

**Exeter Board of Selectmen Meeting
Monday, December 19th, 2016, 6:00 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter, NH**

1. Call Meeting to Order
2. Bid Openings – Water-Sewer Chemical Bids
3. Public Comment
4. Minutes & Proclamations
 - a. Proclamations/Recognitions – Exeter High School Boys Varsity Soccer
5. Approval of Minutes
 - a. November 28th, 2016
 - b. December 5th, 2016
6. Appointments
7. Discussion/Action Items
 - a. FY17 Budget and Warrant Articles
 - b. Exeter Sportsmen's Club: Structure Request
 - c. Exeter River Study Committee Makeup
 - d. Conservation Commission: BOS appointments
 - e. E911 Committee Update
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: 12/16/16 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

Draft Minutes

Exeter Board of Selectmen

November 28, 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 and Clerk Nancy Belanger and Selectwoman Anne Surman. Town Manager Russell Dean was also present.

2. Public Comment

Gerry Hamel, of Little Pine Lane in Exeter wished to draw attention to road construction in town. He brought in a saddle valve, which normally sits on water tank. The straps on the saddle valve are non-existent. Mr. Hamel underscored that the infrastructure of the town is vital, and called on the public to be aware of what construction workers are up to around town. He also suggested the investment and efforts of painting bicycles on the roads, which are now subject to snow, salt, and plows, might have been better directed toward more saddle valves and other critical infrastructure areas.

Tim Heyl, of McLane Manor on Portsmouth Ave, asked to speak and was recognized. He expressed an interest in working with the town to establish a department of social resources and suggested it be located next to the former High Street Market. His proposals involve the provision of emergency services for people who need immediate care vouchers and working with people to secure mortgages. Chairman Dan Chartrand offered to meet with Mr. Heyl to dive further into the 7-page proposal.

Beth Dupell, Co-Chair of the Holiday Lights Committee, lent an update on the outcome of the Town's holiday lights. In sum, the town will not be decorated in its usual fashion this season. Until officials and the Town Electrician had expressed some safety concern in the wake of trees having been removed during the sidewalk project. There were also new poles installed downtown that changed the overall electrical layout of downtown, resulting in 1/3 of the lights infrastructure having been lost. The committee instead focused on fresh garland. On Nov 17th, the utility provider communicated in a phone call that they would be unable to allow the committee to touch the utility poles. Approval happened over Thanksgiving week, and there was not sufficient time to comply within 7-day deadline. In shedding some light on the volunteer effort, the committee has logged over 250 volunteer hours in the past 2 weeks,

decorating the bandstand, town hall, and Amtrak station, and assembling garlands, etc. Over the Thanksgiving holiday alone, the volunteers logged over 100 hours of work between Friday and Sunday. They sought to tap into private electric outlets to add additional color to the Water Street Area, such as Me & Ollies, The Green Bean, Travel & Nature, Tranquility, Trends, The Inn by the Bandstand, Whirlygigs, the American Independence Museum, and others. Over 30 volunteers have been involved in the holiday lights effort, which began in January of last year with the disassembling of last year's holiday lights. Ms. Dupell wished to recognize the special efforts of Mark Damsell and Dan Emma Shaw Milewski, and noted that her one request from the community is for residents to open their eyes and see that the committee and downtown businesses tried their best to light Exeter for the holidays.

Board of Selectman Chairman Dan Chartrand acknowledged that some trees were not planted on account of the drought, underscoring that some circumstances were beyond our control and suggesting that focus should be on the planning for next year. Selectman Don Clement also acknowledged the hard work of the committee and inquired if and what kind of expense is required to bring the lighting infrastructure up to code. Ms. Dupell replied that there is a design as well as an aesthetic challenge: it is a dark road, and there are a lot of trees that are somewhat haphazardly located, which makes for a different tree light scheme than a few years back. This may be, therefore, a time for taking stock and taking note of what residents miss most, and determining whether the tree lights are too luminous or too dim, etc.

Ms. Dupell noted that there are ample benefactors willing and ready to support the cause, and announced that in commemoration of the bandstand's 100th anniversary, a pin has been designed to benefit the holiday committee, the holiday lights committee, and the holiday trolley. If every household bought one \$5 pin, funding for the committee would not be an issue. The pins will be available for purchase on the trolley, as well as at George & Phillips, Travel & Nature, Whirlygigs, Puddlejumpers, and Krypton Comics.

Selectwoman and BOS Vice Chair Julie Gilman segued into the Master Plan and the need to provide for the town's infrastructure, particularly downtown. Anne Surman used to be on the Holiday Lights Committee, and offered her support for the committee.

Scott Wade, Manager of Electric Operations for Unitil, wished to provide further clarification on the holiday lights situation. His biggest concern was attachments to the poles. Some of the garland attachments get very close to the high-voltage electrical lines, which challenged codes and rules for safety's sake. There needs to be at least 40 inches of clearance from the lines. He had expected the garland to be hung the weekend of the 19-20th (of November), but evidently there was some miscommunication on his part that the garland wasn't hung as of Sunday.

Some of the insurance items and banner agreements need to be amended going forward. BOS Chairman Dan Chartrand suggested taking the conversation offline and being more proactive about holiday planning for next year.

Town Manager Russ Dean also noted that ownership of the electric lines is also at issue, and needs to be addressed.

4. Minutes & Proclamations

a. Proclamations/ Recognitions

There were no proclamations or recognitions.

b. Minutes

Clerk Nancy Belanger **motioned** to approve the minutes from November 14, 2016; seconded by Vice Chairwoman Julie Gilman. The motion carried unanimously, 5-0, with minor amendments.

5. Appointments: Exeter Housing Authority

Vice Chairwoman Julie Gilman **motioned** to approve nominee Ms. Maggie Matick for membership on the Exeter Housing Authority. Clerk and Selectwoman Nancy Belanger seconded. The motion was carried, unanimously (5-0).

Selectmen Don Clement called to recognize Barbara Chapman's long service to the committee in light of her recent resignation.

6. Discussion/Action Items

a. FY17 Budget Recommendations Committee Recommendations

Town Manager Russ Dean presented an update on the FY17 Budget.

The budgets coming out of the Budget Recommendations Committee are as follows: the General Fund is set at \$18,294,959; the Water Fund is set at \$3,328,167; and the Sewer Fund is set at \$2,403,204.

The Water Fund is up 11.5% from FY 2016, which is mainly due to the water treatment plant coming online in FY 2017. The sewer budget is reduced by .3% from FY 2016. That will change once the wastewater facility is constructed.

Mr. Corey Stevens, Chairman of the Budget Recommendations Committee, presented.

The Budget Committee structure is based on subcommittees, which meet with relevant departments, and then report back to the general group with recommendations.

The budget is up 2.8% from last year. Healthcare premiums were up over the prior year—roughly 9.7%. The Library budget is up \$75,000, largely due to the additional of a full-time staff member. The committee is suggesting moving \$120,000 for sidewalk repairs from the warrant article into the operating budget on account that it is a maintenance item, and should be reflected as such. Another warrant item suggested to be put into the operating budget is continuing costs surrounding the dam removal. There are a number of things we are obligated to do over the next few years, and instead of having to have them be a warrant, we should tackle them over the next few years, and \$80,000 has been assigned for that purpose. The Budget Recommendations Committee has also supported 1 proposed hire for the Exeter Fire Department, which is roughly \$65,000. The committee also notably tried to tackle the subject of the Social Services warrant, which resulted in the suggestion to discontinue the warrant and fund a line item in the operational budget at \$100,000 for FY 2017. The committee furthermore recommended a citizen's group be assigned to look at and assist the Human Services department with funding evaluations and to develop guidelines for appropriating the funds. Of note, the Committee did not feel there was sufficient time to devote to the Human Services agency and process, and decided it would be better to tackle on a year-round basis at different intervals, such as quarterly.

On the warrant side, mostly infrastructure needs of the town were addressed: Court Street culverts; Lincoln Street improvements; TTHL remediation for drinking water; and replacing the Washington Street water line. Two weeks back, the committee met at CIP to evaluation of how vehicles are purchased. There is a Service-Life Extension program dedicated to refurbishing existing vehicles and extending their life. The idea was not to replace the existing town policy of replacing town vehicles, but rather to offer an additional option where appropriate.

Fran Hall, Chairwoman of the Subcommittee on Human Services, reported that the recommendation to bring human services under the operational budget was based on the need to make the Town's social services support more directly tied to the welfare mission of the town. This would also support effective quality control in the disbursement of funds and how funds are used. That was the focus of the recommendation.

Currently, the Town Manager's Office oversees the administration of social services.

Russ Dean, the Town Manager, further noted that a citizen's committee would and should be involved on a quarterly basis to be able to meet needs. An ongoing effort would be needed to ensure thorough monitoring and quality control.

BOS Chairman Dan Chartrand thanked the 5 Budget Recommendations Committee members in attendance.

Selectwoman Anne Surman There is a lot of data and research, and year-round citizen committees is a good way of knowing what is going on within the committees. Ms. Surman declined support to bring human services into the operational budget, arguing that the issue is best addressed as part of a warrant article. She also noted that the Town should have a Welfare Director.

Clerk and Selectwoman Nancy Belanger offered support for the Town Manager's assistant, Sheri Riffle, acting in the capacity of a welfare director. Sheri was noted as having a degree in social services, as well as having filled in for the previous (part-time) Welfare Director.

Vice Chairwoman Julie Gilman offered thanks to the Budget Recommendations Committee and recommends that Exeter residents check out the minutes from the different committees, which are available online, as that will lend color into how the decisions within the committees are made.

Selectman Clement expressed concern that there might not be sufficient time to take a deep-dive on the budget prior to January's public hearing. Chairman Chartrand stated the FY 2017 budget would be slated for discussion in December 5th and 19th's Board of Selectmen meetings.

Mr. Clement stated the bottom-line budget number to be \$17,576,735—that was the budget presented to town voters in March. Currently, the budget stands at \$18,294,959. That is an increase of \$718,224 over last year's numbers to the voters, representing a little over 4%. That's too high, according to Mr. Clement. Chairman Chartrand responded that you could take them out of the warrant, as the Budget Recommendation Committee has suggested, and "you've got apples to apples; or you can take them out, and you can compare apples to oranges. We need to have comparable values." Mr. Chartrand offered there has not been an unreasonable increase, when comparable values have been considered. That said, he does have further interest in the service-life extension program, as well as reservations over the new firefighting position, as he'd rather see the funds go into reducing overtime and perhaps for in forthcoming contract negotiations.

Mr. Stevens recalled the same conversations were had in the Budget Recommendations Committee, and reiterated their dedication to transparency to the Town. Whether items fall under a warrant article or the operating budget, they will be voted on somewhere. The things

that were, however, suggested to be put under the operating budget, these aren't really warrant items.

Selectman Clement concluded that his 'apple' is what we present to voters in March. There is a difference in the bottom line. Moving items from the warrant article into the operating budget may be a valid argument, but what you start with is what you start with, and residents need to know what they're voting on and they need better transparency.

Selectwoman Surman agrees with the Chairman about holding off on the new firefighter position. A few years ago, 4 firefighters were hired outside the budget process on the pretext that we would reduce overtime, and that never happened. Ms. Surman also expressed reservation about the sidewalk item being in the budget, noting that it might be something voters want to see on the warrant.

Mr. Dean, Town Manager, related that whenever the likes of a lease-purchase is agreed as part of the CIP, he has explained in numerous deliberative sessions, that it will go into the budget for whatever the term of the contract stipulates. We do look at the bottom line, as we talk about appropriations from year to year as a part of the overall budget strategy and method of developing the budget. The board is likely to always have deliberations over what goes where and in our form of government, lease-purchases have to be approved by voters via direct warrant article; there is no other method to do that. Over the past several years, we've been employing that strategy for heavy-duty equipment that is generally in excess of \$100,000 to schedule them on a lease-purchase basis in order to keep the tax rate in check.

Chairman Chartrand expected this warrant v. budget dialogue given all the movement of what was going on in the Budget Recommendations Committee. He reiterated the Town's long-standing track record over the past 5-10 years of honoring the work of Budget Recommendation Committee, the Board of Selectmen, the Town Manager's Office, the Finance Department, and all the departments with regards to the budget. The Board of Selectmen has tended to approve recommendations because the homework has been done.

Ms. Hall shared the fact that the warrant articles on human services have been on the ballot for over a dozen years or more. The Town Manager worked with Ms. Hall to determine that it has been one of the most successful items on the ballot, with a success rate of between 81-88%. This suggests that the town is comfortable donating funds to these agencies. It also means it is becoming institutionalized and maybe it is time to put it into the budget, where we can better manage it. Chairman Chartrand invited Ms. Hall to present again to the BOS, along with co-Chair Judy Rowan. It is a dynamic change and is worth having a separate agenda item over.

b. FY17 Water-Sewer Rates

Town Manager Russ Dean reported that the draft report on water-sewer rates has been received from the consultant, The Municipal & Financial Services Group (MFSG). Michael Maker, Senior Manager of MFSG and Ed Donahue, of MFSG are in attendance to make a presentation on their recommendations.

Ms. Jennifer Perry, Director of Public Works, noted that the rate model is similar to what we've been doing in the past. The Water-Sewer Advisory Committee, Public Works; the Finance Department, and the Town Manager's Office have all worked in bringing the study to where it currently stands. The report aims to capture a 5-year plan to ensure we're on the right trajectory.

The presentation of 12 slides and accompanying report represents the results of the consultant's analysis of the forecasted costs of providing water and sewer service to the Town's customers and their recommendations for recovering these costs over the next five years. The study provides a number of recommendations that will enhance the financial health and stability of the Town's water and sewer operations while equitably charging its customers for the services provided.

Factors Affecting Rates:

- Operating and maintenance expense charges
 - 2.0% escalation rate per year
 - Additional expenses related to the wastewater treatment facility
- Capital improvement plans (aging infrastructure/ regulatory compliance)
- Debt service (existing and future debt)
 - WWTF (loan for \$53.58 million over 20 years at 2% starting in 2020)
- Customer and water usage/sewage generation changes
 - no growth (0.0% per year)
- Miscellaneous revenue changes
 - No growth (0.0% per year)
- Minimum cash balance
 - 90 days of operating expenses

A Slide of Water revenue requirements, Revenue at Current Rates and Revenue at Proposed Rates was shown. It is a bar graph that plots projected growth from FY 2016 through FY 2021.

A Slide of Sewer Revenue Requirements, Revenue at Current Rates and Revenue at Proposed Rates was also shown, projecting notably higher growth from FY 2016 through FY 2021.

Rate Designs

Current Rate Design:

- Quarterly water and sewer service charges per bill
- Water and sewer usage rates (per 1,000 gallons)
 - 0-29,999 gallons
 - 30,000-194,999 gallons
 - Over 194,999 gallons
- Quarterly flat fee for sewer customers service charge plus 10,000 gallons of usage (120 gallons per day x 90 days)

Alternative Rate Design:

- Quarterly water and sewer service charges per bill
- Water and sewer usage rates (per 1,000 gallons)
 - 0-21,000 gallons
 - 21,001-105,000 gallons
 - Over 105,000 gallons
- Quarterly flat fee sewer customers service charge plus 10,000 gallons of usage (120 gallons per day x 90 days)

The only change is a slight change in the tiers.

The following findings were developed during the course of the study:

- Revenues collected at current rates are insufficient to cover the water and sewer revenue requirements for FY 2017 through FY 2021. Current water and sewer rates, if left in place, would not generate sufficient revenue to fund the revenue requirements.
- The Town needs to increase water and sewer rates over the first five years of the planning period to keep revenues in line with expenses, to fund the required operating and capital costs identified and to meet the performance indicator requirements.
- The Town should implement required rate increases through a multi-year financial plan. This will allow the Town to smooth rate increases over the planning period and mitigate customer rate shock while meeting its cash requirements.
- Review rates and charges on an annual basis and revise as needed. Consider a full cost of service study for all rates and charges every five years. While it is recommended to adopt rates and charges for five years so they do not have to

be revisited and voted on every year by the Board, it is financially Prudent to review expenses and revenues annually to ensure actual values are relatively in line with those projected.

Dave Michelson, from the Water and Sewer Advisory Committee, introduced himself and offered to field any questions.

Selectman Don Clement commented that the proposed increase for a service charge fee—\$39— this amounts to \$100 increase, automatically. This creates a higher proportional cost for the lower-end user, as compared to the higher user. The nature of the flat fee is going to hit the smaller user. Mr. Clement inquired whether it was possible to adjust the services charges down somewhat on a sliding scale, as asking people to pay for something that isn't ready yet is also questionable. He followed up questioning why 0% growth is projected in the estimates, given the 300+ units being built in town. This would presumably lead to an increase in consumption. Mr. Maker replied that the forecast was purposely conservative. Mr. Donahue also added that existing customers tend to use less water. The fixed rates are meant to protect the trend of downward consumption.

Town Manager Russ Dean observed the timeliness of the water question vis-a-vis the current drought, noting that there is no way to realistic way to determine what the future will be and what water trends will be. The volatility of consumption remains elusive, and in terms of master planning, there is a benefit of being conservative.

MFSG will present at the next BOS meeting on December 5th to discuss further any remaining reservations. An updated, color report will be circulate from the consultant, in addition to the slide presentation.

c. Cell Tower Lease Proposal - Simpson Property

Town Manager Russ Dean noted that Article 22 of the 2016 Town Meeting granted authorization to the Board over the Long-Term Lease of Town-Owned Property, specifically the landfill property of the Simpson Estate for the purpose of installing a cell tower. The vote was 79% in favor. Public-safety communications would also be located on the tower.

Varsity Wireless has proposed 4800 square foot portion of the Site plus an access and utility easement from the site to the nearest public street.

The intent of this presentation is to answer questions and look for comments. In terms of process, the Town would submit the application before the the Planning Board, which will make the final decision.

Selectwoman Anne Surman drew attention to Section 21, Assignment, suggesting the words “with prior approval” be added to the language of any potential subletting. Stephen Kelleher, of Varsity Wireless, noted that there are 4 major cellular carriers, and the towers are designed to be able to withstand the equipment of 5 carriers. Once the site is up, they don’t typically get approval from the landowner to get permission to add anything to the structure, as the agreements go with the land. The agreement is bound just like any other piece of land. Mr. Kelleher noted that concerns can likely be addressed with assistance from the Town Counsel. There is similar language to be addressed in the exhibits, such as under the Memorandum of Option.

Selectman Don Clement suggested to better specify precisely where the tower will be located prior to the application to the Planning Board. Mr. Kelleher noted that it would be cost-prohibitive to invited in a surveyor prior to the approval process, but once approval is granted, a survey will be commissioned of the site. In general terms, it will be approximately 30 feet behind an old white structure on the Simpson property.

Chairman Chartrand voiced his enthusiasm for the project, on behalf of voters, RiverWoods, and the Fire Department’s communication needs. Town Manager Dean Russ noted that the next step will see comments from tonight’s session being worked into a final draft before formal submission to the Board. After BOS approval, it will go to the Planning Board.

d. Front/ Pine/ Linden Street Roundabout Analysis

Mr. Dean presented a letter quote from the engineers working on the String Bridge project— Hoyle Tanner & Associates— to look at what is required. The fee estimate is \$12,681 involves a conceptual design only.

Ms. Jennifer Perry, Public Works Director, noted that the design is based on the existing roundabout on the border in the Town of Rye’s. The same geometry was used in calculations.

Selectwoman Surman noted it is a quirky intersection, but expressed hesitation that a rotary may not be the right solution on the grounds that rotaries present an odd set of ramifications. Selectwoman and Clerk Nancy Belanger noted that people are not stopping at stop signs under the current set up, rendering it dangerous. There is no line of vision past the vehicles parked at the in, so people drift into the intersection. Vice Chairwoman Gilman added that the area has dicey crosswalks and is not as high-trafficked an area as it used to be, although it does get backed up on election days as it is the primary access to the old high school. Selectman Clement agreed that it is a problematic intersection, but would like evidence as to its ‘dangerous’ nature, such as the accident incident rate. Mr. Clement did some research on rotaries, and offered that

they marginalize bicycle traffic, pedestrians, the handicapped, and emergency vehicles. There is also a driveway with access at the roundabout that is awkward, with angled parking at the Inn, in addition to a bus stop.

It was concluded that more information is needed. The current proposal is only conceptual. If we want to include other alternatives, it would need to be contracted additionally. We don't know if this is the best solution, so perhaps they can resolve the scope of work.

Ms. Perry will revert to Hoyle Tanner to consider alternatives to make sure this is the way to go for potential inclusion in the FY 2017 budget.

Mr. Clement recalled that there was a mock rotary simulated in the 1960s, but it was abandoned as an idea. The archives should perhaps be searched for any detailed findings, but whatever data is found, it is likely outdated. Town Resident, Arthur Baillargeon, of Tremont Street, inquired whether a traffic study would be commissioned ahead of the recommendation. Ms. Perry confirmed there would be.

e. Financial Software Lease-Purchase

Russ Dean, Town Manager, directed attention to Exhibit E on page E-1 of the Lessee Resolution for the Master Lease Purchase Agreement.

Selectman Clement inquired whether page D-1 the Opinion of Counsel was the Town of Exeter's counsel, and it is. Town Finance Director Doreen Ravell noted that tonight represents the beginning of the process. The Town Counsel will not sign off until it is approved by the Board of Selectmen, it is signed by 2 board members (plus a witness), and they have the minutes. This is the same leasing company used for many town leases over the past 5-6 years. The only difference is in amounts and the fact that it is for software. It will be reviewed by legal counsel, but after approval by the BOS.

Schedule No. 07, Exhibit E of December 1, 2016: Lessee Resolution regarding Master Lease Purchase Agreement dated as of October 1, 2011, between Tax-Exempt Leasing Corp. (Lessor) and Town of Exeter (Lessee) and Schedule No. 07 thereto dated as of December 1, 2016.

At a duly called meeting of the Governing Body of Lessee (as defined in the Agreement) held on November 28, 2016, the following resolution was introduced and adopted:

Be it Resolved by the Governing Body of Lessee as follows:

1. Determination of Need. The Governing Body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of Schedule No. 07 dated as of December 1, 2016 to the Master Lease Purchase Agreement dated as of October 1, 2011, between the Town of Exeter (Lessee) and Tax-Exempt Leasing Corp. (Lessor).

2. Approval and Authorizing. The Governing Body has determined that the Agreement and Schedule, substantially in the form presented to this meeting, are in the best interests of the Lessee for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Agreement and Schedule by the Lessee and hereby designates and authorizes the following persons to execute and deliver the Agreement and Schedule on Lessee's behalf with such changes thereto as such persons deem appropriate, and any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Agreement and Schedule.
3. Adoption of Resolution. The signatures below from the designated individuals from the Governing Body of the Lessee evidence the adoption by the Governing Body of this Resolution. Clerk and Selectwoman Nancy Belanger **motioned** to authorize the Clerk and the Chairman of the Board of Selectmen to sign the Lessee Resolution. Vice Chairwoman Julie Gilman seconded the motion. The motion passed unanimously, 5-0.

If Town Manager Russ Dean requires further authorization, the matter will be slated on the agenda of the December 5, 2016 Board of Selectmen meeting.

7. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

There are 3 abatements to be considered. The Water and Sewer Department has recommended to deny them all.

The President of the McReel Condo Association of 196 Water Street, presented the Association's request for an \$1,759.51 abatement. This is mostly residential building, with an ice cream shop. Use appeared to spike exponentially, resulting in an extraordinarily high bill. The source of the extreme water usage remains is a mystery, despite a thorough interview with all building residents.. It's an old building and it is hitting their budget hard.

Chairman Chartrand questioned why the abatement was recommended to be refused if it was a 1-time aberration. Clerk Belanger inquired whether Desiree did an inspection, and while the pipes were inspected, colored tablets were not used.

Chartrand requested someone from the Department of Public Works to attend the December 5, 2016 Board of Selectmen Meeting to speak further to the abatement process. All abatement applications are being postponed to that meeting.

b. Permits & Approvals

Selectwoman Belanger raised a **motion** to approve the use of the Town Hall Main Floor Poster and Plywood Boards for the week of November 19-December 2, 2016 for the Festival of Trees event, which is scheduled from December 1-3, 2017, during the hours of 8 AM - 10 PM. The motion was seconded by Vice Chairwoman Gilman and passed unanimously, 5-0.

c. Town Manager's Report

Town Manager Russ Dean is meeting with someone tomorrow to discuss the dog park project.

The Housing Committee met on Friday, November 18, 2016. There was also a lengthy Master Plan meeting that same day. Mr. Dean recently attended a Public Session on the King Parcel for the Economic Development Committee on Tuesday, November 22, 2016.

Around town, preparations are underway for winter and the holiday season.

Work on String Bridge is still continuing.

Mr. Dean has also held several conversations with Chief Shupe regarding the speed limit issue, including the ordinance draft. Chief Shupe has been in touch with the Department of Transportation, and is working to get the answers to some questions before it is brought back before the Board.

d. Selectmen's Committee Reports

Selectman Clement noted that the Planning Board met briefly this past week. There is another meeting next week which is likely to be more dynamic, with the continuation of the Rose Farm project and a potential Portsmouth Avenue development.

Mr. Clement attended the Municipal Association's Annual Meeting before the Thanksgiving holiday. There was one session in particular that was quite interesting, involving Dover, Keene, and another smaller town's experience with complete streets. Their take away was that one-size does not fit all; some streets adapt very well to the complete streets mission of being multi-modal and multi-user friendly, and some do not.

There was also Squamscott River Advisory Committee meeting last week.

There is River Study meeting Thursday morning, December 1, 2016 at 9:00 AM.

Vice Chairwoman Gilman related that the Heritage Commission and Demolition Review Committee met at the yellow house next to the Hampton Inn on Portsmouth Avenue. The

outside is unimpressive, but the interior was surprisingly nice. Demolition was recommended and the building materials will be sold to an architectural salvage company.

The HDC had a meeting regarding the proposed bus shelter. The result was a determination to move the shelter plan further down the street on account of in ground utilities.

Clerk Belanger stated that her Housing Committee Meeting report will be presented at the December 5, 2016 BOS meeting.

Selectwoman Surman recalled that there was a Conservation Committee Meeting on Tuesday, November 15th.

Ms. Surman reported that the Great Pumpkin Toss on Nov 5th at Raynes Farm was a rousing success. There were 330 cars present. The pumpkins were donated by a local church in Portsmouth. There were tours on the history of the barn, hay rides, and trebuchet for launching pumpkins. Ben Anderson, who ran the event, noted that next year they'll aim to have an additional trebuchet. Going forward, the event will be held on the 1st Saturday after Halloween.

The Conservation Commission next meets on December 13, 2016.

Chairman Chartrand announced that the Master Plan Steering Committee will meet on Wednesday, January 25, from 6:30-8:30 PM. It will be a public session. The site is still yet to be determined;

Mr. Chartrand subbed for an input session on the King Property on Epping Road. There was a decision to hold another public session on December 20 at 7 PM, with a special invitation to the Conservation Commission. Emphasis was placed on the goal of hosting a conversation, as advisory bodies.

e. Correspondence

There is a letter Comcast in the packet regarding important information about Comcast Set-top Boxes.

An email was forwarded to the board from Melanie Sage, regarding the 'dangerous intersection' at Columbus Ave.

There is also an email in the packet from Town Planner Dave Sharples regarding the HDC vote to approve the location of the bus shelter in front of the Town Office, with the caveat to be moved up the hill as much as possible but not on the other side of the pole.

There will be Holiday Reception for Town of Exeter employees on 13 December from 4-6 PM.

The Order from Case No. 435- 2016- CV- 104 from the State of NH Circuit Court regarding the Town of Exeter Planning Office V Katherine Holmes is also included in the packet.

Lastly, there was a memo of thanks from Families First for the for recent donation from the town.

8. Review Board Calendar

The next Board of Selectmen meeting will take place in 2 weeks, on Monday, December 5th and 19th. There will also be a meeting penciled in for January 3rd.

There will be a Deliberative Session on 28 January at 9am in the Auditorium at the new high school.

9. Non-Public Session

There was a **motion** from Selectwoman Belanger to proceed into a non-public session under RSA 91-A: 3, II (a and c), for the discussion of public employee compensation and reputation. Vice Chair Gilman seconded the motion, which was approved, 4-1. surman, nay

The Board conducted the non-public session, starting at 9:55 PM.

10. Adjournment

The board emerged from non-public session.

Selectman Clement moved to adjourn, seconded by Selectwoman Gilman. The Board stood adjourned at 10:00 pm.

Respectfully submitted,

Amanda White, Recording Secretary

Draft Minutes

Exeter Board of Selectmen

December 5, 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 and Clerk Nancy Belanger and Selectwoman Anne Surman. Town Manager Russell Dean was also present.

2. Public Comment

Joe Kenick, Jr., of 10 Hobart Street, in his capacity as past President of the Sportsman's Club, would like to build a 24 x 16 structure on the range, which already exists, but is not enclosed. He thereby requests a building permit on a site that already exists. Chairman Dan Chartrand referred to Article 8 of the lease, noting that a significant amount of renovation needs to be put before the Planning Board. Mr. Kenick, however, contends the renovation is not significant. Dave Sharples, Town Planner, will be called upon to discuss the matter further. The resident ascribed a sense of urgency to the request, as he would like to get a roof over the structure before any winter weather sets in. Selectman Don Clement asked whether the proposed structure was inside the perimeter, by 25 yards. Mr. Kenick replied it is, and that it is similar to other structures on site, only smaller.

Paul Royal, of 3 Pumpkin Circle, is asking for the Board of Selectmen to reconsider the Town's winter emergency parking policy. He asserts that discretion would be helpful for winters such as last year, where there was not much precipitation, adding that residences built in the 1950s and '60s have small driveways, and there is often street overflow parking. Modern families furthermore tend to have more cars than parking spaces, so the policy is a widely-shared burden. The City of Portsmouth takes a 'snow emergency' approach, which seems to work fairly well. This might be a contender for a warrant article, if necessary. Chairman Chartrand noted there may be historic precedent, and offered to take it under advisement and report back.

3. Minutes and Proclamations

a. Proclamations/Recognitions

There are are not proclamations or recognitions.

4. Approval of Minutes

Approval of the November 28, 2016 minutes were deferred to the December 19, 2016 meeting.

5. Appointments

There were no appointments.

6. Discussion/Action Items

a. Water Sewer Rates Hearing

Clerk and Selectwoman Nancy Belanger **motioned** to initiate discussion regarding the water-sewer rates. Selectwoman Anne Surman seconded the motion. The motion passed unanimously, 5-0.

The consultant, MSFG, was patched in on the phone to answer questions. They are currently in Virginia on business, hence the conference call-in. Michael Maker, Senior Manager, and Edward Donahue, President, were in on the call.

The presentation agenda included the following: Factors affecting rates; revenue requirements vs revenue; rate designs and projected rates; sample bills and comparison; and discussion/questions.

The factors affecting rates were outlined as: operating and maintenance expense changes; capital improvement plans (aging infrastructure/ regulatory compliance; debt service (existing and future debt); customer and water usage/ sewage generation changes; miscellaneous revenue changes; and minimum cash balance.

There is a bar chart on revenue requirements vs. revenue. For water, operating expenses remain consistent. For sewer, the projected debt service really ramps up in 2020.

Rate designs detailed quarterly water and sewer service charges per bill; water and sewer usage rates per 1000 gallons; and the quarterly flat fee for sewer customers—service charge, plus 10,000 gallons of usage (120 gallons per day x 90 days).

The alternative rate design was analyzed according to quarterly water and sewer service charges per bill; water and sewer usage rates (per 1,000 gallons); and the quarterly flat-fee for sewer customers— service charge, plus 10,800 gallons of water.

There was a slide of projected rates according to the current design, broken into water and sewer, current and projected through FY 2021. In contrast to this, there was a slide detailing the projected rates according to the alternative design, again broken into water and sewer, current and projected through FY 2021. There were also sample bills that strove to answer what the quarterly bill impact would be on typical customers by meter size; as well as the quarterly bill impact on typical customers with a 5/8 inch meter size.

Dave Michelson and Peter Lennon, from the Water-Sewer Advisory Committee, were on hand to answer any questions.

Color reports from MFSG have been provided to the BOS and are available on the Town website.

Selectwoman Anne Surman questioned why they assumed (page 2, section 102.4) 0 percent for consumption growth. Public Works Director Jennifer Perry noted they took a conservative approach. There are new units coming online in town, but there is reduced consumption overall and more conservation.

Mr. Chartrand affirmed the good thinking behind tying the service charge to a specific operation. It truly is a service charge. He also spoke favorably of the decision to place the smallest users on the lowest tier and adjusted the tiers. It is a strong model and he is prepared to vote for it.

Selectwoman Belanger motioned to close the public hearing on 2017 water and sewer rates. Selectwoman Gilman seconded.

Selectwoman Belanger **motioned** to adopt the following water rates, effective with the January 2017 billing, as follows: water service charge \$39.50 per quarter, Tier 1 usage up to 21,000 gallons \$7.19 per 1,000 gallons, Tier 2 usage 21,001 gallons to 105,000 gallons, \$8.19 per 1,000 gallons, and Tier 3 over 105,000 gallons per quarter, \$10.79 per 1,000 gallons.

The town manager requested the \$8.19 should read \$8.99 as it is a typo. Selectwoman Belanger amended her motion to reflect the \$8.99 per 1,000 gallons. Selectwoman Gilman amended her second to the motion. The motion to adopt as amended then passed unanimously by a 5-0 vote.

Selectwoman Belanger **motioned**, seconded by Selectwoman Gilman, to adopt the following sewer rates, effective with the January 2017 billing, as follows: sewer service charge \$39.00 per quarter, Tier 1 usage up to 21,000 gallons \$5.25 per 1,000 gallons, Tier 2 usage 21,001 gallons

to 105,000 gallons, \$6.56 per 1,000 gallons, and Tier 3 over 105,000 gallons per quarter, \$7.88 per 1,000 gallons.

Selectman Clement would like to offer an amendment to the motion. Selectman Clement **motioned** for an amendment to the proposed 2017 the sewer rates: Tier 1 \$4.48; tier 2 \$6.21.; and Tier \$7.31. Selectwoman Surman seconded. Chair Chartrand explained there was an amendment to the rates put together by the consultant and the water sewer advisory committee.

Mr. Clement understands that in 2020, there will be a high expense when the wastewater bond comes due, and it is a valid argument to graduate the charges rather than hit ratepayers all at once. Rather than do that, to balance revenues to expense, expenses should be softened for the coming year. If we don't need the money in 2017, we shouldn't charge more to customers than is required. He is fine with service charge and gallons stipulated in the tiers, but not with the rates. Currently, the sewer fund is healthy with a 1 million in surplus. The sewer surplus is well over \$300,000 as proposed by consultants. According to Mr. Clement's rates the surplus would be \$149,676. Selectwoman and Clerk Nancy Belanger noted that residents will either have to pay now or pay later, but that people don't like big increases all at once for budgeting.

Finance Director Ravell reported, upon a question by the Chair, the sewer surplus would project to 293K with the consultant recommendations, and 149K with Selectman Clement's recommendation.

DPW Director Perry noted the rates are being recommended to avoid sticker shock over time, and if you look at the rates over a multi-year period, they are set to be an amount in the future, and if you don't adjust now you create a spike later due to annual compounding that occurs. Mr. Donohue concurred with Director Perry's comments if you hold off making changes you lose the benefit of compounding and the bill would have to increase \$300 in five years. A bite now versus a great big bite in five years.

Selectman Clement clarified he was only talking 2017 rates, not 2018 or 2019. That rate setting has to occur next year. Mr. Donohue stated if you look at it one year at a time, by deferring increases now, you are looking for a larger increase down the road. Mr. Donohue said his experience is customers like to know what their bills will look like now instead of a spike down the road. He is basing his recommendation on his 40 years of experience doing this. Selectman Clement said he is just putting out an alternative for 2017.

Selectman Surman inquired whether there will be a vote on rates every year. Right now, only 2017 rates are on the table. Selectwoman Surman argued for a lower rate as it only includes 2017 and the surplus isn't needed.

Chairman Chartrand offered a counterpoint: that the point of the study was to not only look at a single year, but to project to anticipate an increase and ramp up in the most graduated way possible. The amendment will put a crimp in that.

Water-Sewer Advisory Committee Member David Michelson also offered that they recommended these changes as soon as possible for known obligations plus a well-funded sewer fund can avoid potential short-term borrowing on the bond issue for the new facility, and for unseen construction requirements, etc.

New Water-Sewer Advisory Committee Member Peter Lennon concurred with a graduated rate of increases, stating that if you put it off, each year it will get harder, if you don't take advantage of the ability to do the increases earlier. If you want to ameliorate sticker shock, it's important to adopt the amounts recommended. Construction projects inevitably require 'unknown-unknown expenses'. A healthy sewer fund would allow us to deal with those unknown unknowns. The amendment would reduce our ability to deal with it. A lesser funding this year will lessen the town's ability to absorb any unforeseen expenses on the project.

Selectwoman Belanger said the graduated increases are better for household budgeting. A spike will be harder to take.

Vice Chairwoman Gilman expressed concern over what might happen if we look at adjusting rates on a year-by-year basis. She appreciates Mr. Clement's proposal. She hesitates to pick up numbers that she's not sure how they fit into the plan.

Selectman Clement values the debate.

Chairman Chartrand called a vote Mr. Clement's **motion** to reduce the proposed sewer rates with the following distinctions: Tier 1 is to be set at \$4.48; Tier 2 to \$6.21; and Tier 3 to \$7.31 for FY 2017. The amendment failed, 2-3, with Chairman Chartrand, Vice Chair Gilman, and Clerk Belanger against.

Clerk Nancy Belanger **motioned** to set the sewer rates for FY 2017 as originally read by Clerk Belanger, including the proposed service charges and tiers. The motion passed, 4-1, with Selectwoman Surman opposed.

Vice Chair Julie Gilman **motioned** to increase the sewer flat fee \$95.70 per quarter. The motion was seconded by Clerk Belanger. On discussion, it was clarified that this was a quarterly fee. Selectwoman Gilman amended her motion to reflect this, and the amendment was seconded by Selectwoman Belanger. Selectman Clement asked how we arrived at the fee. DPW Director Perry said it was targeted to average use. Mr. Donohue from MFSG said it was based on a service charge and 11,000 gallons of sewer usage per quarter. Selectman Clement asked how many customers we have in this regard. Mr. Donohue mentioned 40-50 is the approximate number. Mrs. Perry noted some on the Hampton town line. Mr. Dean stated equity is important and we want to have people evaluating whether it makes sense to tie into the town system. Chairman Chartrand called the vote. The motion passed unanimously, 5-0. Chair Chartrand thanked the consultants and the volunteers on the water/sewer advisory committee and all involved for their work on this.

b. FY17 Budget and Warrant Articles

Town Manager Russ Dean drew attention to a cover memo before the FY 2017 budget that highlights recommendations from the Budget Recommendation Committee.

Chairman Chartrand spoke with Fran Hall, who is available to come before the Board on December 19th, to present the piece on Human Services, if the Board so wishes. He offered thanks to the Budget Recommendation Committee for thoroughly vetting the budget in terms of quality and quantity. The Board's approach is likely to zero in on any areas of concern or interest.

It was noted that Library Trustees oversees the Library budget, and the Board of Selectmen has no say on that. Vice Chair Gilman noted in her time here she has never met any of the Library Trustees. Their numbers are separate and passed through the Finance Department but they set their own pay and COLAs which are not always in synch with other town employees. Town Manager Russ Dean pointed out that there was a full-time position added to the library staff in lieu of part time hours but no part time wages have been reduced, there may be some wiggle room if the question were asked of the Trustees. Vice Chair Gilman inquired whether it would be possible for the BOS to meet with a representative from the Library Trustees. Chair Chartrand expressed he would like the Trustees or a representative to come to the meeting on the 19th. It would be great to have a conversation with the Trustees on the full time and part time issue. Mr. Dean replied that he would invite the Library Trustees to the next BOS meeting, on December 19th.

Selectman Clement mentioned the Chief was present and for questions about the Fire Department he was here to answer the questions. Chairman Chartrand indicated there was discussion at the last meeting and so if people were here to speak to it that would be fine.

Chief Comeau from the Fire Department addressed the Board with regards to the Department's requested firefighter. He discussed the request wasn't an effort to reduce overtime but to answer increased calls for service. He informed selectmen that, as there was the first winter storm of the season today, they had already received 15 calls. The average is usually 12 calls per day, and over 19,000 calls have been logged in 2016 thus far for service. We are busier than a lot of other departments that are more heavily staffed than we are. He noted a burden has been placed on local communities to cover us when our ambulances are tied up or we cannot get our people back in the station fast enough for coverage. For the third or fourth additional call we rely heavily on North Hampton for an ambulance on this side of town and Kingston with their 2 day EMS personnel are called for help frequently. An Epping ambulance could be the first seen at the new High School or Riverwoods as a volunteer ambulance. A lot of time we can't get a fire truck out there. The Chief referred to his report since the 4 firefighters were hired in 2007 making a jump of 4 firefighters one per shift. EMS runs have followed forecasts and we're looking at over 1937 calls for service this year. There will be around 107 mutual aid calls run into Exeter, most of those are ambulance work, it puts a lot of burden on other communities and we lose \$60,000 in revenue by not responding, and it's not fair for our residents to be handled by other communities. The overtime budget has also been lessened by >\$100,000 since 2006. Chief Comeau recounted the transfer of overtime funds to cover full time wages in 2007. Since then the line has been held from 2008-15 on overtime even though calls for service have increased by 1000 since then. We've turned back funds in recent years by better management of sick leave and vacation, and retirements of senior members have generated savings. Firefighters would be used to cover daytime hours, this is unique to New Hampshire. The trend of Monday-Friday 6 a.m. to 6 p.m. seems to be the trend. Some communities are 11 a.m. to 7 p.m.. Hooksett has done this for a number of years, with floaters working day shifts at their busiest times.

Chairman Chartrand questioned whether the union contract requires amendment. Chief Comeau explained that the schedule is set for union employees for 24-hour shifts in a certain configuration. In the first year we could do whatever we wanted. After that, we would discuss with the local, in order to approve additional staff with a different shift, he explained, the contract would require amendment. Mr. Chartrand further expounded with a preference to decrease overtime to add positions, suggesting union negotiation. He wishes to amend the contract before we approve positions. We need to pull a position out of the 24 hour cycle.

