

**SELECT BOARD MEETING**  
**Monday, November 25, 2024**  
**7:00 pm AMENDED**  
**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/84421589789>

To access the meeting via telephone, call: +1 646 558 8656 and enter the Webinar ID: 844 2158 9789

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/Committee/Commission Interviews
3. Public Comment
4. Swearing In – Police Officer Michael Leno, Police Officer Aaron Hurlburt
5. Approval of Minutes
  - a. Regular Meeting: November 12, 2024
6. Appointments/Resignations
7. Discussion/Action Items
  - a. Plodzik & Sanderson Audit Report
  - b. Valuation Update – Corey Stevens – Finance Director
  - c. 2025 Payroll Update – Corey Stevens, Finance Director
  - d. Construction Manager for new Police Station/Fire Sub-Station – Dave Sharples, Town Planner
  - e. Amend Sustainability Advisory Committee Membership
8. Tax Abatements, Veterans Credits & Exemptions
9. Permits & Approvals
10. Town Manager's Report
11. Select Board Committee Reports
12. Correspondence
13. Review Board Calendar

14. Non-Public Session

15. Adjournment

Niko Papakonstantis, Chair

Select Board

Posted 11/22/24 Town Office, Town Website

Re-Posted 11/25/24 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**

## Swearing In

## **Approval of Minutes**

Select Board Meeting  
Tuesday November 12, 2024  
6:30 PM  
Nowak Room, Town Offices  
Draft Minutes

1. Call Meeting to Order

Members present: Chair Niko Papakonstantis, Vice-Chair Molly Cowan, Clerk Julie Gilman, Dan Chartrand, Nancy Belanger, and Town Manager Russ Dean were present at this meeting. The meeting was called to order by Mr. Papakonstantis at 6:30 PM.

2. Board/Committee/Commission Interviews –

- a. EC Heath for the 250th Anniversary Committee
- b. Jim Breeling for the Sustainability Advisory Committee

3. Public Comment

- a. The Exeter Seahawks Football Team was present. Mr. Papakonstantis said that they just completed their season at 9-0 and won the championship game against Dover. Coach Robert Garcia spoke about the team.
- b. The Webelo Scouts pack 323 were present and spoke about their ideas for the town.

4. Proclamations/Recognitions

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

5. Approval of Minutes

- a. Regular Meeting: October 15, 2024

Corrections: Ms. Belanger said on page 4, it says “Ms. Belanger said this should be coordinated with the Pleasant Street winter parking,” but it should say “Ms. Belanger asked if it would be the same permit parking process as the Pleasant Street winter parking.”

**MOTION:** Ms. Belanger moved to approve the minutes of October 15, 2024 as amended. Ms. Cowan seconded. The motion passed 5-0.

- b. Regular Meeting: October 28, 2024

**MOTION:** Ms. Belanger moved to approve the minutes of October 28, 2024 as presented. Ms. Gilman seconded. Ms. Cowan abstained, as she had not been present at the October 28 meeting. The motion passed 4-0-1.

6. Appointments/Resignation

**MOTION:** Ms. Belanger moved to accept with thanks the resignation of Judy Rowan from the Pairpoint Park Committee. Mr. Chartrand seconded. The motion passed 5-0.

Mr. Dean said the Board should select a rep for the Tax Exemption &  
Credit Advisory Committee. The first meeting is tentatively scheduled for

Wednesday December 4. Ms. Gilman asked if the Deputy Tax Assessor would be involved in these meetings, and Mr. Dean said yes. Ms. Cowan agreed to be the rep and Ms. Gilman will be the alternate.

## 7. Discussion/Action Items

### a. General Election Report

Moderator Kate Miller, Supervisor of the Checklist Vicky Nawoichyk, and Deputy Town Clerk Jennifer Shupe were present to discuss the recent election. Attorney Miller said it was a huge turnout with over 8,000 people, or 80% of the voters. We had help from DPW, who was able to manage traffic in that area. The Clerk did a magnificent job recruiting and training the 50 volunteers. Otto had free pizza for all the workers. Some people weren't able to stand in line long enough to come in to vote, which we need to look at for future elections. We might consider splitting into two precincts or finding another location that would fit more people. We should try something different at one of the town meetings before another big election. Jennifer checked in every absentee voter, which took 11 hours. The check-in clerks were processing 600 people an hour, which kept the line moving.

Ms. Nawoichyk said it wasn't a huge turnout for new voters, there were about 750. That area was the longest wait for voters. We had 4 extra Supervisors in addition to the regular 3. Our team will be working through another weekend to process all the paperwork.

Ms. Shupe said everything seemed to go very smoothly. She thanked her team in the Town Clerk's Office, which has been handling people coming in to register for months.

Attorney Miller said because of the poll pads, the checklist process was quicker and more accurate. She's looking forward to getting new vote tabulation machines which are less prone to jamming. We could also use one additional poll pad.

Ms. Belanger thanked the team, and the voters for coming out. She said the turnout was 80% and asked what the turnout for March is. Ms. Nawoichyk said it's usually around 1,800 voters.

Ms. Cowan said there is a new law that if it had been in effect, they would have had to deny 73 people their vote, because they did not bring proof of citizenship. Ms. Nawoichyk said it's not just proof of citizenship, it's all four pieces of documentation. We as a community could do a better job of advocating at the State level to make sure we have accessible voting and ensure everyone is allowed and encouraged to access the ballot.

### b. Planet Playground Sponsorship & Funding Campaign Approval

Greg Bisson, Parks & Recreation Director, was present to discuss this request. The Land and Water Conservation Fund Grant has made considerable progress. The National Park Service has stamped it and it's now back with the

State for approval. They're asking for one more approval from the Board to accept the grant for \$297,500.

In the Spring, the Rec Advisory Board and a few members of the public examined the approved design of Planet Playground. We wanted to increase accessibility throughout the playground. The design meets all State laws for accessibility with poured-in-place pathways. Full coverage with poured-in-place would cost about \$200,000 which we didn't want to put on the taxpayers. An alternative is zip-tie mats for surfacing at \$47,500. We thought it would be best to take this out of the Park Improvement Fund. There are holes in them which is better for drainage than poured-in-place. The Rec Advisory Board decided to table a proposed shade structure for a year to see if we need it.

Another item is an Alta Glide, which is a wheelchair-accessible glider swing. This will cost \$26,950 with free installation, which we'd like to round up to \$27,000. The Victoria's Victory Foundation and Project Walk offered to sponsor this project at \$10,000. We also had another \$5,000 pledge. We propose sponsorship tiers for sponsors, including plaques at the playground.

Ms. Belanger said the motion for \$27,000 says that any additional funds to use toward the cost of the ADA mats, but isn't that covered in the other motion? Mr. Bisson said we could offset the cost instead of taking it out of the Park Improvement Fund. Ms. Belanger suggested saying playground enhancements instead of specifying mats.

Mr. Bisson said we have events planned to memorialize Planet Playground. We'll be systematically disassembling the key pieces like the posts with the names on them but then using bulldozers to demolish it. We're excited to get the new playground in place for the community.

**MOTION:** Ms. Belanger moved to accept the Land and Water Conservation Fund Grant of \$297,500 and to authorize the Town Manager or their designee to sign the agreement or any subagreement to complete the Planet Playground replacement project. Ms. Gilman seconded. The motion passed 5-0.

**MOTION:** Ms. Belanger moved to authorize the Parks and Rec Department to expend no more than \$47,500 from the Park Improvement Capital Reserve Fund for ADA Playground Mats from US Playground Surfacing to enhance Planet Playground Accessibility. Ms. Gilman seconded. The motion passed 5-0.

**MOTION:** Ms. Belanger moved to authorize the Parks and Recreation Department to fundraise a minimum of \$27,000 to purchase the Alta Glide from Miracle for an additional ADA element enhancement to Planet Playground, and to use any additional funds to be towards the cost of any ADA playground enhancements. Ms. Cowan seconded. The motion passed 5-0.

c. NH Division of Historical Resources Grant

Town Planner Dave Sharples was present to discuss this grant. The town received a grant for \$15,000 as a certified local government. The Division of Historical Resources gets funding every year from the Federal Government and

runs a competitive grant program. The grant is to do survey forms for each property in the Historic District. This will describe the details, intactness, and significance of each building, and will include photos. It also includes a public outreach element with a mailing to the property owner telling them what we're doing and inviting them to call or come meet us with any questions. We would hire a Preservation Planner from the grant to do the survey. We anticipate an April 2025 start and it must be complete by June 30, 2026.

Ms. Gilman said she recommends starting on High Street, where most of the changes that come before the HDC are.

Mr. Sharples said there are a couple hundred properties in the Historic District, so we will do this in sections with grants over several years.

Mr. Papakonstantis asked how much in total grants we've received over the years. Mr. Sharples said he thinks it's about \$1M since he's been here.

**MOTION:** Ms. Belanger moved to accept \$15,000 in Certified Local Government grant funding to hire preservation professionals to complete individual survey forms for buildings located in the Exeter Historic District, and to authorize the Town Manager or their designee to execute any and all documents to complete the project. Ms. Gilman seconded. The motion passed 5-0.

d. ARPA Funding Request – Raynes Barn Fire Alarm

Town Planner Dave Sharples discussed the request to install a fire alarm system for Raynes Barn from the town ARPA funds. The cost is \$12,815 for the system and \$700 for the first annual fee. After that, the Conservation Commission will have the annual fee as a line item in their budget. We talked about this being a CIP item, but it was decided that ARPA would be a better source. Mr. Papakonstantis said he met with staff last week on the CIP and agreed that it would be better to take away this warrant article and take it from ARPA funds. Mr. Deans said there is \$35,000 left in ARPA after the Complete Streets project which was approved.

Ms. Belanger said it's important to protect this structure. Ms. Gilman said we've been looking to add this to the barn for years. There are events we haven't been able to hold there because we don't have a fire suppression system.

**MOTION:** Ms. Belanger moved to authorize the use of up to \$13,515 of ARPA funding to fund a fire detection system and first year of annual funding for Raynes Barn. Ms. Gilman seconded. The motion passed 5-0.

e. Winter Street Stormwater BMP

Mr. Dean said this is a project to add two catch basin pre-treatment chambers and a sub-surface infiltration chamber to the Winter Street area. This will help with the non-point nutrient discharge requirements that we need to meet. We would award this to Northeast Earth Mechanics. They're currently working on the Webster Street project. They bid \$149,500 for the project. It would be a combination of grants and ARPA funds that would allow us to finish this project. The ARPA funds were committed previously.

**MOTION:** Ms. Belanger moved to award the construction bid to New England Earth Mechanics in the amount of \$149,500 to facilitate installation of the Best Management Practices prior to expiration of grant and town ARPA funds; the remaining town ARPA funds from the January 3, 2022 and August 8, 2022 authorizations will be utilized; and further authorize the Town Manager or their designee to sign all associated contracts and documents. Ms. Gilman seconded. The motion passed 5-0.

8. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

**MOTION:** Ms. Belanger moved to approve the Tax Collector's warrant for the second half of the year, in the amount of \$33,161,092. Ms. Gilman seconded. The motion passed 5-0.

b. Permits & Approvals

Mr. Papakonstantis said we received one bid for the 2025 Downtown Exeter Mobile Food Vending bid proposal, from Clyde's Cupcakes. The bid is \$5,000.

**MOTION:** Ms. Gilman moved to forward the application to the various departments that need to approve it for review and to come back with their recommendations. Mr. Chartrand seconded. The motion passed 5-0.

Mr. Papakonstantis said he received correspondence from downtown businesses regarding parking issues around the loka. He asked Mr. Dean to remind the Board what they did about this last year. Mr. Dean said the permit went month-to-month last year, which gave us the ability to monitor what was happening. A dumpster took up the no-parking spot and 5 parking spots in front of the building from 7:30 AM to 10:30 AM. We talked about bumping the time back this year. We also talked about having the proprietors of the project park in the municipal lot. Ms. Gilman asked if the time frame was adhered to. Mr. Dean said we haven't been actively monitoring, but he believes so. Ms. Belanger suggested making the time 10 AM because that's when businesses start to open. Mr. Papakonstantis suggested 9:30 AM. Mr. Chartrand asked how much longer that project is slated to go. Mr. Dean said they said spring of 2025. Ms. Belanger said she doesn't want the dumpster there during the holiday parade. Mr. Papakonstantis asked Mr. Dean to tell Jay Caswell that there should be no parking spaces taken from 9:30 on from Thanksgiving to Christmas, and communicate to the businesses that this is the action that we're taking.

c. Town Manager's Report

- i. Last week he met with James Haney and his father to work on the flag retirement box.
- ii. The Swasey Parkway gates should be installed very soon. Bell & Flynn began their work on November 6 and should be paving shortly.
- iii. The Pairpoint Park fence was installed November 7.



- iv. The DRA set the town's tax rate at \$17.79 per thousand, a decrease of \$8.99 per thousand. The tax bills are at the printer's and should go out in the next 7 days or so. This will have the effects of the revaluation in it. If you received an exemption or credit on your bill, you may see a significant increase.
- v. The groundwater testing is on-schedule for November 13 on Drinkwater Road.
- vi. Today we interviewed Construction Managers for the Police Station/Fire Substation. We had 5 bidders.
- vii. Regarding speed limits, we received information from Town Counsel, and will implement a speed study with our Police Department.
- viii. We're working on the 27 pay period issue. We will discuss it further at the next meeting.

Ms. Gilman said regarding the grant for the Gateway, have you verified that the town can spend that in any manner? Mr. Dean said we're still looking into it.

Mr. Papakonstantis said as we've done for the last few years, we give employees additional time off during the holidays. We're proposing a half day on Wednesday, November 27; closing the Town Office on December 24; and giving folks a half day on December 31.

**MOTION:** Ms. Belanger moved to authorize the Town Manager to close the Town Offices at noon on Wednesday, November 27; to close the Town Offices completely on December 24; and to close the Town Offices at noon on December 31. Ms. Gilman seconded. The motion passed 5-0.

- d. Select Board Committee Reports
  - i. Ms. Belanger had no report.
  - ii. Ms. Gilman attended the Local Energy Solutions Conference. We've been discussing whether the electric vehicle day is maintaining its interest from the public and dealers. We came across several different programs we could look at. We also saw some energy grant opportunities for homeowners.
  - iii. Ms. Cowan had no report. She asked that the Board look carefully at what tax bills are going to look like for the next few years.
  - iv. Mr. Chartrand attended two Budget Recommendation Committee meetings.
  - v. Mr. Papakonstantis attended the BRC Police and Fire meeting. There was a Tree Committee meeting this morning with a representative from Unitil. There was a misunderstanding between Unitil and a resident over a tree that they trimmed. Unitil is willing to donate trees to offset the issue. Mr. Chartrand said sometimes Unitil goes beyond their charge and maims these trees. He's delighted to hear that they are being held accountable.
- e. Correspondence

- i. Mr. Dean said Womenade is now going to be called Exeter Area Womenade.

9. Review Board Calendar

Mr. Papakonstantis said the next meetings are November 25, December 9, and December 23.

10. Non-Public Session

**MOTION:** Ms. Belanger moved to enter into non-public session under RSA 91-A3II(a). Ms. Gilman seconded. In a roll-call vote, the motion passed 5-0. The Board emerged from non public session. Mr. Chartrand moved to seal the minutes indefinitely. Ms. Belanger seconded the motion. The motion carried all in favor.

11. Adjournment. Ms. Belanger motioned to adjourn. Ms. Cowan seconded. The motion carried and the Board stood adjourned at 8:54 pm.

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary

## **Appointments/Resignations**

## **Discussion/Action Items**

## **Plodzik & Sanderson Audit Report**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

As management of the Town of Exeter, New Hampshire (the Town), we offer readers this narrative overview and analysis of the financial activities of the Town for the year ended December 31, 2023.

### **Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements comprise three components (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. This report also contains required supplementary information to the basic financial statements themselves.

### **Government-Wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The Statement of Net Position presents information on all assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The Statement of Activities presents information showing how the Town's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities include general government, public safety, public works, health and human services, welfare, culture and recreation, sanitation, conservation, and interest on long-term debt. The business-type activities include water and sewer services.

## **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. The Town's funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

### **Governmental Funds**

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the Town's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Town's near-term financing decisions. Reconciliations are provided to facilitate this comparison between governmental funds and governmental activities.

### **Proprietary Funds**

Proprietary funds are used to account for activities that receive significant support from fees and charges. Reporting focuses on the determination of operating income, changes in net position, financial position, and cash flows.

Enterprise funds are a type of proprietary fund used to report activity for which a fee is charged to external users. Enterprise funds must be used when one of the following criteria are met (1) activity is financed with debt that is secured solely by a pledge of the net revenues from fees and charges, (2) laws or regulations require the activity's costs of providing services be recovered with fees and charges, and (3) the pricing policies of the activity establish fees and charges designed to recover its costs, including capital costs such as depreciation or debt service. The primary focus on these criteria is on fees charged to external users. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements, only in more detail. Specifically, the Town of Exeter uses enterprise funds to account for water and sewer services, which are considered to be major funds.

