

## SELECT BOARD MEETING

Monday, August 18, 2025

6:50 pm

Nowak Room, Town Offices

10 Front Street, Exeter, NH 03833

## REGULAR BUSINESS MEETING BEGINS AT 7:00 PM

Meetings can be watched on Ch 22 or Ch 6 or YouTube. Attendees can join in person or virtually via Zoom.

To access the meeting, click this link: <https://us02web.zoom.us/j/89380164618>

To access the meeting via telephone, call: +1 646 558 8656 and enter the Webinar ID: 893 8016 4618

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 to access the meeting here: <https://www.exeternh.gov/townmanager/virtual-town-meetings>

Contact us at [extvg@exeternh.gov](mailto:extvg@exeternh.gov) or 603-418-6429 with any technical issues.

### AGENDA

1. Call Meeting to Order
2. Non-Public Session
3. Public Comment
4. Approval of Minutes
  - a. Regular Meeting: August 18, 2025
5. Appointments/Resignations
6. Discussion/Action Items
  - a. Civil Dog Forfeiture – Andrea Kohler, Town Clerk
  - b. Level 1 Water Restriction – Stephen Dalton, Water Sewer Superintendent
  - c. Mid-Year Financial Report – Corey Stevens, Finance Director
7. Tax Abatements, Veterans Credits & Exemptions
8. Permits & Approvals
  - a. Use of Impact Fees – Greg Bisson, Parks & Recreation Director
  - b. Powder Keg Permit 10/4/25 – Greg Bisson, Parks & Recreation Director
  - c. Donation Approval – Greg Bisson, Parks & Recreation Director
  - d. Clemson Pond Engineering Evaluation Proposal – Stephen Dalton, Water Sewer Superintendent
  - e. Water Penalty & Interest Waiver Request
9. Town Manager's Report
10. Select Board Committee Reports
11. Correspondence
12. Review Board Calendar
13. Non-Public Session
14. Adjournment

Niko Papakonstantis, Chair

Select Board

Posted 8/15/25 Town Office, Town Website

Persons with a disabling condition may request accommodations to attend. Requests should be made with 72 hours notice.

AGENDA SUBJECT TO CHANGE

**Non-Public Session**

## **Public Comment**

## **Approval of Minutes**

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Select Board Meeting  
Monday August 11, 2025  
6:30 PM  
Nowak Room, Town Offices  
Draft Minutes

1. Call Meeting to Order

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

2. Non-Public Session

**MOTION:** Mr. Chartrand moved to enter into non-public session under RSA 91-A:3II(b),(l). Ms. Belanger seconded. The motion passed 5-0, and the meeting entered non-public session at 6:30 pm.

**MOTION:** Ms. Belanger moved to exit non-public session. Mr. Chartrand seconded. Motion passed 5-0, and the Board exited non-public at 6:45 pm.

**MOTION:** Mr. Chartrand moved to seal the minutes indefinitely. Ms. Belanger seconded. The motion passed 5-0.

The Board reconvened in the Nowak Room at 7 pm.

3. Public Comment

- a. Keith Whitehouse of 61 Westside Drive said many surrounding towns have implemented an "All Veterans" tax credit. Mr. Papakonstantis said we have a committee looking into our tax credits. Ms. Gilman said the committee voted not to go forward with the all-veterans tax credit. Mr. Whitehouse stated that all our neighboring towns have it. Ms. Gilman said she will bring it up to the committee at the next meeting. Mr. Chartrand said anything we give to a group of taxpayers is spread out between all the other taxpayers, so we want to be conservative about these things. Mr. Whitehouse said he doesn't think it's a huge group of people.
- b. Andrew Elliott of 42 Washington Street thanked Police and Fire for supporting net zero for the new Police and Fire substation. It may not be net zero on day 1 but being net zero ready is appropriate. If the town is generating power in the solar array, maybe that could be considered as on-site. Mr. Chartrand said he thinks the solar array effectively makes the town net zero.

4. Proclamations/Recognitions

- a. There were no proclamations/recognitions in this meeting.

5. Approval of Minutes

45 a. Regular Meeting: July 28, 2025  
46 **MOTION:** Ms. Belanger moved to approve the minutes of July 28, 2025 as presented. Ms.  
47 Cowan seconded. The motion passed 5-0.  
48

49 6. Appointments and Resignations

50 **MOTION:** Ms. Belanger moved to accept the resignation of Kathy Corson from the 250th  
51 Celebration Commission. Mr. Chartrand seconded. The motion passed 5-0.  
52

53 **MOTION:** Ms. Belanger moved to accept the resignation of Dawn Jelley for the Pairpoint Park  
54 Stakeholders Advisory Committee. Ms. Cowan seconded. The motion passed 5-0.  
55

56 7. Discussion/Action Items

57 a. 79E Extension Request - Mario Ponte Project

58 Business Development Director Darrent Winham and business owner  
59 Mario Ponte were present to discuss this request.

60 Ms. Belanger recused herself from this discussion.

61 Mr. Winham presented a covenant for public benefit related to Mr. Ponte's  
62 79-E extension. Mr. Winham said it's been tough for construction, and projects  
63 have gone way overbudget. Mr. Ponte is asking for an extension from the end of  
64 this month to the end of the year; the project is going well and it will create new  
65 housing in our town.

66 Mr. Ponte said the awning had asbestos behind it, which had to be tested,  
67 which led to delays. It had to be removed, and no one could do any other work  
68 until that was done. The other subcontractors moved onto another job. There are  
69 people there every day now doing something, but they're finding a lot of  
70 surprises, as with any renovation of an old building.

71 Mr. Chartrand said the voters have revoked 79-E, but we had approved  
72 this previously. Mr. Papakonstantis said he thinks it's ok to extend it.

73 **MOTION:** Mr. Chartrand moved to extend the 79-E initiative for 72/29 until December 31, 2025.  
74 Ms. Gilman seconded. Ms. Belanger was recused and did not vote. The motion passed 4-0.  
75

76 b. E911 Recommendations for Street Names & Street Addressing

77 Ms. Roy said the committee voted to name a newly created private right-  
78 of-way off of Patricia Avenue "Dragonfly Lane." This is a brand-new right-of-way,  
79 not a renaming, so it doesn't affect anyone. They've done the necessary  
80 notifications. The name does meet the town ordinance criteria.

81 **MOTION:** Ms. Belanger moved to name the newly created private right-of-way providing access  
82 to a two-lot subdivision off Patricia Avenue as "Dragonfly Lane", and to number the proposed  
83 dwelling(s) accordingly in compliance with Chapter 14 of the Town Ordinance, as depicted on  
84 the attached map dated 6/11/24. Mr. Chartrand seconded. The motion passed 5-0.  
85

86 c. 250 Celebration Commission Update

87 Ms. Gilman said the 250th Celebration Commission is full of energy and  
88 ideas. It's time for budgeting, and we have a time limit in which we need to

89 describe the real dollars. The primary celebration will be during the two weeks  
90 with the 4th of July in the middle: June 27 to July 11. We're hoping to start with a  
91 band concert, but we have not yet talked to the town band. There may be  
92 opportunities for other things during the year, but we may just join other  
93 organizations in their plans for Memorial Day, Labor Day, etc. We're looking for  
94 something family-friendly and something that reminds people these celebrations  
95 are because of what happened in 1776. We'd like volunteers to help us, because  
96 we're only 5 or 6 people and won't be able to run all of these things. We're  
97 proposing to hire a volunteer coordinator to organize and order supplies. We  
98 have a logo, but we're not interested in controlling stock like t-shirts that will have  
99 to be given away at the end of the year. You'll be able to order items online  
100 instead. This is a separate budget from the town departments, but other  
101 departments are coordinating with us regarding their events. We had talked  
102 about fireworks at the end of the year, but we need the budget for it.

103 250th Celebration Commission Chair Karen Prior, who was present, said  
104 the charge of this commission is to celebrate the year-long 250th anniversary.  
105 The dates of June 27 - July 11 are the focus, but our goal is to be the "hub of the  
106 wheel" in engaging other organizations on events throughout the year. We're  
107 partnering with the American Independence Museum, PEA, the Library, and  
108 Parks and Recreation. The American Independence Museum hosts the festival  
109 every July 11, and we plan on stepping up tremendously with attractions like the  
110 encampment, the gundalow, and a parade. We're looking at how to celebrate  
111 that Exeter was the Revolutionary War Center and the State Capital of New  
112 Hampshire. We have a lot of stories to tell.

113 Mr. Papakonstantis said he's on the Board of Governors for the American  
114 Independence Museum, so there may be a conflict of interest that would lead to  
115 him recusing himself. Ms. Gilman said she is also a member of the American  
116 Independence Museum. Mr. Chartrand said the Board would still have a quorum  
117 without them voting.

118 Ms. Roy said the committee is asking for \$15,000 for the parade, but we  
119 only support the holiday parade at \$5,000. Ms. Gilman said this is the estimate  
120 that Parks and Rec gave us for an extra holiday. Ms. Prior said we are seeking  
121 donations and sponsorships, which will offset the budget request. Ms. Belanger  
122 said there is a request for \$5,000 for the Independence Museum Festival; what is  
123 planned? Ms. Prior said we want to go big, with an encampment, a gundalow,  
124 and possibly getting the cannons going during the fireworks. Ms. Gilman said  
125 when the event used to be larger, it was run by the Chamber of Commerce.

126 Ms. Belanger said regarding an intern, the budget doesn't pass until  
127 March, and there will be a lot of people vying for interns. What are your plans for  
128 finding an intern? Ms. Prior said one idea she had was going through the UNH  
129 Event Planning program.

130 Ms. Belanger said she'd love to see a "keep the history alive" theme. Ms.  
131 Prior said the mission of the American Independence Museum is to present

132 democracy as an ongoing experiment. She thinks the celebration will be vibrant  
133 for this community.

134 Andrew Elliott of 42 Washington Street, a member of the Budget  
135 Recommendation Committee, said the town already has a budget for fireworks.  
136 Is the \$10,000 for additional fireworks? Ms. Gilman said this is for fireworks at the  
137 end of the year. Mr. Chartrand said the BRC will get a swing at this. Mr. Elliot  
138 said this calls for an intern, but he thought there would be no new hires next year.  
139 Ms. Gilman said it's not really a new hire, they won't have benefits and it will end  
140 at the end of the year. Ms. Roy said it's \$10,000. Mr. Elliot asked if this will be a  
141 warrant article or just part of the budget, and Ms. Roy said it will be a warrant  
142 article. Mr. Elliot said he wants the funds to go into a different account that would  
143 roll over. Ms. Gilman said we approved a fund last year, but it's just for these  
144 events. Ms. Roy said this fund will sunset. If we were to fundraise more money,  
145 we wouldn't take more tax dollars; we would put a cap on the fundraising so  
146 there wouldn't be extra.

147 Ms. Cowan said we have to think about the economic impact on our town.  
148 We've heard from business owners that there's been a decrease in sales  
149 downtown. We shouldn't nickel and dime ourselves from investing in our  
150 business base and taxpayers. Ms. Gilman suggested an event for the town  
151 businesses at Town Hall. Ms. Belanger suggested a fashion show. Ms. Prior said  
152 we're working with Exeter Fine Arts for a cool event at the Folsom Tavern  
153 involving artist Sara Koff. Ms. Gilman said we get a logo from the State, but that's  
154 the extent of our collaboration with them.

155  
156 8. Regular Business

157 a. Tax Abatements, Veterans Credits and Exemptions

158 **MOTION:** Ms. Belanger moved to approve a Jeopardy tax for 104/79/417 in the amount of  
159 \$886.00 for tax year 2025. Ms. Gilman seconded. The motion passed 5-0.

160  
161 b. Permits & Approvals

- 162 i. There were no permits or approvals considered at this meeting.  
163

164 c. Town Manager's Report

- 165 i. The CIP will go to the Planning Board this Thursday.  
166 ii. We have a temporary Town Planner, Carol Ogilvie, who will be in the  
167 office Mondays and Thursdays.  
168 iii. Clarissa Coppen, our Welfare Administrator, has given her notice. Her  
169 last day will be Monday, August 18. We've posted the position and  
170 already gotten applications. Pam McElroy will help until we have our new  
171 person on board.  
172 iv. Nancy Bugbee of Parks and Rec is leaving but will be staying on part-  
173 time remote to help with the transition to the new building.

- 174 v. We're down to 8 vacancies in DPW, 4 non-union and 4 union. After the  
175 town supported last year's negotiations, we were able to fill several union  
176 positions.  
177 vi. She has a report from Corey Stevens that the town received an issuer  
178 rating, an AA+.  
179 vii. Downstairs at the Town Offices, the inside front glass door will be  
180 removed because it's not ADA compliant, pending a better solution.  
181 viii. 10 Hampton Road needs an extra 30 days, so we applied with the State  
182 for a 30-day extension. There were just two or three things that might go  
183 over, although we're still aiming for the end of August. We have until  
184 September 30th.  
185 ix. Director Cronin said paving for the Epping Road phase 1 widening project  
186 will start tomorrow, August 12, and continue through this week.  
187 Commuters should seek alternate routes.  
188 x. The gas main installation on High Street starts this week and will last 2-3  
189 weeks.

191 d. Select Board Committee Reports

- 192 i. Ms. Gilman said the Board heard about the 250th Celebration Committee.  
193 She also gave an update on State-level legislative issues.  
194 ii. Ms. Belanger said she attended a Housing Advisory meeting, where they  
195 heard a legislative update. There's an upcoming sitewalk for 97  
196 Portsmouth Ave. She will be attending an informational meeting for the  
197 School Street project on Wednesday night at the Library, and the  
198 Planning Board CIP is Thursday. She will have a hard time doing Housing  
199 Advisory due to work commitments for the rest of the year. The Board will  
200 discuss this again at the next meeting.  
201 iii. Ms. Cowan had no report.  
202 iv. Mr. Chartrand said the Sustainability Advisory Committee was canceled  
203 due to lack of quorum.  
204 v. Mr. Papakonstantis had no meetings, but he attended the ribbon cutting  
205 at Planet Playground and National Night Out, as well as some meetings  
206 with town staff.

207  
208 e. Correspondence

- 209 i. A letter that Mr. Papakonstantis wrote in response to the letter from the  
210 last meeting.  
211 ii. An email from Bob Hall on the Exeter Train Station. He's working with him  
212 and the DPW, and will put this on an upcoming agenda.  
213 iii. An email from a resident about Exeter housing stock. In response to the  
214 email, he met with the resident last Monday.  
215 iv. A legislative bulletin from NHMA.  
216

217 9. Review Board Calendar

218 a. The next meetings are August 18, Tuesday September 2, September 15, and  
219 September 29.  
220

221 10. Non-Public Session

222 **MOTION:** Ms. Belanger moved to enter into non-public session under RSA 91-A3II(d). Mr.  
223 Chartrand seconded. In a roll call vote, the motion passed 5-0, and the meeting entered non-  
224 public session at 8:03 PM.

225  
226 **MOTION:** Ms. Belanger moved to exit non-public session. Mr. Chartrand seconded. The  
227 motion passed 5-0.

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229 **MOTION:** Mr. Chartrand moved to seal the minutes until the matter is resolved. Ms. Belanger  
230 seconded. The motion passed 5-0.

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232 11. Adjournment

233 **MOTION:** Ms. Belanger moved to adjourn. Mr. Chartrand seconded. The motion passed 5-0.  
234 The meeting adjourned at 8:22 pm.

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236 Respectfully Submitted,  
237 Joanna Bartell  
238 Recording Secretary

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## **Appointments/Resignations**

## **Discussion/Action Items**

## **Civil Dog Forfeiture**



# WARRANT FOR UNLICENSED DOGS

**Exeter Town Clerk**

10 Front Street

EXETER, NH 03833778-0591 ext. 403

**Office Hours:**

**Mon, Wed, Thurs 8:00am-4pm**

**Tues 8:00am-7pm**

**Fri 8:00am-12:30pm**

**TO: SELECT BOARD**

**NUMBER OF DOGS PAID: 315**

**FROM: TOWN CLERK**

**NUMBER OF DOGS SIEZED: 0**

**WARRANT DATE: AUGUST 18, 2025**

**NUMBER OF DOGS SUMMOMED: 0**

**SUBJECT: 2025 DOG WARRANT**

**NUMBER OF DOGS NOT PAID: 41**

Pursuant to New Hampshire RSA 466:14 entitled "Warrants; Proceedings" you are hereby directed to proceed with the issuance of a civil forfeiture for each unlicensed dog included in this warrant. Any unlicensed dogs may be seized by local law enforcement for holding in an EXETER, NH holding facility for a period of 7 days, after which time full title to the dog shall pass to the facility, unless the owner of the dog has, before the expiration of the period, caused the dog to be licensed.

