

**Exeter Board of Selectmen Meeting
Tuesday, November 14th, 2016, 6:45 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter, NH**

1. Call Meeting to Order
2. Board Interviews – Memorial Day Parade Committee, Housing Authority
3. Public Comment
4. Minutes & Proclamations
 - a. Proclamations/Recognitions
5. Approval of Minutes
 - a. October 10th, 2016 – Regular Meeting
 - b. October 24th, 2016 – Regular Meeting
 - c. November 1st, 2016 – Regular Meeting
6. Appointments
 - a. Trustee of Robinson Fund
7. Discussion/Action Items
 - a. Primex CAP Program – Worker’s Compensation, Property/Liability
 - b. Speed Limits Discussion
 - c. Water Sewer Rates Update
 - d. Perambulation Request – Town Of Hampton
8. Regular Business
 - a. Tax, Water/Sewer Abatements & Exemptions
 - b. Permits & Approvals
 - c. Town Manager’s Report
 - d. Selectmen’s Committee Reports
 - e. Correspondence
9. Review Board Calendar
10. Non-Public Session
11. Adjournment

Daniel Chartrand, Chairman
Exeter Selectboard

Posted: 11/11/16 Town Office, Town Website

Persons may request an accommodation for a disabling condition in order to attend this meeting. It is asked that such requests be made with 72 hours notice. If you do not make such a request, you may do so with the Town Manager prior to the start of the meeting. No requests will be considered once the meeting has begun.

AGENDA SUBJECT TO CHANGE



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

**Statement of Interest
Boards and Committee Membership**

Committee Selection: Memorial Day Parade

New Re-Appointment Regular Alternate

Name: Jim Faber Email: Jamesnfaber@comcast.net

Address: 3 Hillside Ave, Exeter, NH Phone: 603-767-1602

Registered Voter: Yes No

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

Viet Nam Combat Veteran, Exeter Resident,
Retired Sr. Business Executive

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 Selectboard only for the position specified above and not for subsequent vacancies on the same board; 2. The Town Manager and Selectboard 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 Selectmen
- 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: Jim Faber

Date: Oct. 25, 2014



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

**Statement of Interest
 Boards and Committee Membership**

Committee Selection: Memorial Day Parade Committee

New Re-Appointment Regular Alternate

Name: Gary Lamphere Email: jlamphere@hotmail.com

Address: 17 Greenleaf Drive Phone: 778-8238

Registered Voter: Yes No

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

Served on this informal committee
last year.
Interested on improving the parade to
better honor our Veterans.

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 Selectboard only for the position specified above and not for subsequent vacancies on the same board; 2. The Town Manager and Selectboard 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 Selectmen
 - 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: [Handwritten Signature] Date: 10-27-16

Draft Minutes

Exeter Board of Selectmen

October 10, 2016

1. Call Meeting to Order

Chairman Dan Chartrand called the meeting to order at 7:00 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chair Julie Gilman, Selectman Don Clement, Selectwoman Nancy Belanger and Selectwoman Anne Surman. Town Manager Russell Dean was also present.

Chair Chartrand started with a moment of silence for Walter Dow and Jack Beaton.

2. Public Comment

Gerry Hamel said he was at the transfer station last weekend and feels fortunate to have the large piece of land to use for it. He said different towns utilize their land better and make money. He thinks Exeter should explore what more can be done at the transfer station for recycling. He suggested maybe a building to house items that have been dropped at the station for those who want or need them and get them at a cheap cost. He suggested it be open for longer hours.

Christine Soutter said Brickyard Park is a great area but has a narrow road. She said the town should look into whatever is safest when deciding how the road will be widened. She thinks continuing the sidewalk is a great idea. She stressed safety as there are many small children in that area.

3. Minutes and Proclamations

a. Proclamations/Recognitions.

There were no proclamations or recognitions.

b. Minutes: Regular Meeting: September 26, 2016

Motion: A Motion was made by Selectwoman Surman and seconded by Vice Chair Gilman to approve the minutes of the September 26, 2016 BOS meeting, as presented. Motion carried –all in favor.

4. Appointments

There were no appointments.

5. Discussion/Action Items

a) Stratham Water Extension Request

Motion: A Motion was made by Chair Chartrand and seconded by Selectwoman Belanger to task the Town Manager with negotiating an intermunicipal water agreement with Stratham at the former Gibbs gas station site, and then bring it back to the Board to approve or reject.

Chair Chartrand said he was going to move to the Board first, then take public comment. Selectman Clement suggested they hear from the public first.

Marty Wool spoke first. He is from Stratham, but is an Exeter tax payer.

Motion: A Motion was made by Selectman Clement and seconded by Selectwoman Belanger to allow any folks from Stratham who want to speak on this particular topic to be allowed to speak. Motion carried – all in favor.

Mr. Wool commended the Board for a job well done downtown. He said the sidewalks and roadway look fantastic. He went on to say that Exeter negotiated a water agreement with Stratham which was heavily defeated by Stratham. He asked if that makes the agreement nullified. Mr. Dean said there are three chances for Stratham to pass it. Mr. Wool asked if Mr. Canada's request for water at the Gibbs station is an amendment to that agreement or a separate agreement. Chair Chartrand said that is a hypothetical question because there is nothing in place. He said, however, that his would be a separate agreement if it passed. Mr. Wool asked if Mr. Canada came to the Exeter BOS as a Stratham Selectman or a citizen. Chair Chartrand said he thought he was representing the Stratham BOS. Mr. Wool said in the Stratham BOS minutes there was no public vote to pursue this agreement.

Richard Sweat, from Stratham, said his property abuts Exeter at Sterling Hills. He said he's looked at the application Stratham made and the purpose is to put water at the Gibbs station at a cost of \$1,038,000. He doesn't believe this is money is an effective use of funds. He said based on water meter readings of similar properties in the area, water usage could be at 30,000 gallons per year. He wondered why public money should be spent on private property. He said the developer came to the Board on August 8 and said he doesn't need Exeter's water because he owns property behind the Gibbs property. He said the developer could also drill a well. He thinks the taxpayers of Stratham will question this.

Gerry Hamel said he is not in favor of this for a lot of the same reasons. He said the town has not exercised what was supposed to be done on some older agreements, like

Stoneybrook. He said that is too much money for one line and the return of money will be insignificant.

Chair Chartrand brought the discussion back to the Board.

Selectwoman Surman agreed with Mr. Wool's comments. She said they voted on an amendment from Mr. Canada and it was a 2-3 vote, failing it. She said the terms of the agreement sign with the Selectboard of Stratham asked for \$2 million to begin with and deals with a scope. She said it is not this isolated business. She doesn't know if she wants to task the Town Manager to do this.

Chair Chartrand said he brought this back for a few reasons. First, the Water/Sewer Advisory Committee recommends this. Second, he ran twice for the BOS with the idea of regionalization. Third, Exeter is building a wastewater treatment plant and should advocate the scaling up of the system to lower rates. He thinks this is a good idea.

Selectwoman Belanger said they do have an agreement with Stratham which is separate from the Gibbs issue. She thinks regionalization is a good idea.

Selectman Clement said the Water/Sewer Committee never took a vote on an agreement with Stratham. He said they had a discussion, but never a formal vote. Chair Chartrand said he sat with the Water/Sewer Committee and every member at the meeting was in favor of this. Selectman Clement said it requires a vote at a public meeting.

Selectman Clement said this is not regionalization as it's one site. He said they sat together and had a formal signing of the first agreement. He said this is only the best interest of this one site. He doesn't think this is the way to approach this. He said the town has an obligation if they provide water to another municipality. It must meet clean water standards. He said Exeter would be in violation to sell its own water. He said adding water to one site is not adding a benefit to the Exeter ratepayers.

Vice Chair Gilman said a couple things concerned her like the idea of mission creep. She said she does support the idea of regionalization though.

Chair Chartrand said if you look at this in isolation, it is not a good step. But he said this is a step to a wider plan because regionalization makes sense.

Chair Chartrand called the vote on his prior Motion. Motion failed with a 2-3 vote. Selectman Clement, Selectwoman Surman, and Vice Chair Gilman voted nay.

Motion: A Motion was made by Selectwoman Surman and seconded by Selectman Clement to cease discussion on the Stratham water agreement until the Town of Stratham

approves the terms of the agreement that was signed by the BOS in both the towns of Stratham and Exeter. Selectwoman Belanger said she has an issue with this being the second time in two meetings the Board wants to stop a conversation. Chair Chartrand agreed and said it is the point of town government to have conversations. Selectwoman Surman read the Motion from the last BOS meeting and said it doesn't say to cease conversations. Vice Chair Gilman said in the contract with Stratham there is a negotiation clause. Chair Chartrand called the vote. 2-3 vote, motion fails.

b) Recreation Park Project Update/Naming Rights

Mr. Dean said one project in the CIP for consideration is the rec park project. Mike Favreau was present to talk about the notion of naming rights. Mr. Dean said it has happened in NH and he feels it is possible for this kind of a project.

Mr. Favreau, Parks & Rec Director, had two updates. One was he already filed an application with the State looking for a \$200,000 grant. The next was on the schematic there was not a lot that could be done. He said he set things up the best he could. He said there is a current lease on the land the playground is currently on which goes until 2021 with a company in Philadelphia. He said they are fine with the current agreement, but they could decide to not lease the property anymore. The new playground is \$225,000. Mr. Favreau has taken out the concession stand and bathhouse and put the playground in that spot. He got approval from the Philadelphia company to parking in the area the playground is currently in. So, he said in say 2023 if they leasing company doesn't want to lease to the town, the town will not lose its playground.

Next, Mr. Favreau went on to naming rights. He said he has done the application for a grant. Naming rights are not allowable under the town's policy. They need to be approved by the BOS before an RFP goes out.

Selectman Clement said on the plan Mr. Favreau has added additional parking off Wayside Drive. Mr. Favreau said he thinks there is room out there for 10 spaces.

Selectwoman Surman asked how naming rights work. Mr. Favreau said they would have to negotiate and gave some examples like in Claremont. Selectwoman Surman asked if anyone is interested yet. Mr. Favreau said not yet, as he wanted to tell the BOS first.

Selectman Clement said it is important to look at all the details and make sure other entities have a copy of Exeter's policy.

Mr. Dean said a good example is the Claremont example.

Mr. Favreau will prepare an RFP based on the conversation.

c) Epping Road TIF – King/Monehan Property

Mr. Dean said this parcel has been the focal point in the TIF district. He said going back to March, there was a lot of discussion about this parcel. He said one interesting thing someone asked is what could be done on this property commercially. He began thinking about this and one thing about the parcel is they do not have a comprehensive analysis on it.

Chair Chartrand said he was at the EDSP session and became concerned about an initial proposal with a \$8 million development, which is much less than anticipated. He said he would love the Town Planner to do an analysis.

Selectman Clement said Mr. Monehan presented to the EDSP session and gave a broad plan of what he could do. He said the goal is to expand the commercial tax base.

Christine Soutter, Exeter resident, said it is a great idea for the Town Planner to give an analysis. She said there is no sense in talking about land that is not developable.

Christine Hardy, Exeter resident, said more residential units are needed in Exeter that are affordable.

Vice Chair Gilman said she sees this a spot zoning and thinks an analysis can serve other purposes.

Selectwoman Belanger is for the Town Planner doing an analysis. She said this is a unique piece of land and an analysis could help educate the public on it.

The Town Planner will move ahead with the analysis.

d) 2016 Riverwoods Tax Agreement

Mr. Dean had The Woods, The Ridge, and The Boulders tax agreements which he said have no changes over prior year. Riverwoods is asking for the Board's approval. These agreements lay out the methodology of how Riverwoods pays taxes. Riverwoods is the top tax payer in Exeter.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Clement that the Board accept the Riverwoods agreement, as presented, for The Woods. Motion carried – all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Clement to accept the agreement of The Ridge at the Riverwoods Company, as presented. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Clement to accept the agreement for The Boulders at Riverwoods Company, as presented. Motion carried – all in favor.

e) 2016 MS1 Review

Mr. Dean said the MS1 is complete. He said the main point about this is the net taxable value for the town is up 2% over last year. The new number is \$1,696,035,282. He said he's seen upticks in residential values. There is new growth this year adding to the above figure. His only other comment is the town just exceeded the value it had in the peak year of 2006 for the first time in a decade. New revenue was generated from the TIF this year. He said it was a good year for valuation.

Selectman Clement said residential values increased, but commercial/industrial didn't have such a large increase. He asked of that increase how much was in the TIF. Mr. Dean said the TIF is separated out. Selectman Clement asked where the TIF revenue goes. Mr. Dean said it is put in a separate account and it will go toward expenses related to the TIF.

f) 2016 Fund Balance Discussion

Mr. Dean said the General Fund balance from the audit report is at \$3.1 million. He said the gap space limit is \$2 million. He said he tries to keep the level of reserve at 5% level, based on a calculation including different appropriations. He said the town needs to keep enough money on hand to make some payments including schools and account for taxes paid after December 31st.

Mr. Dean said based on the 5% figures, it is recommended an application of \$600,000 be used this year to lower the tax rate. If it is approved, it is projected a municipal rate of \$7.14 per \$1000 will be which is a 25 cents per \$1000 reduction from the current rate.

Selectman Clement asked what the total undesignated fund balance is. Mr. Dean said it is in the packet on page 42 from the audit report. The balance is \$3.16 million.

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to apply \$600,000 of the undesignated fund balance to be used to lower the tax rate. Motion carried – all in favor.

g) 2016 School Impact Fees Release

Mr. Dean said this money is marked for schools. The law requires the Board to approve this. The actual number is \$98,800 and there is a spreadsheet in the packet that lays out the ins and outs of where things have been coming in and what projects are related to.

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger for the Board to release a total of \$98,800 in school impact fees in the amounts of \$49,400 to local schools and \$49,400 to Exeter Cooperative Schools. Motion carried – all in favor.

h) Water Restrictions Ordinance: Third Reading

Motion: A Motion was made by Selectman Clement and seconded by Selectwoman Belanger to open public hearing on water use restrictions ordinance. Motion carried – all in favor.

Chair Chartrand asked for any further comments, of which there were none.

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to close public hearing. Motion carried –all in favor.

Selectman Clement asked who does the collecting and serving of fines if need be. Mr. Dean said his plan is to enforce through the Police Department.

Mr. Dean said per policy, this ordinance will be effective one week from today.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman that the Board adopts the amended water use restrictions, Chapter 16 Water Service Regulations, effective one week from today, October 10. Motion carried – all in favor.

i) Map 49, Lot 12 Purchase

Chair Chartrand said this is the Carr property and they need a Motion to approve the purchase.

Motion: A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman that the Board approve the purchase of map 49, lot 12 in the amount of \$24,000. Motion carried – all in favor.

j) Police Grants

Mr. Dean said Chief Shupe has applied for and been notified that the town has been accepted for \$20,286.30 in grants which will be applied in 2017 for addition DWI enforcement. Details are in the packet.

Chair Chartrand asked for any questions or comments.

Selectwoman Belanger asked about the equipment grant and where the other half comes from. Mr. Dean said it comes from the police budget.

Motion: A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to accept the grants for 2017, as listed in the 10/10/16 memo, in the amount of \$20,286.30 for various grants for police work. Motion carried – all in favor.

6. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to approve a Yield Tax refund for map 71, lot 119, in the amount of \$1505.91. Motion carried – all in favor.

b. Permits & Approvals

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to approve the Application for Use of Town Facility, specifically the Town Hall main floor, by James Dupree for March 24-25, 2017.

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to approve the Application for Use of Town Facility, specifically the Town Hall main floor, by Carol Murray of the Boy Scouts of America on November 4-5, 2016. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to approve the Application for Use of Town Facility, specifically the bandstand and two parking spaces, by Lucia Savage of the Exeter Assembly of IORG Masonic Temple on October 18, 2016.

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to approve the Application for Use of Town Facility, specifically the Town Hall and bandstand, by Scott Ruffner of the Exeter Arts Committee on May 20-21, 2017. Motion carried – all in favor.

Vice Chair Gilman said the new town website has a calendar with all the meetings and other random non-municipal things like the Farmer's Market. She wondered if the applications could be added to that calendar to help show people what's going on. Mr. Dean said he would look into it. Selectman Clement suggested a separate calendar for this. Vice Chair Gilman said she didn't want to have to look at different calendars.

A Motion was made by Vice Chair Gilman and seconded by Selectman Clement to allow the Daughters of American Revolution, Exeter Chapter, to perform a day of service cleaning up Winter Street Cemetery on October 15 from 10am-2pm. Rain date October 16. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to approve the Resolution as presented dated September 12, 2016 for Master Lease/Purchase Agreement on the 2017 dump truck. Motion carried – all in favor.

A Motion was made by Selectman Clement and seconded by Selectwoman Surman to place a 1990 Bobcat Mower to surplus. Motion carried – all in favor.

c. Town Manager's Report

Mr. Dean reported on the following:

- last BOS meeting he was in Kansas City for the ICMA Conference. He said it was a good conference with heavy leverage on technology. He said it was interesting to see the demographic changes and now millennials are the leading demographic in the workforce.
- budget subcommittee meetings are underway
- Kingston Road project
- an access road proposal needed for the wastewater facility
- speed limit on Allen Street. Met with Chief Shupe to talk about speed limit identification
- DPW water intake work complete lowering the intake on the Exeter River

d. Selectmen's Committee Reports

Selectman Clement reported Exeter Squamscott River Local Advisory Committee meeting where they reviewed applications. He also attended the Kingston Road meeting which he said was an interesting meeting. He has a Planning Board meeting Thursday and an RPC meeting Wednesday. Hazardous Waste Day is Saturday from 8-1.

Selectwoman Surman reported meetings about the access road referenced in a letter in correspondence. She said the trustees met this morning and came up with an alternative.

Vice Chair Gilman reported Winter Street Cemetery tour by Land & Community Investment folks who made a recommendation to get sheep for the grass. She also said the Historic District Commission was awarded a grant to update guidelines.

Selectwoman Belanger reported the all-day BRC meeting is coming up on the 21st.

Chair Chartrand forwent his report.

e. Correspondence

The following correspondence were included in the packet:

- letter from Ben Anderson
- letter from Mike Jeffers
- letter from Exeter Fire Department
- memo from Jen Mates
- info on Hazardous Waste Day
- flyer about Lincoln Street Arts Festival
- Brentwood Planning Board abutters notice
- letter to Jonathan Shafmaster regarding a wetlands permit application

7. Review Board Calendar

The BOS next meeting is 10/24/16. Budget Recommendations Committee meetings are on the following dates: 10/21, 10/26, 11/2, 11/7, 11/10, 11/16, 11/22.

8. Non-Public Session

None.

9. Adjournment

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to adjourn the meeting at 9:42pm. Motion carried – all in favor.

Respectfully submitted,

Nicole Piper, Recording Secretary

Draft Minutes

Exeter Board of Selectmen

October 24, 2016

1. Call Meeting to Order

Chairman Dan Chartrand called the meeting to order at 7:00 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chair Julie Gilman, Selectman Don Clement, Selectwoman Nancy Belanger and Selectwoman Anne Surman. Town Manager Russell Dean was also present.

2. Bid Openings – Surplus Bobcat Mower, Parks/Recreation

There was one bid from Jay Perkins, Sr. for \$100.

Motion: A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to refer this bid to Parks & Recreation Department for review and recommendation. Motion carried – all in favor.

3. Public Comment

Darius Thompson, Exeter resident, said it was good to see the river flow this past weekend. He said it is good for the fish migration. He also talked about the crosswalks, saying people need to be cautious of them with the sun setting earlier. He said people need to obey speed limits. He next talked about the possible development at the Rose Farm property and thought it was not a wise idea as a lot of excavation would need to happen and he is concerned about ground water contamination.

Chair Chartrand said it was good to see the river flowing. He said water bans are still in effect.

Vice Chair Gilman said trick or treat will be October 31 from 4-7pm.

4. Minutes and Proclamations

a. Proclamations/Recognitions.

There were no proclamations or recognitions.

5. Approval of Minutes

There were no minutes to approve.

6. Appointments

Motion: A Motion was made by Selectwoman Surman and seconded by Selectwoman Belanger to appoint Todd Piskovitz as a full member to the Conservation Commission. Motion carried – all in favor.

7. Discussion/Action Items

a. Quarterly Financial Report – Finance Department

Doreen Ravell, Finance Director, gave the third quarter financials. She put together a comprehensive report, which is in the packet.

Ms. Ravell said the third quarter is usually flat, as they are waiting for the tax bills to go out. She said the tax rate was set last week at \$26.24. The town rate is down 30 cents.

Ms. Ravell first reported on the General Fund revenues. She said there was an increase in motor vehicle revenues, and building permit revenues decreased from this time last year. Permits/fees increased by \$6000 over prior year, and there was an increase in the Highway Block Grant revenues. Next quarter will reflect property tax revenues. Rooms and Meals tax increased in the State.

Selectman Clement asked about the increase in revenues from Departments, which increased by \$94,000. Ms. Ravell said they got more of a refund from worker's compensation and liability reimbursements. It was basically an insurance reimbursement.

Selectman Clement asked about a welfare refund. Ms. Ravell said there are funds coming in from a trust fund called the Wentworth Trust.

Ms. Ravell went on to talk about expenditures from the General Fund. She said they decreased by \$168,000. The biggest driver of this was fixed costs and wages/benefits which increased by \$35,000. In the Government section, Elections and Legal increased. Finance expenditures increased by \$26,000 and Planning expenditures increased by \$44,000. Police expenditures decreased by \$30,000. Fire expenditures increased by \$84,000 as a result of Overtime and Suppression. Snow/Ice has decreased by \$268,000 from this time last year due to a dramatically milder winter. Parks & Rec increased by \$9500 partially due to contracted services. Ms. Ravell said showing the most increase is Library with an increase of \$101,000 over prior year due partially to wages and benefits.

Ms. Ravell said General Fund Debt Service has decreased. Utilities, Natural Gas, Electric and Fuel have all decreased.

Selectman Clement said he is disappointed that Fire Suppression continues to rise.

Ms. Ravell went on to the Water Fund, saying revenues have increased by \$208,000 due partially to the rate increase. Also in revenues, consumption charges increased. Expenses have decreased by \$47,000. Water Admin expenses have decreased by \$40,000 due to a drop in legal expenses. Billing/Collection expenses increased, Water Distribution increased, and Water Treatment expenses decreased by \$144,000. Debt Service has increased by \$92,000, as they have started paying back on the meter replacement project. The net deficit is \$246,000 versus \$406,000 last year. Mr. Dean advised the Board they should be thinking about the Water Fund balance. He said the last time he checked, it was \$395,888 which was on August 31, 2016. He said the Sewer Fund balance is at \$1,097,158.

