR CONTROL CENTER
- MCP MOTOR CIRCUIT PROTECTOR
- MFR MANUFACTURER
- MIS MAIN LINE SWITCH
- MS MOTOR STARTER
- MTO MOUNTED
- NO NORMALLY CLOSED
- NEG NEGATIVE
- NEU NEUTRAL
- NO NORMALLY OPEN
- NTS NOT TO SCALE
- OVERLOAD
- OL OVERLOAD
- PA PUSHBUTTON
- PE PRESSURE ELEMENT
- PF POWER FACTOR
- PH PHASE
- PI PRESSURE INDICATOR TRANSMITTER
- PI PROGRAMMABLE LOGIC CONTROLLER
- PL PANEL
- PM PRIMARY
- PT PRESSURE TRANSMITTER
- PVC POLYVINYL CHLORIDE
- RG GROUND
- RGS RIGID GALVANNEED STEEL CONDUIT
- RSC RIGID STEEL CONDUIT
- SEC SECONDARY
- SH SHIELDING CABLE
- SI SPEED INDICATOR
- SP SOLID NEUTRAL
- SPD SURGE PROTECTIVE DEVICE
- SW SWITCH
- SYM SYMMETRICAL
- TF TRANSFORMER
- TR TERMINAL BLOCKS
- TDR TIME DELAY RELAY
- TR TEMPERATURE RELAY
- TR TEMPERATURE INDICATING TRANSMITTER
- TR TEMPERATURE LOW
- TR TRANSFORMER
- TS TEMPERATURE SWITCH
- TW/TWSP TWISTED SHIELDED CABLE
- TOLE TOLERANCE
- VA VOLT-AMPERE
- VP VARIABLE FREQUENCY DRIVE
- W WIRE
- WZ CROSS LINKED POLYETHYLENE
- XR TRANSFORMER
- XLS LIMIT SWITCH CLOSED
- ZSO LIMIT SWITCH OPEN

GENERAL NOTES

- ALL CONDUIT AND EQUIPMENT SHALL BE INSTALLED AND GROUNDED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE CURRENT NATIONAL ELECTRICAL CODE.
- CONDUIT RUNS ARE SHOWN DIAGRAMMATICALLY ONLY AND SHALL BE INSTALLED IN A MANNER TO PREVENT CONTACT WITH EQUIPMENT AND STRUCTURES. EXPOSED CONDUITS SHALL BE INSTALLED PARALLEL TO BEAMS AND WALLS.
- CONDUITS SHALL BE PROPERLY TERMINATED WITH NEAT CONNECTIONS TO ALL ASSOCIATED EQUIPMENT.
- CONTROL AND INSTRUMENTATION CONDUITS AND NUMBER OF CONDUCTORS ARE TO BE DETERMINED FROM SCHEMATIC DIAGRAMS, INSTRUMENTATION DIAGRAMS, AND/OR SPECIFICATIONS, IF NOT CORRECTLY SHOWN ON POWER PLANS. THE WIRING DIAGRAMS, QUANTITY AND RUNS OF WIRES AND CONDUIT REPRESENT A SUGGESTED ARRANGEMENT BASED UPON SELECTED STANDARD COMPONENTS OF ELECTRICAL AND INSTRUMENTATION EQUIPMENT. MODIFICATIONS REVIEWED BY THE ENGINEER WITH NO EXCEPTIONS TAKEN, MAY BE MADE BY THE CONTRACTOR TO ACCOMMODATE EQUIPMENT ACTUALLY PURCHASED. THE BASIC SEQUENCE AND METHOD OF CONTROL MUST BE MAINTAINED AS INDICATED ON THE DRAWINGS AND SPECIFICATIONS. EACH CONTROL AND INSTRUMENTATION CONDUIT SHALL ALSO CONTAIN 10 PERCENT SPARE CONDUCTORS, WITH A MINIMUM OF TWO SPARES, UP TO THE LAST OF CONDUIT RUN AS SPECIFIED BY THE NATIONAL ELECTRICAL CODE. INSTRUMENTATION SHIELDED CABLES SHALL BE INSTALLED IN RIGID CONDUIT, SEPARATE FROM OTHER POWER WIRING.
- EACH CONDUIT TO CARRY GROUND WIRE(S) IN ADDITION TO NUMBER OF CONDUCTORS SHOWN ON DRAWINGS OR PER NOTE 4 ABOVE. ALL GROUNDING MUST CONFORM TO ARTICLE 250 OF CURRENT NATIONAL ELECTRICAL CODE.
- MINIMUM CONDUIT SIZE SHALL BE 3/4" TRADE SIZE, UNLESS OTHERWISE NOTED ON THE ELECTRICAL DRAWINGS. GENERAL LIGHTING, RECEPTACLE AND HVAC POWER CIRCUITS MAY BE 1/2" TRADE SIZE CONDUIT INSTALLED PER NEC. MINIMUM POWER WIRING SHALL BE 20/18 AWG WITH GROUND AND 12/10 AWG FOR CONTROL. MINIMUM INSTRUMENTATION CABLE SHALL BE 12/10 AWG TWIS AND 20/18 AWG TWIS FOR SHELDED POLYETHYLENE AND ITS'. PROVIDE CONDUIT AND WIRING AS INDICATED.
- ALL SURFACE MOUNTED PANELS ON THE INSIDE OF EXTERIOR WALLS ABOVE GRADE, OR IN OTHER LOCATIONS CONSIDERED AS DAMP, SHALL BE APPROXIMATE TO MAINTAIN A 1/4" AIR SPACE BETWEEN THE ENCLOSURE AND THE WALL.
- ELECTRICAL EQUIPMENT LOCATIONS ARE APPROXIMATE ONLY. COORDINATE LOCATIONS WITH PROCESS PIPING AND OTHER DRAWINGS. CONTRACTOR SHALL COORDINATE MANUFACTURER'S EQUIPMENT REQUIREMENTS WITH SPACE AVAILABLE. FINAL CONTROL PANEL LOCATIONS SHALL BE FIELD COORDINATED.
- ALL FIELD CONTROL CONDUITS WILL TERMINATE AT INDIVIDUAL TERMINAL BLOCKS WITHIN THE CONTROL ENCLOSURE. SERIES AND PARALLEL CONNECTION OF FIELD CONTROL CONDUITS WILL BE MADE ONLY AT CONTROL PANEL OR MOTOR CONTROL CENTER TERMINAL BLOCKS.
- GROUND ALL CONDUCTOR SHIELDS AT CONTROL PANEL ONLY. DO NOT GROUND SHIELDS AT BOTH ENDS.
- AT THE FOLLOWING LOCATIONS, UNLESS OTHERWISE NOTED, PULL, JUNCTION, TERMINAL, SWITCH, AND OUTLET BOXES SHALL BE CAST IRON WHERE STEEL CONDUIT IS TERMINATED; OR SHALL BE CAST ALUMINUM WHERE ALUMINUM CONDUIT IS TERMINATED:
 - A - AT LOCATIONS WHERE WATERPROOF LIGHTING FIXTURES AND/OR WATERPROOF RECEPTACLES ARE INDICATED.
 - B - AT LOCATIONS ON OR IN ALL OUTSIDE WALLS.
 - C - OUTDOORS.
- NAMEPLATES SHALL CONFORM STRICTLY TO INSTRUCTIONS IN THE ELECTRICAL SPECIFICATIONS AND ON THE DRAWINGS. THE FOLLOWING SHALL HAVE NAMEPLATES:
 - A - ALL LOCAL CONTROL STATIONS AT OR NEAR EQUIPMENT
 - B - ALL PANELBOARDS, MOTOR CONTROL CENTERS
 - C - GANDED LIGHT SWITCHES
 - D - PROCESS CONTROL PANELS
- PIPE SLEEVES FOR CONDUITS PASSING FROM NON-HAZARDOUS AREAS TO HAZARDOUS AREAS SHALL HAVE CAULKING APPLIED TO MAKE THE INSTALLATION GAISTIGHT.
- CONTRACTOR SHALL PROVIDE ALL CONDUIT, WIRING, EQUIPMENT, AND CONTROL DEVICES AS INDICATED BY SCHEMATICS, SINGLE LINE DIAGRAMS, SCHEDULES, PLANS, SPECIFICATIONS, AND VENDOR DOCUMENTATION TO PROVIDE A COMPLETE WORKING SYSTEM. SINCE NOT ALL HOME RULES ARE SHOWN ON PLANS, THE CONTRACTOR SHALL REFERENCE ALL SINGLE LINE AND SCHEMATIC DIAGRAMS, SCHEDULES, AND VENDOR DOCUMENTATION TO DETERMINE ELECTRICAL AND WIRING REQUIREMENTS.
- PROVIDE CONCRETE HOUSEKEEPING RACKS (4" HIGH) UNDER ELECTRICAL AND INSTRUMENTATION EQUIPMENT THAT IS DESIGN TO BE FLOOR MOUNTED. PROVIDE SUBMITTAL SHEET FOR ENGINEER REVIEW.
- CONTRACTOR SHALL PROVIDE A COMPLETE WORKING OPERATING SYSTEM IN ACCORDANCE WITH ALL DRAWINGS, SPECIFICATIONS, CODES AND STANDARDS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR REVIEWING ALL OF THE ELECTRICAL DRAWINGS AND CONDUIT AND WIRE SCHEDULES RELATIVE TO THE CONDUIT AND WIRE TO BE PROVIDED ON THIS PROJECT. THE INTENT OF THE CONTRACT DOCUMENTS IS TO PROVIDE DETAILED INFORMATION OF SPECIFIC INDIVIDUAL RUNS OF CONDUIT AND WIRE TO SPECIFIC EQUIPMENT. THE CONTRACTOR IS DIRECTED TO COMBINE CONDUIT AND WIRE RUNS AS MUCH AS POSSIBLE. THE LIGHTING FACTOR FOR COMBINING CONDUIT AND WIRE SHALL BE BASED ON THE DRAINING FACTORS ALLOWED PER THE NATIONAL ELECTRICAL CODE (NEC) BASED ON EQUIPMENT RATINGS AND REQUIRED AMPACITY RATINGS. CONTRACTOR IS DIRECTED TO USE THE MOST COST-EFFECTIVE CONDUIT AND WIRE RUNS CONSISTENT WITH THESE REQUIREMENTS. REFER TO SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.
- 120V CIRCUITS EXCEEDING 100 FEET IN LENGTH SHALL BE NO 10 AWG WIRING, MINIMUM.
- POWER CONDUITS FOR THREE PHASE AND SINGLE PHASE CIRCUITS (DESIGNATED WITH "3" NUMBERS) ARE SHOWN ON POWER PLANS, WITH CONDUIT SIZES AND WIRING INFORMATION INDICATED IN THE CONDUIT AND WIRE SCHEDULES.
- CONTROL AND INSTRUMENTATION SIGNAL CONDUITS (DESIGNATED WITH "C" AND "S" NUMBERS OR, ALTERNATIVELY, INDICATED BY WAY OF A LEGEND) ARE SHOWN ON CONTROL AND INSTRUMENTATION WIRING DIAGRAMS, AND WIRING INFORMATION INDICATED THEREIN BY THE LEGEND OR IN CONDUIT AND WIRE SCHEDULES. THE CONTRACTOR SHALL NOTE THAT THE MAJORITY OF CONTROL AND INSTRUMENTATION SIGNAL CONDUITS AND WIRE REQUIRED FOR THIS PROJECT IS INDICATED BY THE ABOVE LEGENDS, TABLES AND DOES NOT APPEAR IN THE CONDUIT AND WIRE SCHEDULES. FOR INSTRUMENTATION REQUIRING 120V POWER SUPPLIES, THIS INFORMATION IS ALSO SHOWN ON THE CONTROL AND INSTRUMENTATION WIRING DIAGRAMS.
- PROVIDE CONDUIT EXPANSION PROTECTION FOR ALL EXTERIOR CONDUIT SYSTEMS.
- FOR ALL OUTDOOR ELECTRICAL EQUIPMENT AND INSTRUMENTATION, CONTRACTOR SHALL USE CONDUIT INSTALLATION METHODS AND METHODS LISTED IN SPECIFICATIONS. MITIGATION METHODS INCLUDE DRIP LOOPS, AVOIDING TOP ENTRY, USE OF BREATHERS, DRAINS, AND DUCT SEALANT AS NECESSARY.
- DO NOT SCALE DIMENSIONS OR DIMENSIONS FROM THE DRAWINGS. WRITTEN DIMENSIONS SHALL PREVAIL. REPORT ANY DISCREPANCIES TO THE ENGINEER.