## **Fiduciary Funds**

Fiduciary funds are used to account for resources held for the benefit of parties outside the Town. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Town's programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

## **Notes to Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

## **Other Information**

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which is required to be disclosed by accounting principles generally accepted in the United States of America.

## **Financial Highlights**

- As of the close of the current fiscal year, net position in governmental activities was \$16,585,508, an increase of \$1,483,239. Net position in business-type activities was \$47,155,716, an increase of \$4,058,574. Refer to Exhibit B.
- As of the close of the current fiscal year, governmental funds reported combined ending fund balances of \$20,014,202 an increase of \$8,276,340 over the prior year. The increase is mainly the result of additional borrowing for capital projects during the year. Refer to Note 19.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$5,249,302 (budgetary basis), an increase of \$510,642 over the prior year.



## Government-Wide Financial Analysis

The following is a summary of government-wide financial data for the current and prior fiscal year.

Net position of the Town of Exeter as of December 31, 2023 and 2022, are as follows:

Town of Exeter - Statement of Net Position						
	Governmental Activities			Business-type Activities		
	2023	2022 (as restated)	Change	2023	2022 (as restated)	Change
Current & other assets	\$44,041,867	\$ 38,110,795	\$ 5,931,072	\$ 31,370,475	\$ 30,798,031	\$ 572,444
Capital assets	34,625,435	34,347,357	278,078	77,369,073	74,895,499	2,473,574
Total assets	\$78,667,302	72,458,152	6,209,150	108,739,548	105,693,530	3,046,018
Deferred Outflows of Resources	2,662,033	2,737,284	(75,251)	302,897	313,384	(10,487)
Long-term liabilities outstanding	39,212,866	33,197,843	6,015,023	60,713,808	61,369,931	(656,123)
Other liabilities	22,811,697	25,207,700	(2,396,003)	969,279	1,229,917	(260,638)
Total liabilities	62,024,563	58,405,543	3,619,020	61,683,087	62,599,848	(916,761)
Deferred inflows of resources	2,719,264	1,687,624	1,031,640	203,642	309,924	(106,282)
Net investment in capital assets	15,880,525	22,018,579	(6,138,054)	20,622,069	20,594,077	27,992
Restricted	7,094,209	5,776,337	1,317,872	26,533,647	22,503,065	4,030,582
Unrestricted	(6,389,226)	(12,692,647)	6,303,421	-	-	-
Total net position	\$ 16,585,508	\$ 15,102,269	\$ 1,483,239	\$ 47,155,716	\$ 43,097,142	\$ 4,058,574

As noted above, net position may serve over time as a useful indicator of the Town's financial position. At the close of the most recent fiscal year, total net position was \$63,741,224, an increase of \$5,541,813 over the prior year.

The largest portion of net position, \$36,502,594 (Governmental and Business-type Activities combined), reflects our investment in capital assets (e.g., land, buildings, machinery, equipment, and infrastructure); less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

\$33,627,856 of Restricted net position represents resources that are subject to external restrictions on how they may be used, primarily funding for capital projects. The remaining balance of unrestricted net position is a deficit of \$(6,389,226) which is primarily a result of the Town's unfunded net pension and total net OPEB liabilities.

Change in net position for the years ending December 31, 2023 and 2022 are as follows:

Town of Exeter - Statement of Activities						
Governmental Activities			Business-type Activities			
	2023	2022 (as restated)	Difference	2023	2022 (as restated)	Difference
<b>Revenues:</b>						
Program revenues:						
Charges for services	\$ 3,379,216	\$ 3,414,694	\$ (35,478)	\$ 11,317,711	\$ 11,912,869	\$ (595,158)
Operating grants	1,201,843	1,131,385	70,458	1,162,696	1,778,510	(615,814)
Capital grants	224,756	46,154	178,602	-	-	-
General revenues:						
Taxes	16,138,564	15,196,247	942,317	-	-	-
Licenses and permits	4,284,058	3,201,160	1,082,898	-	-	-
Unrestricted grants	1,536,210	1,831,900	(295,690)	-	-	-
Unrestricted investment earnings	348,339	168,123	180,216	91	77,397	(77,306)
Miscellaneous	137,309	193,658	(56,349)	61,936	-	61,936
Donated property	471,300	-	471,300	-	-	-
Total revenues	<u>27,721,595</u>	<u>25,183,321</u>	<u>2,538,274</u>	<u>12,542,434</u>	<u>13,768,776</u>	<u>(1,226,342)</u>
<b>Expenses:</b>						
General Government	5,776,658	5,899,713	(123,055)	-	-	-
Public Safety	9,138,475	7,924,138	1,214,337	-	-	-
Highways and Streets	4,540,095	5,612,107	(1,072,012)	-	-	-
Sanitation	1,445,058	1,320,262	124,796	4,982,021	5,788,910	(806,889)
Water Distribution & Treatment	-	-	-	3,501,839	3,883,316	(381,477)
Health	130,704	146,909	(16,205)	-	-	-
Welfare	298,415	236,159	62,256	-	-	-
Culture & Recreation	2,810,338	1,595,889	1,214,449	-	-	-
Conservation	56,347	158,747	(102,400)	-	-	-
Economic Development	201,014	-	201,014	-	-	-
Interest on long-term debt	487,033	153,260	333,773	-	-	-
Unallocated Depreciation	1,354,219	-	1,354,219	-	-	-
Impact of Restatements	-	1,681,014	(1,681,014)	-	(17,760,905)	17,760,905
Total expenses	<u>26,238,356</u>	<u>24,728,198</u>	<u>1,510,158</u>	<u>8,483,860</u>	<u>(8,088,679)</u>	<u>16,572,539</u>
Transfers In (Out)	-	(128,257)	128,257	-	128,257	(128,257)
Change in net position	1,483,239	326,866	1,156,373	4,058,574	21,985,712	(17,927,138)
Net Position, beginning (as restated)	15,102,269	14,775,403	326,866	43,097,142	21,111,430	21,985,712
Net Position, ending	<u>\$ 16,585,508</u>	<u>\$ 15,102,269</u>	<u>\$ 1,483,239</u>	<u>\$ 47,155,716</u>	<u>\$ 43,097,142</u>	<u>\$ 4,058,574</u>

## Governmental Activities

Governmental activities for the year resulted in an increase in net position of \$1,483,239. Key elements of this change include:

- Increase in cash from bond proceeds for capital projects, offset by associated liability.
- Decrease in operational liabilities, including accrued salaries and benefits, and intergovernmental payables.

## Business-Type Activities

Business-type activities for the year resulted in a change in net position of \$4,058,574. Key elements of this change are as follows:

Water operations	\$ 703,006
Sewer operations	<u>3,355,568</u>
Total	<u>\$4,058,574</u>

## Financial Analysis of the Town's Funds

As noted, fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements.

### Governmental Funds

The focus of governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of the Town's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of \$20,014,202, an increase of \$8,276,340 in comparison to the prior year. Key elements of this change are as follows:

General Fund operations	\$	(225,741)
Capital Project Fund bond proceeds, premiums, revenue and expenses		6,316,103
Epping Road TIF activity		1,619,074
Ambulance Service activity		407,409
Other		<u>159,495</u>
Total	\$	<u>8,276,340</u>

### General Fund

The General Fund is the chief operating fund. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$4,653,278, while total fund balance was \$5,763,840. Unassigned fund balance increased due to the release of previously restricted fund balance, and restatements from the prior year.

The Town's fund balance policy requires a minimum level of unassigned fund balance in the General Fund between 5-17% of total appropriations.

<u>General Fund</u>	<u>12/31/2023</u>	<u>12/31/2022</u>	<u>Change</u>	<u>% of</u>
				<u>Total General</u> <u>Fund Appropriations</u>
Unassigned fund balance	\$ 4,653,278	\$ 3,073,629	\$ 1,579,649	6.43%

The total fund balance of the General Fund decreased by (\$225,741) during the current fiscal year. Key factors in this change are as follows:

Use of fund balance as a funding source	\$ (811,771)
Revenues and transfers greater than budget	454,627
Expenditures less than budget	561,588
Other	(430,185)
Total	<u>\$ (225,741)</u>

### **Proprietary Funds**

Proprietary funds provide the same type of information found in the business-type activities reported in the government-wide financial statements, but in more detail. As noted, the change in total net position from the prior year was \$4,058,574. Factors concerning the finances of proprietary funds have been addressed in the entity-wide discussion of business-type activities.

### **General Fund Budgetary Highlights**

For the year, the Town had a revenue surplus of \$454,627 and unexpended appropriations of \$561,588. Highlights from these results are explained below.

#### Revenues

Revenue from Taxes – \$122,141 collected in excess of budget estimate from property taxes and associated revenue categories.

Licenses, Permits and Fees – \$151,939 collected in excess of budget estimate lead by motor vehicle permit fees

Miscellaneous Income - \$69,402 collected in excess of budget lead by income from interest in the Town's idle cash.

#### Appropriations

Financial Administration – Spending below budget expectation of \$35,115 was the result of staffing changes and savings from various operational budget lines.

General Government Buildings – Spending below budget expectation of \$196,924 resulted largely from staffing vacancies and the associated savings on wages, payroll taxes and benefits.

Building Inspections – Spending below budget expectation of \$36,903 was primarily attributed to one open part-time inspector position.

Highway & Streets – Spending below budget expectation of \$487,474 results from four open administrative positions, including the Public Works Director position, during the year. Wage and benefit savings were offset by snow management expenses overbudget.

Welfare – Spending in excess of budget of \$104,581 lead by an increase in direct relief for rental assistance and hotel stays.

Library – Spending below budget expectation of \$72,442 due to savings in part-time wages and associated taxes.

## Capital Assets and Debt Administration

### Capital Assets

Total investment in capital assets for governmental and business-type activities at year-end amounted to \$111,994,508 (net of accumulated depreciation), an increase of \$2,751,652 from the prior year. This investment in capital assets includes land, buildings, improvements, machinery, equipment and furnishing, works of art, and infrastructure.

	Capital Assets			
	Governmental Activities		Business-type Activities	
	2023	2022 (as restated)	2023	2022 (as restated)
Land	\$ 12,802,994	\$ 12,331,694	\$ 196,590	\$ 196,590
Works of Art	646,500	646,500	-	-
Construction in Progress	1,941,378	2,197,381	5,807,634	4,991,550
Buildings & Improvements	9,299,681	9,299,681	177,530	177,530
Machinery, Equipment & Furnishings	10,113,399	10,037,494	12,834,573	12,259,129
Infrastructure	18,306,217	17,289,190	95,366,285	91,874,548
Totals at Historical Cost	53,110,169	51,801,940	114,382,612	109,499,347
Less: Accumulated Depreciation	(18,484,734)	(17,454,583)	(37,013,539)	(34,603,848)
Total Net Capital Assets	<u>\$ 34,625,435</u>	<u>\$ 34,347,357</u>	<u>\$ 77,369,073</u>	<u>\$ 74,895,499</u>

Major capital asset events during the current year included the following:

- Squamscott River sewer siphons replacement
- Water and sewer infrastructure enhancements
- Salem Street area utility improvements
- Groundwater source development
- Acquisition of various vehicles and pieces of equipment

### Long-Term Debt

At the end of the current fiscal year, total bonds, state revolving loans outstanding, and pension and OPEB liabilities were \$99,926,674 (including bond premiums), all of which was backed by the full faith and credit of the Town.

Long-Term Liabilities Outstanding at Year End						
	Governmental Activities			Business-type Activities		
	2023	2022	Difference	2023	2022	Difference
General Obligation Bonds Payable	\$15,607,522	\$ 10,801,812	\$ 4,805,710	\$56,413,932	\$57,428,191	\$ (1,014,259)
Premium Payable	1,973,215	1,533,162	440,053	1,561,915	1,529,160	32,755
Notes/loans Payable	1,177,529	987,749	189,780	522,006	29,857	492,149
Compensated Absences Payable	691,104	653,636	37,468	93,275	94,170	(895)
Net Other Postemployment Benefits Liability	2,070,816	1,634,705	436,111	291,611	358,321	(66,710)
Net Pension Liability	17,692,680	17,586,779	105,901	1,831,069	1,930,232	(99,163)
Total Long-Term Liabilities Outstanding	<u>\$ 39,212,866</u>	<u>\$ 33,197,843</u>	<u>\$ 6,015,023</u>	<u>\$ 60,713,808</u>	<u>\$ 61,369,931</u>	<u>\$ (656,123)</u>

Major new borrowings include:

- Westside Drive infrastructure and road improvements
- Cross Road solar array

Additional information on long-term debt can be found in Note 11.

### Credit Rating

Presently, the Town is not publicly rated.

### Requests for Information

This financial report is designed to provide a general overview of the Town of Exeter, New Hampshire's finances for all those with an interest in the Town's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Town Manager

Town of Exeter, New Hampshire 10 Front Street

Exeter, New Hampshire 03833

## **Valuation Update**



## TOWN OF EXETER, NEW HAMPSHIRE

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

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

**TO:** SELECTBOARD, AND TOWN MANAGER RUSSELL DEAN  
**FROM:** FINANCE DIRECTOR, COREY STEVENS  
**SUBJECT:** REVALUATION UPDATE  
**DATE:** NOVEMBER 25, 2024

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Second installment property tax bills were mailed out last Monday, November, 18<sup>th</sup>. The Tax office has been extremely busy the past few days, fielding calls and talking with residents about their new assessment and tax liability. As you know from discussions with Municipal Resources Inc., our assessing contractor, many property owners saw a significant increase in their property's value because of the revaluation. This was particularly true among mobile homeowners where the average increase was 146%. Below I have outlined the revaluation process, its impact, and steps residents can take to ensure their property value is accurate.

The State of New Hampshire requires each city or town to conduct a revaluation update at least every 5 years. The purpose of the revaluation is to update all assessments in town to current real estate market values. This ensures that the local property tax burden is shared among property owners fairly. As we all know, the real estate market on the Seacoast, and in Exeter, has changed significantly since the last revaluation in 2019. Market values have increased dramatically during that time.

The increase in property assessments resulted in a decrease in the town's property tax rate. Exeter's 2023 rate was \$26.78 per thousand, while the 2024 rate dropped to \$17.79. This decrease in the rate as a result of the increase in property values ensures that the town collects no more in property tax revenue than voters approved to be spent during the March 2024 vote.

While some residents may see a decrease in their property tax bill this month, many will see an increase. The reason for this is two-fold. First, overall appropriations approved by voters in March 2024 were higher than 2023. Just like any other year, when the level of approved spending increases, property tax bills typically rise. Second, and more significantly in a revaluation year, revised assessments can result in a shift of the tax burden. Taxpayers may see an increase or decrease in their taxes because the burden of taxation has shifted. For example, and as noted above, the average mobile home in Exeter saw an increase in assessed value of 146% as a result of the revaluation. This is significantly higher than the overall average increase for the town, which was 55%. As a result, the town has seen a shift in property tax burden towards mobile



home properties after the revaluation. Mobile homes throughout the Seacoast have seen a significant rise in value due to the demand for starter homes and more affordable housing.

Given the significant increase in value for many properties, residents will likely be asking whether their assessment is accurate. When reviewing their property tax bills, residents should first confirm that their property data is accurate. Property data can be reviewed online on the Town's website, or by visiting the Exeter Assessor's office. Residents can also compare their property to similar properties that have sold recently within their neighborhood or similar areas of town.

If a resident disagrees with their assessment they can appeal it through the abatement process. Abatement applications can be picked up at the Exeter Assessor's office. Residents have until March 1<sup>st</sup>, 2025, to file an appeal.

It is important that residents pay their taxes on time to avoid interest, late fee penalties, or liens. If a resident is granted an abatement of property taxes through the appeals process, they will receive a credit on their property tax account or will be issued a refund.

*Corey*

## **2025 Payroll Update**



# TOWN OF EXETER, NEW HAMPSHIRE

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

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

**TO:** SELECTBOARD, & TOWN MANAGER, RUSSELL DEAN  
**FROM:** FINANCE DIRECTOR, COREY STEVENS  
**SUBJECT:** 27TH PAY IN FY2025  
**DATE:** NOVEMBER 25, 2024

## Summary

As the Town Manager explained during the Selectboard's October 28th meeting, 2025 will contain 27 paydates for the Town. Most years contain just 26 paydates for employers that pay bi-weekly, such as Exeter. However every 11th year when the first day of January is a payday, the last day of December is also a payday, thereby allowing for the 27th pay. The 2025 preliminary operating budgets were prepared assuming 26 paydates and will therefore need to be adjusted to accommodate the 27th. We have looked at various options for dealing with the additional cost in FY25. Below are the three options we consider most viable.