Ms. Ravell moved on to the Sewer Fund. The revenues decreased by \$114,000. User Charge and sewer fees decreased. Sewer Abatements increased by \$40,000. Expenses decreased by \$24,000. Capital Outlay decreased by \$42,000 and the sewer net deficit decreased by \$144,000 over prior year.

Mr. Dean said in Sewer and Water Funds, the spending is very consistent.

Ms. Ravell moved on to the EMS Revolving Fund. She said there was an increase in revenues of \$180,000. Most of this was due to timing in the change of a new ambulance billing and collections vendor. Expenses increased by \$75,000, \$20,000 of which due to Overtime and related increases in Taxes/Benefits. Net income has increased by \$110,000 over prior year.

In the Cable TV, Ms. Ravell said the revenues are basically flat. Expenses decreased by \$8400 over prior year. Net income has increased by \$12,000.

In the Recreation Revolving Fund, Ms. Ravell said the revenues increased by \$75,000. General expenses decreased by \$7000, and net income has increased by \$44,000.

b. King Property Analysis – Planning Department

Mr. Dean said at the last BOS meeting, there was a discussion about the King property. He said it is in a commercial district on 63 acres. He said it has been the focal point of a lot of discussion.

Dave Sharples, Town Planner, said he didn't get into a site specific analysis with this analysis because he doesn't have enough information. He does have specific wetlands information for this parcel though. He said the parcel is 62.5 acres. He showed a map of the parcel and where it is located. This parcel has 600 feet of frontage on Epping Road. It is in a prime location. Surrounding uses are a mixture of commercial and residential. Municipal water and sewer are not available on this site. It is, however, available on the Monahan property. Mr. Sharples said the TIF proposes extending water/sewer to the area and makes it available on

this site. There are 20 acres of wetlands on this site. He mapped the wetlands with a 50 foot buffer around them. He said there may be some vernal pools which will require a 25 foot buffer. Seven acres are taken up by setbacks. That combined with the 20 acres of wetlands leave around 15 acres of dry, potentially developable, land. He showed a map of the parcel with the setbacks, buffers and wetlands. Breaking things down a bit more, Mr. Sharples estimates 10.3 acres of reasonable developable land, as around 5 acres of buildable land is too small to develop.

Mr. Dean said there was a public meeting in March about this parcel. There were a lot of questions of what can be developed.

Mr. Sharples said the Planning Board does have the authority to allow cutting within a no cutting zone.

Selectman Clement said it is a challenging site. He said he is not advocating for a dredge and fill, but said it could conceivably happen with a permit.

Vice Chair Gilman stated that this 62 acres parcel only pays \$110 in taxes annually.

Mr. Darius Thompson spoke, asking if any adjacent properties are buildable. Mr. Sharples explained the map, and said everything is either conservation land, owned by the DOT, or developed.

At this point, Chair Chartrand moved back to 7.a. for an item that wasn't discussed.

Mr. Dean passed the audit management letter out to the Board. He said in general the town has made great strides with the management letter. This is the fourth year in a row they have received a clean audit. He said they do have things to work on, and that there are three prior recommendations from the audit. Ms. Ravell added she does have formal communications with the auditors and extended her concerns to the Parks and Rec Director.

Vice Chair Gilman said during the town building survey, one thing she saw was a central collections area. She suggested they should look into that kind of a model. Ms. Ravell said the Town Clerk would have to be the Tax Collector if that were implemented, which would have to go on the Warrant.

Mr. Dean said the next item is to fund deficit accounts. He said they have some old accounts, and read some off. The auditors have identified deficits in them. They are proposing a "fund those deficits" and advocated looking at surpluses in other accounts. Selectman Clement asked if a town vote would be needed to resolve these. Mr. Dean said he had not yet met with the auditors to discuss options, but would. These amounts are currently being held in the town's nonspendable portion of the fund balance.

Mr. Dean said the third item involves confirming town compliance with the new impact fee regulations. The auditor recommended looking at this. Ms. Ravell said she does track impact fees and has records. It was unclear what the new legislation actually was, but it will be looked into.

Mr. Dean said the fourth item would involve talking about the current year recommendations. Mr. Dean said the management letter addressed preparing new single audit guidelines. He said the federal government rules are always changing on grants and they will look and see what is met and what is needed.

8. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to deny three applicants for exemptions for the 2016 tax year based upon MRI's staff review, as well as town counsel, and the applicants are Southeast Land Trust, YMCA, and Great Bay Kids Company, Inc. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to grant the above applications for previously granted full or partial exemptions based upon our review, as well as the town counsel review it is recommended that the exemptions be continued for the 2016 tax year. Selectwoman Belanger read all the applicants. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to sign the following Presidential Election Warrant "To the inhabitants of the Town of Exeter, in the County of Rockingham, New Hampshire, you are hereby notified to meet at 30 Linden Street on Tuesday the 8th of November, 2016. The polls will be open between the hours of 7am and 8pm to act upon the following subject, to bring in your votes for President and Vice President of the United States, Governor, United States Senator, United States Representatives, Executive Counselor, State Senator, State Representatives and County Officers." Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Chair Chartrand to approve an Intent to Cut for map 48, lot 3. Motion carried – all in favor.

b. Permits & Approvals

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to approve an Application for Use of Town Facility, by the Exeter Planning Board to have a meeting on October 27, 2016 from 6:30pm-10pm. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to approve an Application for Use of Town Facility, by Evelyn Orr, of the Exeter Women's Club on 6/2/17 and 6/3/17 for a yard sale. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to approve an Application for Use of Town Facility, by Evelyn Orr, of the Exeter Women's Club on November 19, 2017. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to approve an Application for Use of Town Facility, by Evelyn Orr, of the Exeter Women's Club, on 10/8/17 for an antique appraisal. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to approve an Application for Use of Town Facility, by Lynn Dow, of the Exeter Chamber of Commerce, for June 23, 2017-June 25, 2017 for a film festival. Motion carried – all in favor.

c. Town Manager's Report

Mr. Dean reported about the following:

- thanked Public Works and Chamber of Commerce for their efforts on the Lincoln Street arts fair
- He attended a bench dedication at YMCA yesterday and spoke
- Winter Street Cemetery cleanup
- He and DPW walked the bounds with Brentwood on October 18
- Carr property closing last Wednesday went well
- tax rate set at \$26.24 per \$1000. Town share is down \$.30
- Trick or Treat is on October 31 from 4-7
- all day BRC meeting was on Friday. They meet again on October 26
- EDC meeting tomorrow at 7
- thanked Darren Winham for work on a C3I project as his efforts were instrumental in keeping that project alive.
- We just had 3 inches of rain. The reservoir is full and the river is flowing. Restrictions are still in place.

- There was a CSO the first one in some time at about 18,000 gallons
- The Town's health insurance increase for FY17 is 9.7%.

d. Selectmen's Committee Reports

Selectman Clement reported a Planning Board meeting where they discussed zoning articles. River Committee met last week and the discussion was based around what happened to the CAPE study. They also talked about what is going on with the LOMAR. Rockingham Planning Commission met and talked about a TAP Grant. Planning Board meeting this Thursday at the Town Hall.

Selectwoman Surman reported a Conservation Commission meeting on October 10. She said there are three alternate positions available. They also got a presentation from Wright-Pierce.

Vice Chair Gilman reported on October 25 the 50th anniversary of the National Preservation Act of 1966.

Selectwoman Belanger had nothing to report.

Chair Chartrand reported EEDC will meet tomorrow at 7pm.

e. Correspondence

The following correspondence were included in the packet:

- letter from Harry Thayer announcing his resignation from the Robinson Fund.
- email from Chief Shupe
- letter from Work Force Housing Coalition
- letter from End 68 Hours of Hunger
- letter from Xfinity
- letter from Rockingham County Treasurer
- map shows pins with Brentwood after the boundary walk

9. Review Board Calendar

The BOS next meeting is Tuesday, November 1 at 7pm.

10. Non-Public Session

None.

11. Adjournment

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to adjourn the meeting at 9:15pm. Motion carried – all in favor.

Respectfully submitted,

Nicole Piper, Recording Secretary

Draft Minutes

Exeter Board of Selectmen

November 1, 2016

1. Call Meeting to Order

Chairman Dan Chartrand called the meeting to order at 6:45 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chair Julie Gilman, Selectman Don Clement, Selectwoman Nancy Belanger and Selectwoman Anne Surman. Town Manager Russell Dean was also present. The Board then convened in the Wheelwright Room for interviews for boards and committees.

2. Board Interviews - Memorial Day Parade Committee

Memorial Day Parade Committee board candidates were interviewed in the Wheelwright Room by BOS members prior to the general meeting starting at 6:50 p.m.. The following candidates were interviewed as a group: Florence Ruffner, Kensington resident Al Brandano, Natalie Healy, and Patsy Thayer. The Board determined they would vote tonight on appointments and covered the requirements under 91-A for the committee.

3. Public Comment

There is no public comment.

4. Minutes and Proclamations

a. Proclamations/Recognitions.

There were no proclamations or recognitions.

5. Approval of Minutes

Approval of the minutes is being delayed as the October 10th and 24th minutes were only just distributed to BOS members. Three sets of minutes will be in need of approval at the next meeting, which will take place November 14, 2016.

6. Appointments

4 of the 6 candidates for the Memorial Day Parade Committee have been interviewed so far.

The **motion** to approve the 3 Exeter-resident nominees— Natalie Healy, Patsy Thayer, and Florence Ruffner— for Memorial Day Parade Committee membership was moved by Vice

Chairwoman Julie Gilman, and was seconded by Chairman Dan Chartrand. The motion was carried, unanimously (5-0). A note was made by Ms. Gilman that there are no terms stipulated for these appointments.

A further **motion** was raised by Vice Chairwoman Julie Gilman for exception to be made for a non-resident candidate— Albert Brandano of Kensington— to be committee member. The motion seconded by Selectwoman Nancy Belanger and passed, unanimously (5-0). Mr. Brandano has volunteered in a similar capacity in the past.

The remaining 2 candidates will be interviewed at the next BOS meeting.

7. Discussion/Action Items

a. Financial Software Lease–Purchase

Town Manager Russ Dean presented recommendation for Financial Software and related services project to be awarded contract to Tyler Munis Technologies. It is within the Warrant Article Budget that was structured as a 4-year lease-purchase in the Town Meeting. Many internal departments have reviewed the proposal and had the opportunity to meet with the vendor to ensure all the requirements needed are met. There is a consensus of comfort, given that Munis has many local communities already using similar technology.

Doreen Ravell, Finance Director, presented the process for soliciting financial software proposals. The detailed RFP (request for proposals) was publicly circulated in August 2016, including in the newspaper and on the NHMA website. Quotes were solicited in advance of last year's budget meeting so the 4 companies that submitted estimates would have ample opportunity to respond to the RFP. The call for proposals closed August 31, 2016, with two responses received from Tyler Munis and Patriot Fund. Nearly every town department was represented in the presentations to discuss the proposals, including the Tax Department, Water/ Sewer, Town Manager, Finance, HR, Police, Fire, DPW, and Parks and Recreation. Consensus gathered that Munis was the best choice.

The competitive bid is for a tax-exempt lease set with a 2.47% interest rate, as well as the other lease from diversified for 2.84%. In the interest expense alone, it is nearly a \$4000 difference. They are both 4-year lease payments that meet the guidelines of the Warren Article Budget.

Selectwoman Anne Surman raised question about the binding contractual status of the proposal, and whether the town counsel has seen the final document and signed off on it. Ms. Ravell confirmed that it is under review by the town's counsel as well as Primex legal counsel, on a complimentary basis and no issues have yet been raised. Mitchell Municipal will not be able to offer feedback until the end of the week.

Ms. Surman then inquired as to the lease payment schedule, as according to the proposed Licensing Fee, due with 25% on the effective date; 60% on the download date; and 15% when the software is released 'live'. Ms. Ravell confirmed that the bank leasing firm would cut payment according to the general (leasing) terms and would negotiate with Munis. The contractual dialogue between the town and Munis is free to continue according to the project's progress.

Concern was accordingly raised by Ms. Surman that the town would be at a potential disadvantage if the final project were to roll out without complete satisfaction, when financials have already been exhausted. Also, there is reference to an escrow agreement, but the terms are unclear. Furthermore, the precise payment schedule, scope of work, and the assignment of responsibility appears overlooked in the proposal. Ms. Ravell responded that it is for this reason that the quote for maintenance is deferred for the first year, representing \$27,000 savings the first year that will not be billed until FY2018. A discount of ~\$76000 was also offered, along with modules like the Citizen's Portal, in order to meet the Warrant Article Budget and general expectations. The escrow account option is for the lease, but defined terms are still forthcoming.

Selectwoman Surman requested to continue the contract terms discussion with the BOS to mitigate risk exposure. Finance Director Ravell offered to meet with Ms. Surman to further discuss details, given the Selectwoman's software background.

Vice Chairwoman Julie Gilman raised the question of whether further forms would be available, if needed. Ms. Ravell responded that Munis is in compliance with IRS, Federal, State, and NHRS requirements, so required forms will inherently need updating on their part.

Ms. Gilman questioned whether there might be any issue with the potential to convert more than one database, as the pricing is set accordingly. Ms. Ravell confirmed that there is only one database to convert.

Vice Chair Gilman drew attention to the fact that the maintenance and support fees will not be billed until 2018, but questioned the chances of a change in rate, and what kind of advance notice could be expected. Finance Director Ravell concurred the concern, stating that she would make inquiries in the Fall in order to budget for any potential rise in rates.

Ms. Gilman requested clarification under professional services: if we call for support that requires travel, the proposal states we need to contact them 2 weeks in advance in order to cancel; and if we cancel and they are unable to reassign their staff, we will be responsible for payment? Ms. Ravell noted this would likely fall under planning and implementation. There is an 800 number used for software support. Selectwoman Surman asserted this is a standard industry practice.

Selectman Don Clement inquired which other local area towns are using this software. Ms. Ravell confirmed there are between 15-20 local towns now using the software, including Salem, Derry, Pelham, and Durham, among many others. There is also a user group, which is a new bonus.

Mr. Clement asked what platform the software runs on. Ms. Ravell responded that it runs on Microsoft SQL, which was confirmed with the IT Coordinator in order to confirm what the hardware requirements will be. The IT Coordinator also spoke with the Modis to ensure full compatibility.

Selectman Clement then asked whether there might be any need for any further software module development, outside the current contract. Ms. Ravell noted that interfaces were written for the Town Clerk and Parks and Recreation, etc. Further modules could be integrated, but the requirements were fully considered. If Parks and Recreation, for example, wants to further their interface, they would need to finance it, which could then be fully integrated. As it is proposed, the interface will comply with all state standards.

Mr. Clement inquired whether the Munis office in Yarmouth Maine is a sales or support office. Finance Director asserted the office in Maine handles a support function.

Selectman Clement referred to Page 2 of the RFP, concerning the warranty (“We warrant that the Tyler Software will be without defect as long as you have a Maintenance and Support Agreement in effect...”), and asked whether there should be a penalty clause. Without one, if they don’t meet expectation, that could potentially be an issue. Their “best reasonable effort” is a vague statement if something goes wrong, from a legal aspect.

Mr. Clement stated that he would be more comfortable with a locked in price for the second year, in the event it could veritably exceed \$27000 (the amount deferred for the first year).

Vice Chairwoman Gilman inquired how many desktops the software will be rolled out to. Finance Director Ravell noted the number is around 20.

Selectman Clement asked whether we need all these modules. Ms. Ravell confirmed that yes, that’s why we’re doing this— to give the residents of Exeter functionality online to be able to pay their bills through the Citizen’s Portal. They will be able to, for example, look up their water bills on a monthly basis, as opposed to every 3 months, and pay them.

Mr. Clement inquired about hardware and whether a) we going to own the hardware; and b) if it is proprietary hardware that we are obligated to buy and if not, whether c) we can price it on the market. Finance Director Ravell replied that the only questionable hardware item is the printer. All other items were discussed in depth. The hand-held scanners, for example, will greatly help the conversion of an otherwise very tedious job. Ms. Ravell suggested she could ask

what was unique about the Tyler Munis hardware, but Vice Chair Gilman raised the question of the servicing of non-proprietary hardware, which would unlikely be covered by the vendor's contract terms.

Selectman Clement then asked Town Manager Russ Dean how to account for spending more money according to the lease-purchase agreement, given that \$243,275 was appropriated under the Town Warrant Budget for financial software and the fact that the full lease payment will be \$253,000. Mr. Dean reconfirmed that the lease-purchase agreement is an estimate. The only thing approached is the first-year lease purchase payment amount, which is within the limit defined by the Town Warrant. Ms. Ravell added that the annual lease payments will be about the same. The interest amount is built into the lease payments.

Selectwoman Anne Surman inquired about the host for the software. Finance Director Ravell noted that the cloud-base hosting was assigned an exponential cost, so we will be hosting it in-house, for now.

Vice Chairwoman Julie Gilman raised the **motion** to approve the lease-purchase agreement for financial software from Tyler Modis Technologies with financing set at a tax-exempt rate of 2.47%, with an annual lease payment of \$63,434.00. Selectwoman Belanger seconded. The motion passed, unanimously (5-0), in favor of the financing. Legal will continue to review the contract terms, and room remains for further negotiating contract terms with Tyler Munis.

Chair Chartrand moved to switch agenda item c. (Cell Tower Lease Update) with agenda item b. (Master Plan Update) in order to accommodate the presenters.

c. Cell Tower Lease Update

Town Manager Russ Dean made a statement about Varsity Wireless, a company that approached the town about 3 years ago, concerning a proposal to locate a cell tower on the Simpson estate. There have been 2 Town Meetings on the process, and a formal proposal to the board is imminent. The materials were received just yesterday. Once perused, Mr. Dean will put it to the BOS. The company has asked to meet with the board, but does have some proprietary concerns regarding private entities on other land.

b. Master Plan Update

Town Planner Dave Sharples presented an update on the Town of Exeter's Master Plan.

The last BOS meeting resulted in an authorization of the Town Manager to enter into a contract with The Horsley-Witten group. They are now newly located in Exeter downtown, on Water Street. Ellie Baker, a principal planner at Horsley Witten, was the recent steering committee meeting, and is now located in the Exeter office. The Steering Committee kick-off was on 26

October. Outreach remains a focus because the more people to get involved, the more successful the project will be. The Steering Committee will sponsor an information booth on Election Day. HW Group did create a flyer, but handouts are not yet ready for distribution today as they are still in draft-phase. They created a website: Visionexeter.com—there have been some design and logistic comments and it is a work in progress, but is up and running and sign-up is available on the website for update notifications. Surveys are still being collected—there have been 257 responses to date, and the data is starting to be collated. The next steps are to create a stakeholder list: individuals, department heads, boards, major businesses, non-profits, rotary—everybody; the more the better. Getting contacts for these people and individual interviews and/or conducting large-scale focus groups is a goal. Once that is finalized, the data will be analyzed and boiled into a spreadsheet, including links to further information. The first Vision Session in a few months is up in the air. The data will determine the more specific direction and timing.

Selectman Clement asked whether the consulting group has considered starting a FaceBook page to promote community awareness and interface. Mr. Sharples responded that the issue is one of moderation: who and how would it be managed? There is potential, but it is a loaded undertaking. Town Manager Dean added that social media is difficult to track in terms of how many people are commenting, aliases, and even whether commenters are in fact residents. There are a lot of moving parts to social media. Selectwoman Surman furthermore reiterated that more people that get involved, the better; and that capturing the next generation may require non-traditional routes. Mr. Dean noted that the Steering Committee is a large group and that going forward, mass density will be an issue with how to engage the broader community. Mr. Sharples noted that Meeting-in-A-Box will be one such route to community engagement.

Chair Chartrand noted that this project represents one of the 5 goals of the board set last April, underlining the importance of the project.

8. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

There are no Tax, Water/ Sewer Abatements & Abatements to be discussed.

b. Permits & Approvals

Town Manager Dean asserted that there is a Unutil petition for 3 jointly-owned utility poles along String Bridge.

Chair Chartrand questioned whether the process of approving these licenses represents a departure from previous handling of similar requests. Mr. Dean responded that they did not

used to be discussed, and were simply signed off on by selectmen, noting that nothing in particular needs to be addressed and that they can be decided upon in the next meeting.

c. Town Manager's Report

Mr. Dean reported about the following:

- The Budget Recommendations Committee met all day on October 21st, and again on October 26, 2016. They will meet next tomorrow night, November 2nd; as well as on November 7, 10, 16, and 30th. The last meeting will be reserved for any action that needs to be taken, although there is likely to be overflow to be addressed from the previous meetings.
- The Presidential Election is next week, on November 8th.
- Tax Bills have been sent out and should be received soon. They are due Dec. 1, 2016.
- The BOS has been invited to meet with Ben Anderson from Prescott Park at the Chamber of Commerce next Monday, November 7th, from 5:30-6:30 PM, before the Budget Committee meeting, at 24 Front Street.
- There is a Housing Seminar this Thursday, November 3, at UNH at 7:30 AM.
- Mr. Dean met with 2 Swasey Trustees and Public Works representatives and representatives from Wright-Pierce to talk about a temporary access road along Swasey Parkway for the Wastewater Facilities Construction Project. There were 2 access ways that were staked out, and they are staked right now, and we are on the right track. Some members are available to meet with the board to discuss logistics behind construction. It won't close down parkway, but intermittently, it will be a bit difficult. People should be warned.
- Halloween parade was canceled last Friday on account of rain. Some questions were received as why there was not a rain date set. The answer came down to logistics, given the scheduling of booked elements, which later become committed elsewhere.
- Trick-or-treat went well by all accounts last night, Monday, October 31st.
- Public Works continues to work with the Department of Environmental Services on a possible order of consent regarding the THM issue. A report should be forthcoming shortly, and the board will need to convene at that point to discuss the issue. Trihalomethanes are still not in compliance with standards at 4 different sites, and more aggressive action will need to be taken.

- The Arts Committee has had some back-and-forth with membership. They are grappling with some issues.
- Veterans Day is next Friday, November 11th.

d. Selectmen's Committee Reports

Selectwoman Nancy Belanger reported that the Housing Committee meeting would be moved from Veteran's Day, November 11th, to November 18th. There will be also Water/Sewer Advisory Committee Meeting on November 9th; and a Workforce Housing Coalition seminar on Thursday, November 3rd at 7:30 AM.

Selectwoman Anne Surman drew attention to the upcoming Pumpkin Festival and Pumpkin Toss at Raynes Farm on Saturday, November 5th from 1-4 PM. It will be the 1st annual Raynes Farm Barn Great Pumpkin toss. Many have already RSVPed for parking, even more than for their annual snowshoe event. There will be crafts for kids and tours of the barn and property. Volunteers welcome. It will be rain or shine.