GENERAL DEMOLITION NOTES:

- THE EXISTING ELECTRICAL PLAN FOR THIS PROJECT IS BASED ON INFORMATION PROVIDED BY OTHERS AND FIELD SURVEY OF THE SITE. GENERAL CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AND ELEVATIONS AND NOTIFY THE ENGINEER OF ANY DISCREPANCIES.
- FIELD VERIFY ALL CONDITIONS AFFECTING THE WORK PRIOR TO CONSTRUCTION AND NOTIFY THE ENGINEER OF ANY DISCREPANCIES.
- PROTECT ALL EXISTING ITEMS AND EQUIPMENT ADJACENT TO THE WORK AREA. ALL EXISTING ITEMS, EQUIPMENT AND MATERIALS DAMAGED OR AFFECTED BY THE WORK SHALL BE REPAIRED OR REPLACED AT AN ADDITIONAL COST TO THE OWNER.
- THE EXISTING FACILITY SHALL REMAIN OPERATIONAL DURING CONSTRUCTION. SEE SPECIFICATION FOR ADDITIONAL DETAILS. THE ELECTRICAL CONTRACTOR SHALL COORDINATE DEMOLITION AND CONSTRUCTION WITH THE OWNER'S REQUIREMENTS TO MAINTAIN FACILITY OPERATION. ELECTRICAL CONTRACTOR SHALL PROVIDE TEMPORARY SERVICES AS NECESSARY.
- PATCH, REPAIR AND REFRESH ALL EXISTING SURFACES AFFECTED BY THE WORK, TO THE SATISFACTION OF THE ENGINEER.
- ALL ITEMS SHOWN ON THE PLANS WITH SHADING ARE TO BE REMOVED AND DISPOSED OF, UNLESS OTHERWISE INDICATED. THIS SHALL INCLUDE ALL ASSOCIATED CONDUIT, WIRING, HOLES, DEVICES, ETC., ETC. UNLESS OTHERWISE NOTED, THE OWNER RESERVES THE RIGHT TO REMOVE ANY EQUIPMENT OR MATERIALS. THE CONTRACTOR WILL STORE ON SITE AND PROTECT SUCH ITEMS IN A MANNER ACCESSIBLE TO THE OWNER AND ENGINEER. ALSO REFER TO THE STRUCTURAL, MECHANICAL, PROCESS AND ELECTRICAL DRAWINGS FOR A COMPLETE REQUIREMENT OF DEMOLITION WORK FOR THIS PROJECT.
- ALL INSTRUMENTATION EQUIPMENT TO REMAIN WHICH IS FED FROM PANELBOARDS OR EQUIPMENT DESIGNATED AS BEING REMOVED OR RELOCATED, SHALL REMAIN AND BE REWIRED FROM NEW OR RELOCATED PANELBOARDS OR EQUIPMENT AS NOTED ON THE INDICATED DRAWINGS OR AS REQUIRED BY THE INTENDED OVERALL DEMOLITION OF THIS WORK. REMOVE EXISTING CONDUIT AND WIRING FROM THE APPLICABLE EXISTING PANELBOARD OR EQUIPMENT BACK TO THE CLOSEST NEAREST PULLBOX. CONTROLLING DEVICE OR FIXTURE LOCATED OUTSIDE THE AREA BEING DEMOLISHED AND RE-USE AS NOTED ON THE INDICATED DRAWINGS. RE-USE THE EXISTING EQUIPMENT WITH NEW CONDUIT AND WIRING FOR A COMPLETE INSTALLATION. SPACING OF WIRING SHALL NOT BE ALLOWED.
- THE EXISTING PANELBOARD CIRCUIT DESCRIPTIONS SHOWN WERE TAKEN FROM EXISTING PANELBOARD CIRCUIT DESCRIPTIONS OBTAINED BY THE FIELD AND/OR BY EXISTING RECORD DRAWING PANELBOARD SCHEDULES. THE ACCURACY OF THESE DESCRIPTIONS HAS NOT BEEN FIELD VERIFIED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD VERIFYING ALL CIRCUITRY, AS APPLICABLE FOR THIS PROJECT, ASSOCIATED WITH THE PANEL, AND REPORT ANY DISCREPANCIES TO THE ENGINEER.

