

**Select Board Meeting**  
**Monday, October 16<sup>th</sup>, 2023, 7:00 p.m.**  
**Nowak Room, Town Offices**  
**10 Front Street, Exeter NH 03833**

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

To access the meeting, click this link: <https://us02web.zoom.us/j/89853175539>

To access the meeting via telephone, call: +1 646 558 8656 and enter the Webinar ID: 898 5317 5539

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

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

More instructions for how to access the meeting can be found here:

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

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

**AGENDA**

1. Call Meeting to Order
2. Public Comment
3. Proclamations/Recognitions
4. Approval of Minutes
  - a. Regular Meeting: October 2<sup>nd</sup>, 2023
5. Appointments
  - a. None
6. Resignations
  - a. None
7. Discussion/Action Items
  - a. Water/Sewer Rates Hearing
  - b. Request for 15 Minute Parking Limit (amendment to 103.7 of Town Ordinances Parking Regulations)
  - c. MRI Revaluation Contract
  - d. Riverwoods Tax Agreements
  - e. Committees Discussion
8. Regular Business
  - a. Tax Abatements, Veterans Credits & Exemptions
  - b. Permits & Approvals
  - c. Town Manager's Report
  - d. Select Board Committee Reports
  - e. Correspondence
9. Review Board Calendar
10. Non-Public Session
11. Adjournment

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

**Posted: 10/13/23 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**

## Minutes

Select Board Meeting  
Monday October 2, 2023  
7 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, Finance Director Corey Stevens, and Interim Public Works Director Paul Vlasich were present at this meeting. The meeting was called to order by Mr. Papakonstantis at 7:04 PM.

2. Public Comment

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

3. Proclamations/Recognitions

- a. There were no proclamations/recognitions at this time.

4. Approval of Minutes

- a. Regular Meeting: September 25, 2023

**MOTION:** Ms. Belanger moved to approve the Select Board regular meeting minutes of September 25, 2023 as presented. Ms. Cowan seconded. The motion passed 5-0.

5. Appointments and Resignations

**MOTION:** Ms. Gilman moved to accept the resignation of Chris Zigmont from the Communications Advisory Committee. Ms. Belanger seconded. The motion passed 5-0.

6. Discussion/Action Items

- a. PEA Update

Phillips Exeter Academy. President Bill Rawson was present to give an update on the academy. PEA History Teacher Bill Jordan also brought his class in American Politics and Public Policy to the meeting, and the Board answered questions that the students had submitted.

Mr. Papakonstantis read the first student question: Are there any plans to address traffic flow downtown to improve pedestrian safety? Ms. Belanger said there will be an open house on pedestrian safety Wednesday at Town Hall with Stantec, which is conducting the study on parking downtown. Another student asked if there have been any accidents there. Ms. Cowan said there are other intersections that are more dangerous, but if there are complaints or incidents it's helpful to know about them. Mr. Chartrand said he has a long-term dream of moving the bandstand out of the intersection and connecting it to the Town Hall with a small lawn to address pedestrian issues. Mr. Vlasich said the bandstand intersection was looked at for improvements a few years ago. Most accidents are caused by those who park near the bandstand and back out, so we eliminate

parking right there. Ms. Gilman said the Board talked years ago about how to make the bandstand safer, and proposed making it a roundabout. We even staked it out, and she thought taking a left was much easier, but people said it didn't work. A student asked if the study is only on parking. Ms. Belanger said no, it looks at parking, pedestrian issues, and traffic flow. Another student asked if the study looked at traffic only during the day, and Ms. Belanger said no, they looked throughout the day and at night.

Mr. Papakonstantis read the next student question: Have you observed polarization in the local government like the polarization on the national level? Mr. Chartrand and Ms. Belanger said no, it's not as bad on the local level. Ms. Cowan said she disagrees, although it's gotten better since Covid. Mr. Papakonstantis said it's better now, but Exeter was the first town in New Hampshire to have a mask mandate - only one city was before us - and it was contentious. Now he doesn't think we have that sense of polarization. Mr. Chartrand said that in the 2022 election, residents voted to reject those officials who were the most divisive. Ms. Gilman spoke about her experiences with Covid measures at the State level.

Mr. Papakonstantis read the next student question: Is there anything on the town warrant that's noteworthy? Mr. Papakonstantis mentioned the Police Station and Fire Substation. There was low voter turnout last year due to weather and it only lost by a few votes. Mr. Chartrand mentioned Water/Sewer improvements. Mr. Papakonstantis said it's important to pass the budget, which allows the town to operate. A student asked about the best way to inform voters about issues like the Safety Complex, rather than just showing them the price. Ms. Cowan said that's something that we struggle with at all levels of government. The Communications Advisory Committee has worked on getting information to voters, and we've worked on social media and newsletters. Mr. Papakonstantis said we had public hearings and an open house for the Police Station and no one came. For the Siphons project, we had a 15 minute video explanation; people loved the video and it led them to pay more attention. We're looking at doing that with the Public Safety Complex project. Mr. Stevens said there's power in residents talking to each other about these issues.

Mr. Papakonstantis read the next student question: Why are there so many Boards, what motivates people to volunteer, and are there problems getting people to volunteer? Mr. Papakonstantis said these Boards and Committees do the work for the Town and Select Board and communicate with the public. Mr. Chartrand said he used to think the Committees were too much, but the volunteers who staff those committees are the ones that kick off the person-to-person communication process. The more people the town can get involved, the more the word goes out. Ms. Cowan said New Hampshire is a State that is largely run by volunteers and it would fall apart if not for volunteers. Many Boards arise due to a need. Ms. Gilman spoke about her experiences at the State level and Ms. Belanger spoke about her experience with the Housing Advisory Committee.

Mr. Papakonstantis read the next student question: How would you change the jurisdictional balance between the State, local, and national government? Ms. Cowan said she would like the State to stop cutting into municipal services. Mr. Chartrand said west of the Hudson, many services are delivered at a county level, but here, services are delivered at a town level, which involves a great deal of duplication and waste. That system is a tradition and difficult to change. Ms. Gilman said she would change that there are only two senators from each state. Mr. Papakonstantis said he would change the level of State Aid municipalities receive. In an SB2 government, any big decisions have to be made by the voters; it can make things frustrating, but it's incredibly democratic. More people should attend Deliberative Session and have it be what it's meant to be. It's the best form of government for a community our size.

Mr. Papakonstantis read the next student question: What's up with the seals in the Exeter River? Ms. Cowan suggested climate change. Mr. Papakonstantis said we'll try to get you an answer.

Mr. Papakonstantis read the next student question: Is there anything the town can do to improve nightlife for teenagers? Ms. Belanger asked for ideas. Ms. Gilman said the work we're doing on the Town Hall could allow for more performances. A student suggested expanding store hours in the town. Mr. Chartrand said regarding expanded hours, a lot of businesses have single proprietors. He asked what time the curfew is, and a student said it's 10 PM for seniors during the week and 11 on Saturday, but 8 or 9 PM for other classes. Ms. Gilman said places are having a hard time with getting help. A student added that having restaurants open past 7 PM would be helpful for students, as the PEA dinner service closes at 7.

A student asked about the relationship between the Academy and the town. Mr. Papakonstantis said during the pandemic, the Board started getting updates from Principal Rawson several times a year. Mr. Chartrand said 10 years ago, the town gave Gilman Lane to the academy for the campus and they allowed us to lease a well that they own, so there's been that kind of cooperation.

Principal Rawson said when he started as Principal he reached out to the Town Manager. He thought it was important to know the town. There are many points of contact with the town besides the Principal. We want to be good citizens of the town.

Principal Rawson said regarding businesses open at night, perhaps they could rotate with one open late each night?

Principal Rawson gave an update on PEA. The construction of a faculty neighborhood at 35 High Street will have a huge impact for faculty. We installed 86 new geothermal wells on the Academy lawn, and there were already 49 wells there. The new wells will support the new Dining Hall and Academy Center. The project is finished and we will put down seed, not sod, so it should be in good shape for graduation. The Dining Hall should be completed next fall. The next project is renovating the Academy building, a massive and expensive project. It was built in 1914 and expanded but never renovated. It will cause inconvenience

for the students. We're expanding the hall so all students and faculty can fit in there, and it can possibly host town events. This work is consistent with the academy's Master Plan and Climate Plan. We're looking to be zero carbon by 2050. We're grateful for the strong relationship with Fire and Police. Regarding the new Public Safety Complex, he suggested that on July 4 or Memorial Day they could have an open house to draw people in. Regarding the crosswalks, we have mandatory safety training on how to cross and show respect. At critical high traffic periods, we have safety officers there. We sometimes hire a police detail. We had a good opening of the school year. We had an Exeter Leadership weekend with alumni and parent volunteers. Family weekend is in 2 weeks, which is a big event. This weekend, we have the rivalry games with Phillips Andover. Covid is not over, but we're managing it differently. We don't seem to be exceeding our capacity in the health center. If they can, students go home to isolate. He added that the Academy pays quite a bit of property tax, not on its academic buildings but on the many residential units it owns.

b. Voting Machines

Mr. Papakonstantis said regarding the new ballot counting device, the Select Board approved the expenditure, but the Secretary of State requires that the Board move to approve using the machines and have it recorded in the minutes.

**MOTION:** Ms. Belanger moved to approve the use of the ImageCast pre-synched tabulators made by Dominion and have the recorded minutes forwarded to the State by the Town Clerk. Ms. Gilman seconded. The motion passed 5-0.

Ms. Cowan said the State has HAVA funds that should be spent to support voter initiatives, and yet the town of Exeter has to pay for new voting machines to replace the out of date ones.

c. Pickpocket Dam Removal

Interim Public Works Director Paul Vlasich and Jacob San Antonio of VHB were present to discuss the Pickpocket Dam study. Mr. Vlasich said we're underway with a feasibility study at a cost of \$373,000. We had a letter of deficiency and we're figuring out how to bring the dam into compliance. We have to make a decision by June of next year, and by December of 2027 the work needs to be complete. We have two grants, one a Coastal Resilience Grant for \$40,000 and a Stormwater Planning Grant through DES for \$100,000. Recently he had a phone call from NOAA regarding a "Restoring Fish Passage through Barrier Removal" grant. This would meet 100% of the cost for design, permitting, and construction. The grant application was ahead of our schedule, but he wanted to see if it made sense. He had the Chair schedule a September River Advisory Committee meeting. The town would need to commit to the dam

removal option. The Committee voted to approve dam removal as the preferred option.

Mr. San Antonio gave a presentation on the dam feasibility study. The alternatives considered were different approaches to dam stabilization, modification, or removal. There's one house that if the dam were to fail during a 100 year flood event, the water would be above their first floor. Kingston Road is also overtopped at that event, which would make it still a significant hazard dam. We're required to pass the 100 year storm event with one foot of freeboard, but the abutments are already being overtopped, so we would still need to upgrade the dam. That analysis doesn't take into account climate change.

Mr. San Antonio said the NOAA fisheries grant, Restoring Fish Passage Through Barrier Removal, is focused on sea-run fish that spend part of time in the ocean. There is no cost matching by the town. This year, the grant is heavily funded, up to \$175M. Our cost estimate is about \$1M, so we're eligible to apply. The application is due October 16 and we would hear back July 2024.

Mr. San Antonio said that part of the feasibility study is still underway, evaluating impacts of the various alternatives on issues like cultural resources and fish passage, but his opinion is that water levels downstream won't change much with dam removal. The impoundment is a narrow valley and doesn't hold a lot of water. Sediments in the river are relatively clean; there was some arsenic found, but it's thought to be naturally occurring.

Mr. Chartrand asked if we did decide to pursue the grant, what is the process? Does it need to be a town vote? Mr. Papakonstantis said we would just move to authorize the town to move forward with pursuing the grant. If we got the grant, we would contact the administrator in Brentwood and we would likely have a public hearing at some point. Mr. Vlasich said for the application, he would want a support letter from the town that dam removal is our preferred option. Mr. Papakonstantis asked how it would go on the town warrant. Ms. Gilman said the cost has to be on the warrant to appropriate the money.

Mr. Chartrand said he's in favor of proceeding. Ms. Belanger asked if there would be additional costs not covered by the grant. Mr. San Antonio said the estimate built in everything, including sediment removal and disposal, design and permitting, and a three to five year monitoring period. To the best of his knowledge, it covers everything.

Ms. Belanger asked about the impact on wells. If there is a cost there, is that included? Mr. San Antonio said replacing residents' wells is not included. We have a legal opinion that the town wouldn't be responsible for impacts to upstream wells.

Mr. Chartrand said it makes fiscal sense to pursue this grant, which would take care of the issue at no cost. There are some questions about process, but the grant application needs to be made in two weeks. It would be negligent not to move forward on behalf of the town. Mr. Papakonstantis said we could have a vote in March 2025. Ms. Cowan said we would be pushing for this even if there weren't a grant. Something has to be done. Mr. San Antonio said this is once in a



lifetime funding. Mr. Stevens said could we put together a warrant article for 2024 contingent on getting the grant.

Mr. Papakonstantis said the River Advisory Committee unanimously recommended moving forward with this.

Ms. Belanger asked when the rest of the feasibility study would be done, and Mr. Vlasich said January 2024.