Vice Chair Gilman will be meeting with a tree service company at Winter Street Cemetery tomorrow, November 2nd, to get a quote for tree work. Members of the LChip (Land Conservation and historic preservation) program recommended that we might want to look into and apply for that next year, if we don't get an award this year (a decision should be communicated within about a month).

Ms. Gilman requested revisiting an issue from the last meeting: Mr. Thayer's resignation from the Robinson Trust. We did not accept it. Other trustees have found someone to replace him and fill his term (March, according to the Town Clerk), and there is a question of how to proceed. Chair Chartrand noted Harry Thayer was correct in his understanding of the Trustee by-laws, and that the situation would necessitate 2 slots on the town ballot next Spring. According to the by-laws, BOS members interview and then appoint trustee members until the end of the current term.

Selectman Clement attended a NH Coastal Adaptation Workshop at the Hugh Gregg Discovery Center in Greenland, entitled Downpours and Droughts. One of the discussions concerned the current drought. As of the workshop last Wednesday, Rockingham county and the seacoast area received 50% of normal rainfall since the beginning of the year. In some places, we have reached historic lows of groundwater and spring levels. Things have improved a little, but this is the nature of the drought. On Haigh Road, where there is a gauge on the Exeter River above the Pickpocket Dam in Brentwood, the water flows (prior to the recent rains) was recorded at .6 cubic feet per second, is phenomenally low and testament to the depth and breadth of this drought. The question raised is what can towns do to prepare for droughts and downpours. One of the potential responses discussed is called 'low-impact development'. For

example, rain gardens and porous surfaces could serve to to put water back into the ground for recharge. The Director of Water/Sewer in Portsmouth mentioned that the city sponsors a \$100 rebate program for households that convert toilet facilities to low-water efficiency models \$100. These win-win scenarios could be a boon for both the for customer and the town, and Exeter might want to pursue similar programs, if the Water/Sewer Department isn't already exploring such options.

Mr. Clement also noted that the Planning board met last Thursday and considered a preliminary Yield Plan for the Rose Farm. A yield plan is when an applicant comes in and provides a plan that shows the developer can put in a number of viable plots within the property being developed. Once that has been established, an open-space plan can be developed. The houses will be on smaller lots. The meeting was very well attended, and was recorded and online. We will continue to work with the Town Planner to refine the Yield Plan. There is another Planning Meeting this week.

There was an Exeter Economic Development meeting, which Town Manager Russ Dean attended. It is streaming online for all to see. Vice Chair Julie Gilman also attended.

Clement: same presentation to the board? Chairman will take it under consideration.

e. Correspondence

The following correspondence were included in the packet:

- Letter from invitation from the Rockingham Planning Commission for the Annual RPC Legislative Forum on Wednesday, November 9th from 6-9:30 PM. The Topic is "Challenges and Opportunities for Local Economic Development" and it is open to all legislators, local officials, and commissioners. It will take place at Unitol Headquarters at 6 Liberty Lane West in Hampton. RSVP by Nov. 4th to Roxanne Rines at RRines@rpc-nh.org or 778-0885.

- There is an invitation from the Workforce Housing Coalition for the first-ever Seacoast Housing Summit. It will be held Thursday morning, November 3rd, at UNH Hubbardston Hall from 7:30-9:00 AM. Registration is requested.

- The next Board of Selectmen meetings will take place on Monday, November 14th and 28th. The Website needs to be updated accordingly.

10. Non-Public Session

There is a request from Town Manager Russ Dean to go into non-public session to deal with some compensation issues. Vice Chair Gilman thereby raised motion under 91A.32A to

move to a non public session on compensation. Selectwoman Belanger seconded, and the motion passed, unanimously (5-0).

Vice Chair Gilman requested the trailer to go out for Election Day, as it had been forgotten on the Primary. Mr. Dean agreed to oblige. Signboards will go out 7am-8pm at the Talbot Gym at the old high school.

The Board conducted the non public session.

11. Adjournment

The board emerged from non public session. Selectwoman Belanger moved to seal the minutes. All in favor, Selectwoman Surman opposed.

Selectwoman Belanger moved to adjourn, Selectwoman Surman seconded. The Board stood adjourned at 9:00 pm.

Respectfully submitted,

Amanda W., Recording Secretary

November 1, 2016

To: The Exeter Board of Selectmen

From: The Trustees of the
Robinson Fund

Reference: Appointment of a trustee for the unexpired term of trustee,
Harry B. Thayer

The trustees would like you to consider William Perkins of Linden Street in Exeter. Bill is long-time resident of Exeter, assistant principal at the Cooperative Middle School, and his mother and aunt graduated from the Robinson Female Seminary. These factors along with his interest in furthering the education of young people make him an excellent candidate.

Sincerely,



Peter A. Smith, trustee,
For all of the trustees



BROKERS OF FINE PRINTING

October 17, 2016

Honorable Select Board,

It is with regret that I must tender my resignation, effective immediately, as a Trustee of the Robinson Fund.

I have thoroughly enjoyed my years on the trust. It has been a very unique experience awarding four-year college scholarships and grants to teachers. I believe Mr. Robinson would strongly approve how the trustees have utilized his funds in recent years.

As the seven trustees are elected, one a year to a seven year term, I believe the Select Board must appoint someone to fill my position until the next election. I also think that will mean two articles for the 2017 warrant, one for a seven year term and the other to fill my term which expires in 2019.

Very truly yours,

A handwritten signature in black ink, appearing to read "Harry B. Thayer III", written over a horizontal line.

Harry B. Thayer III

cc: Joanna Pellerin

Town Manager's Office

OCT 18 2016

Received

26 HAMPTON FALLS ROAD

EXETER, NH 03833-4711

OFFICE: 603.772.6611

CELL: 603.770.4148

E-MAIL: HBTHAYER@MYFAIRPOINT.NET



Russ Dean <rdean@exeternh.gov>

Fwd: A thank you

Nancy Belanger <nbelanger@exeternh.gov>
To: Russ Dean <rdean@exeternh.gov>

Fri, Oct 21, 2016 at 3:11 PM

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

From: "William Shupe" <wshupe@exeternh.gov>

Date: Oct 21, 2016 2:56 PM

Subject: A thank you

To: "Dan Chartrand" <dchartra@rcn.com>, "Anne Surman" <annesurman3@gmail.com>, "Nancy Belanger" <nbelanger@exeternh.gov>, "Don Clement" <dclement@exeternh.gov>, "Julie Gilman" <juliedgilman@comcast.net>

Cc:

Dear Select Board,

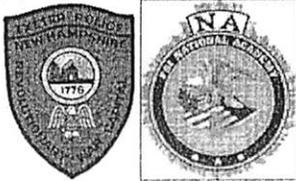
I recently viewed one of your meetings that I was not in attendance for and took note of your discussion on allowing Department Heads to present first so that we may be excused earlier. Although I have never minded being in attendance for other meanings, I wanted to send a personal thanks for your thoughts and consideration of this.

Best,

Chief Bill Shupe

--
Chief William D. Shupe
Exeter Police Department

(W) 603 772-1212
(D) 603 773-6138
(F) 603 778-7061



**Workers' Compensation Program
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY**

Primex³ is offering members in our Workers' Compensation Program an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (CAP). CAP is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (CAP Period). By signing this Agreement, you agree to extend your Membership Agreement for two (2) years and Primex³ agrees to guarantee that your annual contribution increase will not exceed ten percent (10%) of the prior year's contribution. Because performance matters with Primex³, you may realize an annual increase that is less than the CAP through sound risk management and stable underwriting exposures. The annual member contribution will be based upon your exposure base, members' loss experience, and the rates established each year by the Primex³ Board of Trustees.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in CAP for each year of the CAP Period is conditioned upon a two-year commitment to participation in the Primex³ Workers' Compensation Program.

The following CAP Period years qualify for the Contribution Assurance Program (CAP):

CY 2016 January 1, 2016 to December 31, 2016
(maximum 10% increase over January 1, 2015 to December 31, 2015 contribution)

CY 2017 January 1, 2017 to December 31, 2017
(maximum 10% increase over January 1, 2016 to December 31, 2016 contribution)

By signing this Agreement, the Town of Exeter agrees to extend its risk pool membership and participation in the Primex³ Workers' Compensation Program for two coverage period years, through December 31, 2017. The Town of Exeter agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

The Town of Exeter agrees that the ten percent (10%) maximum increase currently available for this CAP Period does not apply to any other year or period of years, and upon expiration of the CAP Period in this Agreement, any subsequent participation in a Primex³ CAP will be subject to underwriting review, membership criteria, CAP criteria, determination of contribution and the maximum increase in place for the subsequent CAP Period.

The Town of Exeter further acknowledges that by extending its Membership Agreement for two (2) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) of the two (2) year term, as there is no right to cancel or terminate during year one (1) but shall be reinstated for the end of year two (2).

The Town of Exeter agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal of risk management pool membership and continuation in the Primex³ Workers' Compensation Program, but not continuation of CAP which must be separately offered and accepted.

Primex³ acknowledges that the Member is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The Member also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the coverage, this contract may be terminated by the Member by notice to Primex³ made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The Member, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this Agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the Member agrees to return the difference between the CAP increase and the uncapped contribution.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the Town of Exeter with legal authority to contractually bind the Town of Exeter to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex³ risk management pool and participation in the Workers' Compensation Program.



Authorized Representative
of the Governing Body

Russell Dean

Print Name

Town Mgr

Title

12/15/14

Date

RESOLUTION TO ENTER PRIMEX³
Workers' Compensation Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Workers' Compensation Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the **Workers' Compensation Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the Town of Exeter adopted on 12/15/14

Board: Selectboard
Signature: [Signature] Title of Board
Name: Russell Dean
Title: Town Mgr duly authorized
Date: 12/15/14

**Workers' Compensation Program
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY**

Primex³ is offering members in our **Workers' Compensation Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (**CAP**). **CAP** is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (**CAP Period**). By signing this Agreement, you agree to extend your Membership Agreement for **two (2) years** and Primex³ agrees to guarantee that your annual contribution increase will not exceed six percent (6%) of the prior year's contribution. Because performance matters with Primex³, you may realize an annual increase that is less than the **CAP** through sound risk management and stable underwriting exposures. The annual member contribution will be based upon your exposure base, members' loss experience, and the rates established each year by the Primex³ Board of Trustees.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a two-year commitment to participation in the Primex³ Workers' Compensation Program.

The following **CAP Period** years qualify for the Contribution Assurance Program (**CAP**):

CY 2018 January 1, 2018 through December 31, 2018
(maximum 6% increase over January 1, 2017 through December 31, 2017 contribution)

CY 2019 January 1, 2019 through December 31, 2019
(maximum 6% increase over January 1, 2018 through December 31, 2018 contribution)

By signing this Agreement, the **Town of Exeter** agrees to extend its risk pool membership and participation in the Primex³ **Workers' Compensation Program** for two coverage period years, through **December 31, 2019**. The **Town of Exeter** agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

The **Town of Exeter** agrees that the six percent (6%) maximum increase currently available for this **CAP Period** does not apply to any other year or period of years, and upon expiration of the **CAP Period** in this Agreement, any subsequent participation in a Primex³ **CAP** will be subject to underwriting review, membership criteria, **CAP** criteria, determination of contribution and the maximum increase in place for the subsequent **CAP Period**.

The **Town of Exeter** further acknowledges that by extending its Membership Agreement for two (2) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) of the two (2) year term, as there is no right to cancel or terminate during year one (1) but shall be reinstated for the end of year two (2).

The **Town of Exeter** agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal of risk management pool membership and continuation in the Primex³ Workers' Compensation Program, but not continuation of CAP which must be separately offered and accepted.

Primex³ acknowledges that the **Town of Exeter** is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The **Town of Exeter** also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the coverage, this contract may be terminated by the **Town of Exeter** by notice to Primex³ made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The **Town of Exeter**, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this Agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the **Town of Exeter** agrees to return the difference between the CAP increase and the uncapped contribution.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the **Town of Exeter** with legal authority to contractually bind the **Town of Exeter** to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex³ risk management pool and participation in the Workers' Compensation Program.

Authorized Representative
of the Governing Body

Title

Date

Print Name

RESOLUTION TO ENTER PRIMEX³
Workers' Compensation Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Workers' Compensation Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the **Workers' Compensation Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the **Town of Exeter** adopted on _____.

Board: _____

Title of Board

Signature: _____

Name: _____

Title: _____ duly authorized

Date: _____

**Workers' Compensation Program
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY**

Primex³ is offering members in our **Workers' Compensation Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (CAP). CAP is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (CAP Period). By signing this Agreement, you agree to extend your Membership Agreement for **two (2) years** and Primex³ agrees to guarantee that your annual contribution increase will not exceed six percent (6%) of the prior year's contribution. Because performance matters with Primex³, you may realize an annual increase that is less than the CAP through sound risk management and stable underwriting exposures. The annual member contribution will be based upon your exposure base, members' loss experience, and the rates established each year by the Primex³ Board of Trustees.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in CAP for each year of the CAP Period is conditioned upon a two-year commitment to participation in the Primex³ Workers' Compensation Program.

The following CAP Period years qualify for the Contribution Assurance Program (CAP):

CY 2018 January 1, 2018 through December 31, 2018

(maximum 6% increase over January 1, 2017 through December 31, 2017 contribution)

CY 2019 January 1, 2019 through December 31, 2019

(maximum 6% increase over January 1, 2018 through December 31, 2018 contribution)

By signing this Agreement, the **Town of Exeter** agrees to extend its risk pool membership and participation in the Primex³ **Workers' Compensation Program** for two coverage period years, through **December 31, 2019**. The **Town of Exeter** agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

The **Town of Exeter** agrees that the six percent (6%) maximum increase currently available for this CAP Period does not apply to any other year or period of years, and upon expiration of the CAP Period in this Agreement, any subsequent participation in a Primex³ CAP will be subject to underwriting review, membership criteria, CAP criteria, determination of contribution and the maximum increase in place for the subsequent CAP Period.

The **Town of Exeter** further acknowledges that by extending its Membership Agreement for two (2) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) of the two (2) year term, as there is no right to cancel or terminate during year one (1) but shall be reinstated for the end of year two (2).

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The **Town of Exeter**, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this Agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the **Town of Exeter** agrees to return the difference between the CAP increase and the uncapped contribution.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the **Town of Exeter** with legal authority to contractually bind the **Town of Exeter** to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex³ risk management pool and participation in the Workers' Compensation Program.

Authorized Representative
of the Governing Body

Title

Date

Print Name

**RESOLUTION TO ENTER PRIMEX³
Workers' Compensation Contribution Assurance Program (CAP)**

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Workers' Compensation Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the **Workers' Compensation Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the Town of Exeter adopted on _____.

Board: _____

Title of Board

Signature: _____

Name: _____

Title: _____ duly authorized

Date: _____

**Property & Liability Program
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY**

Primex³ is offering members in our Property & Liability Program an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (CAP). CAP is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (CAP Period). By signing this Agreement, you agree to extend your Membership Agreement for two (2) years and Primex³ agrees to guarantee that your annual contribution increase will not exceed nine percent (9%) of the prior year's contribution. Because performance matters with Primex³, you may realize an annual increase that is less than the CAP through sound risk management and stable underwriting exposures. The annual member contribution will be based upon your exposure base, members' loss experience, and the rates established each year by the Primex³ Board of Trustees.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in CAP for each year of the CAP Period is conditioned upon a two-year commitment to participation in the Primex³ Property & Liability Program.

The following CAP Period years qualify for the Contribution Assurance Program (CAP):

CY 2016 January 1, 2016 to December 31, 2016
(maximum 9% increase over January 1, 2015 to December 31, 2015 contribution)

CY 2017 January 1, 2017 to December 31, 2017
(maximum 9% increase over January 1, 2016 to December 31, 2016 contribution)

By signing this Agreement, the Town of Exeter agrees to extend its risk pool membership and participation in the Primex³ Property & Liability Program for two coverage period years, through December 31, 2017. The Town of Exeter agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

The Town of Exeter agrees that the nine percent (9%) maximum increase currently available for this CAP Period does not apply to any other year or period of years, and upon expiration of the CAP Period in this Agreement, any subsequent participation in a Primex³ CAP will be subject to underwriting review, membership criteria, CAP criteria, determination of contribution and the maximum increase in place for the subsequent CAP Period.

The Town of Exeter further acknowledges that by extending its Membership Agreement for two (2) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) of the two (2) year term, as there is no right to cancel or terminate during year one (1) but shall be reinstated for the end of year two (2).

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Authorized Representative
of the Governing Body

Town Manager
Title

12/15/14
Date

Russell Dean
Print Name

**RESOLUTION TO ENTER PRIMEX³
Property & Liability Contribution Assurance Program (CAP)**

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Property & Liability Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the **Property & Liability Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the Town of Exeter adopted on 12/15/14

Board: Selectboard
Title of Board
Signature: [Signature]
Name: Russell Dean
Title: Twn Mgr duly authorized
Date: 12/15/14

**Property & Liability Program
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY**

Primex³ is offering members in our **Property & Liability Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (CAP). CAP is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (CAP Period). By signing this Agreement, you agree to extend your Membership Agreement for **two (2) years** and Primex³ agrees to guarantee that your annual contribution increase will not exceed five percent (5%) of the prior year's contribution. Because performance matters with Primex³, you may realize an annual increase that is less than the CAP through sound risk management and stable underwriting exposures. The annual member contribution will be based upon your exposure base, members' loss experience, and the rates established each year by the Primex³ Board of Trustees.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in CAP for each year of the CAP Period is conditioned upon a two-year commitment to participation in the Primex³ Property & Liability Program.

The following CAP Period years qualify for the Contribution Assurance Program (CAP):

CY 2018 January 1, 2018 through December 31, 2018
(maximum 5% increase over January 1, 2017 through December 31, 2017 contribution)

CY 2019 January 1, 2019 through December 31, 2019
(maximum 5% increase over January 1, 2018 through December 31, 2018 contribution)

By signing this Agreement, the **Town of Exeter** agrees to extend its risk pool membership and participation in the Primex³ **Property & Liability Program** for two coverage period years, through **December 31, 2019**. The **Town of Exeter** agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

The **Town of Exeter** agrees that the five percent (5%) maximum increase currently available for this CAP Period does not apply to any other year or period of years, and upon expiration of the CAP Period in this Agreement, any subsequent participation in a Primex³ CAP will be subject to underwriting review, membership criteria, CAP criteria, determination of contribution and the maximum increase in place for the subsequent CAP Period.

The **Town of Exeter** further acknowledges that by extending its Membership Agreement for two (2) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) of the two (2) year term, as there is no right to cancel or terminate during year one (1) but shall be reinstated for the end of year two (2).

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Authorized Representative
of the Governing Body

Title

Date

Print Name

**RESOLUTION TO ENTER PRIMEX³
Property & Liability Contribution Assurance Program (CAP)**

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Property & Liability Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the **Property & Liability Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the **Town of Exeter** adopted on _____.

Board: _____

Title of Board

Signature: _____

Name: _____

Title: _____ duly authorized

Date: _____

Property & Liability Program
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY

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Authorized Representative
of the Governing Body

Title

Date

Print Name

**RESOLUTION TO ENTER PRIMEX³
Property & Liability Contribution Assurance Program (CAP)**

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Property & Liability Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the **Property & Liability Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the **Town of Exeter** adopted on _____.

Board: _____

Title of Board

Signature: _____

Name: _____

Title: _____ duly authorized

Date: _____



EXETER POLICE DEPARTMENT



Memorandum

September 13, 2016

To: Chief Shupe

From: Det. Page

Ref: Town Ordinance

After reviewing the Town Ordinance on "Speed Limits" covered in Chapter 2, I observed that several of the printed Town Ordinances are no longer accurate. The chapter covers Town Ordinance 201-210.

Town Ordinance 202 covers two areas where the Town recognizes 20 MPH zones. The 20 MPH speed limit and signage are not recognized under the State Statute RSA 265:62 paragraph IV which states that "if any prima facie speed limit hereinbefore set forth should be reduced to provide reasonable and safe conditions upon any part of the State Highway System within the compact part of cities or towns; provided, however, the resulting speed limit shall not be less than 25 miles per hour.

Town Ordinance 203 covers 25 MPH zones in the Town of Exeter where the Town has adopted the State minimum speed limit of 25 MPH on the following street

Court Street from Front Street to Bell Avenue
Front Street from Water Street to Westside Drive
Garfield Street
Main Street
Riverbend Circle
Water Street

The Town has several side street including Pine Street and Elliot Street that are already posted 25 MPH these streets are not currently recognized in the town ordinance. I recommend that the verbiage of T.O. 203 be changed to include "Court Street from Front Street to Bell Avenue" and all adjacent side streets. I recommend that the verbiage also be changed on "Front Street from Water Street to Westside Drive" to also include all adjacent side streets.

Town Ordinance 204 involves 35 MPH zones and is worded that "It shall be unlawful for any person to operate a motor vehicle in excess of 35 MPH on any of the following streets, highways or public ways." There are no streets included with the Ordinance

Town Ordinance 205 includes 20 MPH School Zones. This Town Ordinance is in conflict with the State Statute under RSA 265:60 which states that the posted school zone speed limit shall be 10 MPH less than the posted speed limit 45 minutes prior to each school opening and 45 minutes after schools closing.

**Respectfully submitted
Ofc. Page**

CHAPTER 2 SPEED LIMITS

- 201 **Speed Limits**
It shall be unlawful for any person to operate a motor vehicle on a public way in the urban compact area of the Town of Exeter at a speed greater than 30 miles per hour, unless otherwise provided by subsections of this Chapter.
- 202 **20 – miles per hour**
It shall be unlawful for any person to operate a motor vehicle in excess of 20 miles per hour on any of the following streets, highways and/or public ways:
- Bayberry Lane
Westside Drive subdivision
- 203 **25 – miles per hour**
It shall be unlawful for any person to operate a motor vehicle in excess of 25 miles per hour on any of the following streets, highways and/or public ways.
- Crestview Drive
Court Street from Front Street to Bell Avenue
Front Street from Water Street to Westside Drive
Garfield Street
Main Street
Riverbend Circle
Water Street
- 204 **35 – miles per hour**
It shall be unlawful for any person to operate a motor vehicle in excess of 35 miles per hour on any of the following streets, highways or public ways.
- 205 **20 – miles per hour / School Zones**
It shall be unlawful for any person to operate a motor vehicle in excess of 20 miles per hour in any school zone while children are at recess or going to or leaving school.
- 206 **Basic Rule and Maximum Speed**
No person shall drive a vehicle on a highway at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing. In every event, speed shall be so controlled as may be necessary to avoid colliding with any person, vehicle or other conveyance on or entering the highway in compliance with legal requirements and duty of all persons to use due care.
- 207 **Speed Exception**
The speed limitations set forth in this Chapter shall not apply to vehicles when operated with due regard for safety under the direction of the law enforcement

officers in the case of apprehension of violators of the law or of persons charged with or suspected of any such violation, in response to a fire alarm, nor to public or private ambulances or other emergencies. This exemption shall not, however, protect the driver of any such vehicle from the consequences of a reckless disregard of the safety of others.