SINGLE LINE DIAGRAM

DESCRIPTION

DESCRIPTION

ABBREVIATIONS

GENERAL NOTES

GENERAL DEMOLITION NOTES:

- 100V
- FRAME SIZE
- CIRCUIT BREAKER
- TRIP AMPS



- COMBINATION MOTOR STARTER AND BREAKER
- STARTER MOTOR
- BREAKER

ABBREVIATIONS

- DESCRIPTION
- FLUORESCENT FIXTURE, 2x4 SURFACE TRAFFIC TYPE

GENERAL NOTES

- FLUORESCENT FIXTURE, STOP, OPEN REFLECTOR, ENCLOSED OR UNREPAIRED TYPE
- EXIT SIGN, WALL MOUNTED SHADING INDICATES SIGN FACE
- EMERGENCY LIGHTING BATTERY UNIT WITH 2 LAMP HEADS
- REMOTE EMERGENCY LIGHTING 1 OR 2 LAMP HEADS
- POLE MOUNTED SITE LIGHT
- INCANDESCENT/LED FIXTURES

GENERAL DEMOLITION NOTES:

- DESCRIPTION
- CARD READER
- CAMERA
- PAN TILT ZOOM
- UTILITY METER
- WIRING DEVICES
- DESCRIPTION
- 35 AMPERE, 120 VOLT DUPLEX RECEPTACLE
- GA 20 AMPERE, 120 VOLT DUPLEX RECEPTACLE
- SINGLE POLE WALL SWITCH
- WEATHERPROOF
- EXPLOSION PROOF
- MANUAL MOTOR STARTER
- SPECIAL PURPOSE RECEPTACLE
- JUNCTION BOX
- INDICATES THE CIRCUIT # OF THE RESPECTIVE PANELBOARD REFERENCED. SEE GENERAL NOTES 6 AND 13 FOR CONDUIT AND WIRING REQUIREMENTS

GROUNDING

DESCRIPTION

DESCRIPTION

ABBREVIATIONS

GENERAL NOTES

GENERAL DEMOLITION NOTES:

GROUNDING

DESCRIPTION

DESCRIPTION

ABBREVIATIONS

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ABBREVIATIONS

GENERAL NOTES

GENERAL DEMOLITION NOTES:

GROUNDING

DESCRIPTION

DESCRIPTION

ABBREVIATIONS

Town of Exeter, NH
SEPTAGE RECEIVING UPGRADE
W-P PROJECT NO. T17173
AACE CLASS 3 ESTIMATE
ENR INDEX 13175, 4/2023
PROJECT COST SUMMARY

PROJECT COMPONENT		COST	COMMENTS
CONSTRUCTION		\$762,000	Refer to Construction Summary
CONSTRUCTION CONTINGENCY	5.0%	\$40,000	Allowance
TECHNICAL SERVICES			
DESIGN & BIDDING	11.8%	\$90,000	
CONSTRUCTION SERVICES	8.5%	\$65,000	Part time inspection
SUBTOTAL		\$957,000	
ENGINEER'S ESTIMATE OF PROJECT COST		\$957,000	

Tax Abatements, Veterans Credits & Exemptions

Permits & Approvals



**2023
MS-535**

Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
General Government			
4130-4139	Executive	\$281,503	\$281,768
4140-4149	Election, Registration, and Vital Statistics	\$400,281	\$411,200
4150-4151	Financial Administration	\$1,017,031	\$953,696
4152	Revaluation of Property	\$1	\$0
4153	Legal Expense	\$80,000	\$93,210
4155-4159	Personnel Administration	\$575,065	\$630,308
4191-4193	Planning and Zoning	\$354,141	\$256,606
4194	General Government Buildings	\$1,240,668	\$1,148,099
4195	Cemeteries	\$0	\$0
4196	Insurance	\$72,746	\$73,900
4197	Advertising and Regional Association	\$0	\$0
4199	Other General Government	\$45,001	\$185,179
<i>Explanation: Year-end payroll accrual + adjustments per audit</i>			
General Government Subtotal		\$4,066,437	\$4,033,966
Public Safety			
4210-4214	Police	\$3,530,529	\$3,665,477
<i>Explanation: Includes year-end payroll accrual for Police per audit</i>			
4215-4219	Ambulance	\$0	\$0
4220-4229	Fire	\$3,850,033	\$3,897,028
<i>Explanation: Includes year-end payroll accrual for Fire per audit</i>			
4240-4249	Building Inspection	\$279,445	\$244,070
4290-4298	Emergency Management	\$33,062	\$27,001
4299	Other (Including Communications)	\$426,213	\$433,984
<i>Explanation: Dispatch + PSC analysis costs from PY warrant article (51,624)</i>			
Public Safety Subtotal		\$8,119,282	\$8,267,560
Airport/Aviation Center			
4301-4309	Airport Operations	\$0	\$0
Airport/Aviation Center Subtotal		\$0	\$0
Highways and Streets			
4311	Administration	\$538,276	\$448,478
4312	Highways and Streets	\$2,172,327	\$1,717,628
4313	Bridges	\$0	\$0
4316	Street Lighting	\$169,000	\$150,816
4319	Other	\$313,201	\$496,279
<i>Explanation: Includes year-end payroll accrual for DPW per audit.</i>			
Highways and Streets Subtotal		\$3,192,804	\$2,813,201



**2023
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Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Sanitation			
4321	Administration	\$0	\$0
4323	Solid Waste Collection	\$1,314,555	\$1,320,262
4324	Solid Waste Disposal	\$0	\$0
4325	Solid Waste Cleanup	\$0	\$0
4326-4328	Sewage Collection and Disposal	\$0	\$0
4329	Other Sanitation	\$0	\$0
Sanitation Subtotal		\$1,314,555	\$1,320,262
Water Distribution and Treatment			
4331	Administration	\$0	\$0
4332	Water Services	\$0	\$0
4335	Water Treatment	\$0	\$0
4338-4339	Water Conservation and Other	\$0	\$0
Water Distribution and Treatment Subtotal		\$0	\$0
Electric			
4351-4352	Administration and Generation	\$0	\$0
4353	Purchase Costs	\$0	\$0
4354	Electric Equipment Maintenance	\$0	\$0
4359	Other Electric Costs	\$0	\$0
Electric Subtotal		\$0	\$0
Health			
4411	Administration	\$149,663	\$145,563
4414	Pest Control	\$1,300	\$300
4415-4419	Health Agencies, Hospitals, and Other	\$0	\$0
Health Subtotal		\$150,963	\$145,863
Welfare			
4441-4442	Administration and Direct Assistance	\$75,825	\$131,254
<i>Explanation: Greater demand on public assistance than anticipated</i>			
4444	Intergovernmental Welfare Payments	\$0	\$0
4445-4449	Vendor Payments and Other	\$105,105	\$105,105
Welfare Subtotal		\$180,930	\$236,359
Culture and Recreation			
4520-4529	Parks and Recreation	\$639,072	\$605,000
4550-4559	Library	\$1,124,643	\$1,126,707
4583	Patriotic Purposes	\$15,500	\$14,223
4589	Other Culture and Recreation	\$18,500	\$17,101
Culture and Recreation Subtotal		\$1,797,715	\$1,763,031



Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Conservation and Development			
4611-4612	Administration and Purchasing of Natural Resources	\$10,089	\$7,886
4619	Other Conservation	\$0	\$0
4631-4632	Redevelopment and Housing	\$0	\$0
4651-4659	Economic Development	\$153,114	\$150,520
Conservation and Development Subtotal		\$163,203	\$158,406
Debt Service			
4711	Long Term Bonds and Notes - Principal	\$1,020,812	\$1,020,812
4721	Long Term Bonds and Notes - Interest	\$364,689	\$479,558
4723	Tax Anticipation Notes - Interest	\$1	\$0
4790-4799	Other Debt Service	\$0	\$0
Debt Service Subtotal		\$1,385,502	\$1,500,370
Capital Outlay			
4901	Land	\$0	\$0
4902	Machinery, Vehicles, and Equipment	\$666,179	\$500,792
4903	Buildings	\$1,250,000	\$1,250,000
4909	Improvements Other than Buildings	\$249,000	\$304,073
Capital Outlay Subtotal		\$2,165,179	\$2,054,865
Operating Transfers Out			
4912	To Special Revenue Fund	\$5,000	\$5,000
4913	To Capital Projects Fund	\$69,338	\$48,537
4914A	To Proprietary Fund - Airport	\$0	\$0
4914E	To Proprietary Fund - Electric	\$0	\$0
4914O	To Proprietary Fund - Other	\$0	\$0
4914S	To Proprietary Fund - Sewer	\$13,366,332	\$12,287,509
4914W	To Proprietary Fund - Water	\$4,452,470	\$5,394,857
4915	To Capital Reserve Fund	\$150,000	\$150,000
4916	To Expendable Trusts/Fiduciary Funds	\$103,625	\$101,796
4917	To Health Maintenance Trust Funds	\$0	\$0
4918	To Non-Expendable Trust Funds	\$0	\$0
4919	To Fiduciary Funds	\$0	\$0
Operating Transfers Out Subtotal		\$18,146,765	\$17,987,699
Payments to Other Governments			
4931	Taxes Assessed for County	\$0	\$1,975,905
4932	Taxes Assessed for Village District	\$0	\$0
4933	Taxes Assessed for Local Education	\$0	\$36,843,316
4934	Taxes Assessed for State Education	\$0	\$3,175,276
4939	Payments to Other Governments	\$0	\$0
Payments to Other Governments Subtotal			\$41,994,497
Total Before Payments to Other Governments		\$40,683,335	\$40,281,582



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Expenditures

Plus Payments to Other Governments		\$41,994,497
Plus Commitments to Other Governments from Tax Rate	\$41,994,497	
Less Proprietary/Special Funds	\$19,138,140	\$18,980,903
Total General Fund Expenditures	\$63,539,692	\$63,295,176



Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
Taxes			
3110	Property Taxes	\$0	\$54,950,203
3120	Land Use Change Tax - General Fund	\$25,000	\$25,000
3121	Land Use Change Taxes (Conservation)	\$0	\$0
3180	Resident Tax	\$0	\$0
3185	Yield Tax	\$1,500	\$6,630
3186	Payment in Lieu of Taxes	\$44,055	\$42,345
3187	Excavation Tax	\$500	\$0
3189	Other Taxes	\$500	\$71
3190	Interest and Penalties on Delinquent Taxes	\$123,157	\$128,043
9991	Inventory Penalties	\$0	\$0
Taxes Subtotal		\$194,712	\$55,152,292
Licenses, Permits, and Fees			
3210	Business Licenses and Permits	\$0	\$0
3220	Motor Vehicle Permit Fees	\$3,080,000	\$3,201,160
3230	Building Permits	\$275,000	\$297,458
3290	Other Licenses, Permits, and Fees	\$232,410	\$216,074
3311-3319	From Federal Government	\$116,846	\$43,873
Licenses, Permits, and Fees Subtotal		\$3,704,256	\$3,758,565
State Sources			
3351	Municipal Aid/Shared Revenues	\$0	\$93,127
3352	Meals and Rooms Tax Distribution	\$1,416,148	\$1,416,148
3353	Highway Block Grant	\$303,151	\$301,980
3354	Water Pollution Grant	\$1,391,474	\$1,386,978
3355	Housing and Community Development	\$0	\$0
3356	State and Federal Forest Land Reimbursement	\$0	\$0
3357	Flood Control Reimbursement	\$0	\$0
3359	Other (Including Railroad Tax)	\$218,795	\$20,645
3379	From Other Governments	\$0	\$0
State Sources Subtotal		\$3,329,568	\$3,218,878
Charges for Services			
3401-3406	Income from Departments	\$1,001,693	\$1,061,630
3409	Other Charges	\$0	\$0
Charges for Services Subtotal		\$1,001,693	\$1,061,630
Miscellaneous Revenues			
3501	Sale of Municipal Property	\$0	\$0
3502	Interest on Investments	\$15,000	\$25,087
3503-3509	Other	\$91,776	\$12,621
Miscellaneous Revenues Subtotal		\$106,776	\$37,708



**2023
MS-535**

Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
Interfund Operating Transfers In			
3912	From Special Revenue Funds	\$0	\$250,286
3913	From Capital Projects Funds	\$0	\$0
3914A	From Enterprise Funds: Airport (Offset)	\$0	\$0
3914E	From Enterprise Funds: Electric (Offset)	\$0	\$0
3914O	From Enterprise Funds: Other (Offset)	\$180,259	\$0
3914S	From Enterprise Funds: Sewer (Offset)	\$6,205,520	\$7,596,994
3914W	From Enterprise Funds: Water (Offset)	\$4,260,431	\$4,260,431
3915	From Capital Reserve Funds	\$0	\$0
3916	From Trust and Fiduciary Funds	\$0	\$353,414
3917	From Conservation Funds	\$49,000	\$0
Interfund Operating Transfers In Subtotal		\$10,695,210	\$12,461,125
Other Financing Sources			
3934	Proceeds from Long Term Bonds and Notes	\$7,280,715	\$5,736,500
		<i>Explanation: 2,445,000 of Article #3 funded thru State/Federal grants; 99,215 of Article #5 funded thru State gra</i>	
Other Financing Sources Subtotal		\$7,280,715	\$5,736,500
Less Proprietary/Special Funds		\$19,138,140	\$18,980,903
Plus Property Tax Commitment from Tax Rate		\$55,327,772	
Total General Fund Revenues		\$62,502,562	\$62,445,795



Balance Sheet

Account	Description	Starting Balance	Ending Balance
Current Assets			
1010	Cash and Equivalents	\$24,420,005	\$24,517,707
	<i>Explanation: Adjusted Committed Fund Balance per note, requiring adjustment to cash.</i>		
1030	Investments	\$0	\$0
1080	Tax Receivable	\$1,507,245	\$3,472,784
1110	Tax Liens Receivable	\$599,795	\$515,952
1150	Accounts Receivable	\$67,007	\$80,274
1260	Due from Other Governments	\$0	\$0
1310	Due from Other Funds	\$0	\$0
1400	Other Current Assets	\$0	\$0
1670	Tax Deeded Property (Subject to Resale)	\$0	\$0
	Current Assets Subtotal	\$26,594,052	\$28,586,717
Current Liabilities			
2020	Warrants and Accounts Payable	\$483,559	\$839,737
2030	Compensated Absences Payable	\$0	\$0
2050	Contracts Payable	\$0	\$0
2070	Due to Other Governments	\$0	\$0
2075	Due to School Districts	\$17,130,883	\$19,090,502
2080	Due to Other Funds	\$1,311,424	\$1,274,792
2220	Deferred Revenue	\$1,325,976	\$1,306,263
2230	Notes Payable - Current	\$0	\$0
2270	Other Payable	\$214,032	\$796,626
	Current Liabilities Subtotal	\$20,465,874	\$23,307,920
Fund Equity			
2440	Non-spendable Fund Balance	\$306,198	\$1,655,746
	<i>Explanation: Increased to reserve for tax abatement agreement w/ property owner at 12/31/22</i>		
2450	Restricted Fund Balance	\$0	\$0
2460	Committed Fund Balance	\$0	\$0
	<i>Explanation: The BOY balance was actually a Capital Reserve account balance, not General Fund. Removed</i>		
2490	Assigned Fund Balance	\$316,667	\$549,422
2530	Unassigned Fund Balance	\$5,505,313	\$3,073,629
	<i>Explanation: Move 1,349,548 to Non-Spendable at 12/31/22</i>		
	Fund Equity Subtotal	\$6,128,178	\$5,278,797