**MOTION (not voted):** Ms. Belanger moved to authorize the Interim Public works director Paul Vlasich to move forward with the application process for the Barrier Removal Grant offered by NOAA. Ms. Cowan seconded. Mr. Vlasich said the motion must include the endorsement of dam removal as the preferred option. Ms. Belanger withdrew her motion and Ms. Cowan withdrew her second.

**MOTION (not voted):** Ms. Cowan moved to authorize Interim Public works director Paul Vlasich to pursue and submit the application process for the Barrier Removal Grant offered by NOAA and for the Select Board to submit a letter of support endorsing the project to be submitted with the grant. Ms. Gilman said the motion still doesn't include the endorsement of dam removal. Ms. Cowan withdrew her motion

**MOTION:** Ms. Belanger moved to authorize the Interim Public Works Director Paul Vlasich to pursue and submit the application process, for the purposes of removing the Pickpocket Dam, the Restoring Fish Passage Through Barrier Removal Grant offered by NOAA, and for the Select Board to submit a letter of support endorsing the project. Ms. Gilman seconded. The motion passed 5-0.

#### 7. Tennis Court Resurfacing Request

Parks and Rec Director Greg Bisson said we previously discussed repaving the tennis courts, but the cracks were more substantial than we anticipated. They were last repaved 20 years ago. We can't do it in-house. New England Courts LLC can do the leveling and put two coats of acrylic paint on the patched areas. To do the full repainting would have been \$80,000. The current balance in the Rec Revolving Fund is \$152,000.

Mr. Chartrand asked how long the repair will last. Mr. Bisson said 5-10 years. He added that one of the reasons it cracks so much is the lack of drainage

**MOTION:** Ms. Belanger moved to authorize the use of \$28,000 from the Rec Revolving Fund to contract with New England Courts LLC to resurface the courts. Ms. Cowan seconded. The motion passed 5-0.

Ms. Cowan asked Mr. Bisson to give a Rec Advisory Board update. Mr. Bisson said he will be coming to the Board for a new field rental pricing update. It hasn't been updated in 20 years. We have such high use that we have to get something back from the user groups.

#### 8. Regular Business

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

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

- b. Permits & Approvals
  - i. There were no abatements or exemptions considered at this meeting.
- c. Town Manager's Report
  - i. The Town Manager was not present at this meeting to give an update.
- d. Select Board Committee Reports
  - i. Ms. Cowan had no report.
  - ii. Mr. Chartrand had no report
  - iii. Ms. Gilman said the Town Hall Stakeholders group met on Wednesday to look over three ideas the consultant has proposed.
  - iv. Ms. Belanger had no report.
  - v. Mr. Papakonstantis attended a Budget Recommendations committee meeting, where Mr. Dean presented the budget
- e. Correspondence
  - i. A letter from the Planning Board to the Select Board endorsing the CIP and the Safety Complex.
  - ii. An NHMA Legislative Bulletin
  - iii. A notice from the Town of Hampton Planning Board on a Public hearing.

9. Review Board Calendar

- a. The next Board meetings are October 16, October 30, November 6, November 20, December 4, and December 18. Oct 11 is the "All-Boards" meeting at the Library. October 18 is the Right to Know training, also at the Library.

10. Non-Public Session

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

11. Adjournment

**MOTION:** Ms. Belanger moved to adjourn. Ms. Cowan seconded. The motion passed 5-0 and the meeting was adjourned at 9:56 PM.

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary

**Water/Sewer Rates Hearing - Continued**



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

## Technical Memorandum

To: Russell Dean, Town Manager, Town of Exeter, NH  
From: Meagan McCowan, P.E. (NH), Senior Project Engineer *MLM*  
Keith Pratt, P.E. (NH, ME, MA), President  
cc:  
Date: August 11, 2023  
Subject: Fire Protection Charge Analysis for the Town of Exeter

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### Background

The Town of Exeter has requested Underwood Engineers (UE) to perform an analysis for and suggest an approximate Fire Protection Charge that could be assessed to the Town General Fund using American Water Works Association (AWWA) guidance.

Fire protection charges include costs associated with larger tanks, larger mains, backflow preventers, hydrants, etc. Sprinklers (service connections) are another source of revenue relating to fire protection. It is common practice that the General Fund (general taxation) is assessed a Fire Protection Charge because it is generally accepted that it is an obligation of general government, and fire protection benefits the entire Town, not just the water users. UE calculated a Fire Protection Charge for Exeter based on guidance by the "Principles of Water Rates, Fees, and Charges – Manual of Water Supply Practices (M1)" per AWWA standards.

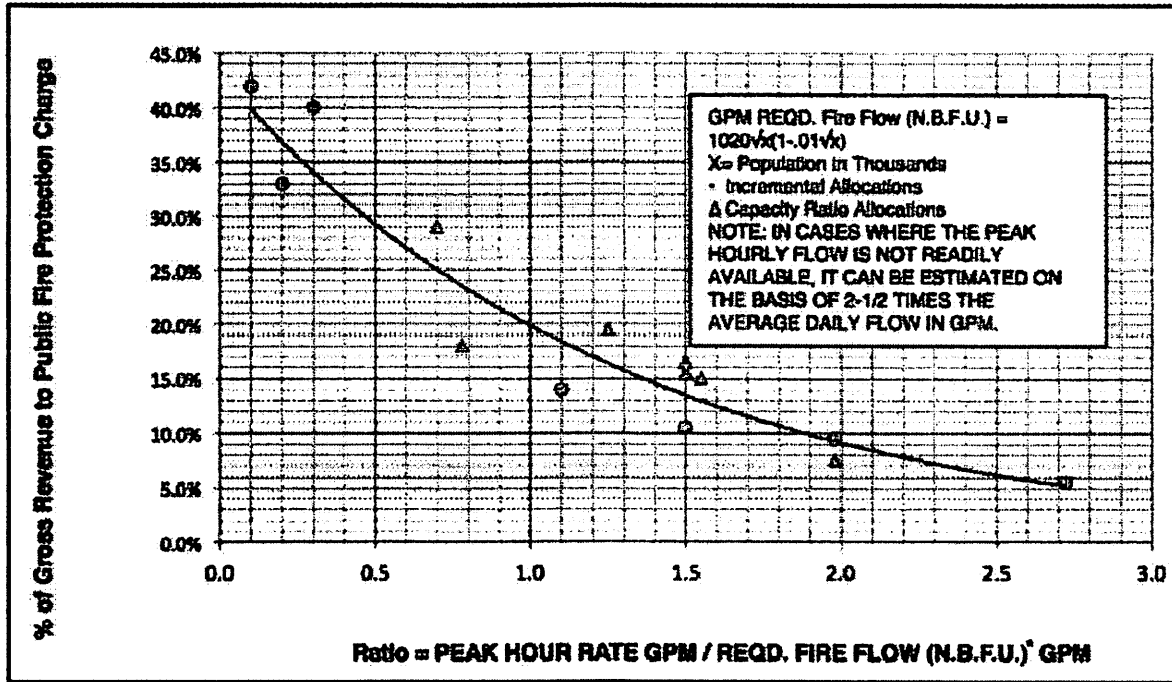
AWWA suggests that costs associated with fire protection in a water system range from 5% (larger systems) to 40% (smaller systems). Two methods are generally used to establish the costs associated with fire protection:

1. Cost Curves generated from a Maine Water Utilities Association study.
2. Cost Allocation Study (Cost of Service).

### Computations

The Town of Exeter has not completed a Cost of Service Study, so the Cost Curve method was used in this analysis. The Cost Curve method uses the graph shown on *Figure 1* below. According to the method, the peak hour flow can be estimated using 2.5 times the average daily flow in gallons per minute.

Figure 1. Cost Curve Method



The average daily production for Exeter was calculated using an average for 2019 to 2021 data. See *Table 1* for a summary of average daily production.

Table 1. Summary of Exeter Average Daily Production

Year	Gallons Per Year	Days in Period	Gallons Per Day (Rounded)
2019	348,134,349	365	954,000
2020	337,766,143	366	923,000
2021	358,754,288	365	983,000
Average	348,218,260	365	953,000

The average daily production of 953,000 gallons per day is about 660 gpm. Consequently, the peak hour flow is estimated as 2.5 times 660 gpm, which is approximately 1,650 gpm.

The required fire flow is calculated using *Equation 1* described below, and as shown on *Figure 1*.

$$Req. Fire Flow = 1,020 \times \sqrt{x} \times (1 - 0.01\sqrt{x}) \tag{Eq. 1}$$

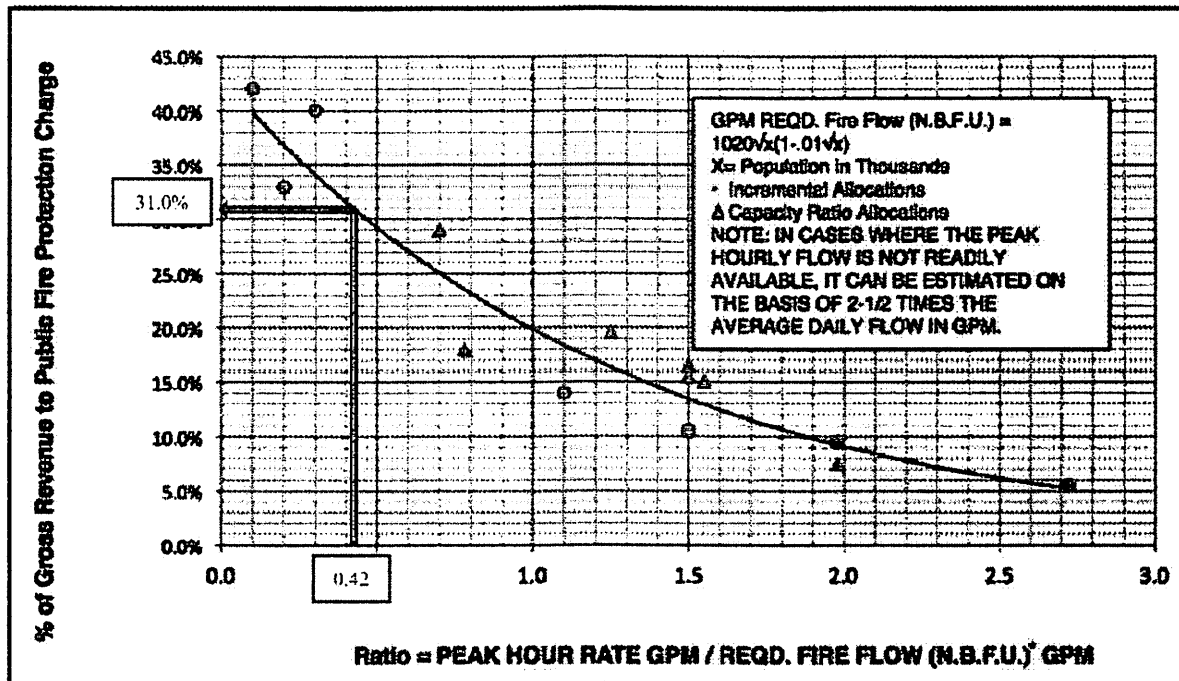
$x$  = population in thousands

Fire Protection Charge  
August 11, 2023

The population of the Town of Exeter is 15,847, according to the 2021 Census. Using this number, the required fire flow was calculated as approximately 3,900 gpm. Consequently, the ratio of Peak Hour flow and Required Fire Flow is 0.42.

Using the Cost Curve, a ratio of 0.42 is equivalent to 31% of gross revenue attributable to the Fire Protection Charge. See *Figure 2* below.

**Figure 2. Percentage of Revenue Attributable to the Fire Protection Charge (Exeter)**



While the cost curve indicates 31% of the Water Department budget could be assessed to the General Fund (\$1.6M in 2024), UE recommends targeting 15% of the Water Department budget until the cost of service can be computed. Fifteen percent is equal to approximately a \$750k General Fund contribution in 2024 and a \$1.1M contribution in 2028. UE recommends that the General Fund Contribution be increased in steps over the next several years until the 15% target is reached.



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

## Technical Memorandum

To: Russell Dean, Town Manager, Town of Exeter, NH  
From: Meagan McCowan, P.E. (NH), Senior Project Engineer *MLM*  
Keith Pratt, P.E. (NH, ME, MA), President  
cc:  
Date: August 11, 2023  
Subject: Irrigation and Deduct Meter Review  
Water Enterprise Fund  
Exeter, NH

### Background

The Town of Exeter has requested Underwood Engineers (UE) review the current Town practices for offering and charging for irrigation and deduct meters, and to provide recommended actions where appropriate.

Exeter currently bills accounts a service fee and a consumption charge. It is assumed that the metered water enters the sewer system (i.e. showers or sink faucets) so the same metered amount is billed for sewer as well. Exeter allows irrigation/deduct meters in certain cases. When provided, irrigation and deduct meters measure usage that is not expected to enter the sewer system. These meters are both used to measure irrigation usage, with irrigation meter usage being measured in parallel to the master meter and deduct meter usage being measured following the master meter and subtracted out from the sewer bill. Irrigation and deduct meters incur costs associated with installation and maintenance of an additional water meter at a property, administration/billing, and water usage.

The intent of this review is to provide recommendations, based on financial and logistical impacts, for opening the irrigation program to all users and allowing deduct meters for commercial non-irrigation purposes.

