

**Exeter Board of Selectmen Meeting
Monday, January 23rd, 2012, 6:15 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter, NH**

1. Call Meeting to Order
2. Non Public Session
3. Public Comment
4. Minutes & Proclamations
 - a. Regular Session: January 9th, 2012; January 17th, 2012
5. Appointments
6. Department Reports
7. Discussion/Action Items
 - a. New Business
 - i. Town Moderator - Charlie Tucker
 - ii. Sign FY12 Town Warrant
 - iii. Recreation Impact Fee Use Request
 - b. Old Business-
 - i. Review of Private I and I Program
 - ii. Collections Operations Proposal Update
 - iii. Epping Road ERZ Designation
 - iv. Pine Road Report and Update
8. Regular Business
 - a. Bid Openings
 - b. A/P and Payroll Manifests
 - c. Budget Updates
 - d. Tax Abatements & Exemptions
 - e. Water/Sewer Abatements
 - f. Permits
 - g. Town Manager's Report
 - h. Legislative Update
 - i. Selectmen's Committee Reports
 - j. Correspondence
9. Review Board Calendar
10. Non Public Session
11. Adjournment

Robert Aldrich, Chairman
Board of Selectmen

Posted: 1/20/11 Town Offices, Library, and Departments

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.

DRAFT MINUTES

BOARD OF SELECTMAN MEETING

MINUTES

JANUARY 9, 2012

1. Call Meeting to Order

Vice Chairman Matt Quandt convened The Board at 7:00 pm in the Nowak Room of the Town Office Building. Other members present were: Town Manager Russ Dean, Selectman Don Clement, Selectwoman Julie Gilman and Selectman Frank Ferraro. Absent was Chairman Robert Aldrich.

2. Public Comment - None

3. Minutes and Proclamations

A. Regular session: November 28th, 2011 December 5th, 2011, December 12th, 2011, December 19th, 2011

Mr. Ferraro reviews his proposed changes to the November 28th Draft Minutes. A short description of his proposed changes ensues.

Mr. Clement moves to approve the Minutes for November 28, 2011, as amended by Mr. Ferraro. Ms. Gilman Seconds. Vote: Unanimous. Mr. Quandt abstains.

The minutes for December 5, 2011 and December 12, 2011 are reserved for more inspection. The Board agrees to reserve them for the agenda next week.

Mr. Ferraro moves to approve the Minutes for December 19, 2011, as amended. Mr. Clement seconds. Vote: Unanimous. Mr. Quandt abstains.

B. Special Meeting: December 30th, 2011

Ms. Gilman moves to approve the Minutes for December 30, 2011, as amended. Mr. Clement seconds. Vote: Unanimous. Mr. Quandt abstains.

4. Appointments - None

5. Department Reports - None

6. Discussion/Action Items

1. Draft ER Zone Designation: Epping Road

Mr. Dean presents the basic overview of what the Draft ER Zone Designation proposed for the Epping Road area is. As an economic revitalization zone it would allow the businesses in the Epping Road corridor to qualify for a State tax credit. He explains that the zone would be used by the community as a tool to help prospective businesses locate here. The EDC and Planning Board are currently reviewing this effort. He advises The Board that in order to qualify for the ER Zone Designation, the number of vacant or demolished structures must be reduced. Mr. Dean believes this Zone Designation could help prospective employers and other establishments decide to locate here. Mr. Dean hopes to have a draft of the application for this Zone Designation prepared for the Board to review by the end of January.

2. Warrant Article Updates

Kevin Smart, Maintenance Superintendent shares his update on the slate roof at the address of 47 Front Street. He has invited Bob Fulmer, an expert in slate roof to provide his professional opinion on the roof. Mr. Smart indicates there are several issues that need to be addressed in order to consider changing the material from the natural slate to a synthetic material. He explains the building would need to be modified in order to utilize a synthetic material. Modifications such as venting, which the building does not currently have. The building will also need brick work in the eaves and the plywood on the deck would need to be modified. The projected cost of these modifications would be \$20,000- \$30,000. Mr. Fulmer offers his expert opinion that the current slate on the roof can be reused to a large extent. He further explains that the slate currently on the building is some of the best natural slate there is available. The Town of Exeter would be hard pressed to find a better or longer lasting material. He feels the slate on the building, with its origins in Monson Maine has an extensive service life. No modifications would need to be made to the existing structure. He advises that removal of the slate, replacement of the flashing details and upgrading the base is the smart economical choice. That paired with reusing the slate that can be reused will present the structure with a new 100 year roof. A short discussion ensues regarding the warranty requirements for

synthetic materials. The requirements and regulations to maintain a long term warranty could be costly, as the manufacturers are constantly reformulating the recipes for the products. The question of actual cost is raised. Mr. Smart projects that reusing the current slate, including labor the cost is approximately \$99,000. The cost for synthetic material replacement would be projected at \$64,000. This cost is not all inclusive. It does not include the cost of prep work, or the copper flashing. This would just be a materials cost. Ms. Gilman points out that the Historic building is valuable to the Town of Exeter, it is a Civil War Monument and it should not be treated lightly. The integrity of the building itself should not be compromised. The Heritage Commission supports this warrant article. Mr. Clement proposes this projected to the agenda for next week's session.

Kevin Smart, Maintenance Superintendent also updates The Board on The current project of the Town Office HVAC. The Previous estimate of the project in 2009 was approximate to \$235,000. The project will consist of 17 Ductless units, an 8 ton condensing unit, a 12 ton condensing unit, a fan coil to provide 15cfm per person, 2 louvers and a boiler with piping and zone vales. Including an estimated labor cost of \$88,420, the new projected cost of this project is expected to be \$198,000. At the time of this update, Mr. Smart believes the bidding climate and engineering costs have become more competitive since the original prices were generated in 2009. The purpose of this project is to improve the air quality in the Town Office building. The current air exchange is inefficient. The Town Office is currently utilizing window units to cool the building in the warmer months. A short discussion ensues in regards to the actual cost savings this HVAC system will provide. Mr. Dean remembers an energy audit performed recently that was followed by a fixed cost energy contract that is currently in place at the Town Office Building. Ms. Gilman remembers an audit performed by the MEAP (Municipal Energy Audit Program). The question of how the new system will obstruct or intrude on the character of the building is raised. Mr. Smart indicates the structure itself will sustain little to no changes with the exception of the newly mounted wall units and the new condensing units to be stored outdoors on the ground. Several locations will receive a new wall mounted structure not much bigger than the current window units. The units can be adjusted or moved in the future to accommodate any changes to the inside of the structure in the future. This project will remain on the agenda to be brought forward during the Warrant Article discussion.

B. Old Business

1. Adopt Public Access Policies

Mr. Dean presents the topic of Public Access Policies for the community access channel. Channel 98 has been on the air for around six months. The policies are vetted by the Cable Committee. The policies are currently being utilized on a trial basis at Exeter High School and seem to be functioning as intended. Mr. Dean asks The Board to formalize the use of these policies and procedures. Mr. Ferraro expresses his desire to have the Cable Committee vote and adopt the policies. Mr. Dean advises the Board that Advisory Committees do not adopt policies from a process perspective that is the Board's role. The Committee has met several times to review the policies and has seen the clean copy after review by counsel. After some discussion, the Board agrees to wait for an official recommendation from the Cable Committee.

7. Regular Business

A. Bid Openings - None

B. A/P and Payroll Manifests

A. Accounts Payable and Payroll Manifests

Mr. Ferraro moves to approve the accounts payable warrant for checks dated 1/6/2012 in the amount of \$121,123.90. Mr. Clement Seconds. Vote: Unanimous

Mr. Ferraro moves to approve the accounts payable warrant for checks dated 12/30/2011 in the amount of \$109,680.32. Ms. Gilman Seconds. Vote: Unanimous

Mr. Ferraro moves to approve the accounts payable warrant for a check dated 12/28/2011 in the amount of \$5,000.00. Mr. Clement seconds. Vote: Unanimous

Mr. Ferraro moves to approve the accounts payable warrant for a check dated 1/6/2012 in the amount of \$51,600.66. Mr. Clement Seconds. Vote: Unanimous

Mr. Ferraro moves to approve the accounts payable warrant for checks dated 1/6/2012 in the amount of \$18,173.45. Ms. Gilman Seconds. Vote: Unanimous

Mr. Ferraro moves to approve a weekly payroll warrant for checks dated 1/04/2012 in the amount of \$167,204.05. Ms. Gilman Seconds. Vote: Unanimous

C. Budget Updates - None

D. Tax abatements and Exemptions

Mr. Ferraro moves to accept six Veterans Tax Credits for the following locations: Map 73, lot 178, Map 63, lot 192, Map 95 lot 64, Map 99, lot 25, Map 95, lot 64 and Map 104, lot 79. Ms. Gilman Seconds. Vote: Unanimous

E. Water sewer abatements - None

F. Permits - None

G. Town Managers Report

Mr. Dean wishes to remind The Board and the residents of The Town of Exeter that Christmas Tree pick up is scheduled for this week, on your regularly scheduled trash removal day. Tuesday, January 10 is Primary Day and voting will be taking place at the Talbot Gym. All residents are invited to vote from 7am to 8pm. He urges the residents to come out and vote.

H. Legislative Update

Mr. Quandt advises The Board that many bills have come forth this year. He would like to recognize Ms. Gilman for her thoughts. Ms. Gilman proposes that the new bills are plentiful, as a Board they might consider dividing all the new legislation for review. She has posed the possibility of each Selectman taking a few pieces and following them. Mr. Quandt agrees this could be helpful. He advises The Board that the general court website is an excellent resource for the most current calendar for proposed bills. He also points out that many of the same subject matters can be heard on the same day. The agendas are published on Fridays for the following week. Mr. Clement expresses his concern, and even disappointment in some of the things passed recently by The House of Representatives, which will go to the Senate in the March.