210 Penalties

A person violating any provision of Chapter 2 of the traffic code shall be punished by a fine of not more than one hundred (\$100.00) dollars for each offense.

TITLE XXI

MOTOR VEHICLES

CHAPTER 265

RULES OF THE ROAD

Speed Limitations

Section 265:60

265:60 Basic Rule and Maximum Limits. –

I. No person shall drive a vehicle on a way at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing. In every event speed shall be so controlled as may be necessary to avoid colliding with any person, vehicle, or other conveyance on or entering the way in compliance with legal requirements and the duty of all persons to use due care.

II. Where no hazard exists that requires lower speed for compliance with RSA 265:60, I, the speed of any vehicle not in excess of the limit specified in this section or established as hereinafter authorized shall be prima facie lawful, but any speed in excess of the limit specified in this section or established as hereinafter authorized shall be prima facie evidence that the speed is not reasonable or prudent and that it is unlawful:

(a) In a posted school zone, at a speed of 10 miles per hour below the usual posted limit from 45 minutes prior to each school opening until each school opening and from each school closing until 45 minutes after each school closing.

(b) 30 miles per hour in any business or urban residence district as defined in RSA 259:118;

(c) 35 miles per hour in any rural residence district as defined in RSA 259:93, and on any class V highway outside the compact part of any city or town as defined in RSA 229:5, IV;

(d) 55 miles per hour in other locations, except as provided in (e);

(e) 65 miles an hour on the interstate system, the central New Hampshire turnpike and the eastern New Hampshire turnpike in locations where said highways are 4-lane divided highways or other divided highways of 4 or more lanes, except that the speed limit on the portion of I-93 from mile marker 45 to the Vermont border shall be 70 miles per hour.

(f) On a portion of a highway where officers or employees of the agency having jurisdiction of the same, or any contractor of the agency or their employees, are at work on the roadway or so close thereto as to be endangered by passing traffic, at a speed of 10 miles per hour below the usual posted limit, but in no case greater than 45 miles per hour. The speed shall be displayed on signs as required by RSA 265:6-a.

(g) For a vehicle equipped with a transponder, 25 miles per hour through a toll booth or gate that is equipped with a transponder reader for automated toll collection except for an open road tolling lane and except that at toll booths staffed by toll collectors drivers whose vehicles are not equipped for automated tolling shall come to a full stop at the toll booth so that the attendant may collect the toll.

(h) In the toll collection area of an open road tolling lane, at a speed greater than is reasonable and prudent for the conditions and actual and potential hazards existing at the time or greater than a per se maximum speed of 65 miles per hour, whichever is less.

III. The limits specified in subparagraphs II(e) and II(g) shall be the maximum lawful speed and no person shall drive a vehicle on said ways at a speed in excess of such maximum limit. The prima facie speed limits set forth in this section may be altered as authorized in RSA 265:62.

IV. The driver of every vehicle shall, consistent with requirements of paragraph I, drive at an appropriate reduced speed when approaching and crossing an intersection or railway grade crossing, when approaching and going around a curve, when approaching a hillcrest, when traveling upon any narrow or winding roadway, and when special hazard exists with respect to pedestrians or other traffic by reason of weather or highway conditions.

V. The fines for violation of subparagraphs II(a)-(d) shall be as follows:
Miles per hour above the limit specified:

1-10 \$50
11-15 75
16-20 100
21-25 200
26+ \$350

The fines listed in this paragraph shall be plus penalty assessment.

VI. The fines for violations of subparagraph II(e) shall be as follows:
Miles above the 65 mph limit:

1-5 \$65
6-10 100
11-15 150
16-20 250
21+ 350

Miles above the 70 mph limit:

1-5 \$65
6-10 100
11-15 200
16-20 300
21+ 400

The fines listed in this paragraph shall be plus penalty assessment.

Source. 1905, 86:8. 1909, 154:4. 1911, 133:13. 1921, 119:13. PL 103:17. 1927, 76:2. 1937, 125:1. RL 119:29. 1949, 286:1. RSA 263:53. 1963, 330:1. RSA 262-A:54. 1965, 335:1. 1979, 358:4. 1981, 146:1. 1987, 217:1. 1988, 245:11. 1989, 164:1. 1997, 11:1. 1999, 73:1. 2005, 177:42. 2010, 51:2, 3. 2013, 192:1, eff. Jan. 1, 2014. 2015, 202:8, eff. Jan. 1, 2016.

TITLE XXI

MOTOR VEHICLES

CHAPTER 265

RULES OF THE ROAD

Speed Limitations

Section 265:62

265:62 Establishment of State Speed Zones. –

I. Whenever the commissioner of transportation shall determine, upon the basis of an engineering and traffic investigation, or in the event of vehicle or weather emergencies, that any prima facie speed limit hereinbefore set forth is greater or less than is reasonable or safe under the conditions found to exist at any intersection or other place or upon any part of the state highway system, outside the compact part of cities or towns, said commissioner may determine and declare a reasonable and safe prima facie speed limit thereat which shall be effective when appropriate signs giving notice thereof are erected. Such signs may carry either a fixed speed limit legend or a changeable message so designed as to permit display of different speed limits at various times of the day or night. Such a prima facie speed limit may be declared to be effective at all times or at such times as are indicated upon the said signs. The said commissioner shall keep and maintain a full and complete record of all speed zones established by him and all alterations, amendments or removal thereof.

II. Notwithstanding the provisions of paragraph I and RSA 265:60, II, or any other law to the contrary, upon recommendation of the commissioner of transportation and a determination by the governor and council that it is in the public interest to conserve motor vehicle fuels or to conform with other national goals, the governor and council may establish temporary prima facie speed limits upon any part, including, but not limited to, the ways specified in RSA 265:60, II(e), of the state highway system outside the compact part of cities and towns. Such temporary speed limits shall become effective when appropriate signs giving notice of the limits thereby established are erected.

III. The commissioner of transportation shall keep and maintain a full and complete record of all temporary speed zones established pursuant to paragraph II and all alterations, amendments or removal thereof. Such temporary speed limits shall remain in effect until rescinded by the governor and council, or 12 months from the effective date of establishment, whichever occurs first. Said temporary speed limit may be reimposed, with or without lapse, as hereinbefore provided.

IV. (a) The commissioner of transportation, upon the petition of the governing body of a municipality, shall determine if any prima facie speed limit hereinbefore set forth should be reduced to provide reasonable and safe conditions upon any part of the state highway system within the compact part of cities or towns; provided, however, the resulting speed limit shall not be less than 25 miles per hour.

(b) The petition shall designate the area of the state highway system and the reasons for the reduction in the speed limit. The review of the petition shall include an engineering and traffic investigation and consultation with the petitioners. The commissioner shall provide the petitioners, in writing, the results of his findings. The commissioner may recommend a decrease in the posted prima facie speed limit, but in no case shall the resulting speed limit be below 25 miles per hour.

V. (a) Notwithstanding the provisions of paragraph I and RSA 265:60, II, or any other law to the contrary, the commissioner of transportation, upon the petition of the governing body of a municipality, shall determine if any prima facie speed should be reduced to provide reasonable and safe conditions upon any part of the state highway system that is seasonally congested by pedestrian and bicycle traffic, as determined by the governing body of the municipality.

(b) The petition shall designate the area of the state highway system and the reasons for the reduction in the speed limit. The review of the petition shall include consultation with the petitioners. The commissioner shall

provide the petitioners, in writing, the results of his findings. The commissioner may recommend a seasonal decrease in the posted prima facie speed limit, but in no case shall the resulting speed limit be below 20 miles per hour.

(c) There shall be only one seasonal speed limit, of a maximum duration of 4 months, in any 12-month period.

(d) Any municipality using a seasonal speed limit shall bear the cost of signage. However, the design, construction, and installation of such signage shall be approved by the department.

Source. 1937, 125:2. 1939, 130:2, 3. RL 119:30. 1949, 286:2. RSA 263:54. 1963, 330:1. RSA 262-A:56. 1965, 335:2. 1974, 45:9. 1981, 146:1. 1989, 175:1. 1999, 73:2, eff. July 27, 1999. 2015, 80:1, eff. Aug. 1, 2015.

**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen
FROM: Town Manager 
RE: Water Sewer Rates Update
DATE: November 14th, 2016

The water and sewer advisory committee met on November 9th to review rate structures for 2017. The committee held a public hearing regarding the proposed rates.

At the meeting the committee voted to adopt a rates strategy based on the new groundwater plant debt service coming online in 2017, and the need to adjust rates for sewer based on the construction of the new wastewater facility. The sewer rate adjustment is an interim step to build revenues in anticipation of the commencement of the construction of that project.

The rates proposed involve a change to the consumption tiers as follows:

- Tier 1 – Would change from 29,999 gallons per quarter to 21,000 gallons per quarter
- Tier 2 – Would change from 194,999 gallons to 105,000 gallons per quarter
- Tier 3 – Would change from over 194,999 gallons to over 105,000 gallons

Tier 1 water rates would be adjusted to 7.27 per 1,000 gallons, and sewer rates would be adjusted to 5.27 per gallon. In addition, service fees would be modified from the current \$28 per quarter to \$40 per quarter.

These changes, if approved, would go into effect for the January billing of 2017.

Monday night is a discussion item and update in anticipation of a follow up rate hearing to be held by the Board on November 28th.

**FEE SCHEDULE
TOWN OF EXETER, NH
REVISED: March 2016**

Plus \$.25 per page

Photocopies:

Accident report to 6 pages	\$ 25.00
Offense report to 6 pages	\$ 10.00
Each add'l page after 6	\$.50
Copies Non-reports	\$.50

FI Cards/Record	\$ 10.00
Animal Control Pick-up	\$ 25.00
Fingerprinting	\$ 10.00

Off-Duty Police Duty:

- a) \$ 40.00 – 4-hour minimum to Officer assigned;
\$ 50.00 – cost per hour to customer
- b) \$ 10.00 per hour for vehicle (eff. 2/7/06)

Parking Ticket:

1 st Offense	\$ 10.00
2 nd Offense	\$ 15.00
3 rd Offense	\$ 25.00
No Parking Area	\$ 25.00
Parked in Crosswalk	\$ 25.00
Loading Zone	\$ 25.00
Blocking Driveway	\$ 25.00
Fire Hydrant	\$ 25.00
Fire Lane	\$ 25.00
Winter Parking Ban	\$ 25.00
Parked on Sidewalk	\$ 25.00
Double Parked	\$ 25.00
Parked in Wrong Direction	\$ 25.00
Handicapped Parking Space	\$100.00 each offense
Press Pass	\$ 5.00

PUBLIC WORKS:

Driveway permit	\$ 10.00
Plan/Map copy	\$ 7.00
Excavation permit	\$100.00
Storm Drainage Entrance fee	\$ 50.00

WATER & SEWER:

Water Rates: (adopted 11/22/10, implemented in the 3/11 billing cycle)

Service Charge: \$28 per meter per quarter

Usage Charge:

- Tier 1: Up to 29,999 gallons: \$6.86 per 1,000 gallons
- Tier 2: From 30,000 to 194,999: \$7.45 per 1,000 gallons
- Tier 3: Over 194,999 gallons: \$8.00 per 1,000 gallons

Sewer Rates: (adopted 11/22/10, implemented in the 3/11 billing cycle)

Service Charge: \$28 per meter per quarter

Usage Charge:

- Tier 1: Up to 29,999 gallons: \$4.44 per 1,000 gallons
- Tier 2: From 30,000 to 194,999: \$5.23 per 1,000 gallons
- Tier 3: Over 194,999 gallons: \$5.62 per 1,000 gallons

Current
↙

The Water and Sewer Advisory Committee shall provide advice to the Board of Selectmen regarding the Water and Sewer systems for the Town of Exeter. Their duties shall include the following:

- The Water and Sewer Advisory Committee shall provide advice to the Board of Selectmen regarding the Water and Sewer systems for the Town of Exeter. Their duties shall include the following:
- The Water and Sewer Advisory Committee will review with the Department of Public Works, and recommend to the Board of Selectmen items to be included in the enterprise systems for the water and sewer systems;
- The Water and Sewer Advisory Committee will review all applications for abatement of water and sewer charges and forward their recommendation to the Town Manager and Board of Selectmen for review and action;
- The Water and Sewer Advisory Committee will review the Department of Public Work's recommendations and provide input with regard to inclusion of items in the annual capital budget and Capital Improvements Program of the Town, and make appropriate recommendations to the Planning Board and Board of Selectmen;
- The Water and Sewer Advisory Committee will review with the Department of Public Works, from time to time, the Town's water and sewer ordinances and make recommendations to the Board of Selectmen regarding any amendments.
- The Water and Sewer Advisory Committee will review with the Department of Public Works, from time to time, the rate structure for water and sewer charges, and make recommendations regarding same to the Board of Selectmen. These recommendations may include service and user charges, and metering methods (single versus multiple meters).
- The Water and Sewer Advisory Committee will hold at least one public water rate hearing and one public sewer rate hearing each year. These hearings may be held concurrently, and shall be noticed to the public and to the Board of Selectmen. At the hearings, all pertinent information regarding establishment of water and sewer rates will be presented by Town administration. The Water and Sewer Advisory Committee will then advise the Board of Selectmen as to their recommendation regarding water and sewer rates for the upcoming year. These hearings, and the recommendation of the Water & Sewer Advisory Committee, shall be timed so as to provide information to the Board of Selectmen prior to the adoption of the coming year's budget. For the calendar year fiscal year, this means not later than the first week in November.
- The Water and Sewer Advisory Committee will provide other advice and input to the Board of Selectmen regarding the water and sewer systems.

Reviewed and adopted by the Board of Selectmen

March 28, 2011

References: Articles 19 and 20, 2011 Town Warrant

The Water&Sewer Advisory Committee meets Every Second Wednesday.

**Town of Exeter
Forecast Summary Report - Water and Sewer Funds - DRAFT UNAUDITED
For the Year 2016**

Water Fund	1/31	2/29	3/31	4/30	Actual					Forecast		
					5/31	6/30	7/31	8/31	9/30	10/31	11/30	12/31
Billed Revenue YTD	137,766	355,441	520,914	680,402	941,408	1,150,166	1,325,822	1,697,509	1,937,799	2,118,079	2,428,227	2,617,268
Other Revenue	<u>2,073</u>	<u>22,081</u>	<u>34,595</u>	<u>47,107</u>	<u>61,236</u>	<u>79,127</u>	<u>92,206</u>	<u>102,199</u>	<u>113,717</u>	<u>113,717</u>	<u>113,717</u>	<u>113,717</u>
Total Collected Revenue YTD	139,838	377,522	555,510	727,509	1,002,643	1,229,293	1,418,028	1,799,709	2,051,516	2,231,796	2,541,944	2,730,986
Expended/Encumbered YTD	206,859	660,789	634,291	776,950	975,449	1,564,580	1,796,434	2,224,582	2,402,270	2,593,365	2,784,461	2,975,555
Revenue Surplus/(Deficit)	(67,021)	(283,267)	(78,781)	(49,441)	27,194	(335,287)	(378,407)	(424,874)	(350,754)	(361,569)	(242,517)	(244,569)

Sewer Fund	1/31	2/29	3/31	4/30	Actual					Forecast		
					5/31	6/30	7/31	8/31	9/30	10/31	11/30	12/31
Billed Revenue YTD	115,572	305,015	469,468	584,150	778,427	953,421	1,077,716	1,330,964	1,521,317	1,647,752	1,866,173	2,033,826
Other Revenue	<u>3,164</u>	<u>21,123</u>	<u>37,253</u>	<u>53,904</u>	<u>83,092</u>	<u>88,687</u>	<u>94,479</u>	<u>106,963</u>	<u>60,939</u>	<u>60,939</u>	<u>60,939</u>	<u>60,939</u>
Total Collected Revenue YTD	118,736	326,137	506,721	638,054	861,519	1,042,108	1,172,195	1,437,926	1,582,256	1,708,691	1,927,112	2,094,766
Expended/Encumbered YTD	198,817	543,960	454,270	620,336	871,672	1,493,168	1,631,855	1,733,623	1,900,145	2,066,947	2,233,750	2,400,549
Revenue Surplus/(Deficit)	(80,081)	(217,823)	52,450	17,717	(10,153)	(451,060)	(459,660)	(295,697)	(317,888)	(358,256)	(306,637)	(305,783)

Notes:
 Bills are sent monthly on last day of each month
 Other revenue includes impact fees, final billing, abatements, refunds, etc
 Encumbered funds represent a planned or obligated expenditure. Once the encumbered expenditure open item is placed in the ledger, the amount required to fund the item is set aside and is accounted for as an obligation.
 Total YTD Collected revenue includes outstanding receivables of \$(360,968) for Water and \$(285,943) for Sewer

**TOWN OF EXETER
 USAGE BY TIER - WATER FUND
 2017 Budget - Preliminary Version#2
 Suggested Rates Design #2+ 0.0%
 Rate and service fees change in January 2017**

Month	<u>Jan (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Feb (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Mar (2)</u>	<u>Rate</u>	<u>Revenue</u>	\$\$ Totals	Gallons
TIER 1	9,477,676	6.28	59,520	14,579,903	6.28	91,562	11,115,928	6.28	69,808		
TIER 2	4,652,677	7.85	36,524	7,157,407	7.85	56,186	5,456,910	7.85	42,837		
TIER 3	<u>5,016,467</u>	<u>9.42</u>	<u>47,255</u>	<u>7,717,040</u>	<u>9.42</u>	<u>72,695</u>	<u>5,883,582</u>	<u>9.42</u>	<u>55,423</u>		
TOTAL	19,146,820		143,298	29,454,350		220,442	22,456,420		168,068	531,809	71,057,590

Service Charge 30,877 58,135 43,351 132,363

	<u>Apr (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>May (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>June (2)</u>	<u>Rate</u>	<u>Revenue</u>		
TIER 1	9,421,637	6.28	59,168	15,015,516	6.28	94,297	12,464,135	6.28	78,275		
TIER 2	4,625,167	7.85	36,308	7,371,253	7.85	57,864	6,118,757	7.85	48,032		
TIER 3	<u>4,986,806</u>	<u>9.42</u>	<u>46,976</u>	<u>7,947,606</u>	<u>9.42</u>	<u>74,866</u>	<u>6,597,178</u>	<u>9.42</u>	<u>62,145</u>		
TOTAL	19,033,610		142,451	30,334,375		227,028	25,180,070		188,452	557,932	74,548,055

Service Charge 30,877 58,135 43,351 132,363

	<u>July (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Aug (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Sept (2)</u>	<u>Rate</u>	<u>Revenue</u>		
TIER 1	10,548,406	6.28	66,244	22,319,132	6.28	140,164	14,380,290	6.28	90,308		
TIER 2	5,178,309	7.85	40,650	10,956,665	7.85	86,010	7,059,415	7.85	55,416		
TIER 3	<u>5,583,197</u>	<u>9.42</u>	<u>52,594</u>	<u>11,813,359</u>	<u>9.42</u>	<u>111,282</u>	<u>7,611,386</u>	<u>9.42</u>	<u>71,699</u>		
TOTAL	21,309,912		159,487	45,089,155		337,456	29,051,090		217,424	714,367	95,450,157

Service Charge 30,877 58,135 43,351 132,363

	<u>Oct (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Nov (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Dec (2)</u>	<u>Rate</u>	<u>Revenue</u>		
TIER 1	10,807,583	6.28	67,872	18,257,686	6.28	114,658	10,918,948	6.28	68,571		
TIER 2	5,305,541	7.85	41,648	8,962,864	7.85	70,358	5,360,211	7.85	42,078		
TIER 3	<u>5,720,377</u>	<u>9.42</u>	<u>53,886</u>	<u>9,663,664</u>	<u>9.42</u>	<u>91,032</u>	<u>5,779,322</u>	<u>9.42</u>	<u>54,441</u>		
TOTAL	21,833,500		163,406	36,884,215		276,048	22,058,480		165,090	604,544	80,776,195

Service Charge 30,877 58,135 43,351 132,363

Total Usage Revenues	2,408,652
Total Service Charges	529,452
State Grants	-
Assessment Fees	25,146
Hydrant Maintenance Fee	20,000
Abatements/Refunds/Credits	(10,515)
Other Charges (Interest, Miscellaneous)	<u>43,369</u>
Total Water Fund	3,016,103
Total FY17 Revenue Budget	3,395,596
Revenue Surplus/(Deficit)	(379,493)
Total FY17 Prelim Budget (Expense)	3,395,596

TOWN OF EXETER
 USAGE BY TIER - SEWER FUND
 2017 Budget - Preliminary Version#2
 Suggested Rates Design #2+