### Rate Structure & Current Rates

As stated above, Exeter water and sewer rates include a quarterly service fee and a tiered consumption charge. The quarterly fixed fee is the same for all users, regardless of meter size. There are three tiers for consumption, which increase in cost as more water is used. Tier 1 currently



Irrigation and Deduct Meter Review  
August 11, 2023

includes 0-21,000 gallons per quarter and captures about 97% of residential consumption. Tier 2 includes consumption between 21,000 – 105,000 gallons per quarter, and Tier 3 includes Consumption >105,000 gallons per quarter. Existing irrigation meters are currently charged using these tiers and rates.

Current water and sewer rates are included in Table 1.

**Table 1. Current Water & Sewer Rates**

Rate Type	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

### Irrigation Rates

UE reviewed Irrigation Charges from Portsmouth, NH as a model to determine what Exeter’s system may look like. The current rates are shown below. Portsmouth charges a service fee based on meter size, which was not included on this table.

**Table 2. Portsmouth Rates (per unit of 748 gallons)**

Tier	Water	Sewer	Irrigation	Ratio of Irrigation Charge to Tier 1 Water Charge
Tier 1 (0-10 units)	\$4.54	\$15.78	\$5.46	1.2
Tier 2 (10-20 units)	\$5.46	\$17.36	\$10.30	2.3
Tier 3 (>20 units)			\$12.71	2.8

Portsmouth has historically noted that irrigation meters result in a loss of billed sewer usage and anecdotally may not actually encourage efficient use of water. Users are required to participate in the EPA Watersense Program in order to apply for an irrigation meter and are required to use a Watersense Certified contractor for irrigation system installation. This requirement should be considered by Exeter as well.

As an illustration, UE used the ratio of Portsmouth’s irrigation charge to their Tier 1 water charge to create an irrigation charge model for Exeter. These rates are shown below. It was assumed that the current Tier structure would remain and that irrigation would be billed at the respective Tier (i.e. an account may be billed at Tier 2 for water and Tier 1 for irrigation).



**Table 3. Exeter Rates (per 1000 gallons)**

Tier	Water	Sewer	Example Irrigation Rate	Ratio of Irrigation Charge to Tier 1 Water Charge
Tier 1 (0-21,000)	\$9.32	\$16.34	\$11.21	1.2
Tier 2 (21,001-105,000)	\$11.66	\$20.42	\$21.14	2.3
Tier 3 (>105,000)	\$13.98	\$24.51	\$26.09	2.8
Service fee	\$43.00	\$41.00	\$43.00	

UE calculated sample bills for Tier 1, Tier 2, and Tier 3 customers for Exeter using the current rate structure and the new rate structure that includes irrigation charges. These calculations are shown in Attachment A.

Although the customers with irrigation meters would be charged an additional service fee and higher consumption rates compared to water using the example presented in this memorandum, the increase in water revenue does not make up for the loss of sewer revenue. In order for this to be remedied, Exeter would need to increase sewer rates to cover revenue lost from irrigation users. UE found during the recent water and sewer rate study (June 2023) that Exeter's rates are already higher than the state average and similar systems and the current tiered rate structure provides incentives for conservation

Irrigation rates are typically charged at a higher rate since they typically increase water demand during peak water usage times and to encourage conservation. UE recommends separate higher irrigation rates be implemented in Exeter at some point, similar to the Portsmouth model since it provides a more equitable structure. UE recommends that irrigation rates be reconsidered again in the future as conditions may warrant it.

### Non-Irrigation Deduct Meters

Deduct meters for commercial non-irrigation purposes would be billed under the existing water rate structure instead of an increased irrigation rate. Sample bills were also calculated for non-irrigation deduct meters (Attachment A). Allowing these meters would result in revenue loss due to the lack of sewer consumption billed that would require sewer rate adjustments.

### Conclusions

This review determined the following:

- Exeter currently allows irrigation meters within its water system for residential users. These users are billed for consumption at these meters under the current water rates. Non-irrigation deduct meters are not currently allowed.



Irrigation and Deduct Meter Review  
August 11, 2023

- Expanding the irrigation meter program would likely result in a loss of sewer revenue without a rate adjustment.
- Expanding the use of deduct meters will result in a loss of sewer revenue unless sewer rates are adjusted.
- Deduct meters may be appropriate for commercial uses as well.

## **Recommendations**

Based on these findings, UE presents the following recommendations:

- Allow irrigation and deduct meters for commercial users;
- Irrigation and deduct meters shall be subject to a separate service fee;
- Irrigation meters and deduct meters used for irrigation shall be charged irrigation rates if/when implemented;
- The irrigation rates shall be higher than water rates to recover the cost of the peak demands and to encourage conservation;
- The Town may choose to require the irrigation systems to be water-efficient and be certified by the EPA WaterSense program; and
- Prior to allowing deduct and irrigation meters, the Town should estimate the amount of anticipated lost revenue and plan for how that revenue will be recovered.

Attachment A  
Sample Irrigation and Deduct Meter Bills  
Water/Sewer Rate Study  
Exeter, NH  
April 11, 2023

Exeter Bills for Irrigation Water With and Without Irrigation Meter

User	Est. Usage per Quarter	Est. Irrigation Usage per Quarter	Current Bills			New Bills				Change in Revenue	
			Water	Sewer	Total	Water	Sewer	Irrigation	Total	Water	Sewer
Tier 1 User	20,000	10,000	\$229.40	\$367.80	\$597.20	\$136.20	\$204.40	\$155.09	\$495.69	\$61.89	-\$169.40
Tier 2 User	100,000	50,000	\$1,159.86	\$1,997.32	\$3,157.18	\$576.86	\$976.32	\$891.57	\$2,444.75	\$308.57	-\$1,021.00
Tier 3 User	250,000	125,000	\$3,245.26	\$5,653.37	\$8,898.63	\$1,497.76	\$2,589.62	\$2,576.36	\$6,663.74	\$828.80	-\$3,063.79

Exeter Rates (per 1000 gallons)

	Water	Sewer	Irrigation	Ratio of Irrigation Charge to Tier 1 Water Charge
Tier 1 (0-21,000)	\$9.32	\$16.34	\$11.21	1.2
Tier 2 (21,001-105,000)	\$11.66	\$20.42	\$21.14	2.3
Tier 3 (>105,000)	\$13.98	\$24.51	\$26.09	2.8
Service fee	\$43.00	\$41.00	\$43.00	

Exeter Bills for Deduct Meter

User	Est. Usage per Quarter	Est. Deduct Usage per Quarter	Current Bills			New Bills			Change in Revenue	
			Water	Sewer	Total	Water	Sewer	Total	Water	Sewer
Tier 1 User	20,000	10,000	\$229.40	\$367.80	\$597.20	\$229.40	\$204.40	\$433.80	\$0.00	-\$163.40
Tier 2 User	100,000	50,000	\$1,159.86	\$1,997.32	\$3,157.18	\$1,159.86	\$976.32	\$2,136.18	\$0.00	-\$1,021.00
Tier 3 User	250,000	125,000	\$3,245.26	\$5,653.37	\$8,898.63	\$3,245.26	\$2,589.62	\$5,834.88	\$0.00	-\$3,063.79

**Notes/Assumptions**

1. Exeter irrigation rates based on rate ratios of Portsmouth irrigation rates.
2. Assumed current Tiers structure.
3. Assumed that irrigation meters will be read and billed through water department.
4. Assumed that irrigation will be billed at the respective Tier based on irrigation usage, not total water usage (i.e. an account may be billed at Tier 2 for water and Tier 1 for irrigation).

# 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
Water Consumption	322 MGY	312 MGY	312 MGY
Sewer Budget	\$1.7M	\$7.4M	\$9.7M
Sewer Consumption	336 MGY	309 MGY	309 MGY

+236%

-3%

+471%

-8%

Costs are increasing and sales are decreasing (Conservation)

# 5-Year CIP

Capital Project <sup>1</sup>	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		
<b>TOTAL CIP (5-year)</b>					<b>\$98,785</b>	<b>\$42,892</b>	<b>\$0</b>	
					<b>328,785</b>	<b>\$1,772,892</b>	<b>\$0</b>	
<b>Capital Project<sup>1</sup></b>					<b>6</b>	<b>2027</b>	<b>2028</b>	
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						
<b>TOTAL CIP 2024-2028 (5-year)</b>		<b>\$13,366,314</b>	<b>\$4,060,869</b>	<b>\$3,831,950</b>	<b>\$2,932,118</b>	<b>\$1,580,355</b>	<b>\$1,621,892</b>	<b>\$3,400,000</b>

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



# Water – Existing & Proposed Debt Service & Leases

## Projects Include:

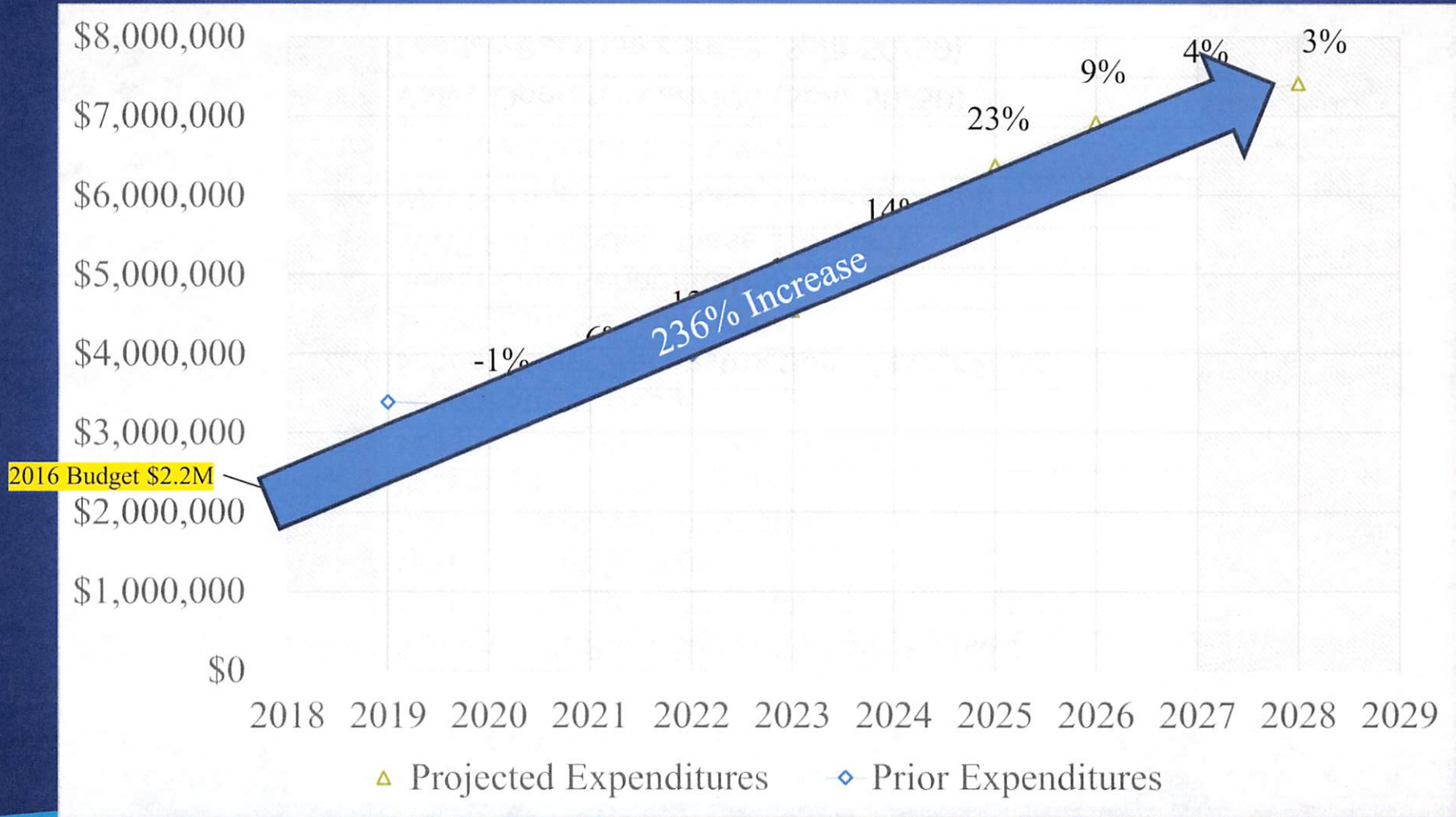
- New Groundwater Development Phase 2
- School Street Area Design
- School Street Area Reconstruction
- Water Street Design
- Water Street Reconstruction
- Surface Water Treatment Plant Design
- Water Main Rehabilitation
- Water Main Rehabilitation
- Water Main Rehabilitation
- Vehicles

