

Select Board Meeting
Monday, April 1st, 2024, 6:30 p.m.
Nowak Room, Town Offices
10 Front Street, Exeter NH 03833

REGULAR BUSINESS MEETING BEGINS AT 7:00 PM

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/82754045037>

To access the meeting via telephone, call: +1 646 558 8656 and enter the Webinar ID: 827 5404 5037

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 or 603-418-6425 with any technical issues

AGENDA

1. Call Meeting to Order
2. Board Interviews – Pairpoint Park Advisory Committee, Facilities Advisory Committee, Communications Advisory Committee
3. Public Comment
4. Proclamations/Recognitions
5. Approval of Minutes
 - a. Regular Meeting: March 25th, 2024
6. Appointments
 - a. None
7. Resignations
 - a. None
8. Discussion/Action Items
 - a. Webster Avenue Pump Station – Bid Award
 - b. 2023 Year End Financial Report – Corey Stevens, Finance Director
 - c. Select Board Representatives to Town Committees
9. Regular Business
 - a. Tax Abatements, Veterans Credits & Exemptions
 - b. Permits & Approvals
 - c. Town Manager’s Report
 - d. Select Board Committee Reports
 - e. Correspondence
10. Review Board Calendar
11. Non-Public Session

12. Adjournment

Niko Papakonstantis, Chair
Select Board

Posted: 03/29/24 Town Office, Town Website

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

AGENDA SUBJECT TO CHANGE

Board Interviews



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

April 1, 2024
6:30 pm
Confirmed

Statement of Interest

Boards and Committee Membership

Committee Selection: "Pier Point Park" on Water Street

New Re-Appointment Regular Alternate

Name: Mary V Tegel Email: mvtegel@gmail.com

Address: 9 Union St Exeter Phone: 541 914-1171

Registered Voter: Yes No *This appeals to me as a new²⁴¹⁵comer, it's a relatively short term project. I have something to offer*

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

This little park can be a gem on Water St. It has potential to lend a rich complement to the historic buildings & shops. It can provide a connection to the river & land beyond - culturally, visually & ecologically (to a limited extent). It will be a respite for people.

I have experience designing & making urban landscapes. I have a working knowledge of: hydrology, soils, geology, civil engineering, and ADA & other human activity support, & of historic structures.

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

- *Masters degrees in Architecture & Community and Regional Planning*
- *served on historic commissions land use code committees ADA assessments*
- *many years working w/people of different disciplines, citizens & public off. (Oregon)*

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

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

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

Signature: Mary Tegel Date: 14 March 2024

To be completed by Select Board upon appointment:

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



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

Interview
 April 1, 2024
 6:40 pm
 CONFIRMED

**Statement of Interest
 Boards and Committee Membership**

Committee Selection: Facilities Advisory Committee

New Re-Appointment Regular Alternate

Name: Don Briselden **Email:** briseldens@live.com

Address: 12 Gill Street, Exeter, NH 03833 **Phone:** 603 686 2479

Registered Voter: Yes No

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

Exeter has been a part of the fabric of our lives since moving here in 1981. It has been a pleasure to serve on various boards and committees and to give back to the community that is our home. I wish to continue serving and suggest that I could continue to do so in a meaningful way--given my facilities management background--by being a member of the Facilities Advisory Committee.
 Thank you for considering my request.
 Please see the attached biographical summary

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

Signature: Date: 3/11/24

To be completed by Select Board upon appointment:

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

Biographical Summary:

Don J. Briselden, retired from Phillips Exeter Academy in July 2005, having been the Director of Facilities Management at Phillips Exeter Academy since 1987. He received a B.S. degree (1960) from Marquette University, Milwaukee, Wisconsin, and a M.S. degree (1973) from the Naval Postgraduate School, Monterey, California. Don Briselden pursued a 29-year career as a naval officer with assignments at sea and in the Civil Engineer Corps, United States Navy. He left the Navy with the rank of captain following an assignment as facilities manager, Portsmouth Naval Shipyard. Following his Navy career, Don was the facilities manager at the University of Lowell, Massachusetts and then joined Phillips Exeter Academy as Director of Facilities.

Don grew up in Wisconsin Rapids, Wisconsin. His life's partner, Mary Jo, a former navy nurse, is from Lima, Ohio. She retired from Exeter Health Services concluding a forty-year nursing career. They have four children. Don is an active participant in local civic affairs and is a past president of the Exeter Rotary Club, former chairman of Exeter's Historic District Commission, and a past member of Exeter's Conservation Commission and is a member of the Commission's Raynes Farm stewardship committee. He also served on the town's zoning ordinance review committee. He is also a former board member of the American Independence Museum.

He is presently a board member of the Southeast Land Trust of New Hampshire and chair of their building committee that provided development and construction oversight of SELT's new campus in Epping. Don is a member of Trainriders Northeast and an active participant with Exeter's railroad station committee assisting with the care and maintenance of the town's passenger rail station. He is a retired registered professional engineer, NH, and a resident of Exeter, NH. Don and Mary Jo are also volunteers at the Saint Vincent de Paul, Exeter, food pantry.

Don can be reached at briseldens@live.com and at 603 6862479



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

Interview w/SB
 3/4/24 - 6:50 pm
 4/1/24 6:50 pm
Confirmed

**Statement of Interest
 Boards and Committee Membership**

Committee Selection: Communications Advisory Committee

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

Name: Lisa Dolloff **Email:** dolloff.lisa@gmail.com

Address: Wentworth St. Exeter **Phone:** (603) 580-5268

Registered Voter: Yes No

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

I'm interested in serving on the Communications Advisory Committee to help improve communication between "the town" of Exeter and the people of Exeter. While I don't have formal training or experience in communication, I do have an interest in enriching community and helping people feel heard. I have a specific interest in social media and connecting online communication with in-person communication. I created the We Are Exeter Instagram community, and have been a moderator in the Exeter Community Forum on Facebook for the past three years. Moderating that group online has allowed me to see there's a disconnect between "the town" and "the people" for many, and I'm interested in finding ways to help close that gap a bit.

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

Signature:  **Date:** 02/27/24

To be completed by Select Board upon appointment:

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

Public Comment

Proclamations/Recognitions

Minutes

Select Board Meeting
Monday March 25, 2024
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, Town Manager Russ Dean, and Assistant Town Manager Melissa Roy were present at this meeting. The meeting was called to order by Mr. Papakonstantis at 7 PM.

2. BRC - Swearing In

Town Clerk Andie Kohler swore in members of the 2024 Budget Recommendations Committee Anthony Zwaan, Judy Rowan, Christine Soutter, and Andrew Elliott.

3. Select Board Reorganization

MOTION: Ms. Belanger moved to nominate Mr. Papakonstantis as Chair. Ms. Gilman seconded. The motion passed 5-0.

MOTION: Ms. Belanger moved to nominate Ms. Cowan as Vice-Chair. Mr. Chartrand seconded. The motion passed 5-0.

MOTION: Ms. Belanger moved to nominate Ms. Gilman as Clerk. Mr. Chartrand seconded. The motion passed 5-0.

4. Public Comment

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

5. Proclamations/Recognitions

- a. Mr. Papakonstantis said in the new edition of New Hampshire Town and City magazine, there are two residents of Exeter profiled: Lang Plumer of the Planning Board and Renay Allen, formerly of the Energy Committee.

6. Approval of Minutes

- a. Regular Meeting: March 4, 2024
 - i. Corrections: Ms. Belanger said the resignation was under section 3, proclamations and recognitions. It should be under resignations.

MOTION: Mr. Chartrand moved to approve the minutes of March 4, 2024 as revised. Ms. Gilman seconded. The motion passed 5-0.

- b. Regular Meeting: February 26, 2024

MOTION: Mr. Chartrand moved to approve the minutes of February 26, 2024 as presented. Ms. Gilman seconded. The motion passed 5-0.

c. Regular Meeting: March 18, 2024

MOTION: Mr. Chartrand moved to approve the minutes of March 18, 2024 as presented. Ms. Belanger seconded. Ms. Gilman abstained. The motion passed 4-0.

d. Regular Meeting: March 8, 2024

MOTION: Ms. Gilman moved to approve the minutes of March 8, 2024 as presented. Ms. Belanger seconded. Mr. Chartrand abstained. The motion passed 4-0.

e. Regular Meeting: March 20, 2024

MOTION: Ms. Belanger moved to approve the minutes of March 20, 2024 as presented. Mr. Chartrand seconded. The motion passed 5-0.

7. Appointments

a. There were no appointments made at this meeting.

8. Discussion/Action Items

a. Food Truck Update

Mr. Papakonstantis said he asked the Town Manager to put this on the agenda last week after the Seacoast Online printed that there would be a new food truck outside the Town Offices. In 2021, this matter came before the Select Board and we worked to revise the permitting process. At that time, there was a request to set aside several spaces in Townhouse Common for vendor trucks. The space outside the Town Offices is at more of a premium, so the Board created a bidding process for this space that was to go through the Town Manager's Office. It was a start that addressed a situation where we had a longtime business partner using that space, and it created those other spaces. Now we have an opportunity to review what we came up with. The new bidder was more about cooking food, while the business that has been there was more prepared food.

Mr. Dean said we had a bid opening on December 1st, after the bids were advertised on the website and in the newspaper. There were two bids, Michael Oliveira at \$4,000 and Clyde Bullen at \$2,400. They both responded positively to the bid specifications. On December 5, we had a concern about the truck of the lead bidder. We were told that the truck would be 18 feet long, for a 19'6 space, so we felt that was ok at that time. We sent letters to Mike Oliveira and Clyde Bullen about the award of that space. We needed certain things from the high bidder, including the VIN and license plate number and a business name. On December 12, we investigated an issue of a trailer hitch with Primex and they advised us about resolving this with white no-occupied zones, which was resolved on December 19. On Dec 21, we were told we wouldn't have a VIN number yet as the truck was being built from scratch. They also couldn't get the certificate of insurance. On Dec 28, they reiterated that the unit would be built from scratch, and should be ready the first week of February. They were

informed there would be no agreement until that was done. A check for \$4,000 was dropped off. On Feb 14, got a notice that the truck was in the State and went to the "wrap guy," and the town would be receiving a certificate of insurance. The target was early April for a final inspection with the Health Department. On Feb 14, we followed up again on the COI and VIN. On March 19, we got pictures of the trailer. On March 20, there was an article in Seacoast Online about the "Jukebox Diner." We had been working with the bidder on finalizing things. Three or four days ago, the lead bidder decided to withdraw their bid and we refunded the check today.

Mr. Papakonstantis asked when the second bidder was notified that they were not the winning bidder. Mr. Dean said on Dec 5.

Mr. Papakonstantis said the Select Board delegated the process to the Town Manager's office, but the buck stops with us. He's concerned about the language of the RFP. It would be awarded to the vendor submitting the best qualified bid, but "qualified" is a subjective word. Usually when we get a permit application, it's a done deal. We know what they're going to do, how they're going to do it, they have certificates of insurance, and so forth. Parks and Rec doesn't approve anything until those things have been done. Swasey Parkway is the same. If someone's bidding on a parking space to conduct business with a business model that's not ready, he doesn't think that's qualified.

Mr. Chartrand said the RFP states that this would be submitted to the Select Board for approval. Had that not happened yet because you were still working through the process? Mr. Dean said yes.

Ms. Belanger said she wasn't on the Board before, but takes responsibility as part of the Board now. The process wasn't started early enough. It should be in place by the first of the year, not in March or April. This was advertised November 24, the bids were opened 5 days later on December 1, on December 5 an award was made and a denial was made, and the FD hadn't reviewed anything. There was an issue about propane. One bid had a time that they would be open and closed, the other was a suggestion of dates and times. The Board doesn't want to learn things from the paper or social media. She's concerned about the size of the truck at 18' long, with a 19'6" parking space. It was a trailer so it would be dropped off and picked up there. Did the bidder say why they withdrew? Mr. Dean said that with everything that happened in the process, they wanted to withdraw. They are still working with us on an alternate spot and they seem happy about that.

Ms. Gilman said we had to ask for proof of insurance, but that should be part of the permit. She would consider that not a complete application without it. Ms. Roy said that in the permitting process, they are allowed to give us their insurance after it's approved. They're not allowed to hold the event if they can't provide it. It can be with the application or it can be part of the process.

Mr. Papakonstantis said we want to facilitate the process for folks who want to do business here in Exeter. He's proud that we support our local businesses. We also have the responsibility to make sure our citizens are safe.

He's bothered by how we interpreted the bid as being qualified when there were questions about the size and structure. This had not gone through all the Departments. Mr. Dean said the structure is now built, and was days from going through the approval process. Mr. Papakonstantis said if the bidder with the highest bid isn't ready to go on January 1st, he's not sure that's "qualified." Mr. Dean said he agrees that it had not gone through Department approvals, but looking at our regulations for the bid process, that was one of the gaps we found in the process. Our regulations are predicated on "we will supply you as part of the process as it goes along," but we can tighten that up.

Mr. Papakonstantis said it may be time to revisit the whole idea. We were under the pandemic and were under a lot of pressure to get something going. Ms. Gilman said we didn't have that discussion in 2021 because we didn't anticipate someone not having something ready to go. They were only using it for 6 months but we gave them the lease for the whole year. Ms. Belanger said we could start the process in October and whether they use it for the whole year is not her concern.

Mr. Papakonstantis suggested offering the space to the other bidder [Clyde's Cupcakes] at a prorated cost.

Mary Tiegel of 9 Union Street said as a designer who has set up a temporary marketplace, it may be helpful to pull the physical components just as if someone were applying for a building permit. There was a bicycle pop-up by Dodge's Agway. In the Facebook thread, people were tossing around ideas for other spaces. If it's done on the fly, you're at risk for arbitrary and capricious judgments. The requirements should be specific so applicants know if they qualify. She trusts they'll work out something that is equitable.

Mark Bessler of 8 Haven Lane asked if the Fire Chief was not looped in on this to date. Mr. Dean said yes, not yet. Mr. Bessler said propane is a highly regulated hazardous material. As a layperson, the first person to check with is the FD for propane in a congested downtown area. There is a national fire code which NH has adopted that requires a 10 foot clearance from any mobile vending unit with propane. The town has awarded the space to a business that can't legally use it. The relevant code is NFPA 50.7. He doesn't know if there can be a waiver. He had a commercial driver's license for 30 years and the dimensions of the truck are only the dimensions of the box itself, not the trailer. Based on the photos, there are 3-4 feet of "tongue" after the box, including propane storage. You're looking at 22 feet. The language of zoning states that the vehicle must fit in that parking space. During Covid there was concern about the size of a vehicle parked in that spot. This seems to be bigger than the one that was complained about. The eyeline with the vent on top is also taller. The town was tone-deaf on complaints about size in issuing this permit. Logistically, for the other spots at Townhouse Common, the typical width of a food truck is 7 feet and the space is 7-8 feet. You can't put food trucks next to each other. There's room to learn from the current experience to make sure permitting is in place. It's unfortunate that

both businesses have suffered reputational damage from a not-very-well vetted and thorough process by the town.

Mr. Dean said regarding propane, in talking to the vendor today, he was talking about inverter generators [which run on gas]. We don't want to pre-suppose the final outcome of the fuel source. The other points are well taken and we are learning. We will try to refine the regulations that are part of this process.

Assistant Fire Chief Justin Pizon said there will be no waiver for 10 foot rules [for propane]. We are on the 2018 version of NFPA 1 and NFPA 101. Anyone who does business in Exeter should do their due diligence and come talk to the FD. We would never be ok with propane downtown within a foot or two of a car. The fire code is clear: there must be a 10 foot distance from anything combustible.

Mr. Chartrand said this was never approved. It is only approved when it comes to the Select Board. We were working with the high bidder. This should come to the Select Board earlier in the future. What we did out there is built for what Clyde's Cupcakes does. They're packaged foods that they're not preparing on-site.

Clyde Bullen, owner of Clyde's Cupcakes, said in 2020 we had a discussion, it could be coffee, it could be ice cream, it could be anyone who was mobile following the peddlers policy. He invested in a truck that has an inverter to follow the guidelines. It cost \$40,000 to put that into a truck. When the bid was submitted, it requested a photo of what was going in there. Why he made a statement [on social media] was when he saw a photo of a truck that had a propane cylinder on it, there was no way that truck was going to be approved. It wasn't because he lost, it was because he lost to something that had no way to get approved. In 2013, with his first truck, the FD told him that the truck was too big and he couldn't have it downtown. He's listened to what the town is saying. He's upset to see this in the paper. There are three articles ruining his brand. There is [negative] instant messaging coming to his family. This entered a realm that wasn't necessary.

Ms. Cowan said she's worried that this was ostensibly approved. She doesn't think it's appropriate for the Select Board to be in the process, but it's important for the appropriate people, such as the FD, to be in this process. That will help us thoughtfully think through what areas of town can accommodate what kinds of businesses. We have to direct applicants to the right people who can say "this is not an appropriate bid." We would have avoided this whole thing.

Mr. Dean said regarding the propane, it's not in our specifications, so when we go back and look at the specifications we should focus on that.

Mr. Papakonstantis said it's March 25 and the bid was accepted December 5, and the Fire Department never saw the proposal.

Ms. Belanger said social media and the newspaper took this and ran with it, and we can't help that. We are going to get this fixed.

Ms. Gilman asked if there is an association of food vendors. Mr. Bullens said NE has two associations. He does over 300 events a year, he understands

the paperwork and regulations. He thought the mobile vendors in town would help the town understand. Ms. Gilman said we followed what Portsmouth does but didn't go beyond that.

Mr. Chartrand said Mr. Bullens has invested a significant amount of time developing this space. We could give him some type of "pioneer" status to match future bids, if it's allowed under the law. The process was designed for a truck like his and it may not make sense to open it to all.

Mr. Bessler said it is the business owner's responsibility to understand the requirements. According to the RFP, where you don't need to have the permit in place, we should identify as a town which permits and licenses are essential to begin with and which can be done along the way.

Ms. Gilman said the spaces in Townhouse Common were reserved so they would be horizontal and far enough away from each other. No one is using it full time, so they put out cones on the days they are going to use it.

Resident David Kovar said he wishes it had not come to Mr. Bullen speaking out publicly, but he appreciates that he did. This helps the public understand what is going on. He read the RFP and the permit application. He can see how favoritism could be a concern with a word like "qualified." The DOD rules run dozens of pages. When you have that stuff specified up front, vendors know if they should submit an application or not. If you put "no propane," the other person never would have applied. Mr. Bullen created the value in that space. No one else took the risk of putting a truck there. We can reward that investment by making sure it's a fair and transparent process. Having some kind of favoritism makes it hard for people to come in and be innovators.