Month	Jan (3)	Rate	Revenue	Feb (1)	Rate	Revenue	Mar (2)	Rate	Revenue	\$\$ Totals	Gallons
TIER 1	8,837,284	5.27	46,572	13,980,490	5.27	73,677	12,321,799	5.27	64,936		
TIER 2	4,342,129	6.59	28,615	6,869,202	6.59	45,268	6,054,217	6.59	39,897		
TIER 3	<u>5,948,908</u>	<u>7.91</u>	<u>47,056</u>	<u>9,411,109</u>	<u>7.91</u>	<u>74,442</u>	<u>8,294,544</u>	<u>7.91</u>	<u>65,610</u>		
TOTAL	19,128,320		122,243	30,260,800		193,387	26,670,560		170,443	486,073	76,059,680
Service Charge			27,359			52,544			36,294	116,196	
	<u>Apr (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>May (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>June (2)</u>	<u>Rate</u>	<u>Revenue</u>		
TIER 1	8,785,544	5.27	46,300	14,262,501	5.27	75,163	13,504,223	5.27	71,167		
TIER 2	4,316,707	6.59	28,447	7,007,766	6.59	46,181	6,635,192	6.59	43,726		
TIER 3	<u>5,914,079</u>	<u>7.91</u>	<u>46,780</u>	<u>9,600,948</u>	<u>7.91</u>	<u>75,943</u>	<u>9,090,505</u>	<u>7.91</u>	<u>71,906</u>		
TOTAL	19,016,330		121,527	30,871,215		197,288	29,229,920		186,799	505,614	79,117,465
Service Charge			27,359			52,544			36,294	116,196	
	<u>July (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Aug (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Sept (2)</u>	<u>Rate</u>	<u>Revenue</u>		
TIER 1	9,733,209	5.27	51,294	19,635,695	5.27	103,480	14,734,035	5.27	77,648		
TIER 2	4,782,334	6.59	31,516	9,647,842	6.59	63,579	7,239,450	6.59	47,708		
TIER 3	<u>6,552,009</u>	<u>7.91</u>	<u>51,826</u>	<u>13,217,968</u>	<u>7.91</u>	<u>104,554</u>	<u>9,918,365</u>	<u>7.91</u>	<u>78,454</u>		
TOTAL	21,067,552		134,636	42,501,505		271,614	31,891,850		203,811	610,060	95,460,907
Service Charge			27,359			52,544			36,294	116,196	
	<u>Oct (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Nov (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Dec (2)</u>	<u>Rate</u>	<u>Revenue</u>		
TIER 1	9,889,447	5.27	52,117	16,618,822	5.27	87,581	12,812,272	5.27	67,521		
TIER 2	4,859,101	6.59	32,021	8,165,525	6.59	53,811	6,295,207	6.59	41,485		
TIER 3	<u>6,657,182</u>	<u>7.91</u>	<u>52,658</u>	<u>11,187,129</u>	<u>7.91</u>	<u>88,490</u>	<u>8,624,711</u>	<u>7.91</u>	<u>68,221</u>		
TOTAL	21,405,730		136,797	35,971,476		229,882	27,732,190		177,228	543,907	85,109,396
Service Charge			27,359			52,544			36,294	116,196	
Total Usage Revenues									2,145,655		
Total Service Charges									464,784		
State Grants									21,000		
Assessment Fees									53,435		
Abatements/Refunds									(5,364)		
Other Charges (Interest, Miscellaneous)									<u>24,595</u>		
Total Sewer Fund									2,704,104		
Total FY17 Revenue Budget									2,476,673		
Revenue Surplus/(Deficit)									227,431		
Total FY17 Prelim Budget (Expense)									2,476,673		

TOWN OF EXETER - WATER/SEWER BILL SAMPLE - 2016 *

Water/Sewer Bill Sample: Current Billing Rate

	Water	Sewer	Total Quarterly Bill	Total Yearly Cost
Usage/Gallons per quarter	12,000	12,000		
Divided/1000 (to get per 1,000 rate)	12.00	12.00		
Current rate (per 1,000 gallons)	<u>6.86</u>	<u>4.44</u>		
Total Usage Charge	82.32	53.28		
Total Quarterly Service Fee	<u>28.00</u>	<u>28.00</u>		
Total Fee (Water/Sewer)	110.32	81.28	191.60	766.40

Sewer bills based on water use at 100%

* Bill calculations based on Tier 1 consumption rates up to 21,000 per account

TOWN OF EXETER - WATER/SEWER BILL SAMPLE - 2017 *

Water/Sewer Bill Sample: Proposed Billing Rate Design #2

	Water	Sewer	Total Quarterly Bill	Total Yearly Cost	YOY Increase
Usage/Gallons per quarter	12,000	12,000			
Divided/1000 (to get per 1,000 rate)	12.00	12.00			
Proposed rate (per 1,000 gallons)	<u>6.28</u>	<u>5.27</u>			
Total Usage Charge	75.36	63.24			
Total Quarterly Service Fee	<u>38.50</u>	<u>34.50</u>			
Total Fee (Water/Sewer)	113.86	97.74	211.60	846.40	80.00
% Rate Increase (above design #2)	0.0%	0.0%			

Sewer bills based on water use at 100%

* Bill calculations based on Tier 1 consumption rates up to 21,000 per account

TOWN OF EXETER
 USAGE BY TIER - WATER FUND
 2017 Budget - Preliminary Version#2
 Suggested Rates Design #2+ 15.8%
 Rate and service fees change in January 2017

Month	<u>Jan (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Feb (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Mar (2)</u>	<u>Rate</u>	<u>Revenue</u>	<u>\$\$\$ Totals</u>	<u>Gallons</u>
TIER 1	9,477,676	7.27	68,924	14,579,903	7.27	106,029	11,115,928	7.27	80,838		
TIER 2	4,652,677	9.09	42,294	7,157,407	9.09	65,063	5,456,910	9.09	49,605		
TIER 3	<u>5,016,467</u>	<u>10.91</u>	<u>54,721</u>	<u>7,717,040</u>	<u>10.91</u>	<u>84,180</u>	<u>5,883,582</u>	<u>10.91</u>	<u>64,180</u>		
TOTAL	19,146,820		165,940	29,454,350		255,272	22,456,420		194,623	615,834	71,057,590
Service Charge			30,877			58,135			43,351	132,363	
	<u>Apr (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>May (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>June (2)</u>	<u>Rate</u>	<u>Revenue</u>		
TIER 1	9,421,637	7.27	68,516	15,015,516	7.27	109,196	12,464,135	7.27	90,642		
TIER 2	4,625,167	9.09	42,044	7,371,253	9.09	67,007	6,118,757	9.09	55,621		
TIER 3	<u>4,986,806</u>	<u>10.91</u>	<u>54,398</u>	<u>7,947,606</u>	<u>10.91</u>	<u>86,695</u>	<u>6,597,178</u>	<u>10.91</u>	<u>71,964</u>		
TOTAL	19,033,610		164,958	30,334,375		262,899	25,180,070		218,228	646,085	74,548,055
Service Charge			30,877			58,135			43,351	132,363	
	<u>July (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Aug (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Sept (2)</u>	<u>Rate</u>	<u>Revenue</u>		
TIER 1	10,548,406	7.27	76,711	22,319,132	7.27	162,310	14,380,290	7.27	104,577		
TIER 2	5,178,309	9.09	47,072	10,956,665	9.09	99,599	7,059,415	9.09	64,172		
TIER 3	<u>5,583,197</u>	<u>10.91</u>	<u>60,904</u>	<u>11,813,359</u>	<u>10.91</u>	<u>128,864</u>	<u>7,611,386</u>	<u>10.91</u>	<u>83,028</u>		
TOTAL	21,309,912		184,686	45,089,155		390,774	29,051,090		251,777	827,237	95,450,157
Service Charge			30,877			58,135			43,351	132,363	
	<u>Oct (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Nov (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Dec (2)</u>	<u>Rate</u>	<u>Revenue</u>		
TIER 1	10,807,583	7.27	78,595	18,257,686	7.27	132,774	10,918,948	7.27	79,405		
TIER 2	5,305,541	9.09	48,229	8,962,864	9.09	81,475	5,360,211	9.09	48,726		
TIER 3	<u>5,720,377</u>	<u>10.91</u>	<u>62,400</u>	<u>9,663,664</u>	<u>10.91</u>	<u>105,415</u>	<u>5,779,322</u>	<u>10.91</u>	<u>63,043</u>		
TOTAL	21,833,500		189,224	36,884,215		319,664	22,058,480		191,174	700,062	80,776,195
Service Charge			30,877			58,135			43,351	132,363	
Total Usage Revenues									2,789,219		
Total Service Charges									529,452		
State Grants									-		
Assessment Fees									25,146		
Hydrant Maintenance Fee									20,000		
Abatements/Refunds/Credits									(10,515)		
Other Charges (Interest, Miscellaneous)									<u>43,369</u>		
Total Water Fund									3,396,670		
Total FY17 Revenue Budget									3,395,596		
Revenue Surplus/(Deficit)									1,074		
Total FY17 Prelim Budget (Expense)									3,395,596		

TOWN OF EXETER - WATER/SEWER BILL SAMPLE - 2016 *

Water/Sewer Bill Sample: Current Billing Rate

	Water	Sewer	Total Quarterly Bill	Total Yearly Cost
Usage/Gallons per quarter	12,000	12,000		
Divided/1000 (to get per 1,000 rate)	12.00	12.00		
Current rate (per 1,000 gallons)	<u>6.86</u>	<u>4.44</u>		
Total Usage Charge	82.32	53.28		
Total Quarterly Service Fee	<u>28.00</u>	<u>28.00</u>		
Total Fee (Water/Sewer)	110.32	81.28	191.60	766.40

Sewer bills based on water use at 100%

* Bill calculations based on Tier 1 consumption rates up to 21,000 per account

TOWN OF EXETER - WATER/SEWER BILL SAMPLE - 2017 *

Water/Sewer Bill Sample: Proposed Billing Rate Design #2

	Water	Sewer	Total Quarterly Bill	Total Yearly Cost	YOY Increase
Usage/Gallons per quarter	12,000	12,000			
Divided/1000 (to get per 1,000 rate)	12.00	12.00			
Proposed rate (per 1,000 gallons)	<u>7.27</u>	<u>5.27</u>			
Total Usage Charge	87.27	63.24			
Total Quarterly Service Fee	<u>38.50</u>	<u>34.50</u>			
Total Fee (Water/Sewer)	125.77	97.74	223.51	894.03	127.63
% Rate Increase (<u>above design #2</u>)	15.8%	0.0%			

Sewer bills based on water use at 100%

* Bill calculations based on Tier 1 consumption rates up to 21,000 per account

Town of Exeter

Water Fund

Preliminary Budget FY 2017

DRAFT

Version #2

Account Number	Description	2015 Actual	2016 Budget	YTD Actual 10/31/16	2017 Prelim Budget	2017 BRC Budget	Explanation
WATER FUND							
Administration							
02-4330-0621-1110	WA- Sal/Wages FT	187,542	188,667	148,944	195,468	195,468	2 FT W/S Mgr Eng & Eng Tec Split 50/50 Recording Sec Split 50/50 (W/S Advisory Committee Chair records the minutes)
02-4330-0621-1200	WA- Sal/Wages PT	186	350	105	-	-	PT Seasonal Employee 50/50 W&S Split
02-4330-0621-1210	WA- Sal/wages Temp	2,626	3,500	4,269	3,500	3,500	
	Salaries Total	190,354	192,517	153,318	198,968	198,968	
02-4330-0621-2100	WA- Health Insurance	43,406	41,014	32,584	46,514	49,182	Allocations from GF; 9.7% rate increase
02-4330-0621-2110	WA- Dental Insurance	3,412	2,970	2,339	3,345	3,620	Allocations from GF; No change in rate
02-4330-0621-2120	WA- Life Insurance	371	275	208	277	277	Allocations from GF; No change in rate
02-4330-0621-2130	WA- LTD Insurance	508	525	393	659	659	Allocations from GF; No change in rate
02-4330-0621-2140	WA - Health Insurance Buyout	2,292	2,535	1,902	2,535	3,395	Allocations from GF
02-4330-0621-2200	WA- FICA	11,778	11,936	9,077	12,336	12,336	Based on wages: 6.2%
02-4330-0621-2210	WA- Medicare	2,683	2,791	2,582	2,885	2,885	Based on wages: 1.45%
02-4330-0621-2300	WA- Retirement Town	20,591	21,074	15,997	21,928	21,928	Jan-Jun: 11.17%; Jul-Dec: 11.38%
02-4330-0621-2600	WA- Workers Comp Insurance	3,782	4,130	4,130	4,502	4,407	Primex W/C Premium (2017 Actual invoice)
	Benefits Total	88,823	87,251	69,212	94,981	98,689	
							20% of general office supplies, batteries, 50% of meter records maintenance, costs for new copier, 50% Supplies/maint. for new multi-function printer,
02-4330-0621-5000	WA- Supplies	3,704	4,000	1,594	4,000	4,000	20% general office, 50% new gps maint
02-4330-0621-5200	WA- Consulting Services	4,950	5,000		5,000	5,000	Misc. Consulting Services
							Primex- Based upon allocation of assets (2017 Actual invoice)
02-4330-0621-5212	WA- Fleet Insurance	394	429	429	454	416	Primex- Based upon allocation of assets (2017 Actual invoice)
02-4330-0621-5213	WA- Property Insurance	57,890	63,100	63,100	86,453	79,172	Actual invoice)
02-4330-0621-5214	WA- Insurance Deductible	-	2,000		2,000	2,000	Line item for insurance deductible
02-4330-0621-5224	WA- Legal Expense	43,265	15,000		15,000	15,000	Legal expenses wellhead negotiations, administrative orders
							20% Director, Town Engineer, Ast Engineer
02-4330-0621-5310	WA- Mobile Communications	311	800	259	800	800	cellphones
02-4330-0621-5400	WA- Advertising	99	500		500	500	Bid packages, Requests for Proposals
							Annual Consumer Confidence Rpt (CCR) & postage
02-4330-0621-5500	WA- Printing	2,500	2,500	2,523	2,500	2,500	Notice of main flushing, Public Hearings, violations, etc
02-4330-0621-5560	WA- Legal/Public Notices	5,837	7,500	2,782	7,500	6,000	
02-4330-0621-5810	WA- Conf Rooms/Meals	532	850	667	850	850	Annual national conference
							Treatment, Distribution & Backflow required CEUs, dues, license renewal year, new employees getting licenses; less funding from the State
02-4330-0621-5820	WA- Education/Training	3,849	5,000	3,743	5,000	5,000	
	General Expenses Total	123,331	106,679	75,097	130,057	121,238	
	Administration Total	402,508	386,447	297,627	424,006	418,895	V

**Town of Exeter
Water Fund
Preliminary Budget FY 2017**

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Version #2

Account Number	Description	2015 Actual	2016 Budget	YTD Actual 10/31/16	2017 Prelim Budget	2017 BRC Budget	Explanation
Billing							
							1 FT Utilities Clerk and GF Allocations (50/50 split
02-4331-0624-1110	WB- Sal/Wages FT	63,200	69,384	53,724	74,850	70,389	W&S)
02-4331-0624-1200	WB- Sal/Wages PT	9,746	7,034	5,694	7,307	7,307	1 PT Utilities Clerk 16 hrs/wk 50/50 split
02-4331-0624-1300	WB- Sal/Wages OT	-	-	21	673	673	Allocations from GF
02-4331-0624-1400	WB - Longevity Pay	484	481	363	488	488	Allocations from GF
	Salaries Total	73,430	76,899	59,802	83,318	78,857	
02-4331-0624-2100	WB- Health Insurance	20,774	25,415	20,111	27,253	25,867	Allocations from GF; 9.7% rate increase
02-4331-0624-2110	WB- Dental Insurance	1,254	1,544	1,232	1,671	1,417	Allocations from GF; No change in rate
02-4331-0624-2120	WB- Life Insurance	88	98	76	106	89	Allocations from GF; No change in rate
02-4331-0624-2130	WB - LTD Insurance	152	158	120	164	164	Allocations from GF; No change in rate
02-4331-0624-2200	WB- FICA	4,487	4,768	3,617	5,166	4,889	Based on wages: 6.2%
02-4331-0624-2210	WB- Medicare	1,047	1,115	844	1,208	1,143	Based on wages: 1.45%
02-4331-0624-2300	WB- Retirement Town	7,007	7,804	6,045	9,078	8,573	Jan-Jun: 11.17%; Jul -Dec: 11.38%
02-4331-0624-2600	WB- Workers Comp Insurance	1,265	963	964	1,050	1,028	Primex W/C Premium (2017 Actual invoice)
	Benefits Total	36,074	41,865	33,009	45,696	43,171	
02-4331-0624-5000	WB- Supplies	2,782	3,000	3,073	3,500	3,500	Water bill processing, Ink Cartridges, paper, letterhead, pens, etc
02-4331-0624-5010	WB- Postage	5,930	3,500	4,681	4,500	4,500	Increase due to certified shut-off notices
02-4331-0624-5200	WB- Consulting Services	-	500	-	500	500	Allocation of actuarial costs for GASB compliance
02-4331-0624-5220	WB- Audit	7,125	7,125	7,125	8,250	8,250	Audit Fees for Melanson & Health
02-4331-0624-5320	WB- Phone Utilization	3,600	4,175	3,384	4,175	4,175	12.5% allocation of IT phone utilization
02-4331-0624-5683	WB- Internet Services	-	1,155	1,155	1,155	1,155	12.5% allocation of IT internet services (website)
02-4331-0624-5740	WB- Software Agreement	4,199	4,350	4,229	4,350	4,350	Munismart Software Agreement
02-4331-0624-5820	WB- Education/Training	-	50	-	50	50	W/S Billing Collection Staff
	General Expenses Total	23,636	23,855	23,647	26,480	26,480	
	Water Billing Total	133,140	142,619	116,458	155,494	148,508	V

**Town of Exeter
Water Fund
Preliminary Budget FY 2017**

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Version #2

Account Number	Description	2015 Actual	2016 Budget	YTD Actual 10/31/16	2017 Prelim Budget	2017 BRC Budget	Explanation
Distribution							
02-4332-0622-1110	WD- Sal/Wages FT	176,601	196,336	153,683	203,358	204,808	8 FT split 50/50 Water Distribution/Sewer Collection; First full year of new heavy system operator
02-4332-0622-1300	WD- Sal/Wages OT	41,483	21,000	18,773	21,000	21,000	ave OT rate = \$35/hr, 600 hours; for WD/SC/WWTP/PS (calls from dispatch or SCADA alarms)
02-4332-0622-1400	WD- Longevity Pay	2,850	2,850		2,925	2,925	8 FT per union contract, split 50/50 WD/SC, new heavy system operator
	Salaries Total	220,934	220,186	172,456	227,283	228,733	
02-4332-0622-2100	WD- Health Insurance	67,199	77,412	54,794	78,344	85,943	9.7% rate increase
02-4332-0622-2110	WD- Dental Insurance	4,893	5,061	3,405	4,960	4,960	No change in rate
02-4332-0622-2120	WD- Life Insurance	210	230	175	240	240	No change in rate
02-4332-0622-2200	WD- FICA	13,131	13,652	10,229	14,092	14,181	Based on wages 6.2%
02-4332-0622-2210	WD- Medicare	3,071	3,193	2,393	3,296	3,317	Based on wages: 1.45%
02-4332-0622-2300	WD- Retirement Town	24,271	24,595	19,267	25,630	25,793	Jan-Jun: 11.17%; Jul-Dec: 11.38%
02-4332-0622-2600	WD- Workers Comp Insurance	7,022	7,675	7,675	8,366	8,190	Primex W/C Premium (2017 Actual invoice)
	Benefits Total	119,797	131,816	97,938	134,927	142,625	
02-4332-0622-4300	WD- Building Maintenance	5,832	6,500	5,338	6,500	6,500	7 water pumping stations; 2 new stations in '15 Skinner Spring, SWTP lagoons, GWTP, Well
02-4332-0622-4309	WD- Brush Cutting	553	3,000	110	3,000	3,000	Building, Pump station/towers
02-4332-0622-4311	WD- Equipment Maintenance	5,901	6,000	2,238	6,000	6,000	Pumps, generators, misc equipment
02-4332-0622-4312	WD- Road Repairs	11,039	10,000	9,459	10,000	10,000	Trench patch, materials, crushing (replacing deteriorating service saddles); may use contractor
02-4332-0622-4320	WD- Vehicle Maintenance	7,418	6,750	6,842	6,750	6,750	10 vehicles, 3 trailers split 50/50 WD/SC
02-4332-0622-4370	WD- System Maintenance	34,598	35,000	31,295	35,000	35,000	4 Hydrant assemblies, risers, service saddles, curbstops, pipe, valve boxes, other parts
02-4332-0622-4372	WD- Contracted Maintenance	102,448	214,981	210,552	219,171	219,171	Tank Rehabilitation- Hampton Rd Prgm=\$102,448 previously approved and now budgeted; \$116,723 proposed Epping Rd Tower Maint. Prgm Biennial distribution licenses \$50/ea before Dec
02-4332-0622-5265	WD- Licenses	300	800	330	800	800	2015
02-4332-0622-5310	WD- Mobile Communication	773	550	503	550	550	2 MiFi's (50%)
02-4332-0622-5327	WD- General Hand Tools	1,459	1,500	1,065	1,500	1,500	Drills, bits, taps, dies, ratchet wrenches Contract w/CEOH; required (per USDOT) random
02-4332-0622-5341	WD- Drug/Alcohol Testing	148	800	863	800	800	testing for all CDL holders & screening new hires
02-4332-0622-5610	WD- Safety Equipment	2,379	3,200	3,226	3,200	3,200	New chemicals at GWTP; PPE required more
02-4332-0622-5671	WD- Uniforms	2,287	2,145	1,717	2,145	2,145	8 split 50/50 WD/SC
02-4332-0622-5681	WD- GIS Software	5,092	5,000	1,555	5,000	5,000	Software revisions/maintenance; handheld and software agreement with TiSales
02-4332-0622-5759	WD- Metering & Back Flow	63,221	50,000	40,955	83,385	75,000	Rebuild/replace meters to AWWA accuracy specifications, backflow devices, brass fittings
02-4332-0622-5760	WD- Pump Station & Towers	14,845	30,000	17,342	30,000	30,000	Pumps, I/O cards, check valve rebuilds, fuses/breakers; Cross Rd & Hampton Rd tower security
02-4332-0622-6210	WD- Natural Gas	6,698	11,000	6,966	11,000	11,000	Heating/generator fuel; new generators at new well buildings, GWTP
02-4332-0622-6220	WD- Electricity	56,143	70,000	67,497	70,000	70,000	Water Pumping Stations and towers, 3 wells
02-4332-0622-6260	WD- Fuel	8,053	10,000	6,336	10,000	10,000	Vehicle fuel budgeted at \$ 2.09 regular gas
	General Expenses Total	329,187	467,226	414,189	504,801	496,416	

Town of Exeter

Water Fund

Preliminary Budget FY 2017

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Version #2

Account Number	Description	2015 Actual	2016 Budget	YTD Actual 10/31/16	2017 Prelim Budget	2017 BRC Budget	Explanation
	Water Distribution Total	669,918	819,228	684,583	867,011	867,773	V