### **Option #1 - Employees receive 2% cost of living increase and are paid 27 times in FY25:**

- Estimated additional budget impact = \$155K
  - Gen. Fund \$128K
  - W/S Funds \$27K
  - Includes wages, taxes & retirement
- Gen. Fund year over year budget increase changes from 5.7% to 6.2%

### **Option #2 - Eliminate pay increases altogether, and pay employees 27 times in FY25:**

- Estimated additional impact = \$90K
  - Gen. Fund \$72K
  - W/S Funds \$18K
  - Includes wages, taxes & retirement
- Gen. Fund year over year budget increase from 5.7% to 6.0%

### **Option #3 - Maintain increases currently in the FY25 budget, and divide wages over 27 pays:**

- \$75K employee would see a \$70 reduction in pay each payperiod July-Dec.
- \$60K employee would see a \$55 reduction in pay each payperiod July-Dec.
- Employees will also see a reduction in wages due to health ins. increases starting Jan. 1st

### **Funding Options for #1 & #2:**

- A** Add additional wage costs to FY25 budgets without any offsets
- B** Offset FY25 Gen. Fund wage increase with other budget reductions
- C** Offset a portion of the wage increase with other FY25 budget reductions

*Corey*

**Construction Manager for new Police Station/Fire Sub-Station**



# TOWN OF EXETER

## *Recreation Department*

32 COURT STREET • EXETER, NH • 03833-3792 • (603) 773-6151

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

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**Date:** November 22, 2024  
**To:** Russell Dean, Town Manager  
**From:** David Sharples, Town Planner  
**Re:** Construction Manager for new Police Station/Fire Substation

I'm writing this memorandum to request to appear before the Select Board at their November 25, 2024 meeting to provide an update to them on the Police Station/Fire Substation project.

There has been quite a bit of work done since I last updated the Select Board. We have worked with TGAS, the architect, to develop the floor plan, start site planning, develop a path toward net zero, and started the MEP design. We also issued an RFQ for a Construction Manager, interviewed several firms and have chosen a firm for preconstruction services.

I would like to appear before the Board to provide them additional detail of what we have done to date, give them the opportunity to ask questions, and provide any feedback on my presentation.

Thank you.

## **Amend Sustainability Advisory Committee Charge**

# Sustainability Advisory Committee

## Mission:

To guide the development of sustainability policies and practices for the Town of Exeter that simultaneously promote a healthy environment, strong community connections, and economic vitality; including the establishment of the Town of Exeter Sustainability Office.



**If you have a question, comment, or idea for the committee, please click here to be taken to our feedback form.**

## Committee Charge and Purpose:

1. Advise and assist the Select Board on the establishment of a formal Sustainability Office pursuant to Exeter Town Warrant 2019, article 31.
2. Advise and support the Sustainability Office.
3. Define and publicize "Sustainability" within the context of current town operations.
4. Review and recommend sustainability related priorities and initiatives on proposed Capital Improvement Plan (CIP) projects and warrant articles.
5. Advise and coordinate with the Select Board, Town Manager, and all relevant town departments and committees in pursuit of grants and state and federal funds for sustainability initiatives.
6. Identify priority community partners and stakeholders in sustainability efforts, so the Sustainability Office/Coordinator and town officials can engage most effectively.
7. Establish communication plan to coordinate and engage with community partners and stakeholders in sustainability needs and initiatives.
8. Perform a 'gap analysis' of what Exeter has accomplished (both community and town government?) regarding sustainability efforts, and recommend what needs to be accomplished.
9. Produce an annual report to the Select Board encompassing the areas above and progress in each of these areas.

## Membership:

There is hereby established by the Select Board an eight (8) person Sustainability Advisory Committee

1 member of the Select Board  
 7 At Large Members (appointed by the Select Board)  
 Town Planner or their designee: Non-voting

At large members shall serve three-year staggered terms. Initial appointments shall be made for 1, 2 and 3 year terms and thereafter be a 3-year term.

Adopted by the Exeter Select Board (as revised) September 23rd, 2019.

Member	Term	Member
[VACANT]	4/2027	Nina Braun
Christopher Zigmont, Chair	4/2025	Denise Short
Chetana Parmar	4/2027	Kristen Murphy, Conservation & Sustainability Planner
Ryan Jean	4/2027	Dan Chartrand, SB Rep.
Jackie Ojala	4/2025	Niko Papakonstantis, SB Alt.

Updated October 16, 2024

## 2020 Sustainability Advisory Committee Supplemental Document to Charge:



Define and publicize 'Sustainability' in the context of current town operations:

The most commonly quoted definition of sustainability is from the 1987 'Our Common Future' (commonly referred to as The Brundtland Report), published by World Commission on Environment and Development.

"Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs." (ref: The Brundtland Report, 1987)

In Exeter, this means addressing the many urgent climate and environmental priorities cited in the Master Plan and raised by citizens, including:

- Climate change impacts - while rapidly reducing our emissions, we must simultaneously mitigate for impacts already occurring and increasing, including sea level rise, flooding, changing precipitation patterns, impacts on agriculture, etc. This means incorporating new ways of operating from the macro to micro levels
- Pollution - visible and invisible - on land, and within our rivers, tributaries and estuary, including plastics, trash, toxic chemicals/pesticides, fertilizers, etc.
- Water Quality - for drinking, for wildlife, and for a healthy estuary that supports healthy marine ecosystems
- Air quality
- Maintaining and monitoring open spaces, conservation land, wetlands
- Sense of community - safe, walkable, hikeable, equitable, supportive of arts, music, local business, and a diverse inter-generational citizenry

## SAC Near-time Agenda items (first 6-9 months):

1. Work with the Budget Committee to establish a line item in the 2020 town budget for the Sustainability Office/Coordinator based on Exeter specific research conducted in conjunction with town officials, boards and committees. Provide guidance for alignment, core functions, personnel/job description/s, budget and expenses.
2. Engage with and advise town committees working on Capital Improvement Project (CIP) initiatives (ie Library Committee, Parks & Rec sustainable designs, etc.)
3. Establish role and protocol for official website and social media deployment by the SAC. Post town accomplishments, along with the many areas where future action is needed, including indication of urgency and impact.
4. Draft Exeter vision and goals in coordination with energy & Conservation Committees



## **Sustainability Advisory Committee**

Current Voting Member Vacancy: April, 2027

Applicants:

Jim Breeling

Julie Gaunt

## **Tax Abatements, Veteran's Credits & Exemptions**

# List for Select Board meeting November 25, 2024

## Solar Exemptions

Map/Lot/Unit	Location	Amount	Tax Year
104/48	1 Patricia Ave	1,000	2025

## 2024 Municipal Data Certification

DRA Sales Ratio Information and Memo

## Land Use Change Tax

Map/Lot/Unit	Location	Amount	Tax Year
47/7	Epping Rd	\$500,000	2024
47/6	170 Epping Rd	\$100,000	2024
54/6	Wadleigh St	\$100	2024
54/5/20	87 Wadleigh St	\$7,500	2024
54/5/21	89 Wadleigh St	\$7,500	2024
54/5/22	93 Wadleigh St	\$7,500	2024
54/5/23	95 Wadleigh St	\$7,500	2024
54/5/24	99 Wadleigh St	\$7,500	2024
54/5/25	103 Wadleigh St	\$7,500	2024
54/5/26	105 Wadleigh St	\$7,500	2024
54/5/27	107 Wadleigh St	\$7,500	2024
54/5/28	104 Wadleigh St	\$7,500	2024
54/5/29	102 Wadleigh St	\$7,500	2024
54/5/30	100 Waldiegh St	\$7,500	2024
54/5/31	96 Wadleigh St	\$7,500	2024
54/5/32	94 Wadleigh St	\$7,500	2024
54/5/33	90 Wadleigh St	\$7,500	2024
54/5/35	17 Sunflower Ln	\$100	2024
54/5/40	20 Sunflower Ln	\$100	2024
54/5	Oak st/Wadleigh St	\$50	2024
54/5/9	57 Wadleigh st	\$7,500	2024
54/5/10	61 Wadleigh St	\$7,500	2024

## **Permits & Approvals**



# TOWN OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-3792 • Collections Department\* 603-773-6100

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

Exeter NH Board of Selectmen

November 13, 2024

RE: Incorrect Billing/ Parcel 46-3  
Unitil Energy Systems  
Second Installment Tax Bill Error

Dear Board Members,

I am enclosing a request of an abatement of an incorrect tax bill for the property mentioned above. The tax commitment has the property being billed under both residential and utility tax rates. After speaking with the assessors at Municipal Resources Incorporated it was determined that the property should only be billed as a Utility.

The tax commitment is looking for Unitil to pay \$137,266.00 under the Residential tax rate, plus \$127,544.00 under the Utility tax rate for the same parcel.

The abatement is to clear the tax rolls of the overcharge the commitment is looking for, and gives me permission to remove the overbilled amount from their tax bill, and their tax account. There is no refund and a corrected bill will be sent. An abatement of \$137,266.00 would be processed in the Munis software system to remove the incorrectly billed amount. This is what the auditors would look for to clear the error.

I am enclosing a copy of the tax commitment highlighted with the error.

If you have any questions, please contact me at the phone number above, or the email below.

Sincerely,

Donna Bennett, CDTC  
Deputy Tax Collector  
[dbennett@exeternh.gov](mailto:dbennett@exeternh.gov)

# Town of Exeter



## TAX COMMITMENT BOOK

REAL ESTATE FOR FISCAL 2024 TAX YEAR 04/01/2024 TO 03/31/2025

PROPERTY/OWNER	CLASS	CURRENT OWNER	*-----	VALUES	-----*	CHARGE	TAX	INSTALLMENTS
51-11 UNITIL ENERGY SYSTEMS INC 6 LIBERTY LANE WEST HAMPTON, NH 03842	4220	698	LAND	36,700		UTIL RE TX	421,583.00	1 244,637.37
			BUILDING	25,467,400				2 176,945.63
			TOTAL VALUE	25,504,100		TOTAL TAX	421,583.00	
			DEFERMENT	0		NET PRELIM	244,637.37	
			EXEMPTION	0		NET ACTUAL	176,945.63	
			NET VALUE	25,504,100				
LOC: 159 PORTSMOUTH AVE BILL NO BOOK/PAGE DEED DATE ACRES 6274 3938/0701 12/02/2002 1.200								
PRELIM BILLED		244,637.37	ADJ	.00	ABT	.00	OVER BILLED	.00
46-3 UNITIL ENERGY SYSTEMS INC 6 LIBERTY LANE WEST HAMPTON, NH 03842	4220	698	LAND	780,400		RE TAX	137,266.00	1 83,810.69
			BUILDING	6,935,500		UTIL RE TX	127,544.00	2 180,999.31
			TOTAL VALUE	7,715,900		TOTAL TAX	264,810.00	
			DEFERMENT	0		NET PRELIM	83,810.69	
			EXEMPTION	0		NET ACTUAL	180,999.31	
			NET VALUE	7,715,900				
LOC: 30 ENERGY WAY BILL NO BOOK/PAGE DEED DATE ACRES 6275 6026/1785 08/14/2019 11.700								
PRELIM BILLED		83,810.69	ADJ	.00	ABT	.00	OVER BILLED	.00
73-54 UNITIL ENERGY SYSTEMS INC 6 LIBERTY LANE WEST HAMPTON, NH 03842	4230	698	LAND	223,900		UTIL RE TX	3,701.00	1 2,082.48
			BUILDING	0				2 1,618.52
			TOTAL VALUE	223,900		TOTAL TAX	3,701.00	
			DEFERMENT	0		NET PRELIM	2,082.48	
			EXEMPTION	0		NET ACTUAL	1,618.52	
			NET VALUE	223,900				
LOC: CHARTER ST BILL NO BOOK/PAGE DEED DATE ACRES 6276 3938/0701 12/02/2002 2.000								
PRELIM BILLED		2,082.48	ADJ	.00	ABT	.00	OVER BILLED	.00
72-87 UNITIL ENERGY SYSTEMS INC 6 LIBERTY LANE WEST HAMPTON, NH 03842	4240	698	LAND	123,300		UTIL RE TX	2,038.00	1 1,535.70
			BUILDING	0				2 502.30
			TOTAL VALUE	123,300		TOTAL TAX	2,038.00	
			DEFERMENT	0		NET PRELIM	1,535.70	
			EXEMPTION	0		NET ACTUAL	502.30	
			NET VALUE	123,300				
LOC: 18 RIVER ST BILL NO BOOK/PAGE DEED DATE SQ FT 6277 3938/0701 12/02/2002 9147								
PRELIM BILLED		1,535.70	ADJ	.00	ABT	.00	OVER BILLED	.00

# ABATEMENT RECEIPT

TOWN OF EXETER, NEW HAMPSHIRE

No. 24-001

Date: 11/12/2024

Name of Applicant: Until Energy Systems Inc.  
Address: 6 Liberty Lane West  
Hampton, NH 03862  
Map/Lot: 46/3 Location: 30 Energy Way

After reviewing our application for abatement, the select board has made an adjustment on your assessment by vote of the board as follows:

20 24 Assessment:

Land	
Bldg.	
Total	0

Changed To:

Land	
Bldg.	
Total	0

Abatement Allowed	<u>\$7,715,908</u>	at \$ <u>17.79</u>	= <u>\$137,266.00</u>	Tax Abatement.
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Reason for Abatement: The abatement amount of \$137,266.00 is to correct a billing error prior to actual mailing. No refund is necessary as a corrected bill will be mailed.

By Order of the Select Board \_\_\_\_\_





# **TOWN OF EXETER, NEW HAMPSHIRE**

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 778-0591 • FAX 777-1514

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

## **MEMORANDUM**

**TO: Russ Dean**

**DATE: November 19, 2024**

**FROM: Pam McElroy**

**RE: 2025 Downtown Mobile Food  
Vending License Agreement**

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Following the 2025 Downtown Mobile Food Vending RFP bid opening by the Select Board on November 12, 2024, the following departments reviewed and approved the single bid received by Clyde's Cupcakes: Health Department, Fire Department, Police Department, Department of Public Works and Building Inspector/Code Enforcement Officer.

Approval is requested from the Select Board to move forward in offering the 2025 Downtown Mobile Food Vending License Agreement to Clyde's Cupcakes (upon receipt of payment of the license fee bid of \$5,000 and current Certificate of Insurance) for use of the downtown space from 1/1/25 through 12/31/25, and to grant the Town Manager, or his designee, the authority to sign said License Agreement.

Thank you.



## **Town of Exeter**

### **2025 Downtown Exeter Mobile Food Vending License Agreement**

The Town of Exeter, a municipal corporation with a principal place of 10 Front Street, Exeter, New Hampshire (hereinafter "Town"), for the License Fee of \$5,000.00 hereby grants this revocable license to Clyde's Cupcakes (hereinafter "Licensee") to allow food vending from the downtown municipal parking space shown on Exhibit 1 (hereinafter "mobile food vending space") per approved Downtown Exeter Mobile Food Vending License Application and in accordance with the following terms and conditions:

1. This license authorizes the vending of food from the Mobile Food Vending space for the period of January 1, 2025 – December 31, 2025.
2. Mobile food vending shall be from only that mobile food vending vehicle described as follows: Clyde's 3, VIN # 3C6TRVDG0KE525519, License Plate # CLYDES3. Should Licensee seek to vend from a different mobile food vending vehicle, Licensee shall seek the written consent of the Town and such mobile food vending vehicle shall be inspected and licensed by the Health Department. Such consent shall not be unreasonably withheld. Requests shall be directed to the Town Manager.
3. The Licensee agrees to maintain the mobile food vending vehicle described in the preceding paragraph in good condition and to vend from it only foods which Vendor is lawfully allowed to vend in accordance with local and State permits.
4. Licensee agrees to keep the vending space clean and sanitary at all times and to comply with any reasonable requests of the Town with respect to maintenance of the area. Trash receptacles shall be made available to customers and removed by Licensee when Vendor departs the vending space daily. Dumping of grease, oil or graywater is strictly prohibited.
5. Licensee must comply at all times with all other applicable State and local ordinances, specifically including those relative to vending and health safety. Mobile food vending vehicle shall be properly registered at all times and Licensee shall provide proof of registration.
6. Licensee and/or operators of mobile food vending vehicle shall maintain, at all times, State and local permits and licenses as required. Nothing in this license diminishes, negates, changes or alters the authority of the Health Department or any other department relative to licenses and permits issued by it. Such other agencies and departments shall have all remedies available to it under law.