I. Selectmen's Committee Reports

Selectman Ferraro reports he will attend the Planning Board meeting on Thursday and will also be the Alternate Selectman for Mr. Clement at the Water and Sewer Committee meeting Wednesday.

Selectwoman Gilman will attend an EDC meeting Tuesday morning and has a scheduled Heritage Commission meeting for Wednesday. She also wishes to point out that there is a job fair coming to the Town Hall on February 9, 2012. She would encourage anyone who is looking for work to attend. She proposes a poster be added as a slide to the Public Access Channel.

Selectman Clement will attend an EDC meeting Tuesday morning. Selectman Ferraro will be his alternate at the Water and Sewer Committee meeting Wednesday.

Selectman Quandt will attend a Cable Committee meeting on January 19, 2012.

J. Correspondence

1. A letter from Federal Emergency Management Agency (FEMA) indicating the application for the FY 2011 Assistance to Firefighters Grant has been approved. The application was submitted to assist in financing an installation of a sprinkler system at the Public Safety Complex. Mr. Dean reminds The Board they must vote to accept the grant and The Board agrees to add it to the agenda for January 23, 2012.

2. A letter from the US Department of Housing and Urban Development. The letter outlines the changes to Public Law 112-55 section 23 of title II of Division C.

3. A request from Jeffrey Warnock of Runawit Road. He requests reimbursement for the filing fee paid under RSA 76: 17-b. He provided a copy of the RSA.

4. An email from Michele Silak regarding the Pine Road posting.

5. A letter from Randall and Rebecca Davis of Middle Road regarding the Pine Road posting.

6. A letter from Chief Comeau to NorthEast Lantern regarding the new Town Fee schedule for fire alarm monitoring.

7. An email from Roy Tellini of Bayberry Lane regarding his experience with an artificial slate roof.
8. A letter from Gordon Heal, President of NorthEast Lantern regarding the invoice received from the Exeter Fire Department for Fire Alarm Monitoring.
9. An invitation to Bid on the Sale of Police Department's Uninterrupted Power Supply Surplus Equipment.
10. A letter from Mitchell Municipal Group, P. A. regarding the changes to RSA 91-A the Right to Know Law.

8. Review Board Calendar

The next meeting of the Board of Selectmen will be held Tuesday January 17, 2012.

9. Non Public Session - None

10. Adjournment

Ms. Gilman moves to adjourn. Mr. Ferraro seconds. Vote: Unanimous

The Board stood adjourned at 8:39 pm.

Respectfully Submitted,

Jennifer Pond
Recording Secretary

**DRAFT MINUTES
MINUTES**

BOARD OF SELECTMEN MEETING

JANUARY 17, 2012

1. Call Meeting to Order

Chairman Robert Aldrich convened The Board at 7:00 pm in The Nowak Room of the Town Office Building. Other members of The Board present were Selectman Frank Ferraro, Selectman Matt Quandt, Selectwoman Julie Gilman, Selectman Don Clement and Mr. Russ Dean, Town Manager.

2. Public Comment - None

3. Minutes & Proclamations

A. Regular Session: December 5th, 2011, December 12th, 2011

Mr. Quandt moves to approve the December 5th, 2011 minutes as amended. Mr. Ferraro seconds. Vote: Unanimous. Motion Passes.

December 12, 2011 minutes. Mr. Thayer wishes to express that he does not represent the Budget Committee, his comments at the December 12, 2011 Selectman's Meeting were his personal opinions.

Mr. Quandt moves to approve the December 12th, 2011 minutes as amended. Ms. Gilman seconds. Vote: In Favor, Mr. Ferraro, Mr. Quandt, Ms. Gilman. Mr. Clement abstains. Motion Passes.

B. Regular Session: January 9th, 2011

4. Appointments - None

5. Department Reports - None

6. Discussion / Action Items

A. New Business

1. Budget and Bond Hearings FY 2012

Mr. Clement moves to open the Public Hearing on the 2012 Bond Articles. Mr. Quandt seconds. Vote: Unanimous.

Chairman Aldrich wishes to address each bond article separately beginning with Article 5. Chairman Aldrich reads the Article and asks for comments from The Board or the public. Mr. Bob Eastman, of Hampton Falls Road comes forward. He asks The Board if all Bond issues were posted in a local newspaper. Chairman Aldrich indicates they were. No further discussion regarding Article 5 ensues.

Article 6; Chairman Aldrich reads the Article and calls for comments from The Board or the public. Mr. Ferraro indicates the key aspect to this article will be the work performed on private property. He is concerned that the voters will not know exactly what they're voting for. Chairman Aldrich confirms the proposal was from DPW and Water and Sewer. The first \$1,000 will be the financial responsibility of the property owner, the remaining will be the financial responsibility of the Town of Exeter.

Mr. Clement clarifies that the cost to The Town of Exeter will only be to 5 feet from the foundation of the property owners dwelling. Anything inside 5 feet of the dwelling is the financial responsibility of the property owner. Mr. Quandt wonders if there is a cap to the expense and Mr. Clement responds that every property will be different. Chairman Aldrich calls upon (unknown man who did not introduce himself) to offer a projection of cost. (Unnamed man) believes the cost will vary depending on how far the dwelling is from the right of way. Mr. Ferraro suggests adding this topic to the agenda for next week. The Board asks (unnamed man) for a cost projection for the next meeting.

Article 7; Chairman Aldrich reads the Article and calls for comments from The Board or public. Don Woodward of Hemlock Street comes forward. The co-operative he lives in has been looking at putting \$72,000 out of a capital improvement fund to purchase water meters for the co-op. He asks if the specs of the meters are available so the co-op knows exactly what to purchase. Chairman Aldrich indicates the DPW has the specs and can answer his question definitively. Mr. Ferraro asks if this Article is eligible for debt forgiveness, since that is not noted in the Article itself as it has been in years past. Mr. Dean

indicates it is eligible. Of the \$600,000 the user impact in the first year is around \$10. On the advice of counsel the debt forgiveness numbers will not be added to the ballot this year. A short discussion ensues regarding the debt forgiveness numbers not added as a note to the ballot. Mr. Dean explains that the forgiveness is already approved. Mr. Clement reminds The Board The Town is obliged to raise and appropriate the entire amount. This Article would be a return on investment. The new meters would give a more accurate reading. Mike Jeffers, Water and Sewer Superintendent indicates the projected accuracy changes predicted by Weston Sampson is approximately 2%. \$74,815 per year will cover the payment. As the meters are mechanical and brand new, they will prove to be significantly more accurate than any older versions.

Article 8: Chairman Aldrich reads the Article and calls for comments from The Board or public. There is no comment.

Article 9: Chairman Aldrich reads the Article and calls for comments from The Board or public. There is no comment.

Mr. Quandt moves to close the public hearing on Bond Articles. Mr. Clement Seconds. Vote: Unanimous

Mr. Quandt moves to recommend the bond Article 5. Ms. Gilman Seconds. Vote: Unanimous

Mr. Clement moves to recommend the bond Article 6. Ms. Gilman Seconds. Vote: Unanimous

Mr. Quandt moves to recommend the bond Article 7. Ms. Gilman Seconds. Vote: Unanimous

Mr. Quandt moves to recommend the bond Article 8. Ms. Gilman Seconds. Vote: Unanimous

Mr. Clement moves to recommend the bond Article 9. Mr. Quandt Seconds. Vote: Unanimous

Mr. Quandt moves to open the public hearing for the general fund budget. Mr. Clement Seconds. Vote: Unanimous

Chairman Aldrich presents several slides to break down the 2012 budget. He calls for comments from The Board or public. There is no comment.

Mr. Quandt moves to close the public hearing for the general fund budget. Mr. Clement Seconds. Vote: Unanimous

Chairman Aldrich advises that the remaining warrant articles do not require a public hearing and calls for The Board to vote on each of them.

Article 12: Chairman Aldrich reads the Article and calls for comments from The Board.

Mr. Quandt moves to recommend Article 12. Mr. Clement Seconds. Vote: Unanimous

Article 13: Chairman Aldrich reads the Article and calls for comments from The Board

Mr. Quandt moves to recommend Article 13. Mr. Ferraro Seconds. Vote: To recommend, Mr. Ferraro, Mr. Quandt and Ms. Gilman. Opposed; Mr. Clement. Motion Carries.

Article 14: Chairman Aldrich reads the Article and calls for comments from The Board.

Ms. Gilman Moves to recommend Article 14. Mr. Quandt Seconds.

A short discussion ensues relating to the verbiage of "hundred year" slate roof. Mr. Clement feels like the phrase should not be included in the Article. Mr. Ferraro agrees, and feels that the Article should end with 'at Front Street.' The Board agrees to amend the verbiage of the Article to read "To see if the Town will vote to raise and appropriate the sum of ninety-nine thousand nine hundred dollars (\$99,900) for the purpose of replacing the slate roof on the Town owned building at 47 Front Street."

Ms. Gilman amends her motion to reflect her move to recommend Article 14 with the new verbiage. Mr. Quandt Seconds. Vote: Unanimous

Article 15: Chairman Aldrich reads the Article and calls for comments from The Board. Bob Eastman, Hampton Falls Road,

Exeter comes forward. He wonders if the Getty site has been declared a 'clean site?' Chairman Aldrich indicates a report from Getty has been received and he is comfortable with the findings. Mr. Ferraro reminds The Board that a DES file on the property is still open and another round of samples are to be taken in April. At the last recommendation from DES, the Benzene had spiked in the well and DES had recommended venting procedures. Mr. Quandt reminds The Board that they may recommend the Article and then decline the purchase in the future if the site cannot be defined as 'clean.' Mr. Eastman feels that Getty should be responsible for cleaning the site prior to the Town purchasing it.