Pursuant to New Hampshire RSA 466:16 entitled "Returns," this warrant must be returned on or before August 31 and state the number of owners who received and paid the civil forfeiture, the number of dogs in EXETER that have been seized and held under the provisions of RSA 466:14, and the number of owners who have received summons to a district or municipal court for failure to pay the civil forfeiture pursuant to RSA 466:13 or to license the dog pursuant to RSA 466:1.

**EXETER, NH Select Board:**

_____	_____	_____
Select board Member	Print Name of Signor	Date

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Select board Member	Print Name of Signor	Date

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Select board Member	Print Name of Signor	Date

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Select board Member	Print Name of Signor	Date

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Select board Member	Print Name of Signor	Date

LicenseNo	Type	CID	Name	Address	IssueDate	Exp. Date	IssuedBy
Breed	Color		Gender	Rabies No.	OwnersPhone Number		Rabies
25-002650	DOG	#####	ASH, THOMAS	8 PATRICIA AVE	4/30/2025	4/30/2026	HARMON
COLLIE X	WHT/BLK		M	003629	502-6874		10/2/2025
25-002628	DOG	#####	BECK, ELIZABETH(BETH)	9 THORNTON ST	4/30/2025	4/30/2026	HARMON
LAB MIX	BLK		F	3442	381-7423		2/6/2027
25-002629	DOG	#####	BECK, ELIZABETH(BETH)	9 THORNTON ST	4/30/2025	4/30/2026	HARMON
LAB	YELLOW		F	1999	381-7423		1/16/2026
25-001829	DOG	22804	BOISVERT, PAMELLA J	312 EPPING ROAD	4/30/2025	4/30/2026	JEN
GERM POINTE	LIVER/WHI		F	213	531-1256		1/29/2026
25-001831	DOG	22804	BOISVERT, PAMELLA J	312 EPPING ROAD	4/30/2025	4/30/2026	JEN
GER SHORTHAI	BRO/WHI		M	409106	531-1256		10/16/2026
25-001807	DOG	#####	BOWLEY, REGINA M	32 WILLEY CREEK RD UN	4/30/2025	4/30/2026	JEN
GOLDEN RET	GOLD		M	3070	808-264-2823		4/23/2027
25-002633	DOG	#####	CARRIGAN, KRISTIE	17 BELL AVE	4/30/2025	4/30/2026	HARMON
CHINOOK	BLONDE		M	24894	603-498-5497		11/26/2027
25-002634	PUP	#####	CARRIGAN, KRISTIE	17 BELL AVE	4/30/2025	4/30/2026	HARMON
CHINOOK	BLONDE		M	29826	603-498-5497		3/18/2026
25-001881	DOG	#####	CHRISTOPH, EVELYN	27 COURT ST	4/30/2025	4/30/2026	JEN
MINI SCHNAU	SALT/PEPPER		F	27002	6037728777		2/1/2026
25-001815	DOG	#####	CREECH, THOMAS W	136 FRONT ST 2	4/30/2025	4/30/2026	JEN
TOY POODLE	BROWN		F	24-0194	5185420481		1/23/2027
25-002619	DOG	#####	DAVIS, KATIE	9 WAYSIDE DR	4/30/2025	4/30/2026	HARMON
LAB RET X	BLACK		F	24900	7035613637		10/1/2027
25-002638	DOG	#####	DOE, JASMINE	3 LANE CT	4/30/2025	4/30/2026	HARMON
HUSKY MIX	BLACK/WHI		F	3203	2072051214		5/15/2027
25-002636	DOG	#####	EATON, ANGELIA	13 HILTON AVE	4/30/2025	4/30/2026	HARMON
BOXER X	WHITE		F	3619	603-394-6402		3/29/2028
25-002643	DOG	#####	ELDRIDGE, LEANORA	3 PEACH ST	4/30/2025	4/30/2026	HARMON
HUSKY MIX	BRN/TAN		M	1660	603793-8761		4/14/2026
25-002642	DOG	#####	ELLIOTT, COLENE	6 TAMARIND LANE	4/30/2025	4/30/2026	HARMON
LAB	BLACK		F	26421	6037786417		9/18/2025
25-001879	DOG	#####	EVERSON, EMILY	8 GREEN ST	4/30/2025	4/30/2026	JEN
AUSSIEDOOD	BLACK		F	001540	9787664642		7/2/2025
25-002645	DOG	#####	FIELD, AMANDA	98 PORTSMOUTH AVE	4/30/2025	4/30/2026	HARMON
LAB RET	BLACK		F	28337	603-489-9247		2/22/2027
25-002626	DOG	#####	FROUMY, HEATHER	14 GREEN STREET	4/30/2025	4/30/2026	HARMON
MINI POODLE	TAN		F	251818			3/5/2028
25-002627	DOG	#####	FROUMY, HEATHER	14 GREEN STREET	4/30/2025	4/30/2026	HARMON
POODLE	CAMEL		M	251687			2/6/2026
25-002637	DOG	#####	FULLER, NICOLE A	2 GREYBIRD FARM CR	4/30/2025	4/30/2026	HARMON
RET MIX	BRO/WHI		M	0686	978-771-7650		10/26/2025
25-002631	DOG	#####	GAGNON, MELISSA&COLLIN	130 LINDEN STREET	4/30/2025	4/30/2026	HARMON
RET MIX	BRINDLE		F	26540	9783759296		11/9/2025
25-002632	DOG	#####	GAGNON, MELISSA&COLLIN	130 LINDEN STREET	4/30/2025	4/30/2026	HARMON

LicenseNo	Type	CID	Name	Address	IssueDate	Exp. Date	IssuedBy
Breed	Color		Gender	Rabies No.	OwnersPhone Number		Rabies
CHIHUAHUA X	BLK/TAN		F	25200	9783759296		2/22/2028
25-002630	DOG	#####	GILL, TIFFANY	16 A CARROLL ST	4/30/2025	4/30/2026	HARMON
GERMAN SHE	BLK TAN		M	4851	603-944-1361		2/11/2028
25-002656	DOG	#####	HAGER, HELEN	9 WHEELWRIGHT AVENUE	4/30/2025	4/30/2026	HARMON
AUST CATTLE	BLUE MERLE		F	28987	580-5349		8/12/2027
25-002657	DOG	#####	HAGER, HELEN	9 WHEELWRIGHT AVENUE	4/30/2025	4/30/2026	HARMON
LAB	BLACK		F	24931	580-5349		10/1/2027
25-001810	DOG	#####	HAMMOND, CORINNA	PO BOX 783	4/30/2025	4/30/2026	JEN
LAB	BLACK		F	030725	6036580203		3/6/2028
25-002646	DOG	#####	HINNOV, EMILY	50 BROOKSIDE DR B8	4/30/2025	4/30/2026	HARMON
POMERANIAN	TAN		M	3246	6032038556		5/10/2027
25-002639	DOG	#####	MCLAREN, TOBEY	62 WASHINGTON STREET	4/30/2025	4/30/2026	HARMON
GRIFFON	LIVER/WHI		M	1686	603-785-6651		5/10/2026
25-001808	DOG	#####	MICHELSON, CHRISTINE D	4 COUNTRY LN	4/30/2025	4/30/2026	JEN
AUST CATTLE	RED		M	250183			3/17/2028
25-002641	DOG	#####	OLSON, JASON	8 PINE MEADOWS DR	4/30/2025	4/30/2026	HARMON
YORKIE	BLK/TAN		M	29659	6035029373		1/24/2028
25-002651	DOG	#####	PALMER, SARAH T	19 GARRISON LN	4/30/2025	4/30/2026	HARMON
AUST SHEPHE	BLUE MERLE		F	3756	617-935-5581		10/2/2025
25-002635	DOG	#####	PRESCOTT, KENDALL	110 WATSON ROAD	4/30/2025	4/30/2026	HARMON
IRISH WOLFHC	BRINDLE		M	649	772-6214		7/25/2025
25-002653	DOG	#####	SANDER, BARBARA	28 BEECH HILL RD	4/30/2025	4/30/2026	HARMON
COCKER SPA	BRO/WHI		M	30809	6037851298		9/11/2025
25-001861	DOG	#####	SANTOSUOSSO, MARGARET	8 JUNIPER ST	4/30/2025	4/30/2026	JEN
AUSSIEDOOD	WHI/BLK		M	1178	603-702-1585		7/31/2026
25-002640	DOG	#####	SLADE, TREMAINE	3 BROOKSIDE DR #3	4/30/2025	4/30/2026	HARMON
AM PIT BULL	BLK/WHI		F	27147	508-326-3112		3/13/2026
25-002625	DOG	#####	TUTTLE, LEIGH	190 FRONT ST	4/30/2025	4/30/2026	HARMON
LAB MIX	TAN/WHITE		F	1554	603-997-1770		12/18/2026
25-002622	DOG	#####	TUTTLE, LEIGH	190 FRONT ST	4/30/2025	4/30/2026	HARMON
LAB MIX	BROWN		F	1558	603-997-1770		12/18/2026
25-002644	DOG	#####	TUTTLE, ROBERT	56 DRINKWATER ROAD	4/30/2025	4/30/2026	HARMON
POINTER X	BLK/WHI		F	27153	778-0547		3/15/2026
25-001809	DOG	#####	WETHERBEE, BRIANNA	9 BLACKFORD DR	4/30/2025	4/30/2026	JEN
AUST SHEPHE	BRO/WHI		M	2178	603-631-1231		8/2/2026
25-002621	DOG	#####	WOODWORTH, DOROTHY	2 COLCORD POND DR	4/30/2025	4/30/2026	HARMON
PUG MIX	BLK TAN		M	2499	778-8376		10/9/2026
25-002611	DOG	#####	WORROLL, SCOTT	9 WAYSIDE DR	4/30/2025	4/30/2026	HARMON
POINTER X	BLK/WHI		F	29694	603-531-2249		2/6/2028

## **Level 1 Water Restriction**



# TOWN OF EXETER, NEW HAMPSHIRE

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

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

## Memo

To: Melissa Roy

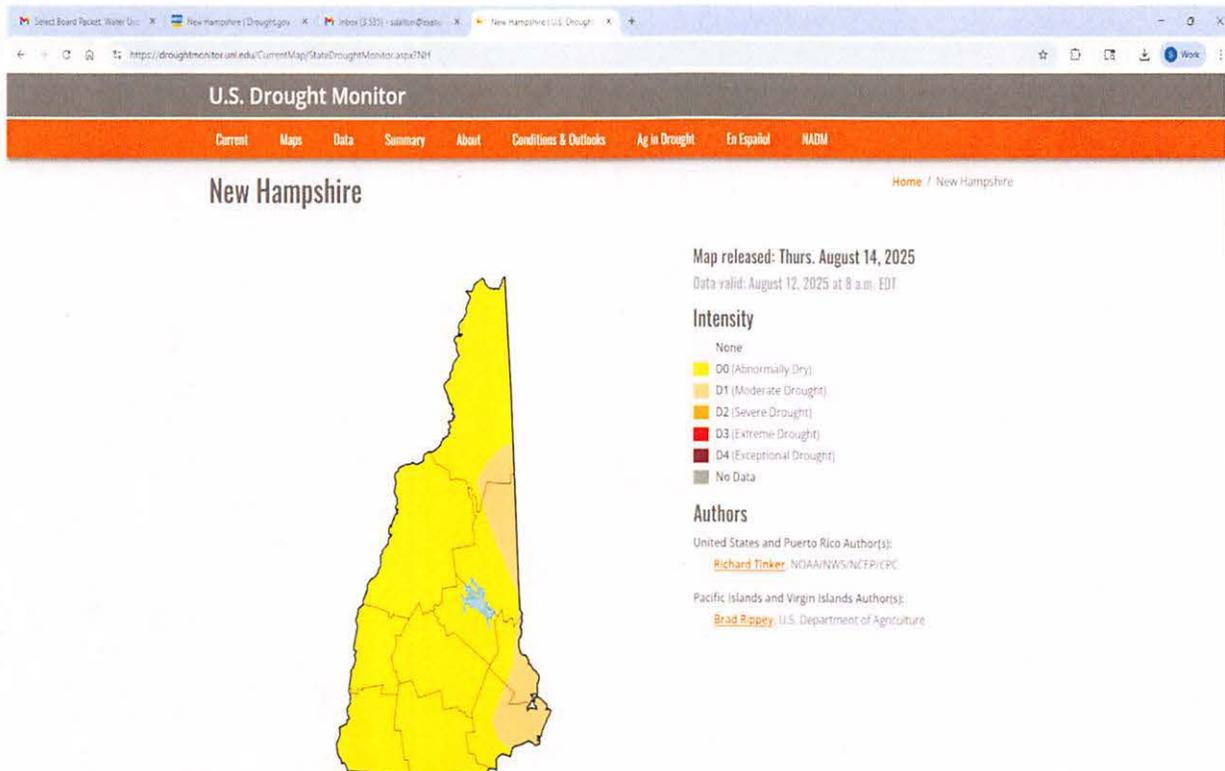
From: Stephen Dalton

CC: Stephen Cronin, Pam McElroy

Date: August 15, 2025

Re: Level 1 Water Restriction

The U.S. Drought Monitor dated August 14, 2025, has elevated drought conditions from abnormally dry (D0) to moderate drought (D1). Due to these conditions the Public Works Department recommends that the Select Board issue a Level 1 restriction in where the public is requested to refrain voluntarily from landscape watering and to limit the amount of water used outdoors for other purposes. A level 1 restriction also states that landscape watering shall not occur between the hours of 8 am and 7 pm.





# TOWN OF EXETER, NEW HAMPSHIRE

13 Newfields Road • EXETER, NH • 03833 • (603) 773-6157  
[www.town.exeter.nh.us](http://www.town.exeter.nh.us)

## Voluntary Water Restriction

**August 18, 2025**

**Due to Rockingham County being recently classified by the U.S. Draught Monitor to be experiencing moderate draught conditions, the Town has issued a Level 1 water use restriction as described in Exeter's Water Ordinance Chapter 16 section 1610.5. The Town water supplies are finite and decreasing with only minor precipitation predicted.**

### Level 1 restriction:

- The public is requested to refrain voluntarily from landscape watering and to limit the amount of water used outdoors for other purposes.
- Landscape watering shall not occur between the hours of 8:00 am and 7:00 pm.

**Conserve water to preserve it for drinking, sanitation, safety fire suppression.**

**For more information regarding drought status and water efficiency practices, please visit NHDES:**

<https://www.des.nh.gov/climate-and-sustainability/storms-and-emergencies/drought>

Contacts: Stephen Dalton – Water & Sewer Superintendent  
Stephen Cronin – Public Works Director  
(603) 773-6157

EXETER TOWN ORDINANCES

1610 Water Use Restrictions

- 1610.1 The purpose of this ordinance is to ensure the use of water is regulated in a manner the Town of Exeter Board of Selectmen (Board) deems to be in the best interests of the Town of Exeter. The Board may use reasonable means to protect, preserve and maintain the public health, safety and welfare when a water supply shortage exists.
- 1610.2 The Town of Exeter adopts this - ordinance under its authority to regulate public water systems under RSA 38:26 and to restrict the use of private wells to water lawns under RSA 41:11-d.
- 1610.3 The requirements of this section shall apply to all water users with connections receiving water from the Exeter Water Department and, under state or federally declared drought conditions, all residential well users within the Town.
- 1610.4 By definition, a water supply shortage is a situation when insufficient water is available to meet the present or anticipated needs of the water system. A water supply shortage usually occurs due to drought or a major infrastructure failure.
- 1610.5 Upon declaration of a State of Water Supply Shortage or other water emergency the Board shall be authorized to determine and implement restrictions necessary to conserve and maintain adequate reserves of the public water supply. Provided there is a declaration as noted above, the following levels of progressive restriction will apply immediately after the public notification period specified in 1610.6.
- a. If the Board issues a Level 1 restriction, then
    - i. The public is requested to refrain voluntarily from landscape watering and to limit the amount of water used outdoors for other purposes.
    - ii. Landscape watering shall not occur between the hours of 8 am and 7 pm.
  - b. If the Board issues a Level 2 restriction, then
    - i. Landscape watering by odd numbered addresses is allowed on odd numbered days.
    - ii. Landscape watering by even numbered addresses is allowed on even numbered days.
    - iii. Landscape watering shall not occur between the hours of 8 am and 7 pm.