Chief Comeau replied that without the additional position, he has little to offer the union for negotiation. If he had a position on the table approved by the board, not to reduce overtime - we don't know what the new position would do in terms of call coverage. We believe based on other departments that this is a great way to go after those calls we are not covering today. If we see overtime cuts, that would be great. The Board wants suppression overtime cut, but that's the overtime that answers calls. We are trying to manage sick leave coverage and vacation leave coverage. Chair Chartrand mentioned we have a contract negotiation next year, we could have an agreement to direct the position in that regard.

Selectwoman Surman noted a note about the second hire request on the budget proposal requires removal. There is only 1 position recommended to be hired by the BRC. Chief Comeau mentioned the BRC with their recommendation suggested a cut in overtime as part of the recommendation. Selectwoman Surman said she agrees with Chair Chartrand that it's kind of the cart before the horse. She added that mutual aid from other towns doesn't necessarily bother her, to which Chief Comeau replied that mutual aid is supposed to be mutual, only, the current situation isn't mutual. When we're doing 3-4 calls and we're having Hampton in here covering it's not fair. The cost to their community is going up. Exeter FD is not meeting its obligation. The cost to other communities is going up. The same situation happened in Stratham a few years back when they had no full-time day staff. Exeter was covering for all their obligations until they finally hired staff. They hired day personnel and now are meeting their obligation. We rarely go to Stratham unless it's in the middle of the night and it may be a second call for them too. Selectwoman Surman suggests we're not missing calls and she doesn't want to scare people into thinking they are in danger. Chief Comeau said this wasn't the goal, and if there are breathing difficulties you shouldn't be waiting 15-20 minutes for an ambulance to be showing up. There is a current 4-6 minute response time in Exeter. If we call Kingston in the middle of the night their call staff have to go to the station get an ambulance and get to the call in Exeter and we're still dealing with the calls we have. Time delays are a real issue. There have been no legal issues regarding the Town not showing up for a call in time, yet, but there is a problem.

Vice Chairwoman Gilman questioned whom the prospective new hire would cover for, and whether the new position would be limited to filling in for people that are on vacation and sick. Chief Comeau explained that the position would be scheduled Monday through Friday, from 6:00 AM to 6:00 PM. We'd have to do some juggling to make it work. We're going to fill this shift and maintain this shift. So with firefighters on the 24 hour shift they can drop to 5. This person would not make up that 5. So they are always at 5 plus 1 when someone's on vacation. 6 people covers 2 ambulances and have an engine company available to respond to that third

medical aid. Medics will be available right away to respond. We would not let that new shift be open. He continued, "the do more for less days are over." We could keep a third ambulance busy but we have nowhere to keep it, so we let it go.

Chairman Chartrand confirmed with the Chief if approved the person would need to go into the contract schedule. Chief Comeau indicated a May start date and going May to May to start. Chairman Chartrand said we are not the kind of town that lets people go. Selectwoman Belanger supported the floater concept but the mutual aid numbers are important and she is concerned. Looking at 107 calls it is daunting. Chairman Chartrand asked if town-by-town mutual aid statistics were available, and suggested a presentation be made at the December 19th meeting. Chief Comeau noted that each town is different, North Hampton staffs 3, and each has different needs and assets, so it's hard to compare capabilities and response abilities. Chief Comeau said our mutual aid responses are mostly fire calls, as when people call they know they get an engine company of 4 people. Chief Comeau said Durham doesn't do EMS but responds to every medical aid on campus. They don't transport the patient but they still do 2200 runs per year on campus. The City of Rochester who does 2800 runs per year doesn't transport as Frisbee is right in town. Hudson Fire Department has 3 ambulances, Londonderry has 3 ambulances, Laconia has 3 ambulances, Hampton has 3 ambulances, we have 2. Each department is different, the geographical area around them is different, we have mostly volunteer departments and they rely heavily on us just like we have been relying heavily on them.

Selectman Clement said he has always been a bulldog on overtime but after sitting down with Chief Comeau and Assistant Chief Wilking he has a much better understanding. This is not about overtime it is about coverage. He sees if we get an ambulance call and it requires 2 people, then we get a fire call it requires 2 people and 1 is left at the station, and we get another ambulance call, there is only 1 person left at the station. We're now short a person, we have to rely on mutual aid and time is of the essence. He sees the need for this, he thinks the union issue can be overcome, he would like to see it go into effect and get an evaluation using next year's data to do a real good evaluation was it successful or could it be improved. He offered his support. Chair Chartrand thanked the Chief and more discussion would happen on the 19th. Selectman Clement then drew attention to line item 01-4211-0501-5263 on page 19 of the draft preliminary budget: \$4235 for annual physicals. He **motioned** to add the item back into the budget, noting that fire personnel undergo stress, a heavy workload, and physical conditions that other town employees don't endure. They are exposed to extreme circumstances. Mr. Dean asked about process, and whether reductions would come with these changes, or one at a time, as a list, etc. Discussion ensued and Chairman Chartrand said he

didn't envision going this way, but understood a board member can make a motion. The motion passed, 4-1 in favor. Chairman Chartrand voted against out of respect for the BRC's work.

Selectwoman suggested that items be brought up for discussion, but not voted on as Mr. Dean said until we know all the numbers. Chairman Chartrand asked for input. Selectman Clement asked if Selectwoman Gilman's goal was to reduce the budget. Selectwoman Gilman indicated making a decision based on the whole rather than piecemeal was preferable. Selectwoman Surman doesn't want to lose track.

Selectman Surman expressed disappointment that there is no Welfare Director for the Town. The position continues to stay open it bothers her nothing has been done officially. She's not sure what BRC thought on this. We used to have a director now we do not. Chairman Chartrand responded that the Town Manager's Executive Assistant, Sheri Riffle, has been fulfilling the role of Welfare Director for over a year and a half. Chairman Chartrand mentioned there is no plan to restore a $\frac{3}{4}$ time position for Welfare. Ms. Surman objected to the fact that the subject was never voted on. Chairman Chartrand said we decided to try it. Town Manager Russ Dean affirmed that the welfare administrator position is in the classification plan but has not been pursued, as this arrangement has been in place for a year and a half. Chairman Chartrand noted the solution has been a source of great savings. This and contracting assessing have been great wins for the Town Manager. He also underscored Sheri's capability and the overall efficiency. He is a big fan of the move and it is a delight to talk about it. Selectman Clement reiterated the need for a process and confirmed the Town Manager under the Town Manager form of government has the right to name someone Welfare Director and that hasn't happened yet. We are just letting Ms. Riffle serve in that capacity. Someone has to be named - that's the Town Manager's right - if it doesn't happen that falls back to the Selectboard. If this is a designation, it should be formalized, and then whether that person should be the Town Manager's assistant, although perhaps not at budget time. Clerk Belanger offered support for Ms. Riffle. She is good at the position, and good at managing her time, and there is savings, and questioned if and whether Ms. Riffle ever moves on, if her successor would share her unique qualifications. She is fine with the way it is. Selectwoman Gilman stated to Mr. Clement's point we're talking about a position not a person, Mr. Dean has appointed a welfare director who is wearing 2 hats. If it's one person that can do both and not two, then it's better for us. Selectwoman Surman says we're the governing body and we need to cross the T's and dot the I's. Selectwoman Gilman states we don't have much to do it's really for the Town Manager.

Vice Chair Gilman pointed to page 31 of the draft budget: line item 01-4589-0804-8605 Christmas Parade, adding they could use a raise. She compared the Christmas Parade budget to Board of Selectmen 12/05/16 Page 10

the Memorial Day Parade, under Veteran's Activities, which is greater. Chairman Chartrand confirmed that Selectwoman Gilman was putting a marker down on this area. Selectman Clement recalled there was an attempt a few years back to add to the Christmas parade budget, but it was shot down in a deliberative session. Mr. Clement supports a poll of the various committees to get a sense for their future budgetary needs. Ms. Gilman wants to research and include the parade committee. Selectman Clement described how the lights were a bit different and we need to upgrade the light system perhaps. Selectwoman Gilman will follow up with the groups to ascertain their needs.

Chairman Chartrand referred to Jennifer Perry, Public Works Director and Peter Lennon, from the BRC, to speak informally on the service-life extension program. The proposal is in draft form. The formal proposal will be submitted in the next BOD meeting, on December 19th. There were 2 pieces of equipment in need substantial refurbishments considered for the program. A 2004 Caterpillar backhoe was quoted needing extensive repairs and parts replacement, at a cost of \$127,000. Only parts and labor would be warranted for 1 year and no extended warranty would be available. To replace the vehicle anew would cost \$169,723.00 (not reflecting any trade), with a 5-year, 6000 hour, whichever comes first. A new John Deere would cost a bit less. Clerk Belanger inquired about the turn-around time and working without equipment and how that would work or impact the operations. Ms. Perry stated she had no specific timeline available, but that the work would likely take several weeks and would thus require a rental vehicle for a temporary duration. If it were a few days that would be OK but if it was an extended period of time a rental would be needed. DPW Director Perry indicated personnel should be kept busy and have equipment. Chair Chartrand stated yes that personnel was the largest cost for the town.

Selectman Clement inquired what the typical warranty for the new backhoe. Ms. Perry replied that a 5-year or 6000 hour warranty is the industry standard.

The other vehicle offered for a quote is a 2004 International heavy-duty dump/plow truck #27. It has over 60,000 miles and 6,350 hours of use as of June. The truck is essentially parked at this point, and not safe for operations. Several places were contacted to ask how to go about a refurbishment. It will be a 13 year old truck. Jim our contact the representative from International had never been asked for information on a potential refurbishment, and the evaluation alone would have cost about \$1000. Alternatively, lead mechanic Jeff Beck researched and contacted Mahoney and Sons on Route 125 in Brentwood. They do a lot of heavy truck work and government operations work. They are familiar with public works type operations. We don't use them because we do the work they do. They came highly recommended to us by others who use them. They did a general inspection of the truck. Ms. Board of Selectmen 12/05/16 Page 11

Perry discussed the various issues with the vehicle. Overall, every component of chassis is severely compromised and they recommend taking the vehicle out of service due to safety concerns while a replacement is being sought. Jeff Beck, lead mechanic, did the research.

Chairman Chartrand concluded the program does not appear to be a good fit for these 2 vehicles, but noted it could be a good concept going forward, if the Town is proactive in replacing vehicles sooner. It could come into play in the future to save money, but not for the existing fleet. Trucks, due to heavy-duty usage—it's just not done. Trucks battle the most corrosive conditions and are routinely put under the most extreme duress. Earlier-life refurbishment makes more sense. End-of-life refurbishment is not feasible. Town Manager Russ Dean suggested that perhaps we're looking at the wrong vehicles and finding the sweet spot for when a refurbishment would make sense. Equipment should likely be assessed on a case-by-case basis. Mr. Dean mentioned two loaders are coming up for replacement a 2005 and 2006. The loaders are past that at this point, but if the SLEP told you at 4-5 years in that you could refurb and get 8-9 to 10 or years beyond useful life, then it's a whole different evaluation. The review is more specific to what we have looking at it case by case at least in the initial look through. There are about 5 different categories of equipment. Ms. Perry discussed the truck's age and how at 12-14 years, most are replacing sooner. Selectwoman Gilman went to the backhoe was there anything not to be replaced. Ms. Perry said no, it was most of the backhoe that was to be replaced.

The formal memo with documentation will follow on December 19th.

Selectman Clement turned to page page 24 of the draft budget: DPW Highways & Streets, Dam Maintenance/ Bridge Repairs 01-4312-0602-4345. The BRC recommended \$80,000 with a commitment to put it in future budgets as well. Mr. Clement stated this was originally 120K including 60K for a LOMR. Mr. Clement recommended \$10,000 for monitoring as it will cost \$8750 per year for the next three years, \$20,000 for section 106 because we have a couple of years to do this based on a River Committee study report given by Mr. Vlasich; reducing the budget line item from \$80,000 to \$30,000. The LOMR would become a warrant article at \$60,000.

Mr. Clement also put a marker on sidewalks as another CIP that was put into the budget. It represents \$120,000 to be potentially be taken out of the budget. He is going to ask it be taken out of budget and put back on the warrant. The first year we allocated 80K to that capital reserve. He wants to do another 80K for the capital reserve and eliminate the 120K in the budget. Chair Chartrand asked about the TAP grant. Town Manager Russ Dean communicated the official notice of the TAP Grant decision would be received in the first 2 weeks of January.

Chair Chartrand talks about why the sidewalks were put in the budget. Chair Chartrand believes BRC connected them. Mr. Dean suggested yes, It will be 1 or the other; not both. Mr. Clement added that even if we get the TAP grant for Winter Street, Epping Road, and Spring Street, we should put a warrant article for future capital reserve on sidewalks. He is not either or, he is both.

Vice Chair Gilman raised the subject of street signage. Town Manager Russ Dean noted the head of the Highway Department Mr. Perkins and the Town Planner met to discuss the fact that some street signs are old and in need of replacement. Some are in need of better reflectivity and would also be bigger gaining width and height under the new sign replacement program.

Selectman Clement drew attention back to page 24 to line item 01-4312-0602-4334 Tree Maintenance. The budget is recommended being raised by \$10,000 for an inventory program. He wants a discussion on whether we should be doing that much.

Chairman Chartrand requested board members to email him the budgetary items they'd like to flag for the December 19th meeting.

Town Manager Russ Dean noted the need for a discussion regarding the bond hearing in January, which is usually advertised in December. There are 3 put forward by the Budget Recommendations Committee. Lincoln Street, THM, and Court Street Bridge/Culverts.

Selectman Clement questioned whether there were any CIP items that made it through Budget Committee that didn't make the cut. Chairman Chartrand suggested emailing him any list items.

Vice Chairwoman Gilman stated there will need to be an article that names the Board of Selectmen as cemetery trustees.

Town Manager Russ also noted that he was working on the language to set up a fund set up to receive welfare-related donations into an expendable trust fund. There are some fairly decent amounts coming through, such as with the Wentworth Trust, which has been coming through the Town warrant process to offset our direct relief needs.

Remaining items for discussion will be sent to Chairman Chartrand for the meeting on December 19th. Items should be received by Friday.

c. Financial Software Lease Purchase

Mr. Dean related the terms and conditions of the agreement with Tyler Munis Technologies have been finalized. He is looking for a motion to finalize and move ahead.

Clerk Belanger **motioned** approve the Financial Software Lease Purchase contract with Tyler Munis Technologies in the amount of \$242,689, and authorized the Town Manager to execute the agreement. The motion was seconded by Vice Chairwoman Gilman. The motion passed unanimously, 5-0.

d. Cell Tower Lease Proposal - Simpson Property

Russ Dean, Town Manager, noted the sub-lessee wording has changed a bit since the last meeting. Selectwoman Surman affirmed her approval for the revision.

Selectwoman and Clerk Nancy Belanger motioned to to approve the long-term lease by Varsity Wireless for a cell tower to be located at Tax Map 100 Lot 4, as authorized by Article 22 of the 2016 Town Meeting, and to authorize the Town Manager to sign the lease and any other relevant documents related thereto. Selectman Clement seconded the motion.

Brian Orlandi, from Varsity Wireless, responded to an inquiry to Selectman Clement regarding the long-term (99-year) lease, noting that the initial lease will be for 5 years, with 5 additional renewals.

Clerk Belanger withdraw her motion to reflect the amended language. Selectman Clement also withdrew his second.

Selectwoman and Clerk Nancy Belanger **motioned** to to approve the long-term lease, as provided in the Board of Selectmen December 5, 2016 packet, by Varsity Wireless for a cell tower, to be located on Tax Map 100 Lot 4, as authorized by Article 22 of the 2016 Town Meeting, and to authorize the Town Manager to sign the lease and any other relevant documents related thereto. Selectman Clement seconded the motion. The motion passed unanimously, 5-0.

Chairman Chartrand thanked Varsity Wireless. Mr. Orlandi thanked the Board and appreciated the recent response to CMS by the Exeter Fire Department.

7. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

Town Manager Russ Dean Met with Jennifer Perry from Public Works regarding the redesigned Water/Sewer Abatement Request and Receipt form. They are still recommending a denial of the presented abatements. They added section for the reason for the policy and procedure is referenced. It is a more succinct format. The request and receipt form from last week will still traffic, and will what they did; what they concluded; and what they recommend.

There are 2 water/sewer abatements:

93 Main Street: Selectman Clement **motioned** to deny the abatement request. Chairman Chartrand seconded. The motion passed unanimously, 5-0.

McReel Building, 196 Water Street: Mary Weaver, chair of the McReel Condo Association, presented the case, underlining the burden of the high bill, which cannot be explained. The source cannot be determined. Chairman Chartrand appealed to the Director of Public Works to respond, and Mr. Perry replied that if there is no explanation for water consumption, per policy, if water passed through the meter, it is charged accordingly. It is not the department's job to find the leak. The DPW offers assistance because they have the knowledge, however, it is for residents to hire the plumbers they need to hire to determine the source of the leak. The policy exists because there is no confidence the unexplained hike will not happen again.

Selectman Clement **motioned** to reject the abatement request for 196 Water Street. Chairman Chartrand seconded the motion, which passed unanimously, 5-0.

6 Tamarind Lane: Selectman Clement **motioned** to deny the abatement. Chairman Chartrand seconded the motion.

Clerk Belanger spoke with the residents requesting the abatement. Ms. Perry confirmed that, based on the BOS policy, the recommendation is to deny the abatement on the grounds of customer negligence. The customer is to be held responsible for the entire bill.

Selectwoman and Clerk Belanger **motioned** to amend to reduce the sewer portion of the bill only by \$273.08. Selectwoman Surman seconded the amendment. The motion to amend the abatement failed, 2-3.

The motion to disapprove the abatement passed unanimously, 5-0.

There 2 Tax abatements:

22 Exeter Elms: Clerk Belanger **motioned** to deny Map 110, Lot 2/22 in the abatement amount of \$118.54. Selectwoman Surman second the motion. The motion passed, 4-0-1, with Selectman Clement abstaining.

6 Exeter Elms- Clerk Belanger **motioned** to deny the abatement request for Map 110, Lot 2/6. Selectwoman Surman seconded the motion. The motion to deny the abatement passed, 4-0-1, with Selectman Clement abstaining.

b. Permits & Approvals

Town Manager Russ Dean mentioned there was a petition to cut received today for Map 44, Lot 4 for an estimated 10,000 board feet of white pine. The acreage of the cut is 4 acres on a total lot size of 10 acres. The formal proposal will be presented when there is more information available. The anticipated start date is ASAP.

c. Town Manager's Report

The Holiday Parade this past weekend was a great success. A special thanks to the Parade Committee was offered.

Mr. Dean was also glad to report the holiday lights had a successful conclusion.

The Boys Exeter High School State Soccer champions will come before the board on December 19th for a special honor.

Chairman Chartrand offered special thanks to the Holiday Lights Committee, the Town Manager, and also Dave Sharples, Town Planner, for help in making the town lights happen.

d. Selectmen's Committee Reports

Vice Chairwoman Gilman shared information about Wreaths Across America, which will take place on December 17th at noon. The Cemetery Association, along with the Civil Air Patrol, will conduct a brief half-hour ceremony at the flagpole near the Arbor Street Entrance to place 7 ceremonial wreaths on stands to represent all branches of the military.

Selectwoman Surman recalled the honor of judging the 3rd Annual Pooch Parade on Sunday at 11 AM. There was great turnout. She offered special thanks to Terry Martin and her husband Dave. There were several hundred dogs in attendance.

e. Correspondence

The Exeter Arts Committee Holiday Art & Gift Show is continuing through December 18th in the the 2nd floor gallery at Town Hall.

Prescott Park's *A Christmas Carol* is also taking place at the Town Hall next weekend on Friday, Saturday, on Sunday.

The memo regarding Wreaths Across America is included in the packet.

There is also news of an LCHIP grant to the Winter Street Cemetery. As the news was not to be released until Thursday, Selectwoman Gilman declined speaking further about it at this time.

Mr. Joe Kenick's map presented for a building permit during Public Comment is also included in the packet.

8. Review Board Calendar

The next Board of Selectmen meeting will take place in 2 weeks, on Monday, December 19th and will be primarily budget-related.

The next BOS after that will be Tuesday, January 3rd.

Selectman Clement reminded members there will be a Holiday Reception for staff and volunteers next Tues, December 13th, from 4-6PM.

Town Manager Russ Dean also noted the town employee recognition lunch on Wednesday.

The Deliberative Session will take place on February 4th - this was erroneously reported as January 28th and it will be February 4th.

9. Non-Public Session

There was a **motion** from Selectwoman Belanger to proceed into a non-public session under RSA 91-A: 3, II (a and c). Vice Chair Gilman seconded the motion, which was approved, 5-0.

The Board emerged from non public session.

10. Adjournment

Selectwoman Gilman motioned to adjourn, seconded by Selectwoman Surman. The Board stood adjourned at 11:05 pm.

Respectfully submitted,

Amanda White, Recording Secretary

Town of Exeter		2017 Budget Summary- PRELIMINARY												DRAFT	
Version #3		Updated November 23, 2016													
DEPARTMENT	2015 Actual	2016 Budget	2017 BRC Budget	2017 BOS Budget	2017 BOS Budget \$ Increase/-(Decrease)	2017 BOS Budget vs. 2016 Budget \$ Increase/-(Decrease)	2017 BOS Budget % Difference	% of Total OP Budget	Notes						
General Fund Appropriations															
General Government															
100 Board of Selectmen	22,717	21,775	21,775	21,775	-	-	0.0%	0.1%							
111 Town Manager	213,949	219,648	224,521	223,813	(708)	4,165	1.9%	1.2%							
115 Human Resources	83,122	87,542	90,262	90,262	-	2,719	3.1%	0.5%							
119 Transportation	26,919	26,770	26,770	26,770	-	-	0.0%	0.1%							
120 Legal	88,914	80,000	80,000	80,000	-	-	0.0%	0.4%							
125 Information Technology	171,105	181,252	210,811	213,209	2,398	31,957	17.6%	1.2%	FT IT Tech for 8 months; Repl storage system						
130 Trustees of Trust Funds	891	891	891	891	-	-	0.0%	0.0%							
140 Town Moderator	646	1,346	754	754	-	(592)	-44.0%	0.0%	Less elections in 2017						
151 Town Clerk	291,496	350,067	340,072	340,072	-	(9,995)	-2.9%	1.9%	Benefits & record retention						
152 Elections/Registration	10,614	24,000	19,157	19,157	-	(4,843)	-20.2%	0.1%	Less elections in 2017						
Total General Government	910,373	993,292	1,015,012	1,016,702	1,690	23,410	2.4%	5.6%							
Finance															
201 Finance/Accounting	271,649	283,483	282,685	281,997	(688)	(1,486)	-0.5%	1.5%	Transferred Lock box fees to Tax						
202 Treasurer	9,582	11,219	11,259	11,259	-	40	0.4%	0.1%							
203 Tax Collection	94,969	98,678	106,146	106,146	-	7,468	7.6%	0.6%	Transferred Lock box fees from Finance						
205 Assessing	196,984	201,483	206,622	206,572	(50)	5,089	2.5%	1.1%	Contracted Services						
Total Finance	573,184	594,862	606,712	605,974	(738)	11,112	1.9%	3.3%							
Planning & Building															
301 Planning	189,862	228,474	263,514	263,514	-	35,039	15.3%	1.4%	Wages, Downtown Impr						
307 Economic Development	126,797	136,911	139,072	139,072	-	2,160	1.6%	0.8%	Increase in travel reimb for Electrical Inspector						
302 Inspections/Code Enforcement	232,032	244,577	251,606	251,495	(111)	6,918	2.8%	1.4%	Recording Secretaries						
303 Board of Adjustment	2,196	3,224	3,429	3,429	-	205	6.3%	0.0%	Grant matching- Town Survey						
304 Historic District Commission	11,138	7,725	1,986	1,986	-	(5,739)	-74.3%	0.0%							
305 Conservation Commission	9,398	10,057	10,188	10,188	-	131	1.3%	0.1%							
306 Heritage Commission	3,292	11,288	3,233	3,233	-	(8,055)	-71.4%	0.0%	Contracted Services- Winter St Cemetry in 2016						
Total Planning & Building	574,715	642,257	673,027	672,916	(111)	30,659	4.8%	3.7%							

Town of Exeter		2017 Budget Summary- PRELIMINARY				2017 Budget Summary- DRAFT				
Version #3	Updated November 23, 2016	2015 Actual	2016 Budget	2017 BRC Budget	2017 BOS Budget	2017 BOS Budget \$ Increase/-(Decrease)	2017 BOS Budget vs. 2016 Budget \$ Increase/-(Decrease)	2017 BOS Budget % Difference	% of Total OP Budget	Notes
DEPARTMENT										
Police										
401	Administration	732,141	759,686	773,021	773,021	-	13,335	1.8%	4.2%	Wages & Benefits due to change in personnel; Taser repl.
402	Staff	496,972	621,424	632,735	632,735	-	11,311	1.8%	3.5%	Wages & Benefits due to change in personnel; Prosecutor
403	Patrol	1,810,671	1,951,495	1,938,271	1,934,221	(4,050)	(17,274)	-0.9%	10.6%	Benefit reduction due to change in personnel
404	Animal Control	1,275	1,250	1,250	1,250	-	-	0.0%	0.0%	
405	Communications	400,545	462,065	471,805	471,805	-	9,740	2.1%	2.6%	Wages & Benefits due to change in personnel; Prosecutor
	Total Police	3,441,604	3,795,920	3,817,081	3,813,031	(4,050)	17,111	0.5%	20.8%	
Fire										
501	Administration	462,238	525,063	548,554	553,644	5,090	28,581	5.4%	3.0%	Wages & Benefits due to change in personnel
503	Fire Suppression	2,893,373	3,011,116	3,097,111	3,095,600	(1,511)	84,484	2.8%	16.9%	1 FT FF/Paramedic for 8 mos.
504	Emergency Management	27,599	25,932	27,937	27,937	-	2,005	7.7%	0.2%	CO-Security & Access
505	Health	149,260	179,056	155,698	155,698	-	(23,358)	-13.0%	0.9%	No Capital Outlay for 2017
	Total Fire	3,532,470	3,741,167	3,829,301	3,832,880	3,579	91,712	2.5%	21.0%	
Public Works - General Fund										
601	Administration & Engineering	272,560	416,007	479,895	479,530	(366)	63,523	15.3%	2.6%	Wages & Benefits due to change in personnel, new digital repeater
602	Highways & Streets	1,863,535	1,978,984	2,195,340	2,190,800	(4,540)	211,816	10.7%	12.0%	Sidewalks, Tree Maint, Dam Maint, Street signs
603	Snow Removal	472,066	281,882	281,960	280,180	(1,780)	(1,703)	-0.6%	1.5%	Disposal Contract, Landfill Monitoring
604	Solid Waste Disposal	831,377	847,765	918,520	918,520	-	70,755	8.3%	5.0%	
605	Street Lights	156,597	150,000	150,000	150,000	-	-	0.0%	0.8%	
	Total Public Works - GF	3,596,135	3,674,638	4,025,714	4,019,029	(6,686)	344,391	9.4%	22.0%	
Maintenance										
606	General	427,560	452,069	468,829	468,174	(655)	16,105	3.6%	2.6%	Contracted services- Town Bldgs snow removal
615	Mechanics/Garage	186,524	240,555	265,313	265,063	(250)	24,508	10.2%	1.4%	Wages & Benefits -Full Year FT mechanic
607-614	Town Buildings	262,159	271,114	271,814	271,814	-	701	0.3%	1.5%	
616	Maintenance Projects	165,286	97,178	100,000	100,000	-	2,823	2.9%	0.5%	See 2017 list
	Total Maintenance	1,041,529	1,060,916	1,105,956	1,105,051	(905)	44,135	4.2%	6.0%	
Welfare										
710	Welfare	177,828	172,701	137,778	137,778	-	(34,923)	-20.2%	0.8%	Removed PT benefits and Includes Human Services
	Total Welfare	177,828	172,701	137,778	137,778	-	(34,923)	-20.2%	0.8%	

Town of Exeter		2017 Budget Summary- PRELIMINARY																		DRAFT	
Version #3		Updated November 23, 2016																			
DEPARTMENT	2015 Actual	2016 Budget	2017 BRC Budget	2017 BOS Budget	2017 BOS Budget \$ Increase/-(Decrease)	2017 BOS Budget \$ Increase/-(Decrease)	2017 BOS Budget vs. 2016 Budget \$ Increase/-(Decrease)	2017 BOS Budget % Difference	% of Total OP Budget	Notes											
Other Appropriations - Warrant Articles																					
Human Services	-	-	-	-	-	-	-	-	-	Moved back into OP budget (Welfare)											
Sidewalk Program	99,322									Moved into OP budget (Highway)											
Communications Improv	112,439																				
Public Safety Complex Heat	27,035																				
Sno Go	35,250																				
Replace Street Sweeper	19,410																				
Replace Fire Alarm Truck	50,000	50,000	50,000	50,000	-	-	-	-	-												
Snow/ice Deficit Fund	50,000	75,000	50,000	50,000	-	(25,000)															
Sick Leave Expendable Trus	50,000																				
Exeter Police Association Ag	-																				
SEIU 1984 Collective Bargaining																					
Exeter Professional FF's Association																					
Dam Removal		31,671	-	-	-	(31,671)				CIP Page #3 Pedestrian Improvements											
Financial Software			545,000	545,000	-	545,000				CIP Page #5											
TAP Grant Match/Sidewalks			-	-	-	(50,000)				CIP Page #2 (TM recommended deferral due to other ideas from Planner)											
Downtown Parking/Traffic		50,000																			
Master Plan Update																					
Complete Streets Study																					
Highway Dump Truck #28		36,001				(36,001)															
Low Hall Code Compliant Staircase			100,000	100,000	-	100,000				CIP Page #13											
Highway Dump Truck #27			36,001	36,001	-	36,001				Represents 1st year payment of a 5 year lease \$159,438 (BRC Recommends BOS look at SLEP Program)											
Highway CAT Backhoe #41			38,188	38,188	-	38,188				Represents 1st year payment of a 5 year lease \$169,723 (BRC Recommends BOS look at SLEP Program)											
Total Other Approp.-WAR	393,456	242,672	819,189	819,189	-	576,517															
Borrowing Other																					
Court St. Bridge/Culvert Repl			1,381,000	1,381,000	-	1,381,000				CIP Page #19											
Lincoln St. Project Phase II			1,697,000	1,697,000	-	1,697,000				Utilities, Roads and Sidewalks (has Water and Sewer Fund components)											
Total Borrowing Other			3,078,000	3,078,000	-	3,078,000															
Total GF & WAR & Borrowing	17,398,138	17,967,833	22,192,148	22,185,648	(6,499)	4,217,815					23.5%										

Town of Exeter		2017 Budget Summary-PRELIMINARY		2015 Actual		2016 Budget		2017 BRC Budget		2017 BOS Budget		2017 BOS Budget vs. 2016 Budget \$ Increase/-(Decrease)		2017 BOS Budget vs. 2016 Budget % Difference		Notes	
Version #3	Updated November 23, 2016																
DEPARTMENT																	
Water Fund																	
621	Administration	402,508	386,447	418,895	418,346	(549)	31,899	8.3%	12.6%	Property insurance reallocation based on fixed assets; Full Year FT Eng. Tech., FT IT Tech							
624	Billing and Collection	133,140	142,619	148,508	150,153	1,645	7,534	5.3%	4.5%	Full Year FT Utilities Clerk; postage & audit							
622	Distribution	669,918	819,228	867,773	866,473	(1,300)	47,245	5.8%	26.0%	Metering & Back Flow							
623	Treatment	778,271	746,529	713,317	712,932	(385)	(33,598)	-4.5%	21.4%	Chemicals, various accts							
625-626	Debt Service	821,183	808,604	1,102,718	1,102,718	-	294,114	36.4%	33.1%	Lary Lane GWTP SRF loan							
627	Capital Outlay	53,966	81,616	76,386	77,546	1,160	(4,070)	-5.0%	2.3%								
952	Approp from Reserves	53,287	-	-	-	-	-	0.0%	0.0%								
Total WF Operating Budget		2,912,273	2,985,043	3,327,596	3,328,167	571	343,124	11.5%	100.0%								
Other Appropriations - Warrant Articles																	
	Lincoln St. Project Phase II			167,000	167,000	-	167,000			Utilities, Roads and Sidewalks (has General and Sewer Fund components)							
	SWTP TTHM Treatment			1,500,000	1,500,000	-	1,500,000			EPA & NHDES Standards for THM's							
	Washington Street Line Repl.			68,000	68,000	-	68,000			Water main replacements							
Total Other Appropriations		-	-	1,735,000	1,735,000	-	1,735,000										
Total Water Fund Appropriati		2,912,273	2,985,043	5,062,596	5,063,167	571	2,078,124	69.6%									
Sewer Fund																	
631	Administration	336,696	346,779	366,831	366,282	(549)	19,503	5.6%	15.2%	Full Year FT Eng. Tech., Allocation of IT Tech							
634	Billing and Collection	127,421	142,619	147,533	149,178	1,645	6,559	4.6%	6.2%	Full Year FT Utilities Clerk; postage & audit							
632	Collection	762,558	709,646	679,001	677,701	(1,300)	(31,945)	-4.5%	28.2%	I/I Abatement							
633	Treatment	478,619	468,363	471,915	472,490	575	4,127	0.9%	19.7%								
635-636	Debt Service	641,596	658,388	614,128	614,128	-	(44,260)	-6.7%	25.6%	Water Street Principle; interest pymts							
637	Capital Outlay	94,990	83,695	122,266	123,426	1,160	39,731	47.5%	5.1%	See Vehicle & Lease schedules							
Total SF Operating Budget		2,441,880	2,409,490	2,401,673	2,403,204	1,531	(6,286)	-0.3%	100.0%								
Other Appropriations - Warrant Articles																	
	Lincoln St. Project Phase II			902,000	902,000	-	902,000			Utilities, Roads and Sidewalks (has General and Water Fund components)							
Total Other Appropriations		-	-	902,000	902,000	-	902,000										
Total Sewer Fund Appropriat		2,441,880	2,409,491	3,303,673	3,305,204	1,531	895,713	37.2%									

DRAFT

	Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
GENERAL FUND							
General Government							
Board of Selectmen							
01-4130-0100-1000	BS- Sal/Wages Elected	16,000	16,000	14,667	16,000	16,000	\$3K each 4-Select Person, \$4K for 1- Chair Person
	Salaries Total	16,000	16,000	14,667	16,000	16,000	
01-4130-0100-2120	BS- Life Insurance	160	300	110	300	300	No Increase
01-4130-0100-2200	BS- FICA	992	992	909	992	992	Based on wages: 6.2%
01-4130-0100-2210	BS- Medicare	232	232	213	232	232	Based on wages: 1.45%
	Benefits Total	1,384	1,524	1,232	1,524	1,524	
01-4130-0100-5200	BS- Consulting Services		1,000	-	1,000	1,000	Expenses related to tax deeded properties, other services
01-4130-0100-5810	BS- Conf/Room/Meals	443	250	41	250	250	LGC seminars, travel
01-4130-0100-5875	BS- Equipment Purchase	500	1	-	1	1	
01-4130-0100-8050	BS- Special Expense	4,390	3,000	2,392	3,000	3,000	Board/committee recognitions, memberships,
	General Expenses Total	5,333	4,251	2,433	4,251	4,251	employee recognitions
	Board of Selectmen Total	22,717	21,775	18,332	21,775	21,775	v
Town Manager							
01-4130-0111-1110	TM- Sal/Wages FT	152,528	156,282	144,176	158,810	158,810	2 FT: Town Mgr and Executive Assistant
01-4130-0111-1200	TM- Sal/Wages PT	4,715	5,630	4,953	5,100	5,100	2 PT: Recording secretaries @ \$14 per hour
	Salaries Total	157,243	161,912	149,129	163,910	163,910	(BOS/BRC meetings); Intern
01-4130-0111-2100	TM- Health Insurance	43,563	48,231	42,257	50,570	50,570	9.7% rate increase
01-4130-0111-2110	TM- Dental Insurance	3,494	3,495	3,203	3,495	3,495	No change in rate
01-4130-0111-2120	TM- Life Insurance	180	180	165	180	180	No change in rate
01-4130-0111-2130	TM- LTD Insurance	1,404	1,377	1,315	1,430	1,430	No change in rate
01-4130-0111-2200	TM- FICA	9,311	10,039	8,706	10,162	10,162	Based on wages: 6.2%
01-4130-0111-2210	TM- Medicare	2,178	2,348	2,036	2,377	2,377	Based on wages: 1.45%
01-4130-0111-2300	TM- Retirement Town	16,761	17,457	16,104	17,908	17,908	Jan-Jun: 11.17%; Jul-Dec: 11.38%
	Benefits Total	76,891	83,126	73,786	86,122	86,122	

Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
01-4130-0111-4310	12,035	-		-	-	Incl maint agreements 2 copiers, 1 color, postage machine
01-4130-0111-4314		8,621	10,792	9,000	9,000	Postage Machine lease, copier leases Town Office/Planning (from off. Equip)
01-4130-0111-4320	150	250	118	200	200	Routine maintenance town office pool car
01-4130-0111-5000	2,719	3,500	2,263	3,600	3,600	Supplies for town offices (paper, etc.)
01-4130-0111-5010	130	200	86	200	200	TM office postage needs (Reserve moved to GG)
01-4130-0111-5120	45	100	168	200	200	NHMA publications
01-4130-0111-5312	1,442	1,440	1,410	1,380	1,380	Reimbursement for phone (TM, EA- 50/50 split with Welfare)
01-4130-0111-5450	13,778	14,000	13,818	14,000	14,000	NHMA Town wide dues, MMANH, ICMA dues
01-4130-0111-5510	2,299	2,500	2,190	2,500	2,500	Printing of annual Town Report
01-4130-0111-5556	512	500	406	500	500	Budget/bond notices, public hearings, CDBG hearings
01-4130-0111-5576	245	250	94	260	260	Exeter News-Letter, Portsmouth Herald
01-4130-0111-5750	395	1	-	1	1	Placeholder for unanticipated contracting needs
01-4130-0111-5800	939	1,550	154	1,550	1,550	Mileage reimbursement for TM/EA ICMA, MMANH conference, Primex conf, Econ Forecast
01-4130-0111-5810	2,292	1,050	2,461	1,050	1,050	Small equipment (file cabinet, other)
01-4130-0111-5875	300	300	208	300	300	Fuel for TM use of TO Pool Car
01-4130-0111-6260	100	200	30	200	175	
	37,381	34,462	34,198	34,941	34,916	
01-4130-0111-9997	(28,783)	(29,926)	(22,446)	(30,226)	(30,568)	12.5% water fund
01-4130-0111-9998	(28,783)	(29,926)	(22,446)	(30,226)	(30,568)	12.5% sewer fund
	(57,566)	(59,852)	(44,892)	(60,453)	(61,136)	
Town Manager Total	213,949	219,648	212,221	224,521	223,813	v
Human Resources						
01-4155-0115-1110	63,516	65,063	60,023	66,116	66,116	1 FT: Human Resource Director
	63,516	65,063	60,023	66,116	66,116	
01-4155-0115-2100	16,870	18,653	17,099	20,463	20,463	9.7% rate increase
01-4155-0115-2110	966	966	885	966	966	No change in rate
01-4155-0115-2120	120	120	110	120	120	No change in rate
01-4155-0115-2130	832	816	780	848	848	No change in rate
01-4155-0115-2200	3,683	4,034	3,507	4,099	4,099	Based on wages: 6.2%
01-4155-0115-2210	861	943	821	959	959	Based on wages: 1.45%
01-4155-0115-2300	6,980	7,268	6,705	7,455	7,455	Jan-Jun: 11.17%; Jul -Dec: 11.38%
	30,312	32,800	29,907	34,910	34,910	
Benefits Total						

	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Description	Explanation
01-4155-0115-5000	507	500	195	500	500	HR- Supplies	Office supplies
01-4155-0115-5120		500	225	500	500	HR- Reference Materials	Books, postings and information booklets
01-4155-0115-5200		1	-	1	1	HR- Consulting Services	
01-4155-0115-5263	770	600	726	600	600	HR- Pre-Employment Screening	Pre-employment Expenses
01-4155-0115-5312	360	360	360	360	360	HR-Phone Reimbursement	Cell Phone Reimbursement for HR Director
01-4155-0115-5380	2,438	1,500	-	1,500	1,500	HR- Classification Update	MRI (update job descriptions and pay classifications)
01-4155-0115-5410	1,667	1,500	1,192	1,500	1,500	HR- Employee Notices	Posting of open job positions
01-4155-0115-5420	1,361	1,500	1,015	1,500	1,500	HR- Employee Relations	Benefits Fair, employee service and recognition
01-4155-0115-5450	164	580	339	580	580	HR- Dues	NH HR Assoc, IPMA-HR, SHRM
01-4155-0115-5800		610	523	640	640	HR- Travel Reimbursement	Mileage, Tolls, Parking
01-4155-0115-5810	671	500	505	510	510	HR- Conf Rooms/Meals	Primex and NHMA Conferences
01-4155-0115-5820	170	1,100	948	1,250	1,250	HR- Education/Training	IPMA-HR Eastern Region Training and Annual Labor & Employment Law review
	8,108	9,252	6,028	9,441	9,441	General Expenses Total	
01-4155-0115-9997	(9,407)	(9,786)	(7,341)	(10,103)	(10,103)	HR- Due from Water Fund	10% to water fund
01-4155-0115-9998	(9,407)	(9,786)	(7,341)	(10,103)	(10,103)	HR- Due from Sewer Fund	10% to sewer fund
	(18,814)	(19,573)	(14,682)	(20,205)	(20,205)	Due from Water/Sewer Funds	
	83,122	87,542	81,276	90,262	90,262	Human Resources Total	v
Transportation							
01-4199-0119-5574	26,919	26,770	13,460	26,770	26,770	GG - Transportation	Request from COAST bus service Total 2017 ask
	26,919	26,770	13,460	26,770	26,770	Transportation Total	\$32,891 v
Legal							
01-4153-0120-5224	88,914	80,000	76,370	80,000	80,000	GG- Legal Expense	
	88,914	80,000	76,370	80,000	80,000	Legal Total	v
Information Technology							
01-4150-0125-1110	67,541	69,114	63,839	85,634	85,634	IT- Sal/Wages FT	2 FT: IT Coordinator (Salary Split 80% GF and 20% CATV Fund); FT IT Tech (8 mos)
01-4150-0125-1200	12,160	13,500	12,853	4,760	7,480	IT- Sal/Wages PT	PT Tech 20 hours per week (4 mos)
	79,701	82,614	76,692	90,394	93,114	Salaries Total	
01-4150-0125-2100	13,496	14,922	6,840	18,184	18,184	IT- Health Insurance	9.7% rate increase
01-4150-0125-2110	399	400	366	910	910	IT- Dental Insurance	No change in rate
01-4150-0125-2120	96	96	88	131	131	IT- Life Insurance	No change in rate
01-4150-0125-2130		1,020	903	901	901	IT- LTD Insurance	No change in rate
01-4150-0125-2200	4,664	5,122	4,537	5,604	5,773	IT- FICA	Based on wages: 6.2%
01-4150-0125-2210	1,091	1,198	1,060	1,311	1,350	IT- Medicare	Based on wages: 1.45%
01-4150-0125-2300	7,414	7,720	7,122	9,672	9,672	IT- Retirement Town	Jan-Jun: 11.17%; Jul-Dec: 11.38%
	27,160	30,478	20,916	36,713	36,921	Benefits Total	