5%

4%

Existing Debt    Proposed Debt    Existing & Proposed Lease

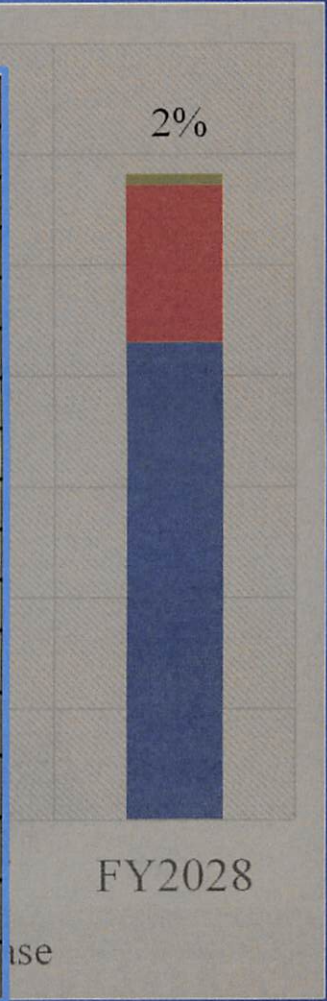
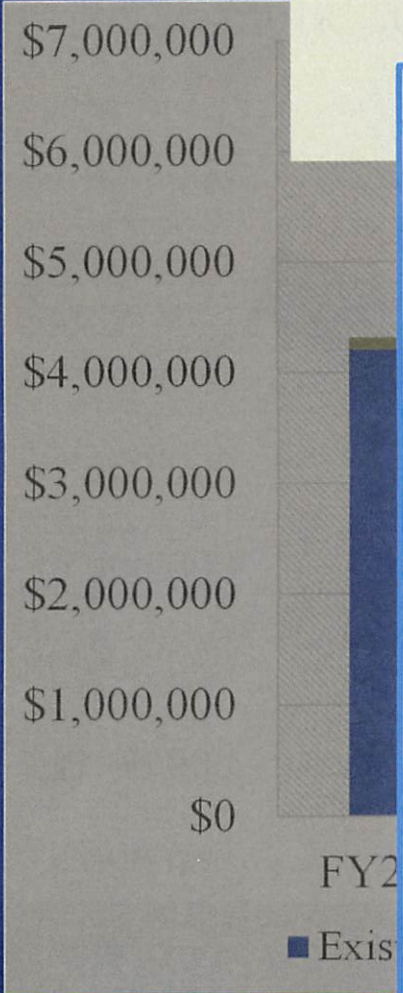
# Water – Prior & Projected Expenditures



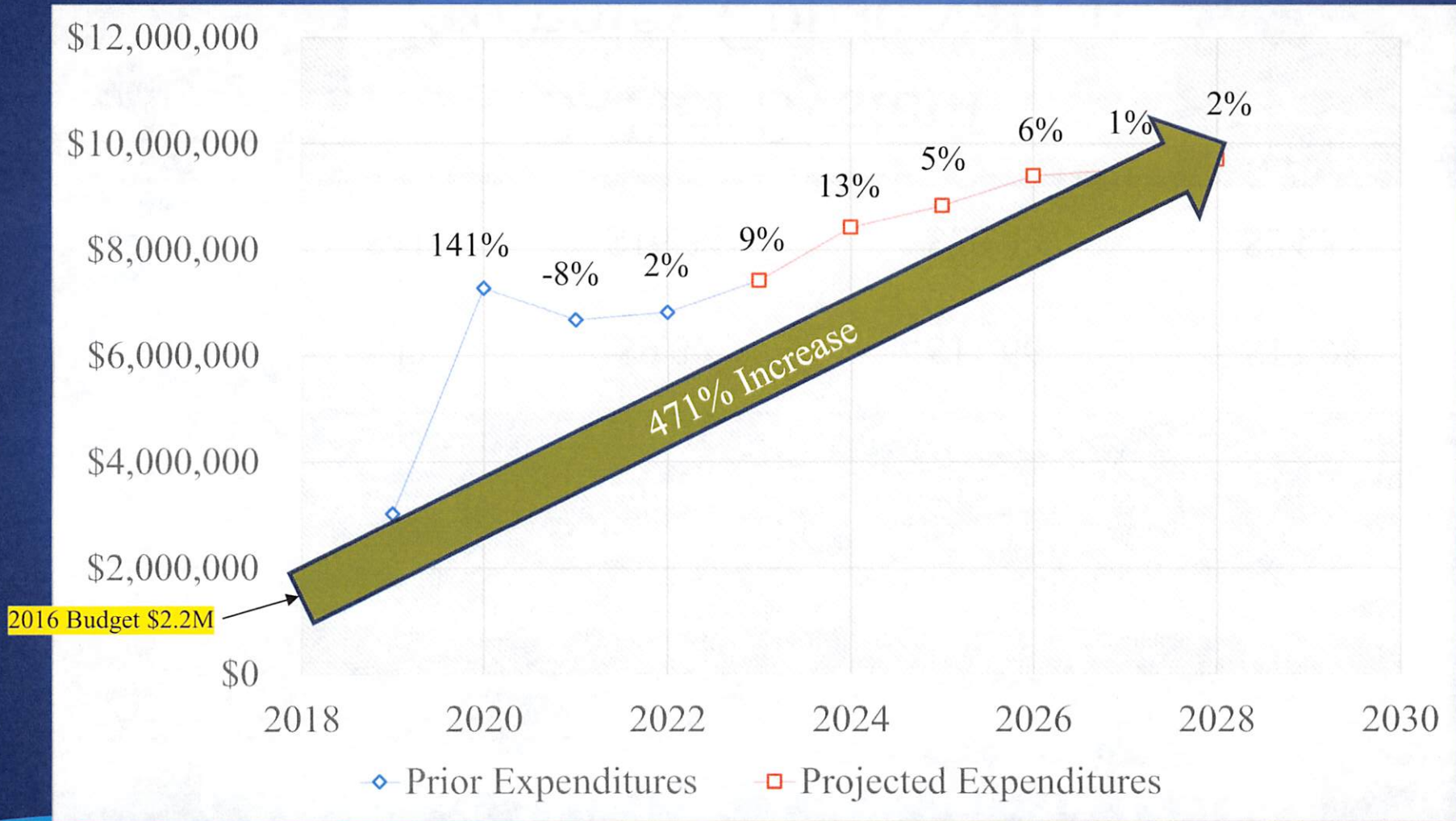
# Sewer – Existing & Proposed Debt Service

## 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

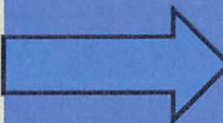
- UE reviewed the following rate design options:
  - Increasing Tier 1 to 56%
  - Implementing AWWA meter ratios **Recommended Option**
  - Increasing meter revenue to 20%
  - Modifying Tier Levels (i.e., Tier 1 to 40%)
  - Eliminating Tiers

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"> <li>• ¾" – 3,492 (increasing 0.84% annually to 3,671 by 2028)</li> <li>• 1" – 136</li> <li>• 1-1/2" – 80</li> <li>• 2" – 103</li> <li>• 3" – 8</li> <li>• 4" – 2</li> </ul>
Consumption	<ul style="list-style-type: none"> <li>• 312 MGY based on previous 3-year average and projected to be flat for six years</li> <li>• 51% of consumption in Tier 1, 21% in Tier 2, and 28% in Tier 3 based on 2022 data</li> <li>• Consumption was assumed not to increase</li> </ul>
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"> <li>• Currently \$20,000</li> <li>• Assumed to increase to \$100,000 in 2024, and then \$50,000 annually thereafter</li> </ul>

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



# Sewer – Recommended Rates

	Existing	2023 (0%)	2024 (4%)	2025 (12%)	2026 (4%)	2027 (4%)	2028 (4%)
<b>Meter Charge</b>							
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
<b>Consumption Charge</b>							
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
<b>Service Fees</b>								
Turn Water On/Off (including for nonpayment)	\$35	\$50	\$37.50 (\$75 for nonpayment)	\$40	\$25	\$62.90	\$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: \$75	\$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: \$80/1000 gallons Non-resident: \$120/1000 gallons
Repair/Replace existing service	\$100	At cost		\$60 plus parts				
<b>Admin Fees</b>								
Ownership Change for Billing / Account Estab. Fee		\$25						
New Service Application Fee	\$300	\$300						
Late Payment		\$30						
Bad Check Fee	\$25	\$30 per month or 10% per annum						
On-Site Collection Fee for Nonpayment		\$40						
plan photocopies	\$0.50/sheet	\$3 / sheet						
<b>Connection Fees (Including Meter Installation)</b>								
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								
<b>System Development Charge (SDC)</b>								
Water	\$2.00/gallon	see SDC recommendations						
Sewer	\$4.85/gallon	see SDC recommendations	2" or greater: varies					

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%)
<b>Meter Charge</b>							
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
<b>Consumption Charge</b>							
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%)
<b>Meter Charge</b>							
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
<b>Consumption Charge</b>							
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
<b>Residential (5/8") (111 gpd, average residential user)</b>	\$550	\$576	\$640	\$787	\$858	\$883	\$919
<b>Commercial (1.5") (4,000 gpd, example account)</b>	\$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
<b>Residential (5/8") (111 gpd, average residential user)</b>	\$826	\$810	\$842	\$944	\$981	\$1,020	\$1,061
<b>Commercial (1.5") (4,000 gpd, example account)</b>	\$33,888	\$33,990	\$35,350	\$39,592	\$41,176	\$42,823	\$44,536

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

<b>TOWN OF EXETER - WATER/SEWER BILL SAMPLE - 2023</b>					
	<b>Water</b>	<b>Sewer</b>	<b>Total Qtrly Bill</b>	<b>Total Yrly Cost</b>	<b>YOY Increase</b>
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>			
<b>Total Fee (Water/Sewer)</b>	<b>137.40</b>	<b>206.50</b>	<b>343.90</b>	<b>1,375.61</b>	
<b>TOWN OF EXETER - WATER/SEWER BILL SAMPLE - 2024 ESTIMATED</b>					
	<b>Water</b>	<b>Sewer</b>	<b>Total Qtrly Bill</b>	<b>Total Yrly Cost</b>	
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			<b>+\$27/qtr.</b>
Total Quarterly Service Fee	<u>46.75</u>	<u>38.48</u>			
<b>Total Fee (Water/Sewer)</b>	<b>159.91</b>	<b>210.60</b>	<b>370.51</b>	<b>1,482.04</b>	<b>106.43</b>



# 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?

**Request For 15 Minute Parking Limit – Amendment to 103.7 of Town Parking Ordinances**

Gill Street	North side of Gill Street (extension) from Gill Street to 50' from Linden. Entire east side from Front Street.
Linden Street	West side of street from Front Street to Gill Street.

103.5 30 – Minute Parking Limit School Hours

Linden Street	West side in the designated spaces.
---------------	-------------------------------------

103.6 30 – Minute Parking Limit

Bow Street	South side adjacent to the Public Safety Complex.
Front Street	Monday through Saturday: North side from the driveway of First Congregational Church to Center Street. South side from Court Street to 5 spaces east of driveway of the U.S. Post Office. In front of 148-152 Front Street, south side.
Front Street	During State and Federal Elections, Primary and General. Center Isle at the Bandstand; Westerly side from Water Street to the driveway of Congregational Church. Easterly side from Water to Court Street.

103.7 15 – Minute Parking Limit

Front Street	South side, 4 spaces east of Post Office entrance, Monday through Saturday.
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103.8 Restricted Parking – Vehicles with boat trailers

Robert H. Stewart Park	4 designated spaces reserved for vehicles w/boat trailers between April 1st and November 5th.
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103.9 Restricted Parking – Motorcycle Parking Only

Front Street	1 designated space in front of 14 Front (up to 2 motorcycles)
Water Street	1 designated space in front of 55 Water St. (1 motorcycle only)
Water Street	1 designated space on southerly side of municipal parking lot (up to 3 cycles)

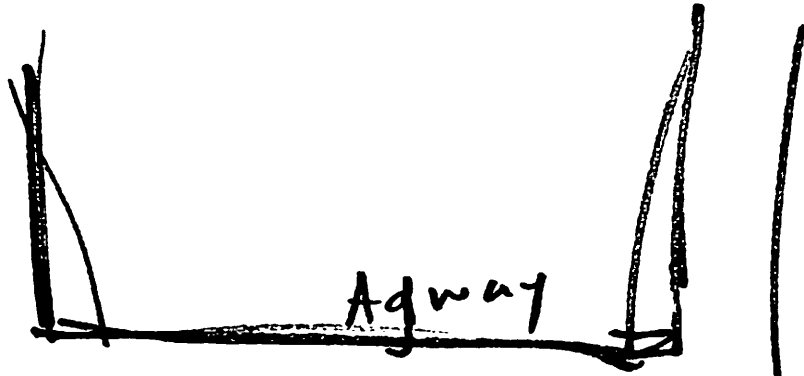
103.10 Robert H. Stewart Park: Parking space at island to Boat Launch for Harbor Master.

110 Penalties

A person violating any provision of Chapter 1 of the Traffic Code shall be punished by a fine of not more than one hundred (\$100) dollars for each offense, except that optional procedures set forth in Section 110.1 may be used in lieu of court proceedings for violations of Chapter 1.



RR



Parking Lot.

Front Street

Proposed short term parking



Alley

**MRI Revaluation Contract**



# CYCLICAL REVALUATION CONTRACT

SUBJECT: CYCLICAL REVALUATION means the process of a revaluation of all taxable and nontaxable properties in a Municipality, using existing property data, to arrive at full and true value as of April 1.