- c. If the Board issues a Level 3 restriction, then
  - i. Landscape watering by odd numbered addresses is allowed on Mondays and Thursdays.
  - ii. Landscape watering by even numbered addresses is allowed on Tuesdays and Fridays.
  - iii. Landscape watering shall not occur between the hours of 8 am and 7 pm.

If the Board issues a Level 4 restriction, then

- i. Landscape watering is prohibited.
- ii. The filling of swimming pools greater than 100 gallons capacity is prohibited.
- iii. Washing of streets, driveways, sidewalks or other impervious areas is prohibited.
- iv. Washing of vehicles or boats at a non-commercial facility shall be prohibited.

1610.6 Notification of intent to implement water use restrictions by the Board due to a water supply shortage shall be posted three days prior to effective date in two public locations and published in a newspaper of general circulation within the town of Exeter or by such other means reasonably determined to notify all affected water users.

1610.7 The Board upon a determination that the water supply shortage no longer exists may terminate a State of Water Supply Shortage. Public notification of the termination of a State of Water Supply Shortage shall be given in accordance with 1610.6.

1610.8 Exceptions to restrictions include the following

- a. Hand irrigation of crops used for food by residents at a residential property shall not be restricted.
- b. Water to sustain animal life shall not be restricted.
- c. Commercial car washes, cash crops, farms, flower shops or garden centers shall not be restricted.
- d. Despite the authority granted by 1610.2, orders imposing water use restrictions shall not apply to uses that obtain water from sources other than the public water supply, unless it can be clearly demonstrated that the use of such water directly affects the public water supply. Note: Municipalities have the authority to implement lawn watering restrictions in accordance with RSA 41:11-d applicable to all water users (including those using private wells) under state declared drought conditions.

1610.9 Any person failing to comply with the restrictions imposed pursuant to this ordinance shall be subject to a fine and/or be subject to imposition of civil penalties pursuant to RSA 38:26, II not to exceed \$10,000 per day of such

violation. Recovered penalties shall be used as the Town of Exeter may direct. In addition to the foregoing penalties, the Town of Exeter is authorized to discontinue the furnishing of water where orders and restrictions have been violated. Such discontinuance shall be made pursuant to RSA 38:31 and may be continued so long as there is evidence that the violations will continue.

First violation:       Written warning delivered to site of violation  
Second violation:     \$100 fine  
Third violation:       \$500 fine and discontinuance of water service.

All current fees will be applicable in addition to fines including but not limited to fees for water shut-off and turn-on.

## **Mid-Year Financial Report**



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

**TO:** SELECT BOARD & RUSSELL DEAN, TOWN MANAGER  
**FROM:** COREY STEVENS, FINANCE DIRECTOR  
**SUBJECT:** BUDGET VS ACTUAL RESULTS AT 06/30/25, COMPARED TO 06/30/24  
**DATE:** AUGUST 18, 2025

### Mid-Year Highlights

- Contract provisions for all three collective bargaining agreements were implemented as of July 1, 2025. Wage and incentives were projected to add \$361K to the General Fund operating budget in FY25, and approximately \$34K each to Water & Sewer.
- The Town recently completed its bond sale for the year through the NH Municipal Bond Bank for three upcoming projects:
  - Police Station w/ Fire Substation - \$17,522,500 at 4.3% for 20yrs
  - Linden Street Bridge Repairs - \$1,257,900 at 3.43% for 10yrs
  - Public Works Fuel Island Replacement - \$575,000 at 3.24% for 5yrs
  - The Town also purchased three pieces of equipment totaling \$481,847 at 4.1% for 5yrs
- In early August, the Town completed the process of updating its credit rating. S&P Global Ratings performed the analysis and issued an *Issuer's Credit Rating*, which is a rating of the Town's overall financial health. A rating of AA+ was issued along with a Stable outlook.
- The financial audit for FY2024 is nearing completion. General Fund unassigned fund balance is projected to be \$5.99 million, a roughly \$700K increase from FY2023.

### General Fund Budget vs. Actual Revenues and Expenses

#### General Fund Revenues

For the six months ending June 30, 2025, Total General Fund Operating Revenue was \$11.27M, representing 46% of the FY2025 budget, and in line with FY24 mid-year collection results.

#### **Highlights of General Fund Revenues as of 6/30/25:**

- **Property Tax Revenues:** Property tax invoices totaling \$32.3M were issued in May of this year (due July 1<sup>st</sup>), with the Town's portion equaling \$7.6M, or 23.6%. The balance of this revenue goes to the school districts and county. As of July 31<sup>st</sup>, 97% of the May billings were collected with just over \$1M still outstanding. Collection results were the same at July 31<sup>st</sup> of the prior year. The Town has abated approximately \$59K in property taxes related to the 2024 revaluation. A year over year receivables comparison is found on page 3.

- Building & Permit Fees:** The Building department has been extremely active during the first six months of 2025. Fees collected as of mid-year have exceeded the annual budget expectation and are significantly higher than 2024. As of 6/30/25, \$501K in building permit fees had been collected compared to \$186K at 6/30/24. This represents an increase of 87 permits over the prior year, including a large permit to the Academy for renovations to Academy Hall. Year over year comparative results are below:

	Est. Building	Fee	Total
	<u>Cost</u>	<u>Collected</u>	<u>Permits</u>
6/30/2025	63,088,634	500,987	533
6/30/2024	24,727,844	185,662	446

- Meals and Rooms Tax Revenue:** This annual allocation from the state is remitted to the Town one time in December.
- Income from Departments:** \$494K in department revenue at mid-year, representing 45% of the annual budget. Mid-year results are an improvement of \$41K over the prior year. Departmental income is broken down as follows:
  - Income from Departments - \$179.5K collected, compared to \$111K at 6/30/24. Revenue from building inspector services, the fire department, and reimbursement for the Town’s school resource officer were ahead of results from mid-year 2024.
  - Waste & Refuse Charges - \$314K collected, representing 37% of the annual budget. Similar to 2024, revenue from many of the Town’s pay-to-throw programs has been slow to generate in the first 6-months of 2025. Some programs, such as Household Hazardous Waste Day, do not take place until Fall.
- Interest Income:** \$295K collected, representing 66% of the annual budget. The Town actively worked to ensure idle funds were invested in short-term CDs throughout the first six months of 2025. The Town continued to invest at rates over 4% during the first 6 months of the year.
- Use of Fund Balance:** 50% of the projected annual amount to be used for 2025 has been recognized at June 30<sup>th</sup>. The actual amount to be used is subject to Select Board approval later in the year.

**Town of Exeter  
Property Tax/Liens Receivable  
As of June 30, 2025 and 2024**

		<b>Balance Outstanding</b>		
<u>Type</u>	<u>Bill Year</u>	<u>06/30/25</u>	<u>06/30/24</u>	<u>\$ Change</u>
Lien	2015 & prior	14,705	17,307	(2,603)
Lien	2016	3,748	12,668	(8,920)
Lien	2017	14,075	15,177	(1,102)
Lien	2018	16,573	17,427	(854)
Lien	2019	12,152	15,442	(3,290)
Lien	2020	19,390	26,135	(6,745)
Lien	2021	37,628	67,818	(30,190)
Lien	2022	61,403	185,615	(124,212)
Lien	2023	209,634	409,370	(199,736)
Lien	2024	559,549	4,649,503	(4,089,954)
	<b>Subtotal</b>	<b>\$ 948,857</b>	<b>\$ 5,416,463</b>	<b>\$ (4,467,606)</b>
<b>Tax</b>	<b>2025</b>	<b>\$ 4,933,273</b>	<b>\$ -</b>	<b>\$ 4,933,273</b>
	<b>Grand Total</b>	<b>\$ 5,882,130</b>	<b>\$ 5,416,463</b>	<b>\$ 465,667</b>

**General Fund Expenditures**

Total General Fund Operating Expenses as of June 30, 2025, were \$10.7M, representing 44% of the 2025 budget. On a percentage basis, these spending results were directly in-line with 2024 mid-year results. A discussion of the highlights and notable variances to budget is below. Generally, we would anticipate wages, tax and benefits to be 50% spent at mid-year. Non-compensation expense lines will vary based on the timing of such expenditures and circumstances within the individual departments.

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

- **General Government Group** actual expenditures were \$710K through June 2025, representing 50% of the annual budget. Notable contributions to these results include:
  - **Human Resource** expenses were \$47K, representing 22% of the budget. As a result of the Keegan Management Report, the Assistant Town Manager role has been moved to the Town Manager’s budget, and the Town is actively recruiting to hire a dedicated HR Director. The vacancy resulted in wage and benefit spending below expectation roughly \$60K.
  - **Legal Costs** are budgeted annually at \$100K. Legal spending is never consistent year over year, but as of 6/30 was \$25K below the prior year, and only 34% of budget.

- **Liability Insurance** expenses were \$147K, representing 166% of the budget. Expenses related to repairing damaged equipment for which the Town anticipates insurance reimbursement are recorded to this line. Through 6/30, \$60K of such activity had been reported and the Town had received \$41K of insurance reimbursement revenue.

#### **Finance Group (Finance, Treasurer, Tax, Assessing and IT)**

- Actual expenditures of \$597K for this group through June 2025, representing 47% of the annual budget. Spending for the group was generally in-line with budget expectations at mid-year. Notable budget v. actual spending deviations include:
  - **Finance** – Wage and benefit spending were in-line with expectations at mid-year, while general expense lines were 63% spent. The annual payment for the Town’s financial software is due in the first quarter of each year. The General Fund portion is \$32K, which is a significant component of Finance’s overall general expense budget.
  - **Tax** – General expense budgets were 58% spent at mid-year. The Town upgraded its Munis online bill-pay software for 2025, with the annual payment due in the first quarter of the year. In addition, postage and costs associated with issuing certified lien notices put spending on these lines at 80% of budget at mid-year.
  - **IT** – Wage and tax lines were slightly over budget expectation at mid-year due to role changes and new hiring in the department. General expense lines were 41% spent at mid-year, primarily the result of timing on annual software/licensing agreements. Education/ Training is unspent at mid-year as well.

#### **Planning Group (Planning, Bldg. Insp., Econ. Dev. & other Boards and Commissions)**

- Actual expenditures for this group were \$365K through June 2025, representing 46% of the annual budget. As a result of recommendations in the Keegan Management Report, Economic Development now reports to Planning, and financial results have been added to this group. Spending for each of the departments was in-line with budget expectations at mid-year. Board and Commission budgets were roughly 30% spent at mid-year.

#### **Police Department**

- Actual department expenditures were \$2.1M through June 2025, representing 44% of the overall Police Department budget. \$133K has been added to the Department’s budgets to reflect the cost of the new union contract, which went into effect on 7/1. Notable division results are highlighted below.
  - **Administration** – Actual spending of \$576K representing 48% of the division’s budget. Compensation and benefit lines were in-line with budget expectations as there were no vacancies through mid-year. Spending on general expense lines was slightly ahead of expectation at 52% with Equipment Purchases (\$36K spent or 87%) and Munitions (\$9.2K or 77%) leading the way.

- **Staff Division** – Actual spending of \$267K, representing 40% of the division’s budget. The division has 5 full-time positions budgeted, however, due to staffing needs in other divisions, only 4 are reflected in the budget results through 6/30. The Education/Training budget was largely spent by mid-year with many officers attending required training during the first 6-months of 2025.
- **Patrol Division** – Actual spending of \$1.07M, representing 44% of the division’s budget at mid-year. Wage and tax lines were spent below expectation due to one long-term absence from the department. These results were countered by spending ahead of expectation for Sick Replacement (89% spent) and Training Coverage (69%).
- **Communications/Dispatch Division** – Actual spending of \$209K, representing 40% of the division’s budget. The timing of hiring new staff and the related benefit elections lead to mid-year results. Equipment Maintenance and Repair lines were 29% as of mid-year. A new communications console that the Town ordered in 2023 has been completed. However, given that Dispatch will be moving to the new safety complex shortly, the Town has been advised to hold off on installation until the building is complete.

### **Fire Department**

- Actual department expenditures of \$2.0M represented 44% of the Fire Department budget. Similar to Police, the Fire Department budget also reflects the cost of the new union contract (\$158K), effective 7/1. Results are generally consistent with budget expectations at mid-year. Notable division results are highlighted below.
  - **Administration** – Actual spending of \$418K was in line with budget expectations at 48%. Administration remains fully staffed in 2025. No notable budget v. actual deviations at mid-year.
  - **Suppression** – Actual spending of \$1.52M, representing 43% of the division’s budget. The division was at full staff during the period, and replacement/ overtime wages were held within budget expectation as well. Protective Equipment and Uniform lines were running slightly ahead of budget at 6/30 (65% and 71% respectively). The division anticipates delivery of its long-awaited PFAS free turn-out gear later this Fall. This gear was paid for using ARPA funds. Vehicle Maintenance was ahead of budget expectation at 82% spent, due in large part to a motor rebuild on Engine #2.
  - **Emergency Management** – Actual spending was 51% of the E.M. budget at mid-year. 2025 is the first full year with the new Emergency Management Coordinator in place.

### **Public Works Department**

- Actual Public Works spending of \$2.37M, representing 38% of the budget at mid-year. These results are consistent with June 30<sup>th</sup> of 2024. Public Works budgets have been increased by \$70K to reflect the cost of the new union contract, which went into effect on 1/1/2025. Public

Works (including Water/ Sewer enterprise operations) have made strong headway in overcoming staffing challenges in 2025. The group started the year with 13 open positions and was down to 9 openings at the time of this report. As noted in previous mid-year reports, many of the Public Work's general expense lines are spent in the second half of the year, which also contributed to mid-year results. Notable division results are highlighted below.

- **Administration** – Actual spending of \$167K, was in-line with the prior year's results and represented 27% of the 2025 annual budget. Contributing to these results was wage and benefit spending at 33% of budget owing to open positions for Assistant Engineer and Engineering Technician, as well as Town Engineer for a portion of the period.
- **Highways and Streets** – Actual spending of \$662K, representing 31% of the division budget. The division continued to be fully staffed during the first part of 2025, and only recently lost one member of the team. General expense lines were 27% spent at mid-year due in large part to the annual paving program, for which the Town had not received any significant invoices as of 6/30. Other general lines including Storm Drain Cleaning, Street Marking, and Tree Maintenance also had low expense activity at mid-year.
- **Streetlights** – With the conclusion of repayment for streetlight replacement in 2024, the Town has realized a modest decrease in this utility cost. Spending at mid-year 2025 was \$44.5K compared to \$67K in 2024.
- **Snow Removal** – Snow fighting costs were 123% of the annual budget by mid-year. Plowing expenses were 152% of budget as the Town continues to rely on outside contractors to assist with snow fighting operations while short staffed. Salt expense was 131% of budget, and Vehicle Maintenance 127% as snow equipment required frequent repairs this year. The total amount over budget was \$67.7K. Finance will be requesting reimbursement from the Snow & Ice Deficit Fund at year-end to cover the annual overage.
- **Solid Waste Disposal** – Actual spending of \$631K, representing 38% of the 2025 budget, was slightly behind pace with 2024. Spending on the Town's solid waste contract was a contributing factor (38% spent v. 40% in the prior year). The department also had a sizeable purchase of blue bags in the first half of the prior year. Significant general expense lines (Brush Grinding, Landfill Monitoring, Household Hazardous Waste) are spent in the latter part of each year and were largely unspent at June 30<sup>th</sup>.
- **General Maintenance** – Actual spending of \$275K, representing 41% of the budget for General Maintenance. Staff retirements, both full and part-time, lead to wage and benefit spending at 38% of budget as filling these vacant positions took time. Contract Services, primarily the cost of the Town's cleaning contractor, was 77% spent at mid-year, and Custodial Supplies, 71%. The Maintenance Projects budget of \$100K was roughly 15% spent at mid-year. The list of projects that have been accomplished or are upcoming include: A/C repairs in Town Offices, work on the Historical Society building, repairs to Town Hall steps.

- **Building Maintenance** – Public Works is responsible for maintenance and utilities of the various buildings owned by the Town. At mid-year the combined Maintenance budget for these buildings (\$180K) was 28% spent, compared to 50% in the prior year. Utility costs for Town buildings (electricity, natural gas, water/sewer) were 45% at mid-year, similar to the prior year.
- **Mechanics Garage** – Actual spending of \$83K, representing 25% of the annual Garage budget. One open position as well as staff turnover resulted in full-time wages and health benefits at 25% of budget at mid-year.