		2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
01-4150-0125-5000	IT- Supplies	757	750	298	500	500	Batteries, USB, RAM, Hard Drives, Power Supplies
01-4150-0125-5312	IT- Phone Reimbursement	927	465	-	465	465	Cell Phone reimbursement for IT Coordinator (20% allocated to CATV)
01-4150-0125-5320	IT- Phone Utilization	24,384	25,043	22,642	25,043	25,043	12.5% allocated to Water/Sewer Funds each - Est actual +5% + dedicated fax line for town clerk
01-4150-0125-5450	IT- Dues	840	840	-	-	-	InfoTech research group (Invoiced in December)
01-4150-0125-5680	IT- Computer Software	13,436	9,500	6,266	8,500	8,500	MS Licenses; Antivirus Protection; Server, Backup & Network related software
01-4150-0125-5681	IT- GIS Software	3,000	6,500	500	7,000	7,000	Maps Online, ESRI licenses, increase to Support calls (Invoiced in November) - Cartographics Query Manager
01-4150-0125-5683	IT- Internet Services	8,767	9,240	8,040	10,330	10,330	Google Apps, Aha Services, Cloud backup, Fair Point internet line, remote access; 12.5% allocated to Water/Sewer Funds
01-4150-0125-5704	IT- Network Supplies	15,274	10,000	4,794	27,000	27,000	See narrative- Storage System Replace
01-4150-0125-5740	IT- Software Agreement		7,200	-	4,800	4,800	Database support, Firewall, VMware
01-4150-0125-5750	IT- Contract Services	11,465	9,600	8,800	9,600	9,600	JDSCC contract for vacation coverage, IT emergencies, expert consultation
01-4150-0125-5800	IT- Travel Reimbursement	1,141	1,440	1,440	2,600	2,600	Mileage for IT Coordinator
01-4150-0125-5820	IT- Education/Training	989	1,000	1,042	1,000	1,000	Online training
01-4150-0125-5875	IT- Equipment Purchase	80,980	81,678	53,822	96,838	96,838	Tools and furniture
	General Expenses Total						
01-4150-0125-7000	IT- CO- Computers	7,016	11,380	9,389	9,300	9,300	10 PCs 3 laptops 7 monitors and 1 printer
01-4150-0125-7305	IT- CO- Equipment	-	-	-	5,700	5,700	Security Camera System \$2,700; Swipe Card Entry System \$3,000
	Capital Outlay Total	7,016	11,380	9,389	15,000	15,000	
01-4150-0125-9997	IT- Due from Water Fund	(11,876)	(12,449)	(8,613)	(14,067)	(14,332)	12.5% of wages/benefits for IT Coordinator; 5% of wages/benefits for IT Tech
01-4150-0125-9998	IT- Due from Sewer Fund	(11,876)	(12,449)	(8,613)	(14,067)	(14,332)	12.5% of wages/benefits for IT Tech
	Due from Water/Sewer Funds	(23,752)	(24,898)	(17,226)	(28,134)	(28,664)	wages/benefits for IT Tech
	Information Technology Total	171,105	181,252	143,593	210,811	213,209	v
	Trustee of Trust Funds						
01-4130-0130-1000	TT- Sal/Wages Elected	828	828	828	828	828	Wages for Trustee of Trust funds
	Salaries Total	828	828	828	828	828	
01-4130-0130-2200	TT- FICA	51	51	51	51	51	Based on wages: 6.2%
01-4130-0130-2210	TT- Medicare	12	12	12	12	12	Based on wages: 1.45%
	Benefits Total	63	63	63	63	63	
	Trustee of Trust Funds Total	891	891	891	891	891	v

	Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
Town Moderator							
01-4140-0140-1000	MO- Sal/Wages Elected	600	1,250	600	700	700	1 Election, 1 Special Election, 2 Deliberative. \$175 per event
	Salaries Total	600	1,250	600	700	700	
01-4140-0140-2200	MO- FICA	37	78	37	43	43	Based on wages: 6.2%
01-4140-0140-2210	MO- Medicare	9	18	9	10	10	Based on wages: 1.45%
	Benefits Total	46	96	46	54	54	
	Town Moderator Total	646	1,346	646	754	754	v
Town Clerk							
01-4140-0151-1000	TC- Sal/Wages Elected	71,652	72,311	65,473	73,482	73,482	1 FT: Town Clerk
01-4140-0151-1110	TC- Sal/Wages FT	74,476	108,607	100,954	121,137	121,137	Includes 1 FT Deputy TC (FY) + 2 FT Asst Clerks
01-4140-0151-1200	TC- Sal/Wages PT	31,793	8,752	8,752	-	-	
01-4140-0151-1300	TC- Sal/Wages OT	118	800	103	300	300	OT for Assistant Clerks
01-4140-0151-1400	TC- Longevity Pay	1,400	1,400	-	1,500	1,500	Longevity for Assistant Clerks
	Salaries Total	179,439	191,870	175,282	196,419	196,419	
01-4140-0151-2100	TC- Health Insurance	47,667	69,588	48,320	57,922	57,922	9.7% rate increase
01-4140-0151-2110	TC- Dental Insurance	2,897	4,065	3,139	3,863	3,863	No change in rate
01-4140-0151-2120	TC- Life Insurance	240	280	250	300	300	No change in rate
01-4140-0151-2130	TC- LTD Insurance	871	800	867	943	943	No change in rate
01-4140-0151-2200	TC- FICA	10,764	11,896	10,564	12,178	12,178	Based on wages: 6.2%
01-4140-0151-2210	TC- Medicare	2,517	2,782	2,471	2,848	2,848	Based on wages: 1.45%
01-4140-0151-2300	TC- Retirement Town	16,219	20,641	18,568	22,149	22,149	Jan-Jun: 11.17%; Jul -Dec: 11.38%
	Benefits Total	81,175	110,052	84,179	100,203	100,203	
01-4140-0151-4310	TC- Office Equip Maintenance	94	500	330	500	500	outside computer maintenance, beyond contract
01-4140-0151-5000	TC- Supplies	4,653	2,000	1,773	2,000	2,000	copy paper, general office supplies, incentive awards, envelopes,
01-4140-0151-5005	TC- Computer Supplies	2,320	1,200	240	1,200	1,200	toner cartridges f/5 printers, validator ribbons, calculator ribbons,
01-4140-0151-5010	TC- Postage	4,159	5,000	4,439	5,000	5,000	dog civil forfeiture letters, dog reminders, letters & forms, weekly State work, monthly Vital work
01-4140-0151-5120	TC- Reference Materials	67	300	36	300	300	No longer subscribe to Thomson Reuters because RSA's are on line
01-4140-0151-5450	TC- Dues	220	200	215	200	200	IIMC -125; NHCTCA-30; NEACTC-30
							Finishing the opposite wall of vault for new storage.
01-4140-0151-5630	TC- Record Retention	4,970	23,625	23,622	17,625	17,625	Waiting for actual cost for shelving from Dupont Shelving. Restoration of vital record books/town records, restore 2-3 books p/year.
01-4140-0151-5631	TC- Dog Tags	1,076	800	4	800	800	Dog tags are ordered in November/December for following year.
01-4140-0151-5740	TC- Software Agreement	7,429	7,620	7,744	7,800	7,800	Interware Development Co Contract MV, Boats, Vitals, Transfer Station Permits, Credit Cards, Reports
01-4140-0151-5750	TC- Contract Services	2,549	2,600	1,549	2,600	2,600	Sharp Copier, Seacoast Computer Contract Services

Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
01-4140-0151-5800	385	800	393	800	800	Mandatory Regional, Conference, TC Certification, Training, NECTCA Conference
01-4140-0151-5810	520	700	567	700	700	Mandatory Conference (Certification requirement) expecting to attend NECTCA Conference in RI
01-4140-0151-5820	359	800	1,440	800	800	Mandatory Regional, Conference, TC Certification, Training Registration, NECTCA Conference
01-4140-0151-5875	2,081	2,000	61	3,125	3,125	Computers, printers, copiers, chairs, office furniture. 3 new CC chip Readers-required (\$375x3=1125)
	30,882	48,145	42,413	43,450	43,450	
Town Clerk Total	291,496	350,067	301,874	340,072	340,072	v
Elections						
01-4140-0152-1000	1,663	6,500	6,780	6,500	6,500	Supervisors of the Checklist-1 mandated election, 2 deliberative, 1 special election. Wage increase \$10 p/hr
01-4140-0152-1210	1,425	3,745	7,599	3,864	3,864	Ballot Clerks for 1 mandated election, 2 deliberative, 1 special election, Wage increase \$8 p/hr
	3,088	10,245	14,379	10,364	10,364	
01-4140-0152-2200	190	635	891	643	643	Based on wages: 6.2%
01-4140-0152-2210	45	149	209	150	150	Based on wages: 1.45%
	235	784	1,100	793	793	
01-4140-0152-5000	1,063	1,629	1,162	500	500	Copy paper, envelopes, general office supplies, and all supplies needed for election
01-4140-0152-5010	259	1,200	1,258	600	600	Mandated by SOS, sending absentee ballots and any other letters required to be sent by the Checklist Sups
01-4140-0152-5400	161	300	177	300	300	Legal Notices
01-4140-0152-5640	5,208	8,942	7,926	6,000	6,000	Mandated by SOS to pay for coding, printing, collating, shipping costs and any other Special Town Elections held by the Town. Rule of thumb--\$1,000 per page
01-4140-0152-5661	600	900	253	600	600	Mandated by the State of NH for all servicing, maintaining and repl of the Accuvote Machines
	7,291	12,972	10,776	8,000	8,000	
Elections Total	10,614	24,000	26,255	19,157	19,157	v
Total General Government	910,373	993,292	874,918	1,015,012	1,016,702	v

Finance Department	Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
Finance/Accounting							
01-4150-0201-1110	FI- Sal/Wages FT	205,381	210,123	193,817	213,280	213,280	3 FT: Finance Dir, Accountant, Acct Clerk
01-4150-0201-1300	FI- Sal/Wages OT		-	-	2,752	2,752	80 hrs OT for Accounting Clerk for software conversion
01-4150-0201-1400	FI- Longevity Pay	850	850	-	900	900	Longevity Pay for Accounting Clerk
	Salaries Total	206,231	210,973	193,817	216,932	216,932	
01-4150-0201-2100	FI- Health Insurance	42,175	46,634	42,747	51,157	51,157	9.7% rate increase
01-4150-0201-2110	FI- Dental Insurance	2,431	2,431	2,228	2,431	2,431	No change in rate
01-4150-0201-2120	FI- Life Insurance	300	300	275	300	300	No change in rate
01-4150-0201-2130	FI- LTD Insurance	1,288	1,284	1,206	1,312	1,312	No change in rate
01-4150-0201-2200	FI- FICA	12,193	13,080	11,369	13,450	13,450	Based on wages: 6.2%
01-4150-0201-2210	FI- Medicare	2,852	3,059	2,660	3,146	3,146	Based on wages: 1.45%
01-4150-0201-2300	FI- Retirement Town	22,663	23,569	21,649	24,462	24,462	Jan-Jun: 11.17%; Jul-Dec: 11.38%
	Benefits Total	83,902	90,337	82,134	96,258	96,258	
01-4150-0201-5000	FI- Supplies	4,478	5,000	2,592	6,000	6,000	Folders, Check Stock, Paper, Ink Cartridges, kitchen supplies, Deposit tickets for all Town Depts
01-4150-0201-5010	FI- Postage	2,100	2,200	2,045	2,300	2,300	Postage for mailing checks and forms
01-4150-0201-5150	FI- Bank Fees	10,516	9,000	5,450	2,905	2,905	Lockbox and Monthly Service Charges
01-4150-0201-5200	FI- Consulting	6,500	6,500	-	-	-	GASB Compliance - New Rules - end of 2017
01-4150-0201-5202	FI- Contract Services		350	424	600	600	Record shredding and Fees for ACA Compliance
01-4150-0201-5220	FI- Audit Fees	21,250	23,250	22,250	24,500	24,500	Annual Audit Fees for Melanson & Heath
01-4150-0201-5450	FI- Dues	40	700	335	300	300	AICPA and NHGFOA Dues
01-4150-0201-5740	FI- Software Agreement	8,399	8,500	8,459	8,500	8,500	Software Agreement- TBD
01-4150-0201-5800	FI- Travel Reimbursement	563	1,000	363	1,000	1,000	Monthly Travel to Concord for NHGFOA meeting and Travel for 3 finance department employees
01-4150-0201-5810	FI- Conf/Room/Meals	153	500	140	500	500	Conferences/Meals for Finance Staff - NHLGC
01-4150-0201-5820	FI- Education/Training	221	500	379	500	500	Education for Finance staff to keep current on accounting rules and regulations
	General Expenses Total	54,220	57,500	42,437	47,105	47,105	
01-4150-0201-9997	FI- Due from Water Fund	(36,352)	(37,664)	(28,191)	(38,805)	(39,149)	12.5% Water Fund Offset
01-4150-0201-9998	FI- Due from Sewer Fund	(36,352)	(37,664)	(28,191)	(38,805)	(39,149)	12.5% Sewer Fund Offset
	Due from Water/Sewer Funds	(72,704)	(75,328)	(56,382)	(77,609)	(78,297)	
	Finance/Accounting Total	271,649	283,483	262,006	282,685	281,997	v

	Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
Treasurer							
01-4150-0202-1000	TR- Sal/Wages Elected	8,864	9,864	8,125	9,864	9,864	Wages for PT Treasurer and PT Deputy Treasurer
	Salaries Total	8,864	9,864	8,125	9,864	9,864	
01-4150-0202-2200	TR- FICA	550	612	504	612	612	Based on wages: 6.2%
01-4150-0202-2210	TR- Medicare	129	143	118	143	143	Based on wages: 1.45%
	Benefits Total	679	755	622	755	755	
01-4150-0202-5000	TR - Supplies	39	200	64	200	200	Paper, pens, folders and binders
01-4150-0202-5450	TR- Dues		400	80	400	40	NHGFSA Dues
01-4150-0202-5820	TR- Education/Training		600	363	400	400	Training and Education
	General Expenses Total	39	600	507	640	640	
	Treasurer Total	9,582	11,219	9,254	11,259	11,259	v
Tax Collection							
01-4150-0203-1110	TX- Sal/Wages FT	93,504	95,528	88,101	96,846	96,846	2 FT: Deputy Tax Collector, Collections Specialist
01-4150-0203-1210	TX- Sal/Wages Temp	4,548		554			
01-4150-0203-1300	TX- Sal/Wages OT	8			1,314	1,314	40 hrs OT for Software conversion
01-4130-0203-1400	TX- Longevity	1,500	1,500		1,500	1,500	Collections Specialist longevity
	Salaries Total	99,560	97,028	88,655	99,660	99,660	
01-4150-0203-2100	TX- Health Insurance	25,305	27,980	25,648	30,694	30,694	9.7% rate increase
01-4150-0203-2110	TX- Dental Insurance	1,465	1,465	1,343	1,465	1,465	No change in rate
01-4150-0203-2120	TX- Life Insurance	120	120	110	120	120	No change in rate
01-4150-0203-2200	TX- FICA	5,921	6,016	5,236	6,179	6,179	Based on wages: 6.2%
01-4150-0203-2210	TX- Medicare	1,385	1,407	1,226	1,445	1,445	Based on wages: 1.45%
01-4150-0203-2300	TX- Retirement Town	10,442	10,841	9,841	11,239	11,239	Jan-Jun: 11.17%; Jul-Dec: 11.38%
	Benefits Total	44,638	47,829	43,404	51,142	51,142	
01-4150-0203-5000	TX- Supplies	1,285	3,327	2,598	2,000	2,000	Paper, Ink, Envelopes, Storage Boxes
01-4150-0203-5001	TX- Tax Billing Services	3,229	3,600	3,169	3,600	3,600	Processing fees and materials for tax bills
01-4150-0203-5010	TX- Postage	8,061	9,500	7,983	9,000	9,000	Mailing delinquency, lien, and deed notices, tax bills. Lockbox mailbox Lockbox monthly Service Charges (moved from finance)
01-4150-0203-5150	TX- Bank Fees				5,395	5,395	Legal services for liens, deeds and bankruptcies
01-4150-0203-5224	TX- Legal Expenses	6,573	5,000	3,808	5,000	5,000	NHTC Dues
01-4150-0203-5450	TX- Dues	40	50	115	50	50	Liens & deeds recordings at Registry of Deeds
01-4150-0203-5470	TX- Registry of Deeds	803	1,400	748	1,200	1,200	Expenses related to Tax deeded properties
01-4150-0203-5471	TX- Deeded Property	16	2,373	1,105	3,500	3,500	Conferences for DTC
01-4150-0203-5810	TX- Conf/Room/Meals	470	600	419	600	600	Training for DTC
01-4150-0203-5820	TX- Education/Training	100	400	172	400	400	
	General Expenses Total	20,577	26,250	20,117	30,745	30,745	
01-4150-0203-9997	TX- Due from Water Fund	(34,903)	(36,214)	(27,051)	(37,701)	(37,701)	25% Water Fund Offset
01-4150-0203-9998	TX- Due from Sewer Fund	(34,903)	(36,214)	(27,051)	(37,701)	(37,701)	25% Sewer Fund Offset
	Due from Water/Sewer Funds Total	(69,806)	(72,428)	(54,102)	(75,401)	(75,401)	
	Tax Collection Total	94,969	98,678	98,074	106,146	106,146	v

Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
Assessing						
01-4150-0205-1110 AS- Sal/Wages FT	46,312	47,174	43,490	47,694	47,694	1 FT- Assessing Clerk
01-4150-0205-1210 AS- Sal/Wages Temp		1	-	1	1	
01-4150-0205-1300 AS- Sal/Wages OT	102	100	155	100	100	Assessing Clerk
01-4150-0205-1400 AS- Longevity Pay	800	800	-	850	850	Assessing Clerk
Salaries Total	47,214	48,075	43,645	48,645	48,645	
01-4150-0205-2100 AS- Health Insurance	15,828	18,653	17,099	20,463	20,463	9.7% rate increase
01-4150-0205-2110 AS- Dental Insurance	966	966	885	966	966	No change in rate
01-4150-0205-2120 AS- Life Insurance	60	60	55	60	60	No change in rate
01-4150-0205-2200 AS- FICA	3,416	2,981	3,195	3,016	3,016	Based on wages: 6.2%
01-4150-0205-2210 AS- Medicare	799	697	747	705	705	Based on wages: 1.45%
01-4150-0205-2300 AS- Retirement Town	5,189	5,370	4,875	5,486	5,486	Jan-Jun: 11.17%; Jul -Dec: 11.38%
Benefits Total	26,258	28,727	26,856	30,696	30,696	
01-4150-0205-5000 AS- Supplies	837	1,800	268	1,800	1,800	Toner, envelopes, general supplies
01-4150-0205-5010 AS- Postage	4,487	700	332	700	700	Value changes
01-4150-0205-5450 AS- Dues	40	40	40	40	40	IAAO dues
01-4150-0205-5460 AS- Mapping	5,505	5,200	3,825	5,200	5,200	Yearly updates & GPS
01-4150-0205-5470 AS- Registry of Deeds	48	100	93	100	100	Plans & deeds
01-4150-0205-5480 AS- Revaluation		1	-	1	1	Independent Appraiser
01-4150-0205-5560 AS- Legal/Public Notices		150	-	150	150	Public Notices in news media
01-4150-0205-5740 AS- Software Agreement	5,888	8,140	6,763	8,140	8,140	5% increase Vision yearly contract & web fee
01-4150-0205-5750 AS- Contract Services	106,625	107,500	110,531	110,000	110,000	Assessor contracted through MRI
01-4150-0205-5800 AS- Travel Reimbursement		300	321	300	300	Use of personal car -1 employee
01-4150-0205-5810 AS- Conf/Room/Meals		100	100	100	100	Meetings - meals- room
01-4150-0205-5820 AS- Education/Training	50	500	1,020	500	500	Course or seminar
01-4150-0205-5875 AS- Equipment Purchase		50	-	50	50	Small equipment
01-4150-0205-6260 AS- Fuel	32	100	77	200	150	More field time anticipated for clerk position
General Expenses Total	123,512	124,681	123,370	127,281	127,231	
Assessing Total	196,984	201,483	193,871	206,622	206,572	v
Total Finance	573,184	594,862	563,205	606,712	605,974	v

Description		2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
Planning & Development							
Planning							
01-4191-0301-1110	PL- Sal/Wages FT	46,551	75,711	65,741	87,821	87,821	1 FT.: Town Planner 3 PT: Natl Resource Planner, Admin Asst, Recording Sec
01-4191-0301-1200	PL- Sal/Wages PT	51,554	69,025	52,221	70,280	70,280	
	Salaries Total	98,105	144,736	117,962	158,101	158,101	
01-4191-0301-2100	PL- Health Insurance	4,259	25,182	15,366	25,285	25,285	9.7% rate increase
01-4191-0301-2110	PL- Dental Insurance	208	1,747	1,165	1,747	1,747	No change in rate
01-4191-0301-2120	PL- Life Insurance	60	120	80	120	120	No change in rate
01-4191-0301-2130	PL- LTD Insurance	554	1,108	783	1,211	1,211	No change in rate
01-4191-0301-2200	PL- FICA	6,001	8,974	7,178	9,802	9,802	Based on wages: 6.2%
01-4191-0301-2210	PL- Medicare	1,404	2,099	1,678	2,292	2,292	Based on wages: 1.45%
01-4191-0301-2300	PL- Retirement Town	5,014	8,457	7,323	9,903	9,903	Jan-Jun: 11.17%; Jul-Dec: 11.38%
	Benefits Total	17,500	47,686	33,573	50,361	50,361	
01-4191-0301-5000	PL- Supplies	1,517	3,000	983	3,000	3,000	Misc office supplies. Covers both Planning and Building depts.
01-4191-0301-5010	PL- Postage	4,139	3,500	4,704	4,000	4,000	Covers Planning and Building departments as well as Planning Board packages and administration of cases. Increase based on present use.
01-4191-0301-5120	PL- Reference Material	410	400	419	400	400	Includes Exeter Newspaper (\$160) and Registry Review (\$198), RSA books and other reference material
01-4191-0301-5450	PL- Dues	12,088	12,200	11,827	12,500	12,500	Rockingham Planning Commission annual dues (2017 est.\$12,168 based on population), APA dues (\$315).
01-4191-0301-5500	PL- Printing	25	750	306	750	750	used for large printing jobs such as Zoning Ordinance
01-4191-0301-5560	PL- Legal/Public Notices	2,062	2,000	1,839	2,000	2,000	Primarily for Planning Board cases but also covers Planning dept.
01-4191-0301-5570	PL- Mapping		400	-	400	400	Covers occasional creation of large maps and poster boards for public presentations
01-4191-0301-5571	PL- Studies	7,887	6,000	1,600	6,000	6,000	The Planning Board is seeking to update the stormwater management section of the Site Plan Review and Subdivision Regulations
01-4191-0301-5573	PL- Inspection Services		1	-	1	1	Placeholder for third party inspection as needed
01-4191-0301-5681	PL- GIS Software	17,600	5,000	3,000	3,500	3,500	Annual support and maintenance for new building permit software
01-4191-0301-5750	PL- Contract Services	26,147	1	4,153	1	1	
01-4191-0301-5800	PL- Travel Reimbursement	815	1,000	227	1,000	1,000	Used to cover mileage for staff
01-4191-0301-5810	PL- Conf/Room/Meals	1,567	1,000	202	1,000	1,000	APA Conference, Seminars/training
01-4191-0301-5820	PL- Education/Training		800	210	500	500	Seminars/Training for planning staff, board members
	General Expenses Total	74,257	36,052	29,470	35,052	35,052	
01-4191-0301-5820	PL-CO-Capital Outlay				20,000	20,000	Downtown Improvements
	Capital Outlay Total		-	-	20,000	20,000	
	Planning Total	189,862	228,474	181,005	263,514	263,514	v

Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
Economic Development						
01-4652-0307-1110 ED- Sal/Wages FT	79,698	82,542	76,838	83,878	83,878	1 FT: ED Director
01-4652-0307-1200 ED- Sal/Wages PT	1,895	2,260	1,645	2,900	2,900	Recording sec @ \$14 per hour, Interns \$ 1,000
Salaries Total	81,593	84,802	78,483	86,778	86,778	
01-4652-0307-2100 ED- Health Insurance	22,775	25,182	23,084	27,625	27,625	9.7% rate increase
01-4652-0307-2110 ED- Dental Insurance	1,747	1,750	1,602	1,750	1,750	No change in rate
01-4652-0307-2120 ED- Life Insurance	120	120	110	120	120	No change in rate
01-4652-0307-2130 ED- LTD Insurance	1,044	1,000	967	1,052	1,052	No change in rate
01-4652-0307-2200 ED- FICA	4,866	5,258	4,669	5,380	5,380	Based on wages: 6.2%
01-4652-0307-2210 ED- Medicare	1,138	1,230	1,092	1,258	1,258	Based on wages: 1.45%
01-4652-0307-2300 ED- Retirement Town	8,756	9,220	8,583	9,458	9,458	Jan-Jun: 11.17%; Jul-Dec: 11.38%
Benefits Total	40,446	43,759	40,107	46,644	46,644	
01-4652-0307-5000 ED- Supplies	203	400	280	400	400	Paper, Pens, Ink, etc.
01-4652-0307-5010 ED- Postage	-	50	-	50	50	Mailings
01-4652-0307-5200 ED- Consulting Services	2,400	5,000	2,400	2,500	2,500	Engineering Consulting
01-4652-0307-5310 ED- Mobile Communications	924	950	829	950	950	Cell Phone for ED Director
01-4652-0307-5800 ED -Travel Reimbursement	731	1,000	731	800	800	Mileage for ED Director
01-4652-0307-5810 ED- Conf/Meals	50	200	50	200	200	Conferences for ED Director
01-4652-0307-5820 ED- Education/Training	450	750	710	750	750	Education/Training for ED Director
General Expenses Total	4,758	8,350	1,869	5,650	5,650	
Total Economic Development	126,797	136,911	120,459	139,072	139,072	v
Inspections & Code Enforcement						
01-4240-0302-1110 BI- Sal/Wages FT	135,405	138,028	129,337	140,039	140,039	2 FT: Building Inspector, Deputy Code Inspector
01-4240-0302-1200 BI- Sal/Wages PT	30,212	34,661	31,937	35,222	35,222	1 PT: Electrical Inspector (24 Hrs/Wk)
Salaries Total	165,617	172,689	161,274	175,261	175,261	
01-4240-0302-2100 BI- Health Insurance	32,687	37,307	34,198	40,926	40,926	9.7% rate increase
01-4240-0302-2110 BI- Dental Insurance	1,932	1,935	1,771	1,935	1,935	No change in rate
01-4240-0302-2120 BI- Life Insurance	180	180	165	180	180	No change in rate
01-4240-0302-2130 BI- LTD Insurance	979	950	927	1,009	1,009	No change in rate
01-4240-0302-2200 BI- FICA	10,547	10,707	10,272	10,866	10,866	Based on wages: 6.2%
01-4240-0302-2210 BI- Medicare	2,467	2,504	2,402	2,541	2,541	Based on wages: 1.45%
01-4240-0302-2300 BI- Retirement Town	14,878	15,418	14,447	15,791	15,791	Jan-Jun: 11.17%; Jul-Dec: 11.38%
Benefits Total	63,670	69,001	64,182	73,248	73,248	
01-4240-0302-4320 BI- Vehicle Maintenance	409	450	422	460	460	Cell Phones for BI
01-4240-0302-5310 BI- Mobile Communications	200	300	210	300	300	RNI and NHBOA Dues
01-4240-0302-5450 BI- Dues	1,274	500	1,618	1,000	1,000	NHBOA and Seacoast BI Meetings; Electrical Inspector fuel reimb
01-4240-0302-5800 BI- Travel Reimbursement	207	800	70	500	500	NE Building Officials Association Conference
01-4240-0302-6260 BI- Fuel	655	836	651	836	725	Fuel for Electrical Inspector
General Expenses Total	2,745	2,887	2,971	3,097	2,986	

Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
Inspections & Code Enforcement To	232,032	244,577	228,427	251,606	251,495	v
Board of Adjustment						
01-4191-0303-1200	-	580	665	770	770	recording secretaries @ \$14 per hour
		580	665	770	770	
01-4191-0303-2200		36	41	48	48	
01-4191-0303-2210		8	10	11	11	
		44	51	59	59	
01-4191-0303-5010	1,171	1,200	576	1,200	1,200	expenses are estimated for ZBA case administration
01-4191-0303-5560	965	1,200	832	1,200	1,200	
01-4191-0303-5820	60	200	55	200	200	min. training allotment for board members
	2,196	2,600	1,463	2,600	2,600	
Board of Adjustment Total	2,196	3,224	2,179	3,429	3,429	v
Historic District Commission						
01-4191-0304-1200	641	500	567	800	800	recording secretaries @ \$14 per hour
	641	500	567	800	800	
01-4191-0304-2200	40	31	35	50	50	Based on wages: 6.2%
01-4191-0304-2210	9	7	8	12	12	Based on wages: 1.45%
	49	38	43	61	61	
01-4191-0304-5010	280	350	142	350	350	expenses are estimated for HDC case administration
01-4191-0304-5022	8,000	6,062	32,100	-	-	Grant approved \$18,500
01-4191-0304-5120		100		100	100	min amt for dues associated with various organizations
01-4191-0304-5450		50		50	50	work with HDCs
01-4191-0304-5500	1,817	125		125	125	printing needs for HDC guidelines and other materials.
01-4191-0304-5560	80	100	226	100	100	To provide match for potential grants
01-4191-0304-5810	271	200		200	200	
01-4191-0304-5820		200		200	200	
	10,448	7,187	32,476	1,125	1,125	min. training allotment for board members
Historic District Commission Total	11,138	7,725	33,086	1,986	1,986	v

Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
Conservation Commission						
01-4611-0305-1200 CC- Sal/Wages PT	672	420	879	1,000	1,000	Recording secretaries @ \$14 per hour
01-4611-0305-1210 CC- Sal/Wages Temporary	-	3,024	140	2,520	2,520	Interns 2@12/hr, 15 hrs/wk for 7 wks
Salaries Total	672	3,444	1,019	3,520	3,520	
01-4611-0305-2200 CC- FICA	42	214	62	218	218	Based on wages: 6.2%
01-4611-0305-2210 CC- Medicare	10	50	15	51	51	Based on wages: 1.45%
Benefits Total	52	263	77	269	269	
01-4611-0305-4222 CC- Roadside Mowing	1,450	1,200	1,450	1,800	1,800	Mowing White, Perry, Irvine and Morrissette (\$1450) + Raynes \$350
01-4611-0305-4300 CC- Building Maintenance	497	800	350	500	500	To cover minor repairs to Raynes Barn
01-4611-0305-5000 CC- Supplies			17			
01-4611-0305-5010 CC- Postage	33	20	24	20	20	Money for mailings to ConCom members (mostly elect distr)
01-4611-0305-5118 CC- Community Services	238	350	431	380	380	Will fund \$250 Spring Tree Program & \$130 Trails Day
01-4611-0305-5200 CC- Contract Services	5,560	1,450	5,185	1,450	1,450	Invasive Plant removal after timber harvest
01-4611-0305-5331 CC- Conservation Land Administration	-	500	18	400	400	Inventory, monitoring and improvements to conservation lands
01-4611-0305-5450 CC- Dues	672	880	829	929	929	For board members and/or nat resource planner to join related organizations (ERLAC, NHACC, LRWA, SELT)
01-4611-0305-5470 CC- Registry of Deeds	28	50	12	30	30	Fee for registry of deeds (typically printing plans, deeds)
01-4611-0305-5560 CC- Legal/Public Notices	-	50		50	50	Covers approx 1 legal notice typ in newspaper
01-4611-0305-5585 CC- Trail Mgmt Maintenance	30	600	195	600	600	Maintenance of trails & conservation areas
01-4611-0305-5820 CC- Education/Training	50	300	30	110	110	Training for board members and/or natl resource planner
01-4611-0305-6220 CC- Electricity - Raynes	126	150	103	130	130	Money to cover utilities at Raynes Farm
General Expenses Total	8,674	6,350	8,644	6,399	6,399	
Conservation Commission Total	9,398	10,057	9,740	10,188	10,188	v
Heritage Commission						
01-4191-0306-1200 HC- Sal/Wages PT	252	350	189	300	300	recording secretaries @ \$14 per hour
Salaries Total	252	350	189	300	300	
01-4191-0306-2200 HC- FICA	16	22	11	19	19	Based on wages: 6.2%
01-4191-0306-2210 HC- Medicare	4	5	3	4	4	Based on wages: 1.45%
Benefits Total	20	27	14	23	23	

Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
01-4191-0306-5010	20	25		25	25	expenses are estimated for Heritage Commission case administration
01-4191-0306-5022	3,000	1		2,500	2,500	To provide match for potential \$25,000 CLG grant to continue town wide survey
01-4191-0306-5200		10,500	-	-	-	For restoration of Winter St. Cemetery 50/50 match through LCHIP
01-4191-0306-5450	-	50		50	50	
01-4191-0306-5500	-	35		35	35	
01-4191-0306-5820	3,020	300	11	300	300	min. training allotment for board members
General Expenses Total	3,292	10,911	11	2,910	2,910	
Heritage Commission Total	3,292	11,288	214	3,233	3,233	v
Total Planning & Development	574,715	642,257	575,110	673,027	672,916	v

	Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
Police							
Administration							
01-4210-0401-1110	PD- Sal/Wages FT	385,139	394,538	335,124	381,257	381,257	6 FT: Police Chief, 2 Captains, Office Mgr, 2 Admin
01-4210-0401-1200	PD- Sal/Wages PT	31,692	38,314	28,136	38,934	38,934	2 PT secretarial positions, 20 hrs/wk each
	Salaries Total	416,831	432,852	363,260	420,191	420,191	
01-4210-0401-2100	PD- Health Insurance	85,194	94,200	70,805	110,499	110,499	9.7% rate increase
01-4210-0401-2110	PD- Dental Insurance	8,807	8,810	7,325	9,702	9,702	No change in rate
01-4210-0401-2120	PD- Life Insurance	480	480	441	600	600	No change in rate
01-4210-0401-2130	PD- LTD Insurance	1,390	1,364	930	1,214	1,214	No change in rate
01-4210-0401-2200	PD- FICA	10,290	10,347	9,617	10,543	10,543	Based on wages: 6.2%
01-4210-0401-2210	PD- Medicare	4,503	4,741	5,033	6,093	6,093	Based on wages: 1.45%
01-4210-0401-2300	PD- Retirement Town	13,880	14,374	13,330	14,784	14,784	Jan-Jun: 11.17%; Jul-Dec: 11.38%
01-4210-0401-2310	PD- Retirement Police	67,012	70,034	66,934	69,852	69,852	Jan-Jun: 26.38%; Jul-Dec: 29.43%
	Benefits Total	191,556	204,350	174,415	223,287	223,287	
01-4210-0401-4301	PD- Computer Maintenance	1,628	2,000	1,181	2,000	2,000	Software - virus protection, crime reports, IACP computer net
01-4210-0401-4310	PD- Office Equipment Maintenance	2,878	3,096	3,118	3,096	3,096	maintenance contracts for 2 copy machines
01-4210-0401-4320	PD- Vehicle Maintenance	21,789	21,000	14,041	21,000	21,000	covers repairs for 18 vehicles
01-4210-0401-5000	PD- Supplies	7,694	7,950	7,124	7,950	7,950	department wide office supplies
01-4210-0401-5010	PD- Postage	2,330	2,500	1,987	2,500	2,500	postage costs for mailings
01-4210-0401-5190	PD- Chiefs Expenses	542	650	591	1,000	1,000	covers empl. awards, retirement, emergency meals
01-4210-0401-5310	PD- Mobile Communications	664	660	401	420	420	cost of the chiefs cell phone part of department plan
01-4210-0401-5338	PD- Munitions	6,851	7,285	7,285	7,303	7,303	cost of purchasing ammo for the department
							yearly dues for sert and professional association
01-4210-0401-5450	PD- Dues	8,528	8,610	8,168	8,385	8,385	memberships
01-4210-0401-5453	PD- Computer Equipment	7,935	8,000	7,591	8,000	8,000	update computers, cruiser laptops, etc.
							towing charges, dwi supplies, promotional, hiring costs, etc.
01-4210-0401-5650	PD- General Expenses	8,281	5,775	4,132	5,775	5,775	
01-4210-0401-5670	PD- Dry Cleaning	13,600	13,800	14,400	14,976	14,976	contractual cost
01-4210-0401-5671	PD- Uniforms	16,373	15,385	14,305	15,385	15,385	cost for uniform and equipment for 40 employees
							cost to maintain emergency operations for POL and FD
01-4210-0401-5740	PD - Software Agreement	13,480	14,273	14,273	14,273	14,273	Center
01-4210-0401-5810	PD- Conf/Room/Meals	1,174	1,500	1,448	1,500	1,500	professional training for the Chief
							covers cost of furniture, bike parts, cruiser parts,
01-4210-0401-5875	PD- Equipment Purchase	10,007	10,000	6,507	15,980	15,980	building costs, Taser Replacement
	General Expenses Total	123,754	122,484	106,552	129,543	129,543	
	Administration Total	732,141	759,686	644,227	773,021	773,021	v

Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
Staff						
01-4210-0402-1110	229,025	296,386	188,610	291,524	291,524	5 FT Police Staff updated per new Union Contract effective July 2015-June 2017
01-4210-0402-1300	8,702	9,000	6,842	9,000	9,000	detective costs for cases investigation and pro active investigation
01-4210-0402-1400	1,150	1,450	1,250	1,250	1,250	contract item
01-4210-0402-1420	7,646	12,650	13,011	12,353	12,353	contract item
01-4210-0402-1450	1,720	1,720	1,720	1,720	1,720	contract item
Salaries Total	248,243	321,206	211,433	315,847	315,847	
01-4210-0402-2100	79,116	106,324	68,629	113,568	113,568	9.7% rate increase
01-4210-0402-2110	4,528	5,360	3,687	6,318	6,318	No change in rate
01-4210-0402-2120	280	300	225	300	300	No change in rate
01-4210-0402-2210	3,474	4,657	2,885	4,580	4,580	Based on wages: 1.45%
01-4210-0402-2310	64,282	84,734	55,119	88,378	88,378	Jan-Jun: 26.38%; Jul -Dec: 29.43%
Benefits Total	151,680	201,375	130,545	213,144	213,144	
01-4210-0402-5000	5,265	5,200	3,855	5,200	5,200	covers three different areas: evidence, prosecution and photo
01-4210-0402-5200	74,410	77,511	77,175	81,284	81,284	contract with County attorney, split 80/20 with Hampton Falls
01-4210-0402-5216	2,304	2,000	1,306	2,000	2,000	plaques, darts, crime preventive items
01-4210-0402-5310	1,572	1,632	1,066	1,260	1,260	2 cell phones (one for the captain and the detectives share one)
01-4210-0402-5820	12,400	11,500	10,866	13,000	13,000	training for the entire department (including civilians)
01-4210-0402-5821	1,098	1,000	1,098	1,000	1,000	dues and supply costs
General Expenses Total	97,049	98,843	95,366	103,744	103,744	
Staff Total	496,972	621,424	437,344	632,735	632,735	v

Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
Communications						
01-4210-0405-1110	210,825	235,109	215,935	239,042	239,042	5 FT updated per new Union Contract effective July 2015-June 2017
01-4210-0405-1150	11,393	9,000	6,789	9,000	9,000	covers vacation/personal days for dispatchers
01-4210-0405-1200	12,320	11,000	8,522	11,000	11,000	3 PT/On-Call
01-4210-0405-1300	9,987	12,400	6,885	11,600	11,600	covers cost in emergencies and regular coverage
01-4210-0405-1350	133	-	-	1	1	Expenses related to declared emergencies
01-4210-0405-1400	1,700	1,700	1,700	1,700	1,700	contract item
01-4210-0405-1410	4,771	5,200	5,065	6,000	6,000	covers OT for dispatchers out sick
01-4210-0405-1420	8,191	10,033	10,091	10,171	10,171	contract item
01-4210-0405-1450	1,548	1,500	-	1,500	1,500	contract item
Salaries Total	260,868	285,942	254,987	290,014	290,014	
01-4210-0405-2100	70,067	81,142	74,298	88,146	88,146	9.7% rate increase
01-4210-0405-2110	4,062	4,466	4,134	4,466	4,466	No change in rate
01-4210-0405-2120	556	300	280	300	300	No change in rate
01-4210-0405-2200	15,505	17,728	15,153	17,981	17,981	Based on wages: 6.2%
01-4210-0405-2210	3,626	4,146	3,544	4,205	4,205	Based on wages: 1.45%
01-4210-0405-2300	20,923	30,711	21,996	31,462	31,462	Jan-Jun: 26.38%; Jul -Dec: 29.43%
Benefits Total	114,739	138,493	119,405	146,560	146,560	
01-4210-0405-4311	19,382	25,530	22,466	23,370	23,370	covers our maintenance contracts (new radio equipment approved by voters in 2015)
01-4210-0405-4330	4,071	6,000	1,849	6,000	6,000	uncovered repair costs (radio equip./purchase of new communication equip.)
01-4210-0405-4333	1,125	4,500	307	4,500	4,500	computer connection with state police
01-4210-0405-4351	360	1,600	307	1,360	1,360	phone repair costs, and cost of IPAD network
General Expenses Total	24,938	37,630	24,622	35,230	35,230	
Communications Total	400,545	462,065	399,014	471,805	471,805	v
Total Police	3,441,604	3,795,920	3,212,275	3,817,081	3,813,031	v

	Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
Fire							
Administration							
01-4221-0501-1110	FD- Sal/Wages FT	298,743	325,042	303,191	337,306	337,306	4 FT: Chief, 2 Asst. Chiefs & Office Mgr. + 75% Office Mgr. Top Step bonus
	Salaries Total	298,743	325,042	303,191	337,306	337,306	
01-4221-0501-2100	FD- Health Insurance	50,610	81,142	74,380	89,013	89,013	9.7% rate increase
01-4221-0501-2110	FD- Dental Insurance	3,771	4,645	4,210	4,645	4,645	No change in rate
01-4221-0501-2120	FD- Life Insurance	420	480	415	480	480	No change in rate
01-4221-0501-2130	FD- LTD Insurance	1,387	1,357	1,302	1,416	1,416	Very small increase due to Department Manager salary adjustment
01-4221-0501-2200	FD- FICA	3,463	3,686	3,191	3,686	3,686	Based on wages: 6.2% (FICA for Office Mgr)
01-4221-0501-2210	FD- Medicare	3,185	3,140	2,814	3,290	3,290	Based on wages: 1.45% (Excludes the Chief)
01-4221-0501-2300	FD- Retirement Town	6,533	6,641	6,134	6,704	6,704	Jan-Jun: 11.17%; Jul-Dec: 11.38%
01-4221-0501-2320	FD- Retirement Fire	75,937	77,445	72,396	84,863	84,863	Jan-Jun: 29.16%; Jul-Dec: 31.89%
	Benefits Total	145,306	178,536	164,842	194,097	194,097	
01-4221-0501-4310	FD- Office Equip Maintenance	2,666	2,620	1,749	2,428	2,428	Lease Agreements & Service Contacts for copier, and time clock.
01-4221-0501-5000	FD- Supplies	1,761	2,000	1,794	2,265	2,265	Office Supplies for entire Fire Department (except Health)
01-4221-0501-5010	FD- Postage	464	580	291	500	500	Postage for General FD, Fire Prevention, new candidate hiring, etc.
01-4221-0501-5190	FD- Chiefs Expenses	597	720	787	720	720	Expenses for meetings, dinners
01-4221-0501-5263	FD- Physicals	6,320	5,000	2,070	765	5,855	Pre-employment for new hires and Annual physicals for 1/4 of all fire personnel
01-4221-0501-5310	FD-Mobile Communications	1,628	1,143	641	1,172	1,172	Phone plan and usage for Department Manager
01-4221-0501-5450	FD- Dues	1,213	1,722	1,528	1,601	1,601	Annual Association Dues, multiple organizations
01-4221-0501-5650	FD- General Expenses	2,481	3,200	2,603	3,200	3,200	Background investigations, Water, Emergency scene rehab. supplies, etc.
01-4221-0501-5810	FD- Conf/Room/Meals	1,059	4,500	2,469	4,500	4,500	\$1,500 each: FDIC conference, FRI International, IMT Annual Conference
	General Expenses Total	18,189	21,485	13,932	17,151	22,241	
	Administration Total	462,238	525,063	481,965	548,554	553,644	v
Fire Suppression							
01-4220-0503-1110	FD- Sal/Wages FT	1,456,283	1,456,512	1,325,467	1,489,021	1,489,021	25 FT Firefighter/ EMT's (20 FF's & 5 LT's); Incl 1 new FF for 8 mos
01-4220-0503-1120	FD- Sal/Wages Stipend	2,000	3,028	-	1,514	1,514	Stipend + Bonus pay (Maxed pay plan)
01-4220-0503-1150	FD- Vacation Replacement	40,725	48,680	22,526	36,017	36,017	Overtime for vacation replacement
01-4220-0503-1300	FD- Sal/Wages OT	102,482	116,323	117,210	111,431	111,431	Overtime for emergency recall and other off-duty details
01-4220-0503-1350	FD- FE/MA Storm Related OT	7,551	-	1	1	1	Expenses related to declared emergencies
01-4220-0503-1400	FD- Longevity Pay	10,225	9,050	1,500	8,100	8,100	
01-4220-0503-1410	FD- Sick Replacement	41,149	41,732	36,539	39,807	39,807	Overtime for sick replacement
01-4220-0503-1420	FD- Sal/Wages Holiday Pay	85,275	87,601	76,779	90,172	90,172	Holiday pay (11 holidays), Incl 1 new FF (8 holidays)
01-4220-0503-1600	FD- Sal/Wages On Call	3,818	7,500	5,537	7,500	7,500	PT Call Company salaries

Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
Salaries Total	1,749,508	1,770,426	1,585,558	1,783,563	1,783,563	
01-4220-0503-2100	358,278	411,200	364,469	441,789	441,789	9.7% rate increase; Incl 1 new FF (7 mos)
01-4220-0503-2110	33,740	32,738	29,011	32,313	32,313	No change in rate; Incl 1 new FF (7 mos)
01-4220-0503-2120	1,485	1,500	1,420	1,535	1,535	No change in rate; Incl 2 new FF (7 mos)
01-4220-0503-2200	241	465	343	465	465	Based on wages: 6.2% (Call Company Salaries)
01-4220-0503-2210	24,309	24,597	22,561	25,862	25,862	Based on wages: 1.45%
01-4220-0503-2320	504,852	516,257	469,343	543,317	543,317	Jan-Jun: 29.16%; Jul-Dec: 31.89%
Benefits Total	922,905	986,757	887,147	1,045,281	1,045,281	
01-4220-0503-4312	2,633	2,500	1,481	3,892	3,892	Maint. & programming FD Portable & Mobile Radios
01-4220-0503-4320	49,760	42,990	33,810	44,115	44,115	Vehicle Maintenance
01-4220-0503-4330	2,917	3,000	1,916	3,000	3,000	Small Tool & Equipment Repair
01-4220-0503-4340	20,000	20,000	15,000	20,000	20,000	Hydrant Maintenance Fee/Rental to Water Department
01-4220-0503-4341	1,440	2,460	2,376	2,460	2,460	Cistern & Dry Hydrant Maintenance
01-4220-0503-5016	1,506	1,700	1,626	1,700	1,700	Laundry & misc bldg. cleaning supplies
01-4220-0503-5018	1,542	1,600	1,600	4,400	4,400	NFPA annual membership & Fire Prevention & Investigation Supplies
01-4220-0503-5019	5,947	6,000	4,986	6,000	6,000	Town wide fire alarm system maintenance
01-4220-0503-5119	4,264	5,266	2,240	5,274	5,274	Vehicle computer connectivity, fees and radio interoperability
01-4220-0503-5310	1,683	2,398	1,282	1,916	1,916	Cell Phone plan and Data usage for Staff Cars, Engines and Fire Prev.
01-4220-0503-5450	4,294	5,451	5,451	5,451	5,451	Seacoast Chiefs Haz Mat Team Annual Assessment
01-4220-0503-5670	187	200	270	275	275	Dry cleaning of chief officer & Class "A" dress uniforms for 28 employees, 12 Call firefighters and Chief Officers
01-4220-0503-5671	22,598	22,160	22,158	23,592	23,592	IMC & Public Eye annual licensing agreement & fees
01-4220-0503-5740	5,355	5,660	5,660	5,945	5,945	Tuition for certification & education supplies
01-4220-0503-5820	3,206	10,000	9,256	10,000	10,000	Necessary equipment purchase & replacement
01-4220-0503-5875	41,702	45,000	36,826	45,000	45,000	Turnout gear replacement, inspection & repairs
01-4220-0503-5900	27,167	27,768	27,917	30,965	30,965	Hazardous materials clean-up supplies
01-4220-0503-5911	500	350	355	350	350	Breathing Apparatus & Air compressor certification & repairs
01-4220-0503-5912	5,647	6,526	1,441	11,126	11,126	Non-budgeted item
01-4220-0503-5913	4,388	4,776	4,650	4,904	4,904	Hose replacement & repair as necessary
01-4220-0503-5914	14,224	13,994	12,526	16,156	14,645	Gas & Diesel fuel for all fire dept. vehicles (Except 2 ambulances) plus 500 gal fuel tank
01-4220-0503-6260	220,960	229,799	192,827	246,521	245,010	
General Expenses Total						
01-4220-0503-75xx	-	24,134	23,408	21,746	21,746	25 - Firefighter Safety bldg evacuation Harnesses and Training (\$15,500) and New Physical Fitness Equipment. Life Fitness Integrity Powermill and Treadmill (\$12,492)
Capital Outlay Total	-	24,134	23,408	21,746	21,746	
Fire Suppression Total	2,893,373	3,011,116	2,688,940	3,097,111	3,095,600	v

	Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
Emergency Management							
01-4290-0504-4312	EM- Radio Repairs	3,665	4,000	2,478	4,000	4,000	EOC radio reprogramming, replacement & repairs
01-4290-0504-5119	EM- Communications	9,560	9,560	8,560	9,560	9,560	Code Red notification system and EOC telephone system support
01-4290-0504-5310	EM- Mobile Communications	1,354	1,167	662	1,172	1,172	Cell Phone plan & Data usage for Deputy EMD
01-4290-0504-5820	EM- Education/Training	879	1,000	860	1,000	1,000	Emergency Management & Homeland Security conference and/or classes
01-4290-0504-5917	EM- Command Supplies	6,229	6,500	2,397	6,500	6,500	EOC supplies including food, office supplies, & training material
01-4290-0504-5918	EM- Shelter Equipment	1,176	1,200	221	1,200	1,200	Shelter food and supplies
01-4290-0504-5919	EM- Emer Mgmt Equipment	4,735	2,500	2,053	3,500	3,500	Materials, barricades, signage and barriers
01-4290-0504-5922	EM- FEMA Reimb -Force Labor		1		1	1	Used Only if Departments use Budget funds that are reimbursable
01-4290-0504-5923	EM- FEMA Reimb - Force Equip	1	1		1	1	Used Only if Departments use Budget funds that are reimbursable
01-4290-0504-5924	EM- FEMA Reimb-Debris Removal		1		1	1	Used Only if Departments use Budget funds that are reimbursable
01-4290-0504-5925	EM- FEMA Reimb- Materials		1		1	1	Used Only if Departments use Budget funds that are reimbursable
01-4290-0504-5926	EM- FEMA Reimb- Permanent Work		1		1	1	Used Only if Departments use Budget funds that are reimbursable
	General Expenses Total	27,599	25,932	17,231	26,937	26,937	
01-4290-0504-7426	EM- Capital Outlay		-		1,000	1,000	Public Safety Complex Access and Security upgrades
	Capital Outlay Total	-	-	-	1,000	1,000	
	Emergency Management Total	27,599	25,932	17,231	27,937	27,937	v

		2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
Health							
01-4414-0505-1110	FH- Sal/Wages FT	65,533	67,130	61,929	68,215	68,215	1 FT: Health Officer
	Salaries Total	65,533	67,130	61,929	68,215	68,215	
01-4414-0505-2110	FH- Dental Insurance	499	500	458	500	500	No change in rate
01-4414-0505-2120	FH- Life Insurance	120	120	110	120	120	No change in rate
01-4414-0505-2200	FH- FICA	4,350	4,162	4,133	4,229	4,229	Based on wages: 6.2%
01-4414-0505-2210	FH- Medicare	1,017	973	967	989	989	Based on wages: 1.45%
01-4414-0505-2320	FH- Town Retirement	7,201	7,498	6,917	7,692	7,692	Jan-Jun: 11.17%; Jul-Dec: 11.38%
	Benefits Total	13,187	13,253	12,585	13,530	13,530	
01-4414-0505-5000	FH- Supplies	732	950	838	950	950	Health inspection supplies
01-4414-0505-5010	FH- Postage	77	60	72	75	75	Health Dept. mailings
01-4414-0505-5201	FH- Consulting	9,400	10,550	2,910	10,549	10,549	Hazardous Materials Remediation & Consulting for Sportsmen's Club project
01-4414-0505-5310	FH- Mobile Communications	856	1,143	945	1,028	1,028	Phone plan & data usage for Health Officer
01-4414-0505-5450	FH- Dues	205	245	295	195	195	Health Dept. dues & memberships
01-4414-0505-5740	FH- Software Agreement	1,925	1,925	1,925	2,125	2,125	Metverse forms and reporting
01-4414-0505-5800	FH- Travel Reimbursement	719	900	468	850	850	Mileage reimbursement for Health Officer
01-4414-0505-5810	FH- Conf/Room/Meals	526	720	335	770	770	Training, Meeting and conferences for Health Officer
01-4414-0505-5989	FH- Mosquito Control	56,100	62,180	50,490	57,410	57,410	Mosquito control maintenance contract costs
	General Expenses Total	70,540	78,673	58,278	73,952	73,952	
01-4414-0505-75xx	FH- Capital Outlay	-	20,000	-	1	1	No Capital requests in FY17
	Capital Outlay Total	-	20,000	-	1	1	
	Health Total	149,260	179,056	132,792	155,698	155,698	v
	Total Fire	3,532,470	3,741,167	3,320,928	3,829,301	3,832,880	v

	Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
01-4311-0601-9997	PW- Due from Water Fund	(111,765)	(104,302)	(78,228)	(114,209)	(114,252)	20% Water Fund offset
01-4311-0601-9998	PW- Due from Sewer Fund	(111,765)	(104,302)	(78,228)	(114,209)	(114,252)	20% Sewer Fund offset
	Due from Water/Sewer Funds Total	(223,530)	(208,604)	(156,456)	(228,418)	(228,503)	
	Administration & Engineering Total	272,560	416,007	363,153	479,895	479,530	V
	Highways and Streets						
01-4312-0602-1110	PH- Sal/Wages FT	526,864	557,547	497,413	554,301	554,301	12 FT + Bonus pay (Maxed pay plan)
01-4312-0602-1210	PH- Sal/Wages Temp	-	7,500		7,500	7,500	Intern, Summer laborer
01-4312-0602-1300	PH- Sal/Wages OT	31,513	20,000	29,313	20,000	20,000	Emergency ops, callouts, flood watch, voting/traffic control
01-4312-0602-1350	PH- FEMA Storm Related OT	2,833	-	1	1	1	Expenses related to declared emergencies
01-4312-0602-1400	PH- Longevity Pay	8,550	6,100	1,900	4,450	4,450	6 FT per union contract
	Salaries Total	569,760	591,147	528,626	586,252	586,252	
01-4312-0602-2100	PH- Health Insurance	171,452	195,213	166,885	225,266	225,266	9.7% rate increase
01-4312-0602-2110	PH- Dental Insurance	11,631	11,568	9,960	13,631	13,631	No change in rate
01-4312-0602-2120	PH- Life Insurance	713	738	734	780	780	No change in rate
01-4312-0602-2200	PH- FICA	35,193	36,651	31,513	36,348	36,348	Based on wages: 6.2%
01-4312-0602-2210	PH- Medicare	8,231	8,572	7,370	8,501	8,501	Based on wages: 1.45%
01-4312-0602-2300	PH- Retirement Town	59,496	65,193	57,108	65,261	65,261	Jan-Jun: 11.17%; Jul -Dec: 11.38%
	Benefits Total	286,716	317,935	273,570	349,787	349,787	
01-4312-0602-4320	PH- Vehicle Maintenance	47,460	45,000	34,932	45,000	45,000	Maintenance of all dept vehicles and equip
							All trees in Town ROW & parks incl pruning, fertilizing & removal w/licensed arborist; \$10k for 1 yr only tree inventory program development
01-4312-0602-4334	PH- Tree Maintenance	13,371	15,000	14,696	25,000	25,000	Dam & abutment concrete & mechanical repairs at Great, Pickpocket, Colcord. (\$35k for LOMR in 2017 CIP)
01-4312-0602-4335	PH- Dam Maintenance	891	39,200	2,420	94,000	94,000	Grinding & screening to recycle asphalt and concrete into reusable product. Screening compost and sand
01-4312-0602-4339	PH- Asphalt Reclamation	10,000	10,000	10,000	10,000	10,000	Fog lines, yellow lines, parking spaces (butyl rubber by contractor); crosswalks 2x yr
01-4312-0602-4342	PH- Street Marking	28,706	30,000	25,321	30,000	30,000	Along medians & curbing; contract w/licensed herbicide applicator, \$2000/app x 4/yr
01-4312-0602-4343	PH- Weed Control	8,000	8,000	8,000	8,000	8,000	Repair drain castings. 1,305 catch basins
01-4312-0602-4344	PH- Storm Drain Repair	8,433	9,000	7,181	9,000	9,000	
01-4312-0602-4345	PH- Bridge Repairs	5,232	5,500	2,260	5,500	5,500	Minor repairs of 9 bridges; sealing, patching, guardrails
01-4312-0602-4346	PH- Culvert Repairs	994	2,000	2,429	2,000	2,000	Repair or replace culverts (pipes & headers) along country roads
01-4312-0602-4355	PH- Street Repairs/Maint	18,505	18,000	10,876	18,000	18,000	Patching town roads & shoulder repair materials; includes asphalt, concrete, gravel
01-4312-0602-4420	PH- Equipment Rentals	4,368	4,500	3,720	4,500	4,500	Rental of equipment not owned by Town, including bulldozer, excavator, grader, screen
01-4312-0602-5310	PH- Mobile Communications	440	1	400	1	1	
01-4312-0602-5312	PH- Phone Reimbursement		2,400	405	2,400	2,400	Cell Phone stipend \$50/mo for Supt + 3 Foremen

	Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
01-4312-0602-5327	PH- General Hand Tools	3,571	4,000	4,480	4,000	4,000	Repl/repair hand tools incl. compacter, hand-saw, chainsaws, small power tools
01-4312-0602-5328	PH- Emergency Traffic Control	989	1,000	387	1,000	1,000	Uniformed officer in high traffic, emergencies
01-4312-0602-5561	PH- Signs	6,876	7,000	6,744	17,000	17,000	Regulatory & street sign repl. for retro reflectivity, damages; new street name signs w/Town seals
01-4312-0602-5610	PH- Safety Equipment	4,241	4,500	3,773	4,500	4,500	Hardhats, vests, eye protection, Technu, steel-toed boot repl \$185/yr per employee
01-4312-0602-5671	PH- Uniforms	6,496	6,000	5,327	6,000	6,000	12 employees
01-4312-0602-5756	PH - Dam Registration	400	800	400	400	400	Annual NHDES fees (due December) Sloans Brook
01-4312-0602-5820	PH- Education/Training	3,668	3,000	686	3,000	3,000	Classes and licensing including CDL, Public Works Academy, UNH Tech Transfer classes
01-4312-0602-6260	PH- Fuel	20,960	30,000	18,656	25,000	20,460	Fuel for highway dept
	General Expenses Total	193,601	244,901	163,093	314,301	309,761	
01-4312-0602-7503	PH-Road Paving/Maintenance	792,173	800,000	762,602	800,000	800,000	Includes crack sealing, reconstruction, etc. 3% increase material cost
01-4312-0602-7505	PH- Sidewalks/Curbing		1		120,000	120,000	Sidewalks and curbing- BRC recommends this item to be in Maintenance not CIP
01-4312-0602-7507	PH- Storm Drain Cleaning	21,285	25,000	21,984	25,000	25,000	Annual clean 50% catch basins, material testing, clean
	Capital Outlay Total	813,458	825,001	784,586	945,000	945,000	~1 mi drain lines
	Highways & Streets Total	1,863,535	1,978,984	1,749,875	2,195,340	2,190,800	V
	Snow Removal						
01-4312-0603-1300	PS- Sal/Wages - OT Snow	88,787	70,000	42,659	70,000	70,000	
01-4312-0603-1350	PS- Sal/Wages - FEMA Storm Related	12,177	-		1	1	Expenses related to declared emergencies
01-4312-0603-1370	PS- Sal/Wages-OT Mech	3,326	2,700	1,839	2,700	2,700	
	Salaries Total	104,290	72,700	44,498	72,701	72,701	
01-4312-0603-2200	PS- FICA	6,319	4,507	2,651	4,507	4,507	Based on wages: 6.2%
01-4312-0603-2210	PS- Medicare	1,478	1,054	620	1,054	1,054	Based on wages: 1.45%
01-4312-0603-2300	PS- Retirement Town	10,517	8,121	4,588	8,197	8,197	Jan-Jun: 11.17%; Jul -Dec: 11.38%
	Benefits Total	18,314	13,682	7,859	13,759	13,759	
							80% of 3 yr avg; Hire contractors w/10 wheelers to remove snow for safety downtown, Lincoln St, Ports Ave.
01-4312-0603-4220	PS- Contracted Snow Removal	106,849	35,000	3,723	35,000	35,000	
01-4312-0603-4221	PS- Plowing	111,605	65,000	28,139	65,000	65,000	Hire contractors to plow
01-4312-0603-4320	PS- Vehicle Maintenance	17,120	7,000	12,627	7,000	7,000	Repair snow plows and snow removal equip
01-4312-0603-4349	PS- Plow/Spreader Repair	3,246	-	792	-	-	
01-4312-0603-4623	PS- Plow Damages	4,565	2,000	3,225	2,000	2,000	Private property damage caused by snow plows
01-4312-0603-5007	PS- Salt	61,660	65,000	51,672	65,000	65,000	Winter salt for town roads, sidewalks, parking lots; 2015 unit price \$48.43/ton; 2016 up 7% to \$51.73/ton
01-4312-0603-5008	PS- Sand	-	1,000		1,000	1,000	Purchase sand during winter months to spread along the town roads, sidewalks, parking lots
01-4312-0603-5009	PS- Calcium Chloride	401	500		500	500	Salt additive used during harsh temperatures in the winter
01-4312-0603-5922	PS- FEMA Reimb Force Labor	14,731	-		1	1	Expenses related to declared emergencies

Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
Public Works - Maintenance						
General						
01-4311-0606-1110 PM- Sal/Wages FT	232,650	251,817	232,650	255,673	255,673	5 FT Maint Supt, Custodian, 3 Maint Techs
01-4311-0606-1200 PM- Sal/Wages PT	34,099	33,359	31,571	33,359	33,359	1 PT Custodian @ 34hr per week
01-4311-0606-1300 PM- Sal/Wages OT	11,399	3,000	5,771	3,000	3,000	Emergencies, callouts
01-4311-0606-1350 PM- FEMA Storm Related OT	493	-	-	1	1	Expenses related to declared emergencies
01-4311-0606-1400 PM- Longevity Pay	850	850	-	1,200	1,200	4 FT per union contract
Salaries Total	279,491	289,026	269,992	293,233	293,233	
01-4311-0606-2100 PM- Health Insurance	62,742	69,446	62,026	69,020	69,020	9.7% rate increase
01-4311-0606-2110 PM- Dental Insurance	5,459	5,460	5,236	5,144	5,144	No change in rate
01-4311-0606-2120 PM- Life Insurance	360	360	350	360	360	No change in rate
01-4311-0606-2200 PM- FICA	17,699	17,920	16,378	18,180	18,180	Based on wages: 6.2%
01-4311-0606-2210 PM- Medicare	4,139	4,191	3,831	4,252	4,252	Based on wages: 1.45%
01-4311-0606-2300 PM- Retirement Town	26,810	28,558	25,181	29,331	29,331	Jan-Jun: 11.17%; Jul-Dec: 11.38%
Benefits Total	117,209	125,934	113,002	126,287	126,287	
01-4311-0606-4329 PM- Maintenance Bld Materials	1,075	1,200	911	1,200	1,200	
01-4311-0606-4331 PM- Maintenance Tools	3,391	3,000	2,198	3,000	3,000	HVAC Tech, plumber, elec. tools, replenish drill bits, small power tools
01-4311-0606-5006 PM- Custodial Supplies	14,057	14,500	14,471	14,500	14,500	All Town buildings' paper & cleaning products
01-4311-0606-5202 PM- Contract Services				8,000	8,000	Town buildings roof snow removal
01-4311-0606-5265 PM- Licenses			270			
01-4311-0606-5310 PM- Mobile Communications	644	600	555	600	600	Maint. Superintendent cell phone
01-4311-0606-5610 PM- Safety Equipment	1,465	2,000	1,824	2,000	2,000	Fall protection, eye protection, steel-toed boot replacement \$185/yr
01-4311-0606-5671 PM- Uniforms	5,309	5,500	5,483	5,500	5,500	Uniforms and cleaning for 8 Staff
01-4311-0606-5680 PM- Software Agreement	4,239	8,509	8,509	8,509	8,509	Annual maint of Fleet & Facility Maint software TMA
						Continuing education requirements for License renewals Master Elect, Journeyman Plumber/Gas fitter. Education seminars for Master Mechanics, and Carpenter.
01-4311-0606-5830 PM- Education/Training	680	1,800	755	1,000	1,000	Maintenance Dept vehicles (5) (Allocated from Mechanics Dept)
01-4311-0606-6260 PM- Fuel		37,109	34,976	5,000	4,345	
General Expenses Total	30,860	37,109	34,976	49,309	48,654	
General Maintenance Total	427,560	452,069	417,970	468,829	468,174	V
Mechanics/Garage:						
01-4311-0615-1110 PG- Sal/Wages FT	106,650	131,495	108,980	151,528	151,528	3 FT: Mech foreman; 2 Mechanics
01-4311-0615-1200 PG- Sal/Wages PT	7,770	5,541	-	-	-	
01-4311-0615-1300 PG- Sal/Wages OT	1,062	3,000	427	2,000	2,000	Mechanic OT -76 hours per year
01-4311-0615-1400 PG- Longevity Pay	2,100	2,100	109,407	2,150	2,150	Longevity pay for union employees
Salaries Total	117,582	142,136	109,407	155,678	155,678	

Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
01-4311-0615-2100	22,775	41,970	25,004	55,249	55,249	9.7% rate increase
01-4311-0615-2110	3,494	4,660	3,349	5,242	5,242	No change in rate
01-4311-0615-2120	120	160	115	180	180	No change in rate
01-4311-0615-2200	7,549	8,812	6,987	9,652	9,652	Based on wages: 6.2%
01-4311-0615-2210	1,765	2,061	1,634	2,257	2,257	Based on wages: 1.45%
01-4311-0615-2300	11,995	15,256	12,197	17,554	17,554	Jan-Jun: 11.17%; Jul-Dec: 11.38%
Benefits Total	47,698	72,919	49,286	90,135	90,135	
01-4311-0615-4209	-	1,000	870	1,000	1,000	Weight test every other year; repair only this year
01-4311-0615-4210	9,357	10,000	7,835	10,000	10,000	Fluids, filters, bulbs, nuts & bolts for all Town Departments
01-4311-0615-4320	1,850	3,000	1,102	2,000	2,000	Maintenance Dept vehicles (5) + forklift
01-4311-0615-5222	2,324	3,000	1,532	3,000	3,000	Mechanics' allowance 3@\$500/ea; replace Town owned tools; rentals
01-4311-0615-6260	5,680	6,000	6,081	1,000	750	Mechanics Shop truck (allocated Maint. Vehicles to Maint dept.)
01-4311-0615-6261	2,033	2,500	2,399	2,500	2,500	Fuel pumps, UST inspection, reporting equipment
General Expenses Total	21,244	25,500	19,819	19,500	19,250	
Mechanics/Garage Total	186,524	240,555	178,512	265,313	265,063	V
Town Buildings						
01-4311-06xx-4110	6,896	10,900	9,356	10,900	10,900	Water/Sewer bills for Town Buildings
01-4311-06xx-4300	62,620	58,314	69,562	60,814	60,814	Building Maintenance for Town Buildings
01-4311-06xx-6210	71,490	75,000	55,088	75,000	75,000	Natural Gas for Town Buildings
01-4311-06xx-6220	115,426	120,000	85,827	119,000	119,000	Electricity for Town Buildings
01-4311-0613-5000	2,648	3,800	3,039	3,000	3,000	Light fixtures, electrical breakers, signage
01-4311-0613-7623	3,079	3,100	3,079	3,100	3,100	Platform Lease for Train Station
Town Buildings Total	262,159	271,114	225,951	271,814	271,814	V
Maintenance Projects						
01-4311-0616-7501	165,286	97,178	101,303	100,000	100,000	See 2017 Project List
Total Maintenance Projects	165,286	97,178	101,303	100,000	100,000	V
Town Buildings/Maintenance Total	427,445	368,291	327,254	371,814	371,814	V
Total DPW Maintenance	1,041,529	1,060,916	923,736	1,105,956	1,105,051	V
Total Public Works Budget	4,637,664	4,735,553	4,066,227	5,131,670	5,124,079	V

	Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
Welfare							
Welfare							
01-4441-0710-1110	WE- Sal/Wages FT	-	33,554	6,726	7,410	7,410	
01-4441-0710-1200	WE- Sal/Wages PT	28,479	33,554	-	-	-	
	Salaries Total	28,479	33,554	6,726	7,410	7,410	
01-4441-0710-2100	WE- Health Insurance	7,655	-	-	-	-	
01-4441-0710-2200	WE- FICA	1,633	2,080	374	459	459	Based on wages: 6.2%
01-4441-0710-2210	WE- Medicare	382	487	88	107	107	Based on wages: 1.45%
01-4441-0710-2300	WE-Retirement - Town	383	383	751	836	836	Jan-Jun: 11.17%; Jul-Dec: 11.38%
	Benefits Total	10,053	2,567	1,213	1,403	1,403	
01-4441-0710-5000	WE- Supplies	192	210	131	210	210	Copy paper, computer ink, notebooks and desk supplies.
01-4441-0710-5010	WE- Postage	14	50	10	20	20	Client/state/agencies - postage - most are done electronically
01-4441-0710-5310	WE- Mobile Communications	146	240	51	180	180	For off hours usage / split 50/50 with TM budget
01-4441-0710-5450	WE- Dues	-	40	80	40	40	State local welfare dues
01-4441-0710-5685	WE - Direct Relief-Food		301	200	500	500	Requests for food/gas has increased this year with the homeless population increasing
01-4441-0710-5686	WE - Direct Relief- Rent	545	17,001	47,365	17,000	17,000	Wentworth Trust reimbursed \$21,884/ Womenade \$520, \$8,620 Town Funds
01-4441-0710-5687	WE - Direct Relief- Electricity	100	6,101	10,259	4,000	4,000	\$1,888 Town funds - Wentworth Trust reimbursed \$1,787
01-4441-0710-5688	WE - Direct Relief - Heat		1,001	4,105	2,000	2,000	\$ 947 Town funds - Wentworth Trust reimbursed \$841
01-4441-0710-5689	WE - Direct Relief -Medical		1,601	2,078	2,000	2,000	\$ 723 Town funds - Wentworth Trust reimbursed \$319
01-4441-0710-5702	WE- Burial Expense	750	1,500	750	1,500	1,500	One cremation
01-4441-0710-5703	WE- Direct Relief	23,614	-	-	-	-	Basic Needs/rent/electricity/oil/gas/food
01-4441-0710-5740	WE-Software Agreement		-	875	865	865	NH Gap software
01-4441-0710-xxxx	WE- Human Services Funding	113,895	108,035	-	100,000	100,000	Human Services moved 2016 WAR to budget for 2017
01-4441-0710-5800	WE- Travel Reimbursement	-	200	243	200	200	Travel to local meetings, State Monthly Meetings in Concord - Seminars
01-4441-0710-5810	WE- Conf/Room/Meals	40	300	30	200	200	1 Conference - 4 monthly meetings
01-4441-0710-5875	WE- Equipment Purchase				250	250	
	General Expenses Total	139,296	136,580	66,177	128,965	128,965	
	Welfare Total	177,828	172,701	74,116	137,778	137,778	V

Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
Parks & Recreation						
Recreation						
01-4520-0801-1110 PR- Sal/Wages FT	177,029	181,341	167,294	184,275	184,275	3 FT Employees: Director, Asst. Director and Recreation Coordinator
01-4520-0801-1200 PR- Sal/Wages PT	23,996	25,525	19,798	25,938	25,938	Part time office person 26 hrs per week
01-4520-0801-1300 PR- Sal/Wages OT	423	900	917	900	900	Recreation Coordinator nights and weekends
Salaries Total	201,448	207,766	188,009	211,113	211,113	
01-4520-0801-2100 PR- Health Insurance	48,080	53,162	48,732	58,319	58,319	9.7% rate increase
01-4520-0801-2110 PR- Dental Insurance	3,212	3,212	2,945	3,212	3,212	No change in rate
01-4520-0801-2120 PR- Life Insurance	288	288	351	300	300	No change in rate
01-4520-0801-2130 PR- LTD Insurance	1,012	936	948	1,031	1,031	No change in rate
01-4520-0801-2200 PR- FICA	12,007	12,881	10,794	13,089	13,089	Based on wages: 6.2%
01-4520-0801-2210 PR- Medicare	2,808	3,013	2,525	3,061	3,061	Based on wages: 1.45%
01-4520-0801-2300 PR- Retirement Town	19,589	20,356	18,744	20,881	20,881	Jan-Jun: 11.17%; Jul-Dec: 11.38%
Benefits Total	86,996	93,848	85,039	99,893	99,893	
01-4520-0801-5000 PR- Supplies	1,030	1,150	1,682	1,150	1,150	Office supplies: pens, paper, ink and other supplies
01-4520-0801-5010 PR- Postage	159	150	141	150	150	General office mailing
01-4520-0801-5450 PR- Dues	480	625	450	625	625	NHRP/NRPA Dues
General Expenses Total	1,669	1,925	2,273	1,925	1,925	
Recreation Total	290,113	303,539	275,321	312,931	312,931	v
Parks						
01-4520-0802-1110 PK- Sal/Wages FT	64,389	65,598	59,198	66,331	66,331	2 FT Employees
01-4520-0802-1210 PK- Sal/Wages Temp	7,222	-	-	-	-	Moved to Contract Services 2016
01-4520-0802-1300 PK- Sal/Wages OT	4,756	4,800	5,731	5,500	5,500	Based on 2016 needs
01-4520-0802-1400 PK- Longevity Pay				600	600	
Salaries Total	76,367	70,398	64,929	72,431	72,431	
01-4520-0802-2100 PK- Health Insurance	25,305	27,980	25,648	30,694	30,694	9.7% rate increase
01-4520-0802-2110 PK- Dental Insurance	999	1,000	915	1,000	1,000	No change in rate
01-4520-0802-2120 PK- Life Insurance	120	120	110	120	120	No change in rate
01-4520-0802-2200 PK- FICA	4,660	4,929	3,824	4,491	4,491	Based on wages: 6.2%
01-4520-0802-2210 PK- Medicare	1,090	1,152	894	1,050	1,050	Based on wages: 1.45%
01-4520-0802-2300 PK- Retirement Town	7,564	7,864	7,279	8,167	8,167	Jan-Jun: 11.17%; Jul-Dec: 11.38%
Benefits Total	39,738	43,045	38,670	45,522	45,522	

Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
01-4520-0802-4320	4,451	5,000	4,325	5,000	5,000	Aging trucks and mowers
01-4520-0802-4330	750	850	805	850	850	
01-4520-0802-4352		1,500	1,500	1,500	1,500	playground repairs, fencing repairs, umbrellas
01-4520-0802-5090	7,839	8,800	6,387	8,800	8,800	flags, field paint, keys and locks, lumber misc.
01-4520-0802-5202	15,378	29,100	27,075	27,200	27,200	Weed/feed, playground chips blown in, weed management, surface tilled in, contract mowing
01-4520-0802-5329	8,530	13,830	10,967	11,300	11,300	mulch, flowers, playground chips, irrigation
01-4520-0802-5330	861	950	936	1,000	1,000	maintenance, loam/stone (less irrigation clocks 2016)
01-4520-0802-5561	851	900	376	500	500	brickyard park, swasey parkway
01-4520-0802-5671	356	750	483	750	750	general sign replacement
01-4520-0802-5875	1,200	1,200	1,359	1,200	1,200	shoes, shirts, pants
01-4520-0802-6260	6,993	5,500	5,207	5,500	5,160	small power tools, tools and unanticipated
	47,209	68,380	59,420	63,600	63,260	Fuel estimate
01-4520-0802-7504	1,500	1,500	1,260	1,500	1,500	Stewart Park docks installation
	1,500	1,500	1,260	1,500	1,500	
Parks Total	164,814	183,323	164,279	183,053	182,713	V
Total Parks & Recreation	454,927	486,862	439,600	495,984	495,644	V
Other Culture & Recreation						
Other Culture & Recreation						
01-4589-0804-8600	2,991	3,000	2,008	3,000	3,000	Arts Committee activity budget, supplies, shows, etc.
01-4589-0804-8603	3,525	5,000	1,056	5,000	5,000	Churchill's greenery 1,500, Untill electric bill
01-4589-0804-8604	-	1		1	1	Council disbanded and Boston Post Cane ceremony
01-4589-0804-8605	3,000	3,000	2,693	3,000	3,000	taken over by Historical Society and senior
01-4589-0804-8610	8,257	9,000	8,250	9,000	9,000	transportation taken over by Transportation Committee
Other Culture & Recreation Total	17,773	20,001	14,007	20,001	20,001	Christmas Parade committee grant
Swasey Parkway						Summer concerts in Swasey Parkway
01-4194-0116-4330	10,000	10,000	9,384	10,000	10,000	Mowing and maintenance for Swasey Parkway
01-4194-0116-6220	950	950	971	950	950	Electricity for the Swasey Parkway
Swasey Parkway Total	10,950	10,950	10,355	10,950	10,950	
Special Events						
01-4583-0805-8606	3,500	3,500	3,500	3,500	3,500	Payments to brass band performers
01-4583-0805-8607	3,411	3,500	3,858	3,500	3,500	Memorial Day flags, Vets Day flags, Lunch
01-4583-0805-8608	7,000	7,500	7,500	7,500	7,500	Fireworks for AIM Festival
Special Events Total	13,911	14,500	14,858	14,500	14,500	
Total Other Culture & Recreation	42,634	45,451	39,220	45,451	45,451	

	Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
	Public Library						
	Library						
01-4550-0901-1110	LB- Sal/Wages FT	388,749	403,745	395,445	449,445	449,445	Wages for Director and FT Staff, Added 1 FT in 2016
01-4550-0901-1200	LB- Sal/Wages PT	120,051	128,414	102,709	131,278	131,278	Wages for PT staff
01-4550-0901-1400	LB- Longevity Pay	9,650	9,800	-	9,850	9,850	Per Library Sal Comp Plan
	Salaries Total	518,450	541,959	498,154	590,573	590,573	
01-4550-0901-2100	LB- Health Insurance	76,899	92,665	95,036	108,332	108,332	9.7% rate increase; Added 1 FT employee in 2016
01-4550-0901-2110	LB- Dental Insurance	4,542	4,895	5,411	6,175	6,175	No change in rate; Added 1 FT employee in 2016
01-4550-0901-2120	LB- Life Insurance	420	450	433	510	510	No change in rate; Added 1 FT employee in 2016
01-4550-0901-2130	LB- LTD Insurance	1,349	1,322	1,264	1,375	1,375	
01-4550-0901-2200	LB- FICA	31,496	33,601	30,001	36,616	36,616	Based on wages: 6.2%
01-4550-0901-2210	LB- Medicare	7,366	7,858	7,016	8,563	8,563	Based on wages: 1.45%
01-4550-0901-2300	LB- Retirement Town	34,479	46,193	35,209	51,799	51,799	Jan-Jun: 11.17%; Jul-Dec: 11.38%
01-4550-0901-2500	LB- Unemployment Comp	306	205	-	154	154	Primex 2017 actual invoice
01-4550-0901-2600	LB- Workers Comp Insurance	2,400	2,462	2,462	2,627	2,627	Primex W/C Premium (2017 Actual invoice)
	Benefits Total	159,257	189,652	176,832	216,151	216,151	
01-4550-0901-4110	LB- Water/Sewer Bills-Library	2,000	2,000	750	2,000	2,000	
01-4550-0901-5547	LB- Public Services	218,701	193,802	149,250	193,802	193,802	Appropriation for general Library expenses paid directly by Library
	General Expenses Total	220,701	195,802	150,000	195,802	195,802	
	Total Library	898,408	927,413	824,986	1,002,526	1,002,526	V

	Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
Debt Service & Capital							
Debt Services							
01-4711-0921-8014	GF- Conservation Bond	300,000	-	-	-	-	2015 Final payment
01-4711-0921-8016	GF- Train Stn Storm Sep Bond	57,800	57,800	57,800	-	-	2016 Final payment
01-4711-0921-8017	GF- Epping Rd Water Tank	110,000	110,000	110,000	110,000	110,000	2028 Final payment
01-4711-0921-8018	GF- Great Dam Study	34,800	34,800	34,800	34,800	34,800	2021 Final payment
01-4711-0921-8019	GF- Norris Brook Culverts	60,000	60,000	60,000	60,000	60,000	2019 Final payment
01-4711-0921-8052	GF- Great Dam Removal	159,000	160,000	160,000	160,000	160,000	2024 Final payment
01-4711-0921-8061	GF- Linden St. Bridge/Culvert	70,000	70,000	70,000	70,000	70,000	2025 Final payment
01-4711-0921-8062	GF- Sidewalk Program	60,000	60,000	60,000	60,000	60,000	2025 Final payment
01-4711-0921-8258	GF- Jady Hill Phase II Utilities	30,000	25,000	25,000	25,000	25,000	2019 Final payment
	GF Debt Service Principal Total	751,600	577,600	577,600	519,800	519,800	
01-4721-0922-8054	GF- Conservation Bond Interest	11,700	-	-	-	-	2015 Final payment
01-4721-0922-8056	GF- Train Stn. Storm Sep Bond Intere	5,144	2,601	2,600	-	-	2016 Final payment
01-4721-0922-8057	GF- Epping Rd Water Tank Interest	69,356	65,759	65,759	62,162	62,162	2028 Final payment
01-4721-0922-8058	GF- Great Dam Study Interest	7,639	6,942	6,942	5,550	5,550	2021 Final payment
01-4721-0922-8059	GF- Norris Brook Culverts Interest	8,512	6,713	6,713	4,913	4,913	2019 Final payment
01-4721-0922-8060	GF- Great Dam Removal Interest	85,968	71,655	71,655	63,495	63,495	2024 Final payment
01-4711-0922-8061	GF- Linden St. Bridge/Culvert		25,561	25,561	20,786	20,786	2025 Final payment
01-4711-0922-8062	GF- Sidewalk Program Interest		20,921	20,921	16,901	16,901	2025 Final payment
01-4721-0922-8258	GF- Jady Hill Phase II Utilities Interest	3,837	2,938	2,938	2,188	2,188	2019 Final payment
	GF Debt Service Interest Total	192,156	203,090	203,089	175,995	175,995	
01-4723-0923-9230	GF- TAN Interest	-	1	-	1	1	Reserve for Tax Anticipation Note
	TAN Interest Total	-	1	-	1	1	
	Debt Services Total	943,756	780,691	780,689	695,796	695,796	v
Miscellaneous							
01-4194-0117-4313	GG- Disaster Repairs - Insured	-	1	-	1	1	
01-4194-0117-5010	GG- Postage	-	1	3,903	1	1	Town-wide postage reserve
01-4194-0117-5651	GG- Misc Expense	281	1	-	1	1	Internal audit entry
	General Expenses Total	281	3	3,903	3	3	
Vehicle Replacement							
01-4194-0117-7301	GG- CO - Leases	231,332	279,637	226,971	345,194	346,379	See separate list
01-4194-0117-7420	GG- CO - Vehicles	50,748	114,486	112,720	66,310	66,310	See separate vehicle list
	Capital Outlay Total	282,080	394,123	339,691	411,504	412,689	
Capital Outlay-Other							
01-4194-0118-7XXX	GG- CO- Land Acquisition/Purchase				1	1	
01-4194-0118-7446	GG- CO- Equipment	48,601	-	-	8,905	8,905	Vehicle Data Gathering \$8,905
	Capital Outlay Total	48,601	-	-	8,906	8,906	
	General Government Total	330,962	394,126	343,594	420,413	421,598	
	Total Debt Service & Capital	1,274,718	1,174,817	1,124,283	1,116,209	1,117,394	

Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
Benefits & Taxes						
Payroll Taxes & Benefits						
01-4155-0931-2100 GG- Health Insurance Reserve		-	-	-	-	2017- Est. 7.0% increase YOY General Fund, Water Fund, Sewer Fund
01-4155-0931-2110 GG- Dental Insurance Reserve	84,314	90,235	91,538	108,650	108,526	2017- Est. 2.5% increase YOY General Fund, Water Fund, Sewer Fund
01-4155-0931-2140 GG- Insurance Buyout	85,399	1	63,981	1	1	Health Insurance Buyout (19 employees)
01-4155-0931-2150 GG- Sick Leave Buyout						1 Paid for by funds in CRF
01-4155-0931-5421 GG- Flexible Spending Fees	7,707	2,250	1,612	1,110	1,110	Fees for 37 employees FSA accounts (28 health % 4 depend care) Reclassified from HR Budget in 2016
Payroll Taxes & Benefits Total	177,420	92,486	157,131	109,761	109,637	v
Unemployment						
01-4155-0933-2500 GG- Unemployment Comp	4,067	2,725	-	2,046	2,046	Primex 2017 actual invoice
Unemployment Total	4,067	2,725	-	2,046	2,046	v
Worker's Compensation						
01-4155-0937-2600 GG- Workers Comp Insurance	173,743	186,384	186,384	198,872	198,872	Primex 2017 actual invoice
Worker's Compensation Total	173,743	186,384	186,384	198,872	198,872	v
Insurance						
01-4196-0114-5211 GG- Liability Insurance	109,242	119,540	117,418	98,481	98,481	Primex: Based upon allocation of assets (2017 Actual invoice) and NNEPRA train platform insurance (est. 5% increase for 2017)
01-4196-0114-5212 GG- Fleet Insurance	9,845	10,731	10,731	12,047	12,047	Primex: Based upon allocation of assets (2017 Actual invoice)
01-4196-0114-5214 GG- Insurance Deductible	3,000	3,000	4,000	3,000	3,000	
01-4196-0114-5215 GG- Ins Reimbursed Repairs	8,840	1	10,878	1	1	
Insurance Total	130,927	133,272	143,027	113,529	113,529	v
Total Benefits & Taxes	486,157	414,867	486,542	424,208	424,084	v
Total General Fund	17,004,682	17,725,162	15,601,410	18,294,959	18,288,459	

Warrant Articles	Description	2015 Actual	2016 Budget	YTD Actual 11/30/2016	2017 BRC Budget	2017 BOS Budget	Explanation
01-5000-0950-9073	SEIU 1984 Collective Bargaining	-	-	-	-	-	SEIU 1984 Collective Bargaining- re-classed to respective departments
01-5000-0950-9074	Sidewalk Program	-	-	-	-	-	Continues efforts at sidewalk repl (BRC voted to move sidewalks to Highway Maintenance similar to Paving) 1st payment of a 5 year lease. The cost will be allocated \$18,292 to the general fund, \$2,256 each to the water fund and the sewer fund.
01-5000-0950-9079	Light Duty Vehicles Lease	112,439	-	16,183	-	-	Represents 1st payment of a 5 year lease
01-5000-0950-9083	Highway Dump Truck #28	112,439	36,001	31,260	-	-	Replace 1999 twin gas heaters
01-5000-0950-9095	Public Safety Complex Heating Boilers	27,035	-	-	-	-	Sno-Blower Lease \$154,561 approved; \$32,614 1st year obligation
01-5000-0950-9096	Snow Blower Lease	27,035	-	-	-	-	Street Sweeper Lease [Will be reimbursed via SRF Loan] \$267,677 approved, \$35,250 1st yr obligation
01-5000-0950-9097	Replace Street Sweeper	35,250	-	-	-	-	Fire Alarm Truck Lease \$102,434 approved; \$21,573 1st year obligation
01-5000-0950-9098	Replace Fire Alarm Truck	19,410	-	-	-	-	Sick Leave Fund
01-5000-0950-9099	Sick Leave Expendable Trust Fund	50,000	75,000	75,000	50,000	50,000	Snow/Ice Deficit Non-Capital CRF
01-5000-0950-9117	Snow/Ice Deficit Fund	50,000	50,000	50,000	50,000	50,000	CRF for Master Plan Update
01-5000-0950-9126	Master Plan Update	50,000	50,000	50,000	-	-	Public Safety Communications Equipment
01-5000-0950-9xxx	Public Safety Communications Impr.	99,322	-	-	-	-	Exeter Police Association NEPBA - Cost Items
01-5000-0950-9xxx	Exeter Police Association Agreement	-	-	-	-	-	Exeter Professional Firefighters' Association
01-5000-0950-9xxx	Exeter Professional Firefighters' Association	-	-	-	-	-	Monitoring, cultural mitigation, stream adjustments etc
01-5000-0950-9xxx	Dam Removal	-	-	-	-	-	2016 Town-wide financial software conversion. Total project cost \$253,372; 4 year lease @ \$63,343 per yr
01-5000-0950-9077	Financial Software	31,671	31,671	31,455	-	-	CIP Page #5
01-5000-0950-9xxx	Downtown Traffic & Parking Analysis	-	-	-	-	-	CIP Page #2
01-5000-0950-9xxx	Complete Streets Study	-	-	-	-	-	1st payment of a 5 yr lease- BRC Defers to 2017
01-5000-0950-9xxx	Cat Backhoe #41	-	-	-	-	-	CIP Page #3 Pedestrian Improvements
01-5000-0950-9xxx	TAP Grant Match/Sidewalks	-	-	-	545,000	545,000	CIP Page #13
01-5000-0950-9xxx	Town Hall Code Compliant Staircase	-	-	-	100,000	100,000	1st year payment of a 5 year lease \$159,438
01-5000-0950-9xxx	Highway Dump Truck #27	-	-	-	36,001	36,001	1st year payment of a 5 year lease \$169,723
01-5000-0950-9xxx	Highway CAT Backhoe #41	-	-	-	38,188	38,188	
	Other WAR	393,456	242,672	253,898	819,189	819,189	
	Borrowing/ Other						
01-5000-0950-9xxx	Court St. Bridge/Culvert Replacement	-	-	-	1,381,000	1,381,000	CIP Page #19
01-5000-0950-9xxx	Recreation Park Development	-	-	-	-	-	CIP Page #7 (Deferred by BRC to next year)
01-5000-0950-9xxx	FD Substation Design/Construction	-	-	-	-	-	CIP Page #10 (Deferred by BRC)
01-5000-0950-9xxx	Lincoln St. Project Phase II	-	-	-	1,697,000	1,697,000	Utilities, Roads and Sidewalks (has Water and Sewer Fund components)
	Borrowing/Other Total	-	-	-	3,078,000	3,078,000	
	Warrant Articles Total	393,456	242,672	334,925	3,897,189	3,897,189	
	Total General Fund & WAR & Borrowing	17,398,138	17,967,833	15,936,335	22,192,148	22,185,648	

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WATER FUND						
Administration						
02-4330-0621-1110	WA- Sal/Wages FT	187,542	188,667	154,770	195,006	2 FT W/S Mgr Eng & Eng Tec Split 50/50 Recording Sec Split 50/50 (W/S Advisory Committee Chair records the minutes) PT Seasonal Employee 50/50 W&S Split
02-4330-0621-1200	WA- Sal/Wages PT	186	350	105	-	
02-4330-0621-1210	WA- Sal/wages Temp	2,626	3,500	4,269	3,500	
	Salaries Total	190,354	192,517	159,144	198,506	
02-4330-0621-2100	WA- Health Insurance	43,406	41,014	34,410	49,182	Allocations from GF; 9.7% rate increase
02-4330-0621-2110	WA- Dental Insurance	3,412	2,970	2,452	3,620	Allocations from GF; No change in rate
02-4330-0621-2120	WA- Life Insurance	371	275	218	277	Allocations from GF; No change in rate
02-4330-0621-2130	WA- LTD Insurance	508	525	393	659	Allocations from GF; No change in rate
02-4330-0621-2140	WA - Health Insurance Buyout	2,292	2,535	1,902	3,343	Allocations from GF
02-4330-0621-2200	WA- FICA	11,778	11,936	9,424	12,307	Based on wages: 6.2%
02-4330-0621-2210	WA- Medicare	2,683	2,791	2,663	2,878	Based on wages: 1.45%
02-4330-0621-2300	WA- Retirement Town	20,591	21,074	16,648	21,928	Jan-Jun: 11.17%; Jul -Dec: 11.38%
02-4330-0621-2600	WA- Workers Comp Insurance	3,782	4,130	4,130	4,407	Primex W/C Premium (2017 Actual invoice)
	Benefits Total	88,823	87,251	72,240	98,502	
						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 Misc. Consulting Services
02-4330-0621-5000	WA- Supplies	3,704	4,000	1,961	4,000	
02-4330-0621-5200	WA- Consulting Services	4,950	5,000	656	5,000	
02-4330-0621-5212	WA- Fleet Insurance	394	429	429	416	Primex- Based upon allocation of assets (2017 Actual invoice)
02-4330-0621-5213	WA- Property Insurance	57,890	63,100	63,100	79,172	Primex- Based upon allocation of assets (2017 Actual invoice)
02-4330-0621-5214	WA- Insurance Deductible	-	2,000		2,000	Line item for insurance deductible
02-4330-0621-5224	WA- Legal Expense	43,265	15,000		15,000	Legal expenses wellhead negotiations, administrative orders
02-4330-0621-5310	WA- Mobile Communications	311	800	279	800	20% Director, Town Engineer, Ast Engineer cellphones
02-4330-0621-5400	WA- Advertising	99	500		500	Bid packages, Requests for Proposals
02-4330-0621-5500	WA- Printing	2,500	2,500	2,524	2,500	Annual Consumer Confidence Rpt (CCR) & postage
02-4330-0621-5560	WA- Legal/Public Notices	5,837	7,500	3,047	6,000	Notice of main flushing, Public Hearings, violations, etc
02-4330-0621-5810	WA- Conf Rooms/Meals	532	850	667	850	Annual national conference
						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	4,089	5,000	
	General Expenses Total	123,331	106,679	76,752	121,238	
	Administration Total	402,508	386,447	308,136	418,346	V

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Billing						
02-4331-0624-1110	WB- Sal/Wages FT	63,200	69,384	55,209	70,389	1 FT Utilities Clerk and GF Allocations (50/50 split W&S)
02-4331-0624-1200	WB- Sal/Wages PT	9,746	7,034	5,694	7,307	1 PT Utilities Clerk 16 hrs/wk 50/50 split
02-4331-0624-1300	WB- Sal/Wages OT	-	-	21	673	Allocations from GF
02-4331-0624-1400	WB - Longevity Pay	484	481	363	488	Allocations from GF
	Salaries Total	73,430	76,899	61,287	78,857	
02-4331-0624-2100	WB- Health Insurance	20,774	25,415	21,160	27,881	Allocations from GF; 9.7% rate increase
02-4331-0624-2110	WB- Dental Insurance	1,254	1,544	1,305	1,544	Allocations from GF; No change in rate
02-4331-0624-2120	WB- Life Insurance	88	98	79	98	Allocations from GF; No change in rate
02-4331-0624-2130	WB - LTD Insurance	152	158	120	164	Allocations from GF; No change in rate
02-4331-0624-2200	WB- FICA	4,487	4,768	3,701	4,889	Based on wages: 6.2%
02-4331-0624-2210	WB- Medicare	1,047	1,115	863	1,143	Based on wages: 1.45%
02-4331-0624-2300	WB- Retirement Town	7,007	7,804	6,211	8,068	Jan-Jun: 11.17%; Jul-Dec: 11.38%
02-4331-0624-2600	WB- Workers Comp Insurance	1,265	963	964	1,028	Primex W/C Premium (2017 Actual invoice)
	Benefits Total	36,074	41,865	34,403	44,816	
02-4331-0624-5000	WB- Supplies	2,782	3,000	3,198	3,500	Water bill processing, Ink Cartridges, paper, letterhead, pens, etc
02-4331-0624-5010	WB- Postage	5,930	3,500	5,041	4,500	Increase due to certified shut-off notices
02-4331-0624-5200	WB- Consulting Services	-	500	-	500	Allocation of actuarial costs for GASB compliance
02-4331-0624-5220	WB- Audit	7,125	7,125	7,125	8,250	Audit Fees for Melanson & Health
02-4331-0624-5320	WB- Phone Utilization	3,600	4,175	3,723	4,175	12.5% allocation of IT phone utilization
02-4331-0624-5683	WB- Internet Services	-	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	Munismart Software Agreement
02-4331-0624-5820	WB- Education/Training	-	50	-	50	W/S Billing Collection Staff
	General Expenses Total	23,636	23,855	24,471	26,480	
	Water Billing Total	133,140	142,619	120,161	150,153	V
Distribution						
02-4332-0622-1110	WD- Sal/Wages FT	176,601	196,336	169,244	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	20,644	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	2,850	2,925	8 FT per union contract, split 50/50 WD/SC; new heavy system operator
	Salaries Total	220,934	220,186	189,888	228,733	

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02-4332-0622-2100	WD- Health Insurance	67,199	77,412	60,274	85,943	9.7% rate increase
02-4332-0622-2110	WD- Dental Insurance	4,893	5,061	3,745	4,960	No change in rate
02-4332-0622-2120	WD- Life Insurance	210	230	193	240	No change in rate
02-4332-0622-2200	WD- FICA	13,131	13,652	11,284	14,181	Based on wages: 6.2%
02-4332-0622-2210	WD- Medicare	3,071	3,193	2,640	3,317	Based on wages: 1.45%
02-4332-0622-2300	WD- Retirement Town	24,271	24,595	21,214	25,793	Jan-Jun: 11.17%, Jul-Dec: 11.38%
02-4332-0622-2600	WD- Workers Comp Insurance	7,022	7,675	7,675	8,190	Primex W/C Premium (2017 Actual invoice)
	Benefits Total	119,797	131,816	107,025	142,625	
02-4332-0622-4300	WD- Building Maintenance	5,832	6,500	5,783	6,500	7 water pumping stations; 2 new stations in '15
02-4332-0622-4309	WD- Brush Cutting	553	3,000	110	3,000	Skinner Spring, SWTP lagoons, GWTP, Well Building, Pump station/towers
02-4332-0622-4311	WD- Equipment Maintenance	5,901	6,000	2,556	6,000	Pumps, generators, misc equipment
02-4332-0622-4312	WD- Road Repairs	11,039	10,000	9,459	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	10 vehicles, 3 trailers split 50/50 WD/SC
02-4332-0622-4370	WD- System Maintenance	34,598	35,000	33,206	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	Tank Rehabilitation- Hampton Rd Prgm=\$102,448 previously approved and now budgeted; \$116,723 proposed Epping Rd Tower Maint. Prgm
02-4332-0622-5265	WD- Licenses	300	800	330	800	Biennial distribution licenses \$50/ea before Dec 2015
02-4332-0622-5310	WD- Mobile Communication	773	550	565	550	2 MiFi's (50%)
02-4332-0622-5327	WD- General Hand Tools	1,459	1,500	1,065	1,500	Drills, bits, taps, dies, ratchet wrenches
02-4332-0622-5341	WD- Drug/Alcohol Testing	148	800	863	800	Contract w/CEOH; required (per USDOT) random testing for all CDL holders & screening new hires
02-4332-0622-5610	WD- Safety Equipment	2,379	3,200	3,226	3,200	New chemicals at GWTP; PPE required more
02-4332-0622-5671	WD- Uniforms	2,287	2,145	1,950	2,145	8 split 50/50 WD/SC
02-4332-0622-5681	WD- GIS Software	5,092	5,000	1,849	5,000	Software revisions/maintenance, handheld and software agreement with TISales
02-4332-0622-5759	WD- Metering & Back Flow	63,221	50,000	46,267	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	48,193	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	6,987	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	Water Pumping Stations and towers; 3 wells
02-4332-0622-6260	WD- Fuel	8,053	10,000	7,919	8,700	Fuel estimate
	General Expenses Total	329,187	467,226	455,219	495,116	
	Water Distribution Total	669,918	819,228	752,132	866,473	V

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Treatment						
02-4335-0623-1110	WT- Sal/Wages FT	217,127	221,031	189,987	212,881	1 FT WTP Ops Spr, 3 WTP Ops
02-4335-0623-1300	WT- Sal/Wages OT	25,465	19,075	19,967	19,075	
02-4335-0623-1400	WT- Longevity Pay	2,500	2,500	1,500	1,100	2 FT per union contract
	Salaries Total	245,092	242,606	211,454	233,056	
02-4335-0623-2100	WT- Health Insurance	77,303	85,538	73,291	98,657	9.7% rate increase
02-4335-0623-2110	WT- Dental Insurance	5,426	5,426	4,847	6,207	No change in rate
02-4335-0623-2120	WT- Life Insurance	294	288	235	300	No change in rate
02-4335-0623-2200	WT- FICA	14,597	15,042	12,500	14,449	Based on wages: 6.2%
02-4335-0623-2210	WT- Medicare	3,414	3,518	2,924	3,379	Based on wages: 1.45%
02-4335-0623-2300	WT- Retirement Town	26,948	27,099	23,619	26,280	Jan-Jun: 11.17%; Jul -Dec: 11.38%
02-4335-0623-2600	WT- Workers Comp Insurance	6,848	7,673	7,673	8,187	Primex W/C Premium (2017 Actual invoice)
	Benefits Total	134,830	144,583	125,089	157,461	
02-4335-0623-4300	WT- Building Maintenance	8,330	8,905	7,811	10,000	3 buildings @ SWTP; new GWTP repair pumps & blowers; replacement parts;
02-4335-0623-4311	WT- Equipment Maintenance	16,461	18,785	18,795	20,000	chemical tubing (new GWTP)
02-4335-0623-5080	WT-Supplies - Lab Equip	8,236	13,000	10,500	13,000	1 new turbidity meters (\$10k); Safe drinking water act (SDWA) for EPA compliance
02-4335-0623-5200	WT- Consulting	-	10,000	1,711	20,000	Misc. Consulting Services (TTHM Compliance)
02-4335-0623-5202	WT- Software Equip/Contracted Ser	5,897	7,000	6,916	7,000	Maint. Service for SCADA/Telemetry, hydraulic model H2O Map; 4 new facilities on SCADA
02-4335-0623-5265	WT- Licenses	1,057	2,000	391	2,000	License fees moved here from Education/Training
02-4335-0623-5310	WT- Mobile Communication	1,482	1,200	1,691	1,200	WTP Operations Supervisor cellphone and WTP iPad for SCADA
02-4335-0623-5610	WT- Safety Equipment	954	1,500	1,350	1,500	Boots, gloves, hard hats, eye & hearing protection
02-4335-0623-5671	WT- Uniforms	1,895	2,400	1,695	2,400	15% increase
02-4335-0623-5740	WT- Software / Hardware Agreement	13,490	22,950	240	7,000	SCADA Software upgrades; new GWTP & wells
02-4335-0623-5756	WT- Dam Registrations	2,300	2,300	1,900	1,900	Annual NHDES fees/Reservoir Dam
02-4335-0623-5757	WT-Property Taxes	3,374	3,700	177	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	14,846	25,000	10 chemicals used including new groundwater treatment plant (GWTP)
02-4335-0623-5985	WT- Chemicals	167,241	122,000	61,349	90,000	heating/generator fuel + new GWTP
02-4335-0623-6210	WT- Natural Gas	23,393	27,500	16,677	27,500	Pumps, lights, etc.; new GWTP, SWTP
02-4335-0623-6220	WT- Electricity	123,300	88,000	66,151	88,000	Fuel estimate
02-4335-0623-6260	WT- Fuel	970	1,600	724	1,215	
02-4335-0623-7620	WT- Phone Lease - Alarms	1,387	1,000	811	1,000	
	General Expenses Total	398,349	359,340	213,735	322,415	
	Water Treatment Total	778,271	746,529	550,278	712,932	V

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Debt Service						
02-4711-0625-8113	DS- Water Tank SRF Principal	170,925	176,654	176,654	182,576	2028 Final payment
02-4711-0625-8114	DS- Water Line- Main & Lincoln St	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	2021 Final payment
02-4711-0625-8120	DS- Portsmouth Av Waterline Prin	16,071	16,071	16,071	16,071	2023 Final payment
02-4711-0625-8121	DS- Waste Stream Reduction Prin	39,970	40,608	40,608	41,252	2018 Final payment
02-4711-0625-8122	DS-Water Meter Replacement Prin	90,646	102,483	102,483	104,102	2019 Final payment
02-4711-0625-81**	DS- Lary Lane GWTP SRF Principle					2036 Final payment (amount updated from DWSRF)
	Water Debt Service Principal Total	596,312	614,516	614,516	136,882	DWSRF)
					759,583	
02-4721-0626-8153	DS- Water Tank SRF Interest	99,822	94,092	94,092	88,171	2028 Final payment
02-4721-0626-8159	DS- Water Line Repl interest- JH	33,735	30,661	30,661	24,513	2021 Final payment
02-4721-0626-8160	DS- Portsmouth Av Waterline Inter	7,607	6,787	6,787	5,887	2023 Final payment
02-4721-0626-8161	DS- Waste Stream Reduction Inter	1,960	1,449	1,449	931	2018 Final payment
02-4721-0626-8162	DS- Water Line- Main & Lincoln St	67,334	56,100	56,100	49,725	2024 Final payment
02-4721-0626-8163	DS-Water Meter Replacement Inte	14,413	4,999	4,999	3,696	2019 Final payment
02-4721-0626-8163	DS- Lary Lane GWTP SRF Interest					2036 Final payment (amount updated from DWSRF)
	Water Debt Service Interest Total	224,871	194,088	194,088	170,212	DWSRF)
					343,135	
	Debt Service Total	821,183	808,604	808,604	1,102,718	V
Capital Outlay						
02-4900-0627-7301	CO- Capital Outlay - Leases		6,616		18,540	See separate list
02-4900-0627-7420	CO- Capital Outlay - Vehicle	17,500			29,005	See separate vehicle list
02-4900-0627-7XXX	CO- Capital Outlay - Land Acquisition/Purchase				1	
02-4900-0627-7425	CO- Water System Capital	36,466	75,000	78,031	30,000	Capital outlay needs for water facilities
	Capital Outlay Total	53,966	81,616	78,031	77,546	V
Water Appropriations from Reserves						
	WF- Approp from Reserves-					
	Water Tank Maintenance	53,287		24,168		
	WF- Approp from Reserves- Rate Study			24,197		
	Water Appropriation from Reser	53,287	-	48,365	-	
	Water Fund Total	2,912,273	2,985,043	2,665,707	3,328,167	V

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WF -Warrant Articles						
02-5000-0950-xxxx	SWTP TTHM Treatment	-	-	-	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	-	-	15,727		Funds moved to operating budget-lease account
02-5000-0950-9079	Light Duty Vehicle Lease	-	-	1,716		Funds moved to operating budget-lease account
02-5000-0950-xxxx	Newfields Road Main Extension					Deferred
02-5000-0950-xxxx	Washington Street Line Repl.				68,000	Water main replacements- design only recommended by BRC
02-5000-0950-xxxx	Lincoln St. Project Phase II				167,000	Utilities, Roads and Sidewalks (has General and Sewer Fund components)
	Warrant Articles Total	-	-	17,443	1,735,000	
	Total Water Fund with WAR	2,912,273	2,985,043	2,683,150	5,063,167	

Account Number	Description	2015 Actual	2016 Budget	YTD Actual 11/30/16	2017 BOS Budget	Explanation
DRAFT						
SEWER FUND						
Administration						
03-4320-0631-1110	SA- Sal/Wages FT	187,542	188,667	160,709	195,006	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	PT Seasonal Employee 50/50 W&S Split
	Salaries Total	190,333	192,517	163,079	198,506	
03-4320-0631-2100	SA- Health Insurance	43,406	41,014	34,410	49,182	Allocations from GF; 9.7% rate increase
03-4320-0631-2110	SA- Dental Insurance	3,412	2,970	2,452	3,620	Allocations from GF; No change in rate
03-4320-0631-2120	SA- Life Insurance	646	275	218	277	Allocations from GF; No change in rate
03-4320-0631-2130	SA- LTD Insurance	466	525	393	659	Allocations from GF; No change in rate
03-4320-0631-2140	SA- Health Insurance Buyout	1,146	2,535	1,902	3,343	Allocations from GF
03-4320-0631-2200	SA- FICA	11,472	11,936	9,302	12,307	Based on wages: 6.2%
03-4320-0631-2210	SA- Medicare	2,753	2,791	2,635	2,878	Based on wages: 1.45%
03-4320-0631-2300	SA- Retirement Town	20,417	21,074	16,651	21,928	Jan-Jun: 11.17%; Jul -Dec: 11.38%
03-4320-0631-2600	SA- Workers Comp Insurance	4,523	4,130	4,130	4,407	Primex W/C Premium (2017 Actual Invoice)
	Benefits Total	88,241	87,251	72,093	98,602	
						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	1,609	4,000	
03-4320-0631-5010	SA- Postage	2,534	500	2,014	500	
03-4320-0631-5200	SA- Consulting Services	9,309	9,500	1,284	9,500	WW Lagoon groundwater discharge permit
03-4320-0631-5212	SA- Fleet Insurance	788	859	859	1,849	Primex- Based upon allocation of assets (2017 Actual Invoice)
03-4320-0631-5213	SA- Property Insurance	38,398	41,852	41,852	43,025	Primex- Based upon allocation of assets (2017 Actual Invoice)
03-4320-0631-5224	SA- Legal Expense	-	5,000	5,238	5,000	Legal expenses related to EPA permit issues
03-4320-0631-5310	SA- Mobile Communications	311	800	259	800	20% Director, Town Engineer, Ast Engineer cellphones
03-4321-0631-5400	SA- Advertising	-	500	20	500	Bid packages, requests for proposals
03-4320-0631-5810	SA- Conf Rooms/Meals	592	850	705	850	Annual national conference
03-4320-0631-5820	SA- Education/Training	3,118	3,150	1,901	3,150	increase training for new WWTP
	General Expenses Total	58,122	67,011	55,741	69,174	
	Administration Total	336,696	346,779	290,913	366,282	V

Town of Exeter
Sewer Fund

Preliminary Budget FY 2017

Version #3

DRAFT

Account Number	Description	2015 Actual	2016 Budget	YTD Actual 11/30/16	2017 BOS Budget	Explanation
Billing						
03-4321-0634-1100	SB- Sal/Wages FT	63,209	69,384	49,224	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	1 PT Utilities Clerk 16 hrs/wk 50/50 split
03-4321-0634-1300	SB- Sal/Wages OT	-	-	-	673	Allocations from GF
03-4321-0634-1400	SB- Longevity Pay	484	481	363	488	Allocations from GF
	Salaries Total	73,367	76,899	55,255	78,857	
03-4321-0634-2100	SB- Health Insurance	17,610	25,415	21,160	27,881	Allocations from GF; 9.7% rate increase
03-4321-0634-2110	SB- Dental Insurance	1,254	1,544	1,305	1,544	Allocations from GF; No change in rate
03-4321-0634-2120	SB- Life Insurance	88	98	79	98	Allocations from GF; No change in rate
03-4321-0634-2130	SB - LTD Insurance	152	158	120	164	Allocations from GF; No change in rate
03-4321-0634-2200	SB- FICA	4,483	4,768	3,697	4,889	Based on wages: 6.2%
03-4321-0634-2210	SB- Medicare	1,046	1,115	861	1,143	Based on wages: 1.45%
03-4321-0634-2300	SB- Retirement Town	7,001	7,804	6,204	8,068	Jan-Jun: 11.17%; Jul -Dec: 11.38%
03-4321-0634-2600	SB- Workers Comp Insurance	1,265	963	964	1,028	Primex W/C Premium (2017 Actual Invoice)
	Benefits Total	32,899	41,865	34,390	44,816	
03-4321-0634-5000	SB- Supplies	3,090	3,000	3,258	3,500	Water bill processing, Ink Cartridges, paper, letterhead, pens, etc
03-4321-0634-5010	SB- Postage	3,396	3,500	2,399	3,500	Postage for sewer bills
03-4321-0634-5200	SB- Consulting Services	-	500	-	500	Allocation of actuarial costs for GASB compliance
03-4321-0634-5220	SB- Audit	7,125	7,125	7,125	8,250	Audit Fees for Melanson & Health
03-4321-0634-5320	SB- Phone Utilization	3,600	4,175	3,723	4,175	12.5% allocation of IT phone utilization
03-4321-0634-5470	SB- Registry of Deeds	7	-	14	25	
03-4321-0634-5683	SB- Internet Services	-	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	Software Agreement
03-4321-0634-5820	SB- Education & Training	-	50	35	50	W/S Billing Collection Staff
	General Expenses Total	21,155	23,855	21,938	25,505	
	Sewer Billing Total	127,421	142,619	111,583	149,178	V

Account Number	Description	2015 Actual	2016 Budget	YTD Actual 11/30/16	2017 BOS Budget	Explanation	Version #3
DRAFT							
Collection							
03-4325-0632-1110	SC- Sal/Wages FT	176,730	196,336	169,584	204,808	8 FT split 50/50 WD/SC; FY heavy/system operator	
03-4325-0632-1300	SC- Sal/Wages OT	21,811	21,000	19,202	21,000	WD/SC/WWTP/PS (calls from dispatch or SCADA alarms)	
03-4325-0632-1400	SC- Longevity Pay	2,850	2,850	-	2,925	8 FT per union contract split 50/50 WD/SC; new heavy system operator	
	Salaries Total	201,391	220,186	188,786	228,733		
03-4325-0632-2100	SC-Health Insurance	67,199	77,412	60,274	85,943	9.7% rate increase	
03-4325-0632-2110	SC- Dental Insurance	4,893	5,061	3,745	4,960	No change in rate	
03-4325-0632-2120	SC- Life Insurance	210	230	193	240	No change in rate	
03-4325-0632-2200	SC- FICA	13,829	13,652	11,158	14,181	Based on wages: 6.2%	
03-4325-0632-2210	SC- Medicare	918	3,193	2,610	3,317	Based on wages: 1.45%	
03-4325-0632-2300	SC- Retirement Town	22,308	24,595	21,053	25,793	Jan-Jun: 11.17%; Jul-Dec: 11.38%	
03-4325-0632-2600	SC- Workers Comp Ins	6,576	7,674	7,675	8,189	Primex W/C Premium (2017 Actual Invoice)	
	Benefits Total	115,933	131,815	106,708	142,624		
03-4325-0632-4300	SC- Building Maintenance	5,792	12,000	8,411	30,000	10 pumping stations plus Riverbend doors, roof & wiring	
03-4325-0632-4309	SC- Brush Cutting	3,500	3,500		3,500	Cross-Country sewers such as Ashbrook Rd.	
03-4325-0632-4311	SC- Equipment Maintenance	26,240	5,000	582	5,000	consumables; repairs; cutting heads	
03-4325-0632-4312	SC- Road Repairs	10,196	5,000	4,990	5,000	Sewer trench paving; compaction test requirements, service repairs at mains	
03-4325-0632-4315	SC- I/I Abatement	127,298	80,000	24,000	25,000	Reclassified from Capital Outlay - maintenance item	
03-4325-0632-4320	SC- Vehicle Maintenance	8,121	6,750	6,544	6,750	10 vehicles, 3 trailers, split 50/50 with water dist	
03-4325-0632-4365	SC- Grit Removal	3,457	3,500	667	2,500	Transport of gravel, sand, etc. to Waste Management from WWTP	
03-4325-0632-4366	SC- Manhole Maintenance	57,893	60,000	38,579	60,000	Manholes, piping & service repairs	
03-4325-0632-4367	SC- Pump & Control Maintenance	89,990	62,000	53,059	50,000	Maintain 22 sewer pumps; wear rings, impellers, shaft couplings, seals	
03-4325-0632-5265	SC- Licenses	1,265	1,000	50	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	557	550	2 MIFI's (50%)	
03-4325-0632-5341	SC- Drug/Alcohol Testing	234	800	334	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	PPE & tools for new asbestos pipe OSHA standards, confined space equip. maint.	
03-4325-0632-5671	SC- Uniforms	1,881	2,145	2,089	2,145	7 split 50/50 WD/SC	
03-4325-0632-5681	SC- GIS Software	5,092	5,000	3,253	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	2,292	3,000	Software annual maintenance; I/O cards	
03-4325-0632-5761	SC- Tools	1,807	2,500	1,593	2,500	Sewer augers, CCTV parts	
03-4325-0632-6210	SC- Natural Gas	9,454	12,650	7,498	12,650	Heat/Generator fuel	
03-4325-0632-6220	SC- Electricity	77,900	80,000	71,152	80,000	Heat, lights, pumps, etc.	
03-4325-0632-6260	SC- Fuel	9,379	10,000	8,713	8,700	Diesel, propane, gasoline for vehicles, equipment and pumping stations	
	General Expenses Total	445,234	357,645	236,669	306,345		
	Collection Total	762,558	709,646	532,163	677,701	V	

Town of Exeter
Sewer Fund

Preliminary Budget FY 2017

Version #3

DRAFT

Account Number	Description	2015 Actual	2016 Budget	YTD Actual 11/30/16	2017 BOS Budget	Explanation
Treatment						
03-4326-0633-1110	ST- Sal/Wages FT	109,094	112,994	102,520	112,376	2 FT Operators
03-4326-0633-1300	ST- Sal/Wages OT	20,451	16,000	20,854	16,000	average OT rate = \$36.95/hr, 433 hours
03-4326-0633-1350	ST- Storm Related OT	178	-	-	1	Expenses related to declared emergencies
03-4326-0633-1400	ST- Longevity Pay	1,950	1,950	-	2,000	2 FT per union contract
	Salaries Total	131,673	130,944	123,374	130,377	
03-4326-0633-2100	ST- Health Insurance	31,210	34,509	31,633	37,856	9.7% rate increase
03-4326-0633-2110	ST- Dental Insurance	2,247	2,247	2,059	2,247	No change in rate
03-4326-0633-2120	ST- Life Insurance	120	120	110	120	No change in rate
03-4326-0633-2200	ST- FICA	7,912	8,119	7,351	8,083	Based on wages: 6.2%
03-4326-0633-2210	ST- Medicare	1,850	1,899	1,719	1,890	Based on wages: 1.45%
03-4326-0633-2300	ST- Retirement Town	14,477	14,626	13,781	14,702	Jan-Jun: 11.17%; Jul -Dec: 11.38%
03-4326-0633-2600	ST- Workers Comp Insurance	6,856	7,674	7,673	8,189	Primex W/C Premium (2017 Actual invoice)
	Benefits Total	64,672	69,194	64,326	73,088	
03-4326-0633-4223	ST- Mowing	7,500	7,500	7,500	8,000	lagoons
03-4326-0633-4300	ST- Building Maintenance	5,518	6,000	4,164	6,000	3 high exposure buildings
03-4326-0633-4311	ST- Equipment Maintenance	29,404	20,000	21,571	20,000	Chem feed pumps, flow meters, motorized valves, new C12 day tank
03-4326-0633-4343	ST- Weed Control	1,700	1,700	1,210	1,700	Prevents plant life from damaging lagoon slopes
03-4326-0633-4364	ST- Outfall Dredging	6,806	-	-	8,000	due in 2017; biennial cleaning
03-4326-0633-4368	ST- Industrial Pre-treat	5,196	5,500	6,062	11,000	5 significant industry permits with monitoring
03-4326-0633-4371	ST- Pond/Lagoon Maintenance	2,480	2,500	38	2,500	Inter-lagoon sluice gates/piping, chlorine chamber adj. weirs, etc.; repair aerator pontoons
03-4326-0633-5265	ST- Licenses	447	1,200	1,400	1,200	development; mandatory master electrician 15 hr training
03-4326-0633-5310	ST- Mobile Communications	814	1,700	764	1,700	WWTP Operators, 1 MiFi for SCADA backup
03-4326-0633-5610	ST- Safety Equipment	994	1,300	1,342	1,300	New asbestos pipe OSHA standards, confined space equip. maint.
03-4326-0633-5671	ST- Uniforms	1,070	1,350	935	1,350	uniforms for 2 operators
03-4326-0633-5682	ST- SCADA Software/Hardwa	11,909	10,000	8,647	10,000	Software revisions/annual maintenance
03-4326-0633-5756	ST- Dam Registration	1,500	1,500	1,500	1,500	Annual NHDES fees for WWTP and Clemson Pond lagoons (due in Dec)
03-4326-0633-5984	ST- Lab Testing	48,125	62,875	27,792	50,000	CSO testing & increased NPDES nitrogen testing; new EPA effluent testing, groundwater monitor report, \$32K river monitoring
03-4326-0633-5985	ST- Chemicals	21,190	20,500	17,300	20,500	Chlorination/dechlorination
03-4326-0633-6210	ST- Natural Gas	7,037	12,000	5,478	12,000	Building heat
03-4326-0633-6220	ST- Electricity	128,448	110,000	119,434	110,000	Aerators, lights, recirc. & chem feed pumps
03-4326-0633-6260	ST- Fuel	2,136	1,600	1,104	2,175	Fuel estimate
03-4326-0633-6262	ST- Gas Monitoring	-	1,000	-	100	Hydrogen sulfide monitoring
	General Expenses Total	282,274	268,225	226,241	269,025	
	Sewer Treatment Total	478,619	468,363	413,941	472,490	V

Town of Exeter
Sewer Fund

Preliminary Budget FY 2017

DRAFT		Preliminary Budget FY 2017				Version #3
Account Number	Description	2015 Actual	2016 Budget	YTD Actual 11/30/16	2017 BOS Budget	Explanation
Debt Service						
03-4711-0635-8210	DS- Sewer Line Replacement	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	2017 Final payment
03-4711-0635-8218	DS- Wastewater Facilities De	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	2032 Final payment
03-4711-0635-8220	DS- Portsmouth Av Swrine Pr	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	2024 Final payment
	Sewer Debt Service Principal	476,905	480,905	480,905	453,705	
Capital Outlay						
03-4721-0636-8250	DS- Sewer Line Replacement Int	22,278	20,248	20,248	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	2017 Final payment
03-4721-0636-8257	DS- WW Facilities Design Int	7,375	5,875	5,875	4,375	2019 Final payment
03-4721-0636-8258	DS- Jady Hill Phase II Interes	80,325	76,425	76,425	72,525	2032 Final payment
03-4721-0636-8259	DS- Portsmouth Av Swrin Int	39,723	35,443	35,443	30,743	2023 Final payment
03-4721-0636-8260	DS- Sewerline Lincoln & Main	9,674	8,160	8,160	7,140	2024 Final payment
	Sewer Debt Service Interest T	164,691	149,546	149,545	132,418	
	Debt Service Total	641,596	630,451	630,450	586,123	V
03-4723-0638-8050	SF- BAN Interest	-	27,937	28,005	28,005	Interest on BAN due 7/21/2017 for Engineering design for WWTP
	BAN Total	-	27,937	28,005	28,005	V
Capital Outlay						
03-4902-0637-7301	CO- Capital Outlay - Leases	77,490	83,695	73,800	94,420	See separate list
03-4902-0637-7xxx	CO- Capital Outlay - Land Acquisition/Purchase	-	-	-	1	
03-4902-0637-7420	CO- Capital Outlay - Vehicle	17,500	-	-	29,005	See separate vehicle list
03-4902-0637-7433	CO- WWTP Upgrades/Maint.	94,990	83,695	73,800	123,426	V
	Capital Outlay Total	190,000	167,390	147,600	123,426	V
03-4903-0963-5758	SF- Approp from Reserves- Rate Study	-	-	24,197	-	
	Reserves Total	-	-	24,197	-	
	Sewer Fund Total	2,441,880	2,409,490	2,105,052	2,403,204	V
Warrant Article						
01-5000-0950-9073	SEIU 1984 Collective Bargaining	-	-	-	-	SEIU 1984 Collective Bargaining
01-5000-0950-9077	Townwide Accounting System	-	-	15,727	-	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	Lincoln St. Project Phase II	-	-	17,443	902,000	Utilities, Roads and Sidewalks (has General and Water Fund components)
	Warrant Articles Total	-	-	17,443	902,000	
	Total Sewer Fund with WAR	2,441,880	2,409,490	2,122,495	3,305,204	

Town of Exeter
 Leases/Vehicles
 2017 Budget-Preliminary

General Fund

		<u>Leases</u>	
01-4194-0117-7301	GG- CO - Leases	67,038	Engine 2, Lease ends 2017
		110,488	Ladder Truck, Lease ends 2021
		36,013	Street Sweeper, Lease ends 2019
		19,410	Fire Alarm Truck, Lease ends 2019
		27,035	Sno-Go; Lease ends 2019
		15,662	Light Duty Vehicles, Lease ends 2020
		34,057	Dump Truck, Lease ends 2020
		33,675	Financial Software, Lease ends 2019
		3,000	Patrol Motorcycle
	Total GF Leases	<u>346,379</u>	

		<u>Vehicle Purchases</u>	
01-4194-0117-7420	GG- CO - Vehicles	28,128	1 Police Vehicle (and 1 to be funded from Police Details Fund#10)
		38,182	Highway Truck #10 F-250
	Total GF Vehicle purchases	<u>66,310</u>	
	Total GF	<u>412,689</u>	

Water Fund

		<u>Vehicle Purchases</u>	
02-4902-0627-7301	WF- CO - Leases	1,702	Light Duty Vehicles, Lease ends 2020
		16,838	Financial Software, Lease ends 2019
	Total WF Leases	<u>18,540</u>	
02-4900-0627-7420	WF-CO- Capital Outlay - Vehicle	29,005	Truck #2 Utility Truck w/ encl. service body
	Total WF Vehicle purchases	<u>29,005</u>	
	Total WF	<u>47,545</u>	

Sewer Fund

		<u>Leases</u>	
03-4902-0637-7301	SF- CO - Leases	75,880	Vactor Truck, Lease ends 2017
		1,702	Light Duty Vehicles, Lease ends 2020
		16,838	Financial Software, Lease ends 2019
	Total SF Leases	<u>94,420</u>	
		<u>Vehicle Purchases</u>	
03-4902-0637-7420	SF-CO- Capital Outlay - Vehicle	29,005	Truck #2 Utility Truck w/ encl. service body
	Total SF Vehicle purchases	<u>29,005</u>	
	Total SF	<u>123,425</u>	

Sub-committee on Human Services Narrative Report

Social Service Agencies' Applications (Warrant)

Submitted by: Hall (Chair), Rowan, and Zwaan

November 10, 2016

Recommendation

- Move Social Service budget to a new line item in Human Services Department
- Discontinue warrant
- Fund line item in budget for 2017 at \$100,000. (a significant decrease).
- No \$ recommendation for warrant

Additional Suggestions for Select Board

- Create Citizens committee to work with Human Services Department
- Develop Guidelines for Municipal Appropriations (see Town of Lee, NH)

History

- Warrant passed the last 12 years, at least
- Most applicants funded at some level
- Since 2009, total funding ranged from a high of \$133,495 to a low of 107,035
- No analysis of voting patterns or percentages

Precedent

- Town has a history of moving warrant items to general budget (sidewalks and snow)

Benefits

- Funding decision can be based on relevance to Town of Exeter needs (vs. general charity or "worthy" agency)
- Ongoing oversight by the town
- Less subjective funding
- Increased flexibility (both in dispersing money to agencies and in working between welfare and human services)
- Manageable (warrant has become unwieldy in multiple ways)
- Integrates Human Services and Welfare functions
- Allows for developing closer relationships with agencies based on service to the Town
- Welfare and Human services can complement and supplement each other

Sub-committee on Welfare and Human Services Report

Background Information

November 10, 2016

Welfare

1. The Town of Exeter is required by law to provide for the "indigent." Applicants for welfare must fill out an application and meet guidelines set by State and Federal governments. These Guidelines are available on line at the town website.
2. The Town of Exeter is not "required" to support social service agencies but has a history of twelve years or more of supporting outside agencies using through one or more warrant articles.
3. The sub-committee does not have historical data or information on how this funding pattern arose in the town of Exeter. The warrants have been voted in each year.
4. The Town of Exeter has a Department of Human Services that includes Welfare, but it does not have a Human Services Budget that covers agencies covered by the warrant. Historically, Exeter had both a Welfare Director and a Welfare Budget.
5. The Executive Assistant to the Town Manager handles all Social service agency applications and payments. Since the departure of the Welfare Director, the Executive Assistant now also handles all Welfare applications and services.
6. The current Welfare Budget does not cover all of the welfare needs of the town. Some persons do not come forward for help. Many of the people who do come forward, are also assisted through various social service agencies in the area.
7. Thus, it is a combination of town welfare and the support offered by certain, though not all, social service agencies that supports our "needy."
8. The Exec. Assistant cooperates with outside agencies to meet the needs of people. She also seeks out other sources of support, such as St. Vincent DePaul and The Wentworth Trust.
9. Certain outside agencies stand out in terms of their cooperation with the town welfare program and in terms of their ability to provide for needs that the town cannot provide ---e.g., car repair and emergency housing.

