

**SELECT BOARD MEETING**  
**Tuesday, October 14, 2025**  
**5:30 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/81203340799>

To access the meeting via telephone, call: +1 646 558 8656 and enter the Webinar ID: 812 0334 0799

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 or 603-418-6425 with any technical issues.

**AGENDA**

1. Call Meeting to Order
2. Non-Public Session
3. Board Interviews
  - a. Train Committee – Don Briselden 6:30 pm
  - b. Energy Committee – Nicholas Metz 6:40 pm
  - c. Train Committee – Jonathan Ring 6:50 pm
4. Public Comment
5. Approval of Minutes
  - a. Regular Meeting: September 29, 2025
6. Appointments/Resignations
7. Discussion/Action Items
  - a. 250 Celebration Commission Budget Request – Karen Prior, Chair
  - b. E911 Volunteer Change of Address – Jason Fritz, Deputy Fire Chief
  - c. E911 New Private Way – Jason Fritz, Deputy Fire Chief
    - i. Driftwood Circle
    - ii. Carnegie Way
8. Tax Abatements, Veterans Credits & Exemptions
9. Permits & Approvals
  - a. Clemson Pond Wastewater Treatment Contract – Steve Dalton, Water/Sewer Superintendent
  - b. Request Recreation Revolving Funds – Greg Bisson, Parks & Recreation Director
    - i. Adult ADA Changing Table
    - ii. Furnishings & Signage for 10 Hampton Road
  - c. Donation Acceptance Approval – Greg Bisson, Parks & Recreation Director
    - i. United Way Day of Caring/Bauer Hockey - Landscaping at 10 Hampton Road
    - ii. Families First – 65" Samsung Television
10. Town Manager's Report
11. Select Board Committee Report

12. Correspondence
13. Review Board Calendar
14. Non-Public Session
15. Adjournment

Niko Papakonstantis, Chair

Select Board

Posted 10/10/25 Town Office, Town Website

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

AGENDA SUBJECT TO CHANGE

## **Non-Public Session**

## **Board Interviews**





RECEIVED

SEP 22 2025

Town Manager's Office  
Committee Selection:

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

Tues. 10/14/25  
6:30 PM  
CONFIRMED

**Statement of Interest**  
**Boards and Committee Membership**

Train Station Comm

New ☒

Re-Appointment ☐

Regular ☒

Alternate ☐

Na **B** **Don Briselden**  
12 Gill St.  
Exeter, NH 03833-2620

Email: briseldens@live.com

Phone: 603 686 2479

Registered Voter: Yes ☒ No ☐

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

I have been involved with the station from  
the beginning of Doverchester service as a  
member of the 1st station comm as also a  
member of the ad hoc committee. I want to  
continue as a member.  
See Attached Thanks

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

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

After submitting this application for appointment to the Town Manager:

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

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

Signature: Don J. Briselden

Date: 9/22/25

To be completed by Select Board upon appointment:

Date Appointed: \_\_\_\_\_ Term Ending: \_\_\_\_\_ Full: \_\_\_\_\_ Alternate: \_\_\_\_\_

**Biography: Don J. Briselden**

**9/21/25**

Don J. Briselden, received a B.S. degree (1960) from Marquette University, Milwaukee, Wisconsin, and a M.S. degree (1973) from the Naval Postgraduate School, Monterey, California. He also attended the Naval War College, Newport, RI. Don pursued a 29-year career as a naval officer with assignments at sea and in the Civil Engineer Corps, United States Navy. He retired from the Navy as facilities manager, Portsmouth Naval Shipyard in 1985. Following his Navy career, Don was the facilities manager at the University of Lowell, Massachusetts and then joined Phillips Exeter Academy where he was the director of facilities until 2005. Since then he has continued to be an active participant in local civic and community affairs.

He is a member of the Southeast Land Trust of New Hampshire (SELT). Don's contributions to SELT includes serving on SELT's Board of Directors, helping SELT get accredited through the Land Trust Alliance, serving on their Land Conservation Committee, and participating, as the board's project manager, in the planning, design, and construction of the Nan and George Mathey Center for People and Nature at Burley Farms, SELT's new home in Epping, NH.

He is a past president and member of the Exeter Rotary Club, former chairperson of Exeter's Historic District Commission and a past board member of the American Independence Museum. Don is also a member of the Exeter Historical Society and is engaged as a board member and on their finance committee. Don serves the town as a member of the Facilities Advisory Committee. He was a trustee of Riverwoods Exeter for nine years; a life plan retirement community. Don has been active as a former member of Exeter's Conservation Commission and now serves on the Commissions' Raynes Farm subcommittee. Don is a member of Trainriders Northeast and an active participant with Exeter's railroad station's ad hoc committee assisting with the care and maintenance of the town's passenger rail station. He is a retired registered professional engineer.

Don grew up in Wisconsin Rapids, Wisconsin. His wife, Mary Jo, a former navy nurse, is from Lima, Ohio. She retired from Exeter Health Services concluding a forty-year nursing career. They reside in Exeter where they volunteer at the St. Vincent de Paul community center.

Don J. Briselden  
12 Gill Street  
Exeter, N 03833  
603 686 2479  
briseldens@live.com



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

Tues. 10/14/25  
6:40 pm  
CONFIRMED  
**RECEIVED**

**Statement of Interest**  
**Boards and Committee Membership**

SEP 22 2025

Committee Selection: Energy Committee

**Town Manager's Office**

New ☒

Re-Appointment ☐

Regular ☐

Alternate ☐

Name: Nicholas J. Metz Email: nicholas.james.metz@gmail.com

Address: 1 Tilton Ave., Exeter, NH 03833 Phone: (603) 418-1139

Registered Voter: Yes ☒ No ☐

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

I feel that I would have a poignant and valuable perspective to contribute to the energy committee. I have experience is working with all sectors in regards to energy usage and carbon footprint reduction. I have almost 30 years in the mechanical industry and much of that has been in the greater Boston area. My industry has evolved many times in regards to minimum efficiencies with heating and air conditioning, as well as the general IAQ (indoor air quality) standards. Various local and municipal ordinances often rely on my experience and training to design and implement solutions for the ever changing needs in the MEP industry. I am also experienced in tailoring projects to rebate and grant requirements. I am a passionate Exeter resident and I think this is a great place for me to give some of my time to the town I love.

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

Signature:  Nicholas J. Metz  
2025.09.22 14:55:17-04'00' Date: \_\_\_\_\_

*To be completed by Select Board upon appointment:*

Date Appointed: \_\_\_\_\_ Term Ending: \_\_\_\_\_ Full: \_\_\_\_\_ Alternate: \_\_\_\_\_





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

Tues. 10/14/25  
6:50 PM  
CONFIRMED

**Statement of Interest**  
**Boards and Committee Membership**

**RECEIVED**

SEP 22 2025

Committee Selection:

Train Committee

New ☒

Re-Appointment ☐

Regular ☒

**Town Manager's Office**

Alternate ☐

Name:

Jonathan S. Ring

Email:

jonathanring@gmail.com

Address:

24 String Bridge, Apt S2  
Exeter, NH

Phone:

603-765-2271

Registered Voter: Yes ☒

No ☐

03833

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

Since June 2024, I have attended the Exeter  
Train Committee meetings at Public Library, and  
I have learned much about our station, the  
process of passenger rail operations, and other  
aspects. It would be my pleasure to serve the  
Town on this new "official" Committee. I am

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

also a retired Licensed Professional Engineer  
with civil side experience for 36 years.

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

Signature:

Jonathan S. Ring

Date:

9/22/25

To be completed by Select Board upon appointment:

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

Term Ending: \_\_\_\_\_

Full: \_\_\_\_\_

Alternate: \_\_\_\_\_

## **Public Comment**

## **Approval of Minutes**

Select Board Meeting  
Monday September 29, 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 Interim 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:** Ms. Belanger moved to enter into non-public session under RSA 91-A 3:II(c) and (I). Ms. Cowan seconded. In a roll-call vote, the motion passed 5-0 and the Board entered non-public session at 6:30 PM.

**MOTION:** Ms. Belanger moved to exit non-public at 6:55 pm. Ms. Cowan seconded. The motion passed 5-0.

The meeting reconvened in the Nowak Room at 7 PM. Mr. Papakonstantis welcomed Mr. Jordan's class from Phillips Exeter Academy, who were present.

3. Public Comment

- a. Resident Silas Richards expressed his concerns about the lack of implementation of the "Complete Streets" program, especially on Epping Road. Mr. Papakonstantis said we are making progress with Complete Streets. There was a warrant article passed and the Board can give an update on the progress before the end of the year.
- b. Robin Davies, a senior at PEA, asked what the Board's relationship with the State Government is like. Ms. Gilman said she tries to inform the Board on what is happening at the State level and will ask for the Board's support in certain matters. Ms. Cowan said budget decisions are made by the State and forced on us. We have to abide by their policy changes. Mr. Chartrand said we're non-partisan at the municipal level, but the State level is highly partisan. Ms. Belanger said we also interact with State and Federal officials for grants.
- c. Another PEA student asked about engagement in politics at the local level. Mr. Chartrand said we could not run our municipal government without volunteers. We took a huge hit on volunteerism during Covid, but we've started to fill those seats back up. Ms. Gilman said she misses the remote meetings which had more public attendance and participation. Ms. Belanger said Exeter TV covers the meetings and we keep trying to reach out to a younger demographic. Ms. Cowan said the State Government is also run by volunteers. State reps are paid \$100 a year plus mileage, even though it's practically a full time job for half the year. That affects what kind of families can afford to volunteer.

- 45 d. Truman Yea, a student at PEA, asked about non-partisan action in the Select  
46 Board in contrast to partisan action in the State House. Ms. Gilman said if there  
47 were non-partisan State elections, there would be better discussions. Right now  
48 people don't want to talk to each other. Here, we do talk to each other and come  
49 to a consensus.
- 50 e. Another PEA student asked how the American media has evolved. Ms. Belanger  
51 said the discourse has become increasingly negative, especially on social media.  
52 She's hoping it evolves into a better resource. Ms. Cowan asked where the  
53 students get their news. Students indicated that they read national newspapers,  
54 watch YouTube and listen to podcasts. Ms. Cowan cautioned about getting  
55 pulled down an "algorithmic path" on media like YouTube. Students should look  
56 at who owns the media and what they want from you.

57  
58 4. Proclamations/Recognitions

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

60  
61 5. Approval of Minutes

- 62 a. Regular Meeting: September 15, 2025

63 **MOTION:** Ms. Belanger moved to approve the Select Board meeting minutes of September 15,  
64 2025 as presented. Ms. Cowan seconded. The motion passed 5-0.

65  
66 6. Appointments

67 **MOTION:** Ms. Belanger moved to appoint alternate Marty Kennedy as a voting member of the  
68 Planning Board, term to expire April 30, 2027. Ms. Cowan seconded. The motion passed 5-0.

69  
70 7. Discussion/Action Items

- 71 a. Tree Committee Update

72 Natural Resources and Sustainability Planner Kristen Murphy and Tree  
73 Committee Chair Eileen Flockhart were present to discuss the committee's work.

74 Ms. Flockhart said over the last six years we've planted 52 trees. We've  
75 had Tree City USA certification for all six years and received growth awards. Ms.  
76 Murphy said only 16 towns and cities in New Hampshire are Tree City USA  
77 communities and only six have had growth awards. This committee has built  
78 relationships with the utilities to discuss tree trimming in the utility corridor. There  
79 is a project to create new software to track trees in the community. The tree  
80 dashboard tracks the location and health of the trees. Only 54% of our trees are  
81 in good condition.