**Town of Exeter
Water Fund
Preliminary Budget FY 2017**

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Version #2

Account Number	Description	2015 Actual	2016 Budget	YTD Actual 10/31/16	2017 Prelim Budget	2017 BRC Budget	Explanation
Treatment							
02-4335-0623-1110	WT- Sal/Wages FT	217,127	221,031	172,870	212,881	212,881	1 FT WTP Ops Spr, 3 WTP Ops
02-4335-0623-1300	WT- Sal/Wages OT	25,465	19,075	17,288	19,075	19,075	
02-4335-0623-1400	WT- Longevity Pay	2,500	2,500	1,500	1,100	1,100	2 FT per union contract
	Salaries Total	245,092	242,606	191,658	233,056	233,056	
02-4335-0623-2100	WT- Health Insurance	77,303	85,538	61,955	101,273	98,657	9.7% rate increase
02-4335-0623-2110	WT- Dental Insurance	5,426	5,426	4,039	6,363	6,207	No change in rate
02-4335-0623-2120	WT- Life Insurance	294	288	215	300	300	No change in rate
02-4335-0623-2200	WT- FICA	14,597	15,042	11,329	14,449	14,449	Based on wages: 6.2%
02-4335-0623-2210	WT- Medicare	3,414	3,518	2,650	3,379	3,379	Based on wages: 1.45%
02-4335-0623-2300	WT- Retirement Town	26,948	27,099	21,408	26,280	26,280	Jan-Jun: 11 17%; Jul -Dec: 11.38%
02-4335-0623-2600	WT- Workers Comp Insurance	6,848	7,673	7,673	8,364	8,187	Primex W/C Premium (2017 Actual invoice)
	Benefits Total	134,830	144,583	109,269	160,409	157,461	
02-4335-0623-4300	WT- Building Maintenance	8,330	8,905	7,802	10,000	10,000	3 buildings @ SWTP; new GWTP repair pumps & blowers; replacement parts.
02-4335-0623-4311	WT- Equipment Maintenance	16,461	18,785	17,642	20,000	20,000	chemical tubing (new GWTP) 1 new turbidity meters (\$10k); Safe drinking water act (SDWA) for EPA compliance
02-4335-0623-5080	WT-Supplies - Lab Equip	8,236	13,000	8,493	13,000	13,000	Misc. Consulting Services (TTHM Compliance)
02-4335-0623-5200	WT- Consulting	-	10,000	864	20,000	20,000	Maint. Service for SCADA/Telemetry, hydraulic model H2O Map, 4 new facilities on SCADA
02-4335-0623-5202	WT- Software Equip/Contracted St	5,897	7,000	6,916	7,000	7,000	License fees moved here from Education/Training
02-4335-0623-5265	WT- Licenses	1,057	2,000	-	2,000	2,000	WTP Operations Supervisor cellphone and WTP Ipad for SCADA
02-4335-0623-5310	WT- Mobile Communication	1,482	1,200	1,550	1,200	1,200	
02-4335-0623-5610	WT- Safety Equipment	954	1,500	1,238	1,500	1,500	Boots, gloves, hard hats, eye & hearing protection
02-4335-0623-5671	WT- Uniforms	1,895	2,400	1,589	2,400	2,400	15% increase
02-4335-0623-5740	WT- Software / Hardware Agreeme	13,490	22,950	240	22,950	7,000	SCADA Software upgrades; new GWTP & wells
02-4335-0623-5756	WT- Dam Registrations	2,300	2,300	-	2,300	1,900	Annual NHDES fees/Reservoir Dam
02-4335-0623-5757	WT-Property Taxes	3,374	3,700	87	3,700	3,700	Skinner Springs in Stratham Coliform bacteria, organic carbon, volatile & synthetic, unregulated contaminant monitoring rule (UCMR); new mandatory testing for Cryptosporidium for 2 years
02-4335-0623-5984	WT- Lab testing	18,582	25,500	12,781	30,000	25,000	10 chemicals used including new groundwater treatment plant (GWTP)
02-4335-0623-5985	WT- Chemicals	167,241	122,000	46,037	105,000	90,000	heating/generator fuel + new GWTP
02-4335-0623-6210	WT- Natural Gas	23,393	27,500	16,677	27,500	27,500	Pumps, lights, etc;new GWTP, SWTP
02-4335-0623-6220	WT- Electricity	123,300	88,000	66,151	88,000	88,000	
02-4335-0623-6260	WT- Fuel	970	1,600	609	1,600	1,600	
02-4335-0623-7620	WT- Phone Lease - Alarms	1,387	1,000	779	1,000	1,000	
	General Expenses Total	398,349	359,340	189,455	359,150	322,800	
	Water Treatment Total	778,271	746,529	490,382	752,615	713,317	V

**Town of Exeter
Water Fund
Preliminary Budget FY 2017**

DRAFT

Version #2

Account Number	Description	2015 Actual	2016 Budget	YTD Actual 10/31/16	2017 Prelim Budget	2017 BRC Budget	Explanation
Debt Service							
02-4711-0625-8113	DS- Water Tank SRF Principal	170,925	176,654	176,654	182,576	182,576	2028 Final payment
02-4711-0625-8114	DS- Water Line- Main & Lincoln St	125,000	125,000	125,000	125,000	125,000	2024 Final payment
02-4711-0625-8119	DS- Water Line Replacement- JH	153,700	153,700	153,700	153,700	153,700	2021 Final payment
02-4711-0625-8120	DS- Portsmouth Av Waterline Princ	16,071	16,071	16,071	16,071	16,071	2023 Final payment
02-4711-0625-8121	DS- Waste Stream Reduction Princ	39,970	40,608	40,608	41,252	41,252	2018 Final payment
02-4711-0625-8122	DS-Water Meter Replacement Prin	90,646	102,483	102,483	104,102	104,102	2019 Final payment
02-4711-0625-81**	DS- Lary Lane GWTP SRF Principle Water Debt Service Principal Total	596,312	614,516	614,516	143,115 765,816	136,882 759,583	DWSRF)
02-4721-0626-8153	DS- Water Tank SRF Interest	99,822	94,092	94,092	88,171	88,171	2028 Final payment
02-4721-0626-8159	DS- Water Line Repl interest- JH	33,735	30,661	30,661	24,513	24,513	2021 Final payment
02-4721-0626-8160	DS- Portsmouth Av Waterline Inter	7,607	6,787	6,787	5,887	5,887	2023 Final payment
02-4721-0626-8161	DS- Waste Stream Reduction Inter	1,960	1,449	1,449	931	931	2018 Final payment
02-4721-0626-8162	DS- Water Line- Main & Lincoln St	67,334	56,100	56,100	49,725	49,725	2024 Final payment
02-4721-0626-8163	DS-Water Meter Replacement Inte	14,413	4,999	4,999	3,696	3,696	2019 Final payment
02-4721-0626-8163	DS- Lary Lane GWTP SRF Interest Water Debt Service Interest Total	224,871	194,088	194,088	163,980 336,903	170,212 343,135	DWSRF)
	Debt Service Total	821,183	808,604	808,604	1,102,718	1,102,718	V
Capital Outlay							
02-4900-0627-7301	CO- Capital Outlay - Leases		6,616		17,380	17,380	See separate list
02-4900-0627-7420	CO- Capital Outlay - Vehicle CO- Capital Outlay - Land	17,500			29,005	29,005	See separate vehicle list
02-4900-0627-7XXX	Acquisition/Purchase				1	1	
02-4900-0627-7425	CO- Water System Capital Capital Outlay Total	36,466 53,966	75,000 81,616	78,031 78,031	30,000 76,386	30,000 76,386	Capital outlay needs for water facilities V
Water Appropriations from Reserves							
02-4901-0962-5878	WF- Appropriation from Reserves Boiler Repl WF- Approp from Reserves-						
02-4901-0962-5882	Water Tank Maintenance WF- Approp from Reserves- Rate	53,287		24,169			
02-4901-0962-5758	Study Water Appropriation from Reser			23,299 47,468			
	Water Fund Total	2,912,273	2,985,043	2,523,153	3,378,229	3,327,596	V
WF -Warrant Articles							
02-5000-0950-xxxx	SWTP TTHM Treatment				1,500,000	1,500,000	EPA & NHDES Standards for THM's
02-5000-0950-9073	SEIU 1984 Collective Bargaining						SEIU 1984 Collective Bargaining
02-5000-0950-9077	Townwide Accounting Software						Funds moved to operating budget-lease account
02-5000-0950-9079	Light Duty Vehicle Lease		1,716	1,716			Funds moved to operating budget-lease account
02-5000-0950-xxxx	River Pump Station Upgrade						
02-5000-0950-xxxx	Newfields Road Main Extension						Deferred
02-5000-0950-xxxx	Washington Street Line Repl.				814,000	68,000	Water main replacements- design only recommended by BRC
02-5000-0950-xxxx	Lincoln St. Project Phase II				167,000	167,000	Utilities, Roads and Sidewalks (has General and Sewer Fund components)
	Warrant Articles Total		1,716	1,716	2,481,000	1,735,000	
	Total Water Fund with WAR	2,912,273	2,986,759	2,524,869	5,859,229	5,062,596	

Town of Exeter

Sewer Fund

Preliminary Budget FY 2017

DRAFT

Version #2

Account Number	Description	2015 Actual	2016 Budget	YTD Actual 10/31/16	2017 Prelim Budget	2017 BRC Budget	Explanation
SEWER FUND							
Administration							
03-4320-0631-1110	SA- Sal/Wages FT	187,542	188,667	154,883	195,468	195,468	2 FT W/S Mgr Eng & Eng Tec Split 50/50
03-4320-0631-1200	SA- Sal/Wages PT	165	350	105	-	-	Recording Sec Split 50/50 (W/S Advisory Committee Chair records the minutes)
03-4320-0631-1210	SA- Sal/Wages Temp	2,626	3,500	2,265	3,500	3,500	PT Seasonal Employee 50/50 W&S Split
	Salaries Total	190,333	192,517	157,253	198,968	198,968	
03-4320-0631-2100	SA- Health Insurance	43,406	41,014	32,584	46,514	49,182	Allocations from GF; 9.7% rate increase
03-4320-0631-2110	SA- Dental Insurance	3,412	2,970	2,339	3,345	3,620	Allocations from GF; No change in rate
03-4320-0631-2120	SA- Life Insurance	646	275	208	277	277	Allocations from GF; No change in rate
03-4320-0631-2130	SA- LTD Insurance	466	525	393	659	659	Allocations from GF; No change in rate
03-4320-0631-2140	SA- Health Insurance Buyout	1,146	2,535	1,902	2,535	3,395	Allocations from GF
03-4320-0631-2200	SA- FICA	11,472	11,936	8,955	12,336	12,336	Based on wages: 6.2%
03-4320-0631-2210	SA- Medicare	2,753	2,791	2,554	2,885	2,885	Based on wages: 1.45%
03-4320-0631-2300	SA- Retirement Town	20,417	21,074	16,000	21,928	21,928	Jan-Jun: 11.17%; Jul -Dec: 11.38%
03-4320-0631-2600	SA- Workers Comp Insurance	4,523	4,130	4,130	4,502	4,407	Primex W/C Premium (2017 Actual invoice)
	Benefits Total	88,241	87,251	69,065	94,981	98,689	
							20% of general office supplies, batteries, 50% of meter records maintenance; costs for new copier. 50% Supplies/maint. for new multi-function printer, 20% general office, 50% new gps maint
03-4320-0631-5000	SA- Supplies	3,072	4,000	1,415	4,000	4,000	
03-4320-0631-5010	SA- Postage	2,534	500	1,654	500	500	
03-4320-0631-5200	SA- Consulting Services	9,309	9,500	1,284	9,500	9,500	WW Lagoon groundwater discharge permit
03-4320-0631-5212	SA- Fleet Insurance	788	859	859	2,019	1,849	Primex- Based upon allocation of assets (2017 Actual invoice)
03-4320-0631-5213	SA- Property Insurance	38,398	41,852	41,852	46,983	43,025	Primex- Based upon allocation of assets (2017 Actual invoice)
03-4320-0631-5224	SA- Legal Expense	-	5,000	-	5,000	5,000	Legal expenses related to EPA permit issues
03-4320-0631-5310	SA- Mobile Communications	311	800	259	800	800	20% Director, Town Engineer, Ast Engineer cellphones
03-4321-0631-5400	SA- Advertising	-	500	-	500	500	Bid packages, requests for proposals
03-4320-0631-5810	SA- Conf Rooms/Meals	592	850	705	850	850	Annual national conference
03-4320-0631-5820	SA- Education/Training	3,118	3,150	1,565	3,150	3,150	increase training for new WWTP
	General Expenses Total	58,122	67,011	49,593	73,302	69,174	
	Administration Total	336,696	346,779	275,911	367,251	366,831	V

**Town of Exeter
Sewer Fund
Preliminary Budget FY 2017**

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Version #2

Account Number	Description	2015 Actual	2016 Budget	YTD Actual 10/31/16	2017 Prelim Budget	2017 BRC Budget	Explanation
Billing							
03-4321-0634-1100	SB- Sal/Wages FT	63,209	69,384	47,739	74,850	70,389	1 FT Utilities Clerk and GF Allocations (50/50 split W&S)
03-4321-0634-1200	SB- Sal/Wages PT	9,674	7,034	5,668	7,307	7,307	1 PT Utilities Clerk 16 hrs/wk 50/50 split
03-4321-0634-1300	SB- Sal/Wages OT	-	-	-	673	673	Allocations from GF
03-4321-0634-1400	SB- Longevity Pay	484	481	363	488	488	Allocations from GF
	Salaries Total	73,367	76,899	53,770	83,318	78,857	
03-4321-0634-2100	SB- Health Insurance	17,610	25,415	20,111	27,253	25,867	Allocations from GF; 9.7% rate increase
03-4321-0634-2110	SB- Dental Insurance	1,254	1,544	1,232	1,671	1,417	Allocations from GF; No change in rate
03-4321-0634-2120	SB- Life Insurance	88	98	76	106	89	Allocations from GF; No change in rate
03-4321-0634-2130	SB - LTD Insurance	152	158	120	164	164	Allocations from GF; No change in rate
03-4321-0634-2200	SB- FICA	4,483	4,768	3,613	5,166	4,889	Based on wages: 6.2%
03-4321-0634-2210	SB- Medicare	1,046	1,115	842	1,208	1,143	Based on wages: 1.45%
03-4321-0634-2300	SB- Retirement Town	7,001	7,804	6,038	9,078	8,573	Jan-Jun: 11.17%; Jul -Dec: 11.38%
03-4321-0634-2600	SB- Workers Comp Insurance	1,265	963	964	1,050	1,028	Primex W/C Premium (2017 Actual invoice)
	Benefits Total	32,899	41,865	32,996	45,696	43,171	
03-4321-0634-5000	SB- Supplies	3,090	3,000	3,134	3,500	3,500	Water bill processing, Ink Cartridges, paper, letterhead, pens, etc
03-4321-0634-5010	SB- Postage	3,396	3,500	2,399	4,500	3,500	Postage for sewer bills
03-4321-0634-5200	SB- Consulting Services	-	500	-	500	500	Allocation of actuarial costs for GASB compliance
03-4321-0634-5220	SB- Audit	7,125	7,125	7,125	8,250	8,250	Audit Fees for Melanson & Health
03-4321-0634-5320	SB- Phone Utilization	3,600	4,175	3,384	4,175	4,175	12.5% allocation of IT phone utilization
03-4321-0634-5470	SB- Registry of Deeds	7	-	14	25	25	
03-4321-0634-5683	SB- Internet Services	-	1,155	1,155	1,155	1,155	12.5% allocation of IT internet services (website)
03-4321-0634-5740	SB- Software Agreement	3,937	4,350	4,229	4,350	4,350	Software Agreement
03-4321-0634-5820	SB- Education & Training	-	50	35	50	50	W/S Billing Collection Staff
	General Expenses Total	21,155	23,855	21,475	26,505	25,505	
	Sewer Billing Total	127,421	142,619	108,241	155,519	147,533	V

Town of Exeter

Sewer Fund

Preliminary Budget FY 2017

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Version #2

Account Number	Description	2015 Actual	2016 Budget	YTD Actual 10/31/16	2017 Prelim Budget	2017 BRC Budget	Explanation
Collection							
03-4325-0632-1110	SC- Sal/Wages FT	176,730	196,336	154,018	203,358	204,808	8 FT split 50/50 WD/SC; FY heavy/system operator WD/SC/WWTP/PS (calls from dispatch or SCADA alarms)
03-4325-0632-1300	SC- Sal/Wages OT	21,811	21,000	13,961	21,000	21,000	8 FT per union contract split 50/50 WD/SC; new heavy system operator
03-4325-0632-1400	SC- Longevity Pay	2,850	2,850	-	2,925	2,925	
	Salaries Total	201,391	220,186	167,979	227,283	228,733	
03-4325-0632-2100	SC-Health Insurance	67,199	77,412	54,794	78,344	85,943	9.7% rate increase
03-4325-0632-2110	SC- Dental Insurance	4,893	5,061	3,405	4,960	4,960	No change in rate
03-4325-0632-2120	SC- Life Insurance	210	230	175	240	240	No change in rate
03-4325-0632-2200	SC- FICA	13,829	13,652	9,914	14,092	14,181	Based on wages: 6.2%
03-4325-0632-2210	SC- Medicare	918	3,193	2,318	3,296	3,317	Based on wages: 1.45%
03-4325-0632-2300	SC- Retirement Town	22,308	24,595	18,729	25,630	25,793	Jan-Jun: 11.17%; Jul -Dec: 11.38%
03-4325-0632-2600	SC- Workers Comp Ins	6,576	7,674	7,675	8,365	8,189	Primex W/C Premium (2017 Actual invoice)
	Benefits Total	115,933	131,815	97,010	134,926	142,624	
03-4325-0632-4300	SC- Building Maintenance	5,792	12,000	7,602	30,000	30,000	10 pumping stations plus Riverbend doors, roof & wiring
03-4325-0632-4309	SC- Brush Cutting	3,500	3,500		3,500	3,500	Cross-Country sewers such as Ashbrook Rd.
03-4325-0632-4311	SC- Equipment Maintenance	26,240	5,000	580	5,000	5,000	consumables; repairs; cutting heads
03-4325-0632-4312	SC- Road Repairs	10,196	5,000	4,990	5,000	5,000	Sewer trench paving; compaction test requirements, service repairs at mains
03-4325-0632-4315	SC- I/I Abatement	127,258	80,000	24,000	50,000	25,000	Reclassified from Capital Outlay - maintenance item
03-4325-0632-4320	SC- Vehicle Maintenance	8,121	6,750	6,515	6,750	6,750	10 vehicles, 3 trailers, split 50/50 with water dist
03-4325-0632-4365	SC- Grit Removal	3,457	3,500	667	3,500	2,500	Transport of gravel, sand, etc. to Waste Management from WWTP
03-4325-0632-4366	SC- Manhole Maintenance	57,893	60,000	35,793	60,000	60,000	Manholes, piping & service repairs
03-4325-0632-4367	SC- Pump & Control Maintena	89,990	62,000	48,578	50,000	50,000	Maintain 22 sewer pumps; wear rings, impellers, shaft couplings, seals
03-4325-0632-5265	SC- Licenses	1,265	1,000		1,000	1,000	12 licenses for 8 individuals in sewer collection; 1/2 master electrician (due in Nov)
03-4325-0632-5310	SC- Mobile Communications	773	550	494	550	550	2 MiFi's (50%)
03-4325-0632-5341	SC- Drug/Alcohol Testing	234	800	334	800	800	random testing for all CDL holders & screening new hires
03-4325-0632-5610	SC- Safety Equipment	2,372	2,250	2,306	2,250	2,250	PPE & tools for new asbestos pipe OSHA standards, confined space equip. maint.
03-4325-0632-5671	SC- Uniforms	1,881	2,145	1,766	2,145	2,145	7 split 50/50 WD/SC
03-4325-0632-5681	SC- GIS Software	5,092	5,000	2,471	5,000	5,000	Software revisions/maintenance, handheld software agreement with TiSales- CAD Cam and GPS Software
03-4325-0632-5682	SC- SCADA Software	2,630	3,000	2,781	3,000	3,000	Software annual maintenance; I/O cards
03-4325-0632-5761	SC- Tools	1,807	2,500	1,444	2,500	2,500	Sewer augers, CCTV parts
03-4325-0632-6210	SC- Natural Gas	9,454	12,650	7,498	12,650	12,650	Heat/Generator fuel
03-4325-0632-6220	SC- Electricity	77,900	80,000	71,152	80,000	80,000	Heat, lights, pumps, etc.
03-4325-0632-6260	SC- Fuel	9,379	10,000	7,131	10,000	10,000	Diesel, propane, gasoline for vehicles, equipment and pumping stations
	General Expenses Total	445,234	357,645	226,102	333,645	307,645	
	Collection Total	762,558	709,646	491,091	695,854	679,001	V