Mr. Ferraro moves to recommend Article 15. Ms. Gilman Seconds. Vote: Unanimous

Article 16: Chairman Aldrich reads the Article and calls for comments from The Board. There is no comment.

Mr. Quandt moves to recommend Article 16. Ms. Gilman Seconds. Vote: Unanimous

Chairman Aldrich indicates there is no action required for Article 17 as it is a resident petition article.

Chairman Aldrich indicates there is no action required for Article 18 as it is a resident petition article.

B. Old Business - None

7. Regular Business

A. Bid Openings - None

B. A/P and Payroll Manifests

Mr. Ferraro moves to approve an accounts payable warrant for checks dated 1/13/2011 in the amount of \$426,282.72. Mr. Quandt seconds. Vote: Unanimous.

Mr. Ferraro moves to approve an accounts payable warrant for checks dated 1/13/2011 in the amount of \$131,228.38. Mr. Quandt seconds. Vote: Unanimous

Mr. Ferraro moves to approve an accounts payable warrant for checks dated 1/13/2012 in the amount of \$47,543.99. Mr. Quandt seconds. Vote: Unanimous

Mr. Ferraro moves to approve a weekly payroll warrant for checks dated 1/11/2012 in the amount of \$153,338.62. Mr. Quandt seconds. Vote: Unanimous.

C. Budget Updates

Mr. Dean advises The Board that as of January 13, 2012 the fiscal year 2011 has closed. A year end report will be available closer to the end of January 2012.

D. Tax Abatements & Exemptions - None

E. Water/Sewer Abatements - None

F. Permits

Mr. Dean presents a permit request from New Hampshire Employment Security (NHES). The permit is for use of the Town Hall on February 9, 2012 for a job fair.

Mr. Quandt moves to approve the permit for use of the Town Hall February 9, 2012. Ms. Gilman Seconds. Vote: Unanimous.

Mr. Ferraro asks if the organization moving to re-open the IOKA Theater has applied for a permit. As he recalls, the organization has an event scheduled for Wednesday, January 18th, and Saturday January 21st. Ms. Gilman informs The Board that these events will each be hosted by a Board or Committee currently in the Town of Exeter government. Mr. Dean advises that Town of Exeter Boards or Committee's do not require requests for permits.

G. Town Manager's Report

Mr. Dean has nothing new to report at this time.

H. Legislative Update

Mr. Quandt advises The Board that a session will begin tomorrow, January 18th at 10:00 a.m. It's likely that this session will include re-districting and an amendment on income tax.

I. Selectman's Committee Reports

Mr. Ferraro reports he was unable to attend the Planning or Water and Sewer meetings last week.

Mr. Quandt reports an upcoming Cable Committee meeting on Thursday January 19th.

Ms. Gilman reports a Heritage Committee meeting last week. The Committee has determined the small building on the Getty property has some value. The Committee has reached out to the National Association of Automobile Museums and some interest has been generated in having someone taking the building away.

Mr. Clement reports he missed the Water and Sewer Advisory Committee meeting last week. He has an upcoming River meeting Thursday, January 19th. He also reports a Great Bay Dialog meeting tomorrow January 18th.

Chairman Aldrich has nothing to report.

J. Correspondence - None

8. Review Board Calendar

The Board will meet on Monday, January 23rd with the possibility of a non-public session.

9. Non Public Session

10. Adjournment

Mr. Quandt moves to Adjourn. Ms. Gilman Seconds. Vote: Unanimous

The Board stands adjourned at 7:52 p.m.

Respectfully Submitted,

Jennifer Pond
Recording Secretary

January 20, 2012

EXETER TOWN WARRANT – 2012

To the inhabitants of the Town of Exeter, in the County of Rockingham, in the said State, qualified to vote in Town affairs:

First Session

You are hereby notified that the first session (the Deliberative Session) of the Annual Town Meeting will be held on Saturday, February 4, 2012 beginning at 9:00 a.m. at the Arthur L. Hanson III Center for the Performing Arts at Exeter High School, 1 Blue Hawk Drive. The first session will consist of explanation, discussion and debate of each of the following warrant articles, and will also afford voters who are present the opportunity to propose, debate and adopt amendments to warrant articles, except those articles in which wording is prescribed by state law.

Second Session

The second session of the annual town meeting, to elect town officers by official ballot and to vote on all warrant articles as they may have been amended at the first session, will be held on Tuesday, March 13, 2012 at the Talbot Gymnasium at the Tuck Learning Center, 30 Linden Street. Polls for voting by official ballot will open at 7:00 a.m. and close at 8:00 p.m.

Article 1

To choose the following: 1 Selectman for a 3-year term; 1 Supervisor of the Checklist for a 6-year term; 3 Trustees of the Library for a 3-year term; 1 Trustee of Trust Funds for a 3-year term; 1 Trustee of the Robinson Fund for a 7-year term; 1 Trustee of Swasey Parkway for a 3-year term; 1 Town Clerk for a 2-year term.

Article 2: Zoning Amendment #1: Are you in favor of the adoption of Amendment #1 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

Amend Article 2 Definitions by adding a definition for “Abandonment” as follows: “Abandonment: To stop the use of property or activity without the intent to resume. When the use of a property has ceased for a period of 12 consecutive months, intent to abandon will be presumed unless the owner can show that a diligent effort has been made to sell, rent, or use the property for that use. Signs that are not in use for greater than one year will be deemed to be abandoned regardless of the intention of the owner.” (Also renumber sections in Article 2 and correct definition references throughout the ordinance as needed.)

Article 3: Zoning Amendment #2: Are you in favor of the adoption of Amendment #2 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

Amend Article 5.7.3.D.1, Right-of -Way Limitations: to read as follows: “No sign shall be erected or placed within a public street, sidewalk, bicycle path or any Town right-of-way except as provided in Section 502.2 of the Town Ordinance.”

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Article 4: Zoning Amendment #3: Are you in favor of the adoption of Amendment #3 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

Amend Article 5.7.7, Sign Ordinance for the Historic District-Commercial Zoning Districts: revise the title "Commercial" to "Non-Residential" to make the title consistent with the title of Article 5.7.5.

Article 5

To see if the Town will vote to raise and appropriate the sum of six-million three-hundred fifty thousand dollars (\$6,350,000) for the design and construction of a new groundwater treatment facility on property around the Lary Lane Well, equipping and upgrading the Lary Lane, Gilman Park, and Stadium Well facilities, together with necessary water main upgrades. These additions and changes will significantly improve the potable water quality and improve the system's overall reliability. The Town will authorize the issuance of not more than (\$6,350,000) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; furthermore, to authorize the Board of Selectmen to accept any state or federal grants related to the project. Debt service will be paid from the water fund.

(3/5 ballot vote required for approval.)

Recommended by the Board of Selectmen

Article 6

To see if the Town will vote to raise and appropriate the sum of two million eight hundred and fifty thousand (\$2,850,000) for the purpose of making water, sewer, and drainage improvements to the Jady Hill area, including replacement and repair of water and sewer lines to address inflow and infiltration problems to the Town's sewer system, and to authorize the issuance of not more than (\$2,850,000) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; furthermore, to authorize the Board of Selectmen to accept any state or federal grants related to the project. Debt service will be paid \$2,650,000 from the sewer fund, \$200,000 from the general fund.

(3/5 ballot vote required for approval.)

Recommended by the Board of Selectmen

Article 7

To see if the Town will vote to raise and appropriate the sum of (\$750,000) for the purpose of replacing water meters throughout the Town, and to authorize the issuance of not more than seven hundred fifty thousand dollars (\$750,000) of bonds or notes in

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accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; furthermore, to authorize the Board of Selectmen to accept any state or federal grants related to the project. Debt service will be paid from the water fund.

(3/5 ballot vote required for approval.)

Recommended by the Board of Selectmen

Article 8

To see if the Town will vote to raise and appropriate the sum of (\$375,000) for the purpose of creating a Wastewater Facilities Plan to meet the requirements of the Town's EPA wastewater discharge permit, and to authorize the issuance of not more than three hundred seventy five thousand dollars (\$375,000) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; furthermore, to authorize the Board of Selectmen to accept any state or federal grants related to the project. Debt service will be paid from the sewer fund.

(3/5 ballot vote required for approval.)

Recommended by the Board of Selectmen

Article 9

To see if the Town will vote to raise and appropriate the sum of (\$284,625) for the purpose of design and construction on a wastestream reduction system at the Town's Water Treatment Plant on Portsmouth Avenue. These wastestreams can represent over 39% of the daily flow entering Exeter's Wastewater Plant on a non-rain event day. The recycling of this water at the Water Treatment Plant will significantly increase capacity at the Wastewater Plant. The Town will authorize the issuance of not more than two hundred eighty four thousand six hundred twenty five dollars (\$284,625) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; furthermore, to authorize the Board of Selectmen to accept any state or federal grants related to the project. Debt service will be paid from the water fund.

(3/5 ballot vote required for approval.)

Recommended by the Board of Selectmen

Article 10

To choose all other necessary Town Officers, Auditors or Committees for the ensuing year.

Article 11

Shall the Town of Exeter raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$20,310,353. Should this article be defeated, the default budget shall be \$20,579,921, which is the same as last year, with certain adjustments required by previous action of the Town of Exeter or by law, or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

(Majority vote required)

Recommended by the Board of Selectmen

Article 12

To see if the Town will vote to raise and appropriate the sum of two-hundred fifty-thousand dollars (\$250,000), to be added to the Town's paving budget, for the purpose of paving town roads.

(Majority vote required)

Recommended by the Board of Selectmen

Article 13

To see if the Town will vote to raise and appropriate the sum of one hundred ninety eight thousand dollars (\$198,000), for the purpose of installing a new heating, venting and air conditioning system, including replacing the boilers, at the Town Offices at 10 Front Street.