Paul Royal of 3 Pumpkin Circle said Mr. Bullen is the hardest working guy in the cupcake business. The Select Board does control social media to a point: when you don't have a clear process, that's when social media gets out of control. He doesn't love the aesthetic of anything parked downtown but he appreciates what they've built. If someone got hurt, the lawyers could say "what were you thinking when you put a truck in the middle of the street." There are so many rules in this, what's the cost-benefit analysis of putting more businesses like this downtown? People come to Exeter for the past and quaint places, not to see something pink [the Clyde's Cupcakes truck]. The [proposed] truck with music was a lot. What is qualified? According to whose judgment? He thinks we should let Clyde do his thing and when he's done and retired Exeter should be done with this.

Mr. Bullen said he loves what he does. Downtown Exeter is not making him rich. The main reason he goes downtown is so that the young people of Exeter can see there's a different person, a black person. He interacts with the kids and designs stickers for the kids. He is beloved. He wouldn't be in downtown Exeter without having \$2M insurance. He's lost numerous cones because they're custom-made pink cones. He's trying to bring a benefit to the town he lives in. His business is going to take a hit from this. He put in a bid, he lost, and he took it in stride, but when he saw a picture of a truck that didn't meet the requirements

that he had to follow, he had the right to ask the town. He's been in business over 14 years and hasn't had a complaint, but he seems to be fighting with the town every 3 years. All he wants to do is sell sweets and have fun.

Mr. Papakonstantis said the Board doesn't control social media. He doesn't go on social media much. Regardless of what we try to do as a town, and we're continuing to improve, social media is still filled with inaccurate statements. What we can do is when something is brought to our attention is put it on the agenda and have a hard conversation face to face. We don't want to fight with anybody. We try to be as transparent as we can. We want to listen to the public and our experts. We had a flaw in our process and he apologizes to all parties because this should have gone better. In the short term, Mr. Dean's office should contact you [Mr. Bullen] to offer you a pro-rata bid. The long term is that we're going to fix this.

Ms. Cowan said we should revisit this process and get community input. She's not a fan of the discourse on social media but she is a fan of newspapers. If there is something like this, the Select Board should be informed earlier. We are all caught off-guard when there is an accusation of unfairness.

Mr. Royal said the Select Board has gotten better and better about transparency. What he meant about social media is that when they have a process that works, they won't face the wrath of social media.

Mr. Chartrand said he likes the pink [of the Clyde's Cupcakes truck]. We need more color against the white trim and the brick.

Ms. Belanger said we should have the FD, Health Inspector, and Russ sit down with the current draft. We should start earlier, like October 1st, and make sure everything is in line by January 1st. Mr. Papakonstantis said the Town Manager and Assistant Town Manager should bring it up during the leadership meetings. Ms. Gilman said we should reach out to our vendors and ask them to put us in touch with other vendors so we can get a good sample.

b. Review Town Voting Results

Mr. Dean said it was a very successful election. The four bond issues passed. The Police Station and Fire Station passed by 63.4%. School Street Area Design and Reconstruction, the Webster Avenue Pump Station, and the Surface Water Treatment Plant all passed with above 70% of the vote. The Budget passed by 69.2%. Water and Sewer both passed at 71.4% and 81.2%. The Planet Playground land purchase is in process; its makeover passed by 79.8%. The Clean Water State Revolving Fund (CWSRF) loan for Water Street passed with 86% of the vote. The Sick Leave Trust Fund passed by 77%. The Parks Improvement Fund passed with 67%. The Snow and Ice Deficit Fund passed with 78.6%. The appropriation to the ADA fund passed with 76%. The appropriation to the Swasey Parkway Trust fund passed with 85%. The adoption of the Investment Services for Trustees of Trust Funds passed with 81.3%. The Solar Array Revolving fund passed with 80.7. The Water/Sewer Advisory Committee change passed with 80.8%. The Heritage Commission change

passed with 82% of the vote. The Rugg Property Citizens Petition passed with 87.6%. The other citizens' petition failed, with 34.8% in favor. Overall it was a successful night. The Webster Avenue Pump Station bid recommendation will be coming up.

Mr. Papakonstantis thanked the Town Moderator, Town clerk's office, workers at the polls, and the voters.

Mr. Chartrand said the BRC is important to the process of a successful town election. These volunteers vet the budgets and capital improvement plans. We are scrupulous about following their recommendations. The process is very intense and is some of the most important work in the town. Ms. Belanger said everyone should follow the budget process. You learn a lot.

Ms. Gilman said the town also votes on the school districts, our packet should include the results of those votes, because it all goes into our tax rate. Ms. Belanger said we should add in the write-in names and the numbers of votes they got.

c. 2024 Paving Contract Extension

DPW Director Steve Cronin recommended proceeding with a one-year contract for Bell & Flynn for 2024. Ms. Gilman said the price has been the same for several years.

MOTION: Ms. Belanger moved to authorize the renewal of the paving contract with Bell & Flynn for paving services for the 2024 construction season: 1) Bituminous concrete pavement - machine method at \$71.90 per ton for binder course, \$72.90 per ton for surface course, \$73.90 per ton for urban compact service course, \$74.90 per ton for cul-de-sac streets and leveling course; 2) Bituminous concrete pavement - hand method at \$140 per ton; and 3) Bituminous concrete curb/berm at \$4.50 per linear foot; and to further authorize the town manager or his delegate to sign the appropriate contract. Ms. Gilman seconded. The motion passed 5-0.

d. Automated Mower Proposal

Parks and Rec Director Greg Bisson showed a video on the automated mowers. Mr. Bisson said the Parks and Rec has always struggled to complete the mowing tasks. The Keegan report said we are short two staff members. He [Mr. Bisson] went to a conference last year where he saw how the wave of robotic mowers is sweeping the nation. This has been in trend in Europe for a long time. There's one at Fenway Park that mows every night. These require less storage space than regular mowers. There are "doghouses" that they charge in during the day. They stay at the locations. There's no fuel. There are fewer maintenance tools needed. The mowers can work in the early morning or the middle of the night. They are quiet and efficient. We get real-time notifications. They have GPS trackers and theft protection. Last year, with the heavy rains, it was hard to keep up with mowing; these can operate in the rain. They run on electricity rather than gasoline. They're not zero-emissions, because they were manufactured with emissions, but when we run a ride-on mower it's like driving a car 100 miles. The micro-fraction of grass goes back into the ground and is

absorbed as food, rather than turning to thatch. They're quiet; we tested one and you could walk next to it and not know it was running. It's no louder than an air conditioner. We ran it by Primex and they said it was brilliant to mow when the parks are least active. They have built-in anti-theft features: an audible alarm, a camera that will take a picture of you, and an automatic shutdown of the blade. The long-term savings is reducing fuel costs, fewer parts to buy, and a long shelf life: 10-20 years depending on maintenance. These would go at Brickyard Park and the Rec Park. Just based on the Parks guys' salaries at 12 hours a week, that's a savings of \$16,800 per year. These cost \$35,000 for 4 years, or \$8,856 per year at \$0 interest, so there's a substantial savings. The blades are included during the lease purchase. It's the cost equivalent of buying blades for the bigger mowers. We would buy a new battery in around 8 years, at about \$250. Husqvarna are at the leading edge of this. The other company we looked at was NextMow, but these we would have to drop off and pick up. Husqvarna wants you to buy local and asks you to get 3 bids. We got two, one from Automated Outdoor Solutions and one from Seacoast Power Equipment. There's a difference of \$13. We will do two parks for now. We want endorsement by the Select Board to move forward. The Rec Advisory Board voted unanimously to support this. It would come out of the Rec Revolving Fund, but we will try to recoup the cost with the field-lining robot. He had proposed higher contracted services in the 2024 budget, but this is an opportunity to not burden the taxpayers.

Mr. Papakonstantis asked if he wants to buy 7 mowers without trying them out. Mr. Bisson said we tried just one and it was able to do the soccer fields perfectly. The EYSA said they were the best conditions the fields have been in.

Mr. Chartrand said this is a no-brainer.

Ms. Belanger asked about putting in the charging. Mr. Bisson said we need to extend electrical at both parks, at a cost of \$15,000. We would have done this in the future for programming anyway.

Ms. Belanger asked how heavy these robots are. Mr. Bisson said 30 pounds. That's why they can mow in the rain and don't damage the field.

Mr. Bisson said when the guy painting lines retired, we contracted with someone using a Tiny Mobile Robot. We can set it up to line the field and go do another activity, it will send us a text when finished. It will make the parks more efficient. He showed a video on the Tiny Mobile Robot.

Mr. Bisson said it takes our guys 2-3 hours to lay out a soccer field and the painting takes another 1-1.5 hours. It takes the robot 15 minutes to set up and 24 minutes to line, while they're doing other tasks on the field like weed trimming. It can do logos, parking spaces, vendor spaces for festivals, or graphics. The paint we purchased previously will last us for 5 years. We estimate we can bring in \$15-16,000 a year painting organizations' lines.

Mr. Bisson said the Board approved fiber to be run out to the pool, and the company can run the electrical line at the same time.

Mr. Bisson said robots will never replace people. We will need someone to maintain the robots. This will give our guys hours back in their day to fix other things. There are things robots can't do, like planting grass.

Mr. Papakonstantis asked if there is a difference in cost for quantity. Mr. Bisson said we need 7 for the acreage. There's no discount. Mr. Papakonstantis said he's a big fan of pilots. Mr. Bisson said we could also expand to Gilman Park and Park Street. Also the lagoons; currently a guy from the Water Department goes out and mows them. We would never have to have anyone on those slopes.

Ms. Belanger asked Mr. Bisson to keep track of the actual savings to present to the BRC. Did he talk to Mr. Cronin about using one? Mr. Bisson said no, this is specifically for these 2 parks. The DPW would be down the road.

Mr. Papakonstantis said he is reluctantly going along with 7. He would have preferred fewer to start off. He asked that MR. Bisson have the savings information when he goes before the BRC and Select Board for future robots.

MOTION: Ms. Belanger moved to allow the Parks and Recreation Department to enter into a four year lease purchase for 7 Husqvarna 550 EPOS mowers, charging stands, and 4 reference stations through Seacoast Power Equipment at a total of \$35,424.47, or \$8,856.12 per year, to be paid from the Recreation Revolving fund annually at 0% interest. Mr. Chartrand seconded. The motion passed 5-0.

MOTION: Ms. Belanger moved to allow the Parks and Recreation Department to expend no more than \$15,800 from the Park Improvement Fund to contract with Days Landscaping and Maldini Electric Inc to extend electrical services at the Rec Park and Brickyard Park. Mr. Chartrand seconded. The motion passed 5-0.

MOTION: Ms. Belanger moved to allow the Parks and Recreation Department to enter into a 5 year purchase to acquire one "Tiny Mobile Field-Lining Robot" for a total of \$33,000, or \$6,600 per year, to be paid out of the Recreation Revolving Fund annually at 0% interest. Ms. Gilman seconded. The motion passed 5-0.

e. Adopt Pairpoint Committee Charge

Mr. Papakonstantis said he and Ms. Gilman put together a draft for the Exeter Pairpoint Stakeholders Advisory Committee.

Mr. Chartrand recused himself from the matter because his landlords at the bookstore donated the park and it's inappropriate for him to judge this. He feels comfortable voting on other things downtown but this was related to his landlords.

Ms. Belanger said under committee goals, the third bullet should say "shall" instead of "should."

Mr. Papakonstantis asked for public comment, but there was none.

Mr. Papakonstantis said once this is approved, we should start interviewing candidates. Mr. Dean said we already have some applications

already on file. Mr. Papakonstantis said there will be 9 volunteers with no term limits, plus one from the Rec Advisory Board as a voting member. The Town Planner, Parks and Rec Director, and Select Board Rep would be non-voting members. Ms. Belanger said she would rather the Rec Advisory member just be there to report, not to vote. Mr. Dean said he would make that change.

Ms. Belanger asked if they have more members to interview than positions, how do they select the members? Mr. Papakonstantis said for the Police Stakeholders' Committee, the Select Board members took turns appointing members and then voted. The Board was consistent with appointing folks who each brought something different to the table.

MOTION: Ms. Cowan moved to adopt the Exeter Pairpoint Park Stakeholders Advisory Committee charge with the change proposed. Ms. Gilman seconded. Mr. Chartrand did not vote. The motion passed 4-0.

9. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

MOTION: Ms. Gilman moved to approve a Veterans Credit for 104/79/701 in the amount of \$500 for tax year 2024. Ms. Belanger seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved to approve a Veterans Credit for 104/79/304 in the amount of \$500 for tax year 2024. Ms. Belanger seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved to approve a Veterans Credit for 87/8/C-10 in the amount of \$500 for tax year 2024. Ms. Belanger seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved to approve a Veterans Credit with Disability for 68/6/334 in the amount of \$2,000 for tax year 2024. Ms. Belanger seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved to approve a Solar Exemption for 70/119 in the amount of \$10,000 for tax year 2024. Ms. Belanger seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved to approve an Elderly Exemption for 95/64/168 in the amount of \$152,251 for tax year 2024. Ms. Belanger seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved to approve an Elderly Exemption for 104/79/216 in the amount of \$183,751 for tax year 2024. Ms. Belanger seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved to approve an Elderly Exemption for 104/79/1012 in the amount of \$152,251 for tax year 2024. Ms. Belanger seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved to approve an Elderly Exemption for 15/1 in the amount of \$183,751 for tax year 2024. Ms. Belanger seconded. The motion passed 5-0.

b. Permits & Approvals

Mr. Bisson said our LWCF application has been moved to the next level, to the National Park Service. Since we're absorbing Planet Playground, we need to do a new boundary survey for 4 Hampton Road. We could use ARPA funds to pay \$6,700 for Doucet to do the survey. They previously did it in 2019 for exploration of expanding the park there. They're available within two weeks. We have a deadline of May 15 to submit the survey to the State.

Mr. Dean said the ARPA balance is \$143,219.

Mr. Papakonstantis said this is consistent with how the ARPA funds have been used.

Ms. Belanger asked if this is all for the costs. Mr. Bisson said yes, for a while.

MOTION: Ms. Belanger moved to allow the Parks and Recreation Dept to expend \$6,700 of ARPA funds to contract with Doucet Survey to complete the updated boundary survey of Recreation Park which is required for LWCF grant eligibility. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Belanger moved to approve the MS232 report of appropriations actually voted and authorize the Select Board to sign it. Ms. Gilman seconded. The motion passed 5-0.

Mr. Papakonstantis said an Alewife Festival Permit was submitted by Kristen Murphy. Ms. Belanger said the event is May 11 from 10-1.

MOTION: Ms. Belanger moved to approve the special event permit application for the Alewife Festival, to be held May 11, 2024. Ms. Gilman seconded. The motion passed 5-0.

Mr. Papakonstantis said Exeter Gas Realty is looking for reimbursement of penalties and fees of \$116.62. They admit it's their responsibility to respond to their mail, but the mailing address was incorrect. Actually, the address was correct but the suite number was incorrect. They've made payment in full.

Ms. Belanger asked if there is a once-in-ten-years policy for abatement. Would they use it for \$116? Mr. Dean said that's not a policy on tax issues.

Mr. Papakonstantis asked if this would set a precedent.

Ms. Gilman asked if an address change made in one Department would be shared through the organization. Mr. Dean said yes.

Ms. Belanger said this issue with suite/unit numbers happens now.

Mr. Chartrand said he prefers not to do this as it sets a precedent. Mr. Dean said he also prefers not to do this; if that's the sense of the Board, he doesn't need a motion.

c. Town Manager's Report

- i. The townwide revaluation process is continuing.
- ii. The Assistant Town Manager and Welfare Administrator are working on the transition to the new position.
- iii. He spoke at the Rotary prior to the town election.

- iv. There are new chairs in the Nowak and Wheelwright Rooms donated from a bank closing, facilitated by Parks and Rec.
- v. We met twice on the Fire Station, and today we sat down with Lavallee Brensinger. We will be getting back to the Board with recommendations.
- vi. There were three weekly operations meetings in March on Fridays, and those have gone well.
- vii. He was appointed to the Finance Revenue Policy Committee of the NHMA.
- viii. We held our bi-weekly leadership meeting last week and discussed the town election.
- ix. The Executive team meeting on Wednesday.
- x. Kingston Road sidewalks are still on schedule for April.
- xi. For the Siphon update, there was a disconnect with the drill head. The contractor is working on a solution. They're planning on using an air hammer which will create noise, which should start tomorrow at 9 AM. We're working to notify residents.

d. Select Board Committee Reports

- i. Mr. Chartrand met with a group convened by the Economic Development Director. The group is trying to figure out a welcome center for the train. It was a great meeting. We heard a report from the person who coordinates the passenger rail on the Downeaster.
- ii. Ms. Cowan had no report.
- iii. Ms. Gilman was in the State House during her scheduled meetings. She gave an update on State issues.
- iv. Ms. Belanger attended the Housing Advisory meeting. They had an update on legislation and a discussion on the two zoning ordinances that passed. The Town Manager suggested ways of communicating how this works. The Conservation Commission meeting was on voting day so she did not attend; Dave Sharples will come to the Board about the urbanization exemption. One person on the Conservation Commission does not support it. For Raynes Farm, in the next budget season we need to think about funding. Kristen Murphy has run into an issue where she was not awarded a grant and they've talked to her about withholding some funds that are available. The deterioration at Raynes Barn is happening. We should consider getting some money to get this done and let her work on grants for the next phase. The Planning Board was canceled due to a lack of quorum.
- v. Mr. Papakonstantis said the Arts and Culture Commission also had quorum issues. The Tree Committee talked about trees they would plant with their new budget. Swasey Parkway had a lot of placeholders with waiting for Spring. He would like to invite them back in April to talk about the roadway. We could invite Mr. Cronin to contribute ideas. He would like to come up with multiple options and allow the public to give input. River

Advisory met last Thursday and heard from Mr. Vlasich on the siphons and Jake San Antonio gave an update. The Feasibility study will be finalized on April 30. There were residents from Brentwood that spoke. Once the study is completed, the River Advisory Board will make a recommendation to the Select Board. The Board received an invitation from Renay Allen to the marker unveiling honoring Exeter's Revolutionary War soldiers on May 4 at 10 AM.

e. Correspondence

- i. A legislative bulletin from NHMA
- ii. An email from Chris Pappas's office
- iii. Information from our Health Officer on tick prevention
- iv. A note from Eversource that they have completed the transmission structure replacement project
- v. A memo from NH DES regarding a preliminary large well siting/groundwater withdrawal permit application.