The Town of EXETER, NH, a municipal corporation organized and existing under the laws of the State of New Hampshire, hereinafter called Municipality; and, MUNICIPAL RESOURCES, INC. a business organization existing under the laws of the State of New Hampshire, and having a principal place of business at, 66 Main Street Suite B, Plymouth, NH 03264 hereinafter called Contractor, hereby mutually agree as follows:

## GENERAL PROVISIONS

### 1. PARTIES

- |  |   |
|--|---|
| 1.1 Name of Municipality:  | <u>Town of Exeter, New Hampshire</u>                            |
| 1.2 Mailing Address of Municipality:                               | <u>10 Front Street, Exeter, NH 03833</u>                        |
| 1.3 Contracting Official(s) name(s) and title(s) for Municipality: | <u>Russell Dean, Town Manager</u><br><u>Exeter Select Board</u> |
| 1.4 Telephone and Fax numbers:                                     | Phone: (603) 773-6102<br>Fax: (603)777-1514                     |
| 1.5 E-mail Address, if applicable:                                 | <u>rdean@exeternh.gov</u>                                       |
| 1.6 Name of Contractor:  | <u>Municipal Resources, Inc.</u>                                |
| 1.7 Mailing Address of Contractor:                                 | <u>66 Main Street, Suite B Plymouth, NH 03264</u>               |
| 1.8 Principal Place of Business:                                   | <u>Plymouth, New Hampshire</u>                                  |
| 1.9 E-mail Address, if applicable:                                 | <u>Assessing@mrigov.com</u>                                     |
| 1.10 Telephone and Fax numbers:                                    | Phone: (603) 279-0352<br>Fax: (603) 707-4819                    |
| 1.11 Name and Title of Authorized Contractor:                      | <u>Scott Marsh, CNHA, DRA Assessor Supervisor</u>               |
| 1.12 Type of Business Organization:                                | <u>Corporation</u>  |

### DEFINITIONS:

**Abatement Review** means to make an assessment recommendation to the municipal assessing officials or to make a change to an assessment that is in response to an abatement request from a taxpayer. **Rev 601.01**

**Appraisal** means the act or process of developing a market value estimate of property which will be used as the basis for valuation, fulfilling a municipality's statutory duties relative to property tax administration including, but not limited to those pursuant to RSA 75:1. **Rev 601.02**

**Assessing Services** means the making of appraisals, reappraisals, assessments, or providing other services on behalf of municipal assessing officials for the statutory administration of property valuation and assessment including, but not limited to those pursuant to RSA 75:1. **Rev 601.05**



**Assessing Standards Board (ASB)** means the State of New Hampshire assessing standards board as established pursuant to RSA 21-J:14-a. Rev 601.06

**Assessment** means an estimate of the quality, amount, size, features, or worth of real estate which is used as a basis for a municipalities' valuation in accordance with statutory requirements including, but not limited to those pursuant to RSA 75:1. Rev 601.07

**Base Year** means the tax year in which the municipality performed a revaluation of all properties. Rev 601.08

**BTLA Reassessment** means an order by the State of New Hampshire board of tax and land appeals for a revaluation or partial update of a municipality's property assessments. Rev 601.09

**Calibration** means the process of ensuring the predictive accuracy of the CAMA model(s), through testing, which may include but not be limited to; determining the variable rates and adjustments from market analysis for land and land factors, costs and depreciation for a cost model, valuation rates and adjustments for a sales comparison model, and market rents and capitalization rates for an income model. Rev 601.10

**Computer Assisted Mass Appraisal System (CAMA)** means a system of appraising property that incorporates computer-supported tables, automated valuation models and statistical analysis to assist the appraiser in estimating value for a revaluation, assessment data maintenance and valuation update. Rev 601.11

**Contract** means any agreement between the municipality and the contractor for making appraisals, reappraisals, assessments, or for appraisal work on behalf of a municipality with the State of New Hampshire. Rev 601.13

**Contractor** means the person, firm, company, or corporation with which the municipality has executed a contract or agreement for assessing services. Rev 601.14

**Cyclical Inspection** means the process of a systematic measure and listing of all properties within a municipality over a specified period of time. The term includes "data collection" and "data verification". Rev 601.15

**Cyclical Revaluation** means the process of combining a full statistical revaluation of the entire municipality with a cyclical inspection process. Rev 601.16

**Data Collection** means the inspection, measuring, or listing of property within a municipality. The term includes data verification. Rev 601.17

**DRA-certified** means a level of certification attained by a person as set forth by the ASB in Asb 300 pursuant to RSA 21-J:14-f. Rev 601.20

**Executed** means to transact, agree to, carry into effect, sign or act upon a contract or agreement to perform assessing services for a municipality. The term includes "executing". Rev 601.22

**Final Monitoring Report** means the DRA's final letter to the municipality for any revaluation or partial update. Rev 601.23

**Full Revaluation** means the revaluation of all taxable and nontaxable properties in a municipality, with a complete measure and listing of all taxable and nontaxable properties to occur at the same time of the establishment of the new base year, to arrive at full and true value as of April 1. The term includes "full reappraisal" and "full reassessment." Rev 601.24

**Full Statistical Revaluation** means the process of a revaluation of all taxable and nontaxable properties in a municipality, using existing property data, to arrive at full and true value as of April 1. The term includes "statistical update" and "statistical reassessment". Rev 601.25

**Highest and Best Use** means the physically possible, legally permissible, financially feasible, and maximally productive use of a property, as appraised in accordance with RSA 75:1. Rev 601.26

**Improvement** means any physical change to either land or to buildings that may affect value. Rev 601.27

**In-house Work Plan** means a written set of goals, objectives, processes, and timelines that the municipality intends to rely upon to perform revaluations, partial updates, or cyclical inspections. **Rev 601.29**

**Listing** means recording a description of the interior, exterior, and attributes of any improvements or the recording of the description of land features and attributes. The term includes "list". **Rev 601.30**

**Market Analysis** means the study and processes utilized to determine the response of buyers and sellers of real estate, in a geographic area, to various data elements through the analysis of cost data, income data, and sale transactions in the performance of mass appraisal. **Rev 601.31**

**Market Value** means the value of a property that:

- (a) Is the most probable price, not the highest, lowest or average price;
- (b) Is expressed in terms of money;
- (c) Implies a reasonable time for exposure to the market;
- (d) Implies that both buyer and seller are informed of the uses to which the property may be put;
- (e) Assumes an arm's length transaction in the open market;
- (f) Assumes a willing buyer and a willing seller, with no advantage being taken by either buyer or seller; and,
- (g) Recognizes both the present use and the potential use of the property.

The term includes "full and true value". **Rev 601.32**

**Mass Appraisal** means the utilization of standard commonly recognized techniques to value a group of properties as of a given date, using standard appraisal methods, employing common data and providing for statistical testing. **Rev 601.33**

**Measure** means the physical inspection, verification, sketching and recording of the exterior dimensions and attributes of any improvements made to a property. **Rev 601.34**

**Municipal Assessing Officials** means those charged by law with the duty of assessing taxes and being the:

- (a) Governing body of a municipality;
- (b) Board of assessors or selectmen of a municipality; or
- (c) County commissioners of an unincorporated place.

**Rev 601.36**

**Municipality** means a city, town or unincorporated place. **Rev 601.37**

**Partial Update** means the process of analyzing market sales throughout the entire municipality to identify and implement needed value changes to the affected areas, or classes of property, to bring those properties to the municipality's general level of assessment utilizing the existing base tax year and providing an addendum to the existing USPAP compliant report. The term includes "partial revaluation." **Rev 601.38**

**Revaluation** means the act of re-estimating the worth of real estate of the entire municipality using standard appraisal methods, calibration of the CAMA tables and models, establishment of a new base year with a USPAP compliant report, and providing for statistical testing whether by either:

- (a) A full revaluation; or,
- (b) A full statistical revaluation.

The term includes "reappraisal," "reassessment," and "value anew". **Rev 601.40**

**Sale Validation** means the process of verifying a real estate sale transaction to determine whether the sale was a valid or an invalid indicator of the market value of the sold property. The term includes "sale verification" and "sale qualification." **Rev 601.41**

**Statistical Testing** means the use or application of numerical statistics to understand the results of a reappraisal or the need for a reappraisal. **Rev 601.42**

**Uniform Standards of Professional Appraisal Practice (USPAP)** means the generally accepted and recognized standards of appraisal practice printed by The Appraisal Foundation as authorized by Congress as the source of appraisal standards and appraiser qualifications. **Rev 601.44**

**USPAP Compliant Report** means an appraisal report based upon the standards established by the ASB pursuant to RSA 21-J:14-b 1, (c.) Rev 601.45

**2. RESPONSIBILITIES AND SERVICES TO BE PERFORMED BY CONTRACTOR**

**2.1 Contract Submission**

The contract, any revised contract, and the list of personnel assigned to work under the contract, shall be submitted to the DRA for examination and written recommendations of the DRA to be made to Municipality within 10 working days of receipt by the department. No work shall begin without first submitting a copy of the executed contract or agreement to the commissioner along with the names and qualifications of all personnel to be employed under the contract or agreement.

**2.2 Assessment of all property**

2.2.1 Contractor shall appraise all taxable property (RSA 72:6) within Municipality in a good and workmanlike manner in accordance with RSA 75:1.

2.2.2 Contractor shall appraise all tax exempt and non-taxable property (RSA 74:2) within the taxing jurisdiction of Municipality in the same manner as taxable property.

2.2.3 Contractor shall measure, list and verify all sales, except those that have already been completed, used to determine benchmarks for the revaluation.

2.2.4 Contractor shall utilize Municipality's VISION CAMA System to assess properties.

**2.3 Completion of Work**

2.3.1 Contractor shall complete all work and deliver the same in final form to the municipal assessing officials on or before September 15, 2023.

2.3.2 Contractor shall provide Municipality a list of all products to be delivered and dates of delivery thereof. The products include:

- (1) Property record cards in electronic format
- (2) A USPAP Compliant Final Appraisal Report will be provided within 30 days of submission of the DRA MS-1;
- (3) The Data Collection Manual;
- (4) The CAMA System Manual to be provided by Vision Government Solutions; and,
- (5) Any other products as deemed necessary by the municipal assessing officials (as described in Section 3).

2.3.3 The revaluation shall be considered satisfied and in its final form only when:

- (1) The informal review of assessments has been completed as described in Section 3.6;
- (2) Any required value adjustments are made;
- (3) The final values are submitted to and accepted by the municipal assessing officials;
- (4) All products required by the contract are delivered to Municipality and the DRA;
- (5) The DRA has completed its final monitoring report;
- (6) All other terms of the contract have been satisfied.

**2.4 Personnel**

2.4.1 For grading, classifying, appraising and data collection of all property covered by the contract, Contractor shall only employ personnel who are certified by the DRA, as defined in the Asb 300 Rules and RSA 21-J:14-f for the level of work they will be performing;

2.4.2 Contractor shall not compensate, in any way, a municipal official, employee or any immediate family member of such official or employee in the performance of any work under

the contract unless previously disclosed and a prior full-time employee of Contractor.

2.4.3 Upon approval of the contract and before the revaluation begins, Contractor shall provide to the DRA and the municipal assessing officials, a list of the DRA-certified personnel assigned to work under the contract.

2.4.4 Contractor shall ensure that the DRA-certified assessor supervisor is proficient in the use and calibration of the CAMA system that will be used to assess the property specified in Section 2.2.

2.4.5 Contractor shall ensure that the individual(s) assigned to perform data entry are proficient in the use of Municipality's CAMA system.

2.4.6 All work shall be overseen and reviewed by a DRA Certified Assessor or Assessor Supervisor.

## 2.5 Public Relations

2.5.1 Contractor and the municipal assessing officials, during the progress of the work, shall each use their best efforts to promote full cooperation and amiable relations with taxpayers. All publicity and news releases shall be approved by the municipal assessing officials before being released to the news media. Contractor, upon request of the municipal assessing officials, shall provide assistance in conjunction with the municipal assessing officials to acquaint the public with the mechanics and purpose of the revaluation.

## 2.6 Confidentiality

2.6.1 Contractor, municipal assessing officials or municipal employees shall not disclose any preliminary values to anyone or permit anyone to use or access any data on file during the course of the revaluation project, except the municipal assessing officials and the Commissioner of the DRA, or their respective designees, until the values have been submitted to the municipal assessing officials and made public.

## 2.7 Compensation and Terms

2.7.1 The fees for all contracted services specified in this agreement are incorporated in the fee schedule of the existing agreement for assessing services between the Town of Exeter and Municipal Resources, Inc. dated January 1, 2022, and is annually contingent on municipal funding at Town Meeting.

2.7.2 The cost for the appraisal of utility and special use properties are not included in the cost in section 2.7.1.

2.7.3 The cost for the preparation and presentation of the defense of values for the revaluation year are included at the local level as outlined in section 3.8.1; the cost beyond the local level as outlined in 3.8.2 will be billed at the rate of \$125.00 per hour, in accordance with MRI's general assessing contract with the Town of Exeter, dated January 1, 2022.

2.7.4 Pursuant to the January 1, 2022 agreement, the Town shall be responsible for postage for the mailing of callback notices, notification of new values and other mailings associated with this project. The Town shall also be responsible for printing of property record cards.

2.7.5 The Town shall be responsible for any costs associated with notices placed in newspapers or other media.

2.7.6 It is understood by both parties that funding for this project is contingent on the appropriation of funds by the Town.

2.7.7 If as a result of new legislation and/or DRA or ASB rules/guidelines, additional services are

required, an additional scope of work would need to be negotiated.