7. It shall be grounds for revocation if an inspection conducted by the Health Department yields: 1) more than 2 critical item violations per inspection; and/or 2) any repeat critical item violations(s), 3) a total inspection score of less than 80, or 4) if the Commissary name(s) on the Commissary Agreement does not maintain an inspection score of 80 or greater, or 5) Vendor failed to sign in to Commissary on day of inspection, or on any day of operation, or 6) Vendor protests/refuses inspection.
8. Licensee shall not harass, intimidate or threaten other vendors.
9. Payment of the License Fee (per RFP bid) shall be made payable to the Town of Exeter and directed to the attention of Town Manager, Town of Exeter, 10 Front Street, Exeter, NH 03833.
10. Licensee hereby agrees to indemnify and hold harmless the Town and its respective officials, employees and agents from any and all liability of any kind associated in any way with the exercise of the rights granted under this license. This obligation shall survive the termination of this License.
11. The Licensee agrees to submit a Certificate of Insurance and endorsement/provisions with completed application maintaining General Liability/Bodily Injury/Property Damage of \$1,000,000 per occurrence, \$2,000,000 aggregate; the Town of Exeter must be listed additional insured. A copy of the Certificate of Insurance shall be kept on file with the Town Manager's Office.
12. The Downtown Exeter Mobile Food Vending License is not transferable or assignable without the written consent of the Town.
13. Licensee shall not operate from the vending space before 7:00 am or after 9:00 pm without the written consent of the Town.
14. Licensee agrees to cooperate with the Town in the event the Town needs to undertake temporary maintenance or construction within the mobile food vending space or make available the area for a special event. For example, in the event of a necessary water line repair, mobile food vending from the space might have to be suspended for a short period of time. In such instance, the Town is prepared to try to identify an alternate temporary location for mobile food vending or to refund/credit an equitable portion of the License Fee.
15. Both the Town and Licensee acknowledge that conditions may arise that might require a permanent relocation of the mobile food vending space. The

Town may, for good cause and upon reasonable notice, assign Licensee a different mobile food vending space in the downtown area. The Town and Licensee shall in the first instance attempt to identify a mutually agreeable alternative mobile food vending Space. Should Licensee object to the alternative location, Licensee, without penalty, may terminate the license and be refunded an equitable portion of the License Fee.

16. This license may be revoked if Licensee fails to abide by the obligations set forth in this license. Licensee will be provided with notice of any deficiency and an opportunity to cure. Such cure period shall be seven (7) days except in the event of a serious health or safety violation, in which case the cure period shall be immediate. There shall be no refund of the license fee paid to date of revocation.
17. Any damages sustained by Licensee for breach of this license shall be limited to refund of any fees paid.
18. Licensee agrees that it shall reimburse the Town for the cost of remediating any situation caused by failure of the Licensee to comply with this license, including, but not limited to, the cost of cleaning or repairs necessitated by Licensee's negligent actions or use of the mobile food vending space in a manner inconsistent with the terms of the license.
19. At the end of the term of this license, the Licensee may again apply for the Downtown Exeter Mobile Food Vending Agreement through the Request for Proposal process for the next calendar year.

TOWN OF EXETER

\_\_\_\_\_  
Russell J. Dean, Exeter Town Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clyde Bullen, Clyde's Cupcakes

\_\_\_\_\_  
Date



Pam McElroy &lt;pmcelroy@exeternh.gov&gt;

## 2025 Downtown Mobile Food Vending Permit Bid Proposal

6 messages

Pam McElroy &lt;pmcelroy@exeternh.gov&gt;

Wed, Nov 13, 2024 at 3:28 PM

To: Russ Dean <rdean@exeternh.gov>, Melissa Roy <mroy@exeternh.gov>, Madison Bailey <m Bailey@exeternh.gov>, Justin Pizon <jpizon@exeternh.gov>, Stephan Poulin <spoulin@exeternh.gov>, Jay Perkins <jperkins@exeternh.gov>, Doug Eastman <deastman@exeternh.gov>, Darren Winham <dwinham@exeternh.gov>

Good afternoon.

Please see the 2025 Downtown Mobile Food Vending bid proposal that was opened by the Select Board last night. Only one was received - Clyde's Cupcakes.

Please review the proposal and reply with your approval or any questions.

After all Departments approve, the proposal will be forwarded to the Select Board for final approval. We will move forward with the agreement after the Select Board's final approval.

Thank you.

*Pam McElroy*

**Town of Exeter**

Senior Executive Assistant, Town Manager's Office

603-773-6102

Human Services Administrator

603-773-6116



**2025 Clyde's Cupcakes Bid Proposal - Downtown Mobile Food Vending.pdf**

6919K

Justin Pizon &lt;jpizon@exeternh.gov&gt;

Wed, Nov 13, 2024 at 3:44 PM

To: Pam McElroy <pmcelroy@exeternh.gov>

No issues here, Pam. Approved.

[Quoted text hidden]

Stephan Poulin &lt;spoulin@exeternh.gov&gt;

Wed, Nov 13, 2024 at 6:14 PM

To: Pam McElroy <pmcelroy@exeternh.gov>

Cc: Russ Dean <rdean@exeternh.gov>, Melissa Roy <mroy@exeternh.gov>, Madison Bailey <m Bailey@exeternh.gov>, Justin Pizon <jpizon@exeternh.gov>, Jay Perkins <jperkins@exeternh.gov>, Doug Eastman <deastman@exeternh.gov>, Darren Winham <dwinham@exeternh.gov>

Pd approves

**Chief Stephan R. Poulin, MS, CFI**

**Exeter Police Department**

**20 Court St**

**Exeter, NH 03833**

**Dispatch: 603-772-1212**

Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of the intended recipient and may contain confidential and/or privileged information. If you are not the intended recipient, you are hereby notified that any dissemination, unauthorized review, use, disclosure or distribution of this e-mail and any materials contained in any

attachments is prohibited. If you receive this message in error, or are not the intended recipient, please immediately notify the sender by email and destroy all copies of the original message, including attachments.

On Wed, Nov 13, 2024 at 3:28 PM Pam McElroy <pmcelroy@exeternh.gov> wrote:

[Quoted text hidden]

---

**Jay Perkins** <jperkins@exeternh.gov>

Thu, Nov 14, 2024 at 7:57 AM

To: Pam McElroy <pmcelroy@exeternh.gov>

Cc: Russ Dean <rdean@exeternh.gov>, Melissa Roy <mroy@exeternh.gov>, Madison Bailey <mbailey@exeternh.gov>, Justin Pizon <jpizon@exeternh.gov>, Stephan Poulin <spoulin@exeternh.gov>, Doug Eastman <deastman@exeternh.gov>, Darren Winham <dwinham@exeternh.gov>

DPW Approves.

Jay

On Wed, Nov 13, 2024 at 3:28 PM Pam McElroy <pmcelroy@exeternh.gov> wrote:

[Quoted text hidden]

--

Jay Perkins

Highway Superintendent

Email : jperkins@exeternh.gov

Phone : 603-773-6157 ext 163

Fax : 772-1355

Cell : 603-512-1974

---

**Doug Eastman** <deastman@exeternh.gov>

Thu, Nov 14, 2024 at 8:06 AM

To: Jay Perkins <jperkins@exeternh.gov>

Cc: Pam McElroy <pmcelroy@exeternh.gov>, Russ Dean <rdean@exeternh.gov>, Melissa Roy <mroy@exeternh.gov>, Madison Bailey <mbailey@exeternh.gov>, Justin Pizon <jpizon@exeternh.gov>, Stephan Poulin <spoulin@exeternh.gov>, Darren Winham <dwinham@exeternh.gov>

I vote yes.

[Quoted text hidden]

---

**Madison Bailey** <mbailey@exeternh.gov>

Thu, Nov 14, 2024 at 11:46 AM

To: Doug Eastman <deastman@exeternh.gov>

Cc: Jay Perkins <jperkins@exeternh.gov>, Pam McElroy <pmcelroy@exeternh.gov>, Russ Dean <rdean@exeternh.gov>, Melissa Roy <mroy@exeternh.gov>, Justin Pizon <jpizon@exeternh.gov>, Stephan Poulin <spoulin@exeternh.gov>, Darren Winham <dwinham@exeternh.gov>

Health Approves. Thank you!

Madison Bailey

Health Officer

Exeter Health Department

20 Court St, Exeter NH 03833

(603) 770-0613

Email: mbailey@exeternh.gov



**2025 Downtown Mobile Vending Bid Opening**

**11/12/24 by Exeter Select Board**

**Vendor**

**Bid Amount**

CLYDE'S CAR CAKES

5,000

**2025 Downtown Exeter Mobile Food Vending  
Bid Proposal Application Form**

The undersigned submits the following bid proposal for consideration of the 2025 Downtown Exeter Mobile Food Vending License Agreement. Upon final approval and acceptance the Vendor submitting the highest qualified bid proposal will be offered the opportunity to enter into a license agreement with the Town. Vendor shall specify bid amount in both words and figures. If there is a discrepancy between prices written in words and those written in figures, the prices written in words shall govern. Corrections should be crossed out and initialed.

**Minimum bid proposal is \$2,400.00.**

Downtown Mobile Vending Space Bid in words: FIVE THOUSAND

Downtown Mobile Vending Space Bid in figures: 5,000

Company Name (if applicable): CLYDE'S CURRIES

Address: 21 Greenleaf Dr

City/State/Zip: EXETER NH 03833

Telephone: 603.778.7700

Email Address: clydebullen@gmail.com

By signing this bid proposal I understand and attest to the information provided, as well as the provision/attestation of the following requirements (initial next to each requirement):

CB

Mobile Vending Food Vehicle is self-propelled (carts and trailers are not permitted)

CB

The sale and/or service of alcohol is prohibited

CB

Propane usage is prohibited

CB

Mobile vending vehicles must be a maximum of 19 feet in length and 8 feet in width

CB

Cover letter (including heating/cooking/electricity sources; food/drink to be sold; proposed days/hours of operation)

CB

Materials attached (photos; promotional materials; copies of State licenses/permits)

Submitted by: Clyde Bullen  
(please print)

Signature: 

The Pink Cupcake Truck! Emotions run high when young and old see the truck. They run to the truck to see the daily specials. What will Clyde have for us today? Cupcakes, cookies, brownies, cake pops and ice cream cookie sandwiches are just examples of what you can find each day. When you buy something from Clyde's Cupcake truck you're guaranteed that everything is baked daily from scratch, with the highest quality ingredients. You'll never be disappointed!

Clyde's Cupcake truck is looking forward going to downtown Exeter. Did you know that everything from Clyde's is made from scratch with the highest quality ingredients? He never uses mixes or pre made products. Clyde's baked goods not only taste the absolute best but also are fun to see, it's almost a shame to eat. If you see the pink truck, don't miss the chance to stop by and pick up treat for yourself and take home a box for your friends and family.

Recap:

Vending: Desserts

Size of Dessert Truck: 144" x72"

Cummins Generator -Battery Pack

All desserts are made in our commercial Kitchen

Will Vend: Thu – Sun 11am – 8pm

Menu

Cupcakes

Cake Pops

Brownies

Cheesecake in mason jar

Soda Float

Ice cream sandwich





Lindsey M. Stepp  
Commissioner

# State of New Hampshire Department of Revenue Administration

109 Pleasant Street  
PO Box 3718  
Concord, NH 03302-3718  
(603) 230-5000  
[www.revenue.nh.gov](http://www.revenue.nh.gov)



Ora M. LeMere  
Assistant Commissioner



CLYDE'S CUPCAKES  
CLYDE'S CUPCAKES  
27 GREENLEAF DR  
EXETER NH 03833-4532

Date: June 27, 2023  
Letter ID: L0000774057  
M&R License: 063325  
Account Type: Meals and Rentals Tax

## Meals and Rentals Tax Operator's License

# EXPIRES 2025

## LICENSE NO. 063325

CLYDE'S CUPCAKES  
LAST TIME RETAIL ROOM INC  
27 GREENLEAF DR  
EXETER, NH 03833-4532

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
X	X	X	X	X	X	X	X	X	X	X	X

### NOTICE

This license must be posted in a conspicuous place and is **NON-TRANSFERABLE**.  
Advertisements for short-term rentals must include the license number of the operator in the body of the ad.  
THE CLOSING OF THE BUSINESS VOIDS THIS LICENSE.

As agents for the State, operators are required by law to collect and remit all Meals and Rentals Taxes due to the State on a monthly basis. Failure to file accurate returns and remit taxes to the Department will result in civil penalties and may be prosecuted as a Class B Felony.

Misappropriation of collected Meals and Rentals Tax money is a Class A Felony, punishable by 7-1/2 to 15 years in prison, in addition to other applicable criminal and civil penalties. This license issued by authority of RSA 78-A:4 and will expire on **June 30, 2025**.

### OPERATOR'S LICENSE

*Lindsey M. Stepp*

Lindsey M. Stepp  
Commissioner

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.



New Hampshire Department of Health and Human Services  
FOOD PROTECTION SECTION  
29 Hazen Drive  
Concord, NH 03301-6503  
603-271-4589

## Food Service License

This certificate of license has been issued to

LAST TIME RETAIL ROOM INC

known as

CLYDE'S CUPCAKES

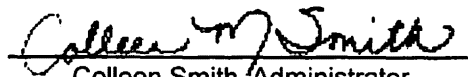
located at

27 GREENLEAF DR in EXETER in the state of NH

Under provisions of Chapter 143-A, New Hampshire revised statutes annotated.

This license will be in force to August 31, 2025

Establishment Type    **16D3 Cook Unit**  
Seating                **0**  
Facility ID            **FA0003233**

  
Colleen Smith, Administrator  
Food Protection Section  
Bureau of Public Health Protection

**LICENSE SHALL BE POSTED IN PUBLIC VIEW AT ALL TIMES- THIS LICENSE IS NON-TRANSFERABLE**



# TOWN OF EXETER

## FOOD SERVICE LICENSE

Establishment Clyde's Cupcakes Mobile #1 "Clydes3"  
Address 27 Greenleaf Dr  
Owner/Licensee Clyde Bullen, Last Time Retail Room Inc.

The above-named Licensee is hereby authorized to operate the above named food service establishment as permitted by CHAPTER 1204: Exeter Health Ordinance.

The Licensee shall conform to all such rules and regulations as have been or may be issued by the Board of Health concerning the use of this License. This License may be revoked or suspended if the Licensee fails to conform to such rules and regulations. This License can not be sold or transferred. Notification of change of Licensee shall be made in writing to the Health Department.

Number of Seats: 0

Class: F-1

License Number: 02-23

Effective Date: 4/30/24

Expiration Date: 4/30/25

PROVISIONAL FOOD SERVICE LICENSE

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

Expiration (90 days) \_\_\_\_\_

HEALTH OFFICER

LICENSE TO BE POSTED IN PROMINENT PLACE.





Exeter Health Department  
20 Court Street  
Exeter, NH 03822 • (603) 773-6132

# FOOD ESTABLISHMENT INSPECTION REPORT

R-10

Clyde's Mobile 2  
104 Epping Rd  
Exeter, NH 3833  
Permit Holder: Same

Inspection Number 5BC62	Date 4/15/24	Time In/Out 1:19 PM 1:20 PM	Inspection Type Routine	Inspector M.Bailey
Permit Number 03-17	Risk	Variance	Client Type	

## Foodborne Illness Risk Factors and Public Health Interventions

IN = in compliance OUT = out of compliance N/O = not observed N/A = not applicable COS = corrected on-site during inspection Repeat Violations Highlighted in Yellow

Supervision	IN	OUT	NA	NO	COS	Protection from Contamination (Cont'd)	IN	OUT	NA	NO	COS
1. PIC present, demonstrates knowledge, and performs duties	<input checked="" type="checkbox"/>					15. Food separated and protected	<input checked="" type="checkbox"/>				
2. Certified Food Protection Manager	<input checked="" type="checkbox"/>					16. Food-contact surfaces; cleaned & sanitized	<input checked="" type="checkbox"/>				
<b>Employee Health</b>						<b>Time/Temperature Control for Safety</b>					
3. Management, food employee and conditional employee knowledge, responsibilities and reporting	<input checked="" type="checkbox"/>					17. Proper disposition of returned, previously served,	<input checked="" type="checkbox"/>				
4. Proper use of restriction and exclusion	<input checked="" type="checkbox"/>					18. Proper cooking time & temperatures	<input checked="" type="checkbox"/>				
5. Procedures for responding to vomiting and diarrheal events	<input checked="" type="checkbox"/>					19. Proper reheating procedures for hot holding	<input checked="" type="checkbox"/>				
<b>Good Hygienic Practices</b>						<b>Consumer Advisory</b>					
6. Proper eating, tasting, drinking, or tobacco use	<input checked="" type="checkbox"/>					20. Proper cooling time and temperature	<input checked="" type="checkbox"/>				
7. No discharge from eyes, nose, and mouth	<input checked="" type="checkbox"/>					21. Proper hot holding temperatures	<input checked="" type="checkbox"/>				
<b>Preventing Contamination by Hands</b>						<b>Highly Susceptible Populations</b>					
8. Hands clean & properly washed	<input checked="" type="checkbox"/>					22. Proper cold holding temperatures	<input checked="" type="checkbox"/>				
9. No bare hand contact with RTE food or a pre-approved	<input checked="" type="checkbox"/>					23. Proper date marking and disposition	<input checked="" type="checkbox"/>				
10. Adequate handwashing sinks supplied and accessible	<input checked="" type="checkbox"/>					24. Time as a Public Health Control; procedures & records	<input checked="" type="checkbox"/>				
<b>Approved Source</b>						<b>Food/Color Additives and Toxic Substances</b>					
11. Food obtained from approved source	<input checked="" type="checkbox"/>					25. Consumer advisory provided for raw/undercooked food	<input checked="" type="checkbox"/>				
12. Food received at proper temperature	<input checked="" type="checkbox"/>					26. Pasteurized foods used; prohibited foods not offered	<input checked="" type="checkbox"/>				
13. Food in good condition, safe & unadulterated	<input checked="" type="checkbox"/>					<b>Conformance with Approved Procedures</b>					
14. Required records available: shellstock tags, parasite	<input checked="" type="checkbox"/>					27. Food additives: approved & properly used	<input checked="" type="checkbox"/>				
<b>Repeat Violations Highlighted in Yellow</b>						28. Toxic substances properly identified, stored & used	<input checked="" type="checkbox"/>				
						29. Compliance with variance/specialized process/HACCP	<input checked="" type="checkbox"/>				