10. Review Board Calendar

- a. The next meetings are 4/1, 4/15, 4/29, 5/13, Tuesday 5/28, 6/10, 6/24, and 7/8. The goal setting meeting will be Saturday April 13 at 11 AM.

11. Non-Public Session

MOTION: Ms. Belanger moved to enter into non-public under RSA 91-A3II(a). Ms. Cowan seconded. In a roll call vote, the motion passed 5-0 and the meeting entered non-public at 9:54 PM. The Board emerged from non public session. Ms. Belanger motioned to seal the minutes indefinitely, seconded by Ms. Gilman. The motion carried unanimously.

12. Adjournment. Ms. Belanger motioned to adjourn, seconded by Ms. Cowan. The Board stood adjourned at 10:42 pm.

Respectfully Submitted,
Joanna Bartell
Recording Secretary

Appointments & Resignations

Webster Avenue Pump Station – Bid Award



EXETER PUBLIC WORKS DEPARTMENT

13 NEWFIELDS ROAD • EXETER, NH • 03833-3792 • (603) 773-6157 • FAX 772-1355

www.exeternh.gov/publicworks • publicworks@exeternh.gov

TO: Exeter Select Board
Russell Dean, Town Manager

FROM: Stephen Cronin, Public Works Director

DATE: March 28, 2024

RE: Contract Awards – Webster Avenue Pump Station & Force Main Upgrades

SUGGESTED MOTION:

Motion to award a contract to Northeast Earth Mechanics for the Webster Avenue Pump Station & Force Main Upgrades Project in the amount of \$4,481,230, and to award a contract to Wright-Pierce for construction phase engineering services in the amount of \$805,000, and to further authorize the Town Manager to sign the associated contract documents.

In accordance with the provisions of Env-Wq 500: State Water Pollution Control Revolving Loan Fund rules and the Town of Exeter's Purchasing Policy, the Public Works Department solicited sealed bids for the Webster Avenue Pump Station and Force Main Upgrades Project. Three bids were received and opened at the Select Board's January 8, 2024 meeting.

After a review of the bids, the Town's design engineering consultant and the Public Works Department recommend awarding a contract to the lowest qualified bidder, Northeast Earth Mechanics, at a price of \$4,481,230. As required by Clean Water State Revolving Fund loan program rules, the New Hampshire Department of Environmental Services Water Division has reviewed the bid and authorized the Town to award the contract. Per the authorization, a contract for construction phase engineering services must also be executed prior to initiating construction. Accordingly, the Public Works Department requests that a contract be awarded to Wright-Pierce for those services in the amount of \$805,000. Copies of the Construction Contract Award Recommendation, Request for Approval to Award, and Authorization to Award letters, as well as a Project Cost Summary, are attached for reference.

Funding for the project was authorized by voters at the 2020, 2022, and 2024 Town Meetings, under articles 5, 3, and 6, respectively. Funding sources include a \$1,050,000 Congressionally Directed Spending request, \$1,395,000 State ARPA appropriation, \$3,255,000 Clean Water SRF loan, and \$213,300 SRF Amendment.

January 18, 2024

Paul Vlasich, P.E., Town Engineer
Town of Exeter
13 Newfields Road
Exeter, NH 03833

**SUBJECT: Webster Avenue Pump Station and Force Main Upgrades Project
Construction Contract Award Recommendation**

Dear Paul,

We have completed our review of the bid that was received on January 8, 2024, for the Webster Avenue Pump Station and Force Main Upgrades project. This letter presents a summary of our findings.

Three bids were received and reviewed. A tabulation of the bids is attached. The basis for the award is the Total Bid, there are no bid alternates. Northeast Earth Mechanics of Pittsfield, NH submitted the low bid for a bid price of \$4,369,000. DeFelice Cooperation of Dracut, MA bid of \$4,902,345 was approximately 8.59% higher than the low bid and Albanese D&S of Dracut, MA bid of \$4,916,750 was approximately 8.86% higher than the low bid. These bids are evidence of competitive pricing and reasonable bids. The bid package submitted by Northeast Earth Mechanics was found to be complete.

Northeast Earth Mechanics is a reputable general contractor and Wright-Pierce has ongoing projects with them currently. We recently conducted financial and reference checks. Wright-Pierce did contact Northeast Earth Mechanics to confirm that they are confident that they can perform the work for the bid amount, which they confirmed. Based on our review of the Bidding Documents, positive reference checks with Northeast Earth Mechanics past clients, and contact with their banking and bonding institutions, we recommend that the Town award the construction contract to Northeast Earth Mechanics as the lowest responsible and responsive bidder.

If the Town agrees and decides to proceed with the project based on the lowest responsive bid, the Town should issue a letter to Northeast Earth Mechanics stating the Town's intention to award the contract. A sample letter is attached. In order to receive authorization to award the project, the following documentation must be provided to us to include in the Request to Award packages to be submitted to NHDES:

1. Evidence of advertisement for bids.
2. A letter signed by the system's Authorized Representative, indicating the name of the bidder to whom a contract will be awarded. A letter from the Town stating intent to award the project to Northeast Earth Mechanics (a sample is attached).

1/18/2024

Paul Vlasich, P.E., Town Engineer

Page 2 of 2

3. Certification that all necessary permits, land acquisitions and easements, and environmental review conditions have been secured and met (a sample is attached).

Once the Intent to Award letter is finalized and the certifications signed, we would be happy to assist you with submitting the necessary documentation to NHDES for the Authorization to Award the project.

Sincerely,

WRIGHT-PIERCE



Andy Morrill, PE

Project Manager

andy.morrill@wright-pierce.com

Enclosures:

- *Draft Notice of Intent to Award Letter*
- *Certifications*
- *Bid Tabulation*

*Cc: Steve Dalton, Town of Exeter – Water and Sewer Manager
Shannon LaRocque, NHDES – Construction Management Engineer
WP File (21244B)*

Project Name/No.: Webster Avenue Pump Station and Force Main Upgrade/ 212-
 Bid Opening: 1/08/2024 7:00 PM
 Location: Exeter, New Hampshire
 ENG/PM: Joshua Teixeira / Andy Merrill
 Engineer's Estimate: \$4,639,000

Issuing Office: Portsmouth Office
 230 Commerce Way, Suite 302
 Portsmouth, NH 03801

| BID QUANTITIES | | | Engineer's Estimate | | North East Earth | | DeFalce Cooperation | | Albanese D&S Inc | | |
|---|--|-------|---------------------|----------------|-----------------------|----------------|-----------------------|----------------|------------------------|----------------|-----------------------|
| Item | QTY. | UNIT | UNIT AMT | BID | UNIT AMT | BID | UNIT AMT | BID | UNIT AMT | BID | |
| BASE BID | | | | | | | | | | | |
| 1 | Webster Avenue Pump Station | 1 | LS | \$3,584,450.00 | \$ 3,584,450.00 | \$3,725,000.00 | \$ 3,725,000.00 | \$3,950,000.00 | \$ 3,950,000.00 | \$3,875,000.00 | \$ 3,875,000.00 |
| 2 | 12-inch HDPE Force Main Pipe | 2,200 | LF | \$ 225.00 | \$ 495,000.00 | \$ 150.00 | \$ 330,000.00 | \$ 190.00 | \$ 418,000.00 | \$ 250.00 | \$ 550,000.00 |
| 3 | 4-foot Diameter Sewer Manhole (SMH-295 and SMH-3) | 16 | VF | \$ 1,500.00 | \$ 24,000.00 | \$ 1,000.00 | \$ 16,000.00 | \$ 1,480.00 | \$ 23,680.00 | \$ 1,500.00 | \$ 24,000.00 |
| 4 | 12-inch Sewer | 10 | LF | \$ 500.00 | \$ 5,000.00 | \$ 400.00 | \$ 4,000.00 | \$ 1,000.00 | \$ 10,000.00 | \$ 500.00 | \$ 5,000.00 |
| 5 | 4-inch Sewer | 20 | LF | \$ 250.00 | \$ 5,000.00 | \$ 175.00 | \$ 3,500.00 | \$ 192.00 | \$ 3,840.00 | \$ 250.00 | \$ 5,000.00 |
| 6 | Ledge Excavation | 200 | CY | \$ 300.00 | \$ 60,000.00 | \$ 400.00 | \$ 80,000.00 | \$ 200.00 | \$ 40,000.00 | \$ 150.00 | \$ 30,000.00 |
| 7 | Replacement of Unsuitable Material Above Pipe Bedding and Initial Backfill | 50 | CY | \$ 75.00 | \$ 3,750.00 | \$ 75.00 | \$ 3,750.00 | \$ 1.00 | \$ 50.00 | \$ 15.00 | \$ 750.00 |
| 8 | Excavation Below Grade and Replacement Backfill | 50 | CY | \$ 75.00 | \$ 3,750.00 | \$ 75.00 | \$ 3,750.00 | \$ 1.00 | \$ 50.00 | \$ 20.00 | \$ 1,000.00 |
| 9 | Pipe Trench Insulation | 110 | LF | \$ 30.00 | \$ 3,300.00 | \$ 20.00 | \$ 2,200.00 | \$ 6.50 | \$ 715.00 | \$ 25.00 | \$ 2,750.00 |
| 10 | Initial Trench Pavement | 170 | TN | \$ 275.00 | \$ 46,750.00 | \$ 150.00 | \$ 25,500.00 | \$ 82.00 | \$ 13,940.00 | \$ 150.00 | \$ 25,500.00 |
| 11 | Final Trench Pavement | 100 | TN | \$ 225.00 | \$ 22,500.00 | \$ 150.00 | \$ 15,000.00 | \$ 82.00 | \$ 8,200.00 | \$ 150.00 | \$ 15,000.00 |
| 12 | Driveway Pavement | 20 | TN | \$ 300.00 | \$ 6,000.00 | \$ 300.00 | \$ 6,000.00 | \$ 82.00 | \$ 1,640.00 | \$ 200.00 | \$ 4,000.00 |
| 13 | Bituminous Sidewalk/Walkway | 15 | TN | \$ 300.00 | \$ 4,500.00 | \$ 300.00 | \$ 4,500.00 | \$ 82.00 | \$ 1,230.00 | \$ 200.00 | \$ 3,000.00 |
| 14 | Bituminous Curb | 10 | LF | \$ 50.00 | \$ 500.00 | \$ 250.00 | \$ 2,500.00 | \$ 50.00 | \$ 500.00 | \$ 25.00 | \$ 250.00 |
| 15 | Loam and Seed | 1 | LS | \$ 25,000.00 | \$ 25,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 65,000.00 | \$ 65,000.00 | \$ 10,000.00 | \$ 10,000.00 |
| 16 | Test Pit Excavation and Backfill | 10 | EA | \$ 1,500.00 | \$ 15,000.00 | \$ 1.00 | \$ 10.00 | \$ 800.00 | \$ 8,000.00 | \$ 1,000.00 | \$ 10,000.00 |
| 17 | Asbestos Cement Pipe Removal and Disposal | 200 | LF | \$ 225.00 | \$ 45,000.00 | \$ 75.00 | \$ 15,000.00 | \$ 145.00 | \$ 29,000.00 | \$ 50.00 | \$ 10,000.00 |
| 18 | Pre-Blast Survey | 20 | EA | \$ 500.00 | \$ 10,000.00 | \$ 1.00 | \$ 20.00 | \$ 450.00 | \$ 9,000.00 | \$ 300.00 | \$ 6,000.00 |
| 19 | Erosion and Sedimentation Control | 1 | LS | \$ 50,000.00 | \$ 50,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 75,000.00 | \$ 75,000.00 | \$ 10,000.00 | \$ 10,000.00 |
| 20 | Traffic Control | 1 | LS | \$ 50,000.00 | \$ 50,000.00 | \$ 35,000.00 | \$ 35,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 100,000.00 | \$ 100,000.00 |
| 21 | Utility Service Allowance | 1 | ALLOW | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 |
| 22 | Sole Source Allen-Bradley PLC | 1 | ALLOW | \$ 4,500.00 | \$ 4,500.00 | \$ 4,500.00 | \$ 4,500.00 | \$ 4,500.00 | \$ 4,500.00 | \$ 4,500.00 | \$ 4,500.00 |
| 23 | Sole Source Foxboro Flow Meter | 1 | ALLOW | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| 24 | Sole Source VTCADA Runtime License Allowance | 1 | ALLOW | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| 25 | Mobilization and Demobilization | 1 | LS | \$ 150,000.00 | \$ 150,000.00 | \$ 150,000.00 | \$ 150,000.00 | \$ 200,000.00 | \$ 200,000.00 | \$ 200,000.00 | \$ 200,000.00 |
| TOTAL BASE BID AMOUNT ITEMS (1 THROUGH 25) | | | | | \$4,639,000.00 | | \$4,481,230.00 | | \$ 4,902,345.00 | | \$4,916,750.00 |

January XX, 2024

Mr. Jason C. Babbidge, General Manager
Northeast Earth Mechanics, LLC
159 Barnstead Road
Pittsfield, NH 03263

Subject: Webster Avenue Pump Station and Force Main Upgrades, Exeter, NH
Notice of Intent to Award

Mr. Babbidge:

It is the intention of the Town of Exeter to award a contract for the above referenced project to Northeast Earth Mechanics LLC on the basis of the Base Bid in the amount of \$4,481,230.00 as received on January 8, 2024.

The award of this contract is contingent upon review and approval by the New Hampshire Department of Environmental Services (NHDES) of your bid, as well as approval to award the contract.

Please feel free to contact me or Andy Morrill, of Wright-Pierce, if you have any questions regarding this notice.

Very truly yours,

Paul Vlasich
Exeter Town Engineer

cc: *Andy Morrill, Wright-Pierce*
Shannon LaRocque, NHDES
David Cloutier, NHDES

CERTIFICATION

PROJECT: WEBSTER AVENUE PUMP STATION AND FORCE MAIN UPGRADES

TOWN OF EXETER, NEW HAMPSHIRE

To the best of the Town's knowledge, the following certification is being made:

The entirety of this project is located on Town-owned property or Town of Exeter public Right-of-Ways and no land acquisition or easements are necessary.

The successful Contractor will be required to obtain the following per the Contract Documents:

- Town of Exeter excavation permit.
- Building Permit (to be obtained from the Town of Exeter Building Inspector's Office; Code Enforcement).
- Electrical Permit (to be obtained from the Town of Exeter Building Inspector's Office; Code Enforcement).

It is our understanding that no other permits are required for this project.

Signature

Date

Paul Vlasich P.E.

Name (Please Type)

Exeter Town Engineer

Title

March 26, 2024
WP Project No. 21244A

Ms. Kathie Bourret
CWSRF Federal Provisions Administrator
Wastewater Engineering Bureau
29 Hazen Drive, P.O. Box 95
Concord, NH 03302-0095

**SUBJECT: Town of Exeter, New Hampshire
Webster Avenue Pump Station and Force Main Upgrades (CWSRF Project No. CS-334130-19)
Request for Approval to Award**

Dear Kathie:

On behalf of the Town of Exeter, enclosed please find the following documentation in support of the Town's request for DES approval to award the contract to Northeast Earth Mechanics for construction of the above-referenced project:

1. The total project cost estimate includes construction, contingency, engineering services and other costs.
2. Evidence of public advertisement for bids.
3. A tabulation of all bids that were received.
4. A letter signed by the Town's authorized representative, indicating the name of the bidder to whom the contract will be awarded.
5. An itemized breakdown of bid quantities and associated costs eligible for DES funding participation is not applicable as all costs associated with this project are eligible for DES funding participation.
6. Certification that any necessary permits, land acquisitions and easements have been secured or will be secured prior to construction activities occurring.
7. Certification of Nonsegregated Facilities form, as signed by successful bidder.
8. Nondiscrimination in Employment form.
9. "Bidder's American Iron and Steel Acknowledgement" form, as signed by successful bidder.

3/26/2024

Ms. Kathie Bourret

Page 2 of 2

10. Documentation assuring compliance with Disadvantaged Business Enterprise (DBE) participation requirements.
11. Certification the Town intends to retain a DES-prequalified engineering firm to provide construction phase engineering services on the project, such firm being secured using a qualifications-based selection process and a DES standard engineering contract.
12. ARPA QBS Certification Form.
13. ARPA Terms and Conditions - Consultant Engineer.
14. The bid proposal of the bidder to whom a contract will be awarded.

If you have any questions or need any additional information, please do not hesitate to contact us.

Sincerely,

WRIGHT-PIERCE



Andrew Morrill, PE

Project Manager

andy.morrill@wright-pierce.com

Enclosures

Cc: Stephen Cronin – Town of Exeter
Paul Vlasich, PE – Town of Exeter
Beth Malcolm – NHDES
Robert Daniel, PE – NHDES
Shannon Larocque, PE – NHDES

**TOWN OF EXETER, NEW HAMPSHIRE
WEBSTER AVENUE PUMP STATION AND FORCE MAIN UPGRADES
W-P PROJECT NO. 20387B
AAE CLASS 3 ESTIMATE
ENR INDEX 13425, 07/2023
PROJECT COST SUMMARY**

| PROJECT COMPONENT | | COST | COMMENTS |
|--|-------|--------------------|----------------------------|
| CONSTRUCTION | | \$4,481,230 | NE Earth Mechanics Bid |
| CONSTRUCTION CONTINGENCY | 5.0% | \$224,060 | Allowance |
| DESIGN SERVICES | | | |
| ORIGINAL CONTRACT | 7.3% | \$325,600 | |
| AMENDMENT NO. 1 | 0.2% | \$8,050 | Soil Characterization |
| BIDDING SERVICES | 0.5% | \$24,000 | Allowance for Bidding |
| CONSTRUCTION SERVICES | 17.4% | \$781,000 | Allowance for C/A & AESS |
| PERMITTING FEE | | \$10,000 | Allowance |
| LEGAL/ ADMINISTRATIVE | 0.6% | \$25,000 | Allowance |
| SUBTOTAL | | \$5,878,940 | |
| FINANCING | 1.0% | \$34,340 | Estimated interim interest |
| ENGINEER'S ESTIMATE OF PROJECT COST | | \$5,913,300 | |



The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner



March 27, 2024

Andrew Morrill, PE
Wright-Pierce
230 Commerce Way, Suite 302
Portsmouth, NH 03801

(via email: andy.morrill@wright-pierce.com)

**Re: Authorization to Award Contract
Exeter-Webster Avenue Pump Station and Force Main Upgrades
CWSRF Project Number CS-334130-19**

Dear Andy:

We have received your request on behalf of the Town of Exeter together with accompanying cost data and other required information to authorize the award of the construction contract for the Webster Avenue Pump Station and Force Main Upgrades project.