### 3. DETAIL OF SERVICES TO BE PERFORMED BY CONTRACTOR

#### 3.1 Collection of Sale and Newly Inventoried Property Data

- 3.1.1 Vacant land parcels and any attributes that may affect the market value shall be listed accurately. Such attributes may include, but not be limited to: number of acres; road frontage; neighborhoods; water frontage; water access; views; topography; easements; deeded restrictions and other factors that might affect the market value.
- 3.1.2 Principal building(s), and any appurtenant building(s), or other improvements, shall be accurately measured and listed to account for the specific elements and details of construction as described in the data collection manual in place at the time of the update. Such elements and details may include, but not be limited to: quality of construction; age of structure; depreciation factors; basement area; roofing; exterior cover; flooring; fireplaces; heating & cooling systems; plumbing; story height; number of bathrooms; number of bedrooms; and, other features, attributes, or factors that might affect market value.
- 3.1.3 Contractor shall make an attempt to inspect the property, and if the attempt is unsuccessful, Contractor will provide a list to Town staff so that a letter may be sent by the Town to the property owner requesting that the property owner call Contractor's designee, within a stated time frame as agreed upon by the municipal assessing officials and Contractor, to arrange for an interior inspection;
- 3.1.4 If the municipal assessing officials are not able to arrange for an interior inspection, or entrance to a building or parcel of land cannot be obtained as detailed in Section 3.1.5 below, Contractor shall:
- (a) Estimate the value of the improvements using the best evidence available; and,
  - (b) Annotate the property record card accordingly.
- 3.1.5 Contractor shall complete interior inspection of properties except:
- (a) Vacant or unoccupied structures;
  - (b) Where attempts for inspection have been made without success and the owner or occupant has not responded to Contractor or the municipal assessing officials' notifications;
  - (c) Where postings prevent access;
  - (d) Unsafe structures;
  - (e) When the owner has refused access to Contractor or designee;
  - (f) When inhabitants appear impaired, dangerous or threatening; and,
  - (g) Any other reason for which the municipal assessing officials agree that the property is inaccessible.
- 3.1.6 Contractor shall take a photograph of the sale property and update the record in the CAMA system.
- 3.1.7 Contractor shall provide to Municipality a complete copy of the: field data collection card(s); worksheet(s); and, other document(s) used in the valuation process.
- 3.1.8 Contractor shall provide progress reports on an agreed upon schedule to the municipal assessing officials and the DRA.

#### 3.2 Property Record Cards

- 3.2.1 Contractor shall prepare an individual property record card, for each separate parcel of property in Municipality arranged to show:
- (1) The owner's name, street number, map and lot number or other designation of the property;
  - (2) The owner's mailing address;

- (3) Information necessary to derive and understand:
  - (a) The land value;
  - (b) The number of acres of the parcel;
  - (c) The land classification;
  - (d) The adjustments made to land values;
  - (e) The value of the improvements on the land;
  - (f) The accurate description of all improvements whether affecting market value or not;
  - (g) The improvement pricing details; and,
  - (h) The allowances made for physical, functional and economic depreciation factors;
- (4) The outline sketch of all principal improvements with dimensions with the street side or waterfront toward the bottom of the diagram;
- (5) The base valuation year;
- (6) The print date of property record card;
- (7) Photograph of the principal building;
- (8) History of the property transfer to include:
  - (a) Date of sale;
  - (b) Consideration amount;
  - (c) Qualification code; and,
  - (d) Property type noted as either vacant or improved;
- (9) A notation area to record any comments pertaining to the property; and,
- (10) A notation area to record the history of the property, which may include, but not be limited to:
  - (a) Property inspection date;
  - (b) Individual's identification number or initials associated with the inspection;
  - (c) The extent of the inspection;
  - (d) Reason for the inspection; and,
  - (e) Any value adjustment(s),

**3.3 Market Analysis**

- 3.3.1 A DRA-certified property assessor supervisor shall conduct the full statistical revaluation market analysis.
- 3.3.2 A DRA-certified property assessor assistant, under the guidance of a DRA-certified property assessor or a DRA-certified property assessor supervisor, may validate or invalidate sales for the market analysis.
- 3.3.3 The municipal assessing officials shall provide to Contractor a copy of all property transfers for a minimum of two (2) years immediately preceding the effective date of the revaluation.
- 3.3.4 A market analysis shall be conducted by Contractor using accepted mass appraisal methods in order to determine land, improvements and any other contributory values or factors including:
  - (1) A review of all property transfers provided by the municipal assessing officials to Contractor;
  - (2) A compilation of all unqualified property transfers into a sales list with appropriate notations for those sales not used in the analysis accompanied by:
    - (a) The parcel map and lot number;
    - (b) The disqualification code;
    - (c) The date of sale; and,
    - (d) The sale price.
  - (3) A compilation of all qualified property transfers into a sales list with appropriate notations for those sales used in the analysis accompanied by:
    - (a) The parcel map and lot number;
    - (b) The date of sale;
    - (c) The sale price;



- (d) The newly established value;
- (e) A photocopy or printout of the property record card for each property transferred; and,
- (f) A photograph of the principal improvements attached thereto;
- (4) Estimated land values with the documented results, as follows:
  - (a) Utilizing vacant land sales whenever possible; and,
  - (b) In the absence of an adequate number of vacant land sales, the land residual method or other recognized land valuation methodologies shall be used to assist in the determination of land unit values;
- (5) The Indicated land values shall be documented as:
  - (a) Site;
  - (b) Front or square foot;
  - (c) Front acre;
  - (d) Rear acre units; and/or,
  - (e) Other appropriate units of comparison;
- (6) An analysis section to include:
  - (a) The sale price; and,
  - (b) Supporting adjustments made in sufficient detail to be understood by the municipal assessing officials and taxpayers;
- (7) The market analysis used to indicate unit values with the documentation of the method(s) employed and any special adjustment factors; and,
- (8) Tax Maps showing the locations of all qualified sales and the delineation of neighborhoods.

3.3.5 The preliminary market analysis shall:

- (1) Be provided to the municipal assessing officials and the DRA prior to the acceptance of the new values by the municipal assessing officials;
- (2) Be printed in its final form, and provided to the municipal assessing officials and the DRA at the completion of the revaluation as part of the USPAP compliant report; and,
- (3) Become property of Municipality and the DRA.

3.3.6 Contractor will ensure that a comprehensive review of the newly established values of the entire Municipality shall be performed by an assessor supervisor to:

- (1) Ensure that all properties are valued at their highest and best use; and,
- (2) Identify and correct: any mechanical errors; inconsistencies; unusual features or value influencing factors.

3.3.7 Any supporting documentation supplied, provided or utilized by Contractor in the process of compiling the market analysis, such as but not limited to: sales verification sheets; rental/expense statements and questionnaires; Contractor cost estimates; sales listing sheets; final review notes; etc., shall be relinquished to and become property of Municipality.

**3.4 Approaches to Value**

3.4.1 The valuation of property for the revaluation shall be completed by utilizing recognized approaches to value, which may include, but not be limited to:

3.4.2 Cost Approach:

- (1) The cost approach, when utilized, shall be implemented by calibrating and applying land valuation tables, building valuation tables and unit costs as follows:
  - (a) Investigate, with documented analysis, land values for residential, commercial, industrial and any other special use properties in the area;
  - (b) Document the land valuation tables and unit costs by including statistical testing to compare the calculated preliminary land value to the sale properties to ensure accuracy before the land valuation tables and unit costs are implemented;



- (c) Document the development of the units of comparison that shall be used for the base land prices, which may include, but not limited to: site; front foot; square foot; front acre; rear acre; and, other appropriate units of comparison;
  - (d) Document site specific characteristic land adjustments, which may include, but not be limited to: topography; view; size; location; and, access; and,
  - (e) Document the calibration of land tables and models.
- (2) In developing building cost tables, Contractor shall provide the following:
- (a) Investigate, with documented analysis, the building costs of residential, commercial, industrial and any other special use properties in the area;
  - (b) Document the testing of Contractor's building valuation tables and unit costs by comparing the calculated preliminary building value to the sale properties, for which the building costs are known, to ensure accuracy before the building valuation tables and unit costs are implemented;
  - (c) The building cost tables shall consist of unit prices based upon relevant factors, which may include, but not be limited to: specifications for various types of improvements; the quality of construction; the building customs and practices in Municipality; various story heights and square foot areas adequate for the valuation of all types of buildings and other improvements to the land; tables for additions and deductions for variations from the base cost improvement specifications; and, tables for depreciation based upon age and condition of the improvements.
  - (d) Document the calibration of all building cost tables and models.

**3.4.3 Income Approach:**

- (1) The income approach, when utilized, shall be implemented by calibrating and applying valuation models as follows:
  - (a) Investigate and qualify, with documented analysis, market data, which may include but not be limited to: rental income; expenses; vacancy; and, capitalization rates for: residential, commercial, industrial and any other special use property;
  - (b) Describe property specific characteristics;
  - (c) Document statistical testing for the income valuation models to known sales of similar properties;
  - (d) Create valuation models consisting of market data based upon:
    - (i) Defined descriptions and specifications based upon property type; and,
    - (ii) Quality and size of the improvements; and,
  - (e) Document the calibration of all income approach valuation tables and models.

**3.4.4 Market-Sales Comparison Approach:**

- (1) The market-sales comparison approach, when utilized, shall be implemented by calibrating and applying valuation models as follows:
  - (a) Contractor shall qualify, analyze, and use sales as direct units of comparison in the valuation of residential, commercial, industrial and any other special use properties;
  - (b) Investigate with documented analysis comparable sales;
  - (c) Document the adjustments for specifics, which may include, but not be limited to: location; time; size; features; and, condition;
  - (d) Document how the adjustments were derived;
  - (e) Document final value reconciliation; and,
  - (f) Document calibration of all sales comparison tables and models.

3.4.5 In the utilization of the appraisal approaches to valuation, Contractor shall make and document adjustments made to properties for depreciation factors, which may include, but not be limited to: physical; functional; and, economic conditions.



**3.5 Utility Properties**

3.5.1 Assessment of Utility properties are not part of the work performed under this revaluation contract.

**3.6 Value Notification and Informal Reviews**

3.6.1 Contractor shall provide to the municipal assessing officials:

- (1) A list of the newly established values for review;
- (2) A preliminary value analysis with a copy delivered to the DRA for review; and,
- (3) The informal review schedule in advance.

3.6.2 Contractor, shall mail, first class, to all property owners, the notification of the newly established value of their property by sending to the property owner a letter to the owner stating the newly established value of their property and whether Contractor has either:

- (a) Published a list of all property owners containing the newly established valuations for all properties within Municipality in an identified newspaper of general circulation for the entire Municipality; or,
- (b) Posted in two (2) identified public places within Municipality a list of all property owners and the newly established values of the entire Municipality.

3.6.3 The notification of newly established values shall contain the details of the informal review process, instructions on scheduling an informal review; and the time frame in which informal reviews shall be scheduled.

3.6.4 The notification of newly established values shall contain instructions in regard to the appeal process for abatements pursuant to RSA 76:16, RSA 76:16-a and RSA 76:17.

3.6.5 After mailing or posting of the notification of newly established values, Contractor shall ensure that an informal review of the newly established property values is provided to all property owners who may, within the time prescribed by the contract, request such a review.

3.6.6 Notwithstanding Section 2.6 of this contract (Confidentiality), Contractor shall make available to all property owners the property record card and market analysis related to their newly established property value(s).

3.6.7 Contractor, shall notify, by first class mail, all property owners addressed during the informal reviews and indicate whether or not a change in value resulted and the amount thereof.

3.6.8 All documentation utilized or obtained during the informal review process shall be relinquished to the municipal assessing officials.

**3.7 Appraisal Reporting and Appraisal Manuals**

3.7.1 Contractor shall provide a USPAP compliant appraisal report pursuant to RSA 21-J:14-b,1,(c): The report shall comply with the most recent edition of the USPAP Standard 6. The report shall contain, at a minimum, the following:

- (1) A letter of transmittal to include a signed and dated certification statement;
- (2) Sections detailing:
  - (a) The scope of work;
  - (b) The development of values;
  - (c) Time trending analysis;
  - (d) Land and neighborhood data;
  - (e) Improved property data;
  - (f) Statistical testing, analysis, and quality control; and,
  - (g) The development of approaches to value used in the revaluation of properties.
- (3) Appendices which may include, but not be limited to:
  - (a) Work plan;
  - (b) Neighborhood maps;

- (c) Names and levels of DRA-certified individuals authoring or assisting with the development of the USPAP compliant report;
  - (d) CAMA system codes;
  - (e) Identification and description of zoning districts;
  - (f) Qualified and unqualified sale codes; and,
  - (g) Other useful definitions or information.
- (4) Instructions, or as a separate document, adequate instructions for the municipal assessing officials to:
- (a) Understand the valuation methodologies employed;
  - (b) Understand the market and neighborhood adjustments; and,
  - (c) Understand the conclusions of the appraisal report.

3.7.2 Contractor shall provide a USPAP compliant report to the municipal assessing officials, to be retained by the municipal assessing officials until the next revaluation and a copy to the DRA.

3.7.3 Contractor shall provide a USPAP compliant report to the municipal assessing officials for any special use properties or utilities included in Section 3.5, and a copy to the DRA.