## Good Retail Practices

Safe Food and Water	IN	OUT	NA	NO	COS	Proper Use of Utensils	IN	OUT	NA	NO	COS
30. Pasteurized eggs used where required	<input checked="" type="checkbox"/>					43. In-use utensils: properly stored					
31. Water & ice from approved source						44. Utensils, equip. & linens: properly stored, dried & handled					
32. Variance obtained for specialized processing methods	<input checked="" type="checkbox"/>					45. Single-use/single-service articles: properly stored & used					
<b>Food Temperature Control</b>						46. Gloves used properly					
33. Proper cooling methods used; adequate equip. for temp.	<input checked="" type="checkbox"/>					<b>Utensils, Equipment and Vending</b>					
34. Plant food properly cooked for hot holding						47. All contact surfaces cleanable, properly designed,					
35. Approved thawing methods used						48. Warewashing facilities: installed, maintained & used; test					
36. Thermometers provided & accurate						49. Non-food contact surfaces clean					
<b>Food Identification</b>						<b>Physical Facilities</b>					
37. Food properly labeled; original container						50. Hot & cold water available; adequate pressure					
<b>Prevention of Food Contamination</b>						51. Plumbing installed; proper backflow devices					
38. Insects, rodents & animals not present						52. Sewage & waste water properly disposed					
39. Contamination prevented in prep, storage & display						53. Toilet facilities: properly constructed, supplied, & cleaned					
40. Personal cleanliness						54. Garbage & refuse properly disposed; facilities maintained					
41. Wiping cloths; properly used & stored						55. Physical facilities installed, maintained & clean					
42. Washing fruits & vegetables						56. Adequate ventilation & lighting; designated areas use					
						60. Chapter He-P 2300 Sanitary Production & Distribution of	<input checked="" type="checkbox"/>				

Official Order for Correction: Based on an inspection today, the items marked "OUT" indicated violations of Chapter He-P 2300 and applicable sections of the 2017 FDA Food Code. This report, when signed below by a Board of Health member or its agent constitutes an order of the Board of Health. Failure to correct violations cited in this report may result in suspension or revocation of the food establishment permit and cessation of food establishment operations. If you are subject to a notice of suspension, revocation, or non-renewal pursuant to Chapter He-P 2300 you may request a hearing before the board of health in accordance with Chapter He-P 2300.

M.Bailey

PIC (See Notes) - Expires  
Certificate #:

Priority Pf Core Repeat Risk Factor Good Retail  
0 0

Follow Up Required: ☐ Y Follow Up Date:

# FOOD SAFETY INSPECTION REPORT

Page Number

2

Clyde's Mobile 2  
104 Epping Rd  
Exeter, NH 3833

Inspection Number  
5BC62

Date  
4/15/24

Time In/Out  
1:19 PM  
1:20 PM

Inspector  
M.Bailey

## Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

- -  
-

## Temperatures

Area	Equipment	Product	Notes	Temps
------	-----------	---------	-------	-------

Temperatures in **RED** identify items in the temperature danger zone. See the report notes for specific details.

## Notes

No violations noted.

Exeter Health Department - 20 Court Street - Exeter, NH 03833





# TOWN OF EXETER

## FOOD SERVICE LICENSE

Establishment Do you know the Catering Man  
Address 27 Greenleaf Dr  
Owner/Licensee Clyde Bullen

The above-named Licensee is hereby authorized to operate the above named food service establishment as permitted by CHAPTER 1204: Exeter Health Ordinance.

The Licensee shall conform to all such rules and regulations as have been or may be issued by the Board of Health concerning the use of this License. This License may be revoked or suspended if the Licensee fails to conform to such rules and regulations. This License can not be sold or transferred. Notification of change of Licensee shall be made in writing to the Health Department.

Number of Seats: 0

Class: C-2

License Number: 01-88

Effective Date: 4/30/24

Expiration Date: 4/30/25

PROVISIONAL FOOD SERVICE LICENSE

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

Expiration (90 days) \_\_\_\_\_

HEALTH OFFICER

LICENSE TO BE POSTED IN PROMINENT PLACE.





Exeter Health Department  
20 Court Street  
Exeter, NH 03812 - (603) 773-6132

# FOOD ESTABLISHMENT INSPECTION REPORT

R-10

Do You Know the Catering Man  
27 Greenleaf Dr  
Exeter, NH 3833  
Permit Holder: Same

Inspection Number F0813	Date 4/15/24	Time In/Out 1:15 PM 1:18 PM	Inspection Type	Inspector M.Bailey
Permit Number 1-88	Risk	Variance	Client Type	

## Foodborne Illness Risk Factors and Public Health Interventions

IN = in compliance OUT = out of compliance N/O = not observed N/A = not applicable COS = corrected on-site during inspection Repeat Violations Highlighted in Yellow

Supervision	IN	OUT	NA	NO	COS	Protection from Contamination (Cont'd)	IN	OUT	NA	NO	COS
1. PIC present, demonstrates knowledge, and performs duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Food separated and protected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Certified Food Protection Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Food-contact surfaces; cleaned & sanitized	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Employee Health</b>	IN	OUT	NA	NO	COS	17. Proper disposition of returned, previously served,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Management, food employee and conditional employee knowledge, responsibilities and reporting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Time/Temperature Control for Safety</b>	IN	OUT	NA	NO	COS
4. Proper use of restriction and exclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Proper cooking time & temperatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Procedures for responding to vomiting and diarrheal events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Proper reheating procedures for hot holding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Good Hygienic Practices</b>	IN	OUT	NA	NO	COS	20. Proper cooling time and temperature	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Proper eating, tasting, drinking, or tobacco use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Proper hot holding temperatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. No discharge from eyes, nose, and mouth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Proper cold holding temperatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Preventing Contamination by Hands</b>	IN	OUT	NA	NO	COS	23. Proper date marking and disposition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Hands clean & properly washed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Time as a Public Health Control; procedures & records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. No bare hand contact with RTE food or a pre-approved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Consumer Advisory</b>	IN	OUT	NA	NO	COS
10. Adequate handwashing sinks supplied and accessible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Consumer advisory provided for raw/undercooked food	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Approved Source</b>	IN	OUT	NA	NO	COS	<b>Highly Susceptible Populations</b>	IN	OUT	NA	NO	COS
11. Food obtained from approved source	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Pasteurized foods used; prohibited foods not offered	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Food received at proper temperature	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Food/Color Additives and Toxic Substances</b>	IN	OUT	NA	NO	COS
13. Food in good condition, safe & unadulterated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Food additives: approved & properly used	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Required records available: shellstock tags, parasite	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. Toxic substances properly identified, stored & used	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<b>Conformance with Approved Procedures</b>	IN	OUT	NA	NO	COS
						29. Compliance with variance/specialized process/HACCP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Repeat Violations Highlighted in Yellow

## Good Retail Practices

Safe Food and Water	IN	OUT	NA	NO	COS	Proper Use of Utensils	IN	OUT	NA	NO	COS
30. Pasteurized eggs used where required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	43. In-use utensils: properly stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Water & ice from approved source	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44. Utensils, equip. & linens: property stored, dried & handled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Variance obtained for specialized processing methods	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45. Single-use/single-service articles: properly stored & used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Food Temperature Control</b>	IN	OUT	NA	NO	COS	46. Gloves used properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Proper cooling methods used; adequate equip. for temp.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Utensils, Equipment and Vending</b>	IN	OUT	NA	NO	COS
34. Plant food properly cooked for hot holding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	47. All contact surfaces cleanable, properly designed,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Approved thawing methods used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48. Warewashing facilities: installed, maintained & used; test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Thermometers provided & accurate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49. Non-food contact surfaces clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Food Identification</b>	IN	OUT	NA	NO	COS	<b>Physical Facilities</b>	IN	OUT	NA	NO	COS
37. Food properly labeled; original container	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50. Hot & cold water available; adequate pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Prevention of Food Contamination</b>	IN	OUT	NA	NO	COS	51. Plumbing installed; proper backflow devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Insects, rodents & animals not present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	52. Sewage & waste water properly disposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Contamination prevented in prep, storage & display	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	53. Toilet facilities: properly constructed, supplied, & cleaned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Personal cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	54. Garbage & refuse properly disposed; facilities maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Wiping cloths; properly used & stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55. Physical facilities installed, maintained & clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Washing fruits & vegetables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	56. Adequate ventilation & lighting; designated areas use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						60. Chapter He-P 2300 Sanitary Production & Distribution of	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Official Order for Correction: Based on an inspection today, the items marked "OUT" indicated violations of Chapter He-P 2300 and applicable sections of the 2017 FDA Food Code. This report, when signed below by a Board of Health member or its agent constitutes an order of the Board of Health. Failure to correct violations cited in this report may result in suspension or revocation of the food establishment permit and cessation of food establishment operations. If you are subject to a notice of suspension, revocation, or non-renewal pursuant to Chapter He-P 2300 you may request a hearing before the board of health in accordance with Chapter He-P 2300.

M.Bailey

Priority	Pf	Core	Repeat	Risk Factor	Good Retail
0	0	0	0	0	0

Follow Up Required: ☐ Y Follow Up Date:

# FOOD SAFETY INSPECTION REPORT

Page Number

2

Do You Know the Catering Man  
27 Greenleaf Dr  
Exeter, NH 3833

Inspection Number  
F0813

Date  
4/15/24

Time In/Out  
1:15 PM  
1:18 PM

Inspector  
M.Bailey

## Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

### Notes

#### Notes

88 Notes - Establishment -  
N - General Notes.

### Temperatures

Area	Equipment	Product	Notes	Temps
Establishment	Misc.	Reach in cooler		37 °F
Establishment	Misc.	Reach in cooler 2		37.5 °F

Temperatures in **RED** identify items in the temperature danger zone. See the report notes for specific details.

### Notes

PIC Clyde

Air gap installed. General cleanliness is good.

Exeter Health Department - 20 Court Street - Exeter, NH 03833





State Of New Hampshire  
DEPARTMENT OF SAFETY  
DIVISION OF MOTOR VEHICLES  
**OFFICIAL VEHICLE INSPECTION REPORT**



For questions or comments, please call the helpline at 800-295-5276 or DMV at 227-4120

DATE: 05/21/2024	INSPECTION TYPE: SAFETY & VISUAL	OVERALL RESULT: PASSED
TIME: 02:39:38 PM	MECHANIC: 21798	SAFETY RESULT: PASSED
STATION ID: 00000630	NHOST UNIT: NH004125	EMISSIONS RESULT: PASSED
STATION NAME: FOSS MOTORS INC		
STICKER NUMBER: 2501160749		

**VEHICLE INSPECTED**

VIN: 3C6TRVDG0KE525519		
MODEL YR: 2019	MODEL: PROMASTER	ODOMETER: 36,000
MAKE: DODGE	FUEL: Gas & Non-Diesel	GVW: Medium Duty (8501 - 10,000 Lbs.)

**!** Important safety recall information is available for your vehicle:  
Please visit [www.nhinspect.com](http://www.nhinspect.com) or see the printout attached to this VIR. **!**

**VISUAL EMISSIONS INSPECTION RESULTS**

NO REJECTED OR CORRECTED VISUAL EMISSION ITEMS FOR THIS VEHICLE

**SAFETY INSPECTION RESULTS -- PASSENGER VEHICLE**

NO REJECTED OR CORRECTED SAFETY ITEMS FOR THIS VEHICLE

State of New Hampshire

Registration certificate not valid for title purposes. All resident taxes for which I am liable have been paid.

PLATE CLYDES3 TYPE IPASS CD 5 VSN 0594140 GWV 8900  
MAKE DODG MODEL 2500PRO BDY STL VAN CLR WHI  
YEAR 2019 F G AXLES 2 LP NEW 35800 VIN 3C6TRVDG0KE525519  
PP# PP TYPE SP#  
DOB/ID LAST NAME SUFFIX FIRST NAME M  
NHB10156701 LAST TIME RETAIL ROOM INC

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RENEW REGISTRATION

21MAY2024 5004.0002 0822 9473 1 \$125.44

LAST TIME RETAIL ROOM INC  
27 GREENLEAF DR  
EXETER NH 03833

LEGAL ADDRESS  
27 GREENLEAF DR  
EXETER NH  
03833

For Commercial Motor Vehicles Only  
by signing this form, I certify knowledge of applicable  
federal and state motor carrier safety regulations and  
laws as adopted by the State of New Hampshire.

X

(THIS APPLICATION IS SIGNED AND ANY ADDITIONAL INFORMATION IS OFFERED  
UNDER PENALTY OF UNSWORN FALSIFICATION PURSUANT TO RSA 641:3)

REGISTRATION CERTIFICATE 0822A0270095

06/30/2025



N.H.S.D. - M.V.  
OFFICIAL DIRECTOR  
VALIDATION # 2546

NOT VALID WITHOUT DIRECTOR'S SEAL

ATTENTION:

RSA 266:1 IV provides that newly registered vehicles and vehicles of which the ownership has been transferred must be inspected within 10 consecutive days of the registration date stamped on the registration certificate. If a new vehicle is purchased at retail from a licensed dealer the vehicle must be inspected no later than 20 days after the date of transfer.

RDMV 344 (REV 08/18)

OWNER'S COPY

RETAIN FOR TAX PURPOSES

STATE FEES

REGISTRATION	\$125.44
STATE PARK PLATE	\$0.00
TITLE	\$0.00
TOTAL FEES	\$125.44

MUNICIPAL FEES

MOS/MILLS 2 6	\$36.00
MOS/MILLS 10 3	\$90.00
PERMIT FEE	\$126.00
AGENT	\$3.00
CLERK	\$2.00
LOCAL TITLE	\$0.00
TRANSFER	\$0.00
TRANSFER CREDIT	\$0.00
TRANSPORTATION	\$4.00

TOTAL FEES \$135.00

GRAND TOTAL FEES

\$ 260.44

MUNICIPAL COMMENT:

Receipt: 405871;

Pursuant to RSA 261:55, the Director must be notified in writing within 30 days when moving from the address printed on the registration certificate.