After reviewing the material submitted, we wish to inform you that all the conditions and assurances needed prior to authorization to award the contract have been fulfilled. The Town of Exeter is, therefore, authorized by the New Hampshire Department of Environmental Services (NHDES), Water Division, in accordance with the provisions of NH Code of Administrative Rules Env-Wq 500, State Water Pollution Control Revolving Loan Fund Rules, to award the contract as indicated below.

Contract Approval

Contract for the Webster Avenue Pump Station and Force Main Upgrades project to Northeast Earth Mechanics LLC, of Pittsfield, New Hampshire, for \$4,481,230 all of which appears to be eligible for participation under the Clean Water State Revolving Fund (CWSRF) loan program and American Rescue Plan Act (ARPA) grant program. Eligibility for CWSRF and ARPA funding will be monitored during the execution of the contract and modified where warranted.

Authorization to award and eligibility determination does not affect the total amount of CWSRF funds available to be borrowed by the loan recipient.

Conditions: The construction phase engineering contract, approved by NHDES, must be executed by the Town and the engineering consultant prior to initiating construction on the project.

In order to maintain eligibility for funding through the CWSRF program, the prime contractor shall be required to continue positive efforts to solicit disadvantaged business enterprise (DBE)

participation, in accordance with the provisions of 40 CFR 33, whenever subcontracting opportunities arise during the performance of this contract. The contractor is expected to review DBE proposals brought to their attention during the contract period and, if not utilized, keep a record of reasons for rejecting the proposals. Documentation of these positive efforts shall be submitted to the NHDES Water Division for review and certification. Failure to comply with DBE requirements can result in sanctions against the loan, such as the withholding of disbursements.

The requirements relating to the Davis-Bacon and Related Acts (Prevailing Wage Requirements) will be required to be maintained throughout the project in order to maintain eligibility for funding through the CWSRF program.

The requirements relating to the American Iron and Steel Provisions, as specified in the CWSRF Original Loan Agreement for this project, will be required to be maintained throughout the project in order to maintain eligibility for funding through the CWSRF program.

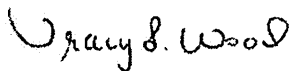
All requirements outlined in the fully approved and executed Grant Agreement for this project, including Exhibits A, B, and C, will be required to be maintained throughout the project in order to maintain eligibility for funding through the ARPA program.

After the contract has been signed and Notice to Proceed issued, we require one electronic copy of the fully executed contract documents in PDF format.

Please consult with Shannon Larocque, P.E., of this office, when arranging the date and time of the monthly construction meetings and the date when construction is to commence.

Please contact us if you have any questions.

Sincerely,



Tracy L. Wood, P.E., Administrator
Wastewater Engineering Bureau

CC: Paul Vlasich, PE, Town of Exeter
Beth Malcolm, WEB/WD/DES
Shannon Larocque, P.E., WEB/WD/DES
David Cloutier, WEB/WD/DES

Steve Cronin, Town of Exeter
Robert Daniel, P.E., WEB/WD/DES
Alysha Clark, WEB/WD/DES

**TOWN OF EXETER, NEW HAMPSHIRE
WEBSTER AVENUE PUMP STATION AND FORCE MAIN UPGRADES
W-P PROJECT NO. 20387B
AAE CLASS 3 ESTIMATE
ENR INDEX 13425, 07/2023
PROJECT COST SUMMARY**

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|--|----------|--------------------|----------------------------|
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| CONSTRUCTION CONTINGENCY | 5.0% | \$224,060 | Allowance |
| DESIGN SERVICES | | | |
| ORIGINAL CONTRACT | 7.3% | \$325,600 | |
| AMENDMENT NO. 1 | 0.2% | \$8,050 | Soil Characterization |
| BIDDING SERVICES | 0.5% | \$24,000 | Allowance for Bidding |
| CONSTRUCTION SERVICES | 16.0% | \$719,000 | Allowance for C/A |
| AESS | 1.4% | \$62,000 | Allowance for AESS |
| PERMITTING FEE | | \$10,000 | Allowance |
| LEGAL/ ADMINISTRATIVE | 0.6% | \$25,000 | Allowance |
| | SUBTOTAL | \$5,878,940 | |
| FINANCING | 1.0% | \$34,340 | Estimated interim interest |
| ENGINEER'S ESTIMATE OF PROJECT COST | | \$5,913,300 | |
| COST ABOVE \$5.7M WARRANT ARTICLE | | \$213,300 | |

2023 Year End Financial Report – Corey Stevens, Finance Director



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

TO: SELECT BOARD & RUSSELL DEAN, TOWN MANAGER
FROM: COREY STEVENS, FINANCE DIRECTOR
SUBJECT: BUDGET VS ACTUAL RESULTS (UNAUDITED) AT 12/31/23, COMPARED TO 12/31/22
DATE: MARCH 18, 2024

2023 Overview

General Fund

FY23 General Fund Operating Revenue was \$22.3M. This includes use of \$300K in Fund Balance approved by the Select Board for tax rate setting in November. Total General Fund expenses in 2023 were \$20.8M broken down as follows: Operating Expenses \$20.5M; Approved Encumbrances \$137K; Appropriations from Taxation \$106K. Net Income for FY23 is projected to be \$1.5M. The (unaudited) Tax Rate Setting Fund Balance at year-end is projected to be \$5.9M.

- Property tax revenue was \$13.97M in FY23, compared to \$13.15M in FY22.
- Miscellaneous revenue was \$8M in 2023, compared to \$7.1M in 2022. Notable increases in Interest Income, Building Permits, Department Income, and Transfers-In contributed to the increase.
- The staffing environment improved slightly for the Town in 2023, however not evenly across all departments. Many positions remained open during the year, most notably in Public Works. For some perspective - wage, tax and benefit lines accounted 96% of all unspent budget lines in 2023, and of those 86% were in Public Works.

Water Fund

Water Fund Operating Revenue for FY23 was \$4.14M, a slight decline of 1% from FY22. Water Fund expenses including year-end encumbrances were \$4.2M, an increase of 2% over FY22. As a result, the Water Fund experienced a Net Deficit of \$88.8K for 2023. The (unaudited) Unassigned Fund Balance at year-end is projected to be \$1.29M.

- Water Consumption among ratepayers declined in 2023, and Consumption Revenue was a main driver of the overall revenue decline noted above. Also contributing was a decline in Water Impact Fees from the prior year.
- Open positions, including for Managing Engineer, contributed significantly to underspending in the Water Fund in 2023. However, general expense lines contributed equally to the underspending.

Sewer Fund

Sewer Fund Operating Revenue of \$8.48M in FY23 was a decline of 5% from FY22. Sewer Fund expenses including year-end encumbrances were \$6.7M, a decline of 3.6% from FY22. As a result, Sewer Fund Net Income for FY23 was \$1.8M. The (unaudited) Unassigned Fund Balance at year-end is projected to be \$3.18M.

- The Sewer Fund continues to receive a State Aid Grant for the Wastewater Facility. The annual amount declined by \$300K in 2023. Septage Collection Fees declined \$273K from 2022 as the facility was offline in 2023 for upgrades.
- Wage/Benefit underspending from open positions also impacted the Sewer Fund in 2023. However more significant were the unspent general expense lines, particularly in the Treatment Division.

General Fund Budget vs. Actual Revenue and Expenditures

General Fund Revenue

For the budget year ending December 31, 2023, Total General Fund Operating Revenue was \$22.3M, representing 105% of the FY23 overall budget of \$21.3M. By comparison, Total Operating Revenue at December 31, 2022, was \$21.3M representing 104% of the overall FY22 budget.

Highlights of General Fund Revenues for Fiscal Year 2023:

- **Property Tax Revenues**
 - Property tax invoices totaling \$61.9M were issued in FY23 (\$28.6M in May; \$33.3M in December). The Town’s portion of 2023 property taxes equaled \$15.9M, \$2.21M of which was retained by the Tax Increment Financing (TIF) District. 74% of property tax revenue was allocated to the school districts and county in 2023 as follows: Cooperative District \$23.7M; Exeter District \$20.2M; County \$2.1M.
 - As of 12/31/23, 97% of FY23 property taxes had been collected, as compared to a collection rate of 94% in FY22. This improvement in year-over-year collections was largely the result of \$1.077M in property taxes due at 12/31/22 that was paid in early January 2023.
 - Other components of Property Tax Revenue totaling \$202K, compared to \$82K in 2022 include:
 - Current Use Tax \$60K, compared to \$25K in FY22
 - Interest & Penalties \$142K, compared to \$128K in FY22
 - Other miscellaneous income of \$45K, compared to \$74K in FY22
 - Overlay (\$45K) in FY23, compared to (\$145K) in FY22
- **Motor Vehicle Revenues:** \$3.3M collected, representing 105% of the FY23 budget. An increase of \$100K over 2022.
- **Building & Permit Fees:** \$570.7K collected, representing 104% of the FY23 budget, an increase of \$273K over 2022. Lead by significant projects at Phillips Exeter Academy on High Street, and redevelopment at 131 Portsmouth Ave., the Town saw the following results in construction permits for 2023:

| Year | Est. Cost of Construction | Fees Collected | New S/F Homes | Total Permits |
|------|---------------------------|----------------|---------------|---------------|
| 2022 | \$40,654,963 | \$297,458 | 19 | 1088 |
| 2023 | \$86,727,908 | \$570,723 | 10 | 1208 |

- **Other Permits and Fees:** \$208K collected, representing 151% of the annual budget. Results for 2023 were slightly lower than FY22, but relatively consistent none-the-less (\$216K, 103% of budget).
- **State Revenue Sharing:** The Town received no revenue sharing in FY23. In FY22 the Town received a one-time \$93K retirement system contribution from the State.
- **Meals & Rooms Tax Revenue:** \$1.53M collected from the state, representing 100% of the FY23 budget. This is an increase of \$110K over FY22.
- **State Highway Block Grant:** \$311K collected, representing 100% of the annual budget. Highway aid for FY23 was up \$8.8K over FY22. As in 2022, the Town received an additional \$87.5K in bridge aid and \$88.2K in road aid from the State in 2023, bringing the 2-year cumulative total in additional aid to \$397.5K and \$345K respectively. The additional aid came from the State’s record surplus of funds in FY22/23. The additional aid does not contribute to General Fund results for either year, rather, it has been recorded in Fund 14 until used. In FY24, \$310K of the bridge aid and \$235K of the road aid has been earmarked for use.
- **Other State Grants:** \$19.6K collected, primarily from the State’s Radiological Emergency Response Program (RERP). Collections from RERP decreased slightly (\$1K) from FY22.

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

- **Income from Departments:** \$1.24M collected, representing 106% of the annual anticipated budget, and an increase of \$177.5K over FY22. Break down:
 - Income from Departments - \$463K collected, representing 214% of the annual budget. 2022: \$280.5K collected; 98% of budget. Significant contributions to this result include: insurance reimbursements for losses during the year; the buyout of an employee contract by another town; one-time accounting adjustments related to prior-years.
 - Waste & Refuse Charges - \$774K collected, representing 101% of the annual budget. 2022: \$780K collected; 101% of budget.
- **Sale of Town Property:** \$4K in FY23, including \$1.9K in commemorative plate sales.
- **Interest Income:** \$316.6K of interest income earned, representing 129% of the annual budget. The Town continued to benefit from the higher rates of return offered by our banking partners in 2023 as interest rates remained elevated.
- **Rental & Miscellaneous Revenues:** \$27K booked, representing 86% of the annual budget. Income includes: \$11.5K from the rental of the Historical Society building and various Rec. Dept. permits/rentals; \$2.1K from the NH Charitable Foundation; \$13.4K in Comfort Dog donations. Comfort Dog expenses were \$14.3 include \$7K for acquisition and training.
- **Transfers In:** Activity for 2023 includes:
 - EMS Revolving Fund – 95% of prior year’s ending fund balance transferred to General Fund, \$262K.
 - Use of Bond Proceeds - \$105K to pay down the principal balance on outstanding debt obligations.
 - Sick Leave Trust - \$85.8K requested from the Trustees of Trust Funds to cover retirement activity in 2023.
 - Snow/Ice Deficit Fund - \$64.6K requested from the Trustees to cover costs over budget for snow & ice management.
- **Use of Fund Balance:** Annual amount approved by the Select Board for use in 2023 tax rate setting.

General Fund Expenses

Total General Fund Operating Expenses for FY23 were \$20.5M, representing 96% of the \$21.3M budget for the year. In addition, another \$136.5K of the operating budget was approved for encumbrance at year-end. For reference, in FY22 97% of the operating budget was spent at year-end. A discussion of the 2023 highlights and notable variances to budget is below. Of the roughly \$755K in unspent General Fund operating budget, 96% related to wages, tax and benefits. Generally, we would anticipate compensation lines to be close to 100% spent at year-end. While the Town did see improved results from hiring efforts during 2023 (particularly in Police & Fire), departments such as Public Works continued to struggle to fill open positions, including the Public Works Director. Budget v. actual results in non-compensation expense lines will vary based on circumstances within individual departments.

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

- **General Government Group** actual expenditures were \$1.14M for FY23, representing 103% of the 2023 budget. For comparison, the FY22 budget was 99% spent at year-end.
 - **Select Board** expenses were \$50K, representing 71% of the FY23 budget. During the year, \$50K was transferred into the SB budget from other General Fund lines to contract for an organizational study of town government and administration. At year-end \$21K was encumbered to make final payment to the study consultant. Including the encumbered funds, the Select Board budget is fully spent for 2023.
 - **Town Manager** expenses were \$271K, representing 101% of the department budget. Overages in Legal/Public Notices and Equipment Leases (\$2.1K each) contributed.
 - **Human Resources** expenses were \$168K, representing 90% of the department budget. Wage and benefit lines were under budget \$22K. This was the result of one vacant part-time position throughout the year (\$18K), as well

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

as benefit costs below budget (\$4K). These results were slightly offset by overages in Pre-employment screening, Consulting Services, and Conference/Rooms/Meals totaling \$7.5K.

- **Legal** expenses were \$75K, representing 75% of the budget line for 2023. Legal costs vary from year to year and are unrestricted by budget limits in general.
- **Liability Insurance** expenses were \$177K, well in excess of the 2023 budget of \$77.6K. The Town had several damage related expenditures during the year which were reimbursed in part by submitted insurance claims. Expenses totaling \$101K were offset by insurance reimbursements of \$91K during 2023. Annual liability insurance premium for the year was \$65.8K.

Finance Group (Finance, Tax, Assessing and IT)

- **Finance Group** actual expenditure was \$999K, representing 95% of the 2023 budget. For comparison, the FY22 budget was 93% spent at year-end.
 - **Finance/Accounting** expenses were \$321.5K, representing 95% of the budget. \$14.7K was encumbered at year-end to pay for ongoing audit services, bringing total category spending to 99% for the year. Education/Training expenses were below budget expectations due to education workshops sponsored by NHGFOA at very reasonable prices.
 - **Information Technology** expenses were \$322.5K, representing 95% of the annual budget. Wages, tax and benefits results were \$6.3K below budget expectations for the year. General expense lines were also spent below budget expectations by \$10.3K, notably: GIS Software, Software Agreements, and Capital Outlay.
 - **Tax Collection** expenses were \$100.6K, representing 86% of the budget. Support staff changes during the year resulted in benefits spending below budget expectation by \$7.6K. Similar to 2022, budgets for Deeded Property, Legal, and Education/Training were unspent for a total of \$6K. Education/Training was reduced by \$1K for 2024.

Planning, Building Inspection, other Boards and Commissions

- Actual expenditure for this group was \$532K for FY23, representing 90% of the annual budget. These results were similar to FY22 at 89% spent.
 - **Planning** – Actual spending of \$270.5K, representing 95% of the category budget. The Part-Time Wages budget was reduced for 2023 but spent below budget again, however by a lesser amount of \$4.4K. The Studies line of \$5K was unspent during 2023.
 - **Inspections/Code Enforcement** – Actual spending of \$249.8K, representing 87% of the category budget. Wage expenses for active staff was largely in line with budget expectations at year-end. However, the department was still seeking a part-time electrical inspector and as such, wages and benefits related to this position were unspent in 2023. The open position makes up the majority of underspending in the department in 2023. The budget for this position was eliminated for 2024.
 - **Conservation Commission** – Actual spending of \$6.3K, representing 62% of the budget. Budgeted part-time wages for temporary/intern help continued to be unspent in 2023.

Economic Development

- Actual expenditures of \$160K, representing 99% of the FY23 budget, were in line with budget expectations. The Economic Development budget is largely comprised of wages, tax and benefits.

Police Department

- Actual department spending was \$4.1M for FY23, representing 99% of the overall Police Department budget for the year. The department experienced retirement of at least one senior officer in 2023, as well as turnover among staff in Patrol and Dispatch. Department results include contributing \$16K in unspent full-time wages toward retention bonuses paid to union Police staff in August. Notable division results are highlighted below.
 - **Administration** – Actual spending of \$1.04M met the division’s budget expectation for the year. Slight overspending on Equipment Purchases, Mobile Communications and Vehicle Maintenance was offset by savings under Software Agreements and other General Expenses within the division.
 - **Staff Division** – Actual spending of \$622K, representing 95% of the division’s budget. The retirement of one senior officer in the division at mid-year left one position open through year-end. This resulted in wages, tax and benefits coming in under budget by \$37K. Spending on non-compensation lines was generally within budget for the year.
 - **Patrol Division** – Actual spending of \$2.1M, representing 103% of the division’s budget. Various overtime lines for training and time off coverage, as well as shift differential and education incentive pay were under budgeted for the year. Police and Finance staff worked together in preparing the FY24 overtime budgets in hopes of correcting these overages going forward. Overages were slightly offset by the timing of hiring for open Patrol positions during the year. The overall result was spending above the division budget of \$62K.
 - **Communications/Dispatch Division** – Actual spending of \$392K, representing 90% of the division’s budget. Open dispatch positions throughout 2023 resulted in actual wages, tax and benefits below budget expectations by \$45K.

Fire Department

- Actual department expenditures were \$4.2M for FY23, representing 99% of the annual Fire Department budget for the year. Department results include contributing \$38K in unspent full-time wages toward retention bonuses paid to union Fire staff in August. Notable division results are highlighted below.
 - **Administration** – Actual spending of \$746.4K was \$8.3K below budget expectations for the year. Slight underspending on Conference/Rooms/Meals (\$3.3K), Education/Training (\$2.1K), and Physicals (\$1K) contributed to spending results.
 - **Suppression** – Actual spending of \$3.3M was 100% of the division’s budget for 2023. As a result of one open position through mid-May along with some turnover among staff during the year, Wages, Tax and Benefit lines had net spending \$30K below budget expectation. When combined with savings from non-compensation lines notably Vehicle Maintenance (\$4K) and Protective Equipment (\$2K), the division was able to absorb \$38K of retention bonuses as noted above.
 - **Emergency Management** – No notable variances to budget for FY23.
 - **Health** – Actual spending of \$132K representing 85% of the overall health budget for FY23. A lapse in time between the departure of the Town’s Health Officer and his replacement led to Wage, Tax and Benefit spending below budget expectation by \$19K. In addition, a new contract for Mosquito Control came in \$3,000 under the budgeted amount for 2023.