### Welfare

- Actual expenses of \$85K were 48% of the 2025 budget and generally in line with expectation. Direct relief for rent/housing declined by \$13K from mid-year 2024, however in speaking with the Town’s Welfare Administrator, housing assistance remains the top request received by the department. With rents on the Seacoast at record levels, housing can be difficult to find for those at or below the poverty level. The Town is fortunate to receive contributions throughout the year from organizations and members of the community. Through mid-year the Town has received roughly \$5K in such contributions, primarily from the Wentworth Trust.

### Human Services

- Actual spending was 100% of budget as of mid-year. Administered by the Human Services committee and Welfare Administrator, each year the Town supports numerous organizations in the community that provide assistance to those in need. Payment to these organizations are made in the second quarter each year. A list of organizations that the Town supports can be found on the Town’s website: [www.exeternh.gov/human services](http://www.exeternh.gov/human%20services).

### Parks & Recreation

- Actual expenses of \$374K representing 49% of the 2025 budget. Overall spending results are in line with budget expectations and slightly higher than the prior year. Included in the Recreation budget for 2025 is one-half of the cost of a part-time Senior Coordinator. Hiring for this position took place after the March vote.
  - **Recreation** expenses were 47% of budget at mid-year for this department. There were no notable budget v. actual deviations.
  - **Parks** expenses were 61% of budget at mid-year for this department. Wages were slightly below budget expectation at 41% due to staff turnover. The Parks department continues to rely on contracted services in part to maintain Town parks. The Contracted Services budget was 92% spent at mid-year. General expense lines such as Landscaping Supplies are largely spent in the first half of the year as the department prepares for the growing season.

**Public Library**

- Actual expenses of \$740K, at June 30<sup>th</sup>, representing 58% of the annual Library budget. Full-time wages and benefits were mostly in line with budget expectations at mid-year. Part-time wage expense was 64% of budget, however, the library is actively managing these results. Public Services expenditures were 100% requested by Library Administration as of June 30<sup>th</sup>.

**Debt Service**

- General Fund Debt Service expense was \$278K, representing 14% of the 2025 budget of \$1.95M. Spending includes 50% of the annual interest payments due on outstanding debt and paid by June 30<sup>th</sup>. Principal payments, and the balance of interest for the year are due in July amounting to \$1.67M. Debt Service in 2025 is an overall decrease of \$121K from the prior year. Debt on several projects was retired in 2024, and only partially offset by interest due on the Public Safety Complex bond anticipation note (BAN) of \$171K. The Town was able to invest the BAN proceeds in short-term CDs over the past 12 months, recouping roughly \$130K in interest income to offset interest due on the note.

**Capital Outlay/Leases**

- Actual spending of \$265K, representing 75% of the 2025 budget for Capital Outlay. Scheduled lease payments on several pieces of existing equipment were made, in addition to new purchases in the spring for a dump truck, sidewalk tractor and the new ADA van.

### **Water Fund Budget vs. Actual Revenue and Expenditures**

#### **Water Fund Revenue**

- For the six months ending June 30, 2025, Total Water Fund Operating Revenue was \$2.3M, representing 50% of the overall annual budget of \$4.6M. Total Revenue as of June 30, 2024, was \$2.2M, or 45% of budget. Revenues reflect the second full year of new utility rates implemented in January of 2024. The department is presently working on two significant water resource projects: the Drinkwater Road Groundwell, and an analysis of needs at the surface water treatment plant. Notable revenue results are highlighted below:
  - Water Consumption Charges – \$1.84M collected, representing 49% of the FY25 budget for this category. These results are an increase of \$62K over mid-year 2024.
  - Water Service Charges – \$395K collected representing 56% of the annual budget, and a slight increase of \$3K over the prior year.
  - Other Water Service Fees – \$98K collected at mid-year which was 48% of the budget and a \$12K increase over FY24. Fees in this category are for services such as backflow testing and charges to the General Fund for maintenance of the Town's fire protection infrastructure.

#### **Water Fund Expenses**

- Water Fund Enterprise Operating Expenses were \$1.74M as of June 30<sup>th</sup>, representing 38% of the 2025 budget. Expenses were \$50K greater than 2024 at mid-year, mostly due to increases in wage and benefit costs. Overall, the 2025 Water Fund budget is \$300K less than 2024 due to a reduction in the Capital Outlay budget year-over year. The Water Department was successful in hiring for some of its vacancies during the first part of the year and currently has two open positions. Notable budget highlights and variances to actual are discussed below.
  - Water Administration – Actual spending of \$294K representing 49% of the annual Administration budget and in-line with expectation. The Assistant Water/Sewer Manager position was filled in the last quarter of 2024, as a result the division is fully staffed. Administration general expenses were in line with expectations at mid-year.
  - Water Distribution – Actual spending of \$360K, representing 38% of the budget at mid-year. Encumbrances totaling \$67K were also in place on June 30<sup>th</sup>. Distribution had three open positions (shared with Sewer Collection) at various times throughout the first half of 2025, resulting in wage and benefit spending at 35% of budget. However, as of today the division is down to one opening. General expenses were spent in line with expectation at mid-year based on historical spending cycles.
  - Water Treatment – Actual spending of \$460K, representing 39% of the annual Treatment budget. The division also had encumbrances totaling \$164K in place at June 30<sup>th</sup>, bringing total spending to 53% of budget, and in-line with prior year spending rates. The division had one open Plant Operator position during the first

half of 2025. Part-time help was utilized to meet operating requirements of the plant until permanent staffing is hired. As a result, wage and benefit spending in Treatment was 40% of budget at mid-year. Overtime wages were running slightly ahead of budget at mid-year at 55%.

- Water Fund Debt Service – The majority of the Debt Service budget is spent in the second half of the year when principal payments on outstanding debt become due. \$795K of the \$1.1M Principal budget was unspent as of June 30<sup>th</sup>. The Debt Service budget is an overall decrease of approx. \$200K from the prior year as a result of retired debt on past waterline upgrade projects.
- Water Fund Capital Outlay – Capital Outlay budgets were largely unspent as of June 30<sup>th</sup>. However, various projects are being scheduled to commence during the summer and into the fall including Cross Road water tower cleaning, Gilman Well rehabilitation, and surface water treatment plant motor replacement.

#### **Water Fund Net Income**

- The Water Fund ran a net operating surplus of \$582K for the first six months of 2025, results that were very similar to those at mid-year 2024. Revenues are stable and consistent with results from the prior year, and expense budgets a largely in check with assistance from some lingering open positions in the department.

#### **Sewer Fund Budget vs. Actual Revenues and Expenditures**

##### **Sewer Fund Revenue**

- For the six months ending June 30, 2025, Total Sewer Fund Operating Revenue was \$3.6M, representing 44% of the annual budget of \$8.2M. This compares to 47% collected in the prior year. These results would appear to be lagging, however keep in mind that the Town receives its annual State Aid Grant (SAG) of \$1M at the end of each year. Notable changes in year-over-year revenue results are discussed below:
  - Sewer Usage Charges – \$3.3M collected, representing 54% of the annual budget and a 3% increase over mid-year 2024.
  - Sewer Septage Fees – The department completed operational upgrades to equipment earlier this year and has restarted the septage collection program.
  - Sewer Service Charges – \$314K collected, representing 72% of the annual budget. Results of in line with mid-year 2024.
  - State Aid Grant (SAG) – The Town anticipates receiving SAG funds again this year in the amount of \$1.05M. This will be a decrease of \$16K from the previous year. The Town expects to continue receiving SAG funds during the current two-year

State budget cycle as the program was retained during State budget negotiations this Spring.

### **Sewer Fund Expenses**

- Sewer Fund Enterprise Operating Expenses were \$2.1M as of June 30<sup>th</sup>, representing 26% of the annual budget. Debt repayment on the Squamscott River sewer siphons began in early 2025, and the FY25 Debt Service budget increased \$480K over FY24. Notable variances to budget are discussed below.
  - Sewer Administration – Actual spending of \$364K representing 58% of the annual Administration budget. This compares to 44% at mid-year 2024. The department shares administrative staff with the Water department, so filling the Assistant Manager position is a welcome addition to Sewer. To address staffing vacancies in the Collections and Treatment divisions, Sewer has retained an outside consultant to assist in running the plant. As a result, the Consulting Services budget is overspent for FY25. The overspending will be offset, however, by savings in full-time wages, taxes and benefits from the two affected divisions. Annual property insurance costs allocated to Sewer of \$97K, also impact the June 30<sup>th</sup> results. Otherwise, general expense lines are within budget.
  - Sewer Collection – Actual spending of \$239K, representing 32% of the budget for this category. Collection shares staff with Water Distribution and as a result wage spending is below expectation as noted above. General expense lines were 30% spent as of June 30<sup>th</sup>, due in large part to low spending on several maintenance lines. It is anticipated that most of these lines will be spent by year-end.
  - Sewer Treatment – Actual spending of \$725K, representing 42% of the budget at June 30<sup>th</sup>. The division had one Operator position open at mid-year. General expense lines, including encumbrances, were 51% spent as of June 30<sup>th</sup>. These results that are in-line with the prior year’s spending.
  - Sewer Fund Debt Service – The majority of Debt Service is spent in the second half of the year when payment on all outstanding debt becomes due. This includes debt on the sewer treatment facility which represents 58% of the annual Debt Service budget. As noted in the introduction, repayment on the sewer siphons project also began in May 2025, adding nearly \$500K to the current year operating budget.
  - Sewer Fund Capital Outlay – The budget for Capital Outlay was largely unspent as of June 30<sup>th</sup>. This budget includes lease payments of \$87K that come due in the second half of the year. Encumbrances for capital equipment totaling \$70K have been generated bringing spending to 39% of budget at mid-year.

### **Sewer Fund Net Income**

- The Sewer Fund ran a net operating surplus of \$1.5M as of 6/30, compared to \$2.1M in the prior year. The decline is largely due to the start of repayment on the siphons project as discussed. The timing of debt service payments toward the end of the year is also a

significant factor in spending results While attracting new hires continues to be a challenge, gains have been made over the past year.

**Water/ Sewer Fund Accounts Receivable**

- The comparison below shows relatively consistent results between the two measurement dates. While overall receivables are up, the composition of Percent Outstanding remains consistent, with a notable decline in the percent outstanding over 90 days. 90 Days was a category being monitored during the first 6-months of 2025.

**Town of Exeter  
Accounts Receivable Aging Analysis - Water & Sewer  
Mid-Year 2025 Compared to End of Year 2024**

	<u>Current</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>Over 90 Days</u>	<u>Total</u>
<b>As of 06/30/25</b>	<b>\$918,918</b>	<b>\$ 351,005</b>	<b>\$ 37,291</b>	<b>\$ 136,461</b>	<b>\$1,443,675</b>
<b>Percent Outstanding</b>	<b>64%</b>	<b>24%</b>	<b>3%</b>	<b>9%</b>	<b>100%</b>
<b>As of 12/31/24</b>	<b>\$881,260</b>	<b>\$ 293,824</b>	<b>\$ 47,428</b>	<b>\$ 164,061</b>	<b>\$1,386,573</b>
<b>Percent Outstanding</b>	<b>64%</b>	<b>21%</b>	<b>3%</b>	<b>12%</b>	<b>100%</b>
<b>Increase/(Decrease)</b>	<b>\$ 37,658</b>	<b>\$ 57,181</b>	<b>\$ (10,137)</b>	<b>\$ (27,600)</b>	<b>\$ 57,102</b>
<b>% Increase/(Decrease)</b>	<b>4%</b>	<b>19%</b>	<b>-21%</b>	<b>-17%</b>	<b>4%</b>

**Warrant Article Appropriations** – Status of spending on various articles approved by voters:

**2025 Warrant Article Appropriations  
Status as of 6/30/25**

	<b>Status</b>	<b>Budget</b>	<b>Spent</b>
<b>Warrant Articles from Taxation</b>			
Sidewalk Tractor #58 - lease/purchase	Financed and purchased in May	225,000	217,622
Dump Truck #33 - lease/purchase	Financed and purchased in May	160,000	151,549
ADA Accessible Van - lease/purchase	Financed and purchased in May	120,000	107,676
Parks Improvement Fund	Funded in March	100,000	100,000
Transfer Station Improvements	Design stages	50,000	-
ADA Capital Reserve Fund	Funded in March	25,000	25,000
Sestercentennial Celebration Fund	Funded in March	5,000	5,000
		<u>685,000</u>	<u>606,847</u>
<b>Warrant Articles from Fund Balance</b>			
Public EV Charging Facility	\$96K grant (suspended) + \$24K fund bal	24,000	-
Styrofoam Densifier Unit	\$50K grant awarded + \$30K fund bal	30,000	-
Fire Utility Truck #1	Purchased in May	71,355	61,417
Sick Leave Expendable Trust Fund	Funded in March	100,000	100,000
Snow/Ice Non-Capital Reserve Fund	Funded in March	75,000	75,000
Swasey Park Trust Fund	Funded in March	3,750	3,750
		<u>304,105</u>	<u>240,167</u>

**ARPA Funds – Status of Outstanding Projects**

<b>Project</b>	<b>Status</b>	<b>Budget</b>	
		<b>Authorized</b>	<b>Remaining</b>
Voting Machines & Booths	Equip. received, final invoice received	61,400	14,706
PFAS Free Protective Fire Gear	Expected to be received in the Fall	100,000	100,000
Complete Streets Study	Study is in progress	25,000	20,000
		<u>186,400</u>	<u>134,706</u>

**Town of Exeter**  
**General Fund Operating Revenue (unaudited)**  
**As of June 30, 2025 and 2024**

Source	Current Year 2025 Budget vs Actual				Prior Year 2024 Budget vs Actual				Comparison of Actuals	
	2025 Budget	Actual Revenue 06/30/25	\$ Budget Variance Over /(Under)	Actual as a % of Budget	2024 Budget	Actual Revenue 06/30/24	\$ Budget Variance Over /(Under)	Actual as a % of Budget	2025 vs 2024 \$ Variance	2025 vs 2024 % Variance
Property Tax Revenue	\$ 16,236,822	\$ 7,663,548	\$ (8,573,274)	47%	\$ 15,236,646	\$ 7,253,289	\$ (7,983,357)	48%	\$ 410,259	6%
Motor Vehicle Permit Fees	3,500,000	1,798,636	(1,701,364)	51%	3,250,000	1,700,089	(1,549,911)	52%	\$ 98,547	6%
Building Permits & Fees	350,000	500,987	150,987	143%	350,000	185,662	(164,338)	53%	\$ 315,325	170%
Other Permits and Fees	148,925	77,749	(71,176)	52%	135,500	74,543	(60,957)	55%	\$ 3,206	4%
Meals & Rooms Tax Revenue	1,600,000	-	(1,600,000)		1,400,000	-	(1,400,000)		\$ -	
State Highway Block Grant	310,000	128,570	(181,430)	41%	310,825	125,300	(185,525)	40%	\$ 3,270	3%
Other State Grants/Reimbursements	25,000	2,325	(22,675)	9%	25,000	24,620	(380)	98%	\$ (22,295)	-91%
Income from Departments	1,095,280	493,709	(601,571)	45%	1,152,750	452,954	(699,796)	39%	\$ 40,755	9%
Sale of Town Property	1,000	170	(830)	17%	1,250	225	(1,025)		(55)	-24%
Interest Income	450,000	295,427	(154,573)	66%	300,000	289,871	(10,129)	97%	5,556	2%
Rental & Misc Revenues	41,600	7,530	(34,070)	18%	43,350	8,642	(34,708)	20%	(1,112)	-13%
Revenue Transfers In/Out	277,698	-	(277,698)		355,541	-	(355,541)		-	
Use of Fund Balance	600,000	300,000	(300,000)	50%	300,000	150,000	(150,000)	50%	\$ 150,000	100%
<b>Total General Fund Operating Revenue</b>	<b>\$ 24,636,325</b>	<b>\$ 11,268,651</b>	<b>\$ (13,367,674)</b>	<b>46%</b>	<b>\$ 22,860,862</b>	<b>\$ 10,265,195</b>	<b>\$ (12,595,667)</b>	<b>45%</b>	<b>\$ 1,003,456</b>	<b>10%</b>