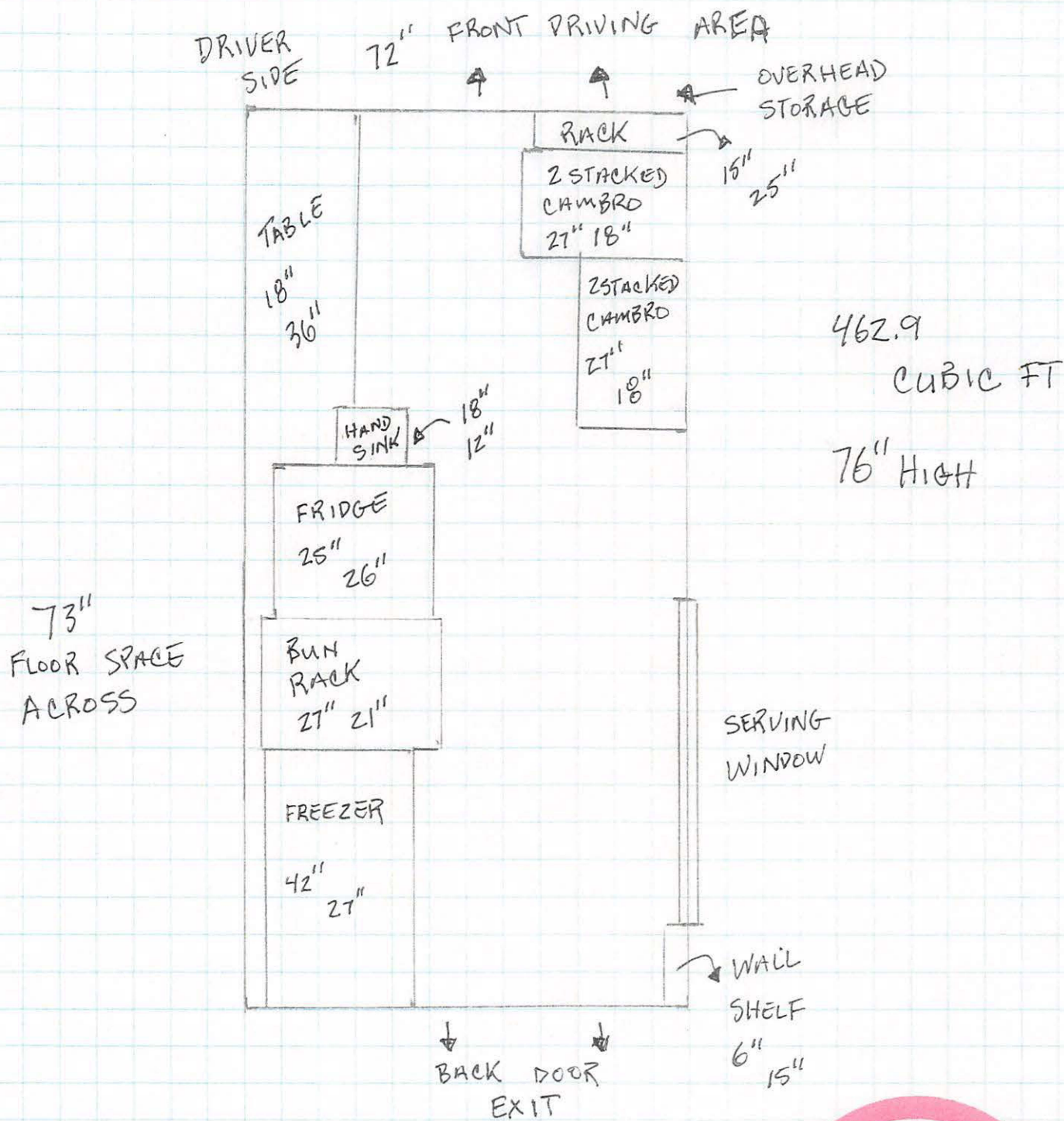
**MECHANIC NOTES AND MEASUREMENTS**

NO NOTES

I do hereby certify that all information I have provided the department is accurate and complete. This report is signed under penalty of unsworn falsification pursuant to RSA 641:3.

MECHANIC SIGNATURE

\*\*\* KEEP THIS COPY IN YOUR VEHICLE \*\*\*



2 Squares = 1 FT  
 $\frac{1}{2}$ " = 1 FT

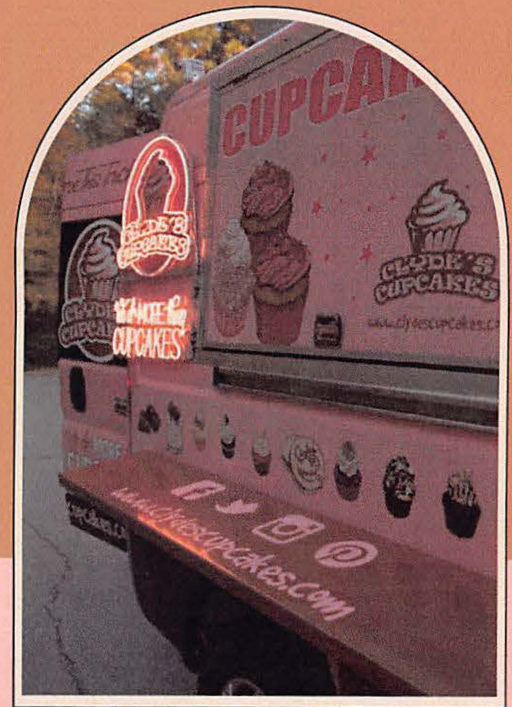




# WE DO MORE THAN CUPCAKES

[Youtube video about Clyde's](#)

@clydescupcakes





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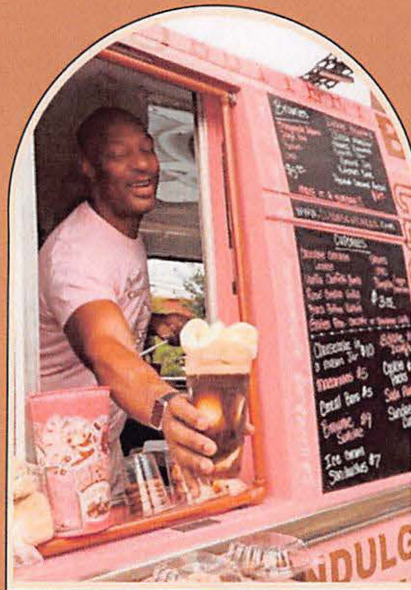
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# WHO IS CLYDE?

Clyde learned to cook at an early age, with his father owning a restaurant in New Jersey. He went to school and became a French-trained pastry chef.

Clyde's Cupcakes is a gourmet scratch bakery operating in Exeter, New Hampshire for over a decade.



## The pink trucks

In 2014 Clyde opened his 1st food truck, in 2016 his 2nd food truck and in 2020 his 3rd truck.



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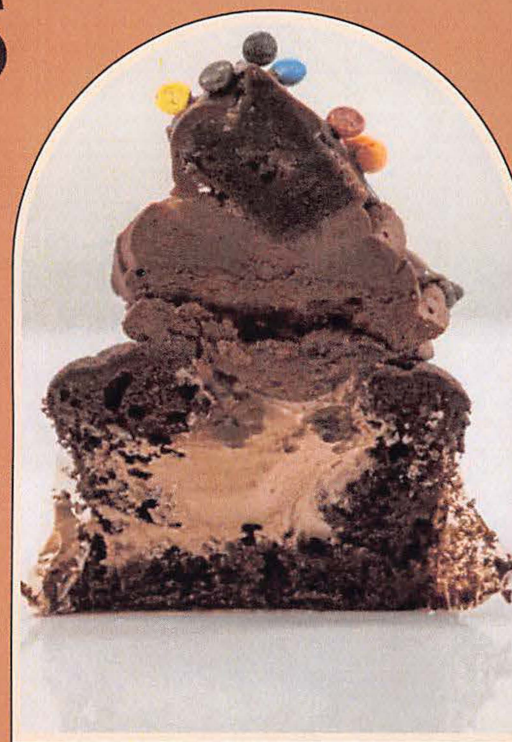
12

# CUPCAKES

Baked from scratch

Made with love

Cupcakes have always been our first love. Think mouthwateringly moist cake, intermingling with unforgettable frostings fillings and toppings.





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# BROWNIES

Ooey gooey goodness

Brownies are a world of their own. From the classic temptation to variations including caramel pecan, Reese's chocolate and peanut butter, strawberries 'n' cream, cookie monsta' and raspberry white chocolate. It's time to give in to indulgence.





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# COOKIES

A simple taste of sweetness

Sample a little taste of childhood. Choose from our classic drop cookies, coconut macaroons and sugar cookies to make a memorable event. We can even personalize and decorate your selection to provide sweet souvenirs for your event.





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# ICE CREAM

We all scream for ice cream

We know everyone loves Clyde's Cupcakes baked goods, as well as ice cream. So it only made sense we paired the two together! Ice cream brownie sundae, hand crafted ice cream cookie sandwiches and cupcakes topped with ice cream.





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# CHEESECAKE IN A MASON JAR

& you can keep the jar

Created by Clyde himself! Cheesecake baked into a mason jar. Available in every flavor you can imagine: strawberry, cherry, lemon, oreo, salted caramel, raspberry, smores, brownie bites, etc. *Which will you choose?*





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# WHERE DOES THE TRUCK TRAVEL?

New Hampshire

Massachusetts

Maine

Connecticut

Rhode Island

New Jersey/ New York



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# CAN I BOOK THE TRUCK?

## Our 3 pink trucks

Throwing a company event?  
Want Breakfast? We have it !  
Having a party?  
Celebration of any kind?  
Festivals, Concerts, Sporting Events?  
No event is too big!



✕ Clyde's Cupcakes

[www.clydescupcakes.com](http://www.clydescupcakes.com) ✕



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# CAN I HAVE CLYDE'S WITHOUT THE TRUCK?

we also do catering!

We do all the dessert design, baking, transport, display setup, tear down & cleanup. You get all the "Oohs" and "Ahhs" and sugary-satisfied guest smiles.

Let Clyde's Cupcakes sweeten up your dessert menu – and your event planning process.



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# FOLLOW OUR SOCIALS



✕ Clyde's Cupcakes

[www.clydescupcakes.com](http://www.clydescupcakes.com) ✕



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# PAIR US WITH OUR FRIENDS...

Looking to add a catered meal to your event? We highly recommend our friends at Up in Your Grill food truck. Invite Up in Your Grill to your event and treat your guest to the award-winning Food Truck Experience! Specializing in corporate catering and private events Up in Your Grill offers several menus to choose from such as BBQ, Tacos, Mac & Cheese, and more! For menu and package information contact them by email: [info@upinyourgrill.com](mailto:info@upinyourgrill.com) or phone 603-493-3191.



✕ Clyde's Cupcakes

www.clydescupcakes.com ✕

**REQUEST FOR PROPOSALS**  
**Town of Exeter**  
**2025 Downtown Exeter Mobile Food Vending**

The Town of Exeter requests written bid proposals for the opportunity to enter into a license agreement with the Town of Exeter for vending food from a mobile food vending vehicle in the downtown area of Exeter. The Town of Exeter has identified one (1) municipal parking location within the downtown from which it will permit vending food from a mobile vending food vehicle. Vendors submitting qualified bid proposals will be forwarded for Department review and approval, then submitted to the Select Board for final approval and acceptance. Upon Select Board approval and acceptance, Vendor has 10 days to return signed license agreement to the Town Manager's Office; failure to do so may result in the Town proceeding to the next highest qualified bid proposal.

Bid proposals begin at \$2,400.00 annually.

The Town of Exeter is equal opportunity/affirmative action. All qualified proposals will receive consideration without regard to race, color, religion, creed, age, sex, or national origin.

Award of Agreement is contingent on completion of Downtown Mobile Food Vending License Agreement Application, State of New Hampshire and Town of Exeter Health Regulations, Town of Exeter Ordinance 802, receipt of Certificate of Insurance and payment of accepted bid within 10 days of approval.

The Town of Exeter reserves the right to reject any or all bid proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Town.

Please submit clearly marked, sealed proposals,  
no later than Friday, November 8, 2024, to:

Town of Exeter – 2025 Mobile Food Vending RFP  
Town Manager's Office  
10 Front Street  
Exeter, NH 03833  
(603)773-6102

**Town of Exeter  
Exeter, New Hampshire  
2025 Downtown Mobile Food Vending**

**Bid Specifications**

**Introduction**

Pursuant to Ordinance 802.9 relative to Mobile Vending from municipal parking spaces:

- Mobile food vending from downtown parking space shall be permitted only from one (1) space approved by the Exeter Select Board;
- Mobile food vending from this space shall be permitted on a yearly basis from January 1st through December 31<sup>st</sup> per calendar year;
- The mobile food vending location shall be awarded to the highest qualified bidder;
- There shall be a minimum bid price for use of the mobile food vending space.

The vendor submitting the highest qualified bid for the downtown mobile food vending space will have the opportunity to enter into a license agreement to vend food from the downtown municipal parking space. The license will provide for vendor's exclusive use of the mobile food vending space for that period of the calendar year. The agreement will be in accordance with Exeter Ordinance 802. Vendors should review Ordinance 802 carefully.

This bid applies only to mobile vending vehicles (not carts or trailers) and one (1) designated downtown municipal parking space.

**Vendor submittal requirement:**

- Fully completed bid proposal application
- Dimensions (maximum width:8 feet; maximum length: 19 feet
- Photos of mobile food vending vehicle
- Type of food/drink (alcohol is not permitted) vendor will sell
- Details regarding heating/cooking/electricity source(s) used by the mobile food vending vehicle (Propane is strictly prohibited from the downtown mobile food vending location)
- Days/hours vendor anticipates selling
- Copies of licenses/permits issued by the State of New Hampshire



**Disqualification: Vendor will be disqualified if:**

- Vendor has a history of non-compliance with local and/or state regulations, ordinances and/or laws;
- Vendor's proposed mobile food vending vehicle, proposed method of servicing customers, or proposed food/drink (alcohol is not permitted) for sale raise health or safety concerns that cannot be reconciled through the agreement terms. Vending must be able to occur in a manner which does not create risk or damage to customers, vehicular traffic, the vendor, general public, or Town property;
- Propane usage is prohibited in the Downtown Mobile Food Vending location.
- Selling and/or serving alcohol is prohibited in the Downtown Mobile Food Vending location.
- If Vendor has, within the last year, had a health inspection that yielded more than 2 critical item violations per inspection, or any repeat critical item violation(s), a total inspection score of less than 80, or if the Commissary names on the Commissary Agreement did not maintain an inspection score of 80 or greater;
- Vendor has a history of harassing, intimidating or threatening others;
- Bid proposal is on a form other than the Town of Exeter furnished form;
- Unauthorized additions, conditions or irregularities which may make the bid proposal incomplete, indefinite or ambiguous as to its meaning;
- More than one proposal is submitted for the same work from an individual, firm or corporation under the same or different name or there is evidence of collusion among bidders;
- Vendor fails to submit all required information; or
- Disqualification is in the best interest of the Town of Exeter.

By submitting a bid proposal, the Vendor authorizes the Town to undertake such investigation as may be necessary to verify the Vendor's qualifications (per RSA 31:102-b). The Vendor may be requested to execute a release in favor of third parties who have information relative to the Vendor's qualifications. Refusal to execute a release may result in disqualification.

**Delivery of Bid Proposals**

When sent by mail, the sealed proposal shall be addressed as follows: 2025 Downtown Exeter Mobile Food Vending RFP, Town Manager, Town of Exeter, 10 Front Street, Exeter, NH 03833. All proposals shall be filed prior to the time and at the place specified in the invitation for bid proposals. Proposals received after the deadline will not be opened or considered. Faxed or emailed proposals are not acceptable.

### **Bid Proposal Opening and Permit Approval**

Bid proposals will be opened by the Select Board at their next scheduled meeting following the proposal due date. The Select Board will return the bids to the Town Managers Office for review and approval by the Exeter Health Department, Fire Department, Police Department, Public Works Highway Department, and Code Enforcement Officer. Upon approval by Town Departments, the Town Manager will forward the highest qualified bid to the Select Board through the Permits and Approvals portion of the Select Board meeting for the award of a Downtown Mobile Food Vending License Agreement.

### **Withdrawal of Bid Proposals**

A proposal may be withdrawn prior to execution of license agreement.

### **Reservation of Rights**

The Town of Exeter reserves the right to reject any or all bids to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Town.

**802 Ordinance to Regulate Vendors, Hawkers, Peddlers, Solicitors, and other Itinerant Vendors, and Door-to-Door Solicitations and Canvassing, and Mobile Vending**

**802.1 Requirement**

No person, partnership, corporation, or other entity, whether maintaining permanent location in the Town of Exeter or not, may sell, barter, purchase, or otherwise carry on commerce in goods or services within the Town of Exeter, or attempt to do so, through door-to-door solicitations, or on the streets, sidewalks, or other property of the Town without first applying for and receiving a permit to do so from the Town of Exeter.

**802.2 Exemptions**

No permit is required under this ordinance for the following:

- a. The solicitation of signatures for political purposes.
- b. Any public event sponsored by a non-profit organization, provided that any concessions or sales must be directly connected to the event and must be included in the public assemblage permit approved for the event under Town Ordinance 807. A list of vendors must be provided to the Town Office before the event.
- c. Any event taking place in Town recreation areas and is part of a Town-sponsored event or has the express written permission of the Select Board or designee.
- d. Any event taking place on land owned or controlled by the public school system and has the express written permission of the School Board or Principal of the school in question.

**802.3 Procedure for Obtaining Permit**

Persons or entities subject to this Ordinance shall apply during normal business hours (8:00AM-4:30PM at the Town Office) to the Office of the Select Board or designee for a permit, utilizing the application form prescribed. If vending food, the applicant must first obtain all applicable licenses from the Exeter Health Department located at the Exeter Fire Department.