10. Several categories of "Direct Relief" have seen large increases in recent years. These include electricity, heat, rent, and medical. Our Welfare Budget has not increased accordingly.
11. In 2015, Direct Relief total was 27,500. In 2006 through 2010, the total was in the low \$30,000.
12. We no longer pay a salary to a Welfare Director, though the proposed 2017 budget allocates \$7400. toward the Executive Assistant's salary,
13. There are many more "indigent" in the town than we have identified. Many live in their cars rather than ask for help.

Warrant Article

1. While Warrant Article(s) have historically passed, we have no data on the number of people who vote for or against them. Thus, we don't know what percentage of the voters each voter bloc represents.
2. In the last few years, the BRC tried to move to a single Warrant Article, however new applications and requests over level funding must be brought forth as separate warrant articles. Thus, we may have (as in current year) multiple warrants, anyway.
3. We currently have 22 applications. Of these, eight (8) are new or requests for increases. That will yield nine (9) separate warrant article.
4. By reducing the number of warrants to one (with exceptions noted above), we have created an "all or nothing" scenario. Voters have no choice as to the charities they want to support. Take it or leave it.
5. The town has no control over how agencies use money or how any residents are served. In some cases, we have no relationship with the agency after funding is approved.
6. It has been difficult for sub-committees over the years to "vet" the applications because we have no Human Services mission (as we do in Welfare) that might guide a decision process.
7. Yet, sub-committee review is the only way anyone "inspects" the applications before they are forwarded to Select Board to be put on the Warrant.
8. Once a Warrant is passed, 100% of the money ****must**** be paid that year, regardless of how the agency is doing or what the current need situation is in the town. Even agencies that do not submit invoices, as requested by the town, must be paid per order of auditors.

9. By using the warrant article process, the town relinquishes quality control.
10. Towns like Tilton put the review of social service agency request under the purview of the Welfare Director or Human Services Director. Tilton believes this person is in the best position to know the quality and frequency of services provided to the town by an outside agency. This person has the best experience in dealing with agencies and their actual service to residents.
11. The Town of Lee has a well spelled out set of "Guidelines for Municipal Appropriations to Social Service Agencies." Here is an excerpt: *The town of Lee is prohibited from appropriating funds for anything that is not a valid public purpose, even if it is for a deserving non-profit organization...Town funds cannot be granted to a private organization unless that private organization takes on some obligation to benefit the Town; and further, that the Town has some ability to enforce and obtain that benefit for the public. That said, the services provided by certain agencies may fill gaps in critical services that the Town of Lee would be obligated to provide through welfare or other general assistance laws if these agencies did not provide such relief.*
12. We have a Human Services Department. It is logical to process outside agency requests through the office that handles welfare.
13. This is an opportunity to cut back on the total town budget expenditure while retaining support to those agencies that directly impact the needs of Exeter residents.
14. If both the Human Services and Welfare budgets were administered through the same department, the town would create greater accountability, flexibility, and quality control. The town could also better monitor numbers served and services provided. Finally, The town could request reports and invoices and develop relationships with agency administrators.

Suggestions

1. Consider Citizens Advisory Committee for Human Services
2. Consider creating Guidelines (like Town of Lee)

Human Services Funding Criteria

The Human Services Policy purpose is to ensure that adequate levels of human services are available to the people of Exeter. The Human Services Funding Criteria attempts to establish a system for planning, funding, monitoring, and evaluating community human service needs that are effective, fair, and equitable. The criteria is a reflection of the Town's desire to assist those persons in our community who possess special needs, lack adequate income, are physically or mentally vulnerable, or lack the skills and abilities necessary to maintain self-sufficiency.

The Human Services Committee will distribute funds allocated equitably.

Human services agencies and programs must meet the following criteria to receive funding from the Town of Exeter:

- I. How does the agency's services related to the core mission of Welfare?
- II. Ability to self-sustain without the Town of Exeter's Human Services funding.
 - a. Priority will be given to those agencies that have an established process for generating alternative sources of funding or services.
- III. Responsiveness to Town Welfare
 - a. Availability of services and assistance
 - b. Financial quo pro agencies that negotiate with Town Welfare
- IV. Meets basic needs, life skills, employability development, and health/mental health services.
 - a. Agency services should be accessible to elderly, physically and developmentally disabled, and low income residents.
- V. Must demonstrate Exeter resident focus. There must be program services that are primarily designed to address the needs of Exeter residents.
- VI. Must meet community needs. Identification of community needs and successful implementation of appropriate services to address identified needs.

The Town will administer allocations to organizations providing human services to help meet the Town's unmet human service needs. The Town of Exeter remains committed to the human services with both financial support and collaborative efforts.

Program & Funding Categories

Basic Need

- Homeless Shelters
- Child Care
- Food
- Clothing
- Housing Assistance
- Transportation
- Senior Citizen Basic Assistance
- Legal Assistance for Indigents

Life Skills

- Mentoring
- Academic Enhancement
- Social Competency
- Literacy
- Conflict Resolution
- Parenting Classes
- Structured Recreation
- Self Sufficiency for Disabled Citizens

Employability Development

- Job Readiness/Placement/Retention
- Job Seeking Skills
- Vocational Training
- Job Site Development

Health/Mental Health

- Health Awareness Promotion
- Counseling
- Substance Abuse
- Health Care Access
- Crisis Intervention
- Dental Care
- Prescription Medications
- Safety Promotion
- Respite Care



EXETER PUBLIC WORKS DEPARTMENT

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

www.exeternh.gov

MEMO

DATE: December 9, 2016

TO: Russell Dean, Town Manager

FROM: Jennifer R. Perry, P.E., Public Works Director

RE: 2017 Equipment Replacement/Refurbishment Analysis

The Budget Recommendations Committee recommended reviewing heavy equipment proposed for replacement in 2017 for potential rebuild/refurbishment in a service life extension program (SLEP). This requested review covers two pieces of equipment in the Highway Department: a 2004 Caterpillar 420D Backhoe (#41) with 9,600 engine hours and a 2004 International Dump Truck (#27) with 6,350 engine hours and 60,550 miles. The following is a synopsis of the evaluations completed and subsequent recommendations.

2004 Caterpillar 420D Backhoe (#41)

Milton Cat in Londonderry was consulted to obtain service quotes for the repair and refurbishment work that is needed. The 13 page quote is attached and summarized below.

Segment	Description	Quote Amount
01	Steam Clean Machine	2,098.66
02	Transmission & Torque Converter, Remove & Install	2,514.00
03	Transmission, Costs above flat rate	9,955.59
04	Transmission, Rebearing & Reseal	5,555.00
05	Engine, Remove & Install	4,429.40
06	Engine, Replace	12,576.26
07	Radiator, Replace	4,324.24
09	Drive Shaft, Rebearing & Reseal	3,013.43
10	Rear Axle, Rebearing & Reseal	4,551.00
11	Axle, Costs above flat rate	7,959.91
12	Seat Assembly, Replace	3,124.50
13	Front Loader Frame, Rebearing & Reseal	8,639.61
14	Front Axle, Rebearing & Reseal	13,458.94
15	Front Hydraulic Cylinder, Rebearing & Reseal	4,868.61
16	Cab Doors, Replace	3,998.82
17	Hydraulic Hose/Lines, Replace	12,848.12
18	Rear Boom, Rebearing & Reseal	7,381.53
19	Swing Frame, Replace	8,239.28
20	Paint Machine	8,100.00
Total Quote Amount		127,636.90

Refurbishment would remove the backhoe from service for several weeks to a month or more and would result in backhoe rental costs, which are not included. This is important to maintain efficiency and reduce the department's lost production time.

The total quote amount for refurbishment is \$127,636.90. Milton Cat will only warranty the labor and parts for one year; there is no extended warranty available due to the age of the machine and high engine hours. A new backhoe would come with a 60 month (5 year) or 6,000 hour full machine warranty, at no extra cost.

A new backhoe is estimated to cost \$169,723 in 2017. We are researching the feasibility of a John Deere 410L backhoe for replacement, which could have a lower purchase price.

We do not recommend the refurbishment of the 2004 backhoe. It is a high cost and investment in a piece of equipment that is at the end of its useful life in the front-line operation of a municipal public works department. We recommend this 2004 backhoe be replaced with a new backhoe in 2017.

2004 International Dump Truck (#27)

Liberty International has no set pricing for reconditioning of a heavy duty truck; they offered a condition report and an itemized estimate for repair or replacement of the major systems in the truck at a cost of approximately \$1,000. Evaluation of upfittings and attachments, such as the dump body, plow frame, hydraulics would be at additional cost by other vendors.

We elected to send truck #27 to Ralph Mahoney & Sons in Brentwood for an independent inspection and condition assessment in order to develop an estimate for repair and refurbishment (3 page inspection attached). Mahoney works with heavy trucks used in municipal services and is familiar with public works operations. Mahoney determined the following:

"Severe corrosion is present throughout the entire chassis, with the following items compromised: driver's compartment flooring is completely corroded through and unsafe; air tanks need to be replaced; entire exhaust system is corroded; dump body corroded; brake components (chambers, slack adjusters, hardware) severely corroded; power steering reservoir leaks; front gear case housing on engine leaks oil (possible cracked housing); electrical wiring deterioration throughout chassis; drive train case corrosion throughout; frame cross member corroded (will require complete separation to replace or address); king pin lower bearing corrosion. Overall, every component of this chassis is in poor condition and disrepair from corrosion; recommend vehicle is placed out of service due to safety concerns while a replacement vehicle is sourced."

Mahoney clearly does not recommend this heavy truck for refurbishment.

We do not recommend the refurbishment of 2004 International dump truck #27. We recommend that this truck be replaced in 2017.

General Recommendations for Refurbishment

The Department will continue to consider refurbishment, on a case by case basis, as part of the comprehensive management of the Town of Exeter fleet. We do not recommend that it automatically be considered for all equipment, or that it be applied to all equipment exceeding a threshold value. For refurbishment to be of value to the Town of Exeter, it should be considered earlier in the vehicle/equipment service life, not at the end of the expected service life.

Milton



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 Syracuse, NY (315) 476-9981
 Londonderry, NH (603) 665-4500

SERVICE QUOTATION

QUOTATION NUMBER: SCQT033535**QUOTATION DATE: 11/18/2016****QUOTE EXPIRES: 1/17/2017****BILL TO**

Town Of Exeter
 13 Newfields Rd
 Exeter, NH 03833
 USA

SHIP TO

Town Of Exeter
 30 Industrial Dr
 Londonderry, NH 03053
 USA

SERVICE CALL	DATE	INVOICE ACCOUNT	ORDER ACCOUNT	LOCATION	DIVISION	PAGE
CSR0212460	11/18/2016	2238900	2238900	Londonderry	General Line	1 of 13
SALES REP	CUSTOMER CONTACT NAME	CUSTOMER CONTACT PHONE	TERMS			
Yelle, Kevin						
MAKE	MODEL	SERIAL NUMBER	CUSTOMER EQUIPMENT ID	MILTON CAT EQID	SMU	
AA	420D	BLN10588		S038605	4613	
DESCRIPTION				UNIT PRICE	EXTENDED PRICE	

01 REPLACE - SWING FRAME**Segment Total****0.00****01 STEAM CLEAN - MACHINE****Miscellaneous**

Total Miscellaneous

82.66

Total Segment Parts

0.00

Total Segment Labor

2,016.00

Total Segment Miscellaneous

82.66**Segment Total****2,098.66****02 REMOVE AND INSTALL - TRANS & TORQUE CONVERTER**

ALL LABOR TO R & I TRANSMISSION/TORQUE CONVERTER.

MINOR SEALS AND GASKETS NEEDED TO INSTALL. TOP OFF

FLUIDS ARE INCLUDED. OIL TO REFILL TRANSMISSION

ARE INCLUDED IN REBEARING & RESEAL OF COMPONENT.

Labor

Flat Rate Labor

2,412.00**CONTINUED**

CUSTOMER INITIALS

DATE

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SERVICE CALL	DATE	INVOICE ACCOUNT	ORDER ACCOUNT	LOCATION	DIVISION	PAGE
CSR0212460	11/18/2016	2238900	2238900	Londonderry	General Line	2 of 13
SALES REP	CUSTOMER CONTACT NAME	CUSTOMER CONTACT PHONE	TERMS			
Yelle, Kevin						
MAKE	MODEL	SERIAL NUMBER	CUSTOMER EQUIPMENT ID	MILTON CAT EQID	SMU	
AA	420D	BLN10588		S038605	4613	
DESCRIPTION					UNIT PRICE	EXTENDED PRICE

Miscellaneous

Flat Rate Miscellaneous

10.00

Total Segment Parts	92.00
Total Segment Labor	2,412.00
Total Segment Miscellaneous	10.00
Segment Total	2,514.00

03 COSTS ABOVE FLAT RATE - TRANSMISSION**Parts**

Total Parts

7,856.93

Labor

Total Labor

2,016.00

Miscellaneous

Total Miscellaneous

82.66

Total Segment Parts	7,856.93
Total Segment Labor	2,016.00
Total Segment Miscellaneous	82.66
Segment Total	9,955.59

04 REBEARING AND RESEAL - TRANSMISSION 192-0844

CONTINUED

CUSTOMER INITIALS

DATE

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SERVICE CALL	DATE	INVOICE ACCOUNT	ORDER ACCOUNT	LOCATION	DIVISION	PAGE
CSR0212460	11/18/2016	2238900	2238900	Londonderry	General Line	3 of 13
SALES REP	CUSTOMER CONTACT NAME	CUSTOMER CONTACT PHONE	TERMS			
Yelle, Kevin						
MAKE	MODEL	SERIAL NUMBER	CUSTOMER EQUIPMENT ID	MILTON CAT EQID	SMU	
AA	420D	BLN10588		S038605	4613	
DESCRIPTION				UNIT PRICE	EXTENDED PRICE	

- 1) COMPLETELY DISASSEMBLE TRANSMISSION.
- 2) CLEAN AND INSPECT PARTS.
- 3) REPLACE BEARINGS, SEALS, AND GASKETS.
- 4) ASSEMBLE TRANSMISSION AND SET TO SPECS.
- 5) PAINT ASSEMBLY.

Labor

Flat Rate Labor

1,936.00

Miscellaneous

Flat Rate Miscellaneous

15.00

Total Segment Parts	3,604.00
Total Segment Labor	1,936.00
Total Segment Miscellaneous	15.00
Segment Total	5,555.00

05 REMOVE AND INSTALL - ENGINE**Parts**

Total Parts:

232.09

Labor

Total Labor

4,032.00

CONTINUED

CUSTOMER INITIALS

DATE

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SERVICE QUOTATION

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SERVICE CALL	DATE	INVOICE ACCOUNT	ORDER ACCOUNT	LOCATION	DIVISION	PAGE
CSR0212460	11/18/2016	2238900	2238900	Londonderry	General Line	4 of 13
SALES REP	CUSTOMER CONTACT NAME	CUSTOMER CONTACT PHONE	TERMS			
Yelle, Kevin						
MAKE	MODEL	SERIAL NUMBER	CUSTOMER EQUIPMENT ID	MILTON CAT EQID	SMU	
AA	420D	BLN10588		S038605	4613	
DESCRIPTION				UNIT PRICE	EXTENDED PRICE	

Miscellaneous

Total Miscellaneous

165.31

Total Segment Parts	232.09
Total Segment Labor	4,032.00
Total Segment Miscellaneous	165.31
Segment Total	4,429.40

06 REPLACE - ENGINE**Parts**

Total Parts

11,002.27

Labor

Total Labor

1,512.00

Miscellaneous

Total Miscellaneous

61.99

Total Segment Parts	11,002.27
Total Segment Labor	1,512.00
Total Segment Miscellaneous	61.99
Segment Total	12,576.26

07 REPLACE - RADIATOR

CONTINUED

CUSTOMER INITIALS

DATE

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SERVICE CALL	DATE	INVOICE ACCOUNT	ORDER ACCOUNT	LOCATION	DIVISION	PAGE
CSR0212460	11/18/2016	2238900	2238900	Londonderry	General Line	9 of 13
SALES REP	CUSTOMER CONTACT NAME	CUSTOMER CONTACT PHONE	TERMS			
Yelle, Kevin						
MAKE	MODEL	SERIAL NUMBER	CUSTOMER EQUIPMENT ID	MILTON CAT EQID	SMU	
AA	420D	BLN10588		S038605	4613	
DESCRIPTION				UNIT PRICE	EXTENDED PRICE	

Parts

Total Parts 9,523.96

Labor

Total Labor 3,780.00

Miscellaneous

Total Miscellaneous 154.98

Total Segment Parts 9,523.96

Total Segment Labor 3,780.00

Total Segment Miscellaneous 154.98

Segment Total 13,458.94

15 REBEARING AND RESEAL - FRONT - HYDRAULIC CYLINDER**Parts**

Total Parts 2,901.12

Labor

Total Labor 1,890.00

CONTINUED

 CUSTOMER INITIALS

 DATE

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SERVICE CALL	DATE	INVOICE ACCOUNT	ORDER ACCOUNT	LOCATION	DIVISION	PAGE
CSR0212460	11/18/2016	2238900	2238900	Londonderry	General Line	10 of 13
SALES REP	CUSTOMER CONTACT NAME	CUSTOMER CONTACT PHONE	TERMS			
Yelle, Kevin						
MAKE	MODEL	SERIAL NUMBER	CUSTOMER EQUIPMENT ID	MILTON CAT EQID	SNO	
AA	420D	BLN10588		S038605	4613	
DESCRIPTION				UNIT PRICE	EXTENDED PRICE	

Miscellaneous

Total Miscellaneous

77.49

Total Segment Parts 2,901.12
 Total Segment Labor 1,890.00
 Total Segment Miscellaneous 77.49

Segment Total 4,868.61

16 REPLACE - BOTH - CAB DOOR**Parts**

Total Parts

2,949.49

Labor

Total Labor

1,008.00

Miscellaneous

Total Miscellaneous

41.33

Total Segment Parts 2,949.49
 Total Segment Labor 1,008.00
 Total Segment Miscellaneous 41.33

Segment Total 3,998.82

17 REPLACE - HYDRAULIC HOSE/LINES

CONTINUED

CUSTOMER INITIALS

DATE

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SERVICE CALL	DATE	INVOICE ACCOUNT	ORDER ACCOUNT	LOCATION	DIVISION	PAGE
CSR0212460	11/18/2016	2238900	2238900	Londonderry	General Line	11 of 13
SALES REP	CUSTOMER CONTACT NAME	CUSTOMER CONTACT PHONE	TERMS			
Yelle, Kevin						
MAKE	MODEL	SERIAL NUMBER	CUSTOMER EQUIPMENT ID	MILTON CAT EQID	SMU	
AA	420D	BLN10588		S038605	4613	
DESCRIPTION				UNIT PRICE	EXTENDED PRICE	

Parts

Total Parts 6,508.12

Labor

Total Labor 5,040.00

Miscellaneous

Total Miscellaneous 1,300.00

Total Segment Parts 6,508.12

Total Segment Labor 5,040.00

Total Segment Miscellaneous 1,300.00

Segment Total 12,848.12

18 REBEARING AND RESEAL - REAR - BOOM**Parts**

Total Parts 3,446.55

Labor

Total Labor 3,780.00

CONTINUED

CUSTOMER INITIALS _____

DATE _____

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SERVICE QUOTATION

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SERVICE CALL	DATE	INVOICE ACCOUNT	ORDER ACCOUNT	LOCATION	DIVISION	PAGE
CSR0212460	11/18/2016	2238900	2238900	Londonderry	General Line	12 of 13
SALES REP	CUSTOMER CONTACT NAME	CUSTOMER CONTACT PHONE	TERMS			
Yelle, Kevin						
MAKE	MODEL	SERIAL NUMBER	CUSTOMER EQUIPMENT ID	MILTON CAT EQID	SMU	
AA	420D	BLN10588		S038605	4613	
DESCRIPTION				UNIT PRICE	EXTENDED PRICE	

Miscellaneous

Total Miscellaneous

154.98

Total Segment Parts 3,446.55
 Total Segment Labor 3,780.00
 Total Segment Miscellaneous 154.98

Segment Total 7,381.53

19 REPLACE - SWING FRAME**Parts**

Total Parts

4,304.30

Labor

Total Labor

3,780.00

Miscellaneous

Total Miscellaneous

154.98

Total Segment Parts 4,304.30
 Total Segment Labor 3,780.00
 Total Segment Miscellaneous 154.98

Segment Total 8,239.28

20 PAINT - MACHINE

CONTINUED

CUSTOMER INITIALS

DATE

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SERVICE CALL	DATE	INVOICE ACCOUNT	ORDER ACCOUNT	LOCATION	DIVISION	PAGE
CSR0212460	11/18/2016	2238900	2238900	Londonderry	General Line	13 of 13
SALES REP	CUSTOMER CONTACT NAME	CUSTOMER CONTACT PHONE	TERMS			
Yelle, Kevin						
MAKE	MODEL	SERIAL NUMBER	CUSTOMER EQUIPMENT ID	MILTON CAT EQID	SMU	
AA	420D	BLN10588		S038605	4613	
DESCRIPTION				UNIT PRICE	EXTENDED PRICE	

Segment Total 8,100.00

Total Invoice Parts 72,035.73
Total Invoice Labor 44,828.00
Total Invoice Miscellaneous 10,773.17

The estimate provided to you is based on what can be reasonably observed by a Milton CAT Product Support Representative. If, during actual repairs, additional worn or failed components are discovered, you will be contacted with an updated estimate that will include a breakdown of additional parts and/or labor. No additional repairs will be made without the customer's approval.

Any steam cleaning necessary to complete this service will be additional to this estimate.

This estimate is contingent on all remanufactured parts being acceptable for full core credit.

Transportation, freight, tax, miscellaneous supplies and environmental charges are not included unless otherwise noted.

We greatly appreciate the opportunity to estimate this repair for you, and look forward to providing you the best service in the industry.

Quote Amount	127,636.90
---------------------	-------------------

 CUSTOMER PURCHASE ORDER

 CUSTOMER PRINTED NAME

 CUSTOMER SIGNATURE

 DATE

RALPH MAHONEY & SONS, INC.

54 ROUTE 125
 BRENTWOOD, NH 03833-6202
 603-642-8483

Repair Order # **0039311**

Date : 12/5/2016

Page 2 of 3

Center :

Customer: EXETER PUBLIC WORKS Address : 13 NEWFIELDS RD City : EXETER, NH 03833- Phone 1 : (603) 773-6157 Ext : Phone 2 : (603) 772-1355 Ext : FAX	Vehicle : 20 IHC Unit# : #27 VIN : Fleet #: Engine : Mileage : 60846 Trans :
--	--

Parts				Labor				
Quan	Part Number	Description	Price	Op	Tech	Description	Time	Charge
						- POWER STEERING RESERVOIR LEAKS		
						- FRONT GEAR CASE HOUSING ON ENGINE LEAKS OIL. POSSIBLE CRACKED HOUSING.		
						- ELECTRICAL WIRING DETERIORATION THROUGHOUT CHASSIS.		
						- DRIVE TRAIN CASE CORROSION THROUGHOUT.		
						- FRAME / CROSS MEMBER CORROSION. WILL REQUIRE COMPLETE SEPARATION TO REPLACE OR ADDRESS.		
						- KING PIN LOWER BEARING CORROSION		
						* OVERALL EVERY COMPONENT OF THIS CHASSIS IS IN POOR CONDITION AND DISREPAIR FROM CORROSION. RECOMMEND		

OK	Bad	Recommendation	OK	Bad	Recommendation	OK	Bad	Recommendation
----	-----	----------------	----	-----	----------------	----	-----	----------------

I hereby authorize the repair work to be done along with the necessary parts and materials and hereby grant you and/or your employees permission to operate the vehicle for the purpose of testing and/or inspection. An express mechanics lien is hereby acknowledged on vehicle to secure the amount of repairs thereto. I acknowledge that Ralph Mahoney and Sons Inc. is not responsible for articles left in vehicle, or damage due to fire, theft or any other cause beyond our control.

X _____

Labor :	\$149.25
Parts :	\$0.00
Sublet :	\$0.00
Other Fees :	\$0.00
	\$0.00
Subtotal :	\$149.25
Sales Tax :	\$0.00
Paid By :	Total : \$149.25
Pay Ref :	Paid : \$0.00
	Due : \$149.25

RALPH MAHONEY & SONS, INC.

54 ROUTE 125
 BRENTWOOD, NH 03833-6202
 603-642-8483

Repair Order # **0039311**
 Date : 12/5/2016
 Page 3 of 3
 Center :

Customer : EXETER PUBLIC WORKS Address : 13 NEWFIELDS RD City : EXETER, NH 03833- Phone 1 : (603) 773-6157 Ext : Phone 2 : (603) 772-1355 Ext: FAX	Vehicle : 20 IHC Unit# : #27 VIN : Fleet #: Engine : Trans : Mileage : 60846
--	--

Parts				Labor				
Quan	Part Number	Description	Price	Op	Tech	Description	Time	Charge
						VEHICLE IS PLACED OUT OF SERVICE DUE TO SAFETY CONCERNS WHILE A REPLACEMENT VEHICLE IS SOURCED.		

OK	Bad	Recommendation	OK	Bad	Recommendation	OK	Bad	Recommendation
----	-----	----------------	----	-----	----------------	----	-----	----------------

I hereby authorize the repair work to be done along with the necessary parts and materials and hereby grant you and/or your employees permission to operate the vehicle for the purpose of testing and/or inspection. An express mechanics lien is hereby acknowledged on vehicle to secure the amount of repairs thereto. I acknowledge that Ralph Mahoney and Sons Inc. is not responsible for articles left in vehicle, or damage due to fire, theft or any other cause beyond our control.

X _____

Labor :	\$149.25
Parts :	\$0.00
Sublet :	\$0.00
Other Fees :	\$0.00
Subtotal :	\$149.25
Sales Tax :	\$0.00
Paid By :	Total : \$149.25
Pay Ref :	Paid : \$0.00
	Due : \$149.25

Milton



Brewer, ME (207) 989-1890
 Cranston, RI (401) 946-6450
 Richmond, VT (802) 434-4228
 Scarborough, ME (207) 883-9586
 Wareham, MA (508) 291-1200
 Milford, MA (508) 634-3400

Batavia, NY (585) 815-6200
 Binghamton, NY (607) 772-6500
 Clifton Park, NY (518) 877-8000
 Syracuse, NY (315) 476-9981
 Londonderry, NH (603) 665-4500

SERVICE QUOTATION

QUOTATION NUMBER: SCQT033535
QUOTATION DATE: 11/18/2016
QUOTE EXPIRES: 1/17/2017

BILL TO

Town Of Exeter
 13 Newfields Rd
 Exeter, NH 03833
 USA

SHIP TO

Town Of Exeter
 30 Industrial Dr
 Londonderry, NH 03053
 USA

SERVICE CALL	DATE	INVOICE ACCOUNT	ORDER ACCOUNT	LOCATION	DIVISION	PAGE
CSR0212460	11/18/2016	2238900	2238900	Londonderry	General Line	7 of 13
SALES REF	CUSTOMER CONTACT NAME	CUSTOMER CONTACT PHONE	TERMS			
Yelle, Kevin						
MAKE	MODEL	SERIAL NUMBER	CUSTOMER EQUIPMENT ID	MILTON CAT EQID	SMU	
AA	420D	BLN10588		S038605	4613	
DESCRIPTION				UNIT PRICE	EXTENDED PRICE	

Parts

Total Parts 5,861.25

Labor

Total Labor 2,016.00

Miscellaneous

Total Miscellaneous 82.66

Total Segment Parts 5,861.25
 Total Segment Labor 2,016.00
 Total Segment Miscellaneous 82.66

Segment Total 7,959.91

12 REPLACE - SEAT ASSEMBLY**Parts**

Total Parts 2,599.84

Labor

Total Labor 504.00

CONTINUED

CUSTOMER INITIALS

DATE

Milton



Brewer, ME (207) 989-1890
 Cranston, RI (401) 946-6450
 Richmond, VT (802) 434-4228
 Scarborough, ME (207) 883-9586
 Wareham, MA (508) 291-1200
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 Londonderry, NH (603) 665-4500

SERVICE QUOTATION

QUOTATION NUMBER: SCQT033535**QUOTATION DATE: 11/18/2016****QUOTE EXPIRES: 1/17/2017****BILL TO**

Town Of Exeter
 13 Newfields Rd
 Exeter, NH 03833
 USA

SHIP TO

Town Of Exeter
 30 Industrial Dr
 Londonderry, NH 03053
 USA

SERVICE CALL	DATE	INVOICE ACCOUNT	ORDER ACCOUNT	LOCATION	DIVISION	PAGE
CSR0212460	11/18/2016	2238900	2238900	Londonderry	General Line	8 of 13
SALES REP	CUSTOMER CONTACT NAME	CUSTOMER CONTACT PHONE	TERMS			
Yelle, Kevin						
MAKE	MODEL	SERIAL NUMBER	CUSTOMER EQUIPMENT ID	MILTON CAT EQID	SNU	
AA	420D	BLN10588		S038605	4613	
DESCRIPTION				UNIT PRICE	EXTENDED PRICE	

Miscellaneous

Total Miscellaneous

20.66

Total Segment Parts 2,599.84
 Total Segment Labor 504.00
 Total Segment Miscellaneous 20.66

Segment Total 3,124.50**13 REBEARING AND RESEAL - FRONT - LOADER FRAME****Parts**

Total Parts

4,835.80

Labor

Total Labor

3,654.00

Miscellaneous

Total Miscellaneous

149.81

Total Segment Parts 4,835.80
 Total Segment Labor 3,654.00
 Total Segment Miscellaneous 149.81

Segment Total 8,639.61**14 REBEARING AND RESEAL - FRONT - AXLE****CONTINUED**

CUSTOMER INITIALS

DATE

Milton



Brewer, ME (207) 989-1890
 Cranston, RI (401) 946-6450
 Richmond, VT (802) 434-4228
 Scarborough, ME (207) 883-9586
 Wareham, MA (508) 291-1200
 Milford, MA (508) 634-3400

Batavia, NY (585) 815-6200
 Binghamton, NY (607) 772-6500
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SERVICE QUOTATION

QUOTATION NUMBER: SCQT033535
QUOTATION DATE: 11/18/2016
QUOTE EXPIRES: 1/17/2017

BILL TO

Town Of Exeter
 13 Newfields Rd
 Exeter, NH 03833
 USA

SHIP TO

Town Of Exeter
 30 Industrial Dr
 Londonderry, NH 03053
 USA

SERVICE CALL	DATE	INVOICE ACCOUNT	ORDER ACCOUNT	LOCATION	DIVISION	PAGE
CSR0212460	11/18/2016	2238900	2238900	Londonderry	General Line	6 of 13
SALES REP	CUSTOMER CONTACT NAME	CUSTOMER CONTACT PHONE	TERMS			
Yelle, Kevin						
MAKE	MODEL	SERIAL NUMBER	CUSTOMER EQUIPMENT ID	MILTON CAT EQID	SMU	
AA	420D	BLN10588		S038605	4613	
DESCRIPTION				UNIT PRICE	EXTENDED PRICE	

Miscellaneous

Total Miscellaneous

31.00

Total Segment Parts	2,226.43
Total Segment Labor	756.00
Total Segment Miscellaneous	31.00
Segment Total	3,013.43

10 REBEARING AND RESEAL - REAR - AXLE 156-2853

COMPLETE DISASSEMBLY TO REPLACE ALL BEARINGS, SEALS, AND GASKETS. OIL AND OIL ADDITIVE ARE INCLUDED IN BEARING/RESEAL. BRAKE PISTON AND DISCS ARE NOT PART OF BEARING AND RESEAL.

Labor

Flat Rate Labor

2,680.00

Miscellaneous

Flat Rate Miscellaneous

5.00

Total Segment Parts	1,866.00
Total Segment Labor	2,680.00
Total Segment Miscellaneous	5.00
Segment Total	4,551.00

11 COSTS ABOVE FLAT RATE - AXLE

CONTINUED

CUSTOMER INITIALS

DATE

Milton



Brewer, ME (207) 989-1890
 Cranston, RI (401) 946-6450
 Richmond, VT (802) 434-4228
 Scarborough, ME (207) 883-9586
 Wareham, MA (508) 291-1200
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 Binghamton, NY (607) 772-6500
 Clifton Park, NY (518) 877-8000
 Syracuse, NY (315) 476-9981
 Londonderry, NH (603) 665-4500

SERVICE QUOTATION

QUOTATION NUMBER: SCQT033535**QUOTATION DATE: 11/18/2016****QUOTE EXPIRES: 1/17/2017****BILL TO**

Town Of Exeter
 13 Newfields Rd
 Exeter, NH 03833
 USA

SHIP TO

Town Of Exeter
 30 Industrial Dr
 Londonderry, NH 03053
 USA

SERVICE CALL	DATE	INVOICE ACCOUNT	ORDER ACCOUNT	LOCATION	DIVISION	PAGE
CSR0212460	11/18/2016	2238900	2238900	Londonderry	General Line	5 of 13
SALES REP	CUSTOMER CONTACT NAME	CUSTOMER CONTACT PHONE	TERMS			
Yelle, Kevin						
MAKE	MODEL	SERIAL NUMBER	CUSTOMER EQUIPMENT ID	MILTON CAT EQID	SMU	
AA	420D	BLN10588		S038605	4613	
DESCRIPTION				UNIT PRICE	EXTENDED PRICE	

Parts

Total Parts 2,225.58

Labor

Total Labor 2,016.00

Miscellaneous

Total Miscellaneous 82.66

Total Segment Parts 2,225.58

Total Segment Labor 2,016.00

Total Segment Miscellaneous 82.66

Segment Total 4,324.24

09 REBEARING AND RESEAL - BOTH - DRIVE SHAFT**Parts**

Total Parts 2,226.43

Labor

Total Labor 756.00

CONTINUED

CUSTOMER INITIALS

DATE

Memo

To: Russell Dean, Town Manager

From: Brian Comeau, Fire Chief 

CC:

Date 11/30/16

Re: Staffing Request

During this week's Selectman's meeting the topic of hiring additional Firefighters was raised again. The Board members asked to see cost savings in overtime along with this request.

To clarify, my request is to use these additional personnel to meet the community's additional demands on services and reduce the dependency on mutual aid responses to do our normal day to day calls. These new positions are planned to initially fill daytime hours, and cover our peak call volume. To date, the department has requested a mutual aid company over 79 times to cover calls that we could not due to inadequate staffing.

Most of these response's fall on to the Kingston and North Hampton to assist.

In the 2017 budget request, the department reduced our overtime request by over \$14,000. This reduction was in *vacation* and *sick coverage*. This is the third budget reduction in a row, now totaling over \$37,000.

Whether the department sees any savings in suppression recall remains to be seen. It's our intention to closely track this data through the year and report on the effect these positions have addressing the department's current and anticipated runs.

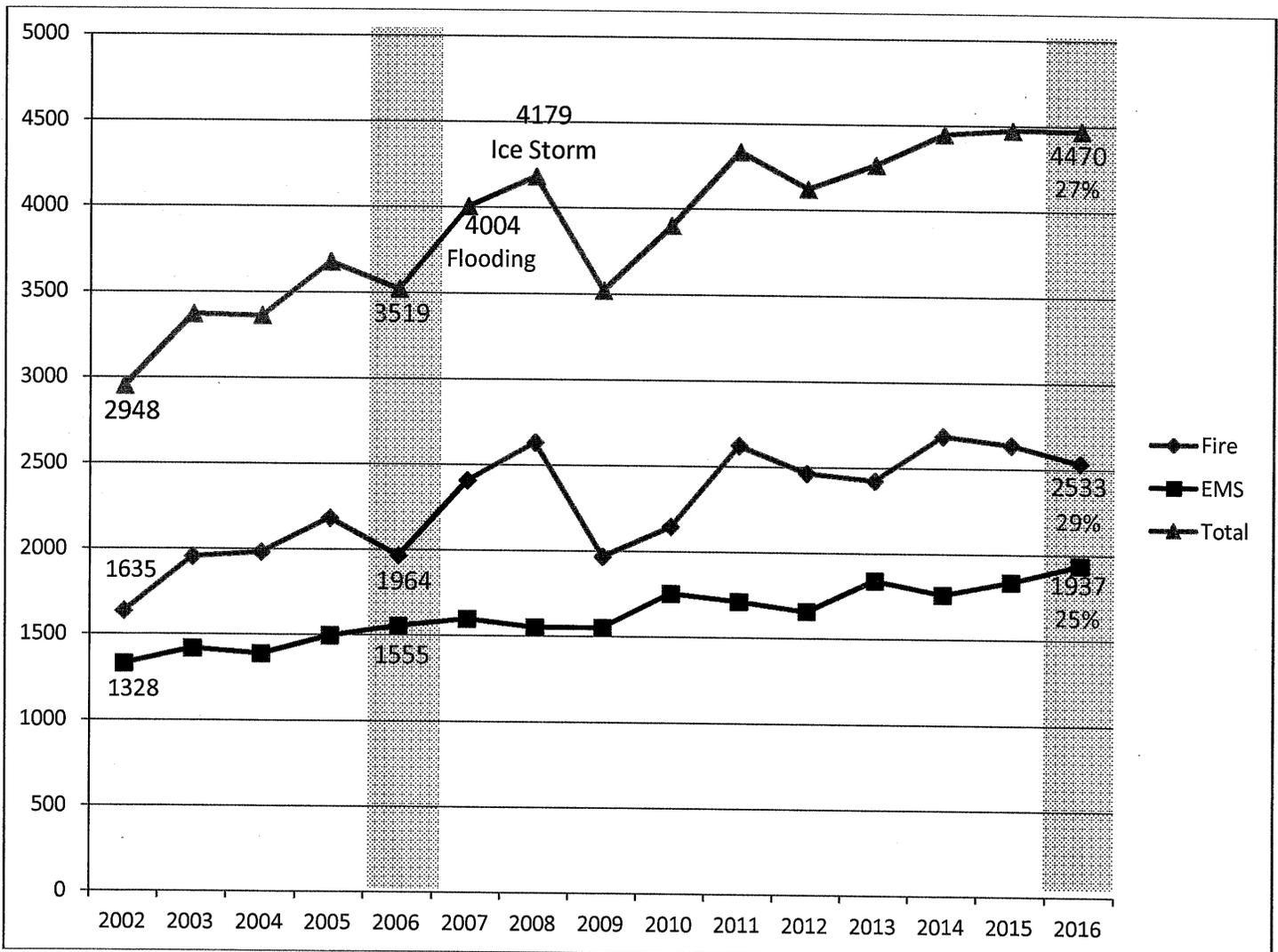
We have attached supporting documentation and look forward meeting with the Board of Selectmen to discuss this request.