Town of Exeter General Fund Operating Expenses (unaudited) As of June 30, 2025 and 2024	Current Year 2025 Budget vs Actual				Prior Year 2024 Budget vs Actual				Comparison of Actuals	
	2025 Budget	Actual Expenses 06/30/25	\$ Budget Variance Under /(Over)	% Spent	2024 Budget	Actual Expenses 06/30/24	\$ Budget Variance Under /(Over)	% Spent	2025 vs 2024 \$ Variance	2025 vs 2024 % Variance
Total General Government	\$ 1,409,265	\$ 710,541	\$ 698,724	50%	\$ 1,279,069	\$ 612,623	\$ 666,446	48%	\$ 97,918	16%
Total Finance	1,260,085	596,711	663,374	47%	1,116,581	548,290	568,291	49%	48,421	9%
Total Planning & Building	791,985	364,815	427,170	46%	765,823	357,503	408,320	47%	7,312	2%
Total Police	4,837,620	2,128,836	2,708,784	44%	4,430,392	2,066,250	2,364,142	47%	62,586	3%
Total Fire	4,584,575	2,021,976	2,562,599	44%	4,365,129	2,033,845	2,331,284	47%	(11,869)	-1%
Total Public Works	6,277,827	2,374,805	3,903,022	38%	5,882,586	2,214,947	3,667,639	38%	159,858	7%
Total Welfare	177,758	85,043	92,715	48%	144,094	88,180	55,915	61%	(3,137)	-4%
Total Human Services	100,000	100,000	-	100%	98,325	98,325	-	100%	1,675	2%
Total Parks & Recreation	763,226	374,275	388,951	49%	688,829	352,151	336,678	51%	22,124	6%
Total Other Culture/Recreation	36,500	9,447	27,053	26%	34,500	17,482	17,018	51%	(8,035)	-46%
Total Library	1,281,634	740,062	541,572	58%	1,185,689	679,795	505,894	57%	60,267	9%
Total Debt Service	1,948,573	278,054	1,670,519	14%	2,069,272	318,454	1,750,818	15%	(40,400)	-13%
Total Capital Outlay & Leases	354,584	265,300	89,284	75%	254,983	207,355	47,628	81%	57,945	28%
Payroll Benefits & Taxes	632,693	528,896	103,797	84%	545,590	434,779	110,811	80%	94,117	22%
Appropriations Voted from Taxation	180,000	180,000	-							
Total General Fund Operating Expenses	\$ 24,636,325	\$ 10,758,761	\$ 13,877,564	44%	\$ 22,860,862	\$ 10,029,979	\$ 12,830,883	44%	\$ 548,782	5%
<i>Union contract costs have been added to budget</i>										



Town of Exeter

Sewer Fund Revenues & Expenses (unaudited)

As of June 30, 2025 and 2024

	2025 Budget vs Actual				2024 Budget vs Actual				Comparison of Actuals	
	2025 Budget	Actual Revenue 06/30/25	\$ Budget Variance Over/(Under)	% Collected	2024 Budget	Actual Revenue 06/30/24	\$ Budget Variance Over/(Under)	% Collected	2025 vs 2024 \$ Variance	2025 vs 2024 % Variance
<b>Sewer Fund Revenues</b>										
State Grant Revenue	\$ 1,047,510	\$ -	\$ (1,047,510)		\$ 1,063,381	\$ -	\$ (1,063,381)		\$ -	
Sewer Fund Revenues	\$ 7,134,642	\$ 3,622,021	\$ (3,512,621)	51%	\$ 6,427,049	\$ 3,544,019	\$ (2,883,035)	55%	\$ 78,002	2%
Total Sewer Fund Operating Revenues	\$ 8,182,152	\$ 3,622,021	\$ (4,560,131)	44%	\$ 7,490,430	\$ 3,544,019	\$ (3,946,416)	47%	\$ 78,002	2%
	2025 Budget vs Actual				2024 Budget vs Actual				Comparison of Actuals	
Sewer Fund Expenditures	2025 Budget	Actual Expenses 06/30/25	\$ Budget Variance Under/(Over)	% Spent	2024 Budget	Actual Expenses 06/30/24	\$ Budget Variance Under/(Over)	% Spent	2025 vs 2024 \$ Variance	2025 vs 2024 % Variance
Sewer Administration Expense	\$ 630,909	\$ 363,927	\$ 266,982	58%	\$ 566,755	\$ 251,323	\$ 315,432	44%	\$ 112,604	45%
Sewer Billing Expense	\$ 220,664	\$ 107,718	\$ 112,946	49%	\$ 208,169	\$ 102,964	\$ 105,205	49%	\$ 4,754	5%
Sewer Collection Expense	\$ 744,394	\$ 239,406	\$ 504,988	32%	\$ 717,012	\$ 233,838	\$ 483,174	33%	\$ 5,568	2%
Sewer Treatment Expense	\$ 1,722,121	\$ 724,894	\$ 997,227	42%	\$ 1,635,020	\$ 683,634	\$ 951,386	42%	\$ 41,260	6%
Sewer Fund Debt Service Expense	\$ 4,675,128	\$ 650,827	\$ 4,024,301	14%	\$ 4,192,568	\$ 118,614	\$ 4,073,954	3%	\$ 532,213	449%
Sewer Fund Capital Outlay Expense	\$ 188,936	\$ 4,108	\$ 184,828	2%	\$ 170,906	\$ 7,294	\$ 163,612	4%	\$ (3,186)	-44%
Total Sewer Fund Operating Expenses	\$ 8,182,152	\$ 2,090,880	\$ 6,091,272	26%	\$ 7,490,430	\$ 1,397,667	\$ 6,092,763	19%	\$ 693,213	50%
Net Operating Income/(Deficit)	\$ -	\$ 1,531,141	\$ 1,531,141		\$ -	\$ 2,146,352	\$ 2,146,347		\$ (615,211)	-29%
<i>Union contract costs have been added to budget</i>										

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



## **Permits & Approvals**

## **Use of Impact Fees**



# EXETER PARKS & RECREATION

32 COURT STREET • EXETER, NH • 03833 • (603) 773-6151 • [www.exeternh.gov](http://www.exeternh.gov)



## TOWN OF EXETER MEMORANDUM

TO: Melissa Roy, Assistant Town Manager  
FROM: Greg Bisson, Director of Park and Recreation  
David Tovey, Assistant Director  
Corey Stevens, Finance Director  
RE: 10 Hampton Rd Parking Lot-use of Impact Fees/ Recreation Revolving Fund  
DATE: 08/18/2025

The Exeter Multigenerational Community Center, located at 10 Hampton Road, is nearing completion. A 30-day extension has been recently requested, allowing us to address the final elements of the renovation process. This extension facilitates the management of last-minute details. Currently, we are in the concluding phase; plans include regrading the front of the building, repaving, leveling the parking lot, and removing the 'Y' at the entrance. The existing parking lot is irregularly shaped, posing challenges for parking. The pavement has deteriorated and is expected to continue presenting maintenance difficulties for the town in ensuring a safe surface for visitors to the community center. Only a portion of the parking lot was included in the construction budget to address drainage and ADA accessibility concerns. To establish a continuous, solid surface, our Construction Manager has recommended paving the entire lot concurrently.

We are seeking approval to utilize the Recreation Impact Fees and the Recreation Revolving Fund to finance this segment of the project, thereby finalizing the transformation at 10 Hampton Road. The Department of Public Works will undertake line painting, while our Park staff will install barriers to prevent parking on the grass.

Three companies—Bell and Flynn, All Phase Paving, and MSW Paving—submitted estimates to the Historic District Commission for the completion of paving work. An allocation of \$7,000 has been made for construction. This would finish the transformation of the 10 Hampton Rd property.

### **The bids are as follows:**

- Bell and Flynn: \$74,900
- All Phase Paving: \$65,235
- MSW Paving: \$64,500

This leaves a balance of \$57,500. Currently, approximately \$51,000 is available in Recreation Impact Fees.

**Motion: To authorize the Parks and Recreation Department to utilize \$54,000 in impact fees and \$3,500 from the Recreation Revolving Fund to contract with MWS Paving to grade and pave the 10 Hampton Rd Parking Lot.**

Respectfully Yours,

Greg Bisson, Director

Exeter Parks and Recreation

## **Powder Keg Permit**



# TOWN OF EXETER

32 COURT STREET • EXETER, NH • 03833 • (603) 773-6151 • [www.exeternh.gov](http://www.exeternh.gov)

## Special Event Application

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

**Please note: Application must be received by the Parks and Recreation Office at least 14 business days prior to event and at least 30 business days prior to event if food will be distributed/sold. All services must be paid in full within 30 days of receipt.**

### TYPE OF EVENT

Special Event     Road/Bike Race     Parade     Protest/Rally     Fireworks

### LOCATION OF SPECIAL EVENT

Townhouse Common     Senior Center     Townhall Main\*  
 Downtown Bandstand     Founders Park     Art Gallery\*  
 Parks/Rec Properties:     Swasey Parkway \*

**\*Keys are required to be signed out at the Parks and Recreation Department for these Facilities**

Organization Name: Exeter Parks and Recreation  
Organization Address: 32 Court St, Exeter, NH 03833  
Event Representative Name: Greg Bisson  
Event Representative Title: Director Phone 603-773-6151  
Day of Contact Name: Greg Bisson Day of Contact Phone # 603-773-8493  
Event Representative Email: Gbisson@exeternh.gov

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

### EVENT DETAILS

Date of Event: 10/4/25  
Start Time: 7 am End Time: 7 pm  
Name of Event: Powder Keg Beer and Chili  
Number of Anticipated Attendees (Including Volunteers and Staff): 3000  
Describe the Proposed Event: Large Beer and Chili festival  
Is your event using promotional signage around the Town of Exeter?  Yes  No If yes, prior approval is required  
Blocking Off Road(s):  Yes  No If yes, which one(s) \_\_\_\_\_ #  
of Parking Spaces: 0 Locations: \_\_\_\_\_



# Special Event Application

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

Food/Beverage/Concessions/Vendors/sales (inspection by Health Officer)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Alcoholic Beverages Served	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
State Liquor Permit Received	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Rcvd: _____
Town Liquor Permit Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Rcvd: _____
Electronic sound amplification equipment, speakers, public address system (must follow noise ordinance)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Propane/Charcoal BBQ grills (inspection by Health Officer)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Electrical set up/ electrical cords run to the site (inspection needed by Electric Inspector)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Fire pits, bonfires, kindle fire, campfire and other outdoor burning (must have permit from Fire Department)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Tents/canopies If so, list quantity and size	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# & Size <u>10x10</u>
Animals at the event. If so, describe	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	_____
Motorized Vehicles. If so, describe	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>FOOD TRUCKS</u>

## ADDITIONAL DOCUMENTATION NEEDED TO COMPLETE/ATTACH TO PERMIT APPLICATION

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

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

Entire area is fenced in. Only sell the exact amount of tickets. Working with PD.

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

Parking is promoted throughout the town.

## Special Event Application

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

Will work with the fire department

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

will work with the fire department

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

We sell tickets online.

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

We bring in 40 porta potties.

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

Chili vendors and food trucks. We will work with Health Officer

**9. Special Duty Service Fees:** The application fee does not include the cost of Fire or Police protection/detail, or any other extra Town expense required to protect the health and safety of the public which can reasonably be attributed to the event. All such costs associated with the use of active and stand-by emergency and other services provided by the Town of Exeter, or by other towns' emergency services, shall be borne by the applicant, promoter or sponsor. After the event, billing for the Special Duty Services will be based on actual hours incurred by Town personnel. The total will be invoiced. A history of non-payment or late payment of any application fee and or Special Duty Services is grounds to deny your request for future event permits.

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

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



# Special Event Application

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

Print Name GREG BISSON Organization PARKS & REC

Applicant Signature Greg Bissou Date 8/5/2025

I also confirm that I am responsible for all costs incurred for this event including all special duty police, fire and health/safety services. **All services must be paid in full within 30 days of receipt.**

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

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

A Full refund will be granted, less \$50.00 administrative fee if canceled before 30 days of event. No refund will be given if canceled after 30 days of event.

Print Name GREG BISSON

Applicant Signature Greg Bissou Date 8/5/2025

## Please make Checks payable to Exeter Parks & Recreation

FOR OFFICE USE ONLY	DEPARTMENT HEAD SIGNED OFF	
Cost For Event: \$ _____	<b>Police Chief</b>	<b>Fire</b>
Entered Into RecDesk: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sent Invoice: <input type="checkbox"/> Yes <input type="checkbox"/> No	Via Email <input type="checkbox"/>	Via Email <input type="checkbox"/>
Received Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Health Inspector</b>	<b>DPW</b>
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Via Email <input type="checkbox"/>	Via Email <input type="checkbox"/>
		<b>Parks &amp; Rec</b>
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		Via Email <input type="checkbox"/>



Greg Bisson <gbisson@exeternh.gov>

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## Powder Keg Application

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Justin Pizon <jpizon@exeternh.gov>

Tue, Aug 5, 2025 at 11:19 AM

To: Greg Bisson <gbisson@exeternh.gov>

No issues here, approved. Just make sure they stick to 10x10 tents!

[Quoted text hidden]



Greg Bisson <[gbisson@exeternh.gov](mailto:gbisson@exeternh.gov)>

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## Powder Keg Application

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Stephan Poulin <[spoulin@exeternh.gov](mailto:spoulin@exeternh.gov)>

Tue, Aug 5, 2025 at  
11:38 AM

To: Greg Bisson <[gbisson@exeternh.gov](mailto:gbisson@exeternh.gov)>

Cc: Jay Perkins <[jperkins@exeternh.gov](mailto:jperkins@exeternh.gov)>, Justin Pizon  
<[jpizon@exeternh.gov](mailto:jpizon@exeternh.gov)>, Madison Bailey <[healthofficer@exeternh.gov](mailto:healthofficer@exeternh.gov)>

I was unaware. 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 Tue, Aug 5, 2025 at 11:03 AM Greg Bisson <[gbisson@exeternh.gov](mailto:gbisson@exeternh.gov)> wrote:



Greg Bisson <[gbisson@exeternh.gov](mailto:gbisson@exeternh.gov)>

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## Powder Keg Application

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Jay Perkins <[jperkins@exeternh.gov](mailto:jperkins@exeternh.gov)>

Tue, Aug 5, 2025 at 11:41 AM

To: Greg Bisson <[gbisson@exeternh.gov](mailto:gbisson@exeternh.gov)>

Cc: Stephan Poulin <[spoulin@exeternh.gov](mailto:spoulin@exeternh.gov)>, Justin Pizon <[jpizon@exeternh.gov](mailto:jpizon@exeternh.gov)>, Madison Bailey <[healthofficer@exeternh.gov](mailto:healthofficer@exeternh.gov)>

DPW Approves.