82 Mr. Chartrand asked if citizens can participate in monitoring. Ms. Murphy  
83 said yes, they can monitor and report issues to her or download an app to report  
84 it directly on the dashboard. Mr. Chartrand asked if people can report trees on  
85 their property and Ms. Murphy said no, it's just for public trees. The town doesn't  
86 have authority on what people do with their own trees, although the committee  
87 has done a lot with education. The public trees are a town asset.



88 Ms. Flockhart said we got approval in last year's Town Meeting for a  
89 water truck to maintain the trees we've planted, and we watered in the summer  
90 until the drought. Without that, the trees would be severely compromised now.  
91 We had hoped to plant trees in the fall but it's been so dry, that may have to wait  
92 until spring.

93 Ms. Murphy said we've been conservative in requesting town funds. We  
94 have a \$25,000 grant opportunity which would help fund our goal.

95 Mr. Papakonstantis said the passage of the Tree Ordinance was a huge  
96 contribution from the Tree Committee. Ms. Belanger said this group is a great  
97 resource for other committees, such as the Swasey Parkway Trustees. Ms.  
98 Gilman asked the committee to consider a "Liberty Tree" program or a program  
99 on the "Tree Riot" for the 250th celebration next year.

100 Ms. Murphy mentioned that there is a State "Champion Tree" in Swasey  
101 Parkway, a river birch. The Trustees are ordering a plaque for it.  
102

103 b. Permits & Approvals were discussed at this time - see below.  
104

105 c. Fiscal Year 2026 Suggested Budget Presentation

106 Ms. Roy presented the FY26 proposed budget. The General Fund  
107 proposed budget is \$27,547,562, a 12.64% over FY25. The Water Fund  
108 proposed budget is \$4,891,813, a 5.54% increase. The Sewer Fund proposed  
109 budget is \$8,178,815, a .04% decrease. Our tax rate in 2024 was \$4.20 per  
110 thousand for the municipal portion and the total tax rate was \$17.79 per  
111 thousand. Debt service is 53% of our increase; the second year of our Collective  
112 Bargaining Agreements is 17%; and our reserve for insurance is 17%. The net  
113 increase on debt service is \$1,636,769 over FY25. There is about \$348,000 of  
114 debt coming off the books, which is offset by new debt for the Police Station/Fire  
115 Substation at \$1,664,479, the Linden Street Bridge project at \$175,715, and the  
116 Public Works Fuel Island at \$137,158.

117 Last year we renegotiated three contracts: SEIU Local 1984 (Public  
118 Works), the Exeter Police Association, and the Exeter Professional Firefighters  
119 Association. Each had only six months of the increases last year, so this year we  
120 have the full budget cycle of twelve months for those increases. Even with these  
121 new contracts, we're having a difficult time recruiting and retaining staff.

122 Regarding insurance, we participate in the Health Trust insurance pool.  
123 Last year we saw an 18% increase in premiums, and we expect to see that  
124 again. We used to put aside 10% for that increase, which will be determined in  
125 October, but we're seeing the national trend of insurance costing significantly  
126 more, so we put a 20% reserve in the draft budget. In some departments, you'll  
127 see salary decreases, but that's because of the 27 pay periods in 2025; this year  
128 we're back to 26 pay periods. The 2026 budget also includes a 4% cost of living  
129 allowance (COLA) for all non-Union employees; some staff are near the end of  
130 their STEP opportunities, so this would be more equitable to every employee.

131 Almost all of our Departments were at or around their budgets from last  
132 year, with the exception of Benefits and Taxes, Debt Service, Human Resources  
133 due to the first full year of the HR Director, and Elections because there are more  
134 elections in 2026 than 2025.

135 The Select Board is level-funded. Board members receive a stipend of  
136 \$3,000 per year and the Chair receives \$4,000 a year. The Town Manager's  
137 Department is level-funded. This is a Department of three employees; our Town  
138 Manager is leaving but we will be replacing them this year. Human Resources  
139 has a 13% increase because this is the full year cost of the HR Director. We  
140 decreased training by \$3,000 in that budget. Transportation is just a placeholder.  
141 Legal is level-funded at \$100,000. Media and Communications is down 2.9%.  
142 That salary is split 50/50 between the General Fund and the Cable Fund.  
143 Trustees of the Trust Funds is level-funded. Town Moderator has increased by  
144 116% due to more elections, but it's a small amount of money. The Town Clerk is  
145 up 2.6%; two employees in that Department are SEIU members which includes  
146 some increases for them. They also decreased conferences/rooms/meals by  
147 \$1,000 but increased postage by \$1,000. Elections is up 35% due to the number  
148 of elections. The Finance Department is down by 1.9%. They decreased training  
149 by \$2,000 but needed an increase for audit compliance services. The Treasurer  
150 is level-funded. Tax Collection is down by 2.2%; there is a new Deputy Tax  
151 Collector and they decreased the training budget. Assessing is down by 3.6%.  
152 This Department is one full-time person plus contract services with MRI. The IT  
153 Department is down 3.1%. There was a retirement of a long-time employee and  
154 restructuring, which led to a decrease of \$52,625. There were increases of  
155 \$15,000 for software, \$21,000 for contract services, and \$16,000 for internet  
156 services, but decreases of \$11,000 in network supplies, \$9,000 in contract  
157 services, and \$9,700 in computers. The Planning Department is 2.5 people, and  
158 they are near level-funded with a 0.8% decrease. Economic Development had a  
159 0.7% decrease. Code Enforcement had a 0.06% decrease. The Building and  
160 Planning Department supports the Land Use Boards, and those budgets have a  
161 slight decrease except for the Conservation Commission with a 0.1% increase.

162 The Police Department has 29 full-time and 2 part-time staff. There's an  
163 increase of \$219,339, which reflects the full-year cost of the Police negotiated  
164 contract. Administration decreased by \$4,000 because we moved their IT  
165 contract into the IT budget. Fire and Emergency Management had an increase of  
166 4.3% which also reflects the full year of the Fire Union contract. This Department  
167 includes 28 Firefighters, the Chief, an Assistant Chief, two Deputy Chiefs, and an  
168 Office Manager. In suppression, salaries increased by \$157,540 and benefits  
169 increased by \$16,236. General expenses increased by \$28,000. We used ARPA  
170 money last year for fire protective equipment, which has a regular replacement  
171 cycle. We had an increase in uniforms of \$4,000. In Education/Training, we have  
172 a few people getting their degrees. Vehicle Maintenance had an increase  
173 because the person in DPW who was helping with our Fire Trucks is no longer  
174 with us. Emergency Management had a reduction of \$5,000 and a reduction in

Education/Training of \$1,500. We also moved their IT contract to the IT budget. In Dispatch, there was an increase of 2.6%. This is a Department we've been struggling to staff. There was a \$20,000 decrease in benefits due to an elections change. The Health Department had a decrease of 5% because our Health Officer finished her degree.

In DPW, Administration and Engineering saw a 13% decrease because of a re-allocation of an Engineering position to the Maintenance Department for a Mechanic. We also had the retirement of our Town Engineer. In the Highways/Streets Department, there was a 6% increase. These workers are part of the SEIU Contract so have the full 12 months of the increase. We increased Paving by \$75,000 to get us back up to the 2023 level. Snow Removal had an increase of .1%. Solid Waste increased 7%, due to a \$125,000 increase in fuel charges and tipping fees. Streetlights are a decrease of 4.8%. We have some traffic signal maintenance planned, leading to an increase of \$3,000. Stormwater is level-funded. The Maintenance Department is getting a new Mechanic position in addition to the SEIU increase, leading to an increase of 10% in this budget. Town Buildings had an increase of 3.2%. Our rates for electricity and natural gas expire 10/31/25 so there may be an adjustment. Maintenance Projects is level-funded at \$100,000. We presented a joint project to the Facilities Advisory Committee to use \$50,000 from the Maintenance Projects line for a Facility Needs Assessment to determine what town buildings are being used for, and the committee approved this project. Maintenance/Garage is a decrease of 6.3%; the contract increases were offset by turnover in staffing.

Welfare is up 11% and Human Services is up 1.1%. We added a part-time Welfare Administrator last year, and this is the first full 12 months of that position. The Human Services Committee voted to increase the budget by \$1,125. There's an increase in rental assistance of \$20,000 due to increasing need.

The Recreation Department had a 7.2% increase, reflecting the full-year cost of the Senior Coordinator. This is offset by a grant from Exeter Hospital. The Parks Department had an increase of 14.8%; their two employees are part of the SEIU contract, leading to salary increases. Other Culture and Recreation, which includes the Christmas Parade, summer concerts, and the brass band, is up 6.8% with additional money for the Christmas Parade.

The Library budget, which is submitted by the Trustees of the Library, has an increase of 5.2%. The long-time Library Director retired, leading to a decrease in salaries, but there was an \$80,000 in the public services line.

Debt Service is an 84% increase from FY25, as discussed earlier.

Regarding Fire Protection, the Water Fund can charge the General Fund for services. The study recommended increasing this fee each year, but with the difficult budget year, we recommended level-funding at \$130,000.

Vehicle Replacement/Leases had a 15.7% increase for our Police Cruisers. These are in the budget, not separate warrant articles.

Benefits and Taxes, which represents Health Insurance, Dental, etc, is up 103%.

Mr. Chartrand asked if the solar array would lead to a decrease in electrical costs. Ms. Roy said it's too early, we're working on selling our RECs and determining whether that will go into a reserve fund. We won't see it in the budget this year.

Mr. Chartrand said the 12.9% increase is much larger than the usual budget increase of 3-4%, driven by retention of employees and health insurance.

Ms. Roy said we had a lot of discussion on the CIP. We just passed the Police Station/Fire Substation, and wanted to make sure we weren't doing a lot of projects that we could wait on. Last year, the only article that didn't pass was the Street Sweeper. She heard from residents that it was just to make things pretty, but it's actually important to our nitrogen reduction program. If we can keep our nitrogen low, we won't have to redo our Wastewater plant that we just built. The cost is \$412,000, but we expect there to be loan forgiveness.

For articles funded by taxation, we're recommending funding the Parks Improvement Fund at \$50,000; Pairpoint Park Design and Engineering at \$35,000 to facilitate grants for that project; a Pedestrian Improvement project at \$266,988, contingent on a TAP grant of \$200,000; and a Library Building Fund of \$75,000.

We're recommending additional articles to be funded by Fund Balance: the ADA Capital Reserve Fund at \$25,000, Fire Car #2 Replacement at \$67,194, Dump Truck #52 Replacement at \$85,000; the Snow & Ice Deficit Fund at \$75,000; the Sick Leave Trust Fund at \$100,000; and the Sestercentennial Fund at an amount to be determined. No lease purchases are proposed for 2026.

The proposed budget is \$27,547,562. If all of the warrant articles coming from taxation were approved, that would be an additional \$426,988, for a total of \$27,974,550, an increase of 13.55% from 2025.

The proposed Water Fund budget is \$4,891,813, a 5.54% increase over FY25. There were cost increases because of the SEIU contract, as well as an increase in debt service, the increased cost of chemicals, and a larger reserve for insurance benefits. The proposed Sewer Fund budget is \$8,178,815, which is a decrease of 0.04% from FY25; although they were affected by the SEIU contract and insurance reserve, the increase was mitigated by a \$139,639 reduction in debt services.

For Water Fund Bond Articles, we're proposing a \$2,000,000 bond for the Surface Water Treatment Plant Design, which will have \$500,000 forgiveness and a \$1.5M low-interest loan through the SRF [State Revolving Fund] from New Hampshire DES [Department of Environmental Services]. It's time to start on the replacement of that plant. We would also put on the warrant an article for a Lead Surface Line Inventory at \$173,000, and Surface Water Treatment Plant Residuals Removal at \$495,061. For Sewer Bond Articles, we propose funding the High Street/Cross Country Sewer Rehabilitation Project at \$4,304,000.