3.7.4 Contractor shall provide a data collection manual, to be included within the USPAP report, or as a separate document, which may include but not be limited to:

- (1) A description of building characteristics; extra features; outbuildings; site improvements; site characteristics; road frontage; water frontage; water access; topography; and view;
- (2) A glossary and description of all codes used within the data collection and on property record cards;
- (3) A description of all grading factors utilized, which may include, but may not be limited to: condition factors; quality; depreciation; amenity values; and other factors or conditions; and,
- (4) A glossary and description of the coding used for visitation history.

3.7.5 Contractor shall ensure that the municipal assessing officials have:

- (1) A technical CAMA manual detailing the CAMA system utilized; and,
- (2) Been provided training in the proper use of the CAMA system.

### **3.8 Defense of Values**

3.8.1 Contractor shall, after the final property tax bills have been mailed by Municipality, support and defend the values that were established by Contractor for the year of the revaluation as follows:

- (1) At no additional costs to the Municipality, property tax abatement requests that are timely filed with Municipality pursuant to RSA 76:16 shall have:
  - a. A review, by either a DRA-certified property assessor or a DRA-certified property assessor; and,
  - b. The Contractor's written recommendation provided to the municipal assessing offices which an abatement request had been received.

3.8.2 At an additional cost to Municipality, Contractor shall provide a qualified representative for the defense of property tax abatement appeals that are timely filed with the Board of Tax and Land Appeals (BTLA) or Superior Court pursuant to RSA 76:16-a and RSA 76:17.

3.8.3 Depending upon the complexity of the property being appealed, the services of an expert in valuation or software may be required. The Town agrees to authorize use of these resources and to pay directly all costs for their services as may be incurred. MRI shall work to keep these costs as low as possible.

3.8.4 All documentation utilized or obtained during the defense of assessed value process shall be relinquished to Municipality.

#### 4. RESPONSIBILITIES OF MUNICIPALITY

- 4.1 The municipal assessing officials shall identify to Contractor, in writing, which properties within the taxing jurisdiction are exempt from taxation.
- 4.2 The municipal assessing officials shall furnish to Contractor information such as but not be limited to: the current ownership information of all property; the physical location of all property; property address changes within Municipality; all property transfer information; a set of current tax maps; zoning maps; plans; building permits; subdivisions; boundary line adjustments and mergers; and, other information as specified by Contractor for the services being provided.
- 4.3 The municipal assessing officials shall keep Contractor informed of all sales of property that occur during the progress of the revaluation.
- 4.4 The municipal assessing officials shall make corrections to tax maps as of April 1 of the revaluation year where lots have been subdivided, or apportioned, and notify Contractor of all ownership and name and address changes.
- 4.5 If requested, suitable office space and equipment include remote access to the Town's CAMA system, as specified by Contractor, for the use of Contractor's personnel in the performance of the appraisal work shall be provided.
- 4.6 The Town shall be responsible for postage for the mailing of callback notices, notification of new values and other mailings associated with this project. The Town shall also be responsible for printing of property record cards.

#### 5. INDEMNIFICATIONS AND INSURANCE

- 5.1 Contractor agrees to defend and indemnify Municipality, with which it is contracting, against claims for bodily injury, death and property damage which arises in the course of Contractor's performance of the contract and with respect to which Municipality, with which it is contracting, shall be free from negligence on the part of itself, its employees and agents.
- 5.2 Contractor shall not be responsible for consequential or compensatory damages arising from the late performance or non-performance of the agreement caused by circumstances, which are beyond Contractor's reasonable control.
- 5.3 Contractor shall maintain public liability insurance, automobile liability insurance and workmen's compensation insurance unless Contractor is not required to do so by New Hampshire state law or as otherwise agreed upon.
  - 5.3.1 The public liability insurance shall be in the form of commercial general liability with the inclusion of contractual liability coverage and shall provide limits of \$1,000,000 each person and \$1,000,000 each occurrence for bodily injury liability, and \$1,000,000 each occurrence for property damage liability; and,
  - 5.3.2 The automobile liability insurance shall be in the form of comprehensive automobile liability and shall provide limits of \$1,000,000 each person and \$1,000,000 each occurrence for bodily injury liability.
- 5.4 Prior to starting the revaluation, Contractor shall provide certificates of insurance by a State of NH licensed insurer confirming the required insurance coverage for Municipality with which the appraisal Contractor is contracting.
- 5.5 Contractor shall provide Municipality and the DRA a ten (10) day advance written notice of the cancellation or material change in the required insurance coverage.

**6. ESTIMATED SIZE OF REVALUATION**

6.1 It is agreed between the parties that the entire revaluation consists of an estimate of 6640 parcels as defined by RSA 75:9. In the event that the number of parcels should exceed this estimate Contractor shall be entitled to additional compensation of \$0 (zero) for each parcel that exceeds the original estimate.

**7. ADDENDUMS, AMENDMENTS AND APPENDIXES**

7.1 Addendums, amendments and appendixes pertaining to this contract may be added only by separate instrument in writing and shall meet all requirements of Section 2.

**8. SIGNATURE PAGE**

By signing the contract, Contractor attests that pursuant to RSA 21-J:11 and Rev 602.01(c) & (d):

- (1) The contract, any revised contract, and the names and DRA-certified level of all personnel to be employed under the contract has been first submitted to the DRA for examination; and,
- (2) No appraisal work shall begin until a copy of this executed contract, and the names and DRA-certified level of all personnel to be employed under this contract, has been submitted to the DRA.

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

In the Presence of: \_\_\_\_\_ Municipality of: \_\_\_\_\_

\_\_\_\_\_  
Witness Signature By Authorized Municipal Assessing Officials or Agent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the Presence of: \_\_\_\_\_ By Contractor:

\_\_\_\_\_  
Witness Signature Principal/CFO



**Riverwoods Tax Agreements**



CELEBRATING OVER 35 YEARS OF SERVICE TO OUR CLIENTS

LIZABETH M. MACDONALD  
JOHN J. RATIGAN  
DENISE A. POULOS  
ROBERT M. DEROSIER  
CHRISTOPHER L. BOLDT  
SHARON CUDDY SOMERS  
DOUGLAS M. MANSFIELD  
KATHERINE B. MILLER  
CHRISTOPHER T. HILSON  
HEIDI J. BARRETT-KITCHEN  
JUSTIN L. PASAY  
ERIC A. MAHER  
CHRISTOPHER D. HAWKINS  
ELAINA L. HOEPPNER  
WILLIAM K. WARREN  
BRIANA L. MATUSZKO

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RETIRED  
MICHAEL J. DONAHUE  
CHARLES F. TUCKER  
ROBERT D. CIANDELLA  
NICHOLAS R. AESCHLIMAN

October 12, 2023

VIA ELECTRONIC MAIL ([rdean@exeternh.gov](mailto:rdean@exeternh.gov)) and FIRST-CLASS MAIL

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

Re: PILOT Agreement with RiverWoods

Dear Russ:

Enclosed herewith is a draft PILOT agreement for the 2023 tax year incorporating the three RiverWoods campuses, being The Woods, The Ridge and The Boulders. In accordance with the review process from prior years, I believe the Select Board will review this proposed agreement at their next meeting and then contact us with any questions or comments, without requiring attendance by RiverWoods representatives. If this is not the case, please let me know.

Thank you for your anticipated attention to this matter. I look forward to hearing from you and will be happy to answer any questions that come up.

Sincerely,

DONAHUE, TUCKER & CIANDELLA, PLLC

Sharon Cuddy Somers  
[ssomers@dtclawyers.com](mailto:ssomers@dtclawyers.com)

Enclosure

cc: Justine Vogel, Chief Executive Officer  
Kimberly Gaskell, Executive Director  
President

4856-9387-0726, v. 1

DONAHUE, TUCKER & CIANDELLA, PLLC  
16 Acadia Lane, P.O. Box 630, Exeter, NH 03833  
111 Maplewood Avenue, Suite D, Portsmouth, NH 03801  
Towle House, Unit 2, 164 NH Route 25, Meredith, NH 03253  
83 Clinton Street, Concord, NH 03301

*(The Woods, The Ridge, The Boulders)*

## **AGREEMENT**

NOW COMES the **Town of Exeter**, by and through its Select Board (hereinafter “Town”) and **The RiverWoods Company, at Exeter, New Hampshire** (formerly Life Care Services of New Hampshire Inc.), d/b/a RiverWoods at Exeter (hereinafter “RiverWoods”), and agree as follows:

1. By December 1, 2023, RiverWoods will pay to the Town real estate taxes for land and buildings owned by RiverWoods and located at the three campuses known as The Woods, The Ridge and The Boulders which, collectively comprise The RiverWoods Company, at Exeter, New Hampshire (“the Land and Buildings”).
2. The real estate taxes will be calculated by multiplying the tax rate times the assessed value of the Land and Buildings owned by RiverWoods as follows:
  - A. the residential units will pay the full tax rate (state, municipal, county, and school);
  - B. the buildings for health care residents will not pay any tax (state, municipal, county, or school);
  - C. the remainder of Land and Buildings, including the land used for the final calculation of density under the land use ordinance of the Town of Exeter and outbuildings, will pay the full tax rate (state, municipal, county, and school); and
  - D. the land not needed for the final calculation of density under the land use ordinance of the Town of Exeter, which is in current use, will pay taxes at the full state, municipal, county, and school rate for current use property.
3. The parties to this Agreement recognize that those portions of the development that support both the buildings for health care residents and the residential units will be taxed on a pro rata basis.
4. This Agreement on principle shall not preclude either party from questioning the precise percentage amounts allocated to the taxable and nontaxable portions, nor the assessed value of the taxable portions of the land and buildings.



IN WITNESS WHEREOF, the parties hereto have entered into this Agreement this  
\_\_\_\_\_ day of \_\_\_\_\_, 2023.

TOWN OF EXETER

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By: Niko Papakonstantis, Chair

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By: Molly Cowan, Vice Chair

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By: Julie D. Gilman, Clerk

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By: Nancy Belanger, Select Board Member

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By: Daniel Chartrand, Select Board Member

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement this  
\_\_\_\_\_ day of \_\_\_\_\_, 2023.

THE RIVERWOODS COMPANY,  
AT EXETER, NEW HAMPSHIRE

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By: Kimberly Gaskell, Executive Director

## Committees Discussion

**Tax Abatements, Veterans Credits & Exemptions**

## Permits & Approvals



# TOWN OF EXETER

## Planning and Building Department

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

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

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**Date:** October 5, 2023  
**To:** Russ Dean, Town Manager  
**From:** Doug Eastman, Building Inspector/Chairman E911  
**Re:** E 911 Recommendations for Street Names & Street Addressing

I'm writing this memorandum after the E911 Committee voted to recommend a new street name and the renaming of an existing street associated with the development of the Rose Farm subdivision. The Committee has also recommended renumbering the properties on Boulder Brook Drive to bring them into compliance with the Town Ordinance. These recommendation actions are outlined below with a brief description of why the decision was made. I have enclosed maps which illustrate the recommendations.

**Recommendation # 1:** To name the new proposed road in the Rose Farm subdivision "Sunflower Lane" and to number dwellings in accordance with Chapter 14 of the Town Ordinance, as depicted on the attached map dated 7/13/22.

*Analysis:* This is not a name change but a new name for a road that is under construction. Sunflower Lane was proposed by the developer that owns the land and it meets the ordinance criteria.

**Recommendation # 2:** Change the name of "Oak Street Ext." to Oak Street, therefore making it a continuation of the existing Oak Street, and to continue to Sunflower Lane, as depicted on the attached map dated 7/13/22; and to renumber dwellings in accordance with Chapter 14 of the Town Ordinance.

*Analysis:* This recommendation was also proposed by the developer and meets the ordinance criteria. The non-compliant street addressing on Oak Street Ext., as well as it being a "duplicate" and/or "similar-sounding" name, was originally called out in the NH-DESC audit, and this proposed change will correct that.

In addition, the existing Wadleigh Street will be continued (from its intersection with Forest Street) into the Rose Farm subdivision, as depicted on the attached map, and numbered in accordance with Chapter 14 of the Town Ordinance. No action is required from the Select Board for the continuation of an existing road.

**Recommendation # 3:** To renumber the properties on "Boulder Brook Drive" in accordance with Chapter 14 of the Town Ordinance; and to maintain the current numerical unit address of the multi-family condominium complexes, as depicted on the attached map dated 10/3/23.