The application for the permit shall include, but is not limited to, the following information:

- a. the name of the person applying and the name of the entity, if different, for whom the application is made;
- b. the local address of the person applying, the permanent address of the person applying, and of the entity, if different, from the person making the application;
- c. the local and permanent telephone of said person and/or entity;
- d. the date of birth and social security number of all persons to be involved and taxpayer's identification number of the entity;
- e. vehicle information, including the license plate number, state of issue, and physical description of all vehicles involved;
- f. the nature of the goods or services involved;
- g. the method of solicitation to be used and copies of any proposed contracts, agreements, promotional materials, or other materials designed to be used in solicitation.
- h. the dates upon which solicitations, canvassing, or vending are to occur and the location and times on each of those dates.
- i. the names of Town parking lots, commons, or parks at which vending is proposed to occur.
- j. information required to be supplied under NH RSA 321:19 as to the advertising, representing or holding forth of any sale as an insurance, bankrupt, insolvent, assignee's, trustee's, testator's, executor's, administrator's, receiver's, wholesale, manufacturer's or closing-out sale, or as a sale of goods damaged by fire, smoke, water or otherwise, or in any similar form, the following information is required to be supplied under NH RSA 321:19- all the facts relating thereto, the reason for and the character of such sale, including a statement of the names of the persons from whom the goods were obtained, the date of their delivery to the applicant, the place from which they were last taken and all the details necessary to locate and identify them.
- k. a non-refundable Vendors, Hawkers, Peddlers, Solicitors, and other Itinerant Vendors and Door-to-Door Solicitations and Canvassing Permit Fee of twenty-five (\$25) dollars per day, one hundred (\$100) dollars per week, or two hundred fifty (\$250) dollars per year or any part thereof, payable at the time of application;

OR

- l. a non-refundable Mobile Vendor Town House Common Permit Fee of \$1,200.00 per calendar year (or prorated monthly), payable at the time of application.**

**OR**

- m. a non-refundable Mobile Vending outside of WC & C1 Downtown Districts Permit Fee of twenty-five (\$25) dollars per day, one hundred (\$100) dollars per week, or two hundred fifty (\$250) per year or any part thereof, payable at the time of application.**

#### **802.4 Official Action on the Permit**

- A. Before granting any permit under this chapter, the Select Board of the Town of Exeter, or designee shall:**
  - 1. determine whether the applicant has submitted a complete and accurate application;**
  - 2. determine whether the applicant has met all requirements and purposes of this chapter;**
  - 3. forward application and information to the required Town Departments for review.**
- B. After the application for a permit has been reviewed by the Select Board or designee and the required Town Departments, the permit will be approved or disapproved. The decision to approve or disapprove will be based on the findings of the Select Board or designee. A decision shall be made no later than five (5) working days after receipt of application. If the permit is denied, the Select Board or designee shall provide reasons for the denial to the applicant.**
- C. Reasons for denial may include but are not limited to any one of the following:**
  - 1. conviction of any offense which would warrant such denial;**
  - 2. evidence that the permittee has accepted or solicited money, otherwise than through a bonafide sale or barter of goods, wares, or merchandise, or has in any manner solicited same from the public;**
  - 3. evidence of any falsification of information on the application;**
  - 4. evidence that the permittee is insane, a sexual psychopath, is or has been guilty of assault upon others or whose conduct has been otherwise disorderly and is of such violent or offensive demeanor that to grant such permit would constitute a threat to the peace or safety of the public;**

5. the permittee is at large pending appeal from a conviction for a violation of the law involving extreme moral turpitude; or
6. failure to supply the information required under NH RSA 321:19
7. any negative past experience with the organization's or individual's conducting of activities either in the Town of Exeter or elsewhere, that would require a permit under this ordinance.

#### **802.5 Revocation of Permit**

- A. Upon receipt of any complaint concerning nuisance, hazard, annoyance, or disorderly conduct concerning any section of this Chapter, any or all solicitors may be asked to stop solicitation.
- B. The Town of Exeter may amend or revoke a permit if any of the following occur:
  1. The existence of any of the reasons for denial listed above in 802.4C.
  2. Failure to supply the identification required under 802.8 below.
  3. The occurrence of any prohibited conduct as set forth below under 802.9

#### **802.6 Appeal Process**

A person may appeal to the Select Board from the denial, revocation or amendment of a permit by filing a written notice within five (5) working days of denial, revocation or amendment of the permit. The Select Board may affirm or reverse the decision, or attach such additional conditions to the permit as will, in their best judgment, protect the health and safety of the public and the persons required to apply for the permit.

#### **802.7 Notification of Police**

Upon the issuance of a permit to any person, firm, corporation, or other entity, the Select Board or designee shall notify the Police Department of the same.

#### **802.8 Identification Required**

Any person, firm, corporation, or other entity granted such a permit shall upon demand show suitable identification to any person demanding same and shall at each solicitation or inquiry identify the entity benefiting from the funds received.

## **802.9 Prohibited Conduct Under a Permit**

- A. No door-to-door solicitation or canvassing regulated under this chapter is to occur before 9 AM or after 9PM on any given date.**
- B. Sidewalk Vendors: A vendor selling on the sidewalk shall not:**
  - 1. Vend at any location where the unobstructed sidewalk area after deducting the area occupied by the stand is less than three (3) feet in width;**
  - 2. Vend within thirty (30) feet of any driveway entrance to a police or fire station, or within ten (10) feet of any other driveway;**
  - 3. Allow the stand or any other item relating to the operation of the vending business to lean against or hang from any building or other structure lawfully placed on public property, without the building or structure owner's written permission.**
- C. Motor Vehicle Vendors:**
  - 1. Mobile vendors shall not conduct their mobile vending business in such a way as would restrict or interfere with the ingress or egress of the abutting property owner or tenant, create or become a public nuisance, increase traffic congestion or delay, or constitute a hazard to traffic, life or property, or an obstruction to adequate access to Fire, Police or Town/State vehicles;**
  - 2. A vendor selling from a mobile vending unit shall not stop, stand, or park their mobile vending unit upon any public location, public parking space or public street for the purpose of selling under any circumstances, except through the acquisition of a Mobile Vending Permit and/or by the parking ordinances of the Town unless specifically authorized to do so by the Select Board or designee;**
  - 3. Mobile vendor is responsible for removal of their own trash.**
  - 4. Mobile vending units approved signage and garbage receptacles must be removed daily.**
  - 5. Dumping of grease, oil or greywater is strictly prohibited.**
  - 6. Mobile Vending Permits must be applied for at least two (2) weeks prior to the approved start of business at the permitted location. Blackout dates may apply due to special event scheduling.**

**Additional Specifications Related to Town House Common Mobile Vending**

7. Unless otherwise approved by the Select Board or designee, mobile vending will be limited to six (6) designated spaces in the public parking lot abutting Town House Common. Parking on greenspace is prohibited;
8. Unless otherwise approved by the Select Board or designee, mobile vending in the Town House Common public parking lot will be allowed year-round January 1 through December 31 of the calendar year specified on the approved permit, Sunday through Tuesday from 7:00 AM to 9:00 PM, Wednesday from 7:00 AM to 4:00 PM, Thursday through Saturday from 7:00 AM to 9:00 PM.
9. Signage will identify designated spaces as reserved for mobile vendors, and will refer potential automobile parking patrons to a website page for access to the schedule of reserved mobile vending dates and times. Violators will be towed at the owner's expense.

**802.10 Penalty**

Any person, partnership, corporation, or other entity that conducts activities that require a permit under this chapter without a valid permit shall be guilty of a violation punishable by a fine or not more than \$200.00 for each violation.

**805 Fireworks**

No person shall possess any fireworks as defined in 160.1 New Hampshire Revised Statutes Annotated unless said person is in the business of the sale of fireworks for pyrotechnic displays as licensed by the Federal and State Government, or holds a valid permit for display of fireworks as provided elsewhere in this section.

**805.1 Permit for Pyrotechnic Displays:**

A permit for "fireworks" displays shall be issued by the Board of Selectmen for special events in which a fireworks display is in the best interests of the general public. No permits shall be issued without the approval of the Chiefs of the Fire and Police Departments who will render a decision based on the competence of the operator, the protection factors and the availability of manpower and equipment.

**806 Public Dances**

No person, firm, corporation or organization shall conduct a public dance, carnival or circus in which the attendance may be greater than two hundred (200) people unless a police officer is on duty at such an event. When the attendance



## **Town Manager Report**

## **Select Board Committee Reports**

## Correspondence

November 07, 2024

Christopher Zigmont, Chairman  
Sustainability Advisory Committee  
Town of Exeter  
Exeter, NH 03833

RE: Support for Capital Improvement Program Items

Dear Members of the Town of Exeter Select Board,

We are writing to you today to offer this letter of unanimous, unqualified support of the Sustainability Advisory Committee for two items before you in the CIP packet for 2025. The first is the CIP request to fund a Public EV Charging Facility (page 8 in the CIP). We believe this is a critical step in the right direction in bringing Exeter forward environmentally and economically, providing an attractant for downtown visitors who come by EV. Additionally, this station will generate revenue, providing a lifelong offset in addition to a tax credit and potential grants on offer.

The second item we unanimously endorse is the purchase of a Styrofoam Recycling Unit (page 10 in the CIP). Like aluminum, expanded polystyrene (as found in electronics packaging, etc) is one of the post consumer recyclables that carries high value in the recycled materials marketplace. Unlike aluminum, there are precious few places that can recycle it. This unit will provide one of the few bright spots in solid waste management and, like the EV station, generate revenue, providing offsets into the future. Grant funding is available for a substantial offset as well.

Please accept this letter of support for these two CIP items.

Respectfully,

For and on behalf of the SAC

Christopher Zigmont

November 8, 2024

Dear Budget Recommendations Committee,

It has recently come to my attention that the Conservation Commission is looking to install a #6 styrofoam recycling unit in town. I was excited to hear this and would like to express my support for the project.

As much as I try to avoid it as a business owner, unfortunately many of the products we order come with styrofoam packaging. The amount of waste we alone at Cymbidium could defer with styrofoam recycling is substantial, and with a good awareness campaign I imagine many other businesses would also be excited to contribute theirs. It will save us on blue bags and find an alternate route for this material rather than a landfill. I even hear it may be revenue neutral or positive, so that is even more exciting.

Thank you for taking my thoughts into consideration. I truly hope we can get styrofoam recycling off the ground and running here in Exeter.

Sincerely,

Jessica Christoferson  
Owner, Cymbidium Floral  
Resident, Town of Exeter



Lindsey M. Stepp  
Commissioner

Ora M. LeMere  
Assistant Commissioner

## State of New Hampshire Department of Revenue Administration

109 Pleasant Street  
PO Box 487, Concord, NH 03302-0487  
Telephone (603) 230-5000  
[www.revenue.nh.gov](http://www.revenue.nh.gov)



MUNICIPAL AND PROPERTY  
DIVISION  
Samuel T. Greene  
Director

Adam A. Denoncour  
Assistant Director

November 15, 2024

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

Re: Exeter 2023 Cyclical Monitoring

Dear Municipal Assessing Officials,

As part of the Department's duty under RSA 21-J:11 II, I am forwarding the final results of the monitoring activity of the 2023 cyclical inspections for the Town of Exeter. Enclosed, please find the Monitoring Inspection Report. Please note, only property record cards with points and/or comments have been included.

The Monitoring Inspection Report was sent to the Municipal Resources Inc. for their review on October 18, 2024.

If you have any questions, please feel free to contact me at (603) 230-5961 or [Allison.M.Auger@dra.nh.gov](mailto:Allison.M.Auger@dra.nh.gov).

Sincerely,

Allison Auger, Real Estate Appraiser  
Municipal and Property Division

Enclosure: Monitoring Inspection Report

cc: File

*Town Manager's Office*

NOV 20 2024

*Received*

TDD Access: Relay NH 1-800-735-2964

*Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.*



NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL & PROPERTY DIVISION

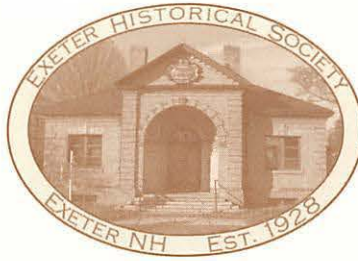
**MONITORING INSPECTION REPORT**

<b>Municipality:</b>	Exeter	<b>Year:</b>	2023	<b>Purpose:</b>	Data Monitoring
<b>DRA Monitor:</b>	A. Auger	<b>Date:</b>	10/2/2024	<b>Company Lister(s):</b>	P. Moreau / J. Blanchard / C. Gordon

		Map/Lot Numbers of Samples				Comments:
Data Items	Points	65/174	64/91	85/34	24/14	
<b>Owner/Land Section</b>		1	2	3	4	65/174
Address	1					Observed no picture of property on PRC. Observed 1.75 STY home, on PRC as 1.5 STY.
Land Factors (topo/driveway/road)	1 Per					
View / Waterfront	2 Per					
Parcel ID	1					
Lot Size	1					
Land Use Code	1					
Neighborhood	1					
<b>Sale History Section</b>						
Sale Date	1					
Sale Price	2					
Sale Validity Code	2					64/91
<b>Improvement Section</b>						Observed 4 X 5 deck, not on PRC.
Visit History Documentation / Coding	6					
Story Height	2	2				
Style Type	2					
Foundation Type	1					
Incorrect Photo	1	1				
Exterior Siding	1					
Roof Style / Cover	1 Per					
Interior Wall / Floor	1 Per					
Heating / Cooling Type	1 Per					
Bedrooms	1					
Bathrooms	2					
Grade	2					
Year Built	1					
Condition - Physical Conditon	2					
Func. Code / Under Construction	1 Per					
Comments / Notes	1 Per					
OB's if < 200 SF	1 Per					
OB's if > 200 SF	2 Per					
Extra Residential Features < \$5,000	1 Per			1*		
Extra Residential Features > \$5,000	2 Per					
Sketch Accuracy < \$1,000 impact	1		1	1	1	
Sketch Accuracy > \$1,000 impact	2			*		
Sketch Accuracy > \$5,000 impact	4					
Sketch Labeling < \$5,000 impact	2				*	
Sketch Labeling > \$5,000 impact	4					
<b>Commercial Factors</b>						
Wall Height	2					
Frame Type	2					
Site Improvement Elements	1 Per					
Sprinkler	1					
Elevator / Lifts / Loading docks	1 Per					
<b>Interior Inspection</b>						
By Company Lister Y/N		N	N	N	N	
By DRA Monitor Y/N		N	N	N	N	
<b>Total Points</b>		3	1	1	3	

Monitoring points should total less than (6) for Residential; (9) for Commercial

Revised: January 29, 2021



November 9, 2024

Town of Exeter  
10 Front St  
Exeter, NH 03833

Dear Town of Exeter,

On behalf of the members and trustees, the community, and visiting researchers, I would like to thank you for your recent gift to the historical society's Exeter History Fund. Without generous donations like yours, the society would not have the resources with which to fulfill our mission. Your gift allows us to continue to offer educational and entertaining programs, produce our monthly Exeter History Minute series, research local history and genealogy, and collect and interpret the records and artifacts of Exeter's history. By supporting the Exeter Historical Society, you are making an investment in the town's future by helping to preserve its rich past.

Thank you for making a difference.

Sincerely,

Vicki Geis  
Chair, Board of Trustees

Contribution Receipt:

Date: 11/9/2024

Amount paid: \$250.00

Area of Support: Exeter History Fund

*The Exeter Historical Society is a 501(c)(3) non-profit, registered in the State of New Hampshire. Your contribution is tax-deductible to the extent allowed by law. No goods or services were provided in exchange for your generous financial donation.*

*Town Manager's Office*

NOV 12 2024

*Received*





November 18, 2024

Board of Selectmen  
Town of Exeter  
10 Front St.  
Exeter, NH 03833

**Re: Important Information—Price Changes**

Dear Members of the Board:

At Comcast, we are committed to delivering the products and services that matter most to our customers in your community, as well as exciting experiences they won't find anywhere else. We are also focused on making our Xfinity network stronger in order to meet our customers' current needs and future demands.

As we continue to invest in our network, products, and services, the cost of doing business rises. While we absorb some of these costs, these increases can affect service pricing. As a result, starting December 20, 2024, prices for certain services and fees will be changing. Please see the enclosed Customer Notices for more information.

We are also making changes to the format of our bills. Beginning on December 10, 2024, customer bills will show the total price for video packages—including service charges and programming-related fees (such as Broadcast TV and/or Regional Sports Fees, if applicable) which used to appear separately. This way, customers will see the total cost of video services all in one place. We also will continue to itemize certain fees so that customers can also see a breakdown of those costs.

Customers will begin to receive notice of these changes within their bill statements starting November 20, 2024. We know you may have questions about these changes. Should you have any questions, please do not hesitate to contact me at [Bryan\\_Christiansen@comcast.com](mailto:Bryan_Christiansen@comcast.com).

Very truly yours,

*Bryan Christiansen*

Bryan Christiansen, Director  
Government Affairs

*Town Manager's Office*

NOV 19 2024

*Received*



***Important Information - Price Adjustments***

***November 18, 2024***

***Attachment***

Comcast customers receiving services and packages that are no longer available for new subscriptions will be notified of price changes as a bill message within their bill. Below are examples of the bill messages customers will receive.

Customers with billing dates between November 20, 2024 and December 9, 2024 will receive notice of price changes for their package as one bill message:

***Pricing Update:*** In addition to the price changes listed on the Important Information Regarding Xfinity Services and Pricing, on December 20, 2024, the price of [Package Name] will increase from [Current Price] to [New Price] per month. Price excludes taxes and fees.