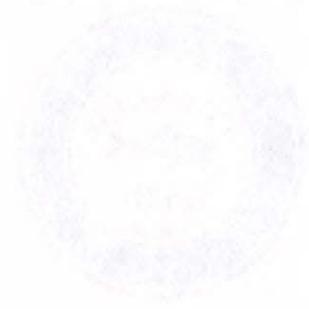
Jay

On Tue, Aug 5, 2025 at 11:03 AM Greg Bisson <[gbisson@exeternh.gov](mailto:gbisson@exeternh.gov)> wrote:

[Quoted text hidden]

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Jay Perkins  
Highway Superintendent  
Email : [jperkins@exeternh.gov](mailto:jperkins@exeternh.gov)  
Phone : 603-773-6157 ext 163  
Fax : 772-1355  
Cell : 603-512-1974





Greg Bisson <[gbisson@exeternh.gov](mailto:gbisson@exeternh.gov)>

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## Powder Keg Application

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Madison Bailey <[m Bailey@exeternh.gov](mailto:m Bailey@exeternh.gov)>

Tue, Aug 5, 2025 at 11:49 AM

To: Jay Perkins <[jperkins@exeternh.gov](mailto:jperkins@exeternh.gov)>

Cc: Greg Bisson <[gbisson@exeternh.gov](mailto:gbisson@exeternh.gov)>, Stephan Poulin <[spoulin@exeternh.gov](mailto:spoulin@exeternh.gov)>, Justin Pizon <[jpizon@exeternh.gov](mailto:jpizon@exeternh.gov)>, Madison Bailey <[healthofficer@exeternh.gov](mailto:healthofficer@exeternh.gov)>

Health Approves

Madison Bailey, MPH  
Health Officer  
Exeter Health Department  
20 Court St, Exeter, NH 03833  
(603) 770-0613  
Email: [m Bailey@exeternh.gov](mailto:m Bailey@exeternh.gov)



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## **Donation Approval**



# 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)

## DONATION ACCEPTANCE FORM

Name of Donor: Nancy Belanger

Contact Information (address, phone, email): 1 Mill St. Apt. #2B Exeter, NH 03833  
603-502-7340 nbelanger411@gmail.com

Description of Donation: \$100 gift certificate

Conditions of Acceptance or Donor Designation: Gift certificate is to be used for the public use for the  
new coffee station at 10 Hampton Road

Intended Use: To purchase a coffee station that will be available for public use at 10 Hampton Road

Donor Estimate of Current Value (non-cash): \_\_\_\_\_

### TOWN USE ONLY

Potential immediate or initial acquisition or installation cost, any on-going maintenance or replacement cost:

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

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Selectboard:                      **ACCEPTED / DENIED**                      Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# 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)

## DONATION RECEIPT

Donation Date: August 4, 2025

Donor Name: Nancy Belanger

Donor Address: 1 Mill St. Apt. #2B Exeter, NH 03833

Donation:

A monetary contribution of \$ \$100 gift certificate

A non-monetary contribution consisting of [describe goods, services, property, etc.]:

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Designation of Donation (if any):

To purchase a coffee station that will be available for public use at 10 Hampton Road

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*No goods or services were provided by the Town of Exeter in return for this donation.*

The Town sincerely appreciates your donation,

---

Russell Dean

Town Manager

## **Clemson Pond Engineering Evaluation Proposal**



## TOWN OF EXETER, NEW HAMPSHIRE

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

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

# Memo

To: Melissa Roy

From: Stephen Dalton

CC: Stephen Cronin, Pam McElroy

Date: August 15, 2025

Re: Clemson Pond Engineering Evaluation Proposal

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In March 2025, the town voted to approve Warrant Article 9 – Use of Excess Bond Proceeds-Clemson Pond Cleaning and Inspection for the amount of \$500,000. The first step of this project is the evaluation of CSO infrastructure at Clemson Pond as well as the two 36” CSO siphons that go from Swasey Parkway, under the Squamscott River, and discharge into Clemson Pond.

In September 2019, the Department of Public Works (DPW) issued a request for proposals (RFP) for professional engineering services for utility design for the Salem St area project which included a request for qualifications for engineering services to pre-qualify consultants for future projects. This qualifications-based selection (QBS) process was used and described in the attached memo regarding the selection of the Salem St project consultant.

Wright Pierce was selected for this project based on their qualifications, existing knowledge of the Town’s sewer system, research done for the Main Pump Station upgrade project they completed, research done for the Squamscott River Siphon Project they completed, and the successful history of other sewer related projects in town.

The Department recommends approving the Engineering Report Phase Contract for the Clemson Pond Evaluation for the amount of \$58,850.

**ENGINEERING REPORT PHASE  
CONTRACT FOR PROFESSIONAL SERVICES  
FOR  
TREATMENT WORKS  
TOWN OF Exeter, New HAMPSHIRE**

This AGREEMENT made and entered into at Rockingham County, New Hampshire, this \_\_\_\_ day of \_\_\_\_\_ 2025, by and between Town of Exeter, NH hereinafter called the OWNER, and Wright-Pierce hereinafter called the ENGINEER.

WITNESSETH:

WHEREAS, the OWNER intends to construct Treatment Works including: Clemson Pond Evaluation. (See Exhibit C Scope of Services).

hereinafter called the PROJECT, and

WHEREAS, professional sanitary engineering services will be required for construction administration, resident engineering, and related services, and

WHEREAS, such services are of a distinct professional nature and hence not subject to the bidding process,

NOW THEREFORE, in consideration of these premises and of the mutual covenants herein set forth, the OWNER hereby employs the ENGINEER to furnish the following engineering services in connection with the proposed PROJECT; and it is agreed by and between the OWNER and the ENGINEER as follows:

## **ENGINEERING REPORT PHASE CONTRACT**

### **For Professional Services for Treatment Works**

#### **I. SERVICES TO BE PERFORMED BY THE ENGINEER**

- A. The ENGINEER agrees to produce a complete and definitive Engineering Report to meet current division requirements and to perform any and all engineering incidental thereto. The detailed scope of the work is as outlined in the attached Plan of Study.
- ~~B. Furnish to the OWNER two (2) copies of information needed for the acquisition of easements, site options for treatment plant and pump stations and route options for interceptor sewers within calendar days after the Engineering Report has been approved by the New Hampshire Department of Environmental Services, Water Division, hereinafter called the DIVISION.~~
- C. Furnish two (2) copies of the Engineering Report to the OWNER and two (2) copies to the DIVISION. Additional copies to be available at cost.
- ~~D. Prepare applications with supporting and associated documents for Federal, State and other grant or loan programs.
  - 1. ~~Assists the OWNER in securing grants or loans by State, Federal and other grant or loan agencies.~~~~
- E. Provide the DIVISION with one copy of design calculations, work sheets, field notes, estimates and other data generated in preparing the Engineering Report in a form satisfactory to the DIVISION.

#### **II. THE OWNER'S RESPONSIBILITIES**

- A. Assist the ENGINEER by placing at their disposal all available information pertinent to the PROJECT, including previous reports and other data relative to the reports.
- B. Make provisions for the ENGINEER to enter upon public and private lands, municipal facilities and industrial establishments as required to perform work under this AGREEMENT.

#### **III. TIME OF COMPLETION**

- ~~A. The ENGINEER agrees that they will submit to the DIVISION and the OWNER for approval after modification or revision as recommended by the DIVISION and agreed to by the ENGINEER the completed report within consecutive calendar days following the acceptance of the contract by the OWNER, and deliver same to the OWNER within calendar days following the date of final approval by the DIVISION.~~
- B. It is agreed by the parties to this contract that failure by the ENGINEER to complete the work within the time stipulated under III, A, above may be considered sufficient basis for the debarment of the ENGINEER from the DIVISION'S Roster of Prequalified Engineers as provided for under New Hampshire Code of Administrative Rules Env-Wq 603.08, or the Assessment of liquidated damages as provided for under RSA 485A: 4, XII.

#### **IV. COMPENSATION TO BE PAID THE ENGINEER**

- A. Method of Payment Amount of Fee
  - 1. Payment to the ENGINEER, for services rendered, shall be according to the following schedule:
  - 2. Monthly billing based on hours and rates by labor category with markup and incidental expenses in accordance with the attached fee schedule.
  - 3. The OWNER agrees to pay and the ENGINEER agrees to accept for all services under this AGREEMENT, a fee not to exceed Fifty-eight thousand and eight hundred and fifty Dollars(\$58,850.00), and the ENGINEER agrees that the work proposed is sufficient to satisfactorily complete the study and that the monies to be paid are adequate. The attached fee schedule with labor category, hours, hourly rate, markup, incidental expenses, and fees for special services, shall be the basis for billing for engineering services.

For Professional Services for Treatment Works

- a. The ENGINEER agrees that prior to submitting the report to the DIVISION for formal approval they shall make revisions in the report as recommended by the DIVISION and agreed to by the ENGINEER without additional compensation. After formal approval if it becomes necessary to update the report for reasons beyond the control of the ENGINEER, payment for such revision or revisions shall be made to the ENGINEER on a basis to be negotiated with the DIVISION.

**V. ADDITIONAL COVENANTS**

- A. The ENGINEER agrees to assign in active charge of this PROJECT for the life of the contract a Project Engineer who is a permanent employee of the ENGINEER and who is a "qualified sanitary engineer" as defined under the DIVISION'S "Rules and Regulations for the Prequalification of Consulting Engineers." The Project Engineer shall be<sup>1</sup>

D. Andrew Morrill, PE

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Any proposed change in identity of the Project Engineer on the PROJECT shall first be approved by the DIVISION before transfer of responsibility is made. Failure of the ENGINEER to abide by the above covenant is agreed to be sufficient basis for debarment of the ENGINEER from the DIVISION'S Roster of Prequalified Consulting Engineers as provided for under New Hampshire Code of Administrative Rules Env-Wq 603.08.

- B. The ENGINEER agrees to be solely responsible for all bills or claims for payment for services rendered by others and for all services and materials employed in their work, and to indemnify and save harmless the OWNER, and all of the OWNER'S officers, agents and employees against all suits, claims or liability of every name and nature arising out of or in consequence of the negligent acts or failures to act of the ENGINEER or others employed by them in the performance of the work covered by this AGREEMENT.
- C. The ENGINEER further agrees to procure and maintain at their expense such workmen's compensation insurance as is required by the statutes and public liability insurance in amounts adequate to provide reasonable protection from claims for bodily injury, death or property damage which may result from their performance and the performance of their employees under this AGREEMENT.
- D. All documents, including original drawings, design calculations, work sheets, field notes, estimates, and other data shall remain the property of the OWNER and shall be transmitted to the OWNER in clean and orderly condition on demand; however, these may be left in the possession of the ENGINEER at the OWNER'S discretion.
- E. The ENGINEER shall not sublet, assign or transfer any part of the ENGINEER'S services or obligations under this AGREEMENT without the prior approval and written consent of the OWNER and the DIVISION, and the contract shall be binding upon and inure to the benefit of the parties, their successors and assigns.
- F. Attachments:
  - 1. Exhibit A – Fee Schedule
  - 2. Exhibit B – ENGINEER'S Resume
  - 3. Exhibit C – Scope of Services
  - 4. Exhibit D - ENGINEER'S Insurance
  - 5. Exhibit E - ENGINEER'S Certificate of Vote

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<sup>1</sup> See appended resume describing the candidate's qualifications for the assignment.

**ENGINEERING REPORT PHASE CONTRACT**

For Professional Services for Treatment Works

IN WITNESS WHEREOF, the parties hereto have affixed their hand and seals at \_\_\_\_\_ County, New Hampshire, the day, month, and year first above written.

ENGINEER:

Timothy R. Vadney

By: Timothy R. Vadney, PE  
(Authorized Representative<sup>2</sup>)

Date: 7/22/2025

OWNER:

\_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Representative<sup>2</sup>)

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

APPROVED:<sup>3</sup>

DEPARTMENT OF ENVIRONMENTAL SERVICES: Water Division

By: \_\_\_\_\_  
(Authorized Representative<sup>2</sup>)

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

Approved as to form:

\_\_\_\_\_  
Town Counsel

At a meeting of the Partners/Directors of \_\_\_\_\_, held on \_\_\_\_\_, at which all the Partners/Directors were present, except \_\_\_\_\_, it was

VOTES: That all contracts may be signed by any one of the following:

A true copy

Attest: \_\_\_\_\_

Place of Business: \_\_\_\_\_

Date of this Contract: \_\_\_\_\_

I hereby certify that I am the Clerk of \_\_\_\_\_, that \_\_\_\_\_ is the duly elected \_\_\_\_\_, and that the above vote has not been amended or rescinded and remains in full force and effect as of this date.

Clerk \_\_\_\_\_

<sup>2</sup> Signatures should be supported by appropriate document.

<sup>3</sup> It is agreed that as an act in furtherance of its statutory authority to approve engineering agreements for treatment works, the DIVISION's approval does not impose any contractual obligation or liability on the State of New Hampshire, the Department of Environmental Services or the Division.

**EXHIBIT A**

COST OR PRICE SUMMARY FORMAT FOR SUBAGREEMENT UNDER U.S. EPA GRANTS (See accompanying instructions before completing this form)			Form Approved OMB No. 158-R0144	
PART I - GENERAL				
1. GRANTEE Town of Exeter			2. GRANT NUMBER	
3. NAME OF CONTRACTOR OR SUBCONTRACTOR Wright-Pierce			4. DATE OF PROPOSAL July 25	
5. ADDRESS OF CONTRACTOR OR SUBCONTRACTOR (Include Zip Code) 230 Coommerce Way, Suite 302, Portsmouth, NH 03801			6. TYPE OF SERVICE TO BE FURNISHED Clemson Pond Evaluation	
PART II - COST SUMMARY				
7. DIRECT LABOR (Specify labor categories)	ESTIMATED HOURS	HOURLY RATE	ESTIMATED COST	TOTAL
Principal In Charge	2	\$93.39	\$187	
Project Manager	76	\$59.50	\$4,522	
Technical Adviser	2	\$64.90	\$130	
Project Engineer	92	\$43.27	\$3,981	
Civil Engineer	4	\$66.50	\$266	
Sr Structural Engineer	20	\$63.10	\$1,262	
GIS Technician	8	\$39.50	\$316	
Admin. Assistant	4	\$29.40	\$118	
<b>DIRECT LABOR TOTAL:</b>		208		
8. INDIRECT COSTS (Specify indirect cost pools)	RATE	ESTIMATED COST	TOTAL	
Engineering	187.00%	\$10,781	\$20,161	
<b>INDIRECT COSTS TOTAL:</b>				
9. OTHER DIRECT COSTS				
a. TRAVEL			ESTIMATED COST	
(1) TRANSPORTATION			\$1,400	
(2) MEALS & LODGING			\$300	
<b>TRAVEL SUBTOTAL:</b>			\$1,700	
b. EQUIPMENT, MATERIALS, SUPPLIES (Specify Categories)			ESTIMATED COST	
MISCELLANEOUS SUPPLIES			\$240	
<b>EQUIPMENT SUBTOTAL:</b>			\$240	
c. SUBCONTRACTS			ESTIMATED COST	
Synagro			\$15,000	
Rodney Hunt			\$2,300	
TCLP Sampling			\$2,000	
<b>SUBCONTRACTS SUBTOTAL:</b>			\$19,300	
d. OTHER (Specify Categories)			ESTIMATED COST	
<b>OTHER SUBTOTAL:</b>			\$0	
<b>OTHER DIRECT COSTS TOTAL:</b>			\$21,240	
<b>10. TOTAL ESTIMATED COST</b>				<b>\$52,182</b>
<b>11. FIXED FEE OR PROFIT</b>				<b>\$6,668</b>
<b>12. TOTAL PRICE</b>				<b>\$58,850</b>

5700-41 form (2/95)



## EXHIBIT B



# D. Andrew Morrill, PE

## PROJECT MANAGER

Project Assignment: Project Manager

### Education

B.S., Civil Engineering  
University of New Hampshire

### Military Experience

US Navy 1992 - 1998  
MM2 (SS) (Nuclear)

### Professional Registration

Maine  
New Hampshire

### Experience

20 Years

### Joined Firm

2009

### Professional Affiliations

New England Water  
Environment Association

Water Environment  
Federation

New Hampshire Water  
Pollution Control Association

### Presentations

Morrill, D.A., "Nashua WWTF  
Dewatering and Grit Systems  
Upgrades", NEWEA  
Conference January 2015  
Morrill, D.A. "Nashua WWTF  
Headworks Upgrade"  
NEWEA Conference  
January 2017

Morrill, D. A. "NHDES Sludge  
Dewatering Training", NHDES  
Operator Training, Franklin  
Training Center. April 2016

Morrill, D.A., Wingard, R.T.,  
"Jady Hill Private I/s –  
Removing Private I/I in  
Exeter, NH", NEWEA

## Experience Summary

Andy is a seasoned engineer with a strong background in wastewater treatment, pumping and collection systems, stormwater management, water and sewer utility design, site development, and wetland and state permitting. His experience includes evaluation of design alternatives; analysis and design of wastewater collection and treatment facilities; preparation of reports, design plans and specifications; coordination with regulatory and funding agencies; and construction administration.

## Relevant Project Experience

### Wastewater Treatment

#### Wastewater Treatment Facility Upgrade, Exeter, NH

Lead project engineer for the design and construction of a comprehensive upgrade to the existing 3.0-MGD WWTF. The project included new headworks, 4-stage Bardenpho biological nitrogen removal activated sludge system, UV disinfection, biosolids storage, and dewatering as well as associated electrical and SCADA upgrades. Included the closure of the sludge storage lagoon and use of existing aerated lagoons for influent equalization and peak shaving for CSO reduction.

#### Wastewater Treatment Facility Improvements, Plymouth Village Water and Sewer District, Plymouth, NH

Performed construction administration services which included review of new equipment submittals and on-site startup engineering duties as well as serving as part-time resident inspector for the wastewater treatment facility.

#### Headworks Screening Upgrade, Nashua, NH

Design and construction oversight of new influent screens for the main secondary WWTF including new automation for the raw influent pump station and wet weather treatment facility to minimize the potential for flooding of the lower screening area/pump station wetwell.