**Town of Exeter
Sewer Fund
Preliminary Budget FY 2017**

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Version #2

Account Number	Description	2015 Actual	2016 Budget	YTD Actual 10/31/16	2017 Prelim Budget	2017 BRC Budget	Explanation
Treatment							
03-4326-0633-1110	ST- Sal/Wages FT	109,094	112,994	93,908	123,093	112,376	2 FT Operators. Incl new Operator (3 Mos)
03-4326-0633-1300	ST- Sal/Wages OT	20,451	16,000	19,660	16,000	16,000	average OT rate = \$36.95/hr, 433 hours
03-4326-0633-1350	ST- Storm Related OT	178	-	-	1	1	Expenses related to declared emergencies
03-4326-0633-1400	ST- Longevity Pay	1,950	1,950	-	2,000	2,000	2 FT per union contract
	Salaries Total	131,673	130,944	113,568	141,094	130,377	
03-4326-0633-2100	ST- Health Insurance	31,210	34,509	28,757	39,278	37,856	9.7% rate increase; Incl new Operator (2 Mos)
03-4326-0633-2110	ST- Dental Insurance	2,247	2,247	1,872	2,538	2,247	No change in rate; Incl new Operator (2 Mos)
03-4326-0633-2120	ST- Life Insurance	120	120	100	130	120	No change in rate; Incl new Operator (2 Mos)
03-4326-0633-2200	ST- FICA	7,912	8,119	6,763	8,748	8,083	Based on wages: 6.2%
03-4326-0633-2210	ST- Medicare	1,850	1,899	1,582	2,046	1,890	Based on wages: 1.45%
03-4326-0633-2300	ST- Retirement Town	14,477	14,626	12,686	15,922	14,702	Jan-Jun: 11.17%; Jul -Dec: 11.38%
03-4326-0633-2600	ST- Workers Comp Insurance	6,856	7,674	7,673	8,365	8,189	Primex W/C Premium (2017 Actual invoice)
	Benefits Total	64,672	69,194	59,433	77,027	73,088	
03-4326-0633-4223	ST- Mowing	7,500	7,500	-	8,000	8,000	lagoons
03-4326-0633-4300	ST- Building Maintenance	5,518	6,000	4,164	6,000	6,000	3 high exposure buildings Chem feed pumps, flow meters, motorized valves; new Cl2 day tank
03-4326-0633-4311	ST- Equipment Maintenance	29,404	20,000	21,569	20,000	20,000	Prevents plant life from damaging lagoon slopes
03-4326-0633-4343	ST- Weed Control	1,700	1,700	1,210	1,700	1,700	due in 2017; biennial cleaning
03-4326-0633-4364	ST- Outfall Dredging	6,806	-	-	8,000	8,000	5 significant industry permits with monitoring
03-4326-0633-4368	ST- Industrial Pre-treat	5,196	5,500	6,062	11,000	11,000	Inter-lagoon sluice gates/piping, chlorine chamber adj. weirs, etc.; repair aerator pontoons
03-4326-0633-4371	ST- Pond/Lagoon Maintenan	2,480	2,500	38	2,500	2,500	development; mandatory master electrician 15 hr training
03-4326-0633-5265	ST- Licenses	447	1,200	1,059	1,200	1,200	WWTP Operators, 1 MiFi for SCADA backup
03-4326-0633-5310	ST- Mobile Communications	814	1,700	700	1,700	1,700	New asbestos pipe OSHA standards, confined space equip. maint.
03-4326-0633-5610	ST- Safety Equipment	994	1,300	1,342	1,300	1,300	uniforms for 2 operators
03-4326-0633-5671	ST- Uniforms	1,070	1,350	833	1,350	1,350	Software revisions/annual maintenance
03-4326-0633-5682	ST- SCADA Software/Hardwa	11,909	10,000	8,647	10,000	10,000	Annual NHDES fees for WWTP and Clemson Pond
03-4326-0633-5756	ST- Dam Registration	1,500	1,500	-	1,500	1,500	lagoons (due in Dec) CSO testing & increased NPDES nitrogen testing; new EPA effluent testing, groundwater monitor report, \$32K river monitoring
03-4326-0633-5984	ST- Lab Testing	48,125	62,875	25,880	62,875	50,000	Chlorination/dechlorination
03-4326-0633-5985	ST- Chemicals	21,190	20,500	15,336	20,500	20,500	Building heat
03-4326-0633-6210	ST- Natural Gas	7,037	12,000	5,401	12,000	12,000	Aerators, lights, recirc. & chem feed pumps
03-4326-0633-6220	ST- Electricity	128,448	110,000	106,628	110,000	110,000	
03-4326-0633-6260	ST- Fuel	2,136	1,600	887	1,600	1,600	
03-4326-0633-6262	ST- Gas Monitoring	-	1,000	-	1,000	100	Hydrogen sulfide monitoring
	General Expenses Total	282,274	268,225	199,756	282,225	268,450	
	Sewer Treatment Total	478,619	468,363	372,757	500,346	471,915	V

Town of Exeter

Sewer Fund

Preliminary Budget FY 2017

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Version #2

Account Number	Description	2015 Actual	2016 Budget	YTD Actual 10/31/16	2017 Prelim Budget	2017 BRC Budget	Explanation
Debt Service							
03-4711-0635-8210	DS- Sewer Line Replacement	101,500	101,500	101,500	101,500	101,500	2021 Final payment
03-4711-0635-8212	DS- Water Street Principal	27,200	27,200	27,200	-	-	2016 Final payment
03-4711-0635-8217	DS- Water Street Interceptor	68,276	68,276	68,276	68,276	68,276	2017 Final payment
03-4711-0635-8218	DS- Wastewater Facilities De:	50,000	50,000	50,000	50,000	50,000	2019 Final payment
03-4711-0635-8219	DS- Jady Hill Phase II	130,000	130,000	130,000	130,000	130,000	2032 Final payment
03-4711-0635-8220	DS- Portsmouth Av Swrln Pr	83,929	83,929	83,929	83,929	83,929	2023 Final payment
03-4711-0635-8221	DS- Sewerline Lincoln & Main	16,000	20,000	20,000	20,000	20,000	2024 Final payment
	Sewer Debt Service Principal	476,905	480,905	480,905	453,705	453,705	
	DS- Sewer Line Replacement Int	22,278	20,248	20,248	16,188	16,188	2021 Final payment
03-4721-0636-8252	DS- Water Street Interest	2,421	1,224	1,223	-	-	2016 Final payment
03-4721-0636-8256	DS- Water St Interceptor Int	2,895	2,171	2,171	1,447	1,447	2017 Final payment
03-4721-0636-8257	DS- WW Facilities Design Int	7,375	5,875	5,875	4,375	4,375	2019 Final payment
03-4721-0636-8258	DS- Jady Hill Phase II Interes	80,325	76,425	76,425	72,525	72,525	2032 Final payment
03-4721-0636-8259	DS- Portsmouth Av Swrln Int	39,723	35,443	35,443	30,743	30,743	2023 Final payment
03-4721-0636-8260	DS- Sewerline Lincoln & Main	9,674	8,160	8,160	7,140	7,140	2024 Final payment
	Sewer Debt Service Interest T	164,691	149,546	149,545	132,418	132,418	
	Debt Service Total	641,596	630,451	630,450	586,123	586,123	V
03-4723-0638-8050	SF- BAN Interest		27,937	28,005	28,005	28,005	Interest on BAN due 7/21/2017 for Engineering design for WWTP
	BAN Total	-	27,937	28,005	28,005	28,005	V
Capital Outlay							
03-4902-0637-7301	CO- Capital Outlay - Leases	77,490	83,695	73,800	93,260	93,260	See separate list
	CO- Capital Outlay - Land Acquisition/Purchase				1	1	
03-4902-0637-7xxx	CO- Capital Outlay - Vehicle	17,500			29,005	29,005	See separate vehicle list
03-4902-0637-7420	CO- WWTP Upgrades/Maint.						
03-4902-0637-7433	Capital Outlay Total	94,990	83,695	73,800	122,266	122,266	V
03-4903-0963-5758	SF- Approp from Reserves- Rate Study			23,300			
	Reserves Total	-	-	23,300	-	-	-
	Sewer Fund Total	2,441,880	2,409,490	2,003,555	2,455,363	2,401,673	V
Warrant Article							
01-5000-0950-9073	SEIU 1984 Collective Bargaining						SEIU 1984 Collective Bargaining
01-5000-0950-9077	Townwide Accounting System						Funds moved to operating budget-lease account
01-5000-0950-9079	Light Duty Vehicle Lease			1,716			Funds moved to operating budget-lease account
01-5000-0950-9xxx	Sewer Line Repl						
	Inflow & Infiltration						
01-5000-0950-9xxx	Abatement						
01-5000-0950-9xxx	Lincoln St. Project Phase II				938,000	902,000	Utilities, Roads and Sidewalks (has General and Water Fund components)
	Warrant Articles Total	-	-	1,716	938,000	902,000	

**Town of Exeter
Sewer Fund
Preliminary Budget FY 2017**

DRAFT

Version #2

Account Number	Description	2015 Actual	2016 Budget	YTD Actual 10/31/16	2017 Prelim Budget	2017 BRC Budget	Explanation
	Total Sewer Fund with WAR	2,441,880	2,409,490	2,005,271	3,393,363	3,303,673	

**Town of Exeter
Unaudited Unassigned Fund Balance Report
As of September 30, 2016**

Draft

Water Fund

Amount

Beginning Unassigned Fund Balance 1/1/16	<u>696,827</u>
Revenues	2,051,516
Expenses (<u>does not include encumbrances</u>)	<u>(2,298,955)</u>
Net Income / (Loss)	<u>(247,439)</u>
Ending Unassigned Fund Balance 09/30/16	<u><u>449,388</u></u>

Sewer Fund

Amount

Beginning Unassigned Fund Balance 1/1/16	<u>1,326,438</u>
Revenues	1,582,257
Expenses (<u>does not include encumbrances</u>)	<u>(1,840,352)</u>
Net Income / (Loss)	<u>(258,095)</u>
Ending Unassigned Fund Balance 09/30/16	<u><u>1,068,343</u></u>

Notes :

Above balances have not been audited and do not represent balances per GAAP.

Above does not include outstanding receivables or deferred revenues

Town of Hampton



Russell D. Bridle, Chairman
James A. Waddell, Vice Chairman
Richard P. Griffin, Selectman
Philip W. Bean, Selectman
Regina M. Barnes, Selectman

Frederick W. Welch
Town Manager

Kristina G. Ostman
Administrative Assistant

Town of Exeter
Board of Selectmen
10 Front Street
Exeter, New Hampshire 03833

Re: 2017 Perambulation

Dear Chairperson and Members of the Board:

The year 2017 marks the year in which we are required by State Law, RSA Title III, Chapter 51 to Perambulate the bounds between our respective communities.

The Hampton Board of Selectmen would appreciate the opportunity of establishing a date in the spring of 2017 before leaf out when members of our respective Boards can meet and view each of our joint Town Bounds as required by the statute.

Please communicate your desires on accomplishing the Perambulation with possible dates and a contact person so that we might coordinate the completion of this most important task.

Our best wishes for a successful holiday season. We look forward to meeting with you in the spring of 2017.

For the Board of Selectmen

Russell D. Bridle, Chairman

Town Manager's Office

NOV 10 2016

Received



Application for Use of Town Facility

Forms submitted to: Town of Exeter, 10 Front Street, Exeter, NH 03833

Fax #: 603-777-1514 email: sriffle@exeternh.gov

Use Request: Town Hall (Main Floor) Bandstand Parking - # Spaces 4 Location closest to Bandstand 2 Dec 2017

Signboard Request: Poster Board Week: _____ Plywood Board Week: 27 Nov - 3 Dec 2017

Representative:

Name: Darius X Thompson (EHPC) / Beth Dupell (RITS) Address: 15 Drinkwater Road

Town/State/Zip: Exeter NH 03833 Phone: 603.686.8131 / 603.778.7147

Email: darius.thompson@gmail.com

Organization:

Name: Exeter Holiday Parade Committee/Ring in the Season Address: P.O. Box 164 / 2 Center Street

Town/State/Zip: Exeter, NH 03833 Phone: 603.686.8131/603.778.7147

Reservation Details:

Type of Event/Meeting: 60th Annual Exeter Area Holiday Parade /Ring in the Season Date: 1 - 3 December 2017

Times of Event: 8 AM - 10 PM Times needed for set-up/clean-up: _____

of tables: N/A # of chairs: N/A Will food/beverages be served? Yes No

Tech/ AV Services Needed: Yes No Details Town Hall Main Floor 1 - 3 Dec 2017, Bandstand only 2 Dec 2017

Requirements:

Cleaning Deposit: A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building was acceptably cleaned, the deposit fee will be returned to the user. No food is allowed in Main Hall of the Town Hall. If food is to be served and/or prepared in foyer of Town Hall, the electrical outlet cannot exceed 20 amps. For more information call Kevin Smart, Maintenance Superintendent at 773-6162 prior to use.

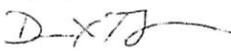
Liability Insurance Required: The Town requires liability insurance to be submitted with this completed application. Required insurance amounts: General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000. The Town of Exeter must be listed as additional insured.

Rental Fee: For Town Hall use there is a fee of \$125 per day. A rental fee waiver may be requested in writing.

Tech/AV Services: There is a fee of \$80 an hour for any Tech/AV services needed. Services must be arranged in advance. Email aswanson@exeternh.gov to coordinate.

Keys: Access to a town building after normal business hours requires a key sign out. Forms and keys can be obtained from the Town Manager's office at the Town Office during normal business hours (there is no other option for obtaining a key). A key can be collected up to 24 hours before your event (with the exception of Sunday events).

Signing below acknowledges receipt of and agreement to all rules, regulations and requirements pertaining to the use of a town facility. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

Applicant signature:  darius.thompson@amtrak.com
2016.10.31 12:46:40 -04'00' Date: _____

Authorized by the Board of Selectmen/Designee: _____ Date: _____

Office Use Only:

Liability Insurance: On file In-process Fee: Paid Non-profit fee waiver requested



October 19, 2016

Town of Exeter
10 Front St
Exeter N.H. 03833

Whom it concerns:

Please sign the attached petition for jointly owned poles that we have set in Exeter N.H. Please sign and return three copies to me. Keep one for your records.

Sincerely,
Pat Dyer
114 Drinkwater Rd.
Kensington N.H.
03833

Plant Records Clerk

RECEIVED
OCT 25 2016

BY:

UNITIL

PETITION AND POLE LICENSE
PETITION

Manchester, New Hampshire
To the Selectmen of Exeter _____,

JT 3555

Date: 9/29/2016

Northern New England Telephone Operations LLC d/b/a Fairpoint Communications-NNE and UNITIL ENERGY SYSTEMS, INC. desire a license to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures along, across and under the following highways in said municipality:

Northern New England Telephone Operations LLC
d/b/a Fairpoint Communications-NNE

UNITIL ENERGY SYSTEMS, INC.

By: Jane Miller
RIGHT-OF-WAY DEPARTMENT

By: Pat Dyer

LICENSE

Upon Petition of Northern New England Telephone Operations LLC d/b/a Fairpoint Communications- NNE and UNITIL ENERGY SYSTEMS IN it appearing that the public good so requires, it is hereby

ORDERED

Date:

Northern New England Telephone Operations LLC d/b/a Fairpoint Communications-NNE and UNITIL ENERGY SYSTEMS, INC. be and hereby a license to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the highways covered by said petition. All of said wires including such as are vertically attached to poles and structures shall be placed in accordance with the National Safety Code in effect at the time of petition and/or license is granted.

"In accordance with the requirements of RSA 72:23, I(b), this license is granted to the licensee(s) subject to the condition that the licensee(s) and any other entity using or occupying property of the state or of a city, town, school district or village district pursuant to this license shall be responsible for the payment of, and shall pay, all property assessed real and personal property taxes no later than the due date. Failure of the licensee(s) to pay duly assessed personal and real taxes when due shall be cause to terminate this license.

In accordance with the requirements of RSA 72:23, I(b), the licensee(s) hereunder and any other entity using or occupying property of the state or of a city, town, school district or village district pursuant to this license shall be responsible for the payment of, and shall pay, both current and potential real and personal property taxes when due. Furthermore, in accordance with the requirements of RSA 72:23, I(b), the licensee(s) and any other entity using and/or occupying property of the state or city, town, school district or village district pursuant to this license shall be obligated to pay real and personal property taxes on structures or improvements added by the licensee(s) or any other entity using or occupying property of the state or of a city, town, school district or village district pursuant to this license.

The approximate location of the poles and structures shall be shown on plan marked

Northern New England Telephone Operations LLC d/b/a Fairpoint Communications-NNE and UNITIL ENERGY SYSTEMS, INC., No. _____ dated _____, 2011, attached to and made a part thereof.

Selectman

Selectman

Selectman

By vote of _____
Town of _____, New Hampshire

Attest _____
Town Clerk

Received and entered in the records of the Town of _____, New Hampshire.

Book _____ Page _____ Date _____

Unitil Energy System, Inc.

Exeter
Municipality

Stringbridge
Street / Road

Pole and un derground conduit & wires
Reason for Proposal

UES INTERNAL USE ONLY

TELCO MEMO THER

Plan Date: 9/29/2016

Exeter
AWC

WR# or CRS#

Verizon
Company Name

Agency / Company Name

DIGSAFE

DMS Work Req #

Trimming %

Project #

Project / App #

Trimming %

Authorization #

Job Writer

Engineer

Contact Person

Legal Date

Legal Time

Circuit Map

Voltage

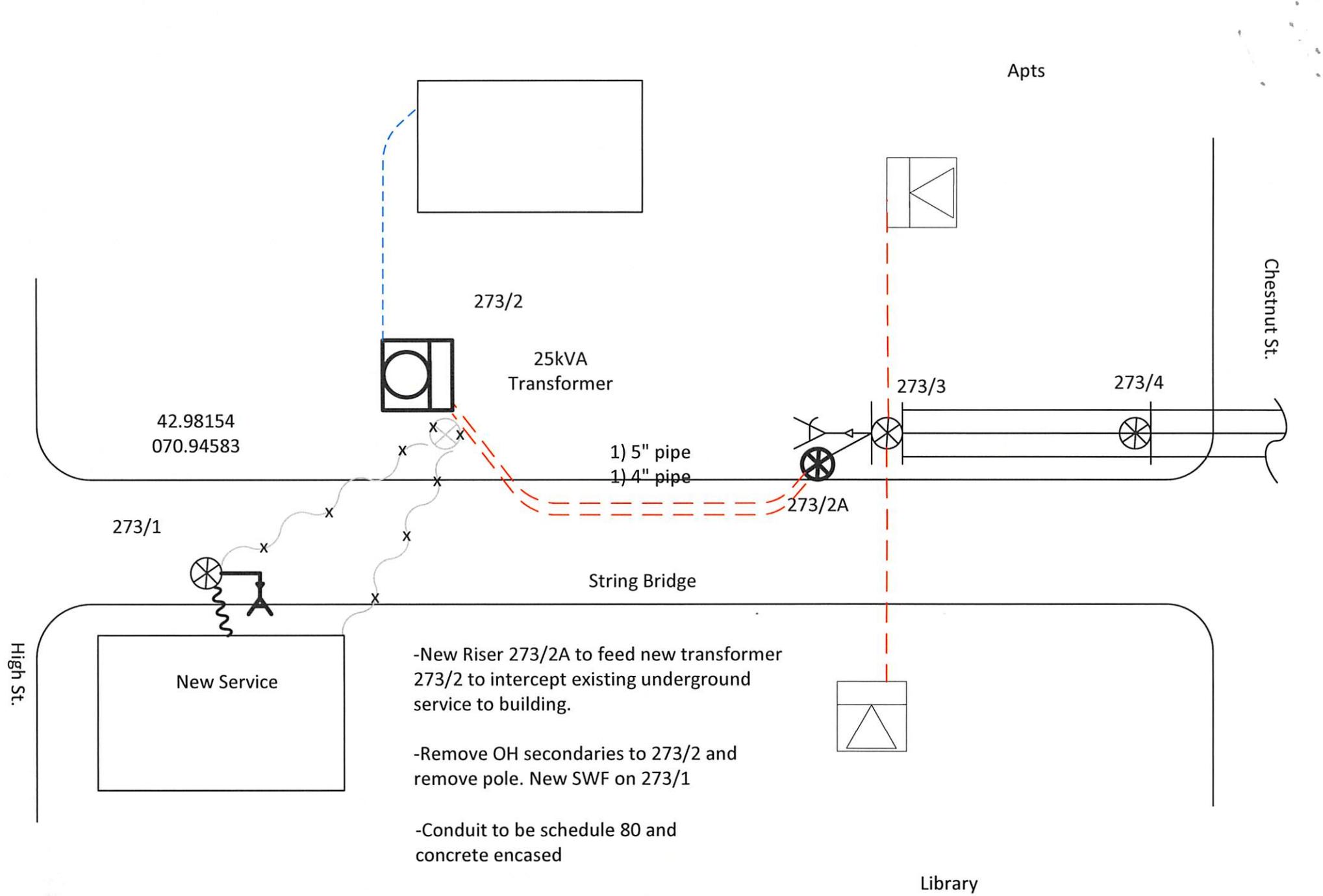
Exchange

EASEMENT MUNICIPAL LICENSE

STATE LICENSE

INDICATE NORTH WITH AN ARROW

Pole Numbers		Pole Sz-CI	Eq BH	INSTALL	REMOVE	R 100	J/O	100% TEL	Span	DIST. FROM	Remarks	DOC REQ
LTS	TEL			POLE	PB							
											See attached drawing for location 273/2/A	
											Any questions Call Serge Laprise 603-686-0213	



E-Intake # __38772_ CWO# _____ Telco# _____
 Circuit # __19X2_____
 Voltage : 2.4Kv _____ 7.9Kv _____ 19.9Kv_X__

Town

PETITION AND POLE LICENSE
PETITION

Manchester, New Hampshire
To the Selectmen of Exeter _____,

JT 3555

Date: 9/29/2016

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Northern New England Telephone Operations LLC
d/b/a Fairpoint Communications-NNE

UNITIL ENERGY SYSTEMS, INC.

By: Jane Miller
RIGHT-OF-WAY DEPARTMENT

By: Pat Dyce

LICENSE

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Selectman

By vote of

Selectman

Town of _____, New Hampshire

Selectman

Attest _____
Town Clerk

Received and entered in the records of the Town of _____, New Hampshire.

Book _____ Page _____

Date _____

Unitil Energy System, Inc.

Exeter
Municipality

Stringbridge
Street / Road

Pole and an derground conduit & wires
Reason for Proposal

UES INTERNAL USE ONLY

TELCO MEMO THER

Plan Date: 9/29/2016

Exeter
AWC

WR# or CRS#

Verizon
Company Name

Agency / Company Name

DIGSAFE

DMS Work Req #

Trimming %

Project #

Project / App #

Trimming %

Authorization #

Job Writer

Engineer

Contact Person

Legal Date

Legal Time

Circuit.Map

Voltage

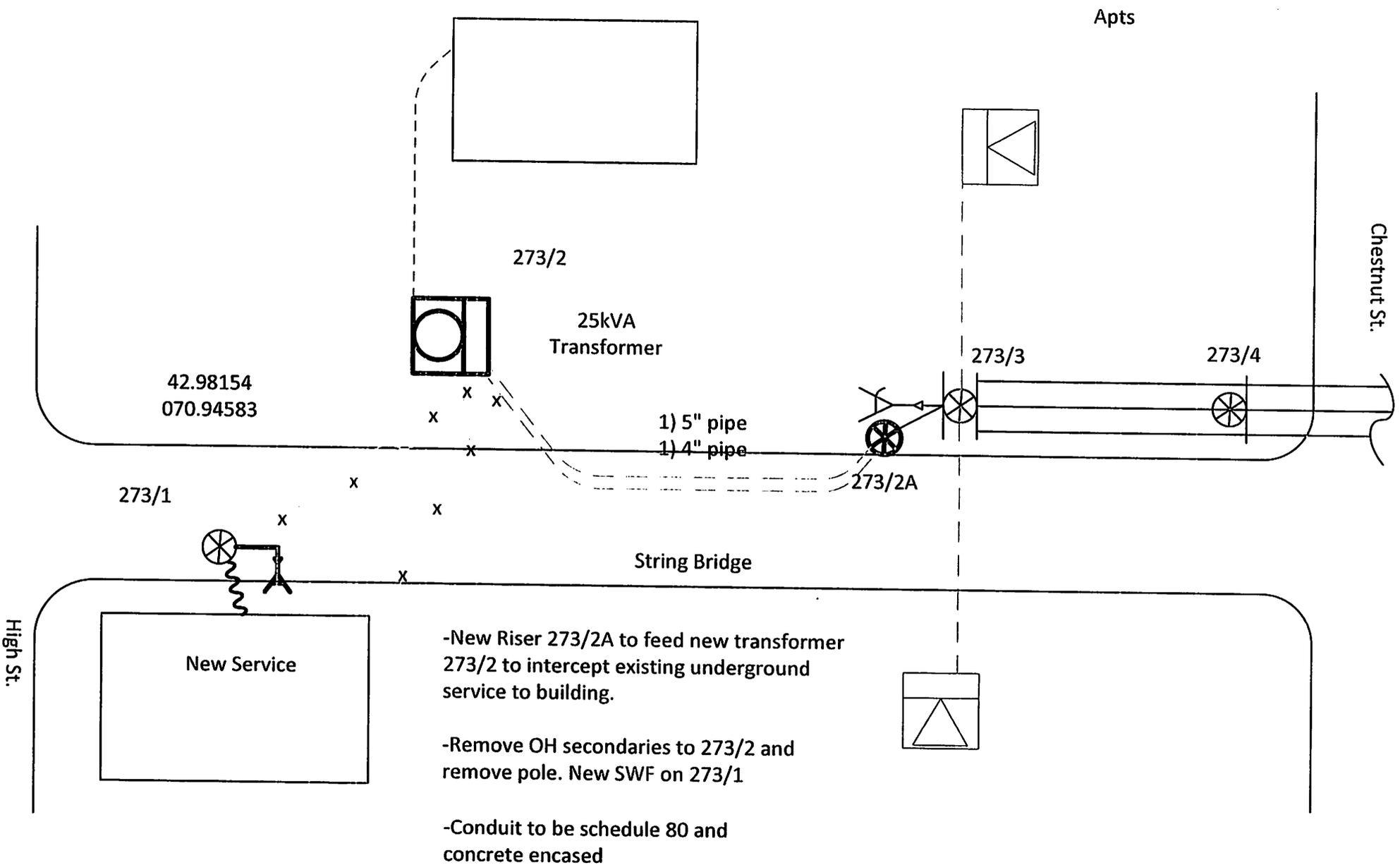
Exchange

EASEMENT MUNICIPAL LICENSE

STATE LICENSE

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LTS	TEL			POLE	PB							
											See attached drawing for location 273/2/A	
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42.98154
070.94583

273/2

25kVA
Transformer

1) 5" pipe
1) 4" pipe

273/3

273/4

273/1

273/2A

String Bridge

New Service

-New Riser 273/2A to feed new transformer 273/2 to intercept existing underground service to building.