Customers with billing dates starting December 10, 2024, will receive notice of price changes for their package as two bill messages, one containing the price change for the video portion of the package and a second containing the price change for any additional services within their package:

***Pricing Update:*** In addition to the price changes listed on the Important Information Regarding Xfinity Services and Pricing, on December 20, 2024, the price of [Package Name] (Video Services) will increase from [Current Price] to [New Price] per month. Price excludes taxes and fees.

***Pricing Update:*** In addition to the price changes listed on the Important Information Regarding Xfinity Services and Pricing, on December 20, 2024, the price of [Package Name] (Additional Services) will increase from [Current Price] to [New Price] per month. Price excludes taxes and fees.

The packages experiencing a pricing change are listed within a separate attachment herein.

# Important information regarding our Xfinity services and pricing

Effective December 20, 2024

Xfinity TV	Current	New
Limited Basic (Includes Broadcast TV Fee)	\$55.85	\$60.95
Choice TV Select	\$43.50	\$48.00
Choice TV Select - with TV Box (Flex upgrade)	\$53.50	\$60.00
Choice TV (Includes Broadcast TV Fee)	\$66.10	\$71.20
Popular TV (Includes Broadcast TV Fee and Regional Sports Fee)	\$113.55	\$118.85
Ultimate TV (Includes Broadcast TV Fee and Regional Sports Fee)	\$133.55	\$138.85
Genre Packs		
Sports & News (Includes Regional Sports Fee)	\$42.45	\$42.65
Max, MGM+, and DVR	\$31.98	\$33.98
Franchise Costs		
Concord	\$0.50	\$0.61
Goffstown	N/A	\$0.13
Hampstead	\$0.86	\$0.92
Pembroke	\$0.17	\$0.33
Plaistow	\$0.85	\$1.11
Seabrook	\$0.31	\$0.37
TV Box	\$10.00	\$12.00
TV Box + Remote	\$10.00	\$12.00
Service to Additional TV with TV Adapter	\$10.00	\$12.00
TV Adapter (Limited Basic — Primary TV)	\$0.00	\$0.50
TV Adapter (Limited Basic — 1st and 2nd Additional TVs)	\$0.00	\$0.50

Xfinity TV Service Fees (Included in package price where noted)	Current	New
Broadcast TV Fee	\$31.10	\$36.20
Regional Sports Fee	\$12.45	\$12.65

Xfinity Internet	Current	New
Connect	\$68.00	\$71.00
Connect More	\$90.00	\$93.00
Fast	\$105.00	\$108.00
Superfast	\$110.00	\$113.00
Gigabit	\$115.00	\$118.00
Gigabit Extra	\$120.00	\$123.00
Gigabit x2	\$120.00	\$123.00

Xfinity Discounts	Current	New
Autopay and Paperless Billing Discount (Credit or Debit Card)	\$5.00	\$2.00



Important Information Regarding Your Xfinity Services and Pricing  
Effective December 20, 2024  
SERVICES NO LONGER AVAILABLE FOR NEW SUBSCRIPTIONS

Package Name	Package Current	Package New	Video Portion Current	Video Portion New	Additional Services Portion Current	Additional Services Portion New
Signature+ Double Play	\$177.99	\$183.99				
Digital Preferred Tier	\$35.99	\$36.99				
Performance Internet Additional Outlet	\$90.00	\$93.00				
Netflix, MAX, Showtime, MGM+, DVR	\$59.47	\$61.47				
HSD Additional Outlet	\$90.00	\$93.00				
MAX, MGM+, DVR	\$31.98	\$33.98				
HSD Additional Outlet With Data or Voice	\$70.00	\$73.00				
Selecto	\$9.00	\$10.00				
Performance Internet Additional Outlet with TV or Voice service	\$70.00	\$73.00				
Preferred Triple Play	\$126.99	\$132.99	\$17.00	\$18.00	\$109.99	\$114.99
Choice Triple Play	\$106.99	\$112.99	\$18.04	\$6.24	\$88.95	\$106.75
HD Preferred Triple Play	\$131.99	\$137.99	\$22.00	\$23.00	\$109.99	\$114.99
Blast! Extra	\$106.81	\$112.81	\$22.45	\$22.45	\$84.36	\$90.36
Choice Double Play	\$95.99	\$101.99	\$23.49	\$24.74	\$72.50	\$77.25
Basic Pro Triple	\$124.49	\$130.49	\$23.49	\$24.49	\$101.00	\$106.00
Preferred Extra Triple	\$134.99	\$140.99	\$24.00	\$25.00	\$110.99	\$115.99
Preferred Plus Triple	\$143.99	\$149.99	\$26.00	\$27.00	\$117.99	\$122.99
Internet Pro Plus w/Showtime Double Play	\$100.99	\$106.99	\$29.49	\$30.49	\$71.50	\$76.50
Internet + Limited Basic	\$99.74	\$102.74	\$29.74	\$29.74	\$70.00	\$73.00
Preferred & Internet Pkg	\$100.89	\$106.89	\$29.94	\$30.94	\$70.95	\$75.95
Blast Plus	\$112.99	\$118.99	\$30.49	\$30.49	\$82.50	\$88.50
Internet Plus Latino	\$96.99	\$102.99	\$31.49	\$32.74	\$65.50	\$70.25
Internet Plus	\$96.99	\$102.99	\$31.99	\$33.74	\$65.00	\$69.25
Economy Pro	\$123.99	\$129.99	\$32.99	\$33.99	\$91.00	\$96.00
Economy Double Play	\$108.99	\$114.99	\$35.49	\$36.49	\$73.50	\$78.50

Important Information Regarding Your Xfinity Services and Pricing  
Effective December 20, 2024  
SERVICES NO LONGER AVAILABLE FOR NEW SUBSCRIPTIONS

Package Name	Package Current	Package New	Video Portion Current	Video Portion New	Additional Services Portion Current	Additional Services Portion New
Internet Pro Plus Double Play with HBO	\$103.99	\$109.99	\$37.99	\$39.49	\$66.00	\$70.50
Standard+ More	\$137.99	\$143.99	\$40.49	\$43.49	\$97.50	\$100.50
Blast! Plus	\$118.99	\$124.99	\$43.49	\$45.49	\$75.50	\$79.50
Standard+	\$120.99	\$126.99	\$46.99	\$50.24	\$74.00	\$76.75
Extra XF Bundle	\$163.99	\$169.99	\$47.99	\$50.49	\$116.00	\$119.50
Economy Plus Latino TP	\$151.99	\$157.99	\$48.99	\$49.99	\$103.00	\$108.00
Signature Triple Play	\$151.99	\$157.99	\$50.49	\$55.99	\$101.50	\$102.00
Value Plus Triple Play	\$151.99	\$157.99	\$51.99	\$54.24	\$100.00	\$103.75
Select Triple Play	\$151.99	\$157.99	\$52.49	\$53.99	\$99.50	\$104.00
Select+ More	\$160.99	\$166.99	\$54.99	\$56.49	\$106.00	\$110.50
HD Extra Bundle	\$171.99	\$177.99	\$55.99	\$58.49	\$116.00	\$119.50
Signature Double Play	\$128.99	\$134.99	\$56.49	\$62.99	\$72.50	\$72.00
Select Double Play	\$128.99	\$134.99	\$57.49	\$58.99	\$71.50	\$76.00
Preferred XF Bundle	\$176.99	\$182.99	\$62.49	\$63.99	\$114.50	\$119.00
Select+	\$147.99	\$153.99	\$66.49	\$67.99	\$81.50	\$86.00
Signature+	\$157.99	\$163.99	\$66.99	\$73.99	\$91.00	\$90.00
Extra Double Play	\$157.27	\$160.27	\$67.27	\$67.27	\$90.00	\$93.00
Extra XF Double Play	\$137.27	\$140.27	\$67.27	\$67.27	\$70.00	\$73.00
Super Triple Play	\$167.99	\$173.99	\$67.49	\$73.49	\$100.50	\$100.50
Signature+ More	\$182.99	\$188.99	\$68.49	\$73.99	\$114.50	\$115.00
HD Preferred XF Bundle	\$186.99	\$192.99	\$70.99	\$72.49	\$116.00	\$120.50
Preferred Double Play	\$160.99	\$166.99	\$72.99	\$74.49	\$88.00	\$92.50
Super+ More	\$181.99	\$187.99	\$76.99	\$82.99	\$105.00	\$105.00
Super Double Play	\$150.99	\$156.99	\$77.99	\$85.49	\$73.00	\$71.50
HD Preferred 5pk	\$191.99	\$197.99	\$78.49	\$80.49	\$113.50	\$117.50
Preferred Extra Latinotp	\$186.99	\$192.99	\$78.99	\$79.99	\$108.00	\$113.00
Super+	\$165.99	\$171.99	\$81.99	\$89.99	\$84.00	\$82.00
HD Plus Triple Play	\$196.99	\$202.99	\$82.49	\$83.99	\$114.50	\$119.00



### Addendum To Important Information of Price Changes

The video and additional services pricing for the below packages is listed incorrectly on the other Attachment herein entitled "Services No Longer Available for New Subscription." The correct prices are below.

**Effective December 20, 2024**

#### SERVICES NO LONGER AVAILABLE FOR NEW SUBSCRIPTIONS

Package Name	Package Current	Package New	Video Portion Current	Video Portion New	Additional Services Portion Current	Additional Services Portion New
HD Premier Sports Bundle	\$231.99	\$237.99	\$117.99	\$119.49	\$114.00	\$118.50
HD Complete XF	\$250.99	\$256.99	\$137.99	\$140.99	\$113.00	\$116.00
HD Preferred 5pk	\$203.99	\$209.99	\$90.49	\$92.49	\$113.50	\$117.50
HD Premier XF Bundle	\$231.99	\$237.99	\$117.99	\$120.99	\$114.00	\$117.00
Economy Pro	\$129.99	\$135.99	\$38.99	\$39.99	\$91.00	\$96.00
Select Triple Play	\$157.99	\$163.99	\$58.49	\$59.99	\$99.50	\$104.00
Signature Triple Play	\$177.99	\$183.99	\$62.49	\$67.99	\$115.50	\$116.00
Super Triple Play	\$207.99	\$213.99	\$96.49	\$102.74	\$111.50	\$111.25
Select+ More	\$166.99	\$172.99	\$60.99	\$62.49	\$106.00	\$110.50
Signature+ More	\$196.99	\$202.99	\$68.49	\$73.99	\$128.50	\$129.00
Super+ More	\$207.99	\$213.99	\$88.99	\$94.99	\$119.00	\$119.00
HD Preferred Triple Play	\$136.99	\$142.99	\$27.00	\$28.00	\$109.99	\$114.99
HD Preferred Plus Triple	\$158.99	\$164.99	\$41.00	\$42.00	\$117.99	\$122.99
Preferred Plus Triple	\$148.99	\$154.99	\$31.00	\$32.00	\$117.99	\$122.99
Preferred Extra Triple	\$138.99	\$144.99	\$28.00	\$29.00	\$110.99	\$115.99
Premier Double Play	\$198.99	\$204.99	\$118.49	\$121.49	\$80.50	\$83.50
Signature Double Play	\$148.99	\$154.99	\$62.49	\$68.99	\$86.50	\$86.00
Super Double Play	\$178.99	\$184.99	\$91.99	\$99.49	\$87.00	\$85.50
Choice Double Play	\$96.99	\$102.99	\$24.49	\$25.74	\$72.50	\$77.25
Choice Double Play	\$177.99	\$183.99	\$72.99	\$79.99	\$105.00	\$104.00



**Re: Addendum II - Additional Pricing Changes - Services No Longer Available for New Subscriptions**

We are writing to share the following information which was inadvertently omitted from our November 18, 2024 letter to you relative to price changes happening beginning December 20, 2024.

Addendum II To Important Information of Price Changes		
Additional Pricing Changes For "Services No Longer Available for New Subscriptions"		
Effective December 20, 2024		
SERVICES NO LONGER AVAILABLE FOR NEW SUBSCRIPTIONS		
Package Name	Package Current	Package New
Performance	\$67.00	\$70.00
Performance Starter	\$68.00	\$71.00
Performance Pro	\$105.00	\$108.00
Blast!	\$110.00	\$113.00
Extreme Pro	\$115.00	\$118.00
Gigabit	\$120.00	\$123.00
Selecto	\$14.95	\$10.00
Family Tier	\$14.95	\$17.95

This information is being communicated to customers with 30 days advance notice of these changes.

We apologize for any inconvenience or confusion this may cause. Please do not hesitate to contact me should you have any questions.

Very truly yours,

*Monica Thibault*

Monica Thibault, Manager  
Government Affairs



THE EXETER AREA CHAMBER OF COMMERCE + EXETER PARKS & REC PRESENT THE:

# HOLIDAY BLOCK PARTY

*Kick off the Holiday Season!*

Join us for

**THE FESTIVAL OF TREES + GINGERBREAD HOUSE COMPETITION**  
**A FUNDRAISER FOR THE COMMUNITY CHILDREN'S FUND!**



As well as

ARTS & CRAFTS, DOWNTOWN SHOPPING, HOLIDAY MUSIC FROM  
 PARTY TIME DJ, PERFORMANCE FROM THE EXETER HS CHOIR  
 TEAM'S 'DECK THE WALLS' ART SHOW



**SANTA  
 ARRIVES AT  
 5PM TO  
 LIGHT UP  
 THE TOWN!**



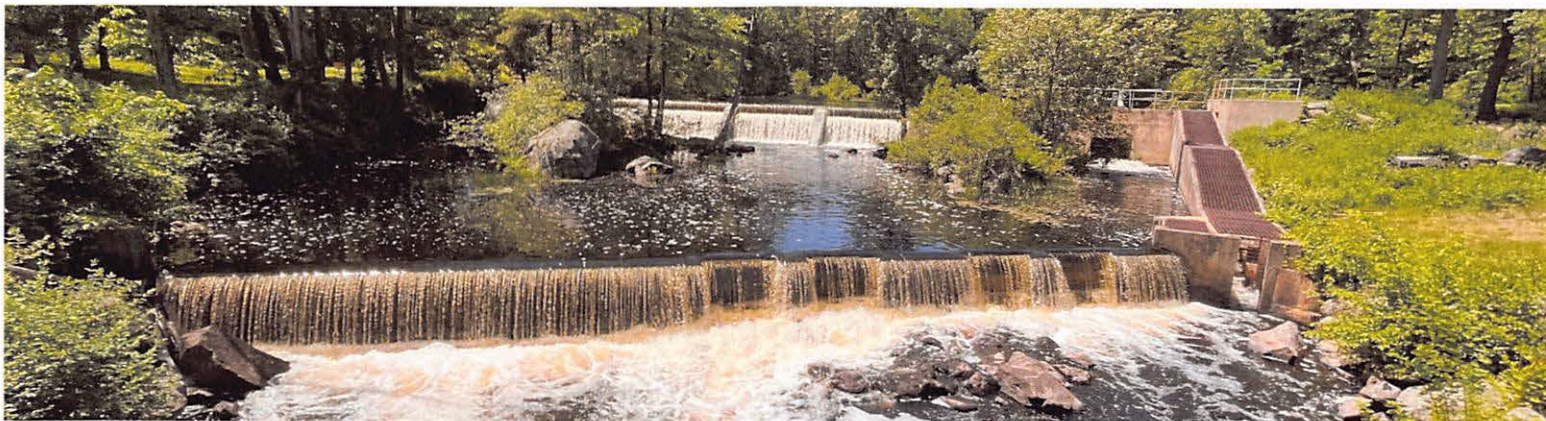
**THURSDAY, DECEMBER 5, 2024**  
*4pm - 7pm in Downtown Exeter, NH*

THANK YOU TO OUR PREMIUM CHAMBER PARTNERS:



EXETERAREA.ORG @EXETER\_AREA\_CHAMBER @EXETERAREACHAMBER @EXETER AREA CHAMBER OF COMMERCE





**SAVE THE DATE**  
**Public Information Session**  
**Pickpocket Dam Removal**  
**Tuesday, December 10, 2024, 6:00 – 7:30 PM**  
**Exeter Public Library, 4 Chestnut Street, Exeter**

You may have already heard that the Town of Exeter has made the decision to remove the Pickpocket Dam on the Exeter River located at Cross Road near the intersection with Pickpocket Road. The dam does not meet current dam safety standards. A Feasibility Study to evaluate alternatives to bring the dam into compliance was completed in April 2024, after which the Select Board voted in favor of dam removal in June 2024. Currently, the Town is working to secure funding for the design, permitting, and construction phases of the dam removal through the Town's capital planning, and looking for additional outside funding sources to offset the project costs to the Town's taxpayers.

This information session will review the previous work completed and decisions made on the project and provide an update on the next steps. The session will include opportunities to speak to the Town and their consultant about the project.

Session Agenda

- Presentation on the contents of the Feasibility Study
- Decision process and project next steps
- Update of potential funding opportunities
- Breakout discussions focusing on:
  - Environmental impacts and permitting requirements
  - Sediment management and erosion control
  - Engineering design

We hope that you will be able to attend to ask questions and provide suggestions on the design of the dam removal project.