2023
MS-535

Tax Commitment

Source	County	Village	Local Education	State Education	Other	Property Tax
MS-535	\$1,975,905	\$0	\$36,843,316	\$3,175,276	\$0	\$54,950,203
Commitment	\$1,975,905	\$0	\$36,843,316	\$3,175,276		\$55,327,772
Difference	\$0	\$0	\$0	\$0		(\$377,569)

General Fund Balance Sheet Reconciliation

Total Revenues	\$62,445,795
Total Expenditures	\$63,295,176
Change	(\$849,381)
<hr/>	
Ending Fund Equity	\$5,278,797
Beginning Fund Equity	\$6,128,178
Change	(\$849,381)



Long Term Debt

Description (Purpose)	Original Obligation	Annual Installment	Rate	Final Payment	Start of Year	Issued	Retired	End of Year
Court Street Culvert (Water)	\$511,875	\$3,910	2.5382	2027	\$22,647	\$0	\$3,910	\$18,737
Court Street Culvert (General)	\$1,138,550	\$116,090	2.5382	2027	\$672,353	\$0	\$116,090	\$556,263
Downtown Sidewalks (General)	\$562,700	\$55,000	2.54	2025	\$219,700	\$0	\$55,000	\$164,700
Drinking Water System (Water)	\$882,413	\$88,241	1.085	2029	\$705,931	\$0	\$88,241	\$617,690
Epping Road TIF (TIF District)	\$4,185,000	\$420,000	2.55	2028	\$2,925,000	\$0	\$420,000	\$2,505,000
Exeter Public Library Addition (General)	\$3,816,425	\$255,000	1.32	2035	\$3,564,825	\$0	\$255,000	\$3,309,825
Great Dam Removal (General)	\$1,564,000	\$155,000	2.30	2024	\$465,000	\$0	\$155,000	\$310,000
Groundwater Exploration (Water)	\$888,800	\$88,900	2.63	2032	\$0	\$888,800	\$0	\$888,800
Groundwater Sources (Water)	\$529,000	\$105,000	1.32	2025	\$420,000	\$0	\$105,000	\$315,000
Groundwater Treatment Plant (Water)	\$5,040,866	\$232,914	1.96	2036	\$4,011,773	\$0	\$232,914	\$3,778,859
Jady Hill Ph II (Sewer)	\$2,577,000	\$130,000	3.193	2032	\$1,405,000	\$0	\$130,000	\$1,275,000
Lagoon Sludge Removal (Sewer)	\$2,148,650	\$143,650	1.49	2036	\$2,148,650	\$0	\$143,650	\$2,005,000
Lincoln Street PH II (Water)	\$144,062	\$9,593	2.3422	2032	\$105,525	\$0	\$9,593	\$95,932
Lincoln Street PH II (Sewer)	\$799,202	\$53,219	2.3422	2032	\$585,411	\$0	\$53,219	\$532,192
Lincoln Street PH II (General)	\$1,459,486	\$97,188	2.3422	2032	\$1,069,064	\$0	\$97,188	\$971,876
Linden St. Culvert (General)	\$689,700	\$70,000	2.54	2025	\$269,700	\$0	\$70,000	\$199,700
Main & Lincoln Sewerlines (Sewer)	\$176,000	\$15,000	2.30	2024	\$45,000	\$0	\$15,000	\$30,000
Main & Lincoln Waterlines (Water)	\$1,225,000	\$120,000	2.30	2024	\$360,000	\$0	\$120,000	\$240,000
Portsmouth Ave. Sewerline (Sewer)	\$823,088	\$79,732	2.538	2023	\$155,463	\$0	\$79,732	\$75,731
Portsmouth Ave. Waterline (Water)	\$157,612	\$15,268	2.538	2023	\$30,538	\$0	\$15,268	\$15,270
Recreation Center Building (General)	\$1,111,000	\$111,100	2.63	2032	\$0	\$1,111,000	\$0	\$1,111,000
Recreation Park Design (General)	\$225,600	\$45,600	2.1062	2024	\$135,000	\$0	\$45,000	\$90,000



2023
MS-535

Long Term Debt

Description (Purpose)	Original Obligation	Annual Installment	Rate	Final Payment	Start of Year	Issued	Retired	End of Year
Salem St. Utility Design & Engineering (General)	\$27,138	\$5,538	2.1062	2024	\$15,693	\$0	\$5,538	\$10,155
Salem St. Utility Design & Engineering (Water)	\$135,692	\$27,692	2.1062	2024	\$78,462	\$0	\$27,692	\$50,770
Salem St. Utility Design & Engineering (Sewer)	\$131,169	\$26,769	2.1062	2024	\$75,846	\$0	\$26,769	\$49,077
Salem St. Utility Improvements (General)	\$835,290	\$56,996	1.49	2036	\$835,290	\$0	\$56,996	\$778,294
Salem St. Utility Improvements (Sewer)	\$1,314,961	\$89,726	1.49	2036	\$1,314,961	\$0	\$89,726	\$1,225,235
Salem St. Utility Improvements (Water)	\$2,067,549	\$141,078	1.49	2036	\$2,067,549	\$0	\$141,078	\$1,926,471
String Bridge (General)	\$313,050	\$60,000	2.55	2028	\$120,000	\$0	\$60,000	\$60,000
Washington St. Waterline (Water)	\$536,000	\$55,000	2.55	2028	\$370,000	\$0	\$55,000	\$315,000
Wastewater Treatment Facility (Sewer)	\$50,022,028	\$2,620,678	2.00	2038	\$44,551,528	\$0	\$2,620,678	\$41,930,850
Water Tank (Water)	\$3,900,000	\$215,297	1.352	2028	\$1,654,222	\$0	\$215,297	\$1,438,925
Water Tank Distribution (General)	\$2,138,600	\$105,000	3.97	2029	\$840,000	\$0	\$105,000	\$735,000
	\$92,077,506				\$71,240,131	\$1,999,800	\$5,613,579	\$67,626,352



Appropriations

Account	Purpose	Article	Appropriations As Voted
General Government			
4130-4139	Executive	10	\$285,091
4140-4149	Election, Registration, and Vital Statistics	10	\$401,628
4150-4151	Financial Administration	10	\$1,028,349
4152	Revaluation of Property		\$0
4153	Legal Expense	10	\$100,000
4155-4159	Personnel Administration	10	\$682,511
4191-4193	Planning and Zoning	10,21	\$339,578
4194	General Government Buildings	10	\$1,284,329
4195	Cemeteries		\$0
4196	Insurance	10	\$77,629
4197	Advertising and Regional Association		\$0
4199	Other General Government		\$0
General Government Subtotal			\$4,199,115
Public Safety			
4210-4214	Police	10	\$3,697,265
4215-4219	Ambulance		\$0
4220-4229	Fire	10	\$4,081,513
4240-4249	Building Inspection	10	\$285,195
4290-4298	Emergency Management		\$0
4299	Other (Including Communications)	10	\$436,862
Public Safety Subtotal			\$8,500,835
Airport/Aviation Center			
4301-4309	Airport Operations		\$0
Airport/Aviation Center Subtotal			\$0
Highways and Streets			
4311	Administration	10	\$585,850
4312	Highways and Streets	10	\$2,118,668
4313	Bridges		\$0
4316	Street Lighting	10	\$169,000
4319	Other	10	\$313,016
Highways and Streets Subtotal			\$3,186,534
Sanitation			
4321	Administration		\$0
4323	Solid Waste Collection	10	\$1,402,523
4324	Solid Waste Disposal		\$0
4325	Solid Waste Cleanup		\$0
4326-4328	Sewage Collection and Disposal		\$0
4329	Other Sanitation		\$0
Sanitation Subtotal			\$1,402,523