(Majority vote required)

Recommended by the Board of Selectmen

Article 14

To see if the Town will vote to raise and appropriate the sum of ninety-nine thousand nine hundred dollars (\$99,900), for the purpose of replacing the slate roof on the Town owned building at 47 Front Street.

January 20, 2012

(Majority vote required)

Recommended by the Board of Selectmen

Article 15

On petition of Robert Eastman and others, to see if the Town of Exeter will vote to raise and appropriate the sum of forty-nine thousand dollars (\$49,000) for the purpose of purchasing the Getty Petroleum Property Tax Map 72 Lot 129. The sum to come from fund balance (surplus) and no amount to be raised from taxation.

Recommended by the Board of Selectmen

Article 16

To see if the Town will vote to raise and appropriate, through special warrant article, the sum of thirty-eight thousand, four-hundred dollars (\$38,400) for the support of various Human Service agencies that will serve Exeter residents in 2012.

Agency	Amount
A Safe Place	\$5,500
Area Homecare	\$13,000
Seacare Health Service	\$5,000
Sexual Assault Support Services	\$3,000
Crossroads House	\$3,500
Seacoast VNA	\$5,000
NHSPCA	\$1,400
<u>Seacoast Family Promise</u>	<u>\$2,000</u>
Total	\$38,400

(Majority vote required)

Recommended by the Board of Selectmen

Article 17

On the petition of Mr. Donald Woodward and others, to see if the Town will vote to amend Water & Sewer billing rates such that Single-Metered, Multi-Residence customers would be billed by total usage divided by the number of households served per R.S.A. Section 38:28. The single connection and billing charge would remain unchanged.

Article 18

January 20, 2012

On the petition of Shirley A. Pitts and others, "Shall the Town of Exeter, NH be required to hold all Local, Municipal, State, Primary, and Federal elections as well as Town Deliberative Sessions at the Exeter Town Hall, located on Front Street, Exeter, NH."

To transact any other business which may legally come before this meeting.

Given under our hands and seal this _____th day of January, 2012.

Robert Aldrich, Chairman

Matt Quandt, Vice-Chairman

Frank Ferraro, Clerk

Don Clement

Julie Gilman

We certify that on the _____st of January, 2012, we caused a true copy of the within warrant to be posted at the Exeter Town Hall on Front Street, the Exeter Public Library at Founder's Park, Exeter High School at Blue Hawk Drive, Talbot Gymnasium at Tuck Learning Campus, 30 Linden Street, and the Town Clerk's Office, 10 Front Street.

Given under our hands and seals this _____st day of January, 2012.

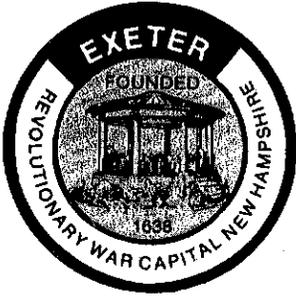
Robert Aldrich, Chairman

Matt Quandt, Vice-Chairman

Frank Ferraro, Clerk

Don Clement

Julie Gilman



TOWN OF EXETER

10 FRONT STREET EXETER, NEW HAMPSHIRE 03833-2792

www.town.exeter.nh.us

January 19, 2012

TO: Russ Dean, BOS

FROM: Mike Favreau, Director of Parks and Recreation

RE: Use of Impact Fees

I would like to request the use of Recreation Impact Fees for the purchase of point of sale hardware and software for the pool concession and the purchase of an ADA required lift for the pool.

The Impact Fee Account has \$12,278.71 in it currently. These two items are not maintenance and they are recreation related. In addition they can be attributed to increased usage, thus making them eligible for Impact Fee use, I believe.

Software/Hardware: This will enable us to better track items sold and keep track of attendance. It involves two registers, touch screens and scanners, and all related software and setup. This is the same software we use in the office which will allow us to transmit to MuniSmart in Finance.. Cost \$6542.00.

ADA Lift: This is a new requirement nationwide. Cost is \$3649.98.

PARKS AND RECREATION DEPARTMENT

32 COURT STREET, EXETER, NH 03833

Tel (603) 773-6151 Fax (603) 773-6152

DRAFT MINUTES

specific. Mr. Tanis asked if the residents in the Old Town, Maine study paid for 100% of the work done on their property through sewer rate increases. Mr. Atherton explained that in the final agreement the city paid for the private service up to 5 feet from the foundation and the homeowner paid a private plumber to take it the rest of the way into the home and do whatever private plumbing was necessary inside the home. The plumber had to sign off on the work and a certified letter was sent to the city. Average cost was around \$ 200 to \$500 per home.

Bob Kelly asked what the plan was for going forward with the other areas in Town (about 800 homes) that have I/I issues. Mr. Vlasich said that it is hard to formulate that plan right now. He believes that they need to get through this first I/I project, start getting questions answered and policies understood. A capital plan on how to address I/I would be forthcoming at a future date. Another big issue would be to finish the Phase 3 I/I study that Underwood Engineers has been doing. Once they finalize the report with the I/I study it will be handed over to the EPA. This report will outline how the Town plans to tackle CSO's in Town.

Bob Kelly stated that one of the main goals would be to take this out of the treatment plant and reduce loadings during storm events. Paul Vlasich said that it would also reduce the capital costs of a new treatment plant. Bob Kelly did not feel that there would be any appreciable savings in cost for building a new treatment plant because it is new nitrogen regulations and the technology needed to meet them that is largely driving the need for the new highly technically advanced plant. He said that in theory with all of this I/I in there the nitrogen loading into the plant on certain occasions may presumably be less. Paul Vlasich said that larger tankage is needed to take care of this. Tim Vadney explained that when it rains the nitrogen load to the plant is more dilute but the overall pounds loading is still the same. The effluent permit is always based on the pounds limit so the I/I doesn't make the nitrogen problem better. At the same time nitrogen removal is based on contact time which is directly driven by flow and tank size so the more flow coming in the more tankage that is needed. Peter Atherton said that the savings would primarily be in treatment efficiency and O&M savings. Peak hourly flow rates drive much of the infrastructure costs. When you keep the nitrogen as concentrated as you reasonably can, some of the reactions drive a lot faster and you have more efficient treatment. Mr. Clement would like to see the potential rate increase needed to fund this 2.65 million dollar project.

 Bob Kelly said he feels that the committee is charged with providing a recommendation to the Board of Selectmen on an approach as to who pays for the service laterals. Discussion ensued about this and Chairman Lambert encouraged input from all committee members. Boyd Allen said that there was a lot of meshing of forces in the Old Town study to get people to come to the table and agree on something. In the end the Town picked up the majority of the cost in order to get people to comply. He feels that they need to evaluate this and also how enforcement would be handled. Mr. Allen questioned what level of compliance they would get if they go with something like a 50/50 split. Peter Atherton said that Old Town was a good success story and everyone complied. That town made the decision to fund all the way up to 5 feet from the foundation. The only flow measured the following year was the sanitary sewer flow. Bob Kelly felt that a number somewhere in the middle would be equitable. There should be some buy-in by the residents of Jady Hill so there is some accountability. He suggested asking homeowners to pay \$1,000 each and the Town would pay the rest. Mr. Scafidi said that everyone's rates will go up regardless and felt that the 50/50 option was reasonable. Colleen St. Onge stated that she would like to see the Town put in the relief drains so the homeowners have somewhere to put the water. Jim Tanis felt that they had a good case history with the Maine study and suggested following that. The Town would go up to 5 feet of the foundation and it would be the homeowner's responsibility to connect it from there with a licensed plumber.

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The committee recessed at 7:52 pm and reconvened at 7:59 pm.

Chairman Lambert asked for input from committee members to identify what they would like to formally recommend to the Board of Selectmen.

Boyd Allen moved that as a committee they recommend that for the Jady Hill Phase II project the Town pursue replacement of the sewer and drain lateral portions. Bob Kelly seconded. Vote: Unanimous Don Clement abstained.

Chairman Lambert asked who is responsible for the cost of the storm drain portions of any pipes put into Town roads. Paul Vlasich stated that the new relief drain lines would be paid for by the sewer enterprise fund. Mr. Clement explained that typically storm drain work would be paid out of the General Fund, but Mr. Vlasich is making the case here that they wouldn't be doing these if they weren't part of the bigger project. Mr. Dean said that the 2012 CIP breaks the funding for this project out to be funded with 2.65 million coming from the sewer fund and \$ 200,000 from the General Fund.

Bob Kelly moved to recommend to the Board of Selectmen that homeowners would pay a maximum of a \$1,000 cap towards the lateral portion of the project and that \$1,000 would not include any interior plumbing that needs to be done. In addition to having a plumber certify that the connection was made properly, all of the homes would have to hire a plumber to seal off the existing connection and this must be certified. Paul Scafidi seconded for discussion.

Bob Kelly felt that the homeowner portion on a 50/50 share would be too high. Those homes that didn't need to be upgraded would be exempt. If a home doesn't have a relief lateral and the owner would like to have one put in they could opt to do this at their cost. Financing could be worked out over the next several months. Mr. Vlasich said it would be his preference for trackability and timing that the sewer laterals be part of the bid and all done by the same contractor. There would be economies of scale with doing it this way as well as assurance that the work is done properly and uniformly. Paul Scafidi disagreed and felt the homeowner should be able to bring in a certified contractor of their choice. Don Clement suggested using a percentage instead of a flat dollar number cost.

Chairman Lambert asked Bob Kelly to modify his original motion to go up to a \$1,500 max instead of \$1,000. Bob Kelly denied his request.

Vote: Unanimous Don Clement abstained. Motion in its original form carries.