Public Works Department

- Actual Public Works spending of \$5.13M for FY23, representing 88% of the annual DPW budget. Spending results increase to 90% when factoring in encumbrances approved at year-end (\$74.8K). For comparison, the FY22 budget was 96% spent at year end when encumbrances are included. Public Works continued to have vacant positions across all divisions during

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

2023. For perspective, 87% (\$588K) of the unspent DPW budget in 2023 came from Wage, Tax and Benefit lines. Specific division results are highlighted below.

- **Administration** – Actual spending of 106.4K, representing only 26% of the 2023 budget. Administration had unfilled positions for Director, Assistant Engineer and GIS during all of 2023. In addition, the Engineering Tech. position was vacant for part of the year. As a result, Admin. Wage, Tax and Benefits spending was \$287K under budget expectation for 2023. This result is net of \$85K in budget transfers out of Admin. during the year. These transfers were allocated to the Select Board budget for the organization study noted earlier in this report, and toward reappropriations for the results of the wage reclassification study conducted during the year. Spending in non-compensation lines was generally within budget.
- **Highways and Streets** – Actual spending of \$1.95M, representing 92% of the division budget. Highway had two open positions during 2023, one of which was filled in late June, the other in mid-November. As a result, Wage, Tax and Benefit costs were \$78.6K below budget expectation for the year. Several non-compensation lines also experienced budget results below expectation notably: Sidewalk/Curbing \$12.4K; Tree Maintenance \$9.3K; Street Maintenance \$3.2K; Culvert Repairs/Replacement \$14K.
- **Snow Removal** – Actual spending of \$377.7K, representing 121% of the division budget. Salt costs were \$45K over budget in addition to contracted Plowing which was over by \$72K. These overages were offset in part by unspent Snow Removal costs of \$45K and Wages of \$10K. \$64.6K was approved from the Snow & Ice Deficit Fund to cover the 2023 budget shortfall.
- **Stormwater** – Actual spending of \$51K, representing 56% of the 2023 budget for this division. Catch basin replacement did not take place in 2023 resulting in unspent budget of \$28K.
- **Streetlights** – Actual spending of \$142K, representing 84% of the FY23 budget. Energy cost savings of \$24K and maintenance costs \$2.5K below budget led to these results.
- **General Maintenance** – Actual spending of \$586.5K, representing 83% of the budget for this division. Maintenance continued to have one open technician/HVAC position throughout 2023. In addition, the Electrician position was vacant for the last four months of the year. This resulted in full-time Wages below budget expectation by \$69K. Health costs were also below budget by \$35K. It is notable that Contracted Services was overbudget again in 2023, this year by \$46.5K. The overage related to contracted cleaning services.
- **Building Maintenance** – Public Works is responsible for the maintenance and utilities of buildings and structures owned by the Town. Cost categories include maintenance, electricity, gas, water/sewer, misc./supplies. Below are the combined budget results for all buildings in 2023:

| Category | Under/ (Over) Budget |
|----------------|----------------------|
| Maintenance | (\$3,108) |
| Electricity | \$2,434 |
| Natural Gas | \$9,036 |
| Water/Sewer | (\$5,496) |
| Misc./Supplies | \$7,755 |

Misc./Supplies pertain to costs at the Train Station including the platform lease and liability insurance.

- **Mechanics Garage** – Actual spending of \$197K, representing 69% of the Garage annual budget. The division was down one mechanic during the entire year, resulting in Wage, Tax and Benefit spending below budget expectation by \$85K. The budget for non-compensation lines (\$17.7K) was underspent by 23%.

Welfare

- The Town, in conjunction with local charities, assists residents with heat, electricity, gas, rent, medical, food as well as other miscellaneous expenses during the year. The cost of welfare assistance fluctuates from year to year based on the needs of the community. Actual Welfare spending of \$189.5K in FY23 was over budget by \$104.5K and represented an increase of \$58K (44%) over welfare spending in FY22. The greatest contribution to the year-over-year increase was direct relief for rent assistance and hotel stays (\$55K increase). The Town is fortunate to receive outside relief from individuals and organizations to help defray the cost of assistance. In 2023, outside relief totaling \$35K came primarily from the Wentworth Trust. This revenue is recorded in the general fund as welfare reimbursements under Income from Departments. Factoring in outside relief, actual Welfare spending was \$69.6K over budget expectation for FY23 compared to \$24.7K over in FY22.

Human Services

- Actual expenses of \$98.6K represented 100% of the 2023 Human Services budget. Expenditures are used to fund local non-profit organizations that assist Exeter residents in need. The local non-profits often work closely with the Town's welfare department.

Parks & Recreation

- Actual expenses of \$618.7K representing 100% of the 2023 budget. For comparison, the FY22 budget was 92% spent at year-end.
 - Recreation expenses of \$389K were 99% of budget for this division. Full-time wages were slightly over budget (\$6K); however, this was offset by health benefit savings of the same amount. Other variances were minor.
 - Parks expenses of \$229K were 100% of budget for this division. Wages, Tax and Benefits came in \$9.6K under budget for the year, and these results were mostly offset by spending for Contract Services over budget by \$11K. Similar to 2022, the Parks department continued to rely on contracted services for park maintenance during 2023. Equipment and supply lines were underspent by a cumulative \$2.3K.

Public Library

- Actual expenses of \$1.1M, representing 94% of the annual Library budget. Full-time wage spending of \$568K was \$20.5K over budget, while Part-time wage spending of \$96.3K was \$89.5K under budget for the year. Benefit costs were slightly over budget (\$2.9K), while payroll taxes were below budget expectation by \$6.3K. The Library requested 100% of the Public Services budget line during the year.

Debt Service

- General Fund Debt Service for capital projects was \$1.5M in FY23, an increase of \$118K over FY22. The increase is attributable to the purchase of 10 Hampton Road, which had a year-one debt payment of \$172.8K. This increase was offset by year-over-year reductions of \$54.7K in debt service related to the Town's existing outstanding debt. Debt Service as a percentage of the overall budget was 7.0% in 2023 compared to 6.8% in 2022.

Capital Outlay/Leases

- Actual spending of \$206.5K, representing 87% of the annual 2023 budget for Capital Outlay. An additional \$26K of the budget was encumbered at year-end for the purchase of a custodial vehicle in Public Works. Lease payments related to two Fire vehicles (\$150K), Fire SCBA (\$51K), and Police motorcycle (\$2.1K) were made during the year.

Payroll Benefits & Taxes

- Actual spending of \$482.3K, representing 113% of the FY23 budget. Employees electing health insurance buyouts were below budget expectation by \$28K in 2023. This is attributable to employees changing their health election at renewal and

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

to new employees who elect the buyout upon hire. Sick Leave Buyouts of \$85.8K also contributed to results. The General Fund is reimbursed for sick leave buyouts through the Sick Leave Trust.

General Fund Net Operating Income

- As a result of the revenue and expense activity detailed above, General Fund Net Operating Income at December 31, 2023 was \$1.78M, compared to \$1.6M at the end of 2022. The projected (unaudited) Tax Rate Setting Fund Balance at the end of 2023 was \$5.9M.

Warrant Article Appropriations

- Warrant articles funded through taxation totaling \$335K were approved by voters in March 2023. Of that amount, \$106.4K was spent at year-end. \$38.5K was the year-one lease payment for a new sidewalk tractor. The balance, \$67.8K, related to the Linden Street Bridge warrant for \$295K. The unspent balance of this warrant article was encumbered at year end.
- Warrant articles to be paid from fund balance totaling \$511K were also approved by voters in 2023. The majority of these expenditures had been made by year-end, with the exception of \$11.2K related to the Downtown Parking Study that was encumbered. These amounts are shown separately below as they have no impact on net income for the current year.

Warrant Article Appropriations from Fund Balance

| | |
|---|--------------------------|
| Parks Improvement Fund | 100,000 |
| Sick Leave Trust Fund | 100,000 |
| Highway Truck Replacement | 53,558 |
| Public Works Facility Garage | 25,000 |
| Downtown Parking, Ped., Traffic | 50,000 |
| Conservation Fund | 50,000 |
| Snow and Ice Deficit | 50,000 |
| Fire Inspector Vehicle | 49,313 |
| ADA CRF and Study | 25,000 |
| Town Hall Revolving Fund | 5,000 |
| Swasey Parkway Trust Fund | 3,900 |
| Total Articles Voted from Fund Balance | <u>\$ 511,771</u> |

Water Fund Budget vs. Actual Revenue and Expenditures

Water Fund Revenue

- Water Fund Enterprise Operating Revenue was \$4.14M for 2023, representing 91% collection against budget and a 1% decline compared to the prior year. Looking back at water consumption over the period 2021-2023, we see an average decline per year of 3.3M gallons, or 2.16% for the period. Actual revenue results for 2023 are detailed below.
 - Water Consumption Charges – \$3.37M collected, representing 90% of the FY23 budget for this category, and a decrease of \$38.5K from FY22. Based on results of the utility rate study conducted in 2023, and a recommendation from the Water/Sewer Advisory Committee, water consumption rates were increased by 15% beginning January 1st of 2024.
 - Water Service Charges – \$650K collected, representing 88% of the FY23 budget, and an increase of \$4K over FY22.
 - Water Impact Fees – \$14.9K collected, representing 100% of the FY23 budget, and a decrease of \$22.5K from FY22. Utility impact fees are collected on new residential and commercial construction, but not renovations.
 - Other Water Fees – \$66.5K collected, representing 110% of the FY23 budget, and an increase over FY22 of \$6K.
 - Transfers-In – During the year, \$31.3K of unused bond proceeds from completed water projects was transferred into the Water Fund to defray principal payments on the associated debt.

Water Fund Expenses

- Water Fund Enterprise Operating Expenses were \$4.18M for FY23, representing 92% of the budget, or \$368K. For comparison, Water Fund expenses in FY22 were 94% of that year's budget. Roughly one-half of the unspent budget for 2023, 54%, comes from compensation/benefit lines from open positions during the year. Notable variances to budget are discussed below.
 - Water Administration – Actual spending of \$427K, representing 84% of the annual Administration budget. \$54K of unspent budget relates to the W/S Managing Engineer position which was vacant throughout the year. Another \$7.5K of unspent operational lines was offset by insurance reimbursement repairs in excess of budget \$12K.
 - Water Billing – Actual spending of \$173K, representing 89% of the FY23 Billing budget. Part-time wages were underspent by \$8.5K. 24 hours/wk. used to budget for this line appears to be more than actual hours worked. Internet Services was underspent \$3.7K, which is a historical trend in need of review.
 - Water Distribution – Actual spending of \$771K, representing 77% of the 2023 budget. The division began the year with four open positions and only managed to fill one by the end. This led to Wage, Tax and Benefits being spent below budget expectation by \$142K. Non-compensation lines were spent below budget \$87K including Electricity \$11K; Pump Station/Towers \$19K; System Maintenance \$27K; Road Repairs \$16K.
 - Water Treatment – Actual spending of \$902.5K, representing 97% of the 2023 budget. Generally, compensation/benefits were in-line with budget expectation for the year except for overtime. After-hours SCADA monitoring by staff, and the need to perform maintenance on equipment outside of regular hours, resulted in overtime in excess of budget \$36.7K. These results were offset by \$67K of under-budget spending in non-compensation lines, notably Chemicals/Testing \$30.6K; Utilities \$20K; Basin/Lagoon Cleaning \$5K.
 - Water Fund Debt Service expense was \$1.43M in 2023, a \$108K increase over FY22. The increase is attributable to first year principal and interest payments of \$138K on the \$1M Groundwater Exploration bond issued in 2022. This new debt was slightly offset by retiring debt and decreases in interest payments totaling \$30K.
 - Water Fund Capital Outlay – Actual spending of \$476.6K during the year, representing 100% of the budget for 2023.

Water Fund Net Income

- The Water Fund ended 2023 with a Net Operating Deficit of \$42.6K. Adding in year-end encumbrances of \$46.2K, the deficit increases to \$88.8K. Despite below budget spending nearly across the board, operating results were negative as revenue fell short of expectation by \$411K. This was largely the result of declining water consumption year-over-year. The increase in water rates implemented in January will hopefully produce more favorable results in 2024.
- Fund Balance – \$20K of Water fund balance was approved (and used) as part of the utility rate study conducted in 2023. Combining this use with the operating results detailed above, the projected (unaudited) Unassigned Fund Balance for Water Fund at the end of 2023 was \$1.29M.

Sewer Fund Budget vs. Actual Revenues and Expenditures

Sewer Fund Revenue

- Total Sewer Fund Operating Revenue was \$8.48M for FY23, representing 114% collection against budget, but a 5% decrease in revenue from FY22. The Town continued to receive the Wastewater Treatment Facility State Aid Grant (SAG) in 2023. The amount of the 2023 SAG was \$1.08M, a decrease of \$308K from 2022. The State of New Hampshire resumed SAG funding to municipalities with wastewater facilities in 2022. Without SAG, Operating Revenue was \$7.4M which is a 2% decrease from FY22. Other factors contributing to the increase in revenue are noted below:
 - Sewer Impact Fees - \$36.3K collected, representing 121% of the FY23 budget, but a decrease of \$27K from FY22 when activity from multiple residential developments and the Academy led to stronger results.
 - Sewer Usage Charges – \$6.46M collected, representing 113% of the budget, but a decrease of \$136K from FY22. Similar to water consumption, sewer usage has experienced a decline over the three-year period 2021-2023, albeit less, of .78%.
 - Sewer Septage Fees – \$3K collected compared to \$270.5K in 2022. Collection of septage for fee began in 2020 when the Town established a septage receiving station at the wastewater treatment facility. Septage collection was suspended in December 2022 while operational upgrades are made to the Town’s facility.
 - Transfers-In – During the year, \$280.6K of unused bond proceeds from completed sewer projects was transferred into the Sewer Fund to defray principal payments on the associated debt.

Sewer Fund Expenses

- Sewer Fund Enterprise Operating Expenses were \$6.86M for FY23, representing 90% of the annual budget. These spending results are similar to those of FY22. As in 2022, the Sewer Department continued to struggle with staffing levels in 2023. Notable variances to budget are discussed below.
 - Sewer Administration – Actual spending of \$454K, representing 88% of the annual Administration budget. \$53K of unspent budget relates to the W/S Managing Engineer position which was vacant throughout the year. Non-compensation lines, notably Education/Training, Conference Rooms/Meals, and Legal contributed another \$7.9K in unspent budget during 2023.
 - Sewer Billing – Actual spending of \$168.5K, representing 88% of the Billing budget. Part-time wages were underspent by \$9.3K. Staff in this division is shared with Water Billing and the line is underspent for reasons noted above in this report. Internet Services was also underspent \$3.7K, similar to Water.
 - Sewer Collection – Actual spending of \$522.7K, representing 64% of the 2023 budget. Collections shares staff with Water Distribution. As noted above, 2023 began the year with four open positions and only one position was filled by year’s end. Wage, Tax and Benefits in Collections was spent below budget expectation by \$166K. Non-compensation lines were spent below budget another \$94.6K, most notably I/I Abatement \$20K; various System Maintenance accounts \$38.7K; Road Repairs \$19.6K.
 - Sewer Treatment – Actual spending of \$1.28M, representing 78% of the Treatment budget for 2023. The division had one vacant position throughout the year leading to Wage, Tax and Benefits being underspent by

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

\$97K at year-end. Non-compensation lines were spent below budget as well, notably Chemicals/Pre-Treat/Testing \$62.4K; Maintenance \$48.7K; Utilities \$88K; Solids Handling \$47K.

- Sewer Fund Debt Service expense was \$4.2M in FY2023, a decrease of \$95.8K from the prior year. No new debt was added in 2023, however retiring debt and decreases in interest payments from the prior year led to the overall decrease from 2022.
- Sewer Fund Capital Outlay – Actual spending of \$48.9K, representing 75% of the annual Capital Outlay budget.

Sewer Fund Net Income

- Sewer Fund Net Operating Income for 2023 was \$1.8M, compared to \$2.13M in 2022. Factoring in outstanding year-end encumbrances of \$49.8K, Sewer Fund Net Income would be \$1.75M. As noted in the introduction, state aid of \$1.08M in 2023 continues to contribute heavily to the Fund's annual operating results. As in 2022, significantly underspent budgets also contributed to a healthy bottom line for the Fund. If the state aid is removed from year-end results, Net Income in the Sewer Fund would be \$668K for FY23. Still a reasonably positive result.
- Fund Balance - \$1.95M of fund balance was approved for use on capital projects in 2023. This includes \$1.15M for the siphons project, and \$802K for upgrades to septage receiving. Combining this use with the operating results detailed above, the projected (unaudited) Unassigned Fund Balance for Sewer Fund at the end of 2023 was \$3.18M.

Water/ Sewer Fund Accounts Receivable

- As noted in the Accounts Receivable Aging Analysis, variances in year over year results can be attributed to timing of the 4th quarter billing cycle. When the due date for 4th quarter collections is adjusted for timing, collection patterns for 2023 are more in line with 2022. It is also notable that accounts over 90 days outstanding continue to decline as a percentage of overall water/sewer receivables.

Revolving Funds - Budget vs. Actual Revenues and Expenses

Cable Television Revolving Fund (“CATV”)

- Total Franchise Fee Revenue allocated to CATV was \$138K for FY23, compared to \$148K in FY22. In March 2023, voters approved article #29 related to CATV. The article allows the Select Board and Town Manger to adjust the annual franchise fees allocated to CATV to meet operating and capital outlay requirements of the Fund. Based on the FY23 operating results, it is recommended that \$46K of the franchise fees originally allocated to General Fund be transferred to CATV. The CATV financial report reflects this proposed transfer. The allocation would bring total investment between Capital Outlay and Fund reserves to \$25K for the year.
- CATV Wages, Tax and Benefits – Actual expenses of \$145.8K, representing 99% of the annual compensation budget. CATV is comprised of three part-time staff and an allocation of one-half of the Media Coordinator’s full-time salary.
- CATV General Expenses – Actual expenses of \$29K, representing 68% of the 2023 General Expenses budget and a decrease of \$16.6K from 2022. General Expenses include costs to run channels 13, 22 and 98, contracted and legal services, capital outlay, internet services, software and equipment maintenance. Across the board spending on General Expense lines was held below budget expectations in an effort to minimize budget deficits.
- Operating Results – By allocating an additional \$46K in franchise fees to CATV as recommended above, the Fund ends the year with a Net Income of \$9.67K and a fund balance of \$146.2K.