262  
263 8. Regular Business

264 a. Tax Abatements, Veterans Credits and Exemptions

- 265 i. There were no credits or abatements considered at this meeting.  
266

267 b. Permits & Approvals

268 i. Sewer Reserve Funds – Request for Repair

269 Public Works Director Steve Cronin and Water/Sewer

270 Superintendent Steve Dalton were present to discuss this request. Mr.

271 Cronin said we requested a reserve fund transfer of \$40,000 in April for

272 repairs to Clarifier 1 at the Wastewater Treatment Facility. In August, we

273 discovered cracks in the walls of the tank that were allowing groundwater

274 infiltration. We're looking to move forward with repair under warranty, but

275 the warranty doesn't cover mechanical removal or re-installation. The

276 \$40,000 covered the removal, but we're asking for \$150,000 for the

277 modification and re-installation of the mechanical components.

278 **MOTION:** Ms. Belanger moved to release \$150,000 from the Sewer Reserve Fund to purchase  
279 parts and contract services needed to reassemble Clarifier 1 so it can be returned to service.

280 Ms. Gilman seconded. Ms. Gilman asked how much is left in the reserve fund. Ms. Roy said she  
281 can get that information from Finance Director Stevens. The motion passed 5-0.  
282

283 ii. DPW Grant Acceptance

284 Mr. Cronin said in recent years there were revisions to the lead

285 and copper rules that require us to identify all lead surfaces in our system.

286 That inventory needed to be completed by October of 2024, and we've

287 done that. We now need to confirm any services of an unknown material

288 type. We're working with a consultant, Weston & Sampson, to do that

289 work, and they applied for a grant on behalf of the town. We're asking the

290 Board to accept the grant for \$60,000 so we can begin the next phase.

291 **MOTION:** Ms. Belanger moved to accept a lead service line grant from the NH Department of  
292 Environmental Services in the amount of \$60,000 to the Town of Exeter and to authorize the  
293 interim Town Manager or their designee to sign the associated paperwork for such agreement  
294 on behalf of the town. Ms. Cowan seconded. The motion passed 5-0.  
295

296 iii. Parks & Recreation Senior Lounge Dedication Request

297 Assistant Parks and Rec Director David Tovey was present to

298 discuss this request. The Department is looking for permission to name

299 the new Senior Lounge after former Parks and Rec Director Doug Dicey,

300 who recently passed away.

301 **MOTION:** Ms. Belanger moved to dedicate the Senior Lounge at the 10 Hampton Road  
302 Multigenerational Community Center to Doug Dicey by naming the room the "Doug Dicey Senior  
303 Lounge." Ms. Gilman seconded. The motion passed 5-0.  
304

305 iv. Intent to Cut Request

**MOTION:** Ms. Belanger moved to approve an intent to cut for 65/118. Ms. Gilman seconded.  
The motion passed 5-0.

c. Town Manager's Report

- i. The Police Department got their colors and design for the new Station.
- ii. 10 Hampton Road has a final walkthrough tomorrow.
- iii. Parks and Rec is preparing for the Powderkeg Beer and Chili Festival this weekend.
- iv. She worked on confidential HR issues over the last two weeks.

d. Select Board Committee Reports

- i. Ms. Gilman attended a 250th Commission meeting, and the committee voted not to do any fireworks in 2026. That group is looking to create a purpose statement for people to use when soliciting donations, using words from the Constitution or something more specific to Exeter. She missed the Tax Exemption Committee meeting. HDC had one case for Front Street, an addition which is sensitive to the original building and won't be visible from the street.
- ii. Ms. Belanger attended an election law webinar. She attended a Planning Board sitewalk at 73 Winter Street for the Presbyterian Church, and they considered the case at the meeting that night. That project was approved. Also approved were an application for a shoreland conditional use permit on Powder Mill Road and an application for Eversource to provide routine maintenance.
- iii. Ms. Cowan had no report.
- iv. Mr. Chartrand had no report.
- v. Mr. Papakonstantis said he attended a Pairpoint Park Advisory Meeting that started with a quorum but a few people left and they had to end the meeting.

e. Correspondence

- i. An abutter notice from the Town of Hampton for a proposal for 169 Ocean Boulevard. Ms. Gilman asked if the town wants representation at that hearing. Mr. Papakonstantis said the Board is stretched pretty thin.
- ii. A notice from Gannett that they are going paperless.

9. Review Board Calendar

- a. The next meetings are October 14, October 27, November 10, November 24, December 8, and December 22.

10. Non-Public Session

**MOTION:** Ms. Belanger moved to enter into non-public under RSA 91-A:3II(a). Ms. Cowan seconded. In a roll call vote, the motion passed 5-0 and the meeting entered non-public session at 9:20 PM.

350 **MOTION:** Ms. Belanger moved to exit non-public at 9:17 pm. Mr. Chartrand seconded. The  
351 motion passed 5-0.

352

353 **MOTION:** Ms. Belanger moved to seal the minutes until the matter is resolved. Ms. Gilman  
354 seconded. The motion passed 5-0.

355

356

357 11. Adjournment

358 **MOTION:** Ms. Belanger moved to adjourn the Select Board meeting at 9:18 pm. Ms. Cowan  
359 seconded. The motion passed 5-0.

360

361 Respectfully Submitted,

362 Joanna Bartell

363 Recording Secretary

## **Appointments/Resignations**



## **Discussion/Action Items**

## **250 Celebration Commission Budget Request**



# 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)

## MEMORANDUM

TO: Exeter Select Board  
FROM: Melissa Roy, Interim Town Manager  
DATE: October 10, 2025  
RE: 250 Celebration Commission - FY26 Budget Request

---

For Fiscal Year 2025, the Town approved the establishment of a non-capital reserve fund to support the celebration of the 250th anniversary of America. This fund was initially supported with an allocation of \$5,000.

The 250 Celebration Commission has been working diligently to plan a series of meaningful events throughout the year to honor this historic milestone. These events are designed to foster community spirit, celebrate our nation's heritage, and engage residents of all ages.

Attached is the Commission's proposed budget for FY26. In order to successfully implement the full scope of planned activities, the Commission recommends that the Select Board include a warrant article in the amount of \$26,000, to be funded from fund balance, in support of the America 250 celebration.

We appreciate your consideration and continued support for this important community initiative.

2025		EXPENSES	Exsiting Event or New Event	Lead Organization	FY26 Town Warrant - Fund Balance 250 Captiol Reserve Fund	FY26 Parks & Rec Budget or Operating Budget	Total Budget
					\$2,000.00		
		PR MATERIALS	banners, posters flyers etc.		\$500.00		
		COMMEMORATIVE POSTER	Artist fee \$750 printing \$250		\$1,000.00		
		MERCHANDISE/SWAG	Lapel Pins		\$500.00		
2026							
27-Jun	Saturday	<b>250 Kick Off Event - BLACKHAWK</b>	Existing Event	EPRD	\$2,100.00	\$0.00	\$2,100.00
		Flag Ceremony			\$0.00	\$0.00	\$0.00
		Swag			\$300.00	\$0.00	\$0.00
		Staff/Volunteers			\$0.00	\$0.00	\$0.00
		Police Detail			\$600.00	\$0.00	\$0.00
		Touch - a- Truck			\$0.00	\$0.00	\$0.00
		Federal Delegation Speeches			\$0.00	\$0.00	\$0.00
		Staff Overtime			\$1,200.00		
29-Jun	Monday	<b>BRASS BAND CONCERTS</b>	Exsiting Event	EPRD	\$150.00	\$4,000.00	\$4,600.00
		June 29, 2026					
		Popsicles - Free (prep for 200 people)			\$75.00	\$0.00	\$0.00
		July 6, 2026					
		Popsicles - Free (prep for 200 people)			\$75.00	\$0.00	\$0.00
		July 13, 2026					
		NO ADDITONAL EVENT					
		July 20, 2026					
		NO ADDITONAL EVENT					
		July 27, 2026					
		NO ADDITONAL EVENT					
30-Jun	Tuesday	<b>EP&amp;R TEAM Tune &amp; Fork concert</b>	Existing Event	EPRD TEAM	\$100.00	\$1,600.00	\$1,700.00
		June 30, 2025					
		Band Cost			\$0.00	\$800.00	\$0.00
		Patriotic Give Aways (Oriental Trading)			\$50.00	\$0.00	\$0.00
		July 7, 2026					
		Band Cost			\$0.00	\$800.00	\$0.00
		Patriotic Give Aways (Oriental Trading)			\$50.00	\$0.00	\$0.00
1-Jul	Wednesday	<b>MOVIE NIGHT"1776"</b>	New Event	Exeter Library	\$700.00 \$0	\$0.00	\$1,000.00
		Movie Night - Rental			\$0.00		\$0.00
		Movie Night equipment			\$0.00	\$0.00	\$0.00
		Popcorn			\$400.00	\$0.00	\$0.00
		Popcorn Bags			\$100.00	\$0.00	\$0.00
		Space Rental			\$200.00	\$0.00	\$0.00
9-Jul	Thursday	<b>Parks and Rec Thursday Concert Series</b>	Existing Event	EPRD	\$50.00	\$800.00	\$850.00
		Band Cost			\$0.00	\$800.00	\$0.00

2025	EXPENSES	Exsiting Event or New Event	Lead Organization	FY26 Town Warrant - Fund Balance 250 Captiol Reserve Fund	FY26 Parks & Rec Budget or Operating Budget	Total Budget
	Patriotic Giveaway			\$50.00	\$0.00	\$0.00
					\$0.00	\$0.00
					\$0.00	\$0.00
9-Jul Thursday	Community Picnic at Concert	New Event	250 Committee	\$650.00	\$600.00	\$0.00
	BYO food			\$0.00		\$0.00
	Farmers Market			\$0.00	\$0.00	\$0.00
	Decorations	bunting?		\$0.00	\$0.00	\$0.00
	Entertainment?			\$0.00	\$600.00	\$0.00
	Face paint?			\$150.00	\$0.00	\$0.00
	Craft?	bracelets, patriotic animals		\$200.00	\$0.00	\$0.00
	Memories Ice Cream	get cost for KC to come with ice cream truck		\$300.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
11-Jul Saturday	Independence Day Festival		AIM	\$5,000.00	\$0.00	\$0.00
		AIM Artisian Village Donation		\$5,000.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
11-Jul Saturday	Parade	NEW	250 Committee	\$800.00	\$0.00	\$0.00
	youth parade			\$0.00	\$0.00	\$0.00
	decorations			\$500.00	\$0.00	\$0.00
	police detail			\$300.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
11-Jul Saturday	Concert	Existing	EPRD	\$300.00		
	Band				\$1,000.00	
	facepaint			\$150.00		
	give away			\$150.00		
11-Jul Saturday	FIREWORKS	Existing Event	EPRD		\$8,000.00	
					\$8,000.00	

2025	EXPENSES	Exsiting Event or New Event	Lead Organization	FY26 Town Warrant - Fund Balance 250 Captiol Reserve Fund	FY26 Parks & Rec Budget or Operating Budget	Total Budget
	Staffing			\$12,765.00		
Summer	INTERN	will be housed in EPRD with main responsibility to 250		\$10,000.00		
	FICA			\$765.00		
	Contingency			\$2,000.00		
	TOTAL			\$25,815.00		

AIM=American Independence Museum \* EPRD= Exeter Parks and Rec \* EHS=Exeter Historical Society \* EPL= Exeter Public Library \* RET= RET Racial Equity Team \* TEAM= Town.Exeter.Arts.Music

## **E911 Volunteer Change of Address**



# EXETER FIRE DEPARTMENT

20 COURT STREET, EXETER, NH 03833-2716

Tel 603.773.6133 Fax 603.773.6128

**JUSTIN D PIZON, CHIEF OF DEPARTMENT**

09/10/2025

To: Melisa Roy, Acting Town Manager

From: Jason Fritz, Deputy Fire Chief

RE: Address change for 160-164 Front St.