#### Update of Standard Operating Procedures at Nashua WWTF, Nashua, NH

Assisting Nashua WWTF staff in updating existing SOPs and generating new SOPs for main secondary treatment facility, wet weather treatment facility, and anaerobic digestion and solid handling facilities.

#### Wastewater Equipment Replacement Fund Update, Nashua, NH

Assisting Nashua WWTF staff in updating the existing asset management equipment list at the Nashua WWTF, assessing remaining life and criticality, and determining budgetary replacement costs.

#### Wastewater Treatment and Nutrient Management Planning, Exeter, NH

Lead project engineer for wastewater facilities planning for a 3.0-MGD WWTF. The

## **D. Andrew Morrill, PE**

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Conference January 2013

project included evaluating current and projected influent flows and loads; methods to achieve current and projected future nitrogen limits; and facility energy efficiency measures. Included evaluation of non-traditional and non-point source nitrogen management methods. Included evaluation of existing facilities and recommended improvements, life-cycle cost analysis, and development of a local financing plan.

### **Nitrogen Tracking and Accounting System, Exeter, NH**

Lead project engineer for development of a point source and non-point source nitrogen tracking and accounting system. The system is part of the Town's compliance strategy with EPA and is intended to address factors like stormwater BMP installation/maintenance, atmospheric deposition, fertilizer use, septic system installations, decentralized WWTFs, and connections to the centralized WWTF.

### **Anaerobic Digester Mixer Replacement, Nashua, NH**

Assisted with emergency replacement of main draft tube mixer for the primary egg-shaped digester.

### **WWTF Dewatering and Grit Systems Upgrades, Nashua, NH**

Provided project engineer duties for the project, which included aiding with the evaluation and design of the grit system. Performed construction administration services including the review of new equipment submittals as well as serving as full time on-site resident inspector.

### **WWTF Improvements, Plymouth, NH**

Oversaw construction of improvements for the 0.75-MGD WWTF based on the recently completed facility plan. Improvements include hydraulic improvements to increase the peak flow capacity, and new sludge thickening, dewatering, and stabilization facilities.

### **Wastewater Treatment Facility Upgrade, Lincoln Sanitary District, Lincoln, ME**

Designed the plant water system for the Lincoln Wastewater Treatment Facility.

### **Regional WWTF Evaluation, Searsport and Stockton Springs, ME**

Participated in the evaluation and feasibility of a regional wastewater treatment facility for the communities.

### **Secondary Clarifier and Scum Well Evaluation and Design, Waterbury Pollution Control Facility, Waterbury, CT**

Aided in the evaluation and design of the lower secondary clarifier launders and scum well.

### **Wastewater Pump Stations**

#### **Main Pump Station Upgrade, Exeter, NH**

Assisted with evaluation, design engineering, and construction management for an upgrade from a 7-MGD pump station to a 10-MGD pump station to reduce CSOs in the collection system. Includes new pumps, influent channel grinder and odor control as well as comprehensive architectural, electrical, mechanical and SCADA upgrades.

## **D. Andrew Morrill, PE**

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### **Pump Stations Replacement and SCADA/Telemetry Upgrade, Manchester, NH**

Overseeing construction of replacement pump stations for the Juniper and Trolley Crossing service areas. Project includes a new pump station SCADA and telemetry for all of the City's wastewater pump stations. Includes an upgrade of the screening and control systems at the 26-MGD West Side Pump Station.

### **Chapman Street Pump Station Upgrade, Presque Isle, ME**

Performed project engineer duties including construction administration services and on-site startups for the upgrade of the Chapman Street Pump Station for the Presque Isle Sewer District.

### **Wastewater and Water Infrastructure Improvements, Contract No. 1, Fort Kent, ME**

Overseeing construction of the Village Road Pump Station/Water Booster Station, upgrade of the Main Pump Station, upgrade of Well House No. 1, construction of a new maintenance garage, and demolition of the former WWTF.

### **Pump Station Upgrades, Lincoln Sanitary District, Lincoln, ME**

Prepared preliminary engineering and environmental reports for the potential upgrade of three existing pump station which were utilized for USDA-RD funding purposes.

### **Rocky Hill WPCF Master Plan, The Metropolitan District, Hartford, CT**

Assisted with the analysis with regard to the abandonment and replacement of the Rocky Hill Water Pollution Control Facility with a new pump station and force main at the Hartford Water Pollution Control Facility.

## **Wastewater Collection**

### **Main Pump Station Force Main Upgrade, Exeter, NH**

Installation of dual 16-inch diameter HDPE force mains, which replaced 50-year-old, 16-inch diameter cast iron force main. The dual force mains increased the Main Pump Station capacity to 10 MGD and was routed through Swasey Parkway and NH Route 85.

### **Maiden Lady Cove Pump Station Force Main Evaluation, Winnepesaukee River Basin Program, Franklin, NH**

Assisted with the remediation of a section of force main that had been undermined due to soil loss in the bedding.

### **Londonderry Sanitary Sewer Evaluation Study, Londonderry, NH**

Assisted the Londonderry environmental engineer with an evaluation of the town's sanitary system.

### **Jady Hill Area Utility Replacement Project (Phase I & Phase II), Exeter Public Works Department, Exeter, NH**

Designed and permitted replacement sewer mains, sewer services, water mains, water services, and drainage system for the Jady Hill area neighborhood to help remove I/I from the sewer system. Included construction administration services.

## **D. Andrew Morrill, PE**

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### **East Milan Road Gravity Collection System, Pumping Facilities and Force Main, Berlin, NH**

Assisted with the design and permitting for the gravity sewer main from the Federal Bureau of Prisons' property along East Milan Road, under Horne Brook to a new pump station into a new force main, which travels along East Milan Road to Hutchins Street and crosses the Androscoggin River via the Twelfth Street Bridge into the existing collection system for the City's wastewater treatment department.

### **Phase III Replacement Sewer and Separation, Loring Development Authority, Limestone, ME**

Designed and permitted replacement PVC gravity sewer main, sewer manholes and related work along the Greenlaw Brook; including six sewer and storm drain separation improvements located on the Loring Commerce Center.

### **Phase III Replacement Sewers & Services, Limestone Water and Sewer District, Limestone, ME**

Designed and permitted replacement sewer mains and services, sewer manholes and related work along eleven streets.

### **Medford Sanitary Sewer Evaluation Study, Medford, MA**

Implemented the field work for the study which included installing and maintaining flow monitors throughout the system, performing smoke and dye testing, and overseeing the videoing of sewer mains. Analyzed the data collected, which was presented in a sanitary sewer evaluation study report presented to the city's engineering department.

## **Solid Waste**

### **NPDES Permit, Exeter, NH**

Provided assistance through the NPDES permit process for the Exeter Wastewater Treatment Facility.

### **NPDES Permit, Newington, NH**

Provided assistance through the NPDES permit process for the Newington Wastewater Treatment Facility.

### **Sludge Drying Bed Evaluation, Baileyville, ME**

Evaluated the sludge dewatering process and subsequently made recommendations for the improved operation of the sludge drying beds for the Baileyville Wastewater Treatment Facility.

## **General Building**

### **WWTF HVAC Upgrade, Nashua, NH**

Project management of the design and construction of the HVAC system upgrades for the grit, control, and dewatering buildings at the 12.5-MGD wastewater treatment facility. Includes minor architectural and electrical modifications.

# Clemson Pond Evaluation

## EXHIBIT C – SCOPE OF SERVICES

The Town of Exeter owns approximately 49 miles of gravity sewer lines, portions of which were constructed as combined sewers. The sewer system contains two Combined Sewer Overflow (CSO) diversion structures and one licensed CSO discharge located at Clemson Pond (Outfall #003). Clemson Pond construction was completed in 1965 as a combined sewer overflow Holding Pond. Per the Typical Section on Sheet 8 of 10 of the Whitman & Howard, Inc. Engineers Record Plans dated Feb. 1965, the embankments are constructed of Glacial Till with 1.5-foot layer of gravel and 1.5-foot layer of 6" minimum rock at a 2 to 1 slope and the top of the dike is approximately 10-feet wide at elevation 10.0.

Per the Record Plans, Clemson Pond has a volume of approximately 7.5 million gallons at normal pond elevation (elevation 0.75) and 18.6 million gallons at extreme high pond elevation (elevation 3.5). The CSO Siphon Inlet Chamber located in Swasey Parkway (where the two CSO diversions structures discharge) is connected to the CSO Siphon Outlet Structure located on the southwest dike of Clemson Pond, via dual 36" ductile iron siphons. The concrete CSO Siphon Outlet Structure (Inlet to Clemson Pond) houses the discharge of the dual 36" siphons. The concrete Pond Spillway Outlet Structure (Outlet of Clemson Pond to the Squamscott River) located on the northwest dike of Clemson pond and has two sets of dual 48" x 48" tide gates (flap gates) in series (total of four) that open out to the Squamscott River and one 36" x 36" sluice gate.

To help ensure that Clemson Pond, its concrete structures and siphons continue to operate reliably, the Town has requested that Wright-Pierce assist with inspection services. Wright-Pierce will provide the following tasks.

1. Historically, the solids from the CSO flows have been deposited in Clemson Pond. With the use of the tide gates (flap gates) Clemson Pond gets flushed with every tide cycle experienced by the Squamscott River. Wright-Pierce will evaluate the quantity and quality of the material from Clemson Pond. Wright-Pierce will sub-contract with Synagro to perform mapping, sampling and analysis for solids from Clemson Pond. A composite sample will be collected and provided to Wright-Pierce to have a Toxicity Characteristic Leaching Procedure (TCLP) lab analysis performed. The objectives of this evaluation are to provide a mapping of the lagoon depths, approximate sludge depths and estimated sludge volumes. Additionally, Synagro will provide a dewatering analysis to include in-place percent solids, material density and anticipated dewatering percent solids.
2. Inspection of the four (4) 48" x 48" tide gates (flap gates) and one (1) 36" x 36" sluice gate installed circa 1965. Wright-Pierce will sub-contract with Rodney Hunt, the manufacturer of all five (5) installed gates. Rodney Hunt will provide a detailed report with documentation of all findings and a list of repair items. Inspection of the gates will need to be performed when the pond is at normal pond level (elevation -0.75) as shown on Section B – B on Sheet 10 of 10 of the Whitman & Howard, Inc. Engineers Record Plans dated Feb. 1965. Inspection will need to be coordinated during low tide event. The Town Staff will assist with inspection as needed. If the water level is unable to be lowered, inspection will be limited to equipment that can be observed above the water level.
3. Inspection of the concrete CSO Siphon Outlet Structure and concrete Pond Spillway Outlet Structure performed by a Wright-Pierce Structural Engineer. Both of these concrete structures are approximately 60 years old, and the Town wants to assess condition. Findings and repair items will be documented in the final Clemson Pond Evaluation Memorandum in coordination with the tide gate inspection under Task 2 above. Inspection will need to be conducted during a low tide event. The Town Staff will assist with

inspection as needed. If the water level is unable to be lowered, inspection will be limited to equipment that can be observed above the water level.

4. Wright-Pierce will coordinate with the Town's chosen pipeline service company, Insituform Technologies LLC (Previously Green Mountain Pipeline Services). Insituform Technologies LLC will perform jet cleaning and camera inspection of the dual (2) 36" ductile iron CSO siphons. Jet cleaning will be performed from CSO Siphon Inlet Structure end of the dual 36" ductile iron siphons located in Swasey Parkway. Camera inspection will be performed from the CSO Siphon Inlet Chamber end of the dual 36" ductile iron siphons located in Clemson Pond. To gain access to the CSO Siphon Inlet Chamber a cofferdam with dewatering will need to be installed by Insituform Technologies LLC or their sub-contractor. The Town of Exeter will sub-contract with Insituform Technologies LLC directly.
5. Preparation of the Clemson Pond Evaluation Memorandum summarizing each tasks findings and recommendations.



EXHIBIT D

WRIGHTP-01

CJOHNSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/4/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Ames & Gough, 859 Willard Street, Quincy, MA 02169. CONTACT NAME: [blank], PHONE: (617) 328-6555, FAX: (617) 328-6888, E-MAIL: boston@amesgough.com. INSURER(S) AFFORDING COVERAGE: INSURER A: Berkshire Hathaway Specialty Insurance Company (A++XV) NAIC # 22276. INSURED: Wright-Pierce, 11 Bowdoin Mill Island, Suite 140, Topsham, ME 04086.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes rows for Commercial General Liability, Automobile Liability, Umbrella Liab, Excess Liab, Workers Compensation and Employers' Liability, and Professional Liab.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) All Coverages are in accordance with the policy terms and conditions.

Evidence of Insurance

CERTIFICATE HOLDER CANCELLATION

CERTIFICATE HOLDER: Town of Exeter, 13 Newfields Road, Exeter, NH 03833. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: gared maxwell



**Wright-Pierce Certificate of Vote**

I, Ryan T. Wingard, hereby certify that I am the duly elected Clerk of Wright-Pierce.

I certify that the following is a true copy of a vote taken at a meeting of the board of directors of the corporation, duly called and held on April 10, 2025, at which a quorum of the board was present and voting.

VOTED:

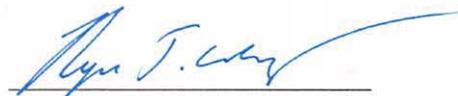
That any one or all of the following Wright-Pierce employees, on behalf of the corporation, are authorized to execute Wright-Pierce contracts, both service agreements and general contractual obligations:

- Paul F. Birkel, President & CEO
- John W. Braccio, Chairman Emeritus
- Michael A. Curry, Senior Associate\*
- Christopher A. Dwinal, Associate Vice President\*
- Daniel J. Flaig, Associate Vice President
- Jason L. Gallant, Senior Associate\*
- Thomas J. Hogan, Senior Associate
- Steven C. Hallowell, Senior Vice President
- Mariusz D. Jedrychowski, Associate Vice President
- Edward J. Leonard, Senior Vice President
- Christopher N. Pierce, Senior Vice President
- Laura J. Riley, Vice President/Treasurer/CFO
- Gregory D. Taylor, Senior Associate\*
- Timothy R. Vadney, Senior Vice President
- Robert J. Williamson, Associate Vice President
- Ryan T. Wingard, Senior Vice President/Clerk

*\* Limited to Wright-Pierce standard agreements with Wright-Pierce standard terms and conditions agreements with value up to \$50,000.*

I hereby certify that said vote has not been amended or repealed and remains in full force and effect.

Attest:



Ryan T. Wingard, Clerk

**April 10, 2025**





## EXETER PUBLIC WORKS DEPARTMENT

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

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

DATE: November 22, 2019  
TO: Russell J. Dean, Town Manager  
FROM: Jennifer Mates, P.E., Assistant Town Engineer  
RE: Professional Engineering Services  
Salem Street Area Utility Design  
Consultant Award Recommendation

In March 2019, the town voted to approve \$325,000 for the design and engineering of utility improvements to include water, sewer, and drainage in the Salem Street area. On September 24, 2019, the Department of Public Works (DPW) issued a request for proposals (RFP) for professional engineering services for utility design for the project area, which includes Forest Street, Hale St, Locust Street, Oak Street, Park Street (portion), Salem Street, Wadleigh Street, Walnut Street, and Warren Street.

The RFP was posted to the Town's website and in the Exeter News-Letter newspaper on September 27, 2019. This proposal was also intended to be used to update the Town's list of prequalified consultants for use on similar projects in the future. An addendum was issued on October 8, 2019, to include transportation engineering services in the proposal for qualification on future projects.

The qualifications-based selection (QBS) process was used and cost proposals were not provided. Using the QBS process is required if state or federal funds are to be used on future projects. A non-mandatory, pre-proposal meeting was held on October 3, 2019, at the DPW complex, which was attended by the nine consulting firms.

Eight consultants submitted written proposals on or before the due date of October 15, 2019.

- CMA Engineers, Inc. (CMA)
- Dubois & King (D&K)
- Fuss & O'Neill (F&O)
- Hoyle, Tanner & Associates (HTA)
- Underwood Engineers, Inc (UEI)
- VHB
- Weston & Sampson (W&S)
- Wright-Pierce, Inc. (W-P)

The proposals were reviewed by Jennifer Perry, PE (DPW Director) Paul Vlasich, PE (Town Engineer), Jay Perkins (Highway Superintendent), Matt Berube (Water and Sewer Manager), Dan Lewis (Engineering Technician, and myself (Assistant Town Engineer). After review of the proposals, all eight firms were found to be sufficiently capable of performing the required work and all were selected for interviews.