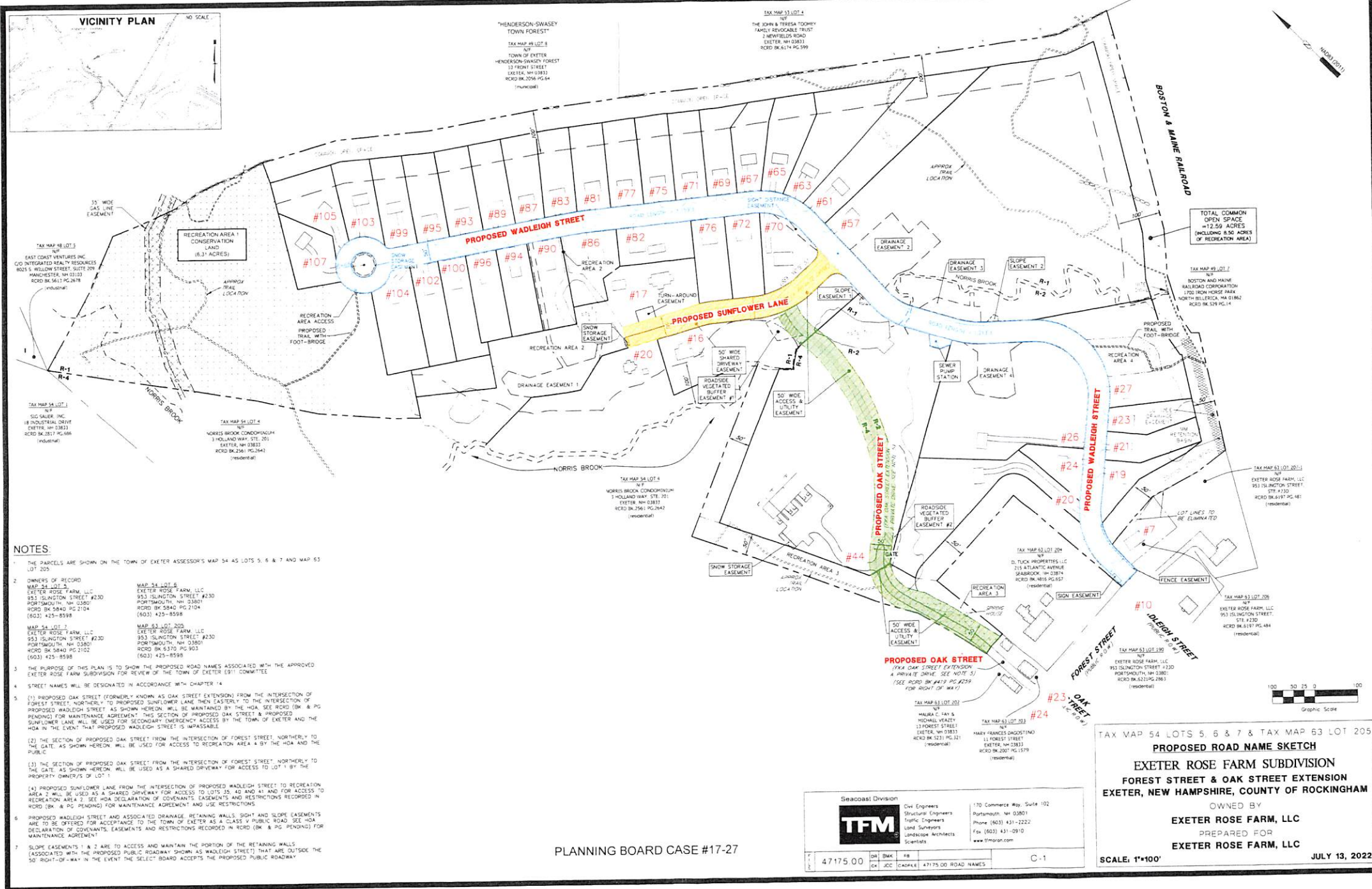
***Analysis:** The non-compliant street addressing on Boulder Brook Drive was originally called out in the NH-DESC audit, and this proposed change will correct that. More recently, an incident had occurred which resulted in difficulty finding the appropriate location for responding to a fire call. The E911 Committee discussed this issue at their February 7<sup>th</sup> and March 7<sup>th</sup>, 2023 meetings. Notice of the proposed change was provided to all property owners (via mail) with an invitation to attend the September 5<sup>th</sup>, 2023 E911 meeting to share their thoughts and concerns with the Committee. The Committee subsequently voted unanimously to move the recommendation forward to the Select Board.*

**Summary:**

The E911 Committee is advisory and only the Select Board can approve new street names and change street names. In accordance with Chapter 14, the Select Board will have to hold a public hearing on the recommendations prior to taking any action. The Building Department will provide the required certified notification to all property owners with the date and time of the public hearing once it has been scheduled. An E911 Committee representative will be present at the hearing to answer any questions.

Thank you.





- NOTES**
1. THE PARCELS ARE SHOWN ON THE TOWN OF EXETER ASSESSOR'S MAP 54 AS LOTS 5, 6 & 7 AND MAP 63 LOT 205.
  2. OWNERS OF RECORD  
 MAP 54 LOT 5  
 EXETER ROSE FARM, LLC  
 953 ISLINGTON STREET #230  
 PORTSMOUTH, NH 03801  
 RCRD BK 5840 PG 2104  
 (603) 425-8588  
 MAP 54 LOT 6  
 EXETER ROSE FARM, LLC  
 953 ISLINGTON STREET #230  
 PORTSMOUTH, NH 03801  
 RCRD BK 5840 PG 2104  
 (603) 425-8588  
 MAP 54 LOT 7  
 EXETER ROSE FARM, LLC  
 953 ISLINGTON STREET #230  
 PORTSMOUTH, NH 03801  
 RCRD BK 5840 PG 2102  
 (603) 425-8588  
 MAP 63 LOT 205  
 EXETER ROSE FARM, LLC  
 953 ISLINGTON STREET #230  
 PORTSMOUTH, NH 03801  
 RCRD BK 6370 PG 903  
 (603) 425-8588
  3. THE PURPOSE OF THIS PLAN IS TO SHOW THE PROPOSED ROAD NAMES ASSOCIATED WITH THE APPROVED EXETER ROSE FARM SUBDIVISION FOR REVIEW OF THE TOWN OF EXETER ERII COMMITTEE.
  4. STREET NAMES WILL BE DESIGNATED IN ACCORDANCE WITH CHAPTER 14.
  5. (1) PROPOSED OAK STREET (FORMERLY KNOWN AS OAK STREET EXTENSION) FROM THE INTERSECTION OF FOREST STREET, NORTHERLY TO PROPOSED SUNFLOWER LANE, THEN EASTERLY TO THE INTERSECTION OF PROPOSED WADLEIGH STREET AS SHOWN HEREON, WILL BE MAINTAINED BY THE HOA. SEE RCRD (BK & PG PENDING) FOR MAINTENANCE AGREEMENT. THIS SECTION OF PROPOSED OAK STREET & PROPOSED SUNFLOWER LANE WILL BE USED FOR SECONDARY EMERGENCY ACCESS BY THE TOWN OF EXETER AND THE HOA IN THE EVENT THAT PROPOSED WADLEIGH STREET IS IMPASSABLE.  
 (2) THE SECTION OF PROPOSED OAK STREET FROM THE INTERSECTION OF FOREST STREET, NORTHERLY TO THE GATE, AS SHOWN HEREON, WILL BE USED FOR ACCESS TO RECREATION AREA 4 BY THE HOA AND THE PUBLIC.  
 (3) THE SECTION OF PROPOSED OAK STREET FROM THE INTERSECTION OF FOREST STREET, NORTHERLY TO THE GATE, AS SHOWN HEREON, WILL BE USED AS A SHARED DRIVEWAY FOR ACCESS TO LOT 1 BY THE PROPERTY OWNER/S OF LOT 1.
  6. PROPOSED WADLEIGH STREET AND ASSOCIATED DRAINAGE, RETAINING WALLS, SIGHT AND SLOPE EASEMENTS ARE TO BE OFFERED FOR ACCEPTANCE TO THE TOWN OF EXETER AS A CLASS V PUBLIC ROAD. SEE HOA DECLARATION OF COVENANTS, EASEMENTS AND RESTRICTIONS RECORDED IN RCRD (BK & PG PENDING) FOR MAINTENANCE AGREEMENT AND USE RESTRICTIONS.
  7. SLOPE EASEMENTS 1 & 2 ARE TO ACCESS AND MAINTAIN THE PORTION OF THE RETAINING WALLS ASSOCIATED WITH THE PROPOSED PUBLIC ROADWAY SHOWN AS WADLEIGH STREET THAT ARE OUTSIDE THE 50' RIGHT-OF-WAY IN THE EVENT THE SELECT BOARD ACCEPTS THE PROPOSED PUBLIC ROADWAY.

PLANNING BOARD CASE #17-27

Seacoast Division  
**TFM**  
 Civil Engineers  
 Structural Engineers  
 Traffic Engineers  
 Land Surveyors  
 Landscape Architects  
 Scientists

170 Commerce Way, Suite 102  
 Portsmouth, NH 03801  
 Phone (603) 431-2222  
 Fax (603) 431-0970  
 www.tfmnet.com

TAX MAP 54 LOTS 5, 6 & 7 & TAX MAP 63 LOT 205  
**PROPOSED ROAD NAME SKETCH**  
**EXETER ROSE FARM SUBDIVISION**  
**FOREST STREET & OAK STREET EXTENSION**  
**EXETER, NEW HAMPSHIRE, COUNTY OF ROCKINGHAM**  
 OWNED BY  
**EXETER ROSE FARM, LLC**  
 PREPARED FOR  
**EXETER ROSE FARM, LLC**  
 SCALE: 1"=100'  
 JULY 13, 2022

47175.00	dm	BMK	FB		
	ck	JCC	CC	47175.00 ROAD NAMES	C-1



# Boulder Brook Proposed Renumbering

10/3/23



## Correspondence

October 8, 2023

Mr. Russell Dean  
Town Manager  
10 Front Street  
Exeter, NH 03833

Dear Mr. Dean,

Yesterday, Exeter hosted its annual Powderkeg Beer & Chili Festival. In spite of the inclement weather, it appeared to be a great success.

With an attendance rate of 2,000 people, it is promoted as the largest beer festival in New England. Something to be proud of, to be sure.

We are the residents who live closest to Swasey Parkway. Over the years, we have witnessed increased congestion in our neighborhood as event goers seek to park as close to the event as possible. This has resulted in occasional mishaps— blocked fire hydrants, blocked driveways, even some minor property damage.

More concerning, however, is the substantial lack of ingress and egress on Park Street. Event goers park on both sides of the street the entire length of the road. This effectively reduces the width of the road to one-third its normal size. In fact, if two vehicles enter the road from opposite ends, only one has clearance. This is evidenced by the photo, taken yesterday, which is attached on the following page.

The reality is that some of our residents have significant health concerns which warrant frequent emergency care. In fact, Emergency Medical Services were called to a residence just before the festival began. We are concerned about increasing congestion from Swasey Parkway events that would impede access to our homes for Emergency Medical and Fire Services.

Therefore, we are asking the Town to consider updating parking regulations for town events at Swasey Parkway. We would like to have parking limited to ONE side of the street only in our neighborhood. This includes Park, Cass, Summer, Dewey, Green and Salem Streets.

Thank you for your consideration and support in keeping our neighborhood and our residents safe.

Respectfully submitted,

<u>Kelley J. Richards</u>	<u>25 Cass Street</u>
<u>Robert G. Richards</u>	<u>25 Cass Street</u>
<u>Adrienne N. Davis</u>	<u>31 Park Street</u>
<u>Liz Morse</u>	<u>4 Cass Street</u>

Lindsay Thuber	32 Park St.
Michael Dube	27 Park St.
Jessie Lyle	27 Park St.
Kenneth B. Zammell	6 Dewey St.
<del>John R</del>	7 Dewey St.
Chy PM	7 Dewey St.
Jacqueline Rochel & Spencer Davis	31 Park St
Teria Albert	5 Dewey St.
<del>W.D.</del>	5 Dewey St.
Heather Wheeler	284 Water St
Lynal Dudley	21 Green Street
Margaret	21 Green Street
Jessie St	1 Dewey Street
Richard J. Page	18 Cass St
Mike Griffin	15 GREEN ST.
Maryn Page	18 Cass St
Christine Page	18 Cass St.
Vannya Martins Page	18 Cass St.
Christal Titus	20 Cass St.
Ron Wybranski	5 Cass St.
Cindy Lai	29 Park St.
W. Scott Corbett	14 Cass St.
Susan L. Deal	14 Cass Street
Tonya L. Nevers	14 Cass St
Karen Ingraham	26 Green St.
PETE INGRAHAM	26 GREEN ST
Marlene Zahn	17 Green St
<del>John</del>	17 Green St
John & Offahet Young	14 Green st
Barbara Bailey	7 Green St.
Natalia Cuy	5 Cass St

Kayoko Tazawa	22 Cass St. Exeter, NH 03833
<del>Kristin Thibault</del>	11 Cass St Exeter NH 03833
Jeanne O'Sullivan	19 Locust Ave. Exeter 03833
Sally Ward	72 Park St
Malcolm Worsell	72 Park St
Barbara Rimkunas	15 Cass St.
Ausam Scannell	11 CASS ST
SUSAN SCANNELL	11 CASS ST
TOM COATES	37 PARK ST,
Tom Rose	4 CASS STREET
<del>Jim</del>	10 CASS STREET
Ben Morse The Name	4 Cass Street
Chris Thurber	32 Park St.
Malcolm Sannett	1 Salem St
Susan Sprule	18 Summer St.
Jessie R	8 Summer St.
<del>Pat</del>	8 Summer St.
Orwin	326 Water St. Exeter
<del>Jim</del>	326 WATER ST EXETER
Anthony Callendretto	28 Park St
Rozina Delomen	28 Park St
<del>W. W.</del>	284 Water St.
Richard Kenney	18 GREEN ST.
Michelle Dionne	15 Green St.
Albert Spindell	18 Summer St
Lindsay Sannett	1 Salem St.