Melisa,

In an effort to remain consistent with the NH E911 regulations, the E911 committee is proposing an address change to the apartment building located at 162-164 Front St. (Tax Map #73-108) and re-assign the address in the following manner;

162 Front Street (Left apartment on the Front Street side)

164 Front Street (Right apartment on the Front Street side)

1 Charter St. Apartment A

1 Charter St. Apartment B

1 Charter St. Apartment C

See attached maps and images for clarification. The property owner has completed the Voluntary Change of address form and a copy of the form is also attached.

Thank you,

Jason Fritz

Deputy Fire Chief

Fire Prevention Inspections & Investigations





Sanborn St

Front St

164 Front St

162 Front St

1 Charter St

Apt A

Apt B

Apt C

Charter St



DATE 09/09/2025

MAP 73 LOT 108



## TOWN OF EXETER, NEW HAMPSHIRE

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

### APPLICATION FOR VOLUNTARY CHANGE OF ADDRESS


NAME OF OWNER: 69 Dawson LLC.

MAILING ADDRESS: 750 LAFAYETTE RD SUITE 201 PORTSMOUTH, NH 03801

LOCATION OF PROPERTY: 160-164 Front Street Exeter, NH 03833

APPLICATION IS FOR CHANGE OF ADDRESS NUMBER FROM: See attached map

TO: See attached map FOR EMERGENCY RESPONDERS TO EASILY LOCATE THE  
PROPERTY.

Signature of property owner(s):  10-6-2025

Select Board: Approve ☐ Reject ☐

Explanation: \_\_\_\_\_  
\_\_\_\_\_

Date recommended by E911 09/02/2025

Date adopted by the Select Board   /  /

## **E911 New Private Road – Driftwood Circle**



# EXETER FIRE DEPARTMENT

20 COURT STREET, EXETER, NH 03833-2716

Tel 603.773.6133 Fax 603.773.6128

**JUSTIN D PIZON, CHIEF OF DEPARTMENT**

10/07/2025

To: Melisa Roy, Acting Town Manager

From: Jason Fritz, Deputy Fire Chief

RE: New Private Road

Melisa,

Can you please add this to the agenda for the 10/14/25 Select Board Meeting?

The E911 committee is proposing a new private way in Exeter. The new housing development off of Haven Lane will be named **Driftwood Circle**.

See attached maps and images for clarification. This name was presented to the E911 committee by the developer and has been vetted and approved by the E911 committee

Thank you,

Jason Fritz

Deputy Fire Chief

Fire Prevention Inspections & Investigations





## **E911 New Private Road – Carnegie Way**



# EXETER FIRE DEPARTMENT

20 COURT STREET, EXETER, NH 03833-2716

Tel 603.773.6133 Fax 603.773.6128

**JUSTIN D PIZON, CHIEF OF DEPARTMENT**

10/07/2025

To: Melisa Roy, Acting Town Manager

From: Jason Fritz, Deputy Fire Chief

RE: New Private Road

Melisa,

Can you please add this to the agenda for the 10/14/25 Select Board Meeting?

The E911 committee is proposing a new private way in Exeter. The new housing development located at 112 Front St. will be named **Carnegie Way**.

See attached maps and images for clarification. This name was presented to the E911 committee by the developer and has been vetted and approved by the E911 committee

Thank you,

Jason Fritz

Deputy Fire Chief

Fire Prevention Inspections & Investigations



112 FRONT STREET LLC  
221 DOVER POINT ROAD  
DOVER NH 03820



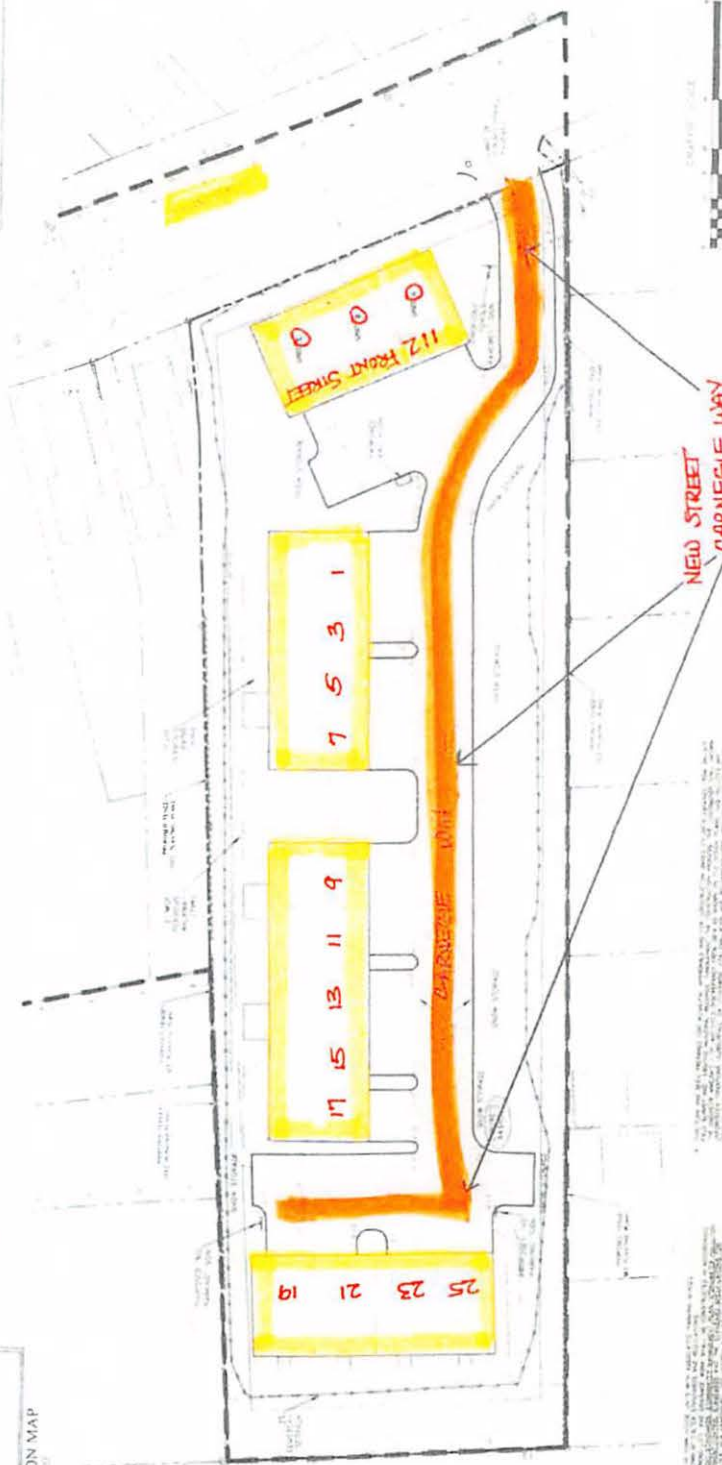
1. 2004. 2005. 2006. 2007. 2008. 2009. 2010. 2011. 2012. 2013. 2014. 2015. 2016. 2017. 2018. 2019. 2020. 2021. 2022. 2023. 2024. 2025. 2026. 2027. 2028. 2029. 2030. 2031. 2032. 2033. 2034. 2035. 2036. 2037. 2038. 2039. 2040. 2041. 2042. 2043. 2044. 2045. 2046. 2047. 2048. 2049. 2050. 2051. 2052. 2053. 2054. 2055. 2056. 2057. 2058. 2059. 2060. 2061. 2062. 2063. 2064. 2065. 2066. 2067. 2068. 2069. 2070. 2071. 2072. 2073. 2074. 2075. 2076. 2077. 2078. 2079. 2080. 2081. 2082. 2083. 2084. 2085. 2086. 2087. 2088. 2089. 2090. 2091. 2092. 2093. 2094. 2095. 2096. 2097. 2098. 2099. 2100. 2101. 2102. 2103. 2104. 2105. 2106. 2107. 2108. 2109. 2110. 2111. 2112. 2113. 2114. 2115. 2116. 2117. 2118. 2119. 2120. 2121. 2122. 2123. 2124. 2125. 2126. 2127. 2128. 2129. 2130. 2131. 2132. 2133. 2134. 2135. 2136. 2137. 2138. 2139. 2140. 2141. 2142. 2143. 2144. 2145. 2146. 2147. 2148. 2149. 2150. 2151. 2152. 2153. 2154. 2155. 2156. 2157. 2158. 2159. 2160. 2161. 2162. 2163. 2164. 2165. 2166. 2167. 2168. 2169. 2170. 2171. 2172. 2173. 2174. 2175. 2176. 2177. 2178. 2179. 2180. 2181. 2182. 2183. 2184. 2185. 2186. 2187. 2188. 2189. 2190. 2191. 2192. 2193. 2194. 2195. 2196. 2197. 2198. 2199. 2200. 2201. 2202. 2203. 2204. 2205. 2206. 2207. 2208. 2209. 2210. 2211. 2212. 2213. 2214. 2215. 2216. 2217. 2218. 2219. 2220. 2221. 2222. 2223. 2224. 2225. 2226. 2227. 2228. 2229. 2230. 2231. 2232. 2233. 2234. 2235. 2236. 2237. 2238. 2239. 2240. 2241. 2242. 2243. 2244. 2245. 2246. 2247. 2248. 2249. 2250. 2251. 2252. 2253. 2254. 2255. 2256. 2257. 2258. 2259. 2260. 2261. 2262. 2263. 2264. 2265. 2266. 2267. 2268. 2269. 2270. 2271. 2272. 2273. 2274. 2275. 2276. 2277. 2278. 2279. 2280. 2281. 2282. 2283. 2284. 2285. 2286. 2287. 2288. 2289. 2290. 2291. 2292. 2293. 2294. 2295. 2296. 2297. 2298. 2299. 2300. 2301. 2302. 2303. 2304. 2305. 2306. 2307. 2308. 2309. 2310. 2311. 2312. 2313. 2314. 2315. 2316. 2317. 2318. 2319. 2320. 2321. 2322. 2323. 2324. 2325. 2326. 2327. 2328. 2329. 2330. 2331. 2332. 2333. 2334. 2335. 2336. 2337. 2338. 2339. 2340. 2341. 2342. 2343. 2344. 2345. 2346. 2347. 2348. 2349. 2350. 2351. 2352. 2353. 2354. 2355. 2356. 2357. 2358. 2359. 2360. 2361. 2362. 2363. 2364. 2365. 2366. 2367. 2368. 2369. 2370. 2371. 2372. 2373. 2374. 2375. 2376. 2377. 2378. 2379. 2380. 2381. 2382. 2383. 2384. 2385. 2386. 2387. 2388. 2389. 2390. 2391. 2392. 2393. 2394. 2395. 2396. 2397. 2398. 2399. 2400. 2401. 2402. 2403. 2404. 2405. 2406. 2407. 2408. 2409. 2410. 2411. 2412. 2413. 2414. 2415. 2416. 2417. 2418. 2419. 2420. 2421. 2422. 2423. 2424. 2425. 2426. 2427. 2428. 2429. 2430. 2431. 2432. 2433. 2434. 2435. 2436. 2437. 2438. 2439. 2440. 2441. 2442. 2443. 2444. 2445. 2446. 2447. 2448. 2449. 2450. 2451. 2452. 2453. 2454. 2455. 2456. 2457. 2458. 2459. 2460. 2461. 2462. 2463. 2464. 2465. 2466. 2467. 2468. 2469. 2470. 2471. 2472. 2473. 2474. 2475. 2476. 2477. 2478. 2479. 2480. 2481. 2482. 2483. 2484. 2485. 2486. 2487. 2488. 2489. 2490. 2491. 2492. 2493. 2494. 2495. 2496. 2497. 2498. 2499. 2500. 2501. 2502. 2503. 2504. 2505. 2506. 2507. 2508. 2509. 2510. 2511. 2512. 2513. 2514. 2515. 2516. 2517. 2518. 2519. 2520. 2521. 2522. 2523. 2524. 2525. 2526. 2527. 2528. 2529. 2530. 2531. 2532. 2533. 2534. 2535. 2536. 2537. 2538. 2539. 2540. 2541. 2542. 2543. 2544. 2545. 2546. 2547. 2548. 2549. 2550. 2551. 2552. 2553. 2554. 2555. 2556. 2557. 2558. 2559. 2560. 2561. 2562. 2563. 2564. 2565. 2566. 2567. 2568. 2569. 2570. 2571. 2572. 2573. 2574. 2575. 2576. 2577. 2578. 2579. 2580. 2581. 2582. 2583. 2584. 2585. 2586. 2587. 2588. 2589. 2590. 2591. 2592. 2593. 2594. 2595. 2596. 2597. 2598. 2599. 2600. 2601. 2602. 2603. 2604. 2605. 2606. 2607. 2608. 2609. 2610. 2611. 2612. 2613. 2614. 2615. 2616. 2617. 2618. 2619. 2620. 2621. 2622. 2623. 2624. 2625. 2626. 2627. 2628. 2629. 2630. 2631. 2632. 2633. 2634. 2635. 2636. 2637. 2638. 2639. 2640. 2641. 2642. 2643. 2644. 2645. 2646. 2647. 2648. 2649. 2650. 2651. 2652. 2653. 2654. 2655. 2656. 2657. 2658. 2659. 2660. 2661. 2662. 2663. 2664. 2665. 2666. 2667. 2668. 2669. 2670. 2671. 2672. 2673. 2674. 2675. 2676. 2677. 2678. 2679. 2680. 2681. 2682. 2683. 2684. 2685.