Recreation Revolving Fund

- Total Recreation Revolving Fund Revenue for 2023 was \$718K, compared to \$672K in FY22. Revenue is generally broken into two categories, Programs and Impact Fees. Program revenue for 2023 was \$699K, representing 110% of the program revenue budget for the year. Revenue from Impact Fees was \$19K for 2023, versus \$30K in 2022. Strong participation in the Town’s senior trips was a standout for Fund operations. Participation in sports programs also continued to rebound. Sponsorship is still a relatively new revenue stream for Recreation, continues to grow. Notable revenue contributions include the following:
 - Concession Stand – \$8K below budget.
 - Pool Program – \$8.3K above budget.
 - Program Revenue – \$2.5K above budget.
 - Special Events – \$16.8K above budget.
 - Trip Revenue – \$15.7K above budget.
 - Sponsorship revenue was \$29.9K, or 299% of the 2023 budget estimate, and \$16K over 2022 revenue.
- Recreation Revolving Fund Expenses are broken out between Wages, Taxes and Benefits, and General Expenses.
 - Wages, taxes, and benefits were \$265.6K, representing 105% of the 2023 budget. Comparatively, compensation lines were 138% spent at year end in 2022. Seasonal pay rates were adjusted in 2023 to attract summer staff to run camps and the Town pool.
 - General Expenses were \$406.5K, representing 122% of the FY23 budget for this category, as compared to 176% for FY22. General expenses support Recreation programing and events and include pool supplies/maintenance, utilities, marketing, and costs to run the various programs mentioned above. Notable General Expense results are discussed below:

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

- Bank Card Fees – 18%, or \$8.2K below budget. The Rec. Department changed credit card service providers in 2023, resulting in lower costs to the Town.
- Pool Food Supplies – 123%, or \$5.1K above budget. Includes \$4.7K to replace a freezer in the concession stand in July.
- Pool Maintenance – 138%, or \$5.7K above budget. Includes repairs to the Pool House bathrooms approx. \$3K, and \$1K for the purchase of a Pool House sewer system camera.
- Pool Supplies – 80%, or \$5.5K below budget
- Rec. Programs – Recreation program costs exceeded budget expectation by \$41.4K in 2023. Increased participation in the department’s offerings is attributed to rising costs. Below is a general breakdown of program costs by major category (excluding staff wages):

| | |
|------------------|----------------|
| Camps | 50,101 |
| Sports Offerings | 67,410 |
| Supplies | 9,099 |
| Technology | 9,937 |
| Instructors | 7,521 |
| Other | 19,355 |
| | <u>163,423</u> |

- Special Events – The cost for the Recreation department to hold various events during the year exceeded the anticipated budget in 2023 by \$23.7K. Below is a breakdown of cost per event (excluding staff wages) paid through the Special Events budget:

| | |
|--------------------------|---------------|
| Powder Keg Beer Festival | 71,061 |
| Murder Mystery Dinner | 7,971 |
| Tune & Fork Music Series | 4,240 |
| Sweetheart Dance | 1,487 |
| Halloween Party | 2,001 |
| Senior BBQ | 1,604 |
| Other | 6,290 |
| | <u>94,655</u> |

Special Events revenue was \$118.8K in 2023.

- Capital Outlay expenditures in 2023 totaled \$52.2K which was 348% of budget. Notable expenditures include \$38.5K on tennis court repairs, \$5.8K for work at 10 Hampton Road, and \$6.3K for camera equipment.

Net Income: The Recreation Revolving Fund ran a net deficit of \$5.9K in 2023, compared to net income of \$44K in 2022. Operational expenses outpaced better than anticipated revenues to generate a slight loss in 2023. Capital outlay investments and the replacement of failed concession stand equipment directly contributed to these results. The unaudited Rec. Revolving fund balance at 12/31/23 breaks down as follows:

| | Recreation Activities | Impact Fees | KWM Fund | Unassigned Fund Bal. |
|-------------------------------|--------------------------|------------------|-----------------|-------------------------|
| Beginning Fund Balance 1/1/23 | 195,549 | 36,002 | 2,415 | 233,966 |
| Net Income/(Deficit) | (25,133) | 19,174 | 2 | (5,957) |
| Ending Fund Balance 12/31/23 | <u>\$ 170,416</u> | <u>\$ 55,176</u> | <u>\$ 2,417</u> | <u>\$ 228,009</u> |
| 10 Hampton Commitments | (37,000) | (36,000) | - | (73,000) |
| Adjusted Ending Balances | <u>\$ 133,416</u> | <u>\$ 19,176</u> | <u>\$ 2,417</u> | <u>\$ 155,009</u> |

EMS Revolving Fund

- Please refer to the attached memo from Chief Wilking for a detailed breakdown of EMS Revolving Fund results for 2023. Notable highlights include:
 - Ambulance Revenue for 2023 was an increase of \$122K over 2022. The increase is primarily the result of increased rates for billable patient transports in 2023.
 - Expenses in 2023 were up 5% over 2022, however remained in line with budget expectations for the year. The increase in costs is attributed to several factors including a 5% increase in call volume year-over-year, inflation, as well as general maintenance costs on aging vehicles.
 - Forecasted Ambulance Revenue for 2024 is \$813.5K.
- 2023 EMS Revolving Fund Net Income was \$358.5K versus \$266K in 2022. This result was before transfers out to the General Fund of \$261.6K during 2023. The EMS Fund transfers 95% of the Fund’s balance to the General Fund each year. In addition, \$151K of EMS fund balance has been authorized toward the replacement of the public safety communications console in 2024. Combining this use with the operating results detailed above, the projected (unaudited) Unassigned Fund Balance for EMS Revolving Fund is detailed below:

| | |
|----------------------------------|-----------|
| 1/1/23 Fund Balance | 275,336 |
| Transfer to General Fund in 2023 | (261,569) |
| 2023 Net Income/(Deficit) | 358,483 |
| 12/31/23 Fund Balance | 372,250 |
| Console Contribution | (151,000) |
| Remaining Fund Balance | 221,250 |



EXETER FIRE DEPARTMENT

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Advanced Life Support / EMS - Fire Suppression - Health Department - Emergency Management

INTEROFFICE MEMORANDUM

TO: COREY STEVENS, FINANCE DIRECTOR
FROM: ERIC WILKING, CHIEF OF DEPARTMENT
SUBJECT: 2023 AMBULANCE REVOLVING FUND
DATE: 3/8/2024
CC RUSS DEAN, TOWN MANAGER

Corey, thank you for the opportunity to review the end of year revenue/expense sheet for the ambulance revolving fund.

As we emerged from nearly two years of COVID19 and low ambulance calls for service, both 2022 and again in 2023 we broke records. 2022 saw the calls for the ambulance at 2,342 and billable patient transports totaled 1,571. In 2023, we ended the year with 2,461 calls for the ambulance and 1,609 billable transports. The increase over 2022 was 119 calls or about 5%, and 38 or about 2% more billable patient transports.

This increased call volume, compounded by the cost of supplies affected by inflation, attributed to many of the increases in expenses. \$988 or 4% over budget for supplies; \$834 or 13% over on fuel. The delay in delivery of the replacement ambulance, ordered in late 2022 has caused increases in vehicle maintenance costs for not only one aging ambulance, but now two. In fact, we double the requested budget for FY24 to \$7,000 in order to maintain both ambulances until the spring 2025 delivery of one new ambulance.

I'm going to put a quick plug in here for the future fire/EMS leadership... I realize we still await the delivery of the replacement for Ambulance 1, but I believe we will need to order the replace for Ambulance 2 in late 2024 in order to get in the queue and hopefully see a delivery in 2026.

Now let's talk good news. In February 2023 we approached the select board with a recommendation to increase the rates for billable patient transports. The board agreed, and by the end of March, Comstar was beginning to see increased revenue. The increase in actual revenue from \$627,298 in 2022 to \$747,369 in 2023 or \$120,141 was pretty much all due to increased rates. The 3rd party collection fees of 5%, are directly linked to fees collected. So, the \$7,871 or 27% over budget in 3rd Party Collection Fees was the result of increased revenue collected. All good news for sure.

During the construction of the FY24 Ambulance Revolving Fund budget, we used a conservative \$813,500 as forecasted revenue. If ambulance calls for service and billable patient transports remain consistent, I believe this number will be attainable with a full year of the rates approved by the select board in 2023.

Town of Exeter
General Fund Operating Revenue (unaudited)
As of December 31, 2023 and 2022

| Source | Current Year 2023 Budget vs Actual | | | | Prior Year 2022 Budget vs Actual | | | | Comparison of Actuals | |
|---|------------------------------------|-------------------------|----------------------------------|-------------------------|----------------------------------|-------------------------|----------------------------------|-------------------------|--------------------------|-------------------------|
| | 2023 Budget | Actual Revenue 12/31/23 | \$ Budget Variance Over /(Under) | Actual as a % of Budget | 2022 Budget | Actual Revenue 12/31/22 | \$ Budget Variance Over /(Under) | Actual as a % of Budget | 2023 vs 2022 \$ Variance | 2023 vs 2022 % Variance |
| Property Tax Revenue | \$ 13,473,899 | \$ 13,966,816 | \$ 492,917 | 104% | \$ 12,857,962 | \$ 13,146,622 | \$ 288,660 | 102% | \$ 820,194 | 6% |
| Motor Vehicle Permit Fees | 3,150,000 | 3,301,939 | 151,939 | 105% | 3,080,000 | 3,201,160 | 121,160 | 104% | \$ 100,779 | 3% |
| Building Permits & Fees | 550,000 | 570,723 | 20,723 | 104% | 400,000 | 297,458 | (102,542) | 74% | \$ 273,265 | 92% |
| Other Permits and Fees | 138,000 | 208,206 | 70,206 | 151% | 210,000 | 216,074 | 6,074 | 103% | \$ (7,868) | -4% |
| State Revenue Sharing | - | - | - | | - | 93,127 | 93,127 | | \$ (93,127) | -100% |
| Meals & Rooms Tax Revenue | 1,525,873 | 1,525,873 | - | 100% | 1,125,948 | 1,416,148 | 290,200 | 126% | \$ 109,725 | 8% |
| State Highway Block Grant | 310,864 | 310,825 | (39) | 100% | 296,552 | 301,980 | 5,428 | 102% | \$ 8,845 | 3% |
| FEMA | - | 3,046 | 3,046 | | 50,000 | 88,064 | 38,064 | 176% | \$ (85,018) | -97% |
| Other State Grants/Reimbursements | 28,640 | 19,637 | (9,003) | 69% | 66,390 | 20,645 | (45,745) | 31% | \$ (1,008) | -5% |
| Income from Departments | 1,162,800 | 1,238,154 | 257,254 | 106% | 1,061,500 | 1,060,671 | (829) | 100% | \$ 177,483 | 17% |
| Sale of Town Property | 4,700 | 4,705 | 5 | 100% | - | - | - | | 4,705 | |
| Interest Income | 245,000 | 316,681 | 71,681 | 129% | 10,000 | 25,087 | 15,087 | 251% | 291,594 | 1162% |
| Rental & Misc Revenues | 31,350 | 27,054 | (4,296) | 86% | 16,000 | 84,413 | 68,413 | 528% | (57,359) | -68% |
| Revenue Transfers In/Out | 366,570 | 517,185 | 150,615 | 141% | 212,650 | 342,285 | 129,635 | 161% | 174,900 | 51% |
| Use of Fund Balance | 300,000 | 300,000 | - | 100% | 1,000,000 | 1,000,000 | - | 100% | \$ (700,000) | -70% |
| Total General Fund Operating Revenue | \$ 21,287,696 | \$ 22,310,844 | \$ 1,205,048 | 105% | \$ 20,387,002 | \$ 21,293,734 | \$ 906,732 | 104% | \$ 1,017,110 | 5% |

Town of Exeter
Analysis of Property Tax/Liens Receivable
As of December 31, 2023 and 2022

| <u>Type</u> | <u>Bill Year</u> | Balance | Balance | <u>\$</u> | <u>2023</u> |
|--------------------|------------------|---|---|-----------------------|--------------|
| | | Outstanding as of <u>12/31/23</u> | Outstanding as of <u>12/31/22</u> | | |
| Lien | 2015 & prior | 17,717 | 32,110 | (14,393) | (45)% |
| Lien | 2016 | 13,617 | 18,877 | (5,260) | (28)% |
| Lien | 2017 | 15,178 | 20,409 | (5,231) | (26)% |
| Lien | 2018 | 17,427 | 24,051 | (6,624) | (28)% |
| Lien | 2019 | 16,543 | 32,491 | (15,948) | (49)% |
| Lien | 2020 | 29,038 | 135,968 | (106,930) | (79)% |
| Lien | 2021 | 167,938 | 251,636 | (83,698) | (33)% |
| Lien | 2022 | 238,145 | 3,487,466 | (3,249,321) | (93)% |
| Subtotal | | \$ 515,603 | \$ 4,003,008 | \$ (3,487,405) | (87)% |
| Tax | 2023 | \$ 1,635,943 | \$ - | \$ 1,635,943 | N/A |
| Grand Total | | \$ 2,151,546 | \$ 4,003,008 | \$ (1,851,462) | (46)% |

2023 property taxes were 97% collected as of 12/31/2023. This is consistent with collections at year end over the past few years. FY2022 was an anomaly in that one significant property owner had an outstanding balance at year-end, which was paid in the first couple of weeks of January, 2023. Older tax receivable balances continue to be collected at a consistent rate, albeit slower as time passes.

Town of Exeter

Water Fund Revenues & Expenses (unaudited)

As of December 31, 2023 and 2022

| | 2023 Budget vs Actual | | | | 2022 Budget vs Actual | | | | Comparison of Actuals | |
|--|-----------------------|--------------------------|----------------------------------|-------------|-----------------------|--------------------------|----------------------------------|-------------|--------------------------|-------------------------|
| Water Fund Revenues | 2023 Budget | Actual Revenue 12/31/23 | \$ Budget Variance Over /(Under) | % Collected | 2022 Budget | Actual Revenue 12/31/22 | \$ Budget Variance Over /(Under) | % Collected | 2023 vs 2022 \$ Variance | 2023 vs 2022 % Variance |
| Total Water Fund Operating Revenues | \$ 4,549,370 | \$ 4,138,452 | \$ (410,918) | 91% | \$ 4,249,390 | \$ 4,157,622 | \$ (91,768) | 98% | \$ (50,555) | -1% |
| | | | | | | | | | | |
| | 2023 Budget vs Actual | | | | 2022 Budget vs Actual | | | | Comparison of Actuals | |
| Water Fund Expenditures | 2023 Budget | Actual Expenses 12/31/23 | \$ Budget Variance Under /(Over) | % Spent | 2022 Budget | Actual Expenses 12/31/22 | \$ Budget Variance Under /(Over) | % Spent | 2023 vs 2022 \$ Variance | 2023 vs 2022 % Variance |
| Water Administration | \$ 506,236 | \$ 427,020 | \$ 79,216 | 84% | \$ 445,520 | \$ 439,785 | \$ 5,735 | 99% | \$ (12,765) | -3% |
| Water Billing | \$ 195,192 | \$ 172,778 | \$ 22,414 | 89% | \$ 191,534 | \$ 177,075 | \$ 14,459 | 92% | \$ (4,297) | -2% |
| Water Distribution | \$ 1,006,555 | \$ 771,061 | \$ 235,494 | 77% | \$ 889,333 | \$ 777,655 | \$ 111,678 | 87% | \$ (6,594) | -1% |
| Water Treatment | \$ 933,759 | \$ 902,565 | \$ 31,194 | 97% | \$ 846,432 | \$ 827,246 | \$ 19,186 | 98% | \$ 75,319 | 9% |
| Water Fund Debt Service | \$ 1,431,038 | \$ 1,431,038 | \$ - | 100% | \$ 1,323,021 | \$ 1,323,021 | \$ - | 100% | \$ 108,017 | 8% |
| Water Fund Capital Outlay | \$ 476,590 | \$ 476,590 | \$ - | 100% | \$ 553,550 | \$ 440,506 | \$ 113,044 | 80% | \$ 36,084 | 8% |
| Total Water Fund Operating Expenses | \$ 4,549,370 | \$ 4,181,052 | \$ 368,318 | 92% | \$ 4,249,390 | \$ 3,985,288 | \$ 264,102 | 94% | \$ 195,764 | 5% |
| Net Operating Income/(Deficit) | \$ - | \$ (42,600) | \$ (42,600) | | \$ - | \$ 172,334 | \$ 172,334 | | (214,934) | -125% |
| (LESS) Approved Encumbrances | | \$ 46,222 | | | | \$ 160,175 | | | | |
| Net Income/ (Deficit) | | \$ (88,822) | | | | \$ 12,159 | | | | |

Town of Exeter

Sewer Fund Revenues & Expenses (unaudited)