Don Clement asked Chairman Lambert to formally document the committee's recommendations for the Board of Selectmen prior to October 24th.

5. Discussion / Action Items

a. New Business

1. Budget Committee / W&S Advisory Committee Crossover

Chairman Lambert referenced an email that was sent to all committee members (see copy attached) requesting one or two volunteers to work with the Town Budget Committee on the 2012 budget. Bob Kelly is currently a member of both the Budget Committee and the Water & Sewer Advisory Committee. Don Clement said that part of the Water & Sewer Committee's charge is to make recommendations to the Budget Committee and the Board of Selectmen on the Water & Sewer 2012 Budget and CIP. It is up to the committee how they choose to do this. One option would be to create a subcommittee or the committee as a whole could review the budget and CIP articles. Bob Kelly

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WATER/SEWER ADVISORY COMMITTEE MEETING MINUTES

August 10, 2011

1. Call Meeting to Order

Chairman Gene Lambert convened the Water & Sewer Advisory Committee at 6:30 pm in the Nowak Room of the Town Office Building. Other committee members present were: Mr. Bob Kelly, Mr. Jim Tanis, Ms. Colleen St. Onge, Mr. Boyd Allen, Mr. Paul Scafidi and Selectman Frank Ferraro. Mr. Mike Jeffers, Water/Sewer Managing Engineer, Mr. Paul Vlasich, Town Engineer and Mr. Paul Roy, Water Treatment Plant Operations Supervisor were also present.

2. Review and Approve Draft Minutes of July 13, 2011

Gene Lambert would like to see the name of the recording secretary added to the bottom of the minutes pages and asked that a Task List item be added.

Bob Kelly moved to accept the meeting minutes of July 13, 2011 as amended, seconded by Colleen St. Onge. Vote: 5-0 Motion carries. Paul Scafidi abstained.

3. Review Current W&S Billing Practices and Issues

Chairman Lambert said that DPW was asked to provide a brief overview tonight of the Town's metering methods and how the flow of information translates into customer bills. There are two products: water and treatment of waste water. A mechanism is needed to recover the costs for these services from the customers and it is helpful to understand how this process works.

Mike Jeffers, Water and Sewer Managing Engineer, said that the Town currently has about 3,400 accounts. Approximately half of these accounts (1,700) have older style manual meters and half (1,700) have radio read meters. Manual meters require the reader to manually key punch in the reading, while information from radio meters is directly input into the device when the reader drives by the location. This is the second year that the department will be trying for a warrant article to go to all radio read meters. The meter reading device goes back to DPW and is put into a docking station where it uses a software called Equinox that mates with Munismart and generates bills. Bills are not printed in house but rather are sent electronically to vendors who print and mail them. Some recent changes that they have made to the bills include showing the customer's average rate, last payment date, last meter read date and a clearly defined billing period. They are considering switching to a different type of software that is more tailored directly to utilities billing. Munismart is very good software for taxes but it was never really intended for utilities billing and has to be modified quite a bit for this application. He has been discussing this idea and looking into software proposals with Mr. Dean and Ms. Ravell of the Finance Department.

4. Inflow & Infiltration Presentation by Underwood Engineers and Wright-Pierce

Chairman Lambert explained that the Town has been working with Underwood Engineers and Wright-Pierce for several years on a number of projects. Paul Vlasich, Town Engineer, said that tonight's presentation will recap the details of the capital project proposed by DPW for the Jady Hill area so that everyone will have a good baseline of what inflow and infiltration (I/I) means throughout the Town and to Jady Hill. They were not successful in the Town vote this last year for an additional phase of the project that included I/I removal. They still feel that it is a very important project to do. Over the next couple of months they will be talking about the specific recommendations from the engineers for Jady Hill infiltration/inflow and the question of how it will be paid for.

Keith Pratt, President of Underwood Engineers, gave a powerpoint presentation. Cole Melendy, Project

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Engineer, was also present. The presentation outlined the scope of Underwood's project which started in 2009, its goals, and some of the issues and drivers. There was information on the history of I/I in Exeter. Some of the initial study results and approach were presented. Underwood Engineers is not done with data collection and will continue to collect data for another year or so before issuing a final report. Their findings on public and private I/I sources was one of the study's biggest discussion points.

The scope of the study was driven by Exeter's interest in maintaining its investment in its sewer infrastructure, reducing inflow and infiltration, reducing capital and operational costs, eliminating CSO's into the river and improving water quality and meeting regulatory requirements. Exeter received an EPA Administrative Order (AO) in September 2010 which requires the development of a long term plan to control CSO's. More recently Exeter has also received a draft permit from the EPA for the waste water treatment.

Infiltration is the entry of groundwater into a sanitary sewer system and inflow is the entry of storm water into a sanitary sewer system. A combined sewer system is one which collects sanitary sewage and storm water flow into a single pipe system. Exeter is thought to have a combined sewer system. A CSO is a situation when the flows from a combined sewer system are in excess of the interceptor where the pipes transport that flow and there is a diversion structure. Exeter has two diversion structures, one on Spring Street and the other on Water Street. Combined sewer overflows and I/I are problems because they increase capital and operational costs. Exeter's waste water treatment plant facility has an average 3 million gallons per day (MGD) treatment capacity and a 7 MGD peak capacity. CSO's generally occur when flows exceed 6-7 MGD. By comparison it is known that the actual sanitary flow from users connected to the system is about 1.5 MGD.

Mr. Pratt summarized some studies and projects done in Exeter in the past with reference to CSO's and inflow and infiltration. Exeter had 31 CSO events in 2006, 8 in 2007, 8 in 2008, 2 in 2009 and 21 in 2010. The plan of Underwood Engineers was to do initial I/I investigation, primarily on infiltration. They wanted to look at the hydraulics of the CSO's and I/I reduction strategies. The overall CSO strategy is the part that they are still waiting on. They are going to get one more year of CSO data before finishing that report. They are here to help with budgeting, planning, public education and outreach.

They did field investigations in 2009 and 2010 where they put meters in the flushing system in 3 locations which performed continuous flow monitoring. The three chosen areas of Pilot Study were Jady Hill, Downing Court and Westside Drive. They flow isolated 75% of the system. This is done by going out in the middle of the night when they presume that no one is using the sanitary system and assume that water found is generally due to infiltration. They studied 300 properties to see if there were sump pumps or drains connected, inspected 650 manholes and put TV cameras in 7 miles of Exeter's sewers.

Key findings: 1) I/I was found in everything (sewers, manholes and services) 2) 25% of homes in the sample base were found to have sump pumps connected to the sewer 3) During rain events they observed 800 to 2,500 GPD I/I in services. Some private services were higher at 5,000 to 11,000 GPD. In summary the majority of I/I was found in private service laterals. This indicates that the Town has been doing a good job so far of taking care of the pipes in the public system and now they need to look at what can be done to reduce inflow and infiltration from private services.

Frank Ferraro asked what progress has been made on stopping inflow from a number of large single sources that were previously identified. Jennifer Perry had made a statement at a previous meeting that

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the Town is working with those sources to try to get them to stop. Mike Jeffers said that these identified sources include some PEA sites and the old high school on Linden Street. Mike Jeffers said that the current status is that they are continuing to have discussions with the owners of these properties but so far none of these inflows have been stopped. Mr. Ferraro pointed out that Town ordinance prohibits these inflows into the sewer system. The only thing allowed to be discharged into a sanitary sewer line is sanitary waste. Mr. Dean confirmed that the Town has had this ordinance on the books for 20 years or so but it has never been enforced. It would be up to the Selectmen to make a decision to start enforcing this.

Mr. Pratt said that some of their work had identified 36 suspected roof drains that discharge into the sanitary sewer system. Traditional I/I projects address only public sewers, but as the results of their work indicate, this won't solve the problem. Exeter needs to find a way to deal with private I/I somehow. Approaches to removing private I/I include enforcement, assistance in public funding and education. Selectman Ferraro asked what, if any, effect the Water Street Interceptor project will have on this. Paul Vlasich explained that this project will relocate the diversion structure and replace an undersized pipe that is just down the road from it. This will not stop CSO's entirely in this section of Town, but replacing the undersized pipe will help to minimize CSO events and probably prevent them entirely in cases of mild storms.

The proposed total cost for the Jady Hill project work was about 3.1 million dollars. Of this figure, 1.4 million was for public sewer line work, \$ 600,000 was for private sewer service work and 1.1 million was for storm drains. If the Town chose to do the public sewer line work only at a cost of 1.4 million, Underwood Engineers estimates that the amount of I/I removed would be about 20%. If the public sewer line work was done in conjunction with the private sewer line work at a total cost of about 2 million, they should achieve around 70% reduction in I/I. However this does not leave the homeowner anywhere to put their sump pump. The addition of the 1.1 million storm drain piece for a total project cost of around 3.1 million will still achieve a 70% reduction in I/I, but also gives homeowners somewhere to put their sump pumps and drains. Their analysis shows that it is more cost effective to deal with some of the added projects and not just do the public work only.

In summary, most of the I/I is coming from private sources such as sump pumps and roof drains. This must be dealt with somehow to obtain effective removal of inflow and infiltration. It is more cost effective to include the private work. They recommend that the Town manage the private sewer services work so they have control over what happens with it and know that it gets done. Various options exist for cost sharing and educating the homeowner with regard to the private work. Examples were given of other communities that dealt with this and achieved expected results. The AO that Exeter has received requires the development of a long term CSO control plan. Underwood Engineers is in the middle of finishing up the first part of their report of CSO data. Underwood Engineers met with the EPA along with the Town and explained that much of what the EPA was looking for was included in the study they were currently in the process of doing. They were able to submit the study information to the EPA to satisfy their requirements for the time being. EPA will expect the full report from Underwood Engineers when it is completed around December of 2012.