1. *Journal of the American Medical Association*, 1997; 278: 1000-1005.

1. *Staphylococcus aureus* (10<sup>8</sup> CFU/ml)  
 2. *Staphylococcus aureus* (10<sup>7</sup> CFU/ml)  
 3. *Staphylococcus aureus* (10<sup>6</sup> CFU/ml)  
 4. *Staphylococcus aureus* (10<sup>5</sup> CFU/ml)  
 5. *Staphylococcus aureus* (10<sup>4</sup> CFU/ml)  
 6. *Staphylococcus aureus* (10<sup>3</sup> CFU/ml)  
 7. *Staphylococcus aureus* (10<sup>2</sup> CFU/ml)  
 8. *Staphylococcus aureus* (10<sup>1</sup> CFU/ml)  
 9. *Staphylococcus aureus* (10<sup>0</sup> CFU/ml)  
 10. *Staphylococcus aureus* (10<sup>-1</sup> CFU/ml)

JOHN WILKES

### LOCATION MAP



PARKING &amp; PAVEMENT PLAN

IDENTICAL DEVELOPMENT  
1021 ADAMS STREET  
ENCLER, NH  
TAX MAP 77 LOT 10

RECOMMENDATION OF Eq11 10/7/25

[illegible]

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

## **Permits & Approvals**

## **Clemson Pond Wastewater Treatment Contract**



## TOWN OF EXETER, NEW HAMPSHIRE

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

# Memo

To: Exeter Select Board  
Melissa Roy, Interim Town Manager

CC: Stephen Cronin, Pam McElroy

From: Stephen Dalton

Date: October 1, 2025

Re: Clemson Pond 36" Double CSO Siphon Clean and Inspect

---

### SUGGESTED MOTION:

**Motion to approve the proposal from Insituform Technologies LLC in the amount of \$249,018.50 to perform cleaning and CCTV inspection of the dual 36" CSO siphon barrels.**

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.

The Select Board approved the Engineering Report Phase Contract with Wright Pierce in the amount of \$58,850 at the meeting held August 18, 2025 for the evaluation of Clemson Pond. Exhibit C – Scope of Services item #5 of the contract specifies Insituform Technologies LLC. as the contractor that will perform the jet cleaning and CCTV camera inspection of the dual 36" ductile iron CSO siphons. Insituform has provided a proposal in the amount of \$249,018.50 to perform this work.

The Public Works Department recommends approving the \$249, 018.50 proposal from Insituform for this project.



Local Address:  
253F Worcester Rd.  
Charlton, MA 01507

HQ/Contracts:  
580 Goddard Ave  
Chesterfield, MO 63005

Aaron Souza  
Tel: 508-990-6677  
[asouza@azuria.com](mailto:asouza@azuria.com)

Tuesday, September 16, 2025

**Re: RFQ Wright Pierce Exeter NH WWTP 36-inch Double Siphon Clean & CCTV.**

Andy Morrill, PE Project Manager  
Wright-Pierce  
230 Commerce Way, Suite 302  
Portsmouth, NH 03801  
direct 603.413.8799  
office 603.570.7110  
cell 603.834.5407  
[andy.morrill@wright-pierce.com](mailto:andy.morrill@wright-pierce.com)

**Insituform Technologies, LLC. is pleased to provide the following proposal for cleaning and TV inspection of twin 36" double barrel siphon located at the Exeter, NH WWTP in Exeter, NH.**

## SCOPE OF WORK

The scope of work includes the following:

## PROPOSAL PRICING

ITLLC proposes the following pricing for the scope of services described herein:

| Item | Description   | Unit | Qty   | Unit Price         | Total Estimated Price |
|------|---|------|-------|--------------------|-----------------------|
| 1    | <b>Cleaning &amp; CCTV Inspection of Siphon:</b><br>(**Actual Quantities to be Determined in the field**) | HR** | 80    | \$1,200.00         | \$96,000.00           |
| 2    | <b>Clean-out Manhole Work (Removed)</b>   |      |       |                    | 0                     |
| 3    | <b>Clemson Pond Cofferdam</b>   |      |       |                    | 0                     |
|      | Mobe/Demobe   | LS   | 1     | \$7,475.00         | \$7,475.00            |
|      | Site Preparation & ESC  | LS   | 1     | \$37,317.50        | \$37,317.50           |
|      | Install & Remove Steel Plate Cofferdam  | LS   | 1     | \$57,212.50        | \$57,212.50           |
|      | Cofferdam Dewatering  | LS   | 1     | \$14,777.50        | \$14,777.50           |
|      | Loam & Seed Disturbed Areas   | SF   | 5,500 | \$1.75             | \$9,625.00            |
| 4    | <b>Clemson Pond Vegetation Removal &amp; Dredging</b>   |      |       |                    | 0                     |
|      | Mobe/Demobe   | LS   | 1     | \$4,025.00         | \$4,025.00            |
|      | Long Reach Excavator (2 Days)   | HR   | 16    | \$661.25           | \$10,580.00           |
|      | Triaxle Dump Truck (3 Trucks X 2 Days)  | HR   | 48    | \$178.25           | \$8,556.00            |
|      | F/I/R Turbidity Curtain   | LF   | 100   | \$34.50            | \$3,450.00            |
|      |   |      |       |                    |                       |
|      | *Minimum estimated quantity<br>plus sales tax if applicable   |      |       | <b>Est. Total:</b> | <b>\$249,018.50</b>   |

**NOTE:** Modifications to the Scope of Work/Responsibilities including additional Mobilizations of ITLLC may result in a change in price and/or duration and will be on a negotiated basis.

It is expected that an Authorized onsite representative shall support Insituform and have personnel on site every hour which we are performing our work. The representative shall provide access to the Structures for cleaning and installation equipment and be free of parked cars and other obstructions in the work area. Owner shall provide water from local hydrant for cleaning. Debris disposal location and Flaggers/Police for MOT will be provided by the Owner.

## **ASSUMPTIONS AND QUALIFICATIONS**

---

ITLLC's Proposal Pricing is based upon the following assumptions and clarifications:

1. ITLLC assumes that access to **water will be available at local hydrants.**
2. ITLLC assumes that overnight storage for vehicles and equipment will be available if needed.
3. ITLLC assumes that **debris disposal will be handled by others.**
4. ITLLC assumes all notices if required will be handed out by others.
5. ITLLC assumes the work will be completed during dry weather conditions.
6. Quantities are estimated. Customer shall be invoiced for actual quantities at the above unit prices.
7. ITLLC assumes bypass, if needed, will be handled by others.
8. ITLLC assumes clearing of access will be completed by others.
9. ITLLC assumes any **MOT if needed will be handled by others.**
10. ITLLC is an open-shop company and shall not be subject to any union requirements or agreements and will not enter into any Project Labor Agreement or any such similar agreement for this Project. Where required by the Contract Documents, ITLLC will pay the Prevailing Wages then in effect for the Project and will submit Certified Payroll Reports in a timely manner, if applicable.

## **INSITUFORM TECHNOLOGIES RESPONSIBILITIES**

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ITLLC will provide the following:

1. Mobilization and demobilization of personnel, equipment, and materials to and from the Project site to complete Work listed in the Cost Summary Table above.
2. Standard insurance coverage with the following limits:
  - General Liability: \$2,000,000 per occurrence/\$4,000,000 aggregate
  - Auto: \$2,000,000 Combined Single Limit
  - Workers Compensation: Statutory with \$1,000,000 Employer's LiabilityThe above insurance shall not include Primary and Non-Contributory Coverage and ITLLC shall not provide a Waiver of Subrogation endorsement.

**NOTE:** Modifications to the Scope of Work/Responsibilities of ITLLC may result in a change in price and/or duration.

### **EXCLUSIONS:**

The following items are excluded from ITLLC's above Pricing and Scope of Services / Responsibilities stated in this Proposal. These items, if necessary, applicable or otherwise required, shall be furnished by Customer, at Customer's direction and at no cost to ITLLC or may, upon mutual agreement in writing between ITLLC and Customer, be provided by ITLLC at an additional cost:

1. Public notices if required will be handed out by others.
2. Permits, licenses and construction easements.
3. Bypassing of flows as required.
4. MOT if needed.
5. Prime Contractor shall be responsible for locating all existing manholes and providing access points on the project and ensuring access is possible as shown on the Contract Drawings directly above the structures with tri-axle jetvac. The maximum distance between access points for cleaning and CCTV inspection is 1,500 linear feet.
6. Prime Contractor to provide water to jobsite for cleaning purposes at local hydrants for cleaning purposes.
7. Environmental/erosion controls (i.e., hay bales, silt fence etc.) that may be required adjacent to manholes, access points and/or water supply hose. Restoration will be performed by prime contractor.



8. Traffic control, including without limitation, police details, flagmen and special traffic control setups. All traffic control shall be provided to Insituform by Prime Contractor.
9. Repair of pipe damaged during any industry standard high-pressure jet cleaning operations, preparation or lining and any subsequent cleaning necessary to remove debris that has fallen into the pipe as a result of any such collapse or repair.
10. Locations of and access (of ITLLC equipment and/or personnel) to all manholes associated with the project and as required by ITLLC's work plan.
11. Payment and Performance bonds. If payment and performance bonds are required, add 2.5% to the total Project cost.
12. Removal and disposal of any sewer debris. If debris is encountered and approved for removal. Debris can be collected and disposed of for \$2,500 for the first 10 Tons and \$250 per Ton afterwards. Disposal location to be provided to Insituform by Prime Contractor.
13. Removal, testing, and disposal of any hazardous or toxic materials encountered during the Project.
14. Holiday work, rush delivery or adverse weather work (as defined by ITLLC).
15. Additional premiums for special insurance coverage(s) specific to this project, i.e. Railroad, OCP and Builders Risk.