As of December 31, 2023 and 2022

| | 2023 Budget vs Actual | | | | 2022 Budget vs Actual | | | | Comparison of Actuals | |
|-------------------------------------|-----------------------|--------------------------|---------------------------------|-------------|-----------------------|--------------------------|---------------------------------|-------------|--------------------------|-------------------------|
| | 2023 Budget | Actual Revenue 12/31/23 | \$ Budget Variance Over/(Under) | % Collected | 2022 Budget | Actual Revenue 12/31/22 | \$ Budget Variance Over/(Under) | % Collected | 2023 vs 2022 \$ Variance | 2023 vs 2022 % Variance |
| Sewer Fund Revenues | | | | | | | | | | |
| State Grant Revenue | \$ 1,078,909 | \$ 1,078,909 | \$ - | 100% | \$ 10,000 | \$ 1,386,978 | \$ 1,376,978 | 13870% | \$ (308,069) | |
| Sewer Fund Revenues | \$ 6,353,392 | \$ 7,404,529 | \$ 1,051,137 | 117% | \$ 7,375,953 | \$ 7,563,107 | \$ 187,154 | 103% | \$ (158,578) | -2% |
| Total Sewer Fund Operating Revenues | \$ 7,432,301 | \$ 8,483,438 | \$ 1,051,137 | 114% | \$ 7,385,953 | \$ 8,950,085 | \$ 1,564,132 | 121% | \$ (466,647) | -5% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | 2023 Budget vs Actual | | | | 2022 Budget vs Actual | | | | Comparison of Actuals | |
| Sewer Fund Expenditures | 2023 Budget | Actual Expenses 12/31/23 | \$ Budget Variance Under/(Over) | % Spent | 2022 Budget | Actual Expenses 12/31/22 | \$ Budget Variance Under/(Over) | % Spent | 2023 vs 2022 \$ Variance | 2023 vs 2022 % Variance |
| Sewer Administration Expense | \$ 515,471 | \$ 454,683 | \$ 60,788 | 88% | \$ 477,909 | \$ 489,504 | \$ (11,595) | 102% | \$ (34,821) | -7% |
| Sewer Billing Expense | \$ 191,614 | \$ 168,478 | \$ 23,136 | 88% | \$ 188,309 | \$ 173,089 | \$ 15,220 | 92% | \$ (4,611) | -3% |
| Sewer Collection Expense | \$ 810,564 | \$ 522,772 | \$ 287,792 | 64% | \$ 742,007 | \$ 483,785 | \$ 258,222 | 65% | \$ 38,987 | 8% |
| Sewer Treatment Expense | \$ 1,639,663 | \$ 1,282,092 | \$ 357,571 | 78% | \$ 1,431,279 | \$ 1,283,339 | \$ 147,940 | 90% | \$ (1,247) | 0% |
| Sewer Fund Debt Service Expense | \$ 4,209,659 | \$ 4,209,659 | \$ - | 100% | \$ 4,305,495 | \$ 4,305,495 | \$ - | 100% | \$ (95,836) | -2% |
| Sewer Fund Capital Outlay Expense | \$ 65,330 | \$ 48,949 | \$ 16,381 | 75% | \$ 240,954 | \$ 83,074 | \$ 157,880 | 34% | \$ (34,125) | -41% |
| Total Sewer Fund Operating Expenses | \$ 7,432,301 | \$ 6,686,633 | \$ 745,668 | 90% | \$ 7,385,953 | \$ 6,818,286 | \$ 567,667 | 92% | \$ (131,653) | -2% |
| Net Operating Income/(Deficit) | \$ - | \$ 1,796,805 | \$ 1,796,805 | | \$ - | \$ 2,131,799 | \$ 2,131,799 | | \$ (334,994) | -16% |
| (LESS) Approved Encumbrances | | \$ 49,845 | | | | \$ 168,843 | | | | |
| Net Income/(Deficit) | | \$ 1,746,960 | | | | \$ 1,962,956 | | | | |

Town of Exeter

Accounts Receivable Aging Analysis - Water & Sewer

As of December 31, 2023 and 2022

| | <u>Current</u> | <u>31-60 Days</u> | <u>61-90 Days</u> | <u>Over 90 Days</u> | <u>Total</u> |
|-----------------------|----------------|-------------------|-------------------|---------------------|--------------|
| As of 12/31/23 | \$ 815,033 | \$ 363,776 | \$ 40,969 | \$ 74,309 | \$ 1,294,087 |
| Percent Outstanding | 63% | 28% | 3% | 6% | 100% |
| As of 12/31/22 * | \$ 858,191 | \$ 232,280 | \$ 36,667 | \$ 90,859 | \$ 1,217,997 |
| Percent Outstanding | 70% | 19% | 3% | 7% | 100% |
| Increase/(Decrease) | \$ (43,158) | \$ 131,496 | \$ 4,302 | \$ (16,550) | \$ 76,090 |
| % Increase/(Decrease) | -5% | 57% | 12% | -18% | 6% |

*Overall, the above analysis shows relatively consistent results, year over year, with a slight increase in total receivables due at year end. Over 90-days outstanding improved slightly at 12/31/23. * Note: the 12/31/22 data reflects results as of 1/4/2023, which was the due date for the final billing cycle of 2022.*

Town of Exeter

CATV Revolving Fund - Revenue & Expenses (unaudited)

As of December 31, 2023 and 2022

| | 2023 Budget vs Actual | | | | 2022 Budget vs Actual | | | | Comparison of Actuals | |
|-------------------------------|-----------------------|--------------------|--------------------|---------------|-----------------------|--------------------|------------------|---------------|--------------------------------|-------------------------------|
| | 2023 Budget | Actual 12/31/23 | \$ Variance | % Variance | 2022 Budget | Actual 12/31/22 | \$ Variance | % Variance | 2023 vs 2022 \$ Variance | 2023 vs 2022 % Variance |
| CATV Revenues | | | | | | | | | | |
| Cable Franchise Fees | \$ 210,000 | \$ 138,279 | \$ (71,721) | 66% | \$ 130,000 | \$ 147,639 | \$ 17,639 | 114% | \$ (9,360) | -6% |
| Tech/AV Service Fees | | \$ 480 | \$ 480 | 100% | | \$ 360 | \$ 360 | 100% | \$ 120 | 100% |
| Transfer In from General Fund | | \$ 46,026 | \$ 46,026 | 100% | | | | | | |
| Total CATV Revenues | \$ 210,000 | \$ 184,785 | \$ (25,215) | 88% | \$ 130,000 | \$ 147,999 | \$ 17,999 | 114% | \$ 36,786 | 25% |
| CATV Expenses | | | | | | | | | | |
| Wages, Taxes & Benefits | \$ 147,668 | \$ 145,816 | \$ 1,851 | 99% | \$ 112,139 | \$ 112,925 | \$ (786) | 101% | \$ 32,891 | 29% |
| General Expenses | \$ 43,373 | \$ 29,304 | \$ 14,069 | 68% | \$ 55,022 | \$ 45,990 | \$ 9,032 | 84% | \$ (16,687) | -36% |
| Total CATV Expenses | \$ 191,041 | \$ 175,120 | \$ 15,921 | 92% | \$ 167,161 | \$ 158,915 | \$ 8,246 | 95% | \$ 16,205 | 10% |
| Net Income/(Deficit) | \$ 18,959 | \$ 9,665 | \$ (9,294) | 51% | \$ (37,161) | \$ (10,916) | \$ 26,245 | 29% | \$ 20,582 | -189% |

Town of Exeter
Recreation Revolving Fund Revenues & Expenses (unaudited)
As of December 31, 2023 and 2022

| | 2023 Budget vs Actual | | | | 2022 Budget vs Actual | | | | Comparison of Actuals | |
|--------------------------------------|-----------------------|-------------------|---------------------|-------------|-----------------------|-------------------|---------------------|-------------|--------------------------|-------------------------|
| | 2023 Budget | Actual 12/31/23 | \$ Variance | % Variance | 2022 Budget | Actuals 12/31/22 | \$ Variance | % Variance | 2023 vs 2022 \$ Variance | 2023 vs 2022 % Variance |
| Total Rec. Revolving Revenue | \$ 637,000 | \$ 718,349 | \$ 81,349 | 113% | \$ 466,000 | \$ 671,741 | \$ 205,741 | 144% | \$ 46,607 | 7% |
| Wages, Taxes & Benefits | \$ 254,129 | \$ 265,593 | \$ (11,464) | 105% | \$ 179,051 | \$ 246,730 | \$ (67,680) | 138% | \$ 18,863 | 8% |
| General Expenses | \$ 332,350 | \$ 406,521 | \$ (74,171) | 122% | \$ 199,450 | \$ 351,152 | \$ (151,702) | 176% | \$ 55,369 | 16% |
| Capital Outlay | \$ 15,000 | \$ 52,192 | \$ (37,192) | 348% | \$ 23,000 | \$ 29,915 | \$ (6,915) | 130% | \$ 22,277 | 74% |
| Total Rec. Revolving Expenses | \$ 601,479 | \$ 724,306 | \$ (122,827) | 120% | \$ 401,501 | \$ 627,797 | \$ (226,297) | 156% | \$ 96,509 | 15% |
| Net Income/(Deficit) | \$ 35,521 | \$ (5,957) | \$ (41,478) | -17% | \$ 64,500 | \$ 43,944 | \$ (20,555) | 68% | \$ (49,901) | -114% |

**Town of Exeter
Ambulance Revolving Fund - Revenues & Expenses (unaudited)
As of December 31, 2023 and 2022**

| | 2023 Budget vs Actual | | | | 2022 Budget vs Actual | | | | Comparison of Actuals | |
|-------------------------------------|-----------------------|-----------------|-------------|------------|-----------------------|-----------------|-------------|------------|-----------------------|------------|
| | 2023 Budget | Actual 12/31/23 | \$ Variance | % Variance | 2022 Budget | Actual 12/31/22 | \$ Variance | % Variance | \$ Variance | % Variance |
| Total EMS Revolving Revenues | \$ 580,816 | \$ 749,369 | \$ 168,553 | 129% | \$ 540,000 | \$ 627,298 | \$ 87,298 | 116% | \$ 122,071 | 19% |
| Wages, Taxes & Benefits | \$ 201,373 | \$ 187,745 | \$ 14,628 | 93% | \$ 213,131 | \$ 192,499 | \$ 22,193 | 90% | \$ (4,754) | -2% |
| General Expenses | \$ 194,276 | \$ 203,140 | \$ (8,864) | 105% | \$ 162,727 | \$ 168,836 | \$ (6,110) | 104% | \$ 21,842 | 13% |
| Total EMS Revolving Expenses | \$ 395,649 | \$ 390,886 | \$ 5,763 | 99% | \$ 375,858 | \$ 361,335 | \$ 16,083 | 96% | \$ 17,088 | 5% |
| Net Income/(Deficit) | \$ 185,167 | \$ 358,483 | \$ 174,316 | | \$ 164,142 | \$ 265,963 | \$ 103,381 | | \$ 104,983 | 39% |

Other Funds & Town Resources – 2023 Activity & Ending Balances

Park Improvement Fund

| | |
|---|-----------------------|
| 12/31/23 Bank Balance | 116,154 |
| 2023 Request to Trustees | (77,910) |
| <i>Balance on 10 Hampton Commitment</i> | <u>(10,512)</u> |
| Balance after 2023 activity | 27,732 |
| 2024 Article #16 | <u>75,000</u> |
| 2024 Beginning Balance | <u>102,732</u> |

Town Hall Revolving Fund

| | | |
|-------------------------------------|--------------|----------------------|
| 2022 Warrant | 5,000 | |
| 2023 Warrant | 5,000 | |
| 2022 Permits & Rental Inc. | 9,724 | |
| 2023 Permits & Rental Inc. | 25,850 | |
| Donations | 3,810 | |
| Interest Inc. | <u>12</u> | |
| Total Income - Life to Date | | 49,396 |
| Historic Assess & Feasibility | 14,780 | |
| Chairs | <u>9,519</u> | |
| Total Expense - Life to Date | | <u>24,299</u> |
| Fund Balance at 12/31/2023 | | <u>25,098</u> |

Epping Road TIF District Fund

| | |
|---|-------------------------|
| Fund Balance at 1/1/2023: | 4,270,235 |
| 2023 P. Tax Revenue & Interest Income | 2,209,701 |
| 2023 Debt Service, Legal & Admin Expenses | (590,906) |
| 2023 Due to General Fund | <u>(7,260)</u> |
| 2024 Beginning Balance | <u>5,881,770</u> |

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

ARPA Funds

| Approved Projects | Budget Amount | Total Spending | Remaining Budget | Funds Available? |
|---|--------------------------|---------------------------|-----------------------------|-----------------------------|
| Information Technology | 80,040 | 78,990 | 1,050 | Yes |
| Winter Street BMP | 42,586 | - | 42,586 | No |
| Pickpocket Dam | 185,000 | 184,936 | 64 | Yes |
| Squamscott Siphons | 670,000 | 670,000 | - | |
| Reclassification Study | 30,000 | 30,000 | - | |
| Great Bay Nitrogen Permit | 99,600 | 44,400 | 55,200 | No |
| Accounting Software Upgrade | 6,400 | 3,200 | 3,200 | Yes |
| Public Safety Union EE Bonuses | 164,368 | 50,000 | 114,368 | No |
| Elections Voting Machines | 71,900 | 46,694 | 25,206 | No |
| Tree Committee - Equipment | 50,000 | - | 50,000 | No |
| Planet Playground | 50,000 | - | 50,000 | No |
| Funds Available from Approved Projects | | | 4,314 | |
| Uncommitted ARPA Funds Available | | | <u>153,219</u> | |
| Total ARPA Available | | | <u>157,533</u> | |

Select Board Representatives to Town Committees

Select Board Representatives: Boards - Commissions - Committees

| | | |
|---------------------|------------|------|
| Niko Papakonstantis | Chair | 2025 |
| Molly Cowan | Vice Chair | 2027 |
| Julie Gilman | Clerk | 2025 |
| Nancy Belanger | | 2026 |
| Dan Chartrand | | 2026 |

Planning Board

| | | |
|----------------|---------|------|
| Nancy Belanger | SB Rep. | Term |
| Dan Chartrand | SB Alt. | Term |

Recreation Advisory Board

| | | |
|----------------|---------|------|
| Molly Cowan | SB Rep. | Term |
| Nancy Belanger | SB Alt. | Term |

Conservation Commission

| | | |
|---------------------|---------|------|
| Nancy Belanger | SB Rep. | Term |
| Niko Papakonstantis | SB Alt. | Term |

Heritage Commission

| | | |
|--------------|---------|------|
| Julie Gilman | SB Rep. | Term |
|--------------|---------|------|

Historic District Commission

| | | |
|--------------|--------|------|
| Julie Gilman | SB Rep | Term |
|--------------|--------|------|

Rockingham Planning Commission

| | | |
|--------------|---------|------|
| Julie Gilman | SB Rep. | Term |
|--------------|---------|------|

Swasey Parkway Trustees

| | | |
|---------------------|---------|------|
| Niko Papakonstantis | SB Rep. | Term |
| Dan Chartrand | SB Alt. | Term |

Communications Advisory Committee

| | | |
|----------------|---------|------|
| Molly Cowan | SB Rep. | Term |
| Nancy Belanger | SB Alt. | Term |

Energy Committee

| | | |
|---------------------|---------|--|
| Julie Gilman | SB Rep. | |
| Niko Papakonstantis | SB Alt. | |

Facilities Committee

| | | |
|---------------|---------|------|
| Dan Chartrand | SB Rep. | Term |
| Julie Gilman | SB Alt. | Term |

Housing Advisory Committee

| | | |
|----------------|---------|------|
| Nancy Belanger | SB Rep. | Term |
| Dan Chartrand | SB Alt. | Term |

River Advisory Committee

Niko Papakonstantis SB Rep. Term

Sustainability Advisory Committee

Dan Chartrand SB Rep. Term

Niko Papakonstantis SB Alt. Term

Water/Sewer Advisory Committee

Molly Cowan SB Rep. Term

Tree Committee

Niko Papakonstantis SB Rep. Term

Arts and Culture Advisory Commission

Niko Papakonstantis SB Rep. Term

E911 Committee

Molly Cowan SB Rep. Term

Tax, Exemption & Credit Advisory Committee

Pairpoint Park Stakeholders Committee

Tax Abatements, Veterans Credits & Exemptions

List for Select Board meeting April 1, 2024

Blind Exemption

| Map/Lot/Unit | Location | Amount | Tax Year |
|--------------|----------------------|--------|----------|
| 68/6/745 | 7 Sterling Hill #745 | 15,000 | 2024 |

Veterans Credit

| Map/Lot/Unit | Location | Amount | Tax Year | |
|--------------|-------------------------|--------|----------|---------|
| 104/79/304 | 304 Friar Tuck Dr | 500 | 2024 | |
| 68/6/334 | 3 Sterling Hill Ln #334 | 500 | 2024 | |
| 68/6/334 | 3 Sterling Hill Ln #334 | 2,000 | 2024 | disable |
| 53/1 | 344 Water St | 500 | 2024 | |

Solar Exemption

| Map/Lot/Unit | Location | Amount | Tax Year |
|--------------|---------------------|--------|----------|
| 62/30 | 13 Wentworth St | 13,500 | 2024 |
| 86/27 | 30 Hampton Falls Rd | 10,500 | 2024 |

Elderly Exemption

| Map/Lot/Unit | Location | Amount | Tax Year |
|--------------|------------------|--------|----------|
| 104/79/266 | 266 Robinhood Dr | Denied | 2024 |