Appropriations

Account	Purpose	Article	Appropriations As Voted
Water Distribution and Treatment			
4331	Administration		\$0
4332	Water Services		\$0
4335	Water Treatment		\$0
4338-4339	Water Conservation and Other		\$0
Water Distribution and Treatment Subtotal			\$0
Electric			
4351-4352	Administration and Generation		\$0
4353	Purchase Costs		\$0
4354	Electric Equipment Maintenance		\$0
4359	Other Electric Costs		\$0
Electric Subtotal			\$0
Health			
4411	Administration	10	\$152,117
4414	Pest Control	10	\$1,050
4415-4419	Health Agencies, Hospitals, and Other		\$0
Health Subtotal			\$153,167
Welfare			
4441-4442	Administration and Direct Assistance	10	\$84,806
4444	Intergovernmental Welfare Payments		\$0
4445-4449	Vendor Payments and Other	10	\$98,610
Welfare Subtotal			\$183,416
Culture and Recreation			
4520-4529	Parks and Recreation	10	\$602,375
4550-4559	Library	10	\$1,172,320
4583	Patriotic Purposes	10	\$15,500
4589	Other Culture and Recreation	10	\$18,500
Culture and Recreation Subtotal			\$1,808,695
Conservation and Development			
4611-4612	Administration and Purchasing of Natural Resources	10	\$10,089
4619	Other Conservation	22	\$50,000
4631-4632	Redevelopment and Housing		\$0
4651-4659	Economic Development	10	\$159,558
Conservation and Development Subtotal			\$219,647



Appropriations

Account	Purpose	Article	Appropriations As Voted
Debt Service			
4711	Long Term Bonds and Notes - Principal	10	\$1,125,884
4721	Long Term Bonds and Notes - Interest	10	\$371,703
4723	Tax Anticipation Notes - Interest	10	\$2
4790-4799	Other Debt Service	10	\$1
Debt Service Subtotal			\$1,497,590
Capital Outlay			
4901	Land		\$0
4902	Machinery, Vehicles, and Equipment	08,10,16,19,24	\$779,332
4903	Buildings	20	\$50,000
4909	Improvements Other than Buildings	06,15	\$1,904,645
Capital Outlay Subtotal			\$2,733,977
Operating Transfers Out			
4912	To Special Revenue Fund		\$0
4913	To Capital Projects Fund	04,05	\$3,213,000
4914A	To Proprietary Fund - Airport		\$0
4914E	To Proprietary Fund - Electric		\$0
4914O	To Proprietary Fund - Other	26	\$5,000
4914S	To Proprietary Fund - Sewer	04,12,13,14,S P-1	\$12,272,574
4914W	To Proprietary Fund - Water	04,07,11	\$7,794,370
4915	To Capital Reserve Fund	17,23,25	\$175,000
4916	To Expendable Trusts/Fiduciary Funds	18,27	\$103,900
4917	To Health Maintenance Trust Funds		\$0
4918	To Non-Expendable Trust Funds		\$0
4919	To Fiduciary Funds		\$0
Operating Transfers Out Subtotal			\$23,563,844
Total Voted Appropriations			\$47,449,343



EXETER PARKS & RECREATION

32 COURT STREET • EXETER, NH • 03833 • (603) 773-6151 • www.exeternh.gov



TOWN OF EXETER MEMORANDUM

TO: Russ Dean, Town Manager
CC: Corey Stevens, Director of Finance
FROM: Greg Bisson, Director of Parks and Recreation
RE: Funding Requests-Park Improvement Fund
DATE: 09/11/2023

Tennis Court Repair Update

The tennis court crack repairs have become more significant than anticipated.

In researching the next step for the court repair, it became apparent that this was too much work for our two parks staff to handle in-house. We were fortunate to find a tennis court company that has availability this October to put the finishing coat on the new playing surface. New England Courts, Candia, NH, met with me and my staff. In the meeting with New England Courts, it was suggested that drainage be done around the tennis courts to prevent this type of damage from occurring again. Water from the upper tennis courts and soccer fields flows into the lower court's direction, which causes the old patches to fail. New England Courts confirmed that we were proceeding in the correct direction with the initial milling and paving to rectify the old patches. This would have been a time-consuming and costly process if attempted by hand and adversely affected the pavement below.

New England Courts will apply three separate layers to cover the new pavement, as well as connect all the lines.

Since it has become a more significant project than anticipated, we would like to change the funding source for the paving to the Park Improvement Fund and, furthermore, fund the court resurfacing through the Park Improvement Fund. With this critical project, we have decided to postpone the following items approved this spring: Pool Doors replacement, Information Sign Boards, and the AED boxes until 2024 if we receive funding.

Presently, the Park Improvement Fund has a balance of \$28,202.00

To allow the Parks and Recreation Department to reallocate funding for MSW paving from the Revolving Fund to Park Improvement Fund for \$10,000; and furthermore allow the Parks and Recreation Department to expend \$15,268 from the Park Improvement Fund to contract with New England Courts LLC to resurface the courts.

Respectfully Yours,

Greg Bisson, Director

Exeter Parks and Recreation



TOWN OF EXETER

32 COURT STREET • EXETER, NH • 03833 • (603) 773-6151 • www.exeternh.gov

Special Event Application

The Town of Exeter requires licensing for all Special Events where the Select Board is the licensing authority. Return all Special Event applications to Exeter Parks and Recreation, at 32 Court Street, Exeter NH. For information or questions concerning the application call 603-773-6151 or email nbugbee@exeternh.gov Special Event License (Reference RSA 286 1-5, Town Ordinance Chapter 807)

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

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

TYPE OF EVENT

Special Event Road/Bike Race Parade Protest/Rally Fireworks

LOCATION OF SPECIAL EVENT

Town Main Hall Bandstand Art Gallery Swasey Parkway Senior Center

Town Hall Front Green Room Parks/Rec Property Founders Park Swasey Pavilion Townhouse Common

Organization Name: Exeter Parks & Recreation

Organization Address: 32 Court Street

Event Representative Name: Caroline Thuma

Event Representative Title: Recreation Coord. Phone 603 773 6153

Day of Contact Name: Caroline Thuma Day of Contact Phone # 781 223 7453

Event Representative Email: Cthuma@exeterNH.gov

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

EVENT DETAILS

Date of Event: Friday October 27

Start Time: 5pm End Time: 11 pm

Name of Event: _____

Number of Anticipated Attendees (Including Volunteers and Staff): 120

Describe the Proposed Event: Murder Mystery Dinner

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

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

of Parking Spaces: _____ Locations: _____



Special Event Application

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

Food/Beverage/Concessions/Vendors/sales (inspection by Health Officer) Yes No

Alcoholic Beverages Served Yes No

Caterer is securing license State Liquor Permit Received Yes No Date Rcvd: _____

Town Liquor Permit Approved Yes No Date Rcvd: _____

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

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

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

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

Tents/canopies If so, list quantity and size Yes No # & Size _____

Animals at the event. If so, describe Yes No _____

Motorized Vehicles. If so, describe Yes No _____

ADDITIONAL DOCUMENTATION NEEDED TO COMPLETE/ATTACH TO PERMIT APPLICATION

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

- Site Plan:** Please attach a drawing of the event layout, including parking, facilities, vendor setup etc. (even if you supplied one in previous years).
- Security/Crowd Control Plan:** Describe how you plan to manage event goers while not surpassing the maximum seating capacity of indoor events or how you will secure, control, and assure compliance with laws and licensing conditions in the case of an outdoor event.

Ticketed event with volunteers and staff checking tickets

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

40 cars to use parking at 32 Court Street, town lot, and street spots in downtown



Special Event Application

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

120 occupants will review fire exits at start of event

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

AED & FA kit 3 staff members FA & AED certified

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

full refund if cancelled. Tickets purchased online in advance
cashier check in at the door.