## **RESPONSIBILITIES OF OWNER/CONTRACTOR**

---

The following items are **excluded** from ITLLC's above Pricing and Scope of Services / Responsibilities stated in this Proposal. These items, if necessary, applicable or otherwise required, shall be furnished by Customer, at Customer's direction and at no cost to ITLLC or may, upon mutual agreement in writing between ITLLC and Customer, be provided by ITLLC at an additional cost:

1. Provide all necessary permits, licenses, and construction easements.
2. **MOT more than outlined above, if needed.**
3. Provide all environmental/erosion controls (i.e., hay bales, silt fence etc.) that may be required adjacent to manholes, access points and/or water supply hose. Restoration will be performed by prime contractor.
4. Provide a secure yard or facility for overnight and weekend storage/parking of Insituform trucks and equipment if needed.
5. Provide any traffic control if needed, including without limitation, police details, flagmen and special traffic control setups above typical cones and signs will be handled by others.
6. If the pipe is damaged during any standard industry high-pressure jet cleaning operations, preparation or lining the repair of the pipe is the responsibility of others. If subsequent cleaning is required to remove debris that has fallen into the pipe as a result of any such collapse or repair, this would also be the responsibility of others.
7. Locations of and access (of ITLLC equipment and/or personnel and its cleaning contractor) to all manholes associated with the project and as required by ITLLC's work plan. Provide equivalent pipe diameter access from the street level to the invert of the pipe to permit the liner installation from the upstream manhole. Complete any restoration required as a result of equipment access to manholes to complete the scope of work.
8. **Water for filling water tank on equipment.**
9. **Disposal site for cleanings removed from the pipeline.**
10. Access to all manholes is assumed to be within 25 ft. or less.
11. Payment and Performance bonds. If payment and performance bonds are required, add 2.5% to the contract price.
12. Removal and disposal of any hazardous or toxic materials encountered during the Project.
13. Weekend/Holiday work, rush delivery or adverse weather work (as defined by ITLLC).
14. Additional premiums for special insurance coverage(s) specific to this project.

## **GENERAL TERMS AND CONDITIONS:**

---

1. ITLLC's proposal is conditioned upon Customer's acceptance of the terms and conditions set forth herein. Customer's ordering of material or services by purchase order or otherwise, shall be treated as Customer's acceptance of such terms and conditions. All terms and conditions in Customer's purchase order or in any other



communication to ITLLC, whether submitted previously or subsequently to this Proposal, which are additional to or inconsistent with the terms and conditions of this Proposal are not binding upon ITLLC and shall not be applicable to this Proposal, except to the extent accepted in writing by ITLLC. Any change or amendment to this Proposal, to be binding upon ITLLC, must be accepted in writing by ITLLC.

2. ITLLC has based its Proposal on a nominal wall thickness for the tube as shown in the price. This is based on the best available information at the time of this Proposal. Existing pipe deterioration in excess of the conditions assumed, ground water loads in excess of those assumed, or other loads or conditions may increase the recommended thickness for all or portions of the work. Final recommendations may be submitted to you following the completion of the preliminary TV phase of the project. Stated prices are subject to adjustment if design changes are agreed upon.
3. Specific service connections will be reconnected only when written directions are received from the Customer. The Customer will indemnify and hold ITLLC harmless from all claims arising from backups and other effects of such actions or inactions from services not opened at the owner's request. In the event that Insituform is unable to locate or reconnect a service lateral internally, the Customer will externally reconnect the service at no cost to ITLLC.
4. This Proposal is valid for 30 days, unless otherwise extended by ITLLC.
5. **PAYMENT:** Payment is due in full, without exception or retention, within 30 days of the date of the invoice. Monthly partial progress payments may be requested for the value of work in progress or completed, including materials delivered to the Project site. Payments due and unpaid shall bear interest at the rate of 1½ % per month from the date payment is due. Should ITLLC incur costs or expenses to collect monies claimed due hereunder from Customer, Customer shall pay to ITLLC, in addition to all other sums due to ITLLC, attorneys' fees, consultants' costs, and other expenses and costs, including but not limited to litigation and/or arbitration expenses and arbitrator compensation, in connection therewith.
6. ITLLC is not a union shop and shall not be subject to any union requirements or agreements or project labor agreements. On public projects where required, ITLLC will pay prevailing wages as identified by Customer prior to submission of this Proposal.
7. Should ITLLC learn of any information that causes ITLLC concern about Customer's ability to pay and/or perform any of its obligations owing to ITLLC under Proposal, ITLLC has the right to request Customer to provide ITLLC adequate assurance of due performance on such terms as are deemed reasonable by ITLLC when acting in good faith, including the right to await full or partial payment from Customer as required by ITLLC. In such an instance, ITLLC may suspend its performance pending ITLLC's receipt of adequate assurance of due payment and/or performance in a manner found acceptable by ITLLC.
8. ITLLC shall not be responsible for any inability to perform under this Proposal or for any loss or damage due to delays or disruptions resulting directly or indirectly from, or contributed to by, any act of God, action or omission of Customer, act of civil or military authorities, fire, strike or other labor dispute, accident, flood, adverse weather, war, riot, terrorism, transportation delay, inability to obtain material or fuel supplies, or any other circumstances beyond ITLLC's reasonable control, whether similar or dissimilar to any of the foregoing. If ITLLC crews are delayed on site for reasons beyond the control of ITLLC, then ITLLC's standby time will be invoiced to Customer at an hourly rate of **\$550.00** per hour.
9. **Claims for Changed, Concealed or Unknown Conditions:** If conditions are encountered at the site which are (1) materially changed; (2) subsurface or otherwise concealed physical conditions which differ materially from the information upon which this Proposal is based or (3) unknown physical conditions of an unusual nature, which differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for herein, then the Proposal Price and Time shall be equitably adjusted to address the conditions, where prior written notification and approval of claims exist.
10. **LIMITED WARRANTY:** ITLLC WARRANTS TO CORRECT ANY DEFECT IN THE MATERIALS OR SERVICES PROVIDED BY ITLLC WHICH ARE BROUGHT TO THE ATTENTION OF ITLLC IN WRITING WITHIN ONE YEAR FOLLOWING COMPLETION OF ITLLC'S WORK, PROVIDED CUSTOMER AFFORDS ITLLC SUITABLE ACCESS AND WORKING CONDITIONS TO ACCOMPLISH SUCH CORRECTION.
11. Except for the express warranty forming a part of this Proposal, ITLLC DISCLAIMS ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY. ITLLC'S LIABILITY TO CUSTOMER, WHETHER IN CONTRACT, WARRANTY, TORT OR OTHERWISE, IS LIMITED TO THAT PERMITTED UNDER THIS PROPOSAL, ITLLC Shall NOT BE LIABLE TO CUSTOMER FOR ANY SPECIAL, INCIDENTAL, INDIRECT OR

CONSEQUENTIAL DAMAGES, INCLUDING WITHOUT LIMITATION DAMAGES FOR LOSS OF USE, LOST TIME, DELAY, DISRUPTION, INTERFERENCE, LOSS OF PRODUCTIVITY, INCONVENIENCE, LOST INCOME, OR LOST PROFITS.

12. If, during the performance of this contract, any cost price determining factor considered by Subcontractor indetermining the contract price significantly increases, through no fault of Subcontractor, the price of this contract shall be equitably adjusted by an amount reasonably necessary to cover any such significant price increases. As used herein, a significant price increase shall mean any increase in price exceeding 5% experienced by Subcontractor from the date of the contract signing. Price increases resulting from increased costs of materials, labor, fuel, freight, and other cost inputs shall be verified, in writing, by Subcontractor's Vice President of Procurement. Due to the confidential nature of Subcontractor's pricing from Vendors, verification shall consist of a statement of percentage change in cost from the date of Subcontractor's estimate through the date of the change order request. Where the delivery of any material is delayed, through no fault of Subcontractor because of the shortage or unavailability of any raw materials, including resin, Subcontractor shall not be liable for any additional costs or damages associated with such delay(s). Nothing contained in this clause shall preclude Subcontractor from entitlement to more than one equitable adjustment if its costs continue to significantly (as defined above) rise during the duration of the project.
13. This agreement may be terminated by either party upon seven (7) days written notice should the other party fail substantially to perform in accordance herewith through no fault of the party initiating the termination.
14. The terms and conditions of this Proposal form the entire agreement between the parties. All other terms, proposals, negotiations, representations, recommendations, statements, or agreements, whether made or issued contemporaneously or previously, are excluded from and are not a part of this Proposal and have no binding or enforceable effect. This Proposal, if accepted, shall be binding on the parties and their respective successors and assigns.
15. The information contained in this letter is proprietary to Insituform Technologies, LLC. and shall be retained by the recipient in confidence and shall not be published or otherwise disclosed to third parties without the express written consent of Insituform Technologies, LLC. The foregoing shall not preclude the use of any data which (i) was in its possession without restriction as to use prior to receipt as proprietary of the same or similar data from Insituform Technologies, LLC., (ii) is or becomes available from a public source on or after such receipt from Insituform Technologies, LLC. or (iii) is obtained by the recipient from a third party not under obligation of confidentiality or other restriction with respect to use.

**LIMITED WARRANTY:**

IN LIEU OF ALL OTHER EXPRESSED OR IMPLIED WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, CONTRACTOR AGREES TO CORRECT ANY DEFECT IN THE MATERIALS OR SERVICES PROVIDED BY CONTRACTOR WHICH ARE BROUGHT TO THE ATTENTION OF CONTRACTOR WITHIN ONE YEAR FOLLOWING COMPLETION OF CONTRACTOR'S WORK, PROVIDED OWNER AFFORDS CONTRACTOR SUITABLE ACCESS AND WORKING CONDITIONS TO ACCOMPLISH SUCH CORRECTION.

**MUTUAL RELEASE OF CONSEQUENTIAL DAMAGES:**

Neither party shall be liable to the other for consequential damages relating to or arising out of the Contract.

The information contained in this letter is proprietary to Insituform Technologies, LLC. and shall be retained by the recipient in confidence and shall not be published or otherwise disclosed to third parties without the express written consent of Insituform Technologies, LLC. The foregoing shall not preclude the use of any data which (i) was in its possession without restriction as to use prior to receipt as proprietary of the same or similar data from Insituform Technologies, LLC., (ii) is or becomes available from a public source on or after such receipt from Insituform Technologies, LLC. or (iii) is obtained by the recipient from a third party not under obligation of confidentiality or other restriction with respect to use.

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**CUSTOMER TO COMPLETE THE FOLLOWING:**

**Is Project Tax Exempt Y or N?** \_\_\_\_\_ (If yes customer shall supply project exemption certificate)

**Are Prevailing Wages Applicable – Y or N?** \_\_\_\_\_ **If Yes – State Wages or Davis Bacon?** \_\_\_\_\_

**Have you worked with Insituform Technologies, LLC or EnTech Infrastructure within past 5 years?** \_\_\_\_\_

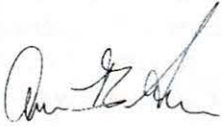
Please do not hesitate to contact me with any further questions 508-990-6677 or [asouza@azuria.com](mailto:asouza@azuria.com)

Sincerely,

**Insituform Technologies, LLC.**

Aaron Souza

Business Development Manager



Accepted By: \_\_\_\_\_

(signed)

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

\_\_\_\_\_  
(print name)

Title: \_\_\_\_\_

**Account Payable**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

**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

Page 2 of 4

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.