Permits & Approvals

Town Manager's Report

Select Board Committee Reports

Correspondence

Boards - Commissions - Committees (as of 3/29/24)

| Name | Title | Term | | |
|--|--------------|-----------|-----|--|
| <u>Planning Board</u> | | | | |
| Langdon Plumer | Chair | Apr. 2025 | | |
| Aaron Brown | Vice Chair | Apr. 2026 | | |
| Pete Cameron | Clerk | Apr. 2024 | Yes | |
| John Grueter | | Apr. 2024 | Yes | |
| VACANT | Alt. | Apr. 2026 | | |
| Gwen English | | Apr. 2025 | | |
| Jennifer Martel | | Apr. 2026 | | |
| VACANT | Alt. | Apr. 2026 | | |
| VACANT | Alt. | Apr. 2025 | | |
| VACANT | Alt. | Apr. 2025 | | |
| VACANT | Alt. | Apr. 2027 | | |
| Nancy Belanger | SB Rep. | Term | | |
| Dan Chartrand | SB Rep. Alt. | Term | | |
| <u>Recreation Advisory Board</u> | | | | |
| Mike Wissler | | Apr. 2025 | | |
| Jen Harrington | | Apr. 2025 | | |
| Stephanie Papakonstantis | Chair | Apr. 2026 | | |
| Nicholas Nordin | | Apr. 2026 | | |
| Brinn Sullivan | | Apr. 2024 | Yes | |
| Dan Provost | | Apr. 2024 | Yes | |
| Bob Dudra | | Apr. 2024 | Yes | |
| Danielle Capalbo | Alt. | Apr. 2025 | | |
| VACANT | Alt. | 2027 | | |
| Molly Cowan | SB Rep. | Term | | |
| Nancy Belanger | SB Alt. | Term | | |
| <u>Zoning Board of Adjustment</u> | | | | |
| Robert Prior | Chair | Apr. 2024 | Yes | |
| Theresa Page | Clerk | Apr. 2026 | | |
| Laura Davies | | Apr. 2025 | | |
| Kevin Baum | | Apr. 2026 | | |
| Esther Olson-Murphy | Vice-Chair | Apr. 2024 | Yes | |
| Martha Pennell | Alt. | Apr. 2026 | | |
| VACANT | Alt. | Apr. 2025 | | |
| Joanne Petito | Alt. | Apr. 2024 | NO | |
| Laura Montagno | Alt. | Apr. 2024 | | |
| Mark Lemos | Alt. | Apr. 2026 | | |
| <u>Conservation Commission</u> | | | | |
| Andrew Koff | Chair | Apr. 2025 | | |
| David Short | Treasurer | Apr. 2024 | Yes | |
| Kyle Welch | | Apr. 2024 | Yes | |
| Conor Madison | | Apr. 2025 | | |

| | | | | | |
|---|----------------|-----------|--|------------------------|--|
| Nick Champion | | Apr. 2024 | | Yes | |
| Keith Whitehouse | | Apr. 2026 | | | |
| Trevor Mattera | Vice Chair | Apr. 2026 | | | |
| Donald Clement | Alternate | Apr. 2024 | | Yes | |
| Valorie Fanger | Alternate | Apr. 2025 | | | |
| Bill Campbell | Alternate | Apr. 2024 | | Yes | |
| Sean Torrez | Alternate | Apr. 2024 | | Yes | |
| Michele Crepeau | Alternate | Apr. 2026 | | | |
| Nancy Belanger | SB Rep. | Term | | | |
| Niko Papakonstantis | SB Alt. | Term | | | |
| <u>Exeter Housing Authority Commission (5 year term)</u> | | | | | |
| Margaret Matick | Resident Comm. | 2025 | | | |
| Boyd Allen | Chair | 2025 | | | |
| Vernon Sherman | Vice Chair | 2028 | | | |
| Pam Gjettum | Commissioner | 2026 | | | |
| Renee O'Barton | Commissioner | 2026 | | | |
| <u>Heritage Commission</u> | | | | | |
| John Merkle | Chair | 2024 | | Yes, as Alternate only | |
| VACANT | Treasurer | 2026 | | | |
| Francoise Elise | | 2026 | | | |
| Bill Campbell | | 2025 | | | |
| John Greuter | PB Rep. | Term | | | |
| Pam Gjettum | HDC Rep. | Term | | | |
| VACANT | Alt. | 2027 | | | |
| VACANT | Alt. | 2027 | | | |
| VACANT | Alt. | 2025 | | | |
| VACANT | Alt. | 2025 | | | |
| VACANT | Alt. | 2026 | | | |
| Julie Gilman | SB Rep. | Term | | | |
| <u>Historic District Commission</u> | | | | | |
| Grayson Shephard | Chair | 2026 | | | |
| VACANT | Vice Chair | 2025 | | | |
| Pam Gjettum | Clerk | 2024 | | Yes | |
| Kevin Kahn | | 2026 | | | |
| Pastor Em Heath | | 2025 | | | |
| Gwen English | Planning Rep | Term | | | |
| VACANT | Alt. | 2026 | | | |
| VACANT | Alt. | 2025 | | | |
| VACANT | Alt. | 2027 | | | |
| VACANT | Alt. | 2026 | | | |
| Julie Gilman | SB Rep | Term | | | |
| <u>Rockingham Planning Commission</u> | | | | | |
| Pete Cameron | Alternate | Apr. 2024 | | NO | |
| Langdon Plumer | | Apr. 2026 | | | |
| Gwen English | | Apr. 2026 | | | |

| | | | | |
|---|----------|-----------|-----|--|
| Julie Gilman | SB Rep. | Term | | |
| <i>Swasey Parkway Trustees</i> | | | | |
| Dwane Staples | | Apr. 2025 | | |
| David Short | | Apr. 2026 | | |
| Darius Thompson | | Apr. 2024 | Yes | |
| Niko Papakonstantis | SB Rep. | Term | | |
| Dan Chartrand | SB Alt. | Term | | |
| <i>Trustees of the Robinson Fund (7 year term)</i> | | | | |
| Leslie Haslam | | 2028 | | |
| Gwen English | | 2027 | | |
| Katherine Miller | | 2024 | NO | |
| Bill Perkins | | 2026 | | |
| Jane McCaffery | | 2029 | | |
| Jamie Sirois | | 2025 | | |
| Debbie Merrill | | 2030 | | |
| <i>Communications Advisory Committee</i> | | | | |
| Martha McEntee | Chair | Apr. 2024 | Yes | |
| VACANT | Alt. | Apr. 2026 | | |
| VACANT | Alt. | Apr. 2026 | | |
| Herb Moyer | | Apr. 2024 | ? | |
| VACANT | | Apr. 2025 | | |
| Bob Glowacky | EXTV Rep | | | |
| Andy Swanson | IT Rep | | | |
| Molly Cowan | SB Rep. | Term | | |
| Nancy Belanger | SB Alt. | Term | | |

| <u>Facilities Committee</u> | | | |
|--|-------------------|-----------|-----|
| Kris Weeks | | 2024 | Yes |
| Rob Corson | | 2024 | Yes |
| VACANT | | 2026 | |
| Mark Leighton | Chair | 2026 | |
| Alan Mangan | | 2025 | |
| Dan Chartrand | SB Rep. | Term | |
| Niko Papakonstantis | SB Alt. | Term | |
| Dave Sharples | Town Planner | | |
| | | | |
| <u>Housing Advisory Committee</u> | | | |
| VACANT | | Apr. 2027 | |
| Lindsey Sonnett | Chair | Apr. 2025 | |
| VACANT | | Apr. 2025 | |
| E. Carrington Heath | | Apr. 2026 | |
| Pete Cameron | Planning Rep. | | |
| VACANT | EDC Rep. | | |
| Tim Roache | RPC Rep. | | |
| Nancy Belanger | SB Rep. | Term | |
| Dan Chartrand | SB Alt. | Term | |
| | | | |
| <u>River Advisory Committee</u> | | | |
| Richard Huber | Chair | 2024 | Yes |
| Lionel Ingram | | 2026 | |
| Rod Bourdon | | 2026 | |
| Terrie Harman | | 2025 | |
| Dan Jones | | 2024 | Yes |
| Carl Wikstrom | Water-Sewer Rep. | | |
| Warren Biggins | PEA Rep. | | |
| Trevor Mattera | Conservation Rep. | | |
| Niko Papakonstantis | SB Rep. | Term | |
| | | | |

| <i>Sustainability Advisory Committee</i> | | | | | |
|---|---------------------------------------|-----------|--|-----|--|
| Chetana Parmar | Chair | Apr. 2024 | | Yes | |
| Christopher Zigmont | | Apr. 2025 | | | |
| Ryan Jean | | Apr. 2024 | | | |
| VACANT | | Apr. 2027 | | | |
| Nina Braun | | Apr. 2026 | | | |
| VACANT | | Apr. 2026 | | | |
| Jackie Ojala | | Apr. 2025 | | | |
| Kristen Murphy | Conservation & Sustainability Planner | | | | |
| Dan Chartrand | SB Rep. | Term | | | |
| Niko Papakonstantis | SB Alt. | Term | | | |
| | | | | | |
| <i>Water/Sewer Advisory Committee</i> | | | | | |
| Bob Kelly | | Apr. 2024 | | Yes | |
| Carl Wikstrom | | Apr. 2025 | | | |
| Mark Fabian | | Apr. 2025 | | | |
| Ben Mosher | | Apr. 2026 | | | |
| VACANT | | Apr. 2026 | | | |
| VACANT | | Apr. 2026 | | | |
| Alan Mangan | | Apr. 2024 | | Yes | |
| Molly Cowan | SB Rep. | Term | | | |
| | | | | | |

| <u>Arts and Culture Advisory Commission</u> | | | |
|--|------------|-----------|-----------|
| Anthony Callendrello | | Apr. 2024 | Yes |
| Todd Hearon | | Apr. 2025 | |
| Scott Ruffner | | Apr. 2024 | Yes |
| Dawn Amey | | Apr. 2026 | |
| Mary-Paige Provost | | Apr. 2024 | Yes |
| Marissa Vitolo | Chair | Apr. 2026 | |
| Bruce Jones | Alt. | Apr. 2026 | |
| Danielle Capalbo | Alt. | Apr. 2025 | |
| Florence Ruffner | | Apr. 2025 | |
| Niko Papakonstantis | SB Rep. | Term | |
| | | | |
| <u>Library Trustees</u> | | | |
| Kathy Corson | Chair | 2025 | |
| Jennifer Medlock | Vice-Chair | 2026 | |
| Laura Wyskiel | Secretary | 2024 | NO |
| Barbara Young | Treasurer | 2025 | |
| Katherine Boudreau | | 2026 | |
| Denise Leonard | | 2024 | ? |
| Sarah James | | 2026 | |
| Linda Tober | | 2025 | |
| Lisa Childs-Wilson | | 2024 | Yes |



Bulletin #13: Retirement Contribution Surprise Vote, Zoning Mandates Pass House & More

1 message

NHMA Government Affairs <governmentaffairs@nhmunicipal.org>

Fri, Mar 29, 2024 at 1:37 PM

To: Pam McElroy <pmcelroy@exeternh.gov>

New Hampshire Municipal Association

THE SERVICE AND ACTION ARM OF NEW HAMPSHIRE MUNICIPALITIES

LEGISLATIVE BULLETIN

Legislative Bulletin 13

2024 Session

March 29, 2024



[Live Bill Tracker](#)

House Votes to Restore State Retirement Contribution!

This week, in a welcome turn of events and after a series of close votes, the House overturned the previous Inexpedient to Legislate motion and then voted 194-178 to pass [HB 1279](#), which would restore a portion (7.5 percent) of the state contribution toward the retirement costs of teachers, police, and firefighters. Under the mechanics of this bill, cities and towns would be able to reduce their legally mandated payment to the retirement system by 7.5 percent. By only having to budget 92.5 percent of the costs set by the New Hampshire Retirement System (NHRS), cities, towns, and schools will see direct property tax relief for Group I teachers and Group II police and fire.

Legislative decisions and the costs associated with policies passed at the legislature around RSA 100-A and NHRS have a direct impact on the local taxpayer. Any increase to the unfunded accrued actuarial liability (UAAL) and any "normal costs" associated with a policy change are paid for by the employer (i.e., the state, cities, towns, and counties) and are all funded with tax dollars. Since 2018, nine bills have become law impacting municipal employer rates. Despite the state paying over \$96 million in upfront costs to lessen the property tax burden of these policy changes, \$153 million has been added to the UAAL; and when combined with "normal costs," this has resulted in \$14 million in additional annual costs on the employer, which will not sunset until 2044.

HB 1279 aims to restore a promise made in 1967 when the state committed to paying 40% of the NHRS employer costs when the four separate and distinct systems merged. The legislature has not budgeted for this contribution since 2011, but the one-time payment made in 2022 provided almost \$27 million in property tax relief for cities, towns, and schools. Thank you to the members of the legislature who voted for local property tax relief. **We encourage local**

officials to tell your state [representative](#) and [senators](#) what that retirement cost reduction will mean to your property taxpayers.

Education Funding Update

This week, the House Finance Division II Committee offered significant amendments to [HB 1583](#), relative to the per pupil cost of an opportunity for an adequate education, and [HB 1656](#), relative to adequate education grant amounts for pupils receiving special education services. Although NHMA typically does not take positions on education funding bills, these issues are of great relevance to cities and towns. Both bills are seeking to address recent court decisions that have been appealed by the state.

In *Contoocook Valley School District v. State of New Hampshire*, the court found that the state was not meeting its constitutional obligation to provide an “adequate education” because the minimum, per pupil amount provided to school districts – approximately \$4,100 per year – is too low. The court ruled that the state should spend at least \$7,356.01 to account for realistic public-school expenses. The *Rand v. State of New Hampshire* case was brought by taxpayers, who argued the statewide education property tax (SWEPT) school funding system is not equitable and disproportionately hurts taxpayers in property poor municipalities. The judge determined that the SWEPT tax is not constitutional and should be changed to redistribute revenue from wealthier municipalities to poorer municipalities.

A bi-partisan group of legislators and stakeholders recommended amended versions of **HB 1583** and **HB 1656**, both of which have passed the House and are now in House Finance. **HB 1583** aims to increase the state’s annual base adequacy aid payment from \$4,100 to \$4,404 per student beginning on July 1, 2025. This would result in a \$34 million increase in state funding to all municipalities to assist with the education of our students. This bill as amended also includes \$39 million in fiscal capacity disparity aid, which would direct more funding to communities with low property values, as well as \$25 million of additional funds for communities with high proportions of students eligible for free and reduced-price meals. These additional forms of aid would provide much needed assistance, increase opportunities for students, and help offset increasing local property taxes for communities that need it most. By utilizing the state’s surplus, this would also ensure that **HB 1583** does not further impact local taxpayers.

HB 1656 aims to increase total spending on special education differentiated aid by \$35 million. This would direct funds to students with the greatest needs and ensure that our state’s schools have the funding necessary to provide essential services for students with disabilities.

With the overall objective of passing policy that aligns with the education funding decisions, the House Finance Committee will continue to work through additional amendments being offered on both bills. If this is a topic of concern to your municipality, we would encourage you to reach out to members of House Finance and your representative to share your position.

House Passes Statewide Zoning Mandates

Yesterday, the House voted on—and passed—all bills originally assigned to the Special Committee on Housing, many of which are statewide zoning mandates:

- [HB 1065](#), with amendment, relative to fire sprinkler requirements in residential buildings. This legislation enacts changes that are largely duplicative of amendments to the state building and fire codes adopted via the code amendment process this fall and expected to be adopted by the legislature this session. **Passed on the consent calendar.**
- [HB 1168](#), establishing a committee to study the impact of the housing crisis on people with disabilities. **Passed on the consent calendar.**
- [HB 1215](#), with amendment, relative to subdivision regulations on the completion of improvements and the regulation of building permits. The amendment substantially rewrites the legislation. It expands the 5-year approval/2-year “active and substantive” development exception to 10-year/5-year. It also alters the appeal process for building and fire codes when the zoning board of adjustment serves as the local building code of appeals. When the appeal is of a locally adopted amendment to either the building or fire code, the appeal would stay with the zoning board of adjustment. However, when the appeal is of the state code – i.e. where there is no local amendment – the appeal would go to the state building code board of appeals. (Municipalities, such as Manchester, with a separate local building code board of appeals would continue to hear appeals of the state code.) **Passed on the consent calendar.**
- [HB 1361](#), with amendment, relative to municipal land use regulation for manufactured housing and subdivisions. The amendment largely rewrites the existing statute. However, section (e) would require that existing manufactured housing parks be provided reasonable and realistic opportunities to expand. **Passed on the consent calendar.**

- [HB 1400](#), with amendment, relative to the required maximum number of residential parking spaces. The amendment states the municipalities “may regulate accessory parking for vehicles, but **shall not require** more than one residential parking space per unit.” NHMA believes that a different bill, [SB 538](#), provides a better option for dealing with parking issues, by requiring, instead, that municipalities must *consider* parking alternatives proposed by applicants. **Passed on the consent calendar.**
- [HB 1291](#), with amendment, relative to accessory dwelling unit (ADU) uses allowed by right. The amendment makes some changes to the legislation, which expands the existing ADU law to **require** that municipalities allow (1) detached units and (2) two units. **Passed on a [220-143 roll call vote](#).**
- [HB 1399](#), requiring municipalities to permit two residential units in certain single-family residential zones. The bill creates a formula that requires that municipalities allow duplexes for all lots that are 2 acres or less in size, and for at least 50 percent of all lots in a municipality zoned for single-family residences where a “proposed development” meets certain criteria. **Passed on a [220-140 roll call vote](#).**

While we appreciate the legislature’s attempts to provide solutions to the housing shortage, recent news coverage and economic analysis has been throwing additional cold water on the idea that significant shifts in housing costs can be found at the local level:

“To make houses as affordable as they were on typical incomes back in February 2020, home prices would have to fall 40%, the average mortgage rate would have to plummet to an unheard-of 2.45% from its December 2023 average of 6.80%, or median household income would have to skyrocket to \$129,096 from its December level of \$77,730. A combination of those three factors would also do the trick, [according to calculations by Investopedia](#).”

Additional coverage in recent weeks has focused on the [settlement of the lawsuit surrounding the 6% commission imposed by Realtors](#), and its [\\$28,620 impact](#) on the average New Hampshire home sale price (as of November 2023), and other cost factors, such as [significantly increased materials costs](#) that have driven up the cost of home construction. Meanwhile, projects proposed at the local level such as plans to build nearly 1,000 housing units in Concord, are running into the reality that infrastructure costs to support such development are tremendous and must be paid for by someone. (A new 1.5-mile road is estimated to cost up to \$16 million to build to service that 1,000 housing unit project, according to [reporting by the Union Leader](#).) Unfortunately, it seems that while policy levers may be able to be pulled to [help moderate price growth](#), it is unlikely that housing will become significantly more affordable without some major shift at the national level.

Next week, the Senate takes up [SB 538](#), the Senate omnibus housing bill (HOMEnibus). If the Senate passes the committee recommended amendment, [2024-2016s](#), NHMA will support the Senate omnibus bill, which would create local tools and incentives, rather than statewide, one-size-fits all mandates.

Focus on Fire Professionals

Yesterday, the House passed [HB 1352](#), which seeks to increase protections for firefighters from PFAS chemicals in their uniforms and personal protective equipment. The bill encourages fire departments to give preference to safe alternatives to turnout gear that contain PFAS, when available. The goal is to limit unnecessary exposure to PFAS in firefighter personal protection equipment or station wear for the overall health and safety of firefighters.

Another related bill, [SB 352](#), would establish an early detection cancer screening pilot program for retired and full-time active firefighters and would appropriate a \$5 million to the Department of Safety – Division of Fire Standards and Training. [SB 352](#) has bi-partisan and broad stakeholder support and highlights the need for proactive state policy to address the elevated cancer risks faced by firefighters due to exposure to chemicals and occupational hazards. It has been assigned to the House Health, Human Services and Elderly Affairs Committee.

GET INVOLVED: NHMA'S 2025-2026 LEGISLATIVE POLICY PROCESS

April 15 Deadline Approaching: *Submit a Legislative Policy Proposal and Create Change*

Time is almost up for municipalities to submit proposed legislative policies to NHMA to be considered as part of the legislative policy process. If there is a law affecting municipal government that you think needs to be fixed, or if you have an idea for how the functions of local government might be improved through legislation, this is your opportunity to make a change.

Use the [Legislative Policy Proposal Form](#) to submit a proposal for consideration. The deadline for submitting proposals is April 15, although earlier submission is encouraged. Please follow the instructions on the form for submitting your proposal.

Bill Hearings Schedule
NHMA Events Calendar
2023 Final Legislative Bulletin
Website: www.nhmunicipal.org
Email: governmentaffairs@nhmunicipal.org

Government Affairs Contact Information

Margaret M.L. Byrnes, Executive Director
Natch Greyes, Government Affairs Counsel
Katherine Heck, Government Finance Advisor
Timothy Fortier, Communications Coordinator
Pam Valley, Administrative Assistant
25 Triangle Park Drive, Concord, NH 03301
Tel: 603.224.7447