Keith Pratt handed out a graph indicating a relationship between rainfall, CSO's and high tide. He explained that they noted a relationship between CSO's and high tide. They are constantly making efforts to improve their data collection. Based on the chart it would indicate that there seem to be tidal influences somewhere in the system. Mike Jeffers and Paul Vlasich mentioned that several large fish have been picked up in the weir screens recently.

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Bob Kelly asked if discussions with Jady Hill residents had indicated that the residents truly understand the problems of I/I and the solution options for fixing the problem. Paul Vlasich believes that education is key. He feels that there is some awareness but the financial part is tricky. Some residents are surprised to learn that they own the sewer service pipe to their home. Most residents he has spoken to are willing to do something but they would like the Town to help financially. Discussion ensued about solution options for reducing private I/I in the Jady Hill area. There were questions about whether or not the Underwood Engineering study of the 3 chosen areas in Town constitutes a true Pilot Study or not since different areas of Town are unique. It was pointed out that there are at least 13 other identified project areas in Town for I/I reduction which are not currently under discussion. Mr. Dean said that the decision point regarding whether or not the Town will financially assist with the costs of the private work is one of policy as the Town can borrow the money and work out a repayment program later on. There will be cost savings to the Town when the amount of I/I is reduced which needs to be considered. The benefits of reducing CSO's are more intangible but include compliance with regulatory authorities. Bob Kelly thought that more meetings should be held with Jady Hill residents for discussion and educational purposes. Gene Lambert felt there was a need to expand these to include the residents of the other 13 identified areas as well.

Wright-Pierce is doing the design for Jady Hill. Tim Vadney, Wright-Pierce Project Engineer, gave a brief presentation on cost analysis work they did for the Jady Hill area utility replacements. One of the primary drivers for the Jady Hill project is to decrease I/I and eliminate CSO's. The annual amount of Jady Hill I/I volume is estimated to be around 40 million gallons. Decreasing I/I reduces the Town's pumping and treatment costs and ultimately will decrease the size of the new treatment plant that will have to be built down the road. The more I/I that they can get out now the better. The larger the treatment plant the higher the cost, so this is a big factor. The Exeter waste water treatment plant treats around 766 million gallons of waste water per year. Based on current water and sewer budget data and EPA guidance on the matter, the Town is paying around \$ 0.0014 per gallon to pump and treat waste water. Using general industry guidelines to estimate the cost of building an upgraded waste water treatment plant, future cost to pump and treat is estimated around \$ 0.0020 per gallon. The estimated savings for conveyance and treatment over 20 years if 85% I/I removal was achieved with the current facility would be around \$ 1,020,000. The estimated savings for conveyance and treatment over 20 years if 85% I/I removal was achieved with a future facility would be around \$ 1,460,000. There would also be an estimated savings in building a smaller capacity plant of \$930,000. The total savings would therefore be almost 2.4 million dollars. This means that 60% of total project costs would be recovered within 20 years. There was some brief discussion about this and committee members requested to be provided with copies of the slides from the power point presentation.

5. Presentation by Jim Tanis of Budget & Rate Worksheet

Chairman Lambert said that the Water and Sewer Advisory Committee is tasked with assisting with rate setting for water and sewer users. Jim Tanis gave a brief explanation of the rate structure used several years ago to assist with rate setting. He was on the subcommittee that looked closely at rates in 2006 when they came up with the 3 tier structure and service fees. One of the tools that was used was a software program called Ratemaker 4.1. This software has budget and rate sheets which assist with rate setting. It also provides guidance for setting reserve levels for capital and operating budgets and debt service. It recommends that rates be set slightly higher than what is needed to meet costs. Rates should be analyzed often and small communities like Exeter should establish reserve funds from 20 to 30 percent of their budget.

Rate subcommittee members spent a lot of time analyzing this data in 2006 and ran many different iterations to determine what the appropriate unit costs should be. The software program recommended

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that any communities with significant fixed costs show that as a separate service charge so that it could be monitored separately instead of being included with the variable rate. There was a problem in Town at the time where small users were subsidizing the large users and this inequality was the reason for the creation of the 3 tier system. The program water rate schedules asked for projections five years out which requires the input of the 5 yr schedule capital requirements and debt service. It would also build up a capital operating reserve and have these as separate line items that could be monitored and managed. If reserves build up to a high level, the program will call for a look at a possible rate reduction. This is the way it was designed to be managed. Mr. Tanis has the entire software package if anyone would like to read it. It describes line by line what data needs to be input in order to come out with the resulting numbers and what they mean. Mr. Tanis believes that the tools are there to improve our management of the system especially when it comes to the reserve balances. Chairman Lambert asked if this program is currently being used. Jim Tanis said he doesn't think so and believes the Town is currently using alternative methodologies.

Mr. Dean said that they gravitated away from using this because it is a spreadsheet program and are currently using the Town system which is Munismart. Munismart is designed to produce similar data by the tiers. They can print out the gallons of usage by district on a monthly basis and chart the sewer by district. They can plug in numbers at each tier to get revenue estimates. They cannot drill down into individual users but it could be altered to do this. It is used in the working subgroups and has served the current purpose. He is concerned that everyone may not be on the same page if the committee is using a different software than the one used by the Town Office and working subgroups internally. Chairman Lambert said that the committee is concerned about the current status of the reserves as they stand as a budget item and not a cash flow item for the water and sewer department to be able to effectively meet emergency needs. This would be more of a planning and budgeting tool, but if it has some rate application as well it would seem logical for the rates subgroup to take a look at that.

Mr. Dean said that the Capital Improvement Plan is being presented tomorrow and they have been working on some information on the Water Fund and Sewer Fund on a proforma basis. He provided committee members with information sheets that show where they stand with this on a budget basis. The data walks through the years 2006 through 2017. Total projected 2011 revenue for the Water Fund is 2.6 million. The current default budget amount set by the March vote is \$2,018,276. On a budget basis at the end of the year if all goes well they will have a budget surplus of \$ 612,708. Unaudited fund balance as of 12/31/10 is \$ 753,173 which when added to the \$ 612,708 gives you 1.36 million as a total balance in the Water Fund. Mr. Dean wanted to go over this tonight to illustrate some future year expenses and revenues. The CIP debt service shows the list of projects proposed for the water system for the next 6 years. This is a planning tool to consider the impact to the budget if all of these projects are funded. Mr. Dean also pointed out that the proposed cost for a new waste water treatment plant would be 52 million dollars which is essentially two times the entire sewer budget at the moment.

Chairman Lambert asked how the concept "reserve amount" is being defined. Mr. Dean said that the short answer is that it is a budget surplus. New Hampshire law allows the appropriation of money from surplus on a budget basis and it does not mean actual cash on hand. Bob Kelly would like to see reserves be a line item and actually budget for them. There was discussion about reserves and projects on the CIP list. Bob Kelly would like to see some analysis done on where rates would have to go over the next several years in order to do all of these CIP projects. Chairman Lambert questioned why a project such as \$ 30,000 worth of planned sludge removal in one of the lagoons is in the CIP and not a budget item. This sludge removal is planned maintenance that is done on an every 4 year cycle. Mr. Dean said that it is Town policy that any item over 25 K must be put into the CIP. He feels that there are some items in water and sewer that should be exceptions to this and there will be more discussion

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about this in the future. Bob Kelly felt that they should take a hard look at anything under \$ 75,000 to \$ 100,000 to see if it could be put into the budget instead of the CIP. Voters would also appreciate not having so many warrant articles to consider.

Chairman Lambert said that one of the problems is that there are some budget items they can control and some they can't. They cannot control the people portions of wages, benefits and taxes. They do have influence over expenses and revenues. Jim Tanis pointed out that they can give their opinion on any proposed head count changes. Mr. Dean said that the lion's share of expenses are related to testing, electricity and maintenance items. Chairman Lambert said that there is a curve of preventive maintenance versus emergency maintenance that may reduce the cost of capital items down the road.

Chairman Lambert said that the issue they really need to address is how to create and come up with a separate reserve amount that needs to be defined hopefully as a separate line item. Discussion ensued about this. Paul Scafidi disagreed with funding a reserve in this manner, saying that things change year by year and board by board. People think it is a slush fund. He feels that the way things have been working is just fine and as a rate payer he wouldn't want to contribute to a deferred maintenance fund. Bob Kelly feels it is good policy to fund a revenue stream that is slightly higher than expenses. They need a snapshot of how much money they would like to have in case there is an emergency. Paul Scafidi said that money can be appropriated from the Town's rainy day fund if needed in case of an emergency. Planning should be done on a year by year basis. If there is too much reserve money it is a management issue and either projects sitting on the books should be done or rates should be reduced. Mr. Dean said that you have to recognize where you are, where you might be and what the trends are over a multi year period. Some of the fund balance could be structured as a debt reserve against current obligations. Jim Tanis asked if the Town is getting interest on the surplus and Mr. Dean said that the Water and Sewer Funds do earn interest. Bob Kelly retracted his earlier idea of funding reserves at this time, but stated that they need to take a better look at how everything is being managed. Money needs to be allocated for projects that dearly need to be done. Mr. Dean said that if these CIP projects are implemented as scheduled based on the current situation, the Water Fund balance goes negative in 2014. If all projects cannot be done, they need to have discussions on how to prioritize which ones are most critical.