## ENGINEERING REPORT PHASE CONTRACT

Page 3 of 4

### 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

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**

Page 4 of 4

For Professional Services for Treatment Works

IN WITNESS WHEREOF, the parties hereto have affixed their hand and seals at Rockingham 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:

Melissa Ray

By: Melissa Ray, Interim  
(Authorized Representative<sup>2</sup>) Town Manager

Date: 8/20/2025

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



# EXHIBIT A

| COST OR PRICE SUMMARY FORMAT FOR SUBAGREEMENT UNDER U.S. EPA GRANTS<br>(See accompanying instructions before completing this form) |                    |                |   | Form Approved<br>OMB No. 158-R0144 |  |
|--|--------------------|----------------|---|------------------------------------|--|
| <b>PART I - GENERAL</b>  |                    |                |   |                                    |  |
| 1. GRANTEE<br>Town of Exeter   |                    |                | 2. GRANT NUMBER   |                                    |  |
| 3. NAME OF CONTRACTOR OR SUBCONTRACTOR<br>Wright-Pierce  |                    |                | 4. DATE OF PROPOSAL<br>July-25                                |                                    |  |
| 5. ADDRESS OF CONTRACTOR OR SUBCONTRACTOR (Include Zip Code)<br>230 Coommerce Way, Suite 302, Portsmouth, NH 03801                 |                    |                | 6. TYPE OF SERVICE TO BE FURNISHED<br>Clemson Pond Evaluation |                                    |  |
| <b>PART II - COST SUMMARY</b>  |                    |                |   |                                    |  |
| 7. DIRECT LABOR (Specify labor categories)   | ESTIMATED<br>HOURS | HOURLY<br>RATE | ESTIMATED<br>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            |   | \$10,781                           |  |
| 8. INDIRECT COSTS (Specify indirect cost pools)  | RATE               |                | ESTIMATED COST  |                                    |  |
| Engineering  | 187.00%            | \$10,781       | \$20,161  |                                    |  |
|  |                    |                |   |                                    |  |
| <b>INDIRECT COSTS TOTAL:</b>   |                    |                |   | \$20,161                           |  |
| 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>  |                    |                |   | \$52,182                           |  |
| <b>11. FIXED FEE OR PROFIT</b>   |                    |                |   | \$6,668                            |  |
| <b>12. TOTAL PRICE</b>   |                    |                |   | <b>\$58,850</b>                    |  |

5700-41 form (2/95)

## PART III - PRICE SUMMARY

[illegible]

|                                    |  |
|------------------------------------|--|
| PART IV - DIRECT LABOR BY CATEGORY |  |
|------------------------------------|--|

14. INSERT THE APPROPRIATE WORK CATEGORY IN THE TABLE BELOW. WORK CATEGORIES WOULD INCLUDE BUT NOT BE LIMITED TO THOSE CATEGORIES SHOWN IN THE CONTRACT DOCUMENTS SUCH AS DESIGN, SURVEY, SUBSURFACE, CADASTRAL, O&M MANUAL, ADMINISTRATION, INSPECTION, RECORD DWGS., START-UP, SPECIAL SERVICES, ETC.

[illegible]

comments:



## EXHIBIT B



### 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

## D. Andrew Morrill, PE

### PROJECT MANAGER

#### Project Assignment: Project Manager

### 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**

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.



**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**

---

**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<br>Ames & Gough<br>859 Willard Street<br>Suite 320<br>Quincy, MA 02169      | CONTACT NAME:  |                               |        |
|  | PHONE (A/C, No, Ext): (617) 328-6555                             | FAX (A/C, No): (617) 328-6888 |        |
|  | E-MAIL ADDRESS: boston@amesgough.com                             |                               |        |
|  | INSURER(S) AFFORDING COVERAGE                                    |                               | NAIC # |
|  | INSURER A: Berkshire Hathaway Specialty Insurance Company (A+XV) |                               | 22276  |
| INSURED<br>Wright-Pierce<br>11 Bowdoin Mill Island<br>Suite 140<br>Topsham, ME 04086 | INSURER B:   |                               |        |
|  | INSURER C:   |                               |        |
|  | INSURER D:   |                               |        |
|  | INSURER E:   |                               |        |
|  | INSURER F:   |                               |        |

## 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.

| INSR LTR | TYPE OF INSURANCE  | ADDL INSD   | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|--|---|----------|---------------|-------------------------|-------------------------|--|
|          | COMMERCIAL GENERAL LIABILITY   |   |          |               |                         |                         |  |
|          | <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR                            |   |          |               |                         |                         | EACH OCCURRENCE \$   |
|          |  |   |          |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$                         |
|          |  |   |          |               |                         |                         | MED EXP (Any one person) \$  |
|          |  |   |          |               |                         |                         | PERSONAL & ADV INJURY \$   |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:   |   |          |               |                         |                         | GENERAL AGGREGATE \$   |
|          | <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |   |          |               |                         |                         | PRODUCTS - COMP/OP AGG \$  |
|          | OTHER:   |   |          |               |                         |                         | \$   |
|          | AUTOMOBILE LIABILITY   |   |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$                               |
|          | <input type="checkbox"/> ANY AUTO  |   |          |               |                         |                         | BODILY INJURY (Per person) \$  |
|          | <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS             |   |          |               |                         |                         | BODILY INJURY (Per accident) \$                                      |
|          | <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY        |   |          |               |                         |                         | PROPERTY DAMAGE (Per accident) \$                                    |
|          |  |   |          |               |                         |                         | \$   |
|          | UMBRELLA LIAB <input type="checkbox"/> OCCUR   |   |          |               |                         |                         | EACH OCCURRENCE \$   |
|          | EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE   |   |          |               |                         |                         | AGGREGATE \$   |
|          | DED <input type="checkbox"/> RETENTION \$  |   |          |               |                         |                         | \$   |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY  |   |          |               |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)                    | <input type="checkbox"/> Y <input type="checkbox"/> N | N/A      |               |                         |                         | E L EACH ACCIDENT \$   |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below   |   |          |               |                         |                         | E L DISEASE - EA EMPLOYEE \$   |
| A        | Professional Liab.   |   |          | 47EPP31360305 | 1/1/2025                | 1/1/2026                | E L DISEASE - POLICY LIMIT \$  |
| A        |  |   |          | 47EPP31360305 | 1/1/2025                | 1/1/2026                | Per Claim Limit 5,000,000  |
|          |  |   |          |               |                         |                         | Aggregate Limit 5,000,000  |

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

|   |  |
|---|--|
| Town of Exeter<br>13 Newfields Road<br>Exeter, NH 03833 | 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<br>gared maxwell   |





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/13/2024

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).

|  |   |                                    |               |
|--|---|------------------------------------|---------------|
| <b>PRODUCER</b><br>Edgewood Partners Insurance Agency<br>3780 Mansell Rd, Suite 370<br>Alpharetta GA 30022 | <b>CONTACT NAME:</b> Mitchell Walck                       |                                    |               |
|  | <b>PHONE (A/C, No, Ext):</b> 470.582.9324                 | <b>FAX (A/C, No):</b> 470.582.9324 |               |
| <b>E-MAIL ADDRESS:</b> greylingcerts@greyling.com  |   |                                    |               |
| <b>INSURED</b><br>Wright-Pierce<br>78 Blanchard Rd, Suite 404<br>Burlington MA 01803                       | <b>INSURER(S) AFFORDING COVERAGE</b>                      |                                    | <b>NAIC #</b> |
|  | <b>INSURER A:</b> Hartford Underwriters Insurance Company |                                    | 30104         |
|  | <b>INSURER B:</b> Nutmeg Insurance Company                |                                    | 39608         |
|  | <b>INSURER C:</b> Hartford Fire Insurance Company         |                                    | 19682         |
|  | <b>INSURER D:</b>   |                                    |               |
|  | <b>INSURER E:</b>   |                                    |               |
| <b>INSURER F:</b>  |   |                                    |               |

## COVERAGES

CERTIFICATE NUMBER: 988070082

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.

| INSR LTR | TYPE OF INSURANCE  | ADDL SUBR INSD WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|--|--------------------|---------------|-------------------------|-------------------------|---|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC<br><input type="checkbox"/> OTHER |                    | 20SBWAP6AAL   | 1/1/2025                | 1/1/2026                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
| B        | <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY   |                    | 20UEGE13499   | 1/1/2025                | 1/1/2026                | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$   |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000   |                    | 20SBWAP6AAL   | 1/1/2025                | 1/1/2026                | EACH OCCURRENCE \$ 10,000,000<br>AGGREGATE \$ 10,000,000<br>\$  |
| C        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N<br>N N/A       | 20WEGAP5YF8   | 1/1/2025                | 1/1/2026                | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
RE: Webster Avenue Pump Station and Forcmain Upgrades and Squamscott Sewer Siphon Upgrades. The Town of Exeter, NH its officials, agents, employees and volunteers are named as Additional Insureds with respects to General & Automobile Liability where required by written contract. The above referenced liability policies with the exception of workers compensation are primary & non-contributory where required by written contract. Umbrella Follows Form with respects to General, Automobile & Employers Liability Policies.

## CERTIFICATE HOLDER

## CANCELLATION

Town of Exeter  
13 Newfields Road  
Exeter NH 03833-0000

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

*Gregg B. ...*

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EXHIBIT E



230 Commerce Way, Suite 302  
Portsmouth, NH 03801  
603.430.3728 | wright-pierce.com

**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



**Request Recreation Revolving Funds – Adult ADA Changing Table**





# 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, Interim Town Manager  
CC: Corey Stevens, Finance Director  
David Tovey, Assistant Director  
FROM: Greg Bisson, Director of Parks and Recreation  
RE: ADA Changing Table  
DATE: 10/14/2025

The Exeter Parks and Recreation Department respectfully appears before the board to request authorization to allocate Recreation Revolving Funds and Recreation Impact Fees for the procurement of an ADA-compliant universal adult changing table. This acquisition is crucial for our renovation project at 10 Hampton Rd. Initially, during the budgeting process for the renovation, a miscommunication occurred between the Exeter Team and Hampshire Development Corporation, our construction manager, regarding the specific type of ADA adult changing station required for the community center's construction. It was only last week that the error was discovered, that an incorrect changing table had been purchased after the entire budget allocated for the community center's construction was exhausted. We had been very diligent in monitoring this project, and unfortunately, we missed it.

Given the table's significance as a vital component of the renovation, the department recommends utilizing the Recreation Revolving Fund and Recreation Impact fees for the purchase.

Over the past few years, the Recreation Revolving Fund has maintained a healthy fund balance. The Revolving Fund and Revolving Fund Impact Fees have current balances of \$138,059 and \$5,019, respectively. These balances take into account all funding requests the Board has approved through 9/30/25 related to the 10 Hampton Road project. We anticipate 2025 will be another successful operating year for the Recreation Fund, including the Powder Keg Beer and Chili Festival earlier this month.

We have obtained multiple estimates for the changing table, all of which satisfy the specified requirements, ranging from \$8,674.50 to \$10,581.33. This purchase, along with other forthcoming requests, will contribute to the completion of the community center. Hampshire Development Corp will install the new changing table once it has been purchased and approved. Upon your approval of the expenditure, we will promptly place an order for the table and arrange for its installation upon arrival. Our preference is to acquire a table that can be delivered immediately.