EXETER FIRE DEPARTMENT CALL VOLUME 2002-2016

The attached graphic shows the call volume for the Exeter Fire Department over the past 14 years. The red line represents EMS/Ambulance calls for service. The blue line represents Fire calls for service and the green line is the total of all calls each year.

Our calls for service follow a very predictable line of growth each year, with the exception of 2007 during the floods, and 2008 when we experienced the ice storm. During those periods we saw abnormally high volume during these events.

We increased our staffing in 2007 by 4 personnel, or one on each shift. Since that time we have seen a 27% increase in overall calls volume without any increase in staffing. During the same time period we have seen our reliance on surrounding communities to assist with mutual aid, increase from 43 calls each year to an average of 107. While this assistance handles the emergent need, it also reduces our revenue generated by ambulance billing. In 2016 billable revenue lost will likely top \$60,000.



EXETER FIRE DEPARTMENT HISTORY OF OVERTIME

As many remember during the budget process in 2007, the overtime predicted to meet the man-for-man coverage language in the contract was over \$470,000, and predicted to increase to over \$500,000 by 2009. A proposal was brought forward to use approximately half of the predicted overtime necessary to hire 4 additional firefighting personnel (one per shift). This proposal increased our current shift complement from 5 on-duty personnel to 6 and transferred approximately \$235,000 from the overtime line to the regular salary/wage line, therefore reducing overtime to \$297,298 in 2008.

Since that time the overtime expended by the fire department has remained relatively flat, and over the past 3 years has actually decreased. In order to meet community demands on fire and EMS services at the rate of a 27% increase in call volume over the past 10 years, we need additional personnel. The increased personnel are necessary to handle increased workload, not decrease use of overtime. Current levels of overtime will still be necessary.

Fire department overtime is used 3 different ways, and is found in three different lines in the budget.

First, and most often looked at for reductions is the Suppression Overtime line. This line covers necessary personnel to return off-duty to assist with emergencies, and cover the station when all personnel are out handling multiple EMS and fire related calls. In addition, overtime is necessary for firefighter/EMT's to attend training and recertification, fill details such as fire prevention activities, large town functions, presidential visits, etc... Other uses of the line are responses to large natural disasters, hazardous materials incidents, maintenance and repairs to the fire alarm system, and fleet/vehicle maintenance. This line was reduced by \$20,000 in 2014, \$12,000 in 2015 and the Budget Committee has recommended additional reductions of \$5,864 for 2017.

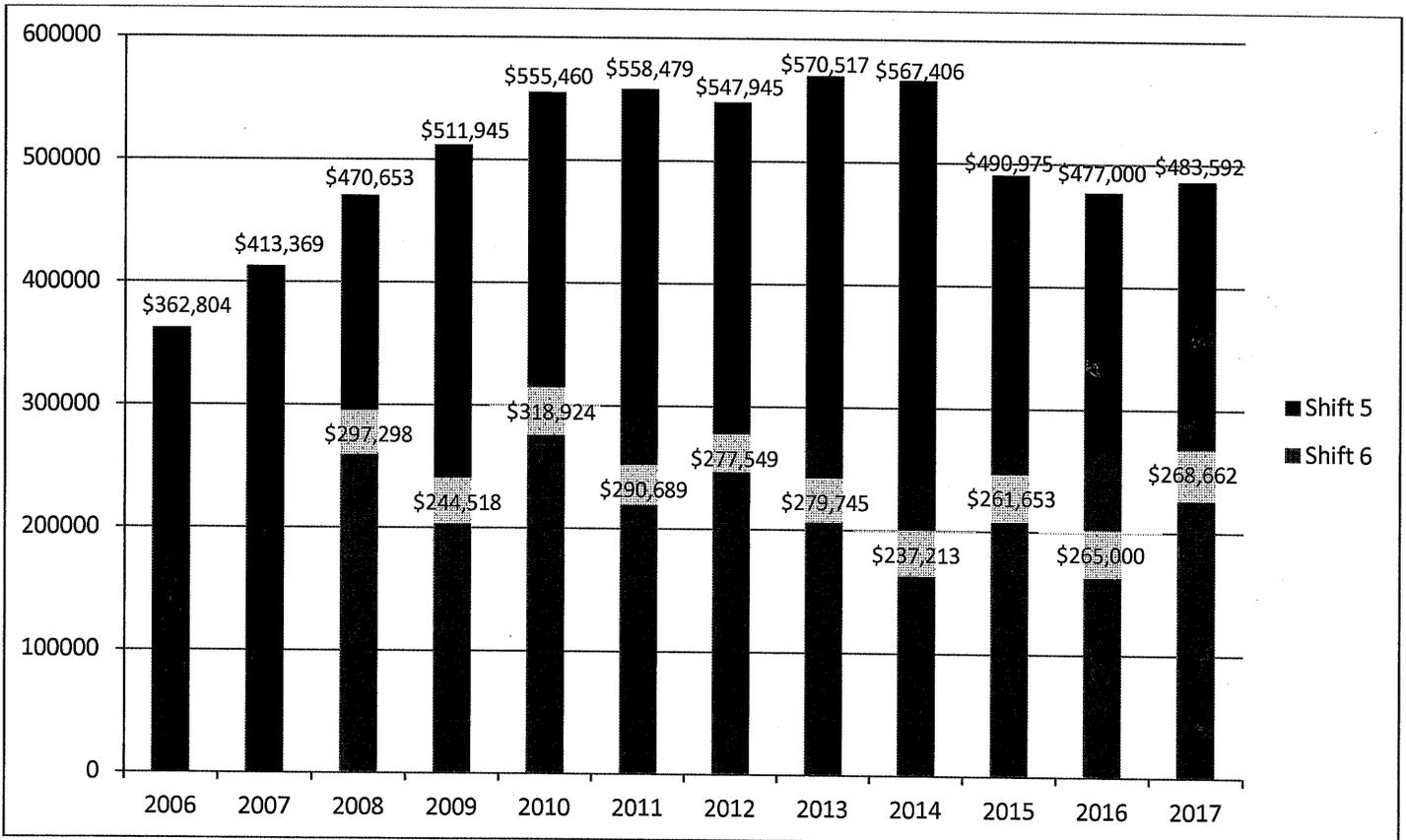
Secondary to the suppression overtime line, are two lines called Sick Replacement and Vacation Replacement. Both of these lines are necessary to allow the fire department to maintain a minimum on-duty shift strength of 5 personnel, as outlined in the collective bargaining agreement. Since 2014 the fire department has seen many senior personnel retire after 25-35 years of service to the Town of Exeter. These retirements have allowed us to promote capable members within our organization to fill leadership roles and hire younger members as firefighter/EMT's. Because of this, we have recommended reductions in overtime necessary in the Sick and Vacation Replacement lines each of the past 3 years. These reductions totaled \$9,807 in 2015, \$12,034 in 2016 and we have recommended a reduction of \$14,588 for 2017.

The following graphics represent both the actual overtime expended each year in blue and the overtime that would have been necessary to meet the Collective bargaining Agreement in 2006 in red, and a table of overtime budgeted as compared to actual overtime expended.

Overtime Budgeted as compared to actually Expended

Year	Overtime Budgeted	Overtime Expended	Surplus/Deficit
2006	\$362,804		
2007	\$470,653	\$424,849	\$45,804
2008	\$239,033 – Hired 4 additional FF/EMT's	\$297,298	(\$58,265)
2009	\$279,148	\$244,518	\$34,630
2010	\$288,309	\$318,924	(\$30,615)
2011	\$327,574	\$290,689	\$36,885
2012	\$313,887	\$277,549	\$36,338
2013	\$317,589	\$279,745	\$37,844
2014	\$304,145	\$237,213	\$66,932
2015	\$289,654	\$261,653	\$28,001
2016	\$288,176		
2017	\$268,662		

Actual overtime expended compared to what would have been necessary to maintain a 5 man shift



Blue represents actual overtime expended
 Red represents what would have been necessary had we not hired 4 additional personnel.

2 New Firefighter/AEMT or Paramedic positions: (1 of 1)

We have seen a steady, but unmistakable growth in calls totaling 27% over the past 10 years. Total calls for service in 2006 was 3,519 (EMS-1555, Fire-1964). In 2015, we responded to nearly 1000 additional calls; 4,472 (EMS-1837, Fire-2635), and in the first 10 months of 2016, the call volume continues to trend higher again.

Let's compare the Exeter Fire Department to a few of our neighbors.

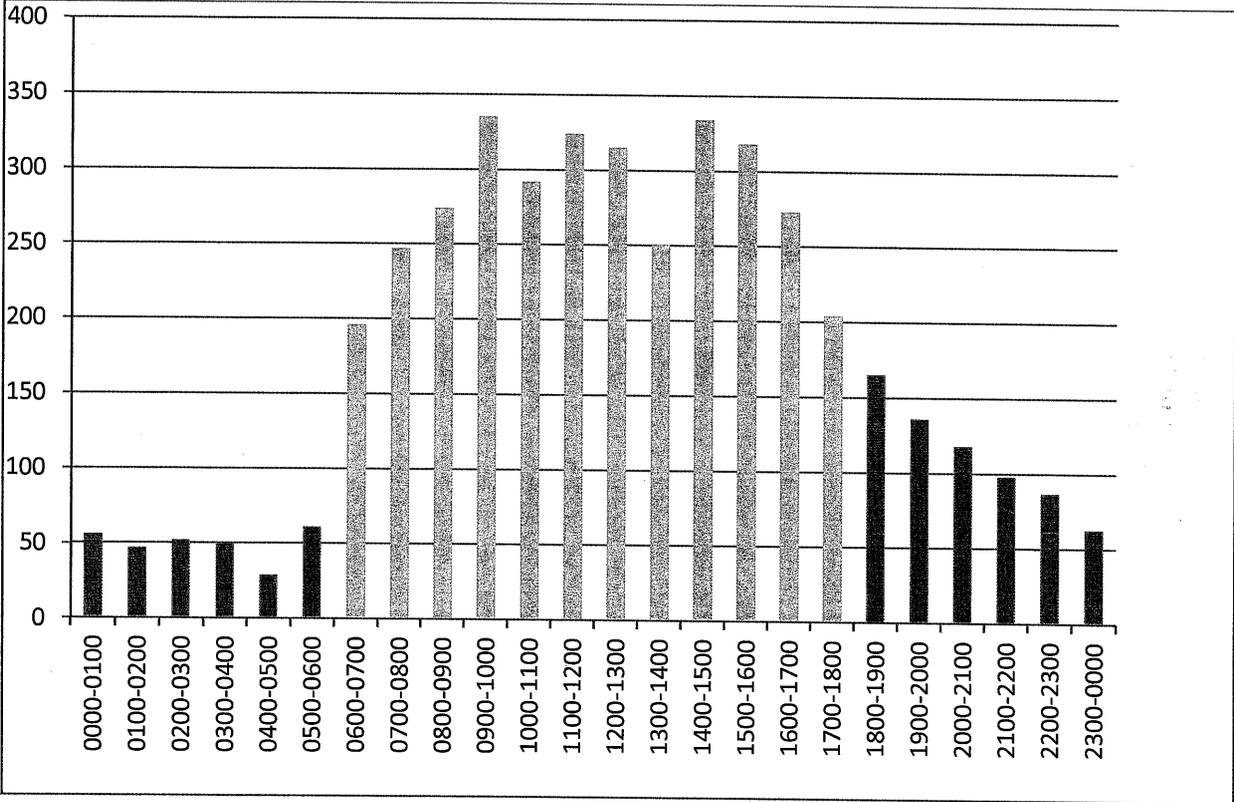
Community	Calls for Service 2015	Total Staff	Shift Strength	Minimum Manning	Calls per 1000 pop.	Calls per Firefighter
Concord	7,070	99	24	21	165	73/year
Salem	5,168	64	15	13	179	86/year
Portsmouth	4,639	56	13	11	223	89/year
Exeter	4,472	28	6	5	314	186/year
Hampton	4,372	42	9	8	283	121/year
Laconia	3,818	40	9	9	239	106/year
Londonderry	2,928	42	10	10	121	73/year
Hudson	2,800	39	9	8	114	78/year
Rochester	2,800	37	8	8	93	88/year
Durham	2,190	23	5	5	150	110/year

Exeter Firefighter/EMT's respond to more calls per shift and per year than all other firefighters polled in the State of NH. The Exeter Fire Department responds to more calls for service annually than many of our neighbors that are double our size. In 2014 and again in 2015 the Exeter Fire Department responded to back-to-back calls approximately 28% of the time, meaning we are attempting to handle one emergency while another is reported. This trend continues into 2016, with most of these back-to-back calls happening during the busiest time of day, 6am-6pm.

These back-to-back calls require us to delay response to the second or third call for service. If the shift officer feels the delay will be too great, a mutual aid company is contacted. A responding ambulance from Kingston, Hampton or North Hampton responds with a 12-15 minute travel time plus the delay in notification. This total is often around 20 minutes before the first arriving unit is on the scene.

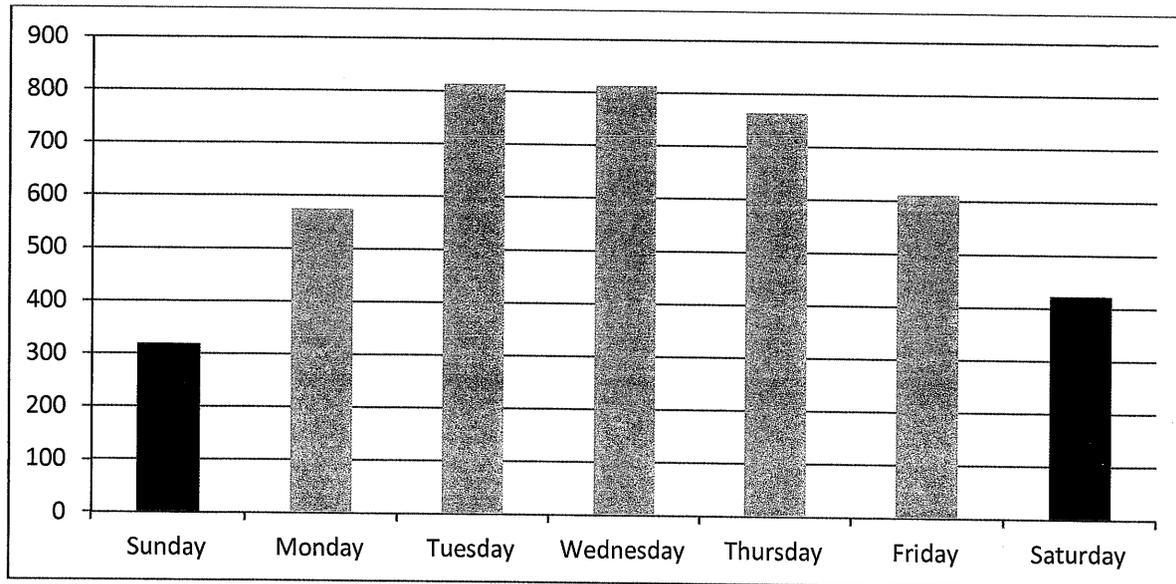
Secondary to the time delay, each time a mutual aid ambulance is called, revenue is lost. In 2014, 101 EMS calls in Exeter were handled by mutual aid, again in 2015, 97 EMS calls used mutual aid, and this year-to-date 61 EMS calls have required mutual aid. At an average of 107 calls per year this billable revenue exceeds \$60,000 each year.

In 2006 we responded to an average of 9 emergency calls per day, and in 2016 we are responding at a rate of just over 12 emergency calls per day. Remembering that 12 is an average, some days have as few as 6 calls, while other days are much busier with 18. What is even more interesting is that 73% of those calls are between 6am in the morning and 6pm in the evening. It is not uncommon to be responding to 3 calls for service at the same time.



Emergency calls by time of day (2015)

As our population continues to age, it places additional burdens on the ambulance service and as our building growth throughout town continues, it taxes our resources in ways, perhaps greater than any other town department. We respond to additional fire alarm and carbon monoxide detector activations, elevator emergencies, lock-ins and lock-outs, fire and smoke investigations, and other calls for service. While these calls are not always a spectacular fire, they do however require our response and resources never the less.



Emergency calls by day of week (2015)

To provide a consistent level of service to the citizens and taxpayers of Exeter, and provide a safer environment for the Firefighter/EMT's additional personnel are necessary. **A lot of talk over the past few years has revolved around the construction of a new sub-station on Continental Drive and the need for additional personnel to staff the station. While this remains true, the fact is that additional personnel are necessary with or without the new station.**

Ideally we need an additional firefighter/EMT on each shift, for a total of (4) new Firefighter/EMT's. We understand that the cost of these firefighters all at once may be prohibitive. Currently we anticipate the cost of each new hire to be \$65,490 for 8 months in FY17 or \$261,958 for (4). Looking ahead to FY18, that cost is \$100,026 per new hire for the 12 month period, or \$400,104 for (4).

As an alternative, we seek to hire (2) additional Firefighter/EMT's this year, with an additional (2) hired in FY18. These first positions will fill time slots to cover the busiest times of day. Each position will work the daytime shifts between 6am – 6pm, for a total of 42 hours per week.

- The following assumptions represent the most costly scenario. Assumes both new hires would be Firefighter/Paramedics, and each would require a family health and dental plan.
- If only Firefighter/Advanced EMT's are available at the time of hire and each signed up for single person health & dental plans, the costs associated with hiring would be greatly reduced to \$99,302 in FY17.

Cost of (2) additional personnel:
 Salary – 35 weeks (May-Dec.) @ 42 hours = \$68,412
 Holiday pay – (8 holidays FY17) = \$4,468
 Health Insurance – (7 months BC Family Plan @ 87%) = \$31,863
 Dental Insurance – (7 months Family Plan) = \$1,906
 Life Insurance – (7 months) = \$70
 Medicare Contributions on Salary @ 1.45% = \$1,057
 NH Retirement System Contributions on Salary = \$23,203
FY17 Total = \$130,979

#01-4220-0503-1110 Full-time Suppression

FY 2017		%	Increase	FY17
FY 2016 Requested	0			\$68,412

FY 2017 Calculations: Full-time Salaries (2) Firefighter/AEMT or Paramedics (8 months - May-December)
 FF/Medic Starting = \$50,820 or \$23.2693/ hour

$\$23.2693 \times 42 = \977.31 weekly $\times 35$ weeks = \$34,205.85
 $\$34,206 \times 2$ personnel = **\$68,412**

$\$50,820 \times 2 = \$101,640$ for a full year in FY18

#01-4220-0503-1420 Holiday Pay Suppression

FY 2017		%	Increase	FY17
FY 2016 Requested	0			\$4,468

FY 2017 Calculations:

Holiday pay is calculated by using the employees pay rate @ the number of observed holidays in each part of the year. 8 holidays (May-December) A total of 8 holidays will be paid @ 12 hours each day.

8 days x 12 hours = 96 hours x 2 personnel = 192 hours @ \$23.2693 = **\$4,467.71**

11 days x 12 hours = 132 hours x 2 personnel = 264 hours @ \$23.2693 = \$6,143.10 for a full year in FY18

#01-4220-0503-2100 Health Insurance

FY 2017		%	Increase	FY17
FY 2016 Requested	0			\$31,863

FY 2017 Calculations: Healthcare Insurance FY17 = BC Family Plan \$2,615.98 monthly

$\$2,615.98 \times 7$ months (June-Dec) = \$18,311.86 x 2 personnel = \$36,623.72
 $\$36,623.72 \times 87\%$ town portion = **\$31,862.64**

$\$2,615.98 \times 12$ months = \$31,391.76 x 2 personnel = \$62,783.52
 $\$62,783.52 \times 87\%$ town portion = \$54,621.66 for a full year in FY18.

#01-4220-0503-2110 Dental Insurance

FY 2017		%	Increase	FY17
FY 2016 Requested	0			\$1,906

FY 2017 Calculations: Dental Insurance FY16 = Family OP-3 \$136.16 monthly

$\$136.16 \times 7$ months (June-Dec.) = \$953.12 x 2 personnel = **\$1,906.24**

$\$136.16 \times 12$ months = \$1,633.92 x 2 personnel = \$3,267.84 for a full year in FY18.

#01-4220-0503-2120 Life Insurance

FY 2017		%	Increase	FY17
FY 2016 Requested	0	0	0	\$70

FY 2017 Calculations: 2 Firefighter/ AEMT or Paramedics @ \$25,000 coverage - \$60.00 = \$5.00 monthly

$$\$5.00 \times 7 \text{ months (June-Dec.)} = \$35 \times 2 \text{ personnel} = \$70$$

$$\$60.00 \text{ for 12 months} = \$60.00 \times 2 \text{ personnel} = \$120 \text{ for a full year in FY18.}$$

#01-4220-0503-2210 Medicare

FY 2017		%	Increase	FY17
FY 2016 Requested	0			\$1,057

FY 2017 Calculations: 2 Firefighter/ AEMT or Paramedics
Full-Time Sal/Wages \$68,412.00
Holiday Pay \$ 4,468.00
\$72,880.00 @ 1.45%
= \$ 1,056.76

$$\$107,783 @ 1.45\% = \$1,562.85 \text{ for a full year in FY18}$$

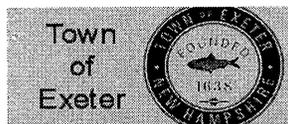
#01-4220-0503-2320 Retirement - Fire

FY 2017		%	Increase	FY17
FY 2016 Requested	0			\$23,203

FY 2017 Calculations: 2 Firefighter/AEMT or Paramedics:

$$\begin{aligned} \$997.31 \times 2 &= \$1,994.62 \times 9 \text{ weeks} = \$17,951.589 @ 29.16\% = \$ 5,234.68 \\ \$997.31 \times 2 &= \$1,994.62 \times 26 \text{ weeks} = \$51,860.12 @ 31.89\% = \$16,538.19 \\ \underline{\$ 4,486} & \text{ (Holiday Pay) @ 31.89\%} \quad \underline{\$ 1,430.59} \\ & \quad \quad \quad \underline{\$23,203.46} \end{aligned}$$

$$\$107,783 @ 31.89\% = \$34,371.99 \text{ for a full year in FY18}$$



Russ Dean <rdean@exeternh.gov>

Budget

dclement43@comcast.net <dclement43@comcast.net>

Thu, Dec 8, 2016 at 10:31 AM

To: "Daniel W. Chartrand" <dchartra@rcn.com>

Cc: Russ Dean <rdean@exeternh.gov>

Economic Development:

Line 1200 Reduce to \$900

Line 5200 Reduce to \$500

Planning:

Line 5820 Reduce to \$12,500

Police:

Line 5310 Reduce to \$15,000

DPW

Line 5446 Reduce to \$70,000

Line 4334 Reduce to \$20,000

Line 4335 Reduce by \$50,000 Of the BRC recommendation of \$80,000 additional keep \$10,000 for river monitoring, \$20,000 for Section 106 and Move \$60,000 to a Warrant Article for the Letter of Map Revision (LOMR)

Line 7505 Reduce by \$120,000 and move \$80,000 to a Warrant Article.

Line 7446 Reduce by \$8,906

Welfare:

Line xxxx Reduce to \$0 and move \$108,035 to a Warrant Article.

**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen
FROM: Town Manager 
RE: Sportsmen's Club Structure
DATE: December 19th, 2016

The Town Planner and the Code Enforcement Officer conducted a site visit to the Sportsmens Club the week of December 12th. In addition, I met with Club President Tim Copeland on Friday, December 16th regarding the request for permission to construct the 24' x 16' structure on the site.

Our internal recommendation reading the lease and looking at this project is that it should be reviewed by the planning board in accordance with their site plan approval requirements. Mr. Copeland will be present Monday night to discuss the particulars of the project, including the uses of the structure, and recent activities at the club.

- FILE
COPY -

LEASE

THIS LEASE, made and executed the 15th day of April, 2009, by and between **TOWN OF EXETER**, a municipal corporation duly organized and existing under law with a place of business at 10 Front Street, Exeter, County of Rockingham, State of New Hampshire (hereinafter referred to as the Landlord) and **THE EXETER SPORTSMAN'S CLUB, INC.**, a New Hampshire not-for profit corporation, with a mailing address of P.O. Box 1936, Exeter, County of Rockingham, State of New Hampshire (hereinafter referred to as the Tenant).

WITNESSETH:

1. LEASED PREMISES

The Landlord does hereby demise and lease unto the Tenant, and the Tenant does hereby lease and take from the Landlord, a portion of the premises of the Landlord shown on Tax Map 65, Parcel 123, situated easterly of Portsmouth Avenue, Exeter, New Hampshire, adjacent to Water Works Pond, so-called, shown and described on Exhibit A attached hereto. Access to the property shall be provided over Water Works Pond Road, so-called, from Portsmouth Avenue. Said premises are hereinafter referred to as the "premises" or the "demised premises".

2. TERM OF LEASE

The term of this Lease shall be for a period of forty (40) years, commencing April 1, 2009 and terminating March 31, 2049. The parties to this Agreement shall meet at least once every five (5) years to discuss any issues pertaining to the Club's tenancy on the property and to exchange general information of a mutually beneficial nature.

3. RENT

In consideration for the giving of this Lease by the Landlord, the Tenant does for itself, its successors and assigns, agree to pay as rent for said leasehold term the sum of Twelve (\$12.00) Dollars per year, payable in advance, commencing April 1, 2009 and continuing on the first day of April of each year thereafter until April 1, 2048.

The Tenant shall pay to the Landlord as additional rent properly assessed real estate taxes pursuant to the provisions of New Hampshire RSA 72:23. Such taxes shall be assessed based upon the land value of the demised premises together with the assessed value of any structures or improvements situated thereon or which may

subsequently be constructed or placed thereon by the Tenant. Such property taxes shall be assessed by the Town of Exeter Tax Assessor and shall be billed to the Tenant once per year on or about November 1 or such other date as the property taxes may be billed to other inhabitants of the Town of Exeter. Said property taxes shall be due and payable within thirty (30) days. This provision shall remain in effect so long as any payment obligation under the current RSA, as it may be amended from time to time, continues to exist. Should RSA 72:23 be repealed, the Tenant will no longer have the obligation to pay property taxes on the land. The obligation of the Tenant to pay property taxes on the improvements it has placed, or will in the future place, on the premises shall continue.

4. USE OF PREMISES

The Tenant agrees that the premises are to be used for the operation of The Exeter Sportsman's Club to include a shooting club, providing rifle, hand gun, shot gun, archery and such other shooting sport activities as the demised premises may safely accommodate. The parties contemplate that the Club activities will include programs or events undertaken in normal and customary affiliation with or through the sponsorship of outside groups, entities or organizations, but that all such affiliations shall be customary and usual for such clubs. Affiliations that are not normal or customary shall be subject to the express approval of the Town of Exeter Board of Selectmen. Such approval shall include any signs to be placed on the premises publicizing the event. The premises may also be utilized for fishing along the shoreline of the aforesaid Water Works Pond and for hiking by the general public. The Tenant shall delineate the safe areas or limits of use of the facilities and activities of the Tenant and for access for fishing or hiking with appropriate signage and fencing where necessary. The Tenant will continue to maintain the access gate along the entryway to the club in the same location and manner as the gate existing at the commencement of this Lease.

5. HOURS OF OPERATION

Tenant agrees that outdoor shooting hours will be 8:30 am to 7:30 p.m. on weekdays and Saturday. Outdoor shooting on Sundays shall be from noon to 7:30 p.m. The tenant agrees that there shall be no outdoor shooting on Thanksgiving Day, Christmas Day, or Easter Sunday. Tenant agrees that the Exeter Police Department may enforce non-shooting hours and that members found to be shooting during non-shooting hours may have their memberships revoked by the Club. From time to time, special events that are to last beyond the 7:30 p.m. hours of operation shall be permitted by the Board of Selectmen or their designee, which approval shall not be unreasonably withheld.

6. UTILITIES

The Tenant shall provide the premises with heat, electricity and propane gas, if applicable, at its own expense. The Tenant shall also be responsible for its own refuse or trash removal and for all other such other utilities or services that it may have provided to the premises.

7. SNOW REMOVAL

Snow removal shall be provided by the Landlord along Water Works Pond Road from Portsmouth Avenue to the border of the demised premises to the same standards of operation used by the Public Works Department in the Town of Exeter. Specifically, the Landlord shall provide removal from Portsmouth Avenue to the present turn-around adjacent to the sedimentation pools. The Tenant shall be responsible for any other snow removal or snow plowing it may wish to undertake within the demised premises necessary to facilitate the use of the same during winter months.

8. RENOVATIONS, ALTERATIONS AND IMPROVEMENTS

At any time during the term of this Lease should the Tenant be desirous of undertaking any renovation, alteration or improvement to the demised premises or should the Tenant wish to construct any additional facilities to render it more suitable for the Tenant's purposes, all such renovations, alterations, improvements and construction made by the Tenant shall be subject to the following conditions:

The Town of Exeter shall be notified in writing of any renovations, alterations or improvements prior to said improvements being undertaken. The Club will not begin any improvements until proper approvals are received from the Town, either through the Board of Selectmen or other designee as the scope of the improvement may ordinarily require. No work of significance will be done on site without proper approvals from state or federal agencies, if required.

All plans or proposals submitted by the Tenant must be considered by the Town of Exeter Planning Board and shall be subject to that Board's provisions for site plan review and approval. Any material utilized by the Tenant in conjunction with such proposed renovations, alterations, improvements or construction, specifically including dirt, gravel or similar material, must not be considered to be harmful by federal or state regulations and shall not pose a threat to Water Works Pond or the immediate area. Any removal of trees for relocation of earth materials or the erection of berms or other shot and bullet containment or noise management structures, or additional exterior lighting shall be subject to site plan review of the Planning Board.

Should the additional improvements or construction on the premises include an indoor firing range, such facility shall be equipped with an appropriate air handling system to ensure that trace amounts of lead that may become airborne in the course of discharging firearms shall not be considered to be harmful by federal or state and shall not exit the area of the range so as to pose a threat to Water Works Pond or the immediate area.

Upon the termination of this Lease, all such renovations alterations and improvements shall become the property of the Landlord and may not be removed without the Landlord's written consent.

9. REMOVAL OF IMPROVEMENTS

If, at the termination of this Lease, the Landlord has given its consent for the removal of improvements by the Tenant, the Tenant may undertake such removal provided that the Tenant shall restore the area of said premises that was disturbed by such removal. Any such improvements not removed by the Tenant shall become the property of the Landlord.

10. USE BY EXETER POLICE DEPARTMENT

The Tenant shall during the term of this Lease provide membership in The Exeter Sportsman's Club, Inc. at no cost to each member of the Exeter Police Department. The members of the Exeter Police Department shall be nonvoting members of the Club. The Tenant shall cooperate with the Exeter Police Department training officer to schedule periods of time when members of such department may have the exclusive use of all of the Tenant's facilities for police training purposes. The Exeter Police Department will follow all rules and regulations of the Club while using the facility. The Landlord will hold tenant harmless from any damage or alleged damage arising out of use of Tenant's facilities by Exeter Police Department personnel, employees or agents, whether on the premises individually or in an organized group or activity.

11. REPAIR AND MAINTENANCE

The Tenant shall be solely responsible for any customary and usual cleaning, repair and maintenance of any of the buildings, structures or improvements placed on the demised premises. Landlord shall be responsible for maintenance and repair of the Waterworks Pond Road and any appurtenant culverts to the same extent as generally provided to roads in the Town of Exeter.

12. ENVIRONMENTAL STEWARDSHIP PROGRAM

The Tenant shall adopt, implement and update as appropriate an environmental stewardship program consistent with similar programs recommended for active shooting ranges by the National Shooting Sports Foundation. A copy of the environmental stewardship program shall be provided to the Landlord for its file, as required, with the proper agency approvals. The Tenant further agrees to seek and pursue approval of such program on a periodic basis by the United States Environmental Protection Agency (EPA) for so long as such approval continues to be available under EPA regulations in existence as of the date of the commencement of this Lease.

13. TENANT MEMBERSHIP COUNT

The Tenant shall on a yearly basis at the same time it pays its yearly rent to the Town pursuant to paragraph 3. above provide to the Town a report that shall contain THE FOLLOWING: 1) the percentage of members of the Club who are residents of the Town of Exeter; 2) confirmation that the Executive Committee of the club contains at least two (2) Exeter residents; 3) confirmation that Exeter residents make up at least 20% of all active club members. Excluded from such calculation shall be the members of the Exeter

Police Department. If the number of Exeter residents belonging as active club members falls below the 20% threshold, the Club shall have two (2) years to bring the number of Exeter residents who are active members above the 20% threshold. If this is not achieved it will be considered a default of the lease. The report provided as part of this section will be notarized.

The Club shall also provide a report of its activities each year for inclusion in the Annual Report of the Town, at the discretion of the Board of Selectmen. The report will describe activities of public benefit undertaken by the Club.

14. LIABILITY INSURANCE OBTAINED BY TENANT

The Tenant agrees to hold the Landlord harmless from all manner of claim, action and demand arising out of their use of the demised premises and further agrees that they will maintain a policy of insurance covering public liability. The policy shall have a minimum coverage of One Million (\$1,000,000) Dollars per occurrence and Two Million (\$2,000,000) Dollars aggregate. The Tenant shall provide to the Landlord written proof of the existence of such public liability policy prior to the commencement of this Lease and upon the yearly payment of rent pursuant to paragraph 3. above. The Landlord shall be named as an additional insured thereon.

15. COMPLIANCE WITH LAWS

The Tenant agrees that they will at all times comply with the ordinances, statutes and other laws of the Town of Exeter and the State of New Hampshire, and of the United States of America. The landlord acknowledges that RSA 159-B Shooting Ranges exempts the tenant from regulation by noise control ordinances that were not in existence at the time the range was established, was constructed, or began operations. The Club agrees that it will restrict the use of any firearms on the site to those that are .77 caliber or less and which are hand held or shoulder fired. The Club agrees that the operation of any full automatic firearms shall not be permitted. The Club will furnish a copy of its by-laws to the Town which will contain these provisions in writing.

16. NOISE ATTENUATION

The Tenant agrees that it will make reasonable efforts to attenuate noise on the site in accordance with generally accepted industry practices. The Tenant agrees that within twenty-four (24) months of the lease becoming effective, the 100 yard firing line will be enclosed on three sides with a canopy or roof. The 25 yard and 50 yard firing lines will be partially enclosed with a canopy or roof as is customary or standard in the industry. All such enclosures shall be pending permit approvals from the Town and other relevant agencies. The Tenant also agrees to extend the existing berm so as to attenuate sound across Water Works Pond. The Tenant's efforts to attenuate sound will be discussed as part of the periodic meetings described in Section 2 of this Lease.

17. SUBLEASE

The Tenant may not assign this lease or undertake a sublease of any portion of the premises without the express written consent of the Town of Exeter Board of Selectmen.

18. SIGNAGE

Any and all signs that the Tenant may propose for the premises shall be subject to the approval of the Town of Exeter Board of Selectmen or its designee as the same may be regulated by the Town. The current Sportsmen's Club sign (see attached photo as Exhibit B) in place as of January 1, 2009, is deemed to be approved by the Landlord. Any changes in signage will meet any sign ordinances in effect at that time, which cover the affected area.

19. DEFAULT/TERMINATION OF LEASE

If the Tenant shall be in default in the payment of rent, the payment of property taxes or any other charge or cost which is the obligation of the Tenant to pay, or if the Tenant shall violate any of the covenants and agreements of this Lease to be performed by the Tenant, the Landlord may consider the Tenant in default and may terminate the Lease. In the event of any such default or violation, thirty (30) days' notice to vacate said premises shall be sufficient.

In the event of a violation, the Landlord will notify the Tenant through its Code Enforcement Officer. The Tenant shall have ten (10) days to respond to the notice of violation. The Landlord and Tenant will discuss the violation and attempt to come to a resolution within thirty (30) days. If the parties are not in agreement over the method of curing the violation, the Landlord may, at any period after the thirty (30) days, issue a notice to vacate. The Tenant may contest the notice through a proper court order.

Should the Tenant voluntarily or involuntarily cease to operate as a shooting club and as a not-for profit New Hampshire corporation, the Landlord upon thirty (30) days to the Tenant may terminate this Lease.

Should it become necessary for the Landlord to bring suit for the recovery of possession of the demised premises or for the recovery of rent or any other amounts due and payable under the provisions of this Lease, the Tenant shall pay to the Landlord all expenses incurred therefore, including reasonable attorney's fees should the Landlord prevail in any such suit. Should the Tenant prevail in any such suit, then the Landlord shall pay to the Tenant all expenses incurred therefore, including reasonable attorney's fees.

20. INDEMNIFICATION

The Tenant shall indemnify the Landlord against any claim, expense, damage, loss or liability paid, suffered or incurred as the result of any breach by the Tenant, the Tenant's agents, members, servants or business invitees, or that result from the Tenant's use and occupancy of the demised premises. The Tenant shall further indemnify the

Landlord against any claim, expense, damage, loss or liability paid, suffered or incurred as the resulting from the carelessness, negligence or improper conduct of the Tenant, or its agents, members, servants or business invitees, taking place upon the demised premises. Such indemnification shall also include any physical damage, personal injury or any other damage or loss suffered or incurred by the owner of any properties adjacent to the premises, whether directly abutting the premises or not. The intent of this provision is to indemnify the Landlord against any claim, expense, damage, loss or liability paid, suffered or incurred by the Landlord as a result of any such damage or harmful activity occasioned to abutting or adjacent properties, or to the occupant's thereof by the activities of the Tenant after the execution of this Lease. Should any such claim be received the Tenant shall be responsible for any clean up or remediation that may be ordered for any such abutting or adjacent properties.

21. ACCESS TO PREMISES

The Landlord or its agents and representatives shall, at all times, have reasonable access to the demised premises to review and monitor the satisfactory and appropriate operation of the Tenant's activities to be undertaken pursuant to the terms of this Lease and to confirm the appropriate operation of the earthen berms and other shot or bullet containment provisions as well as to ensure appropriate implementation of all safety provisions. In exercising its rights under this section, the Landlord will make every effort to be reasonable, and grant at least 48 hours notice prior to accessing the property, unless the public health and safety are at issue. In this instance, the Town will designate authorized representatives to act on its behalf in accordance with current statute. As of this lease that means representatives of the Exeter Police Department or the Code Enforcement Officer.

22. HOLDING OVER

The Landlord shall commence negotiations with the Tenant for a renewal lease two years prior to the expiration of this lease. The Landlord or its representatives will hold meetings with the Tenant in an attempt to negotiate a successor lease. In the event the Tenant shall hold over after the expiration or termination of the term hereof, such action by the Tenant shall not extend the term of the Lease but shall create a tenancy from month to month upon all of the terms and conditions of this Lease as were in existence at the time of such expiration or termination.

23. CONSTRUCTION OF MUNICIPAL FACILITIES ON PROPERTY

Should the construction of a new water treatment plant or other municipal facility on the site be approved by the voters of the Town of Exeter, the Landlord and the Tenant will meet with the Town's representatives prior to bid documents being developed to discuss scheduling of the project, site contingencies, and other issues that may affect operation of the club by the Tenant during the time of construction. No regulation of on site activities during construction by the Landlord shall result in an unreasonable cost escalation for any project approved by the Town. Reasonable steps or measures shall be taken to accommodate the continuing operations of the Tenant, however, temporary and

reasonable interruptions are expected in the course of construction. Any construction contract may, with the approval of the Town, require the contractor to prepare earthen berms with surplus soil on site in conformance with Town approved designs that meet environmental regulations.

24. NOTICES

Any written notice, request or demand required or permitted by this Lease shall, until either party shall notify the other in writing of a different address, be properly given if sent by certified or registered first class mail, postage prepaid, and addressed as follows:

If to the Landlord: Board of Selectmen
Town of Exeter
10 Front Street
Exeter, New Hampshire 03833

If to the Tenant: The Exeter Sportsman's Club, Inc.
P.O. Box 1936
Exeter, NH 03833

Should the Tenant at any time during the term of this Lease relocate or otherwise establish a new or different office for the corporation, the Tenant shall so advise the Landlord in writing.

25. SUCCESSION

This Lease shall be binding upon and inure to the benefit of the successors of the parties hereto.

26. WAIVER

Any consent, express or implied by the Landlord to any breach by the Tenant of any covenant or condition of this Lease shall not constitute a waiver by the Landlord of any future or succeeding breach by the Tenant of the same or any other provision of this Lease.

27. COUNTERPARTS

This Lease shall be executed in two (2) original counterparts, each of which shall be deemed to be an original and both of which collectively shall be one and the same instrument.

IN WITNESS WHEREOF, the Landlord, Town of Exeter, by and through its Selectmen and the Tenant, The Exeter Sportsman's Club, Inc., by and through its PRESIDENT AND SECRETARY have executed this Lease.

Town of Exeter
By its Selectmen

Russell R
WITNESS

William E. Campbell
William Campbell, Chair

Russell R
WITNESS

Julie D. Gilman
Julie Gilman, Vice-Chair

WITNESS

Robert Aldrich, Clerk

Russell R
WITNESS

Matthew Quandt
Matthew Quandt

Russell R
WITNESS

Robert Eastman
Robert Eastman

Anthony Peccaro
WITNESS

The Exeter Sportsman's Club, Inc.
By its PRESIDENT AND ITS
SECRETARY
Joseph L. Kenick Jr. PRESIDENT
Print Name
JOSEPH L. KENICK JR. - PRESIDENT

Anthony Peccaro
WITNESS

Robert B. Elliott
Robert Elliott SECRET

EXHIBIT A

The Town of Exeter hereby leases to The Exeter Sportsman's Club, Inc. the following described premises:

A certain tract or parcel of land situated easterly of Portsmouth Avenue, but not being bounded thereon, beginning at land of the Town of Exeter at a point on the shoreline of Water Works Pond, so-called, a reservoir for the Town of Exeter, which point is where a straight line projection of the westerly property line of land of North Country Trust would meet such shoreline;

Thence proceeding westerly along such shoreline to a point where a straight line projection of the easterly property line of Osram Sylvania Corporation would meet said shoreline;

Thence northerly along such projected easterly property line 480.0 feet, more or less, to a point at land of Osram Sylvania Corporation;

Thence easterly along land of Osram Sylvania Corporation to a point on the aforesaid westerly property line of land now or formerly of North Country Trust, which point is 240.0 feet, more or less, northerly from the shoreline of Water Works Pond;

Thence southerly by land of North Country Trust and the Town of Exeter 240.0 feet, more or less, to the point of beginning.