Interviews took place on November 5, 6, and 12, 2019, at the DPW complex. Interviewers included the six DPW staff members that reviewed the proposals. Based on the proposals and interviews, HTA was

Page 2

Mr. Russell Dean

November 22, 2019

deemed the most advantageous to the town and the department recommends that they are awarded the contract.

The fee of \$315,000 was negotiated which represents approximately 7% of the anticipated construction cost. Construction phase inspection is not included in this contract. The scope and fee were negotiated to ensure all of the design elements were included. The major elements of the scope of services to be provided by HTA include survey, design of utility improvements, permitting, and bidding services.

**The Department recommends approving the design contract for the Salem Street Area Utility design project to Hoyle, Tanner & Associates for \$315,000.00**

The RFP also notified consulting firms that this qualification-based selection process for the Salem Street area project may be sufficient for similar future projects. The public works department recommends that the eight firms be approved and pre-qualified for potential consulting services in the future without needing additional qualification review. All future contracts must meet the required approvals as outlined in the Town's purchasing policy and procedures.

## **Water Penalty & Interest Waiver Request**



# 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: Select Board**

**DATE: August 13, 2025**

**FROM: Donna Bennett  
Deputy Tax Collector**

**RE: Water Penalty & Interest Waiver Request**

---

Please see the attached email from Danielle Hart of Avidxchange, an accounts payable agency for Island Hospitality Management. She is requesting a water penalty & interest waiver in the amount of \$234.21.

The attached bills show:

Account #1238300-0 (59 Portsmouth Avenue) owing \$17,764.94 with a due date of 6/30/25

Account #1238301-0 (59 Portsmouth Avenue) owing \$5,423.60 with a due date of 6/30/25

Avidxchange mailed checks:

#0001014124 in the amount of \$17,764.94 dated 6/30/25

#0001014125 in the amount of \$5,423.60 dated 6/30/25

The checks were received and posted on July 9, 2025 which created late payment penalty fees and interest fees. Avidxchange is requesting these fees be waived.

Account #1238300-0 Penalty Fee: \$177.65 Interest Fee: \$1.78 (as of 8/13/25) Total: \$179.43

Account #1238301-0 Penalty Fee: \$54.24 Interest Fee: \$.54 (as of 8/13/25) Total: \$54.78

Thank you.

*The Collections Department general policy regarding late payments is to keep postmarked envelopes. If the postmark is on or before the due date, a waiver may be considered. This mailing from Avidxchange is considered a "high-volume mailing", so the envelope does not have a postmark, hence referencing the date on the check. Auto-pay is a payment option in the Water/Sewer Collections Department.*

DB/pam



Pam McElroy <pmcelroy@exeternh.gov>

## Island Hospitality- Late Payment Penalty Charge Inquiry

2 messages

**Danielle Hart** <DHart@avidxchange.com>

Wed, Aug 13, 2025 at 2:01 PM

To: "PMCELROY@exeternh.gov" <PMCELROY@exeternh.gov>

Cc: Carla Crespo <CCrespo@avidxchange.com>, Faith Phillips <FPhillips@avidxchange.com>, Elizabeth Maggard <EMaggard@avidxchange.com>

Good Afternoon Pam,

I was referred to you by Donna at Town of Exeter Water Billing as I had inquired on late payment penalty charges on the below accounts.

We handle the accounts payable for Island Hospitality Management and wanted to see what steps we would have to take to have a waiver request brought before the board for approval?

Please let me know if there is any additional information I can provide.

Account 1238300-0 59 Portsmouth Ave Low Flow **Penalty \$179.43**

Account 1238301-0 59 Portsmouth Ave High Flow **Penalty \$54.78**

For verification purposes the TAX ID is 27-2849675

Thank you,



Intelligent AP Software  
Backed by Experts

**Danielle Hart**

Senior Utility Exception Associate

dhart@avidxchange.com

A member of the AvidXchange Utility team.

avidxchange.com



**Pam McElroy** <pmcelroy@exeternh.gov>

Wed, Aug 13, 2025 at 3:05 PM

To: Danielle Hart <DHart@avidxchange.com>

Cc: Carla Crespo <CCrespo@avidxchange.com>, Faith Phillips <FPPhillips@avidxchange.com>, Elizabeth Maggard <EMaggard@avidxchange.com>

Thank you for your email Danielle.

I will forward your request to the Exeter Select Board for their consideration at their 8/18/25 meeting.

Have a good afternoon.

Pam

[Quoted text hidden]

--

*Pam McElroy*

**Town of Exeter**

Senior Executive Assistant, Town Manager's Office

603-773-6102



**TOWN OF EXETER**  
**WATER AND SEWER COLLECTIONS**  
 10 FRONT STREET  
 EXETER, NH 03833  
 FOR BILLING QUESTIONS: (603) 773-6157 7:00AM-3:00PM  
 Email: [watersewerbilling@exeternh.gov](mailto:watersewerbilling@exeternh.gov)

ACCOUNT NUMBER	1238300-0
CID	5905
BILL #:	1194188
BILLING DATE	05/30/2025
SERVICE ADDRESS	59 PORTSMOUTH AVENUE LOW FLOW
DUE DATE	06/30/2025
LATE FEES OF 1% PER MONTH CHARGED AFTER DUE DATE (12% ANNUAL)	

ISLAND HOSPITALITY MANAGEMENT  
 C/O AVID-UBAR #309  
 PO BOX 32783  
 CHARLOTTE NC 28232

FOR PAYMENT QUESTIONS: (603) 773-6108  
 M, W, Th 8:15AM-4:00PM, Tu 8:15AM-7:00PM, F 8:15AM-12:30PM  
 EMAIL: [collections@exeternh.gov](mailto:collections@exeternh.gov)  
 Customer Portal: <https://exeternh.authoritypay.com>  
 Not Responsible for Mail Delivery

BILLING CYCLE	BILLING PERIOD		METER READING		USAGE	# DAYS	DAILY AVERAGE
	FROM	TO	PRIOR	PRESENT			GALLONS
QUARTERLY	02/10/2025	05/12/2025	1,859,100 0	2,303,810 0	444,710 0	91	4887

**WATER & SEWER RATES EFFECTIVE JANUARY 31, 2024**

*All Water passing through meter will be charged, whether used or lost by leakage. FAILURE to make payment may result in disconnection of service.*

**Water meter fee per quarter based on size**

3/4"	1"	1 1/2"	2"	3"	4"
\$46.75	\$65.45	\$84.16	\$135.58	\$514.29	\$654.54

Tier 1: \$10.72 per 1,000 gallons of use up to 21,000 gallons  
 Tier 2: \$13.41 per 1,000 gallons for 21,001 gallons of use up to 105,000  
 Tier 3: \$16.08 per 1,000 gallons for 105,001 gallons of use and above

**Sewer service fee per quarter based on size**

3/4"	1"	1 1/2"	2"	3"	4"
\$38.48	\$53.80	\$69.26	\$111.59	\$423.28	\$538.72

Tier 1: \$16.99 per 1,000 gallons of use up to 21,000  
 Tier 2: \$21.24 per 1,000 gallons for 21,001 gallons of use up to 105,000  
 Tier 3: \$25.49 per 1,000 gallons for 105,001 gallons of use and above

Previous Balance	18,362.25
Payments	-18,362.25
Adjustments	0.00
Prior Balance	0.00
Water Tier 1	225.12
Water Tier 2	1,126.44
Water Tier 3	5,462.54
Water Meter Fee	112.20
Sewer Tier 1	356.79
Sewer Tier 2	1,784.16
Sewer Tier 3	8,659.21
Sewer Service Fee	38.48
Current Charges	17,764.94
Pay This Amount	17,764.94

PLEASE DETACH & RETURN WITH PAYMENT

ACCOUNT NUMBER	1238300-0
SERVICE ADDRESS	59 PORTSMOUTH AVENUE
BILL #	1194188
DUE DATE	06/30/2025



AMOUNT NOW DUE	\$17,764.94
DUE DATE	06/30/2025

Please make checks payable to: Town of Exeter

Cash  Check  Money Order

AMOUNT PAID	\$
-------------	----

ISLAND HOSPITALITY MANAGEMENT  
 C/O AVID-UBAR #309  
 PO BOX 32783  
 CHARLOTTE NC 28232

TOWN OF EXETER  
 WATER AND SEWER COLLECTIONS  
 10 FRONT STREET  
 EXETER, NH 03833



**TOWN OF EXETER**  
**WATER AND SEWER COLLECTIONS**  
 10 FRONT STREET  
 EXETER, NH 03833  
 FOR BILLING QUESTIONS: (603) 773-6157 7:00AM-3:00PM  
 Email: [watersewerbilling@exeternh.gov](mailto:watersewerbilling@exeternh.gov)

ACCOUNT NUMBER	1238301-0
CID	5908
BILL #:	1194193
BILLING DATE	05/30/2025
SERVICE ADDRESS	59 PORTSMOUTH AVENUE HIGH FLOW
DUE DATE	06/30/2025
LATE FEES OF 1% PER MONTH CHARGED AFTER DUE DATE (12% ANNUAL)	

ISLAND HOSPITALITY MANAGEMENT  
 C/O AVID-UBAR #309  
 PO BOX 32783  
 CHARLOTTE NC 28232

FOR PAYMENT QUESTIONS: (603) 773-6108  
 M, W, Th 8:15AM-4:00PM, Tu 8:15AM-7:00PM, F 8:15AM-12:30PM  
 EMAIL: [collections@exeternh.gov](mailto:collections@exeternh.gov)  
 Customer Portal: <https://exeternh.authoritypay.com>  
 Not Responsible for Mail Delivery

BILLING CYCLE	BILLING PERIOD		METER READING		USAGE	# DAYS	DAILY AVERAGE
	FROM	TO	PRIOR	PRESENT			GALLONS
QUARTERLY	02/10/2025	05/12/2025	561,600	690,500	128,900	91	1417

**WATER & SEWER RATES EFFECTIVE JANUARY 31, 2024**

*All Water passing through meter will be charged, whether used or lost by leakage. FAILURE to make payment may result in disconnection of service.*

**Water meter fee per quarter based on size**

3/4"	1"	1 1/2"	2"	3"	4"
\$46.75	\$65.45	\$84.16	\$135.58	\$514.29	\$654.54

Tier 1: \$10.72 per 1,000 gallons of use up to 21,000 gallons  
 Tier 2: \$13.41 per 1,000 gallons for 21,001 gallons of use up to 105,000  
 Tier 3: \$16.08 per 1,000 gallons for 105,001 gallons of use and above

**Sewer service fee per quarter based on size**

3/4"	1"	1 1/2"	2"	3"	4"
\$38.48	\$53.80	\$69.26	\$111.59	\$423.28	\$538.72

Tier 1: \$16.99 per 1,000 gallons of use up to 21,000  
 Tier 2: \$21.24 per 1,000 gallons for 21,001 gallons of use up to 105,000  
 Tier 3: \$25.49 per 1,000 gallons for 105,001 gallons of use and above

Previous Balance	4,684.68
Payments	-4,684.68
Adjustments	0.00
Prior Balance	0.00
Water Tier 1	225.12
Water Tier 2	1,126.44
Water Tier 3	384.31
Water Meter Fee	514.29
Sewer Tier 1	356.79
Sewer Tier 2	1,784.16
Sewer Tier 3	609.21
Sewer Service Fee	423.28
<b>Current Charges</b>	<b>5,423.60</b>
<b>Pay This Amount</b>	<b>5,423.60</b>

PLEASE DETACH & RETURN WITH PAYMENT

ACCOUNT NUMBER	1238301-0
SERVICE ADDRESS	59 PORTSMOUTH AVENUE
BILL #	1194193
DUE DATE	06/30/2025



AMOUNT NOW DUE	\$5,423.60
DUE DATE	06/30/2025

Please make checks payable to: Town of Exeter

Cash  Check  Money Order

AMOUNT PAID	\$
-------------	----

ISLAND HOSPITALITY MANAGEMENT  
 C/O AVID-UBAR #309  
 PO BOX 32783  
 CHARLOTTE NC 28232

TOWN OF EXETER  
 WATER AND SEWER COLLECTIONS  
 10 FRONT STREET  
 EXETER, NH 03833



ISLAND HOSPITALITY MANAGEMENT  
C/O AVIDXCHANGE  
PO BOX 35433  
CHARLOTTE, NC 28235

999KBMS-000000000000

000765



TOWN OF EXETER  
WATER AND SEWER COLLECTION  
10 FRONT ST  
EXETER, NH 03833-2737



ACCOUNT NUMBER: 12383000  
~~INVOICE AMOUNT DUE: \$17,764.94~~  
CHECK NUMBER: 0001014124  
CHECK DATE: 06/30/2025  
ENS REFERENCE NUMBER: 15438864

**AVIDXCHANGE**  
PO Box 35433, Charlotte NC 28235  
732-748-9600

**DETACH AND RETAIN THIS STATEMENT**  
THE ATTACHED CHECK IS IN PAYMENT OF ITEMS DESCRIBED ABOVE.  
IF NOT CORRECT, PLEASE NOTIFY US PROMPTLY. NO RECEIPT DESIRED.





ISLAND HOSPITALITY MANAGEMENT  
C/O AVIDXCHANGE  
PO BOX 35433  
CHARLOTTE, NC 28235

999KBMS-000000000000

000700

TOWN OF EXETER  
WATER AND SEWER COLLECTION  
10 FRONT ST  
EXETER, NH 03833-2737



ACCOUNT NUMBER: 12383010  
INVOICE AMOUNT DUE: \$5,423.60  
CHECK NUMBER: 0001014125  
CHECK DATE: 06/30/2025  
ENS REFERENCE NUMBER: 15438872

AVIDXCHANGE  
PO Box 35433, Charlotte NC 28235  
732-748-9600

**DETACH AND RETAIN THIS STATEMENT**  
THE ATTACHED CHECK IS IN PAYMENT OF ITEMS DESCRIBED ABOVE.  
IF NOT CORRECT, PLEASE NOTIFY US PROMPTLY. NO RECEIPT DESIRED.



## **Town Manager Report**

## **Select Board Committee Reports**

## **Correspondence**



---

**Fwd:**

2 messages

---

**Melissa Roy** <mroy@exeternh.gov>  
To: Pam McElroy <pmcelroy@exeternh.gov>

Thu, Aug 14, 2025 at 5:28 PM

Would you mind adding this to the packet?

Thank you

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

From: **Niko Papakonstantis** <npapakonstantis@exeternh.gov>  
Date: Thu, Aug 14, 2025 at 5:25 PM  
Subject: Fwd:  
To: Melissa Roy <mroy@exeternh.gov>

For the packet.....

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

From: **Beverly Whitehouse** <bwhitehouse61@gmail.com>  
Date: Thu, Aug 14, 2025 at 2:44 PM  
Subject:  
To: Niko Papakonstantis <npapakonstantis@exeternh.gov>, <dchartrand@exeternh.gov>, <mcowan@exeternh.gov>, <jgilman@exeternh.gov>, <nbelanger@exeternh.gov>

Hello everyone,

After watching the Select Board meeting of 8/11/2025 where Keith and several members of the board spoke on the subject of the All Veterans Tax Credit, I went to the town website to watch the meetings of the advisory committee on this very matter. I encourage all of you to review the video of the meeting of 07/16/2025, beginning at about minute 39 and going to the end. It is disturbing. I see a tiny group of citizens making derogatory and judgmental remarks regarding something they clearly have no first hand knowledge of and people they don't know. Whether you agree or disagree with allowing this tax credit for veterans this behavior by a town committee at a town meeting is not a good look.

I am sure you all know that the entire military is active at all times. The years 1975-1990, which are left out of the standard exemption, encompass The Cold War. Crisis averted should get the respect it deserves.

To add to the insult, when discussing whether to put this on the March ballot there was conversation that the voters of the town get too "confused" with more than one or two warrant articles on the ballot. Like I said, not a good look.

Beverly Whitehouse

---

**Pam McElroy** <pmcelroy@exeternh.gov>  
To: Melissa Roy <mroy@exeternh.gov>

Thu, Aug 14, 2025 at 5:32 PM

Yes, will do. Thank you.

*Pam McElroy*

**Town of Exeter**

Senior Executive Assistant, Town Manager's Office

603-773-6102

[Quoted text hidden]

## **Review Board Calendar**

**Non-Public Session**