6. Discussion / Action Items

a. New Business

i. Monthly Reports by Mike Jeffers

Mike Jeffers distributed copies of his July monthly report to committee members. Committee members requested to receive this report prior to the meeting if possible in the future. Mr. Ferraro suggested posting it online with the meeting agenda. It was also noted that they do not need the level of detail contained in the report and going forward Mike could just send the first page.

ii. SOP for switching between reservoir and river sources

Jim Tanis would like to see written SOP guidelines on how you switch between the reservoir and river water sources in order to get on top of the manganese problems next year instead of chasing it. Mike Jeffers said that both sources have high manganese so it isn't just switching. Jim Tanis would like to see them get the additional chemical feed equipment at the river they need in order to get the proper alkalinity to reduce the manganese and start using the river water before they historically get the manganese problem.

b. Old Business

i. CIP items

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Bob Kelly said that they are going to need to take a hard look at the CIP items on a detailed basis and asked if this will be an agenda item for the next meeting. They need to review these items thoroughly so that they can make recommendations. Mr. Dean said that the CIP is a draft document at this stage that is a prioritized list of projects. The Planning Board is having its first meeting tomorrow night to have its first look at the projects. After that there is about a month lull before the Planning Board has its final hearing and makes its final recommendations. The plan itself doesn't bind any financial commitments. The budget process is driven by the Board of Selectmen with guidance and recommendations from the Budget Committee and other committees.

ii. Waste Water Treatment Plant Tour on August 2nd

Chairman Lambert thanked Mr. Jeffers and his staff for the tour of the waste water treatment plant on August 2nd.

7. Regular Business

a. Water / Sewer Abatements / Policy Questions / Waiver of Meter Service

There were no water and sewer abatements tonight. Mr. Jeffers said they have a request from an individual who is very ill and not living in his home to waive his quarterly meter fees. The water is still on but not being used. His bill is only quarterly service fees and has had no usage for the past few quarters. Jim Tanis said that the service fees cover fixed overhead costs and these don't go away just because someone is not using water. Colleen St. Onge pointed out that snowbirds still pay the fees while they are away. It was pointed out that they have the option to pull the meters and then they would not have any charges. There are fees to pull and reinstall meters. Mr. Dean said that he believes the Town should grant waivers in hardship cases. The committee's recommendation was that the homeowner has the option to keep the water service on and pay the fees or have the meters pulled at a cost and receive no more bills after that.

Exeter River Coop has its own water and 2 meters that the Town uses to bill them for sewer. They want to put in water meters so they can have each and every account pay their own sewer bills. There are hardware and administrative costs to the Town to install all of these meters. Right now DPW would up front the cost of these meters and the money comes back to the Water Fund but comes out of the DPW budget. This would be a considerable cost and would mean many less meters that DPW could replace for other people in Town who really need new meters. Mike Jeffers would like to know if DPW could charge Exeter River Coop for the administrative costs and tell them that they are on their own for purchasing the meters. DPW would send them the information on how they can buy the meters.

There was discussion about whether the Town would send individual bills to these accounts once the meters are installed instead of one bill to each of the two master meters. Individual bills would mean that each account pays a quarterly service fee which would be increased revenue to the Town. There are about 400 units. The committee recommended that DPW let the Coop buy the hardware on their own and do what they want if they are going to deal with it themselves and continue to be billed for the master meters only. If they want to become part of the town system and have individual bills for the 400+ accounts, then DPW should sit down and talk with them and work it out. Mr. Jeffers was advised that he could make a request to Mr. Dean for the funds to purchase the meters in this case so that the funds do not need to come out of his meter budget. Mr. Dean would just need to know the cost of the implementation and when the revenue would be expected to come in.

b. Financial Report

Mr. Dean handed out and presented his financial report earlier.

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c. Task List Update

- i. Get I/I Map figure 5-3 published on July 30, 2010 shown earlier during the presentation
- ii. Get copy of slides from Underwood Engineers and Wright-Pierce presentations
- iii. Get number of homes in 23 areas referred to in Underwood Engineers presentation
- iv. Come up with a plan for recommendation for the I/I payment for Jady Hill

8. Review Committee Calendar

a. Future Meeting Dates

The next meeting of the Water and Sewer Advisory Committee will be on Wednesday, September 14th at 6:30 pm.

b. Water / Sewer Rate Workgroup August 18th

Chairman Lambert reminded everyone that there is a water and sewer rate group meeting on August 18th.

9. Adjournment

Paul Scafidi moved to adjourn, seconded by Bob Kelly. Vote: Unanimous

The meeting stood adjourned at 10:00 pm.

Respectfully submitted,

Jennifer Mancinelli
Recording Secretary

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EXETER WATER/SEWER ADVISORY COMMITTEE MEETING MINUTES Sept 14, 2011

1. Call Meeting to Order

Chairman Gene Lambert convened the Water & Sewer Advisory Committee at 6:30 pm in the Nowak Room of the Town Office Building. Other committee members present were: Mr. Bob Kelly, Mr. Jim Tanis, Ms. Colleen St. Onge, Mr. Boyd Allen and Selectman Don Clement. Mr. Paul Scafidi was absent. Ms. Jennifer Perry, DPW Director, Mr. Mike Jeffers, Water/Sewer Managing Engineer and Mr. Paul Roy, Water Treatment Plant Operations Supervisor were also present.

Selectman Don Clement advised the committee that the meeting had not been properly posted as per regulations. It was determined that the meeting would proceed as an information session and no binding votes would be taken. Mr. Clement reminded the committee about Right to Know Laws, especially with regard to email communications. He said that an email went out today to the entire committee that he suggested be printed out and included with the meeting minutes to avoid any issues with the Right to Know Laws. He recommended avoiding email communications.

2. Review of Draft Minutes of August 10, 2011

Chairman Lambert opened the floor to comments about the meeting minutes of August 10, 2011. Hearing none, discussion and vote on these minutes was tabled until the next meeting.

3. Jady Hill Utility Improvements Presentation by Wright-Pierce

Peter Atherton and Tim Vadney of Wright-Pierce Engineers were present to provide information about Phase II of the Jady Hill area utility improvements program. Peter Atherton gave a power-point presentation that provided an overview of the overall wastewater infrastructure in Exeter and details about the specific components of the Jady Hill Phase II project as well as funding. Committee members were provided with handouts that had been requested at the previous meeting.

The Town's main wastewater infrastructure can be broken into 3 different components: collection, conveyance and treatment. Collection consists of the pipes and services that are buried underground. Conveyance involves the pump station and force mains, while treatment is done at the plant facility. All of these components are aging and because of that the Town has put together various capital improvement plans to address the aging infrastructure. Based on standard infrastructure replacement costs for the various components, if Exeter had this infrastructure today and was going to replace it over a period of 50 to 100 years (which would be a typical infrastructure replacement timeline) it would be investing \$500,000 to a million dollars a year just to maintain the collection and conveyance. Exeter has a significant investment buried beneath the streets and replacing that requires significant investment.

There are various issues with respect to each of the system components today. The collection system has issues with inflow and infiltration (I/I). Conveyance system issues are CSO's and SSO's. With respect to the treatment, the issue that is around the corner is potentially much more stringent treatment requirements. The various regulatory agencies have put some orders on the Town because of these issues. In 2010 the Town received an administrative order (AO) to address the CSO's and SSO's. In addition to that, earlier this year the Town received a draft discharge permit to address treatment requirements. The Town commenced a town-wide I/I study in 2009 in response to these issues within the collection system. The Town also took the high priority areas and combined them with their aging infrastructure CIP initiatives. The 2009 study included some work that would investigate the CSO's and SSO's and there is some other ongoing work with respect to these issues as well. In order to address the treatment issues, it is recommended that the Town do an Overall Wastewater Facilities Plan possibly next year. If the Town goes forward with the Wastewater Facilities Plan, it might be a good idea to roll

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all of the different components in to have a coordinated, cohesive plan on how to address overall wastewater infrastructure for future years.

The Jady Hill Project Phase I and Phase II really addresses collection system issues in priority I/I areas identified in the 2009 town-wide study and combines that with some other CIP needs. Jady Hill Phase II includes relief drains which would be similar to storm water basins and be a component of inflow and infiltration reduction. They are included as an option because there are certain site constraints that make not having them somewhat problematic. These constraints include topography, soil type and closeness of homes. Given the site constraints existing in the Jady Hill area, there are concerns if relief drains are not included as part of the project. These concerns include ponding of water, groundwater recycling, road/driveway freezing and sump pump redirecting.

There are some technical concerns with private service laterals. The vast majority of these services are around 50 years old and made of inferior orangeburg pipe. There are also sump pump concerns. Nontechnical concerns include private responsibilities, public good and precedent set for future. The service laterals are owned by the homeowner from the house to the main. For discussion purposes, private service replacement refers to the area from the right of way (ROW) to the home. Based on their experience looking at industry standards for I/I reduction, if they work on just the main line itself the amount of I/I reduction would be about 25%. If work is done on the main line and the ROW, they would expect to get around 45% I/I reduction. If they go from the main line all the way to the home, an I/I reduction of around 80% would be expected. There is a definite benefit in going that additional distance to the home.

Gene Lambert requested the reference documents which support the quoted I/I reduction rates. Wright-Pierce will get the research papers which substantiate the numbers. Bob Kelly pointed out that the other consultant that presented at the last meeting had different numbers specifically for Exeter. Mr. Atherton said that the 2009 town-wide study had indicated that work on the main line was predicted to solve about 40% of the I/I problem and going all the way to the homes would solve about 70% or possibly more. The added benefit to going all the way to the home is about 30%. The numbers are similar but that study was specific to monitoring results. The monitoring that was done indicated that about 43 million gallons of I/I per year comes from the Jady Hill area. Right now the main line and ROW work is included in the project plans which would eliminate around 45% of I/I. The added benefit of going all the way to the home would be an additional 15 million gallons per year of I/I removed per year (if the math is done using the industry standard number difference of 35%). Bob Kelly wanted to know why there was only an 80% I/I reduction rate if all of the lines are replaced. Mr. Atherton said it is reasonable to expect over 90% I/I reduction if all lines are replaced and there is verification that the sump pumps have been taken out. They have tangible evidence from other projects to bear this out. The 80% figure is a conservative assumption for the cost effective analysis.