-Remove OH secondaries to 273/2 and remove pole. New SWF on 273/1

-Conduit to be schedule 80 and concrete encased

Library

Apts

Chestnut St.

High St.

E-Intake # 38772 CWO# _____ Telco# _____
Circuit # 19X2
Voltage : 2.4Kv _____ 7.9Kv _____ 19.9Kv X _____

pet

PETITION AND POLE LICENSE
PETITION

Manchester, New Hampshire
To the Selectmen of Exeter _____,

JT 3555

Date: 9/29/2016

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Northern New England Telephone Operations LLC
d/b/a Fairpoint Communications-NNE

UNITIL ENERGY SYSTEMS, INC.

By: Jane Mella
RIGHT-OF-WAY DEPARTMENT

By: 727 Dyer

LICENSE

Upon Petition of Northern New England Telephone Operations LLC d/b/a Fairpoint Communications- NNE and UNITIL ENERGY SYSTEMS IN it appearing that the public good so requires, it is hereby

ORDERED

Date:

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Selectman

By vote of

Selectman

Town of _____, New Hampshire

Selectman

Attest _____
Town Clerk

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Book _____ Page _____

Date _____

Unitil Energy System, Inc.

Exeter
Municipality

Stringbridge
Street / Road

Pole and un derground conduit & wires
Reason for Proposal

UES INTERNAL USE ONLY

TELCO MEMO THER

Plan Date: 9/29/2016

Exeter
AWC

WR# or CRS#

Verizon
Company Name

Agency / Company Name

DIGSAFE

DMS Work Req #

Trimming %

Project #

Project / App #

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Authorization #

Job Writer

Engineer

Contact Person

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Voltage

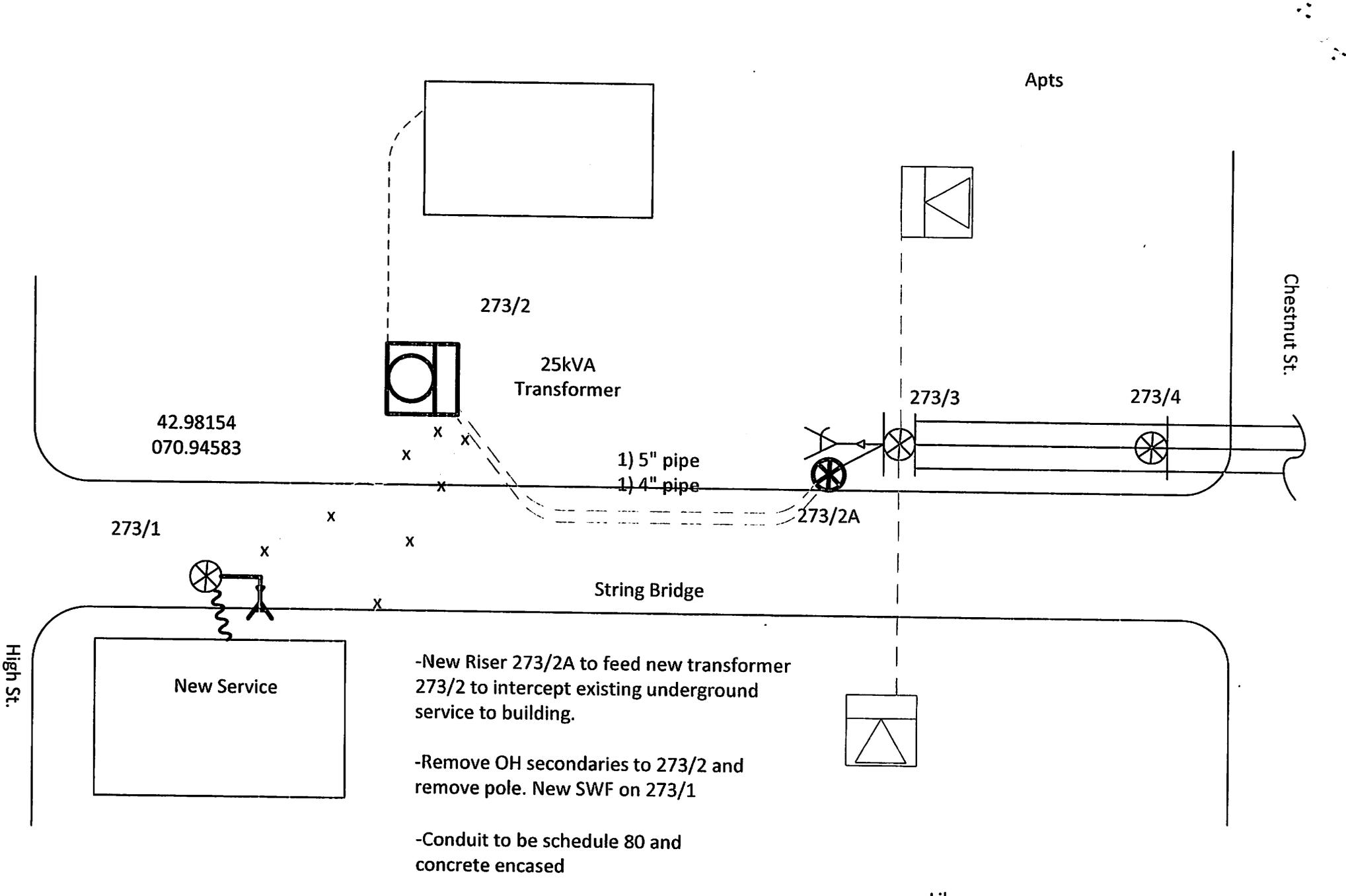
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EASEMENT MUNICIPAL LICENSE

STATE LICENSE

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LTS	TEL			POLE	PB							
											See attached	
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											603-686-0213	



42.98154
070.94583

273/2

25kVA
Transformer

1) 5" pipe
1) 4" pipe

273/3

273/4

273/1

273/2A

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-Conduit to be schedule 80 and concrete encased

Apts

Chestnut St.

High St.

Library

E-Intake # 38772 CWO# _____ Telco# _____
 Circuit # 19X2
 Voltage : 2.4Kv _____ 7.9Kv _____ 19.9Kv X _____

PETITION AND POLE LICENSE
PETITION

Manchester, New Hampshire
To the Selectmen of Exeter _____,

JT 3555

Date: 9/29/2016

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d/b/a Fairpoint Communications-NNE

UNITIL ENERGY SYSTEMS, INC.

By: Jane Melita
RIGHT-OF-WAY DEPARTMENT

By: _____

LICENSE

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Selectman

By vote of

Selectman

Town of _____, New Hampshire

Selectman

Attest _____
Town Clerk

Received and entered in the records of the Town of _____, New Hampshire.

Book _____ Page _____

Date _____

Unitil Energy System, Inc.

Exeter
Municipality

Stringbridge
Street / Road

Pole and underground conduit & wires
Reason for Proposal

UES INTERNAL USE ONLY

TELCO MEMO OTHER

Plan Date: 9/29/2016

Exeter
AWC

WR# or CRS#

Verizon
Company Name

Agency: Company Name

DIGSAFE

DMS Work Req #

Trimming %

Project #

Project / App #

Trimming %

Authorization #

Job Writer

Engineer

Contact Person

Legal Date

Legal Time

Circuit Map

Voltage

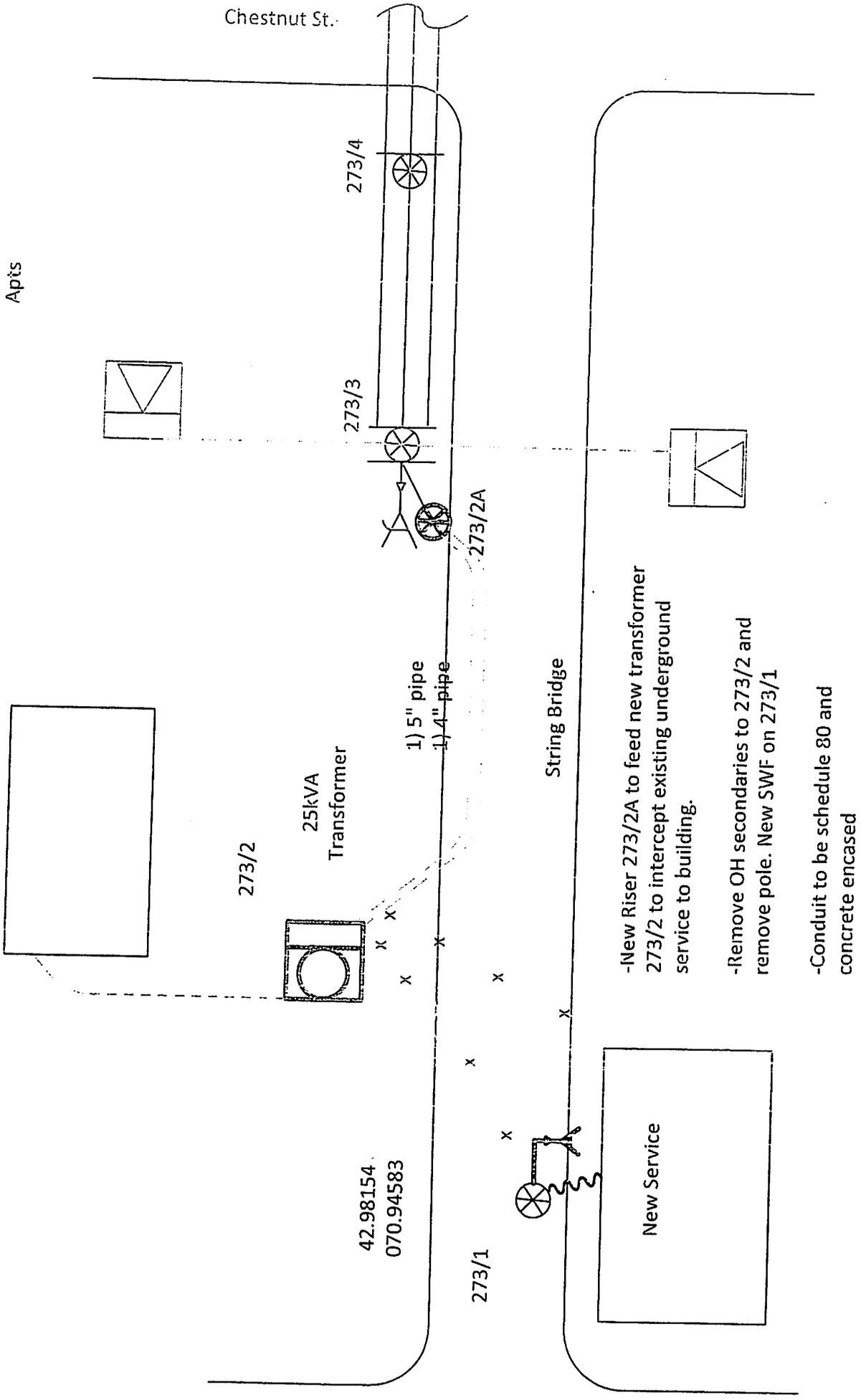
Exchange

EASEMENT MUNICIPAL LICENSE

STATE LICENSE

INDICATE NORTH WITH AN ARROW

Pole Numbers		Pole Sz-Cl	Eq BH	INSTALL POLE	REMOVE PB	R 100	J/O	100% TEL	Span	DIST. FROM	Remarks	DOC REQ
LTS	TEL											
											See attached drawing for location 273/2/A	
											Any questions Call Serge Laprise 603-686-0213	



42.98154
070.94583

- New Riser 273/2A to feed new transformer 273/2 to intercept existing underground service to building.
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- Conduit to be schedule 80 and concrete encased

Intake # 38772 CWO# _____ Telco# _____
 rcuit # 19X2 _____
 Voltage : 2.4Kv 7.9Kv 19.9Kv X

Library

Apts

Chestnut St.

High St.

PRESCOTT PARK ARTS FESTIVAL & EXETER HOSPITAL
PRESENT THE BELOVED HOLIDAY CLASSIC



DECEMBER 9, 10 & 17 7PM
DECEMBER 11 & 18 2PM

THE HISTORIC EXETER TOWN HALL
9 FRONT STREET, EXETER, NH

\$40 VIP \$25 ADULT \$20 SENIOR \$10 YOUTH
TICKETS ON SALE NOW AT PRESCOTTPARK.ORG



 EXETER HOSPITAL
The Art of Wellness

 Bank of America

 RiverWoods

 OPTIMA

 State Farm

 EXETER LUMBER
HARDWARE & BUILDING SUPPLIES



Town Manager's Office

NOV -7 2016

Received

November 1, 2016

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

Dear Russell,

Thank you for your donation of \$1,875.00! Your donation is helping us continue our mission of providing children facing adversity with strong and enduring, professionally-supported relationships that **change their lives for the better, forever.** We have been doing it for 50 years!

It is due to your support, along with volunteers in the community, that we can help children achieve higher aspirations, greater confidence, and better relationships; avoid risky behavior; and succeed academically.

"I've noticed that my son has more pep in his step lately. **I think he finally feels that he has a male role model that cares about him which he has never had before.**" -a Parent

"I love my Big Sister so much and consider her a real Big Sister. **I have had so many positive changes in my life because of her.** She has taught me that it is okay to open up about my feelings to people. I always tell people how I am feeling now and it feels much better!" -Little Sister

YOU are changing lives for the better.

Your gift has a tremendous impact as we use it to recruit, interview, enroll and train volunteer mentors to be matched with children that are in great need of a Big Brother or Big Sister. Thank you for supporting BBBSNH and for building stronger communities!

Sincerely,

A handwritten signature in black ink, appearing to read "Gregg Burdett".

Gregg Burdett
Chief Executive Officer

Our Federal Tax ID number is 02-0348477. No goods or services have been provided in exchange for this donation.

Headquarters: 25 Lowell Street #201, Manchester, NH 03101 (603) 669-5365
Greater Keene: 310 Marlboro Street, Keene, NH 03431 (603) 352-9536
Greater Nashua & Salem: 33 Main Street #401, Nashua, NH 03064 (603) 883-4851
Greater Seacoast: 4 Greenleaf Woods Drive #201, Portsmouth, NH 03801 (603) 430-1140



EXETER PUBLIC WORKS DEPARTMENT

13 NEWFIELDS ROAD • EXETER, NH • 03833-4540 • (603) 773-6157 • FAX (603) 772-1355

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October 15, 2016

United States Environmental Protection Agency
Region I – New England
5 Post Office Square – Suite 100
Boston, MA 02109-3912
Attn: Joy Hilton, Water Technical Unit (Mail Code: OES04-3)

Re: **NPDES Permit No. NH0100871**
Administrative Order on Consent Docket No. 13-010
Quarterly Progress Report, 3rd Quarter, 2016, Thirteenth Report

Dear Ms. Joy Hilton:

This report is being made in accordance with the Administrative Order on Consent, Section IV.C., for the third quarter period of July 1, 2016 to September 30, 2016.

Per Section IV.C.1.a., activities undertaken during this reporting period directed with achieving compliance with this Order include:

- The Town continues to participate in WISE (Water Integration Squamscott River Exeter), with Renee Bourdeau of Geosyntec.
- On July 8th, Town Water & Sewer staff assisted Haley & Aldrich Geo-Technical with additional geo-technical site borings at the 13 Newfields Road wastewater plant site.
- On August 11th, Town Water & Sewer staff met with Haley & Aldrich to plan additional geo-technical site borings at the #279 Water Street Main Pump Station site.
- On August 25th, Town Water & Sewer staff met with Wright-Pierce Engineers, the Exeter Fire Department, the Exeter Housing Authority, one Selectman and the Swasey Park Trustees. The route of the two new 16 inch main pump station force mains and new pump station access from Swasey Parkway was discussed.
- On September 2nd, Town Water & Sewer staff attended an Exeter Housing Authority Board of Trustees meeting. A pump station project presentation by Wright-Pierce Engineers was made at this meeting.
- On September 23rd the Town Water & Sewer Department received 90% Design prints and specifications for review and comment. NHDES-WWEB also received the same documents for their review and comments.

Wright-Pierce Engineering Memos for activities completed for the Town's Wastewater Facilities Plan/Full Design in the past quarter of July 1 to September 30, 2016 follow:

Activities On-Going or Completed the Period of June 25th to July 29th, 2016:

- All dates are 2016, unless otherwise noted.
- On-going work with sub-consultants.
 - Geotechnical (Haley & Aldrich) – Coordination with H&A.
- Completed site visits to WWTF to meet with Town staff (June 24, July 5)
- Completed site visit to Ipswich WWTF to review UV system (June 25)
- Coordinated with Town for submittal of SRF loan application (June 29)
- Completed geoprobes at WWTF Sludge Storage Lagoon by New England Boring Contractors and sent samples to Alpha Analytical (July 8)
- Completed site visit with arborist to review force main alignment along Swasey Parkway (July 14)
- Coordinated NHDES approval of UV Pre-Selection (July 15)
- Submitted grant application for Design Solutions for Coastal Resiliency (July 20)
- Attended meeting with Town DPW and Fire Department (July 28)
- Coordinated NHDES approval of UV UPS Waiver (July 28)
- Continued work on the Lagoon Closure Plan.
- Continue work on site permitting.
- Continued loan and grant coordination with Town.
- Continued to advance final design activities, including numerous internal design coordination meetings through the month.

Budget Status:

WWTF & Main PS Upgrade Design		Original		Current	Total	
Task	Description	Budget	Amended	Budget	Expended	Status
1000	Survey	\$60,000	\$0	\$60,000	\$62,465	Complete
2000	Geotechnical	\$85,000	\$89,700	\$174,700	\$163,167	On-going
3000	Preliminary Design	\$430,200	\$0	\$430,200	\$476,804	Completed
4000	Final Design	\$2,432,500	\$0	\$2,432,500	\$1,102,656	On-going
5000	Invasive Species Mgmt Plan	\$43,500	\$0	\$43,500	\$24,193	On-going
6000	Grants	\$24,800	\$0	\$24,800	\$16,663	On-going
7000	Value Engineering	\$45,200	\$0	\$45,200	\$39,816	Complete
8000	Bidding	\$90,100	\$0	\$90,100	\$0	Not started
		\$3,211,300	\$89,700	\$3,301,000	\$1,885,764	57%

Activities On-Going or Completed This Period of July 30th to August 26th, 2016:

- All dates are 2016, unless otherwise noted.

- Executed Amendment No. 2 for additional site investigations at the Main Pump Station and WWTF.
- On-going work with sub consultants.
 - Geotechnical (Haley & Aldrich) – Coordination with H&A. Investigations at Main Pump Station were completed (Aug 17).
 - Arborist (Ralston Tree) – Completed site walk, attended coordination meeting
 - Third Party Review (DeBlois Associated) – Coordinated with third-party reviewer required by the Exeter Fire Department.
- Completed coordination meeting with the DPW, Exeter Fire Department, Swasey Parkway Trustees, Exeter Housing Authority and Ralston Tree (Aug 25).
- Continued work on the Lagoon Closure Plan.
- Continue work on site permitting.
- Continued loan and grant coordination with Town.
- Continued to advance final design activities, including numerous internal design coordination meetings through the month.

Budget Status:

WWTF & Main PS Upgrade Design		Original		Current	Total	
Task	Description	Budget	Amended	Budget	Expended	Status
1000	Survey	\$60,000	\$0	\$60,000	\$62,465	Complete
2000	Geotechnical	\$85,000	\$129,700	\$214,700	\$169,934	On-going
3000	Preliminary Design	\$430,200	\$0	\$430,200	\$476,804	Completed
4000	Final Design	\$2,432,500	\$8,780	\$2,441,280	\$1,335,926	On-going
5000	Invasive Species Mgmt Plan	\$43,500	\$0	\$43,500	\$25,101	On-going
6000	Grants	\$24,800	\$0	\$24,800	\$17,060	On-going
7000	Value Engineering	\$45,200	\$0	\$45,200	\$39,816	Complete
8000	Bidding	\$90,100	\$0	\$90,100	\$0	Not started
		\$3,211,300	\$138,480	\$3,349,780	\$2,127,106	63%

Please call if you have any questions or need any additional information.

Sincerely,



Michael Jeffers
 Water & Sewer Managing Engineer
 Town of Exeter, New Hampshire

Cc. Tracy Wood, P.E., NHDES Wastewater Engineering Bureau
 Russell Dean, Town Manager
 Jennifer Perry, DPW Director
 Paul Vlasich, P.E., Town Engineer
 Steve Dalton, Senior Operator