Vendors (Includes shipping):

Pressalit 1000 Adult Changing Tables: \$8,182

Smirthwaite Hi-Riser - Changing Bench - Adult Size Universal Changing Table: \$8,674.50

Pressalit 2000 and 2100 Adult Changing Tables: \$9459.00

Invincible Changing Table by Astor Bannerman: \$9391.47

CTX2-CP- Adult-Sized Changing Table: \$9384.73

Koala Kare® KB3000: \$10,581.33

**Motion: To authorize the Parks and Recreation Department to expend an amount not exceeding \$5,200 from the Recreation Revolving Fund and \$3,000 from Recreation Impact Fees for the procurement of an ADA Adult Changing Station- Pressalit 1000 Adult Changing Tables from Maximbility as part of the renovation project at 10 Hampton Rd.**

**Greg Bisson**

**Director**

**Exeter Parks and Recreation**



**Request Recreation Revolving Funds – 10 Hampton Road Furniture & Signage**



# 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, Interim Town Manager  
CC: Corey Stevens, Finance Director  
David Tovey, Assistant Director  
FROM: Greg Bisson, Director of Parks and Recreation  
RE: Additional Furnishing/Fixtures  
DATE: 10/14/2025

The Exeter Parks and Recreation Department respectfully appears before the board to request authorization to allocate recreation revolving funds for procuring various furnishings to complete the community center. It is of great importance that the community center be furnished appropriately, allowing flexibility and functionality to the space. As stated previously, this is the primary reason we have saved the revolving fund for this moment.

### Tables and Chairs:

Each room must be both functional and adaptable. Every space offers a unique opportunity to host a variety of programs, lectures, and activities simultaneously. Furniture plays a crucial role in maintaining flexibility within these spaces. Lightweight furniture with commercial quality is essential. We have achieved considerable success using plastic tables and chairs, which are employed in both our building and the town hall. Lifetime Products provides a 10-year warranty, ensuring durability. The department recommends adopting the same approach with a range of different options.

Chairs: Our department currently owns 81 white Lifetime chairs. We are recommending purchasing the same chairs to match. They are approximately \$119 for a four-pack, and we need 20 sets. Totalling: \$2,500. These would be purchased from Sam's Club, which includes free shipping.



4-PACK



Tables: Tables are key to any program. In our largest space, we recommend a variety of tables, including round, seminar, and standard folding tables. This versatility will enable a variety of program spaces. The department would like to purchase the following:

Lifetime 5' Round Commercial Grade Nesting Folding Table: \$124 per table: (6) \$750

These would be purchased from Sam's Club, which includes free shipping.

Lifetime 6' Rectangular Commercial Grade Stacking Folding Table \$: (20) \$5,400

These would be purchased from Sam's Club, which includes free shipping.

Lifetime 8' White Granite Resin Top Folding Seminar Table \$133 per table; (8):\$1,100

These would be purchased from Home Depot, which includes free shipping.

**Total for Tables: \$7,250**





**Motion: To authorize the Parks and Recreation Department to expend an amount not exceeding \$9,750 from the Recreation Revolving Fund for the purchase of 80 lifetime chairs, 6 Round Lifetime Tables, and 20 Rectangular Lifetime tables from Sam's Club and 8 Lifetime Seminar Tables from Home Depot to furnish the programming spaces at the Exeter Multigenerational Community Center located at 10 Hampton Rd.**

AV: Three of the designated programming spaces will necessitate the installation of television monitors to facilitate ease of use for presenters. These televisions shall be mounted on the walls to ensure they are readily accessible. It is feasible to display a film in one area while concurrently conducting an educational lecture in another. We recommend the acquisition of two 65-inch SAMSUNG 65" Class DU6900 Crystal UHD 4K Smart TVs, model UN65DU6900FXZA, to match one that Families First has donated. These versatile smart televisions are capable of streaming internet content or allowing presenters to cast their screens. Currently, these units are available at a reduced price through clearance sales at Walmart. The largest space will be equipped with a projector and screen for presentation purposes. This projector was donated to the department by Riverwoods two years prior, during their audiovisual upgrade at the Bolders. TV consoles will be positioned in front of each display, serving dual roles: as additional storage and as protective enclosures for the television screens. These consoles will not only accommodate supplementary audiovisual equipment, such as Blu-ray players (which we already possess), but also other essential equipment necessary for presentations, entertainment, and programming.

2- \$348 each, Total: \$696. (Walmart)

3 Consoles: \$160 each: \$480 (Amazon)



**Motion: To authorize the Parks and Recreation Department to expend an amount not exceeding \$696 from the Recreation Revolving Fund for the purchase of 2 Samsung TVs from Walmart for the programming spaces at the Exeter Multigenerational Community Center located at 10 Hampton Rd.**

**Motion: To authorize the Parks and Recreation Department to expend an amount not exceeding \$460 from the Recreation Revolving Fund for the purchase of 3 TV Consoles from Amazon for the programming spaces at the Exeter Multigenerational Community Center located at 10 Hampton Rd.**

#### **Signage:**

Wayfinding signage is crucial for navigating the building effectively. Signage that can be adjusted to suit various programs or simply display room numbers is vital in a functional community center. Moreover, it not only serves a practical purpose but is also compliant with the Americans with Disabilities Act (ADA). Signage such as room numbers and labels, though minor, significantly contributes to facilitating access and navigation throughout the community center for both patrons, staff, and emergency personnel.



Total: \$996 (ADA signage)

**Motion:** To authorize the Parks and Recreation Department to expend an amount not exceeding \$996 from the Recreation Revolving Fund for the purchase of 58 signs from ADA Sign Factory for the Exeter Multigenerational Community Center located at 10 Hampton Rd.

#### Bathroom Accessories:

Just as relocating to a new residence is essential, acquiring additional accessories is crucial. To maintain consistency, we plan to purchase identical items for each bathroom, except for two ADA mirrors designated for the ADA-compliant bathrooms. The items include mirrors (commercial grade), paper towel dispensers, toilet paper dispensers, and soap dispensers. Additionally, Soap and paper towel dispensers are needed in 3 of the programming spaces. The total cost amounts to \$1400.00.



Total: \$1,700. (Amazon)

**Motion: To authorize the Parks and Recreation Department to expend an amount not exceeding \$1700 from the Recreation Revolving Fund for the purchase of Commercial Bathroom mirrors, Toilet Paper dispenser, Soap Dispenser, and Paper Towel dispenser for the bathrooms and programming spaces in the Exeter Multigenerational Community Center located at 10 Hampton Rd.**

**Blinds:**

The window coverings throughout the entire facility, including the office and programming areas, require replacement. Considering the presence of children within the premises, it is recommended to utilize cordless blinds that efficiently filter natural light. Certain offices and programming spaces are inundated with sunlight, which provides benefits but also poses challenges during presentations or computer work. A total of 36 mini blinds will be procured and installed by staff to complete the rooms.

Total: \$1,200.00

**Motion: To authorize the Parks and Recreation Department to expend an amount not exceeding \$1,200 from the Recreation Revolving Fund for the purchase of cordless blinds for the programming and offices at the Exeter Multigenerational Community Center located at 10 Hampton Rd.**

**Total Requested \$14,802, leaving a balance of \$109,341 in our revolving fund savings.**

**Greg Bisson**

**Director**

**Exeter Parks and Recreation**

## **Donation Acceptance Approval**





# EXETER PARKS & RECREATION



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## TOWN OF EXETER MEMORANDUM

TO: Melissa Roy, Interim Town Manager  
CC: Corey Stevens, Finance Director  
David Tovey, Assistant Director  
FROM: Greg Bisson, Director of Parks and Recreation  
RE: Donation Acceptance-United Way Day of Caring  
DATE: 10/14/2025

The Exeter Parks and Recreation Department formally requests the acceptance of the donation detailed below, designated for landscaping services around the multigenerational community center and the new accessible walkway at the recreation park. The activities to be undertaken include spreading loam, installing fence posts with staff, raking leaves, and creating a new flower bed in front of and on the side of the community center. Bauer Hockey will participate on one day between 10/15 and 10/17, weather permitting. We anticipate the involvement of 15-20 volunteers.

We express our gratitude to United Way Day of Caring for their collaboration with Exeter Parks and Recreation in facilitating landscaping at 10 Hampton Rd.

Motion: I move that the Selectboard accept the services provided by United Way Day of Caring, including assistance with the landscaping around the 10 Hampton Rd property volunteer opportunities.

Attached is the donor form.

**Greg Bisson**

**Director**

**Exeter Parks and Recreation**



## 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: UNITED WAY / BAUER HOCKEY

Contact Information (address, phone, email): 110 CORPORATE DR.  
PORTSMOUTH, NH 03801

Description of Donation: DAY OF SERVICE EITHER  
10/15/2025 - 10/17/2025 (ONE DAY ONLY)

Conditions of Acceptance or Donor Designation: NONE

Intended Use: LANDSCAPING AROUND NH  
COMMUNITY CENTER

Donor Estimate of Current Value (non-cash): \$1,500 - \$2,000 IN LABOR

### TOWN USE ONLY

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

\_\_\_\_\_

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

Selectboard: **ACCEPTED / DENIED**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

cc: Town Manager, Finance Department

## **Donation Acceptance Approval**



## EXETER PARKS & RECREATION



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### TOWN OF EXETER MEMORANDUM

TO: Melissa Roy, Interim Town Manager  
CC: Corey Stevens, Finance Director  
David Tovey, Assistant Director  
FROM: Greg Bisson, Director of Parks and Recreation  
RE: Donation Acceptance-Families First  
DATE: 10/14/2025

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The Exeter Parks and Recreation Department formally requests approval to accept a 65" Samsung TV from Families First to be used in our new programming space in the Multigenerational Community Center.

Total: \$370 value

We thank Families First for supporting our new programming space in the Multigenerational Community Center.

Motion: I move that the Selectboard accept the donation of a 65" Samsung TV from Families First in Portsmouth to be placed in one of the community center's programming rooms.

Attached is the donor form.

**Greg Bisson**

**Director**

**Exeter Parks and Recreation**



## TOWN OF EXETER, NEW HAMPSHIRE

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

### DONATION ACCEPTANCE FORM

Name of Donor: FAMILTES FIRST HEALTH + SUPPORT CENTER

Contact Information (address, phone, email): PATTY KECK, 8 GREENLEAF WOODS DR, PORTSMOUTH, NH 03801

Description of Donation: 65" SAMSUNG TV

Conditions of Acceptance or Donor Designation: PLACE IN PROGRAMMING SPACE

Intended Use: FOR PROGRAMS + COMMUNITY CENTER USE

Donor Estimate of Current Value (non-cash): \$370

### TOWN USE ONLY

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

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

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

Selectboard: **ACCEPTED / DENIED**

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

\_\_\_\_\_  
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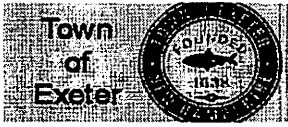
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## **Town Manager Report**

## **Select Board Committee Reports**



## **Correspondence**



Melissa Roy <mroy@exeternh.gov>

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## Fwd: Town Manager Posting

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Niko Papakonstantis <npapakonstantis@exeternh.gov>

Tue, Oct 7, 2025 at 7:38 AM

To: Melissa Roy <mroy@exeternh.gov>, Molly Cowan <mcowan@exeternh.gov>

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

From: <tliketom@yahoo.com>

Date: Mon, Oct 6, 2025 at 8:00 PM

Subject: Town Manager Posting

To: <selectboard@exeternh.gov>

Hello Select Board,

I recently viewed the open positions listed on the town website and do not see a listing for the Town Manager position. When will this be posted? It is my understanding that Russ Deani changed his resignation from the end of 2025 to September 30, 2025 as of August 18th Select Board meeting. The resignation date has passed and the position is still not posted.

What is the plan for this position moving forward? I would think this would be a highly sought after position where the town could benefit from a robust interview process. I have not seen anything listed on your public agendas or in the meeting minutes. I certainly could have missed it. Could you provide an update on this?

Thanks,  
Jen Harrington  
4 Marilyn Ave  
Sent from my iPhone

## **Review Board Calendar**

## **Non-Public Session**