Meaning and intending to lease that portion of land shown on Town of Exeter Tax Map 65, Lot 123 and extending onto Tax Map 66, which will not be occupied by permanent facilities of the proposed Town of Exeter Water Treatment Plant, when and if said plan is approved and constructed.

There is further demised and leased to the Tenant a sign and mailbox location at the junction of Water Works Pond Road, so called, and Portsmouth Avenue and access to and from the premises over said road from Portsmouth Avenue.

EXHIBIT B

Club Signs as of the date of this Lease.



AFFIDAVIT

NOW COMES the undersigned Joseph L Kenick Jr and says, that he/she is the President of the Exeter Sportsman's Club Inc., a not-for-profit New Hampshire Corporation, and swears and affirms that as of April 1, 2009, to the best of his/her knowledge and belief, more than Twenty Percent (20%) of the active members in good standing of said Club, excluding members of the Exeter Police Department, are residents of the Town of Exeter New Hampshire.

And that on the same date, a minimum of two members of the Executive Committee of said Club are Residents of the Town of Exeter New Hampshire.

This affidavit is given and sworn to as required by Article 13 of the lease between the Town of Exeter New Hampshire and the Exeter Sportsman's Club Inc. dated April 1, 2009.

And Further Affiant Saith Not.

Joseph L Kenick Jr
Joseph L. Kenick Jr.

ACKNOWLEDGEMENT

Appeared before me Eve M Quinn the undersigned officer, on the date first written below, Joseph Kenick Jr being known to me or having satisfactorily shown him/her self to be President of the Exeter Sportsman's Club Inc, and did swear and affirm that he/she being duly authorized so to do, offers and executes the foregoing affidavit for the purposes stated therein. And that the statements therein contained are true to the best of his/her knowledge and belief. In Witness whereof I affix hereto my hand and seal.

Signed: Eve M Quinn
Notary Public/Justice of the Peace

SEAL: EVE M. QUINN, Notary Public
My Commission Expires August 22, 2012
My commission expires _____ 20__

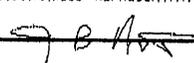
ACORD CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 04/02/2009
PRODUCER Lockton Risk Services P.O. Box 410679 Kansas City, MO 64141-0679 800-472-7771, (NH) Exeter Sportsman's Club P. O. Box 1936 Exeter, NH 03833		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURERS AFFORDING COVERAGE		NAIC#
INSURER A: Certain Underwriter's at Lloyd's, L		
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		

COVERAGES

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

INSTR. ADDED OR DELETED	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMSMADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-ECT <input type="checkbox"/> LOC.	L200815450	06/20/2008	06/20/2009	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADJUTORY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> RENTED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON OWNED AUTOS				(COMBINED SINGLE LIMIT (Per accident)) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - FA ACCIDENT \$ OTHER THAN FA ACCIDENT \$ AUTO ONLY: AGG \$
	EXCESS/UNDERWRITER'S LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMSMADE <input type="checkbox"/> DEFICIENCY <input type="checkbox"/> REPLETION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMPLOYEE EXCLUDED If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WEEKLY LIMITS <input type="checkbox"/> OTHER \$ P.L. EACH ACCIDENT \$ P.L. DISEASE - FA EMPLOYEE \$ C.L. DISEASE - POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 Certificate Holder is Additional Insured as respects to use of a portico of the premises of the landlord shown on Tax Map 65, Parcel 123, situated easterly of Portsmouth Ave., Exeter, NH, adjacent to Water Works Pond for shooting activities.

CERTIFICATE HOLDER	CANCELLATION
Town of Exeter 10 Front Street Exeter, NH 03833	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL endeavor to MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen
FROM: Town Manager 
RE: River Study Committee
DATE: December 19th, 2016

The River Study Committee discussed the composition of their committee at their meeting on December 1st. As a result the Chairman has asked that 2 members of the committee be appointed to regular member positions and the "ex officio" status of these positions be eliminated.

The intent of this is for Ms. Raub to be appointed to the vacant position with a term expiring 4/30/19, and Mr. Wakeman would be appointed to Mr. Ferraro's spot expiring 4/30/18, since he is no longer sitting on the committee.

If this change is approved by the Board, my understanding is the 2 positions of PEA and Concom with "ex officio" status will be eliminated reducing the committee to 10 members.

Member	Term	Member	Term
Lionel Ingram, Chair	2017	Vacant, W/S Rep.	
Rod Bourdon	2017	Roger Wakeman, PEA Rep.	Ex-Officio
Terrie Harman	2019	Kristen Murphy, Natural Resource Planner	Ex-Officio
Vacant	2019	Paul Vlasich, DPW Rep.	Ex-Officio
Richard Huber	2018	Ginny Raub, Conservation Commission Rep.	Ex-Officio
Frank Ferraro	2018	Don Clement, BOS Rep.	Term

December 13, 2016

Dear Select Board,

At the November River Study Committee meeting, Chairman Lionel Ingram felt in reviewing the membership of the Committee the two ex-officio positions of the Conservation Committee and the Academy were no longer necessary as the dam removal project nears completion. As the Conservation Commission representative, he asked if I would be willing to stay on with the Committee but as a regular member. If so he suggested I submit a letter to this Board asking for an appointment to the Committee.

For a number of years I have attended, voted and participated in the activities of the Study group and would like to continue working with the Committee as a member of this advisory group on matters of management for the Exeter and Squamscott Rivers.

I welcome the opportunity to continue with this group and would appreciate your consideration for an appointment to the River Study Committee.

Thanking you in advance for your consideration,



Virginia Raub



TOWN OF EXETER

10 FRONT STREET EXETER, NH 03833-2792 (603) 778-0591 FAX 772-4709
www.exeternh.org

September 2, 2004

TO: Members of the Exeter River Advisory Committee

At the Exeter Board of Selectmen's meeting of August 16, the Board voted to establish the Exeter River Advisory Committee. The Committee is being formed to advise the Board of Selectmen on River related issues ranging from flooding to water quality. The Committee's charge, as unanimously voted by the Board, is as follows:

A 12-person committee charged with providing advise to the Board of Selectmen in all matters relating to the management of the Exeter River, its tributaries and watershed including, but not limited to, flood control, public and private water supplies, land use environmental habitat, water use, recreation, public safety and water quality"

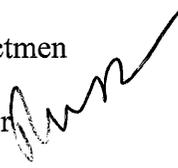
The Board further voted to establish a Committee membership to include a Selectman (as Chairman), three citizens, the Water and Sewer Superintendent, the Town Engineer, the Fire Chief, and a representative each from the Conservation Commission, Planning Board, Water and Sewer Advisory Committee, Phillips Exeter Academy and The Mill.

Sincerely,

William Campbell, Chairman
Exeter Board of Selectmen

:gno

**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen
FROM: Town Manager 
RE: Conservation Commission Membership
DATE: December 19th, 2016

The Conservation Commission has a vacancy for a full time member and has requested that the board consider David O'Hearn for the vacancy. David is currently an alternate member of the Commission.

In reviewing the composition of the Conservation Commission, it was discovered a Selectboard can be a member of the commission, however they may only vote if actually appointed by the Selectboard to the commission itself as either a full member or alternate. In addition, the Selectboard appointment would be a separate term from that of the term of their BOS term.

In this instance, my understanding is the Commission has suggested the Selectboard participant be appointed to an alternate member position.

This discussion from the December 13th meeting can be viewed on Town Hall Streams.



Legal Briefs

When Should There Be an Ex Officio Member?

The issue of whether a particular board or committee must, should, or should not have an ex officio member (and what that member does) can be somewhat confusing. To break down who is who and what it all means, it is important to know what the law provides because municipalities are only permitted to take those actions that are expressly granted to them by the legislature through a statute and those other actions that are necessarily implied or incidental to those specific powers. *Girard v. Allenstown*, 121 N.H. 268 (1981). In other words, towns and cities cannot rely on the fact that there is no statute prohibiting an action; they must go one step farther than everyone else and find a statute that **allows** them to do it. With that in mind, it is easier to understand that, unless a statute requires or provides an option for, say, Selectmen to place an ex officio member on a municipal board, there is no authority to create such a position.

An ex officio position is one that is reserved for someone who holds some other office or is a member of some other specific board, commission or committee. Ex officio members exercise all the powers of regular members of the board, including voting. *See, e.g.*, RSA 672:5 (ex officio members of land use boards). They may be restricted from holding certain positions within the board on which they sit, however. For example, the ex officio member of a planning board may not be the planning board chair. RSA 673:9, II. Similarly, the ex officio member of an official budget committee may not be the chair of the budget committee. RSA 32:15, V and IV.

A. The municipal boards for which a statute **requires** an ex officio member include:

1. The planning board. The board of selectmen is required to appoint either a selectman or other "administrative official" to serve as the ex officio member of the planning board. This person will have all the powers of a regular planning board member except that they may not be chair. RSA 673:2, II. The board of selectmen must also appoint an alternate ex officio member to the planning board. When the ex officio member is absent or disqualified from participating in a planning board matter, the special ex officio alternate will be seated instead. RSA 673:6, III; RSA 673:11.

2. The budget committee. An official budget committee (adopted by town meeting under RSA 32:14) must include one member of the board of selectmen as well as one member of the school board of each school district wholly within the town (if any) and one commissioner of any village district wholly within the town (if any). As with the planning board, the ex officio member has a special alternate, and may not be the chair. RSA 32:15.

3. Historic District Commission. One member of the historic district commission must be a selectman. RSA 673:4, II. In addition, one member of the historic district commission may be a planning board member.

4. Heritage Commission. Identical rules as for a historic district commission. RSA 673:4-a, II.

B. The municipal boards which the selectmen have an **option** to appoint an ex officio member include:

1. Agricultural Commission. One member of an agricultural commission may be a selectman, and one member may be a planning board member. RSA 673:4-b, II.

2. Housing Commission. One member of the housing commission may be a selectman and one may be a member of the planning board. RSA 673:4-c.

3. Capital Improvements Program (CIP) Committee. If the town meeting authorizes preparation and amendment of a capital improvements program by a special CIP committee rather than by the planning board, the CIP committee includes at least one member of the planning board and may (but isn't required to) include other members of the planning board, budget committee or board of selectmen. RSA 674:5.

4. Recreation or Park Commission. If voters decide to create a recreation or park commission under RSA 35-B:4, the members are appointed by the selectmen. Voters may also decide that one of the members of the commission will be an ex officio representative of the board of selectmen.

C. The municipal boards for which there is **no authority** to establish an ex officio position include:

1. Zoning Board of Adjustment. The members of the ZBA are either elected or appointed (as determined by town meeting), and members must be residents of the municipality. There is no provision for a selectman to hold an automatic seat on the ZBA, nor is there an option to establish such a position. RSA 673:3, I. If the ZBA members are appointed by the selectmen, then it is possible for the selectmen to decide to appoint one of their own board to fill a ZBA position. Alternatively, there is nothing preventing a selectman from running for an elected position on the ZBA. In either case, that person would not be an ex officio member of the ZBA, they would simply be a member who happens to be a selectman. However, we note that there are often conflicts of interest that make this situation complicated at times. For more information on holding multiple board memberships at one time, please refer to the article *Multiple Board Memberships: Serving on More than One Board at the Same Time*, published in LGC's Town & City Magazine (May 2006), available on the LGC website.

2. Conservation Commission. Members of the conservation commission are appointed by the board of selectmen and must be residents of the town. There is no provision for a selectmen's ex officio position on a conservation commission, although there is an option to appoint one member of the planning board to the conservation commission. RSA 36-A:3. Since the selectmen appoint the members of the conservation commission, they may choose to appoint a selectman as one of the members of that commission, but that person would not be an ex officio member, they would simply be a member who happens to be a selectman.

3. Cemetery Trustees. In a town that has not voted to delegate the duties of the cemetery trustees to the selectmen, the board of cemetery trustees consists of either three or five members who are elected by the voters. Please note that when the board consists of five trustees, the positions are filled initially by electing three trustees and having the selectmen appoint the other two; however, after the initial term, all five of the trustees are elected from that time on. There is no option for the selectmen to have an ex officio member on the board of cemetery trustees. RSA 289:6, I.

4. Library Trustees. Library trustees are elected by the voters. There is no authorization for the board of selectmen to appoint an ex officio member to this board. RSA 202-A:6.

5. Municipal Departments: The exact structure of the police, fire, rescue, water, sewer, public works and other departments vary from town to town. Some towns have commissions and others do not. For example, in a town which has voted to establish a police commission, a board of three police commissioners are either elected by the voters or appointed by the governor and council. In either case, however, selectmen are prohibited from serving as police commissioners. RSA 105-C:3. Towns may vote to establish electric, gas or water commissions which are run by a board of three elected commissioners. There is no option to appoint an ex officio member of that commission. RSA 38:18. Similarly, towns may vote to establish a sewer commission with a board of three elected commissioners, but there is no provision for an ex officio member. RSA 149-I:19, :20.

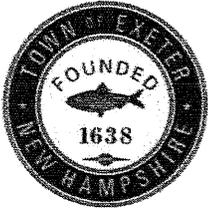
In general, when there is no commission, the selectmen have supervisory authority over most town departments (although we note that fire and police chiefs have an extraordinary measure of control over their departments so the relationship may be somewhat different). However, the usual structure of town departments does not include a "board" or "committee", per se, but is usually organized so that there is a department head and other various officials and employees serving under that person.

6. Specific Offices Selectmen May Not Hold. RSA 669:7 provides that no selectmen may be a supervisor of the checklist, a trustee of trust funds, full-time head of the police department, treasurer, tax collector, moderator, auditor, road agent, or full time town employee.

Please note that this is not a complete list. There may be other boards or commissions about which you have questions and we encourage you to contact the Legal Services attorneys or your municipal attorney should those questions arise

*C. Christine Fillmore, Staff Attorney
February 2010*

For more information regarding this or other legal issues, please contact the LGC Legal Services Attorneys at 800.852.3358, ext. 384, or legalinquiries@nhlgc.org.



TOWN OF EXETER

Planning and Building Department

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

www.exeternh.gov

Date: December 14, 2016
To: Russ Dean, Town Manager
From: Dave Sharples, Town Planner
Re: 911 Committee

I am writing this memorandum in response to your request for a suggested list of potential members for the 911 Committee. I would suggest the following composition:

- The Police Chief or their designee (designated in the Town Ordinance as having enforcement authority for street addresses/name changes)
- The Fire Chief or their designee
- The Code Enforcement Officer or their designee
- The Town Planner or their designee
- A representative from the Board of Selectmen (BoS)

This would make the committee membership a total of five members. There has been interest from two Selectmen so if the membership included two representatives from the BoS then I would suggest adding the DPW Director or their designee to make the membership total and odd number.

I have spoken with Doug Eastman and he has volunteered to be on the committee. I will also be on the committee. Chief Schupe has designated Captain Munck as the Police representative.

The Town has been receiving multiple questions and suggestions from the DESC regarding potential street name and/or address changes so I would respectfully request that this committee is formed as soon as practical. If the BoS creates the Committee then they could assign a BoS representative(s) at the same time.

Thank you.

List for Selectmen's meeting December 19, 2016

Intent to Cut

Map/Lot	Location
61/28	13 Garrison Lane
44/4	Off Pine Road

OOD

1
63 AcC

*Intent to
cut
Pine Road*

4
15 AcC

6
22 AcC

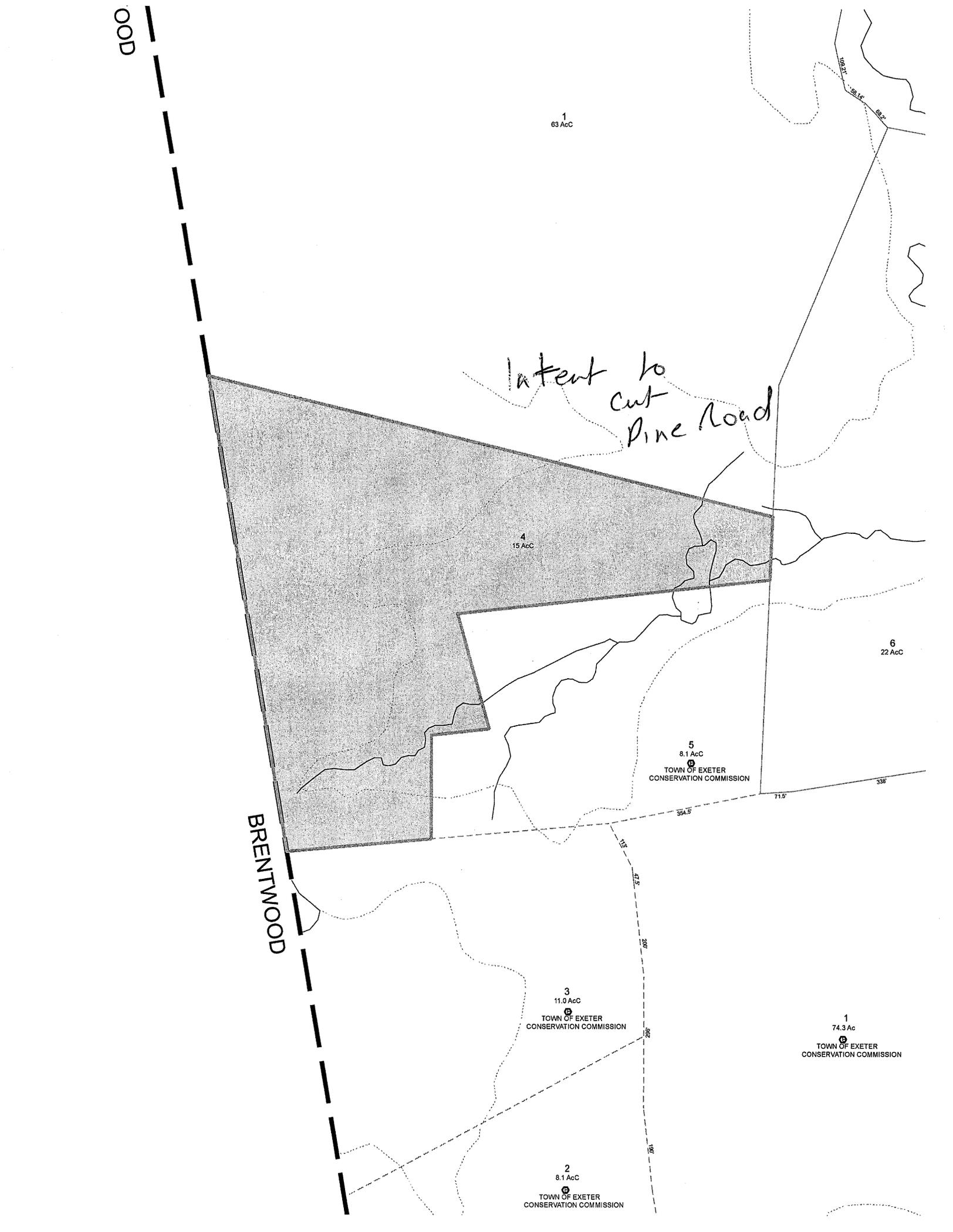
5
8.1 AcC
TOWN OF EXETER
CONSERVATION COMMISSION

BRENTWOOD

3
11.0 AcC
TOWN OF EXETER
CONSERVATION COMMISSION

1
74.3 Ac
TOWN OF EXETER
CONSERVATION COMMISSION

2
8.1 AcC
TOWN OF EXETER
CONSERVATION COMMISSION



CURRENT OWNER		TOPO.	UTILITIES	STRT./ROAD	LOCATION	CURRENT ASSESSMENT	
WEBB ROBERT REALTY INC		7 Swampy		8 None		Description	Assessed Value
37 MIDDLE RD						RES LAND	12,900
BRENTWOOD, NH 03833						CU LAND	10,400
Additional Owners:							494
Other ID: 0044 0004 0000		SUPPLEMENTAL DATA		ASSOC PID#		Total	
Easement:		A12:		2217/1222		23,300	
Book/Page:		Historic:				13,394	
TIF Dist:		Antenna:				PREVIOUS ASSESSMENTS (HISTORY)	
TIF Value:		79E Dist:				Yr. Code Assessed Value Yr. Code Assessed Value	
A9:		ASSOC PID#				2016 1320 12,900 2015 1320 12,900	
GIS ID: 044-004-0000		BK-VOL/PAGE		SALE DATE		4942015 6401 12,900	
RECORD OF OWNERSHIP		2217/1222		U		6401 12,900	
WEBB ROBERT REALTY INC						4942015 6401 12,900	
						Total: 13,394	

VISION

This signature acknowledges a visit by a Data Collector or Assessor

EXEMPTIONS		OTHER ASSESSMENTS	
Year	Type	Description	Amount
Total:			13,394

ASSESSING NEIGHBORHOOD		NOTES	
NBHD/SUB	Street Index Name	Tracing	Batch
0001/A			
4/1/98 13 AC IN CURRENT USE JD			
4/00 CU FOREST LAND REVAL PER STATE			
4/2002 CORRECTED NEIGHBO CODE_ID/// 4/03 CU FOREST			

BUILDING PERMIT RECORD		VISIT/CHANGE HISTORY	
Permit ID	Issue Date	Type	Date
			06/20/2014
			06/30/2010
			04/03/1997
Net Total Appraised Parcel Value			23,300

APPRAISED VALUE SUMMARY		VALUATION METHOD	
Appraised Bldg. Value (Card)	Appraised XF (B) Value (Bldg)	Appraised OB (L) Value (Bldg)	Appraised Land Value (Bldg)
0	0	0	0
0	12,900	10,400	23,300
Total Appraised Parcel Value		Valuation Method:	
0		Adjustment:	
0		Net Total Appraised Parcel Value	
0		23,300	

LAND LINE VALUATION SECTION																	
B #	Use Code	Use Description	Zone	D	Front	Depth	Units	Unit Price	I Factor S.A.	Acre Disc	C Factor	ST. Idx	Adj.	Notes- Adj	S Adj Fact	Adj. Unit Price	Land Value
1	1320	RES ACLNUD MDL-00	RU				43,560 SF	2.76	1.0000	5	1.0000	0.10	50	1.00	.98	0.28	12,000
1	1320	RES ACLNUD MDL-00	RU				1.00 AC	8,800.00	1.0000	0	1.0000	0.10	50	1.00	1.00	880.00	900
1	6401	OTHER					13.00 AC	800.00	1.0000	0	1.0000	1.00	0.00	0.00	1.00	800.00	10,400
Total Card Land Units:													15.00 AC	Parcel Total Land Area: 15 AC		Total Land Value: 23,300	

CONSTRUCTION DETAIL		Element	Cd.	Ch.	Description										
Model	00	Vacant													
MIXED USE															
Code	1320	RES ACLNUD MDL-00			Percentage 100										
COST/MARKET VALUATION															
Adj. Base Rate:					0.00										
Net Other Adj:					0										
Replace Cost					0.00										
AYB					0										
EYB					0										
Dep Code															
Remodel Rating															
Year Remodeled															
Dep %															
Functional Obslnc															
External Obslnc															
Cost Trend Factor					1										
Condition															
% Complete															
Overall % Cond															
Apprais Val															
Dep % Ovr					0										
Dep Ovr Comment															
Misc Imp Ovr					0										
Misc Imp Ovr Comment															
Cost to Cure Ovr					0										
Cost to Cure Ovr Comment															
OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)															
Code	Description	Sub	Sub	Sub	Sub	Units	Unit Price	Yr	Gde	Dp	Rt	Cnd	%Cnd	Apr	Value
BUILDING SUB-AREA SUMMARY SECTION															
Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprac. Value									
TH Gross 1 In/1 onco Area:															
		0	0	0	0	0									

No Photo On Record



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 _____ Location _____

Signboard Request: Poster Board Week: _____ Plywood Board Week: _____

Representative:

Name: Nicole Mazur Address: 4 Wright Lane
Town/State/Zip: Exeter Phone: 603-205-2480
Email: nicolemazur76@gmail.com

Organization:

Name: Acorn School Address: Winnecut Road
Town/State/Zip: Stratham Phone: 603-778-8285

Reservation Details:

Type of Event/Meeting: Bake Sale Date: 2-10-17
Times of Event: 8-3 Times needed for set-up/clean-up: 8-3
of tables: 10 # of chairs: _____ Will food/beverages be served? Yes No
Tech/ AV Services Needed: Yes No Details _____

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: Nicole Mazur Date: 12/8/16

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

Office Use Only:

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



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 8 Location near bandstand

Signboard Request: Poster Board Week: 8-28 to 9-3-17 Plywood Board Week: 8-6 to 8-19-17

Representative:

Name: Pam Gjettum Address: 6 South Street
Town/State/Zip: Exeter Phone: 603-772-2908
Email: pgjettum@gmail.com

Organization:

Name: Kiwanis Address: PO Box 774
Town/State/Zip: Exeter Phone: _____

Reservation Details:

Type of Event/Meeting: UFO Festival Date: 9-1-17 to 9-3-17
Times of Event: 8-6 pm (Saturday) 8-4 (Sunday) Times needed for set-up/clean-up: 7am to 7 pm
of tables: all # of chairs: all Will food/beverages be served? Yes No
Tech/ AV Services Needed: Yes No Details Need IT assistance with AV

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.

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Applicant signature: *Pamela Gjettum* Date: Sept 9 2016

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

Office Use Only:

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



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 _____ Location _____

Signboard Request: Poster Board Week: _____ Plywood Board Week: _____

Representative:

Name: Beth Dupell Address: 2 Center Street
Town/State/Zip: Exeter, NH 03833 Phone: 6037787147
Email: beth@ecm-design.com

Organization:

Name: Ring in the Season Address: same as above
Town/State/Zip: _____ Phone: _____

Reservation Details:

Type of Event/Meeting: Fri. - concert; Sat. - event before parade; Sun. - event Date: 12/1,2,3 - 2017
Times of Event: _____ Times needed for set-up/clean-up: _____
of tables: _____ # of chairs: _____ Will food/beverages be served? Yes No
Tech/ AV Services Needed: Yes No Details _____

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.

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Applicant signature: *Beth Dupell* Date: 12/1/16

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

Office Use Only:

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



NEW HAMPSHIRE MUNICIPAL BOND BANK

November 28, 2016

Ms. Doreen Ravell
Finance Director
Town of Exeter
10 Front Street
Exeter, NH 03833

Dear Doreen:

Earlier this year, favorable market conditions allowed the New Hampshire Municipal Bond Bank to refinance a portion of its outstanding debt. A portion of this refinanced debt was originally issued to make one or more loans to your community. This refinancing resulted in a net debt service savings to the Bond Bank. In the past, the Bond Bank has returned savings to the communities by issuing a check to the community for the total amount of savings. We were not able to structure the 2016 Series E refunding to provide up front savings. The Bond Bank has determined to return savings realized through this refinancing to each borrower, whose loan was funded through the Bond Bank's refinanced debt, by revising the original debt service schedule. The savings allocable to each borrower is based upon the amount of the loan that was included in the particular maturities of bonds refinanced by the Bond Bank.

Please replace your original debt service schedule with the revised schedule enclosed with this letter. The revised debt service schedule reflects the savings allocated to your community.

<u>Series</u>	<u>Maturities</u>	<u>Savings</u>
2009 Series C	2020-2029	\$60,253

If you have any questions, call me at 603-271-2595 or toll free at 1-800-393-6422.

Sincerely,

Tammy J. St. Gelais
Deputy Director

tjs

Enclosure



20 YEAR DEBT SCHEDULE FOR

TOWN OF EXETER

NEW HAMPSHIRE MUNICIPAL BOND BANK

DATE PREPARED:	11/29/16	Amount of Loan to be Paid	\$2,138,600.00
BONDS DATED: 07/01/09	08/15/09	Premium	\$61,400.00
INTEREST START DATE: 209 days	07/16/09	Total Proceeds	\$2,200,000.00
FIRST INTEREST PAYMENT:	02/15/10		
TRUE INTEREST COST:	3.9700%		

DEBT YEAR	PERIOD ENDING	PRINCIPAL OUTSTANDING	PRINCIPAL	RATE	INTEREST	Less 2016 E Refunding	INTEREST after refunding	TOTAL PAYMENT	CALENDAR YEAR TOTAL PAYMENT
	02/15/10				\$49,883.20		\$49,883.20	\$49,883.20	
1	08/15/10	\$2,138,600.00	\$108,600.00	3.020%	42,961.61		42,961.61	151,561.61	\$201,444.81
	02/15/11				41,321.75		41,321.75	41,321.75	
2	08/15/11	2,030,000.00	110,000.00	3.020%	41,321.75		41,321.75	151,321.75	192,643.50
	02/15/12				39,660.75		39,660.75	39,660.75	
3	08/15/12	1,920,000.00	110,000.00	3.020%	39,660.75		39,660.75	143,660.75	189,321.50
	02/15/13				37,999.75		37,999.75	37,999.75	
4	08/15/13	1,810,000.00	110,000.00	3.020%	37,999.75		37,999.75	147,999.75	185,999.50
	02/15/14				36,338.75		36,338.75	36,338.75	
5	08/15/14	1,700,000.00	110,000.00	3.020%	36,338.75		36,338.75	146,338.75	182,677.50
	02/15/15				34,677.75		34,677.75	34,677.75	
6	08/15/15	1,590,000.00	110,000.00	3.270%	34,677.75		34,677.75	144,677.75	179,355.50
	02/15/16				32,879.25		32,879.25	32,879.25	
7	08/15/16	1,480,000.00	110,000.00	3.270%	32,879.25		32,879.25	142,879.25	175,758.50
	02/15/17				31,080.75		31,080.75	31,080.75	
8	08/15/17	1,370,000.00	110,000.00	4.020%	31,080.75		31,080.75	141,080.75	172,161.50
	02/15/18				28,869.75		28,869.75	28,869.75	
9	08/15/18	1,260,000.00	105,000.00	4.020%	28,869.75	(1,506.00)	27,363.75	132,363.75	161,233.50
	02/15/19				26,759.25	(1,506.00)	25,253.25	25,253.25	
10	08/15/19	1,155,000.00	105,000.00	4.020%	26,759.25	(1,507.00)	25,252.25	130,252.25	155,505.50
	02/15/20				24,648.75	(1,507.00)	23,141.75	23,141.75	
11	08/15/20	1,050,000.00	105,000.00	5.020%	24,648.75	(3,013.00)	21,635.75	126,635.75	149,777.50
	02/15/21				22,013.25	(3,013.00)	19,000.25	19,000.25	
12	08/15/21	945,000.00	105,000.00	5.020%	22,013.25	(3,013.00)	19,000.25	124,000.25	143,000.50
	02/15/22				19,377.75	(3,013.00)	16,364.75	16,364.75	
13	08/15/22	840,000.00	105,000.00	5.020%	19,377.75	(3,013.00)	16,364.75	121,364.75	137,729.50
	02/15/23				16,742.25	(3,013.00)	13,729.25	13,729.25	
14	08/15/23	735,000.00	105,000.00	5.020%	16,742.25	(3,013.00)	13,729.25	118,729.25	132,458.50
	02/15/24				14,106.75	(3,013.00)	11,093.75	11,093.75	
15	08/15/24	630,000.00	105,000.00	5.020%	14,106.75	(3,013.00)	11,093.75	116,093.75	127,187.50
	02/15/25				11,471.25	(3,013.00)	8,458.25	8,458.25	
16	08/15/25	525,000.00	105,000.00	4.020%	11,471.25	(3,013.00)	8,458.25	113,458.25	121,916.50
	02/15/26				9,360.75	(3,013.00)	6,347.75	6,347.75	
17	08/15/26	420,000.00	105,000.00	4.145%	9,360.75	(3,013.00)	6,347.75	111,347.75	117,695.50
	02/15/27				7,184.63	(3,013.00)	4,171.63	4,171.63	
18	08/15/27	315,000.00	105,000.00	4.270%	7,184.63	(3,013.00)	4,171.63	109,171.63	113,343.26
	02/15/28				4,942.88	(3,012.00)	1,930.88	1,930.88	
19	08/15/28	210,000.00	105,000.00	4.395%	4,942.88	(3,010.00)	1,932.88	106,932.88	108,863.76
	02/15/29				2,635.50	(2,635.50)	-	0.00	
20	08/15/29	105,000.00	105,000.00	5.020%	2,635.50	(374.50)	2,261.00	107,261.00	107,261.00
TOTALS			\$2,138,600.00		\$976,987.83	(\$60,253.00)	\$916,734.83	\$3,055,334.83	\$3,055,334.83

Bow Brook Place
46 Donovan Street
Concord, NH 03301-2624

(603) 225-2841
(800) 698-2364

www.nhprimex.org

December 5, 2016

Town of Exeter
Russell Dean, Town Manager
10 Front Street
Exeter, NH 03833

RE: Thank You

Dear Russ,

On behalf of Primex³, I want to personally thank you for your recent decision to continue your partnership with us for the Property & Liability and Workers' Compensation Programs through December 31, 2019. Our goal is to provide members with the best service, value and coverage, and we recognize the trust you have placed in us by choosing to participate in the Contribution Assurance Program (CAP).

We strive to ensure that our organization and employees continually demonstrate our partnership through actions that are consistent with our Mission, Vision, and Values as listed below:

Mission: To be a predictable, stable, and creative partner in helping members meet their risk management needs.

Vision: Primex³ will be known as the most trusted provider of exceptional products and services.

Values: Trust. Excellence. Service.

I'm confident our organizational philosophy will be demonstrated each time we are in contact with each other. I look forward to our continued partnership for years to come, and please, never hesitate to give me a call if I can be of assistance to you.

Sincerely,



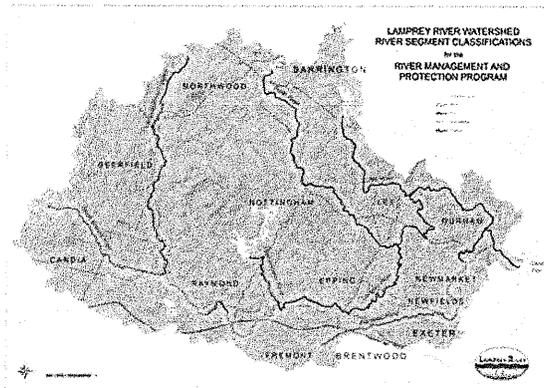
Ty Gagne
Chief Executive Officer

Town Manager's Office

DEC 07 2016

Received

Lamprey Rivers Advisory Committee



www.lampreyriver.org

Protecting the rivers that connect our fourteen communities

Barrington Brentwood Candia Deerfield Durham
Epping Exeter Fremont Lee Newfields
Newmarket Northwood Nottingham Raymond

December 5, 2016

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

Dear Sir...

Exeter is uniquely positioned in New Hampshire in containing several different watersheds. The Lamprey River Watershed, one of the original watersheds with protected corridors in the NH Rivers Management and Protection Program (RMPP), is one of those watersheds. Exeter has been a long-time supporter of the Lamprey River Watershed, recognizing its importance. Several years ago, the legislature passed, with the encouragement and support of each of the fourteen municipalities in the watershed, an expansion of the area of the Lamprey River Watershed included in the RMPP by including the tributaries of the Lamprey, effectively protecting the entire watershed.

One of the requirements of the RMPP is the establishment of local advisory committees with resident citizen volunteers from each community. Their responsibilities include advising the local communities and the NH Department of Environmental Services (NHDES) on matters related to the protection of the water resources of the watershed. The committee reviews applications for each of the state and federal permits required under the various different water quality (and now also quantity, with the full implementation of the in-stream flow rules) permits. They also review and can advise local boards and committees on projects being considered by and within the local communities that are within the watershed. The Lamprey Rivers Advisory Committee is Exeter's partner in protecting the Lamprey River Watershed and its inhabitants.

The legislature created the local advisory committees with duties and responsibilities, but didn't provide any funding. We have never asked for or received any funding from the local communities. We are now requesting that each of the member communities consider including a \$100.00 donation in their 2017 operating budget for administrative support of the Lamprey Rivers Advisory Committee.

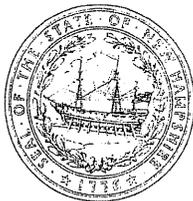
Richard H. Snow, Chair
Lamprey Rivers Advisory Committee

State of New Hampshire

Board of Tax and Land Appeals

Michele E. LeBrun, Chair
Albert F. Shamash, Esq., Member
Theresa M. Walker, Member

Anne M. Stelmach, Clerk



Governor Hugh J. Gallen
State Office Park
Johnson Hall
107 Pleasant Street
Concord, New Hampshire
03301-3834

Edelweiss II Trust

v.

Town of Exeter & Town of Kensington

Docket No. 28423-15PT

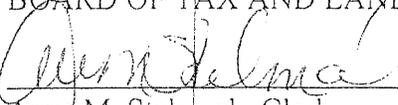
ORDER

This Order relates to the "Taxpayer's" failure to respond to the Board of Tax and Land Appeals' ("Board") November 2, 2016 request (copy attached). Due to the Taxpayer's failure to respond, the Board places the Taxpayer in default pursuant to Tax 201.04(b).

If the Taxpayer fails to comply with this Order, within ten (10) days of the clerk's date below, the Taxpayer will be placed in final default pursuant to Tax 201.05 and the appeal will be dismissed.

SO ORDERED.

BOARD OF TAX AND LAND APPEALS

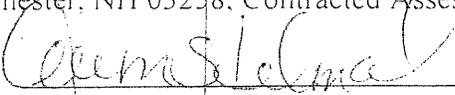


Anne M. Stelmach, Clerk
Per Order of the Board

CERTIFICATION

I hereby certify that copies of the foregoing Order have been mailed this date, postage prepaid, to: Edelweiss II Trust, Bernhard Mueggler, Trustee, 14 Whipple Way, Kensington, NH 03833, Taxpayer; Chairman, Board of Selectmen, 10 Front Street, Exeter, NH 03833; Chairman, Board of Selectmen, 95 Amesbury Road, Kensington, NH 03833; and Avitar Associates of New England, Inc., 150 Suncook Valley Highway, Chichester, NH 03258, Contracted Assessing Firm.

Date: December 8, 2016



Anne M. Stelmach, Clerk

State of New Hampshire

Board of Tax and Land Appeals

Michele E. LeBrun, Chair
Albert F. Shamash, Esq., Member
Theresa M. Walker, Member

Anne M. Stelmach, Clerk



Governor Hugh J. Gallen
State Office Park
Johnson Hall
107 Pleasant Street
Concord, New Hampshire
03301-3834

November 2, 2016

Edelweiss II Trust
Bernhard Mueggler, Trustee
14 Whipple Way
Kensington, NH 03833

Re: Edelweiss II Trust v. Town of Exeter & Town of Kensington
Docket No.: 28423-15PT

Dear Mr. Mueggler:

Please submit, within ten (10) days of the date of this letter, the deeds for Map 113/Lot 3 & Map 16/Lot 4. Also, please confirm ownership of Map 16/Lot 5 & provide the deed to us. Please send a copy of your response to the Towns of Exeter and Kensington.

If you have any questions, please feel free to contact me.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Anne M. Stelmach".

Anne M. Stelmach, Clerk

AMS/lmm

cc: Chairman, Board of Selectmen
10 Front Street
Exeter, NH 03833

Chairman, Board of Selectmen
95 Amesbury Road
Kensington, NH 03833

Avitar Associates of New England, Inc.
150 Suncook Valley Highway
Chichester, NH 03258

December 2, 2016



150 Dow Street
Manchester, New Hampshire 03101
603-669-5555
603-669-4168 fax
www.hoyletanner.com

Ms. Jennifer Perry, P.E.
Public Works Director
Town of Exeter
13 Newfields Road
Exeter, NH 03833

RE: Conceptual Design Services - **REVISION 1**
Front St., Linden St., & Pine St. Intersection
Hoyle Tanner Project No. TBD

Dear Jennifer:

As requested, Hoyle, Tanner & Associates, Inc. (Hoyle, Tanner) herein submits our scope and fee for providing professional engineering services for the above referenced project for your consideration and approval. Upon negotiation and agreement of the scope and fee, a standard engineering services contract will be provided for review, approval, and execution.

PROJECT DESCRIPTION

Based on our discussion with the Town at our 11/8/16 meeting, we understand you require conceptual design engineering services to develop and review the feasibility of intersection reconfigurations or modifications at the intersection of Front Street (NH 111/27), Linden Street, & Pine Street with a goal of improving traffic operations and bicycle and pedestrian accommodations. This project has arisen from resident concerns for the "safety & functionality" of the intersection which have been expressed to the Board of Selectmen. With agreement that the intersection merits further study, the Public Works Department has prepared an initial layout and is requesting conceptual design services. Hoyle, Tanners services will include a site visit, data collection, traffic analysis, conceptual intersection layout, a conceptual cost estimate, and preparation of a technical memorandum.

These services are further defined herein below.

SCOPE OF SERVICES

Hoyle, Tanner will provide the following services for the above described project:

Conceptual Design Phase

Consultant shall:

- S-1. Obtain and review existing data (plans, reports, etc.) from the Town. Crash data for the most recent 5-year period available will be obtained from Exeter Police Department.

RE: Front, Linden, Pine Intersection – Revision 1

Society will be performed for their input on sensitive parcels and potential impacts will be noted in the technical memo.

- Environmental review and permitting will not be required for this project.
- The deliverable shall consist of the following:
 - Three (3) Conceptual intersection layout plans (11x17)
 - Conceptual opinions of probable cost (one per alternative)
 - Brief Technical Memorandum – providing advantageous & disadvantageous
- The Town will be provided with electronic and paper copies (2) of all submittals. Stakeholders will be provided with "PDF" versions of submittals by e-mail.
- Although right-of-way or land takings may be required for this project; no right-of-way drawings will need to be prepared by Hoyle, Tanner at this time. Potential ROW impacts will be noted in the technical memo and are anticipated to be determined and acquired, as needed, during future preliminary and final design efforts.
- Conceptual intersection alternatives will be designed in accordance with:
 - AASHTO "A Policy on Geometric Design of Highways and Streets" – 2011 Edition
 - FHWA "Manual On Uniform Traffic Control Devices" – 2009 Edition
 - FHWA "Roundabouts: An Informational Guide" – 2010 Edition
 - AASHTO "A Guide for Achieving Flexibility in Highway Design" – 2004 Edition

CLIENT RESPONSIBILITIES

Your responsibilities under this agreement shall include:

- Provide all available information as to the project requirements.
- Provide all pertinent existing information (plans, specifications, correspondence, studies, reports, surveys, borings and geotechnical reports, etc.) or other data relevant to the project if the Town possesses these items.
- Provide access to the site.
- Provide equipment and personnel to assist with field observations, as necessary.
- Designate a contact person who can act with the client's authority regarding this project within the limits of the Contract