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

using public restrooms attached to building and
art gallery bathroom

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

Buffet from Celebrations Catering set up by stage includes
Salad, chicken pot pie, pasta, apple crisp

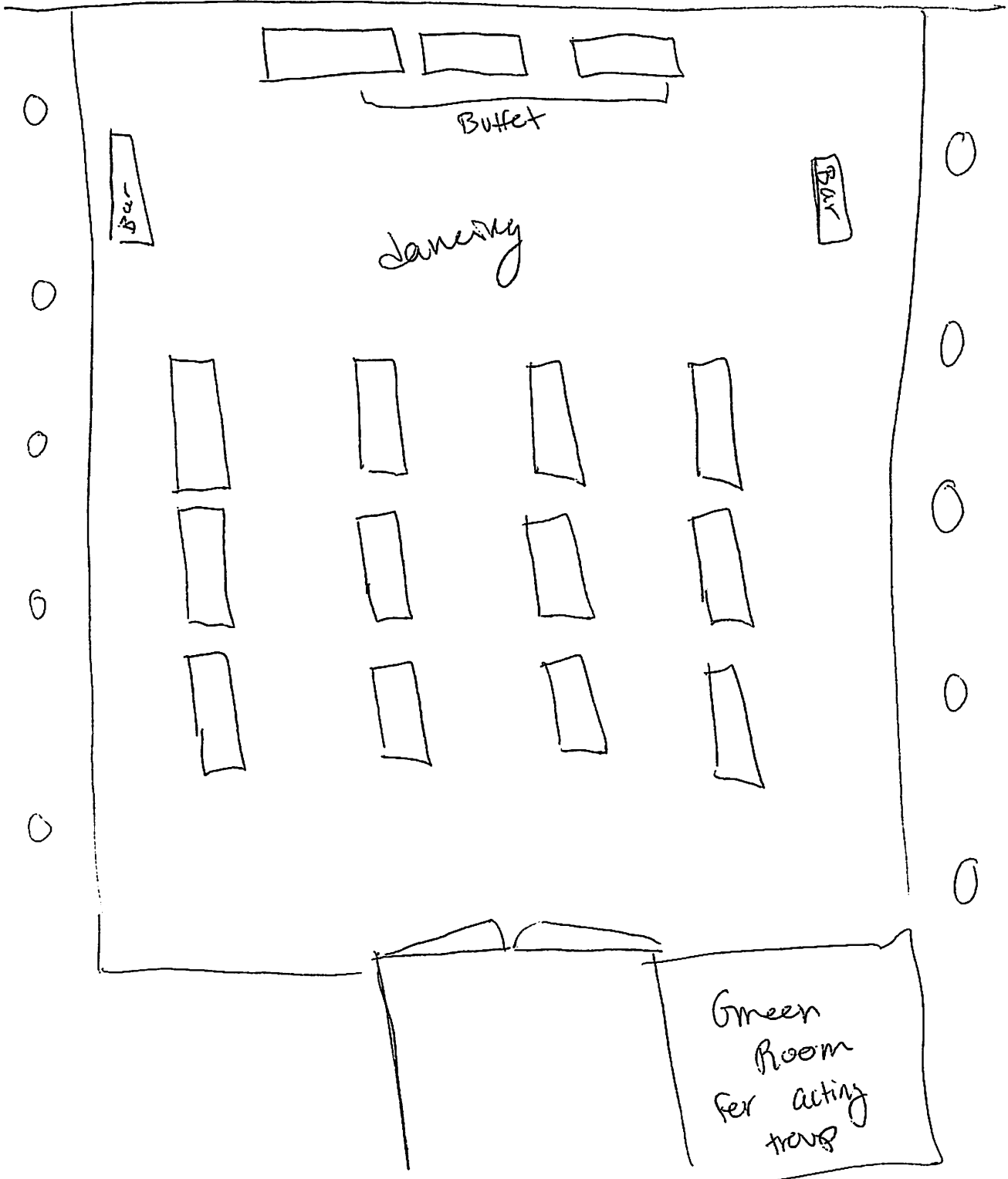
9. Special Duty Service Fees: The application fee does not include the cost of Fire or Police protection/detail, or any other extra Town expense required to protect the health and safety of the public which can reasonably be attributed to the event. All such costs associated with the use of active and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

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

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

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

Stage





Special Event Application

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

Print Name Caroline Thoma Organization Exeter Parks & Rec

Applicant Signature Culum Lum Date 8/25/2023

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

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

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

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

Print Name Caroline Thoma

Applicant Signature Culum Lum Date 8/25/2023

Please make Checks payable to Exeter Parks & Recreation

FOR OFFICE USE ONLY

Cost For Event: \$ _____

Entered Into RecDesk: Yes No

Sent Invoice: Yes No

Received Insurance: Yes No

DEPARTMENT HEAD SIGNED OFF

Police Chief

Yes No

Via Email

Health Inspector

Yes No

Via Email

Fire

Yes No

Via Email

DPW

Yes No

Via Email

Parks & Rec

Yes No

Via Email

Town Manager's Report

Select Board Committee Reports

Correspondence



The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner



Town Manager's Office

August 15, 2023

AUG 22 2023

Received

Erica Vazza
25 Park Street
Exeter NH 03833

Re: Reported Alleged Violation
Land Resources Management File Number: 2023-02245
Subject Property: 25 Park St, Exeter, Tax Map #64, Lot #24

Dear Ms. Vazza:

On August 8, 2023, the New Hampshire Department of Environmental Services' (NHDES) Land Resources Management Program received a complaint of possible violations on your property. The complaint alleged that you or your agent failed to install and maintain adequate erosion and sediment controls to prevent sedimentation into a municipal stormwater system that discharges directly into the Squamscott River. During a subsequent site inspection, NHDES personnel observed significant sediment-laden runoff entering a storm drain and a turbidity plume in the river. This letter is to notify you of this complaint and to provide you with an opportunity to respond.

Pursuant to RSA 485-A:17 (*Terrain Alteration*) and Administrative Rule Env-Wq 1505.01 (*Water Quality Degradation Prohibited During Terrain Alteration Activities*), no person undertaking any terrain-alteration activity shall cause or contribute to, or allow the activity to cause or contribute to, any violations of the surface water quality standards, whether or not a permit is required or obtained for the activity.

Until appropriate erosion and sediment controls in accordance with Env-Wq 1506 (*Methods for Erosion and Sediment Control During Terrain Alteration Activities*) are implemented, you are requested to voluntarily refrain from carrying out any additional work involving excavation, filling, grading, or earth-moving on the property.

If there is a violation, NHDES has the authority to take enforcement action. **Within 20 days of the date of this letter**, please provide your comments in writing; submit a copy of any permits, plans, or other information related to this matter; and reference the above file number on all correspondence.

Should you have any questions, please contact me at Eileen.N.Bilodeau@des.nh.gov or (603) 559-1513. Further information about NHDES programs may also be found at the NHDES website: www.des.nh.gov.

Sincerely,



Eileen Bilodeau
Compliance Specialist
Land Resources Management Program
Water Division

cc: Exeter Conservation Commission
Exeter Select Board
Drew Pierce, Seacoast Modular Homes Inc

ec: Kristen Murphy, Conservation and Sustainability Planner
Doug Eastman, Code Enforcement Officer
Jay Perkins, Highway Superintendent
Kirk Scamman, Highway General Foreman

2023 POWDERKEG BEER & CHILI FESTIVAL



Saturday, October 7, 2023
12:00 - 4:00 pm

Swasey Parkway, Exeter NH

VIP ADMISSION - \$60
12:00 - 4:00 PM

GENERAL ADMISSION - \$45
1:00 - 4:00 PM

DD/Under 21 tickets also available, kids 5 & under are free

Includes beer and chili samples (while supplies last), music by
Matty & The Penders, Food Trucks, and more!



WITH ADDITIONAL SUPPORT FROM



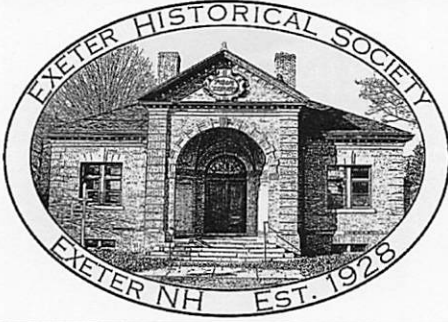
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EXETER HISTORICAL SOCIETY



Program of Meetings 2023 - 2024

All meetings are held on Tuesday nights at 7:00 PM at the Exeter Town Hall (9 Front Street, Exeter) and on Zoom, (unless noted otherwise)*, are co-sponsored by Exeter TV, and are free and open to the public.

Pre-register through our website to watch on Zoom or catch them on our Facebook page or on Channel 98

**check our website to confirm program location*

Board of Trustees

Officers

Vicki Geis, Chair
Jonathan Ring, Vice-Chair
Julie Avant, Treasurer
Jillian Price, Secretary

Maddie Biehl
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Beth Diamond
Jim Mills

Ann Schieber
Caroline Siecke
Brian Smalley

Student Trustees

Alex Pelletier
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Emeriti Trustees

Pam Gjetlum
Ed Rowan
Peter Smith

Co-Executive Directors

Barbara Rimkunas
Laura Martin

Mission

A non-profit organization, the Exeter Historical Society's mission is to serve as the steward of and advocate for the history of Exeter, New Hampshire.

This means that we offer regular programs of local historical interest and are a repository for documents, maps, photos, artifacts and other ephemera pertaining to Exeter, NH.

Hours

Tuesday and Thursday: 2:00 - 4:30 PM

Saturday: 9:30 AM - Noon

Exeter Historical Society

47 Front Street; PO Box 924
Exeter, New Hampshire 03833
603-778.2335

www.ExeterHistory.org; info@exeterhistory.org

Find us on Facebook

Or follow us on Twitter, @exeterhistory

Program of Meetings 2023 - 2024

September 5, 2023

Past and Present: Exeter

Journalist and author Kathleen D. Bailey will compare our present to our past and discuss how we understand our local history.

October 3, 2023

History and Film

Dr. Steve Eames will explore the tension between creating a successful popular historically based film and the actual history.

November 7, 2023

Uncovering our LGBTQ+ Past

Tom Kaufhold and Holly Cashman will present their work to uncover and document the stories and experiences of LGBTQ+ individuals, businesses, and organizations in the New Hampshire Seacoast.

December 5, 2023 at the Exeter Historical Society

Holiday Open House, 6:30pm - 8pm

Join us for food, sociability & holiday cheer.

January 2, 2024

Winter in New England and the Snow Train

In this illustrated program, Dave Saums - editor of the Rutland Railroad Historical Society's Newsliner Quarterly Journal - will explore the era when the Boston & Maine Railroad ran their "snow trains", before well-plowed highways eliminated them.

February 6, 2024

The Exeter Nurses' Training School

Historical Society co-executive director Barbara Rimkunas will discuss Exeter Hospital's nurses' training school, its graduates, and their exciting careers in this illustrated program.

March 5, 2024

From the Front Lines to the Headlines: How Exeter Residents Learned about the Civil War

Print media played a critical role in tracking the Civil War and its ramifications on Exeter residents and their loved ones. Join educator Caroline Collins Siecke as she examines how news got from the front lines to the home front in the 1860s.

April 2, 2024

Lucy Terry Prince: Witness, Voice, and Poetics within the American Tradition*

Poet, journalist, author and artist Shanta Lee will explore the poems of Lucy Terry Prince - the first known African American poet in the U.S. - and how her poems' survival in oral tradition fits within the experience of other poets in journeying from the oral to the written.

May 7, 2024

Rosie's Mom: Forgotten Women of the First World War*

Historian Carrie Brown explores how the work of American women outside the home during the First World War helped shape the work that their more famous daughters would do in WWII.

* These programs are generously sponsored by the NH Humanities.

✓ Town Manager, Mr. Russel Dean
Chief of Police, Chief Stephan Poulin
Select Board president Niko Papakonstantis
Chief Fire & Rescue, Chief Eric Wilking
Exeter Highway Dept. Super. Jay Perkins

Good day Exeter, N.H.

August 30, 2023

I've waited a couple hours to write this letter. I've been taught that's a constructive way to articulate ones thoughts when angry. Please, understand, I have no other intentions than to be constructive and to see my point through, which I've found in the past isn't always easy. I've learned from the process.

Our downtown traffic is a mess, nothing new. I've had conversations in the past with people who run our town and I have never left the conversation with the thoughts of anything ever getting remedied.

I understand that there has been a colossal project going on at the Ioka building and there is not a back parking lot for trucks and dumpsters to stay. The project will be a credit to Exeter and the building will stay a memorial to some of our rich history.

The issue that has me upset is that there are trucks and heavy equipment, (having nothing to do with downtown business), of every kind that thread the needle of our downtown. Quite literally, last week, there was a truck and trailer hauling a wide excavator up Water Street. It is amazing that with all the rain we've had, something hasn't fallen through the road. Exeter's streets and buildings were not built for this kind of traffic!

I have asked town officials why we allow these vehicles to travel from point to point using Water Street as their short cut. The only answer I receive is that we can't interfere with their routes. The stress and safety levels of driving through Exeter, to try to do downtown business, is what should be considered most important for our residents and local business owners. This is our home, where we live day to day.

So, I confess, the reason for my anger is that today, at 11:10 am, my passenger side mirror blew up as it hit the back of a delivery truck, parked next to a dumpster. I was in a line of traffic and oncoming traffic was coming at me. As I made sure not to hit them, I stayed clear. I consider myself a good, safe driver. I know my vehicle pretty well. It is time to do something about this mess!

Considering how long the Ioka project has been going on, there should have been some traffic modifications, for the safety of All. The jaywalking in between vehicles is a whole other issue.

I am asking for an explanation. Why have we let this town's traffic issues become so choking? So dangerous?

I can't believe I am the first person to talk about this. This is NOT just an Ioka issue. It's been a problem for decades. We can't leave our "Signature" street like this! I understand that we have experimented with various traffic patterns in the past. Is this really the safest thing we can come up with? Have we not done anything so that we get voter's support for a parking garage? It's time to do something before one of these jaywalkers finds the same fate that my mirror has.

I look forward to your response and thank you for your time and service to our town.
Sincerely,
Rob Ficara
Exeter, N.H.

Sincerely, Rob.



Russ Dean <rdean@exeternh.gov>

Fwd: Exeter Historical Society Thanks You

2 messages

Niko Papakonstantis <npapakonstantis@exeternh.gov>

Wed, Sep 6, 2023 at 10:40 AM

To: Melissa Roy <mroy@exeternh.gov>, Russ Dean <rdean@exeternh.gov>

Cc: Nancy Belanger <nbelanger@exeternh.gov>

Please Include this in the SB packet under correspondence.

Thank you,

Niko

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

From: **Nancy Belanger** <nbelanger411@gmail.com>

Date: Wed, Sep 6, 2023 at 9:22 AM

Subject: Fwd: Exeter Historical Society Thanks You

To: Niko Papakonstantis <NPapakonstantis@exeternh.gov>

Good Morning!

Could this go into the next packet please.

Thank you,

Nancy

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

From: **Vicki Geis** <vicki.geis@yahoo.com>

Date: Mon, Sep 4, 2023 at 10:12 PM

Subject: Exeter Historical Society Thanks You

To: Nancy Belanger <nbelanger411@gmail.com>, Melissa Roy <mroy@exeternh.gov>

Cc: Exeter Historical Society <info@exeterhistory.org>

Hello Nancy and Melissa,

Thank you for your contribution to our Window to the Past exhibit through your current Town Manager and Select Board photo submissions. The pictures are quite good of everyone, and the collage looks great next to the 1972 Board. I loved seeing the updated group photo on the town website. The full exhibit is now ready for public viewing and features many of the Smith Glass Plate collection which is a true treasure for the Society and the town. We have pulled fun artifacts from the archives to go along with the photos.

We hope to see you and the Board members come in during open hours (Tues and Thurs 2-4:30 and Saturday 9:30-12) or extended hours this Saturday 9:30-3. Please let me know if you have a hard time getting in during open hours, I will be happy to meet with you off hours.

Warm Regards,

Vicki Geis
Board Chair
Exeter Historical Society

--
Nancy Belanger

Russ Dean <rdean@exeternh.gov>

Wed, Sep 6, 2023 at 11:30 AM

To: Niko Papakonstantis <npapakonstantis@exeternh.gov>

Cc: Melissa Roy <mroy@exeternh.gov>, Nancy Belanger <nbelanger@exeternh.gov>

Received, will do.

Thank you,

Russ

[Quoted text hidden]