Wright-Pierce has calculated the Town's current cost to convey / treat and remove the I/I at about \$0.0014/gallon. The cost of removing the 15 million gallons per year over 20 years would be \$420,000 and the 50 year cost would be about 1.05 million dollars. Future cost was estimated at \$ 0.0020/gallon looking at cost curves and considering that the Town is eventually going to have to build an advanced treatment plant. The 20 year estimated future cost would be \$600,000 and 50 year cost would be 1.5 million. Committee members had several questions for Wright-Pierce regarding the details of this analysis. Mr. Atherton said that they did a straightforward analysis of current versus future costs and realize that there are other factors and different variables to be considered. The analysis showed that the additional cost to remove the private I/I (sanitary lateral and storm service) was about \$500,000 and cost for the relief drains was \$608,000. The two numbers are about 1.1 million dollars.

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Jady Hill Phase I is funded through the water/sewer CIP. Jady Hill Phase II is similarly funded through integrated water/sewer CIP. For the private non-ROW services, there is a question of how that would be funded. If it were to be funded by the homeowner, would it be done by separate contract or a town contractor? Or would there be funding from the public via the CIP? If there is public funding, would it be actual cost or a set fixed amount / fixed percentage? There is a wide variety of different possibilities and it should really be what is the best solution for the Town.

Discussion ensued about these options. Mr. Clement said that the Board of Selectmen has not yet made a decision on whether the private costs would be solely borne by the homeowner or whether there would be some incentive. This decision would need to be made before moving ahead with a warrant article. Storm drain costs would come out of the General Fund. Colleen St. Onge said that with regard to the private work portion it would seem logical to start gathering information to see if there were some private companies that could do this work at discounted prices for this volume. Wright-Pierce said that they have found that the best pricing often comes from the contractor that has the contract to do the construction because they are already in the neighborhood doing another portion of the work. There are economies of scale with this as well, plus the advantage of better quality control when the same inspector is watching it all go together. Chairman Lambert asked if they were aware of any history of percentage of I/I achieved when a Town focused aggressively on ordinance enforcement. Mr. Atherton said that typically one half of all pipes in the ground are private services. However, historically municipalities did not really focus on the private portion until more recently in the past decade. Communities have tried various types of incentive programs but he is not aware of any examples where I/I reduction was reported due to aggressive ordinance enforcement. Many municipalities have reported that they have looked at the public good and decided to defer a portion of the costs. They are weighing the public good versus private responsibility versus setting a precedent in Town. Some have funded the entire cost. Different municipalities have had different and unique approaches to this issue.

The committee recessed at 7:46 pm and reconvened at 7:51 pm.

4. Capital Improvement Plan (CIP) Review

Jennifer Perry and Mike Jeffers gave a power-point presentation on 2012 CIP projects. Highlighted items were: groundwater treatment facility, water meter replacement, water treatment plant waste stream reduction, water treatment plant heating system replacement, Lincoln Street project Phase I Utilities, waste water treatment plant facilities plan and main sewer pump station force main repair.

Ms. Perry said that one of the major efforts for 2012 is the groundwater treatment facility. The groundwater treatment facility was presented to the voters this year but did not pass. This is part of a project that has been going on for several years to revitalize two of Exeter's existing ground water supplies, Gilman well and Stadium well. It would also treat the Lary Lane well which has a low level of arsenic. Back in 2003 they tried very hard to build a new surface water treatment plant which carried a 17 million dollar price tag and failed to pass two years in a row. After that there was a decision made to look into groundwater which would be cheaper to treat and has a higher quality of water.

They did do the reconditioning of those two older wells that had been not used for years. They did get approval from NHDES for the withdrawal of those groundwater supplies. They have done Pilot studies looking at appropriate treatment methodologies for those groundwater supplies. This work is being done in conjunction with Weston & Sampson Engineers. Two sites are being considered for location of this facility, Gilman Park and Lary Lane. It would be a 6.35 million dollar project with the majority of those funds going toward the construction. The project was submitted to NHDES as part of the State

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Revolving Loan Fund program and it was accepted as one of the high priority projects. Because of that they would be eligible for 20% forgiveness on the loan that would equate to almost 1.3 million dollars. The loan itself would be at a very low interest rate.

Some of the benefits to the groundwater treatment plant include: lower treatment cost than surface water, it would resolve the Lary Lane arsenic issue, it would treat iron and manganese issues with Gilman, Stadium and Lary Lane wells and it would diversify the Town's water supplies. This facility would be used in conjunction with the surface water treatment plant on Portsmouth Avenue.

There was a lot of discussion about this project and location choice for the facility. Jim Tanis asked what other alternatives were pursued and whether they had looked at options such as piping the well water to the existing surface water treatment plant so there would not need to be two treatment facilities. Ms. Perry replied that they did consider the idea of using the current surface water treatment plant as the groundwater treatment facility. There are several challenges with this. It also gets very expensive to retrofit an old facility and it was considered best to go with a new facility. Ms. Perry will look for the cost analysis and matrix of options done at the time this decision was made. Mr. Jeffers said that the surface water facility has much more complex and expensive treatment than is needed for groundwater. Ms. St. Onge inquired about the type of security being considered for the Gilman Park location since there is so much public access. In the wake of 911 they need to be concerned about the safety of the water supply. Ms. Perry said that there are several options and the details of how to effectively manage access would be discussed in a public forum. Mr. Clement said that Homeland Security has guidelines for this and security is an issue regardless of the chosen location.

Bob Kelly asked if the Stadium well site had been considered for location for the facility. Ms. Perry said that the Town doesn't own the property that the Stadium well is on. The Town did approach PEA about it but the idea was not well received. Mr. Clement said that this past Monday night the Board of Selectmen directed Ms. Perry to obtain a conceptual layout design plan of how this facility would be placed at Lary Lane. Mr. Jeffers clarified that there would be much less chemical required to treat groundwater. Since the quality of groundwater is much higher, it would require just an oxidizer which is basically bleach and much less per gallon is required for treatment. In contrast, three or four more types of chemicals are needed for the surface water treatment plant. Jim Tanis pointed out that the introduction of any significant percentage of groundwater into the blend will reduce by dilution the amount of lower trace organic residuals at the end of the line. This will be a significant increase in the Town's overall drinking water quality and will put the Town in a better position to meet new guidelines for these organic residuals. If they stay at 100% surface water they will have a very difficult time meeting these new guideline requirements. Mr. Jeffers pointed out that one more benefit to groundwater is that if there was a radiological event, a groundwater treatment plant is much less vulnerable to contamination than surface water.

Chairman Lambert said that they need to be careful to educate the public about what is needed. Residents are sensitive to costs going up and want to know what their benefits are. He feels that they need to look at the cost/benefit to the average resident ratepayer and be careful to look at it from the pocketbook point of view. Mike Jeffers said that the Town is not going to meet Stage 2 disinfectant byproduct rules and next year when the rules become site specific they will be in violation of these even more than they are now. He has been advised that the Town will almost certainly receive an Administrative Order giving a timetable to solve the problem which is a major upgrade at the surface water treatment plant. Chairman Lambert asked what this upgrade would cost and Mike Jeffers said that they would need a study and facilities design to determine this cost. Mr. Allen feels that they should be able to generate some order of magnitude estimates on this without full blown facilities studies. Ms.

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Perry said that this is something that they could do and they already do have pieces of it.

Ms. Perry explained that the water meter replacement program would replace all of the Badger meters and remotes. This is a \$750,000 project that narrowly missed passing when presented to the voters this past year. The average useful life of most meters is about 10 years by AWWA standards and the Town has meters that date back to the 1970's. These meters are essentially the cash registers for the water flowing into the homes and they do have lost revenues because the meters and remotes slow down as they age and don't register the full amount of water flowing through. The new Neptune radio read meters do not have separate house-mounted remotes so there is no chance of having a discrepancy between a meter and remote. This radio unit can be picked up when the meter reader drives through the neighborhood and would significantly cut down on meter reading time. Users would be able to tap in to see their usage trends and information. It should lead to quicker discovery of leaks and improve conservation efforts.

This is another top-ranked project on the NHDES green priority list and is eligible for an SRF low interest loan with 20% forgiveness. The 20% loan forgiveness would equate to \$150,000. Boyd Allen asked if they have a coarse number of how much revenue is being lost due to these older meters. This number was estimated at \$ 400,000 per year after a quick review of the figures presented. Therefore it would appear that this project would pay for itself in two years. Mike Jeffers said that the project would replace approximately 1,700 entire meters (wet changes) and 1,700 Neptune meter head changes. It is expected to take about 18-24 months to complete all of these replacements. Costs would be internal and they would not need to hire any additional staff to do this. Mr. Dean provided a brief explanation of how the SRF loan program process would work with this. Chairman Lambert asked how they are going to demonstrate the savings per year return on investment to show traceability of savings to the public. Ms. Perry said that they regularly monitor the amount of water that is pumped out to the public as well as how much is recorded so they have a current benchmark. Boyd Allen pointed out that they could record the deltas between the meter and remote readings on the replacements as a scorecard. Mike Jeffers said that this would be standard operating practice for meter change-outs. Mr. Allen asked if the homeowner is responsible for this delta or are they forgiven. Mike Jeffers said that at this point in time they do not go after the homeowner for deltas on worn-out equipment and most utilities do not do it either. Mike Jeffers also pointed out that this would allow the Town to go to 30 day billing which is something that cannot be done with the old meters.

The water treatment plant waste stream reduction CIP item is a \$285,000 project to revitalize and re-use existing lagoons at the water treatment plant adjacent to the Reservoir. It would allow the recycling of some of the filter backwash and clarifier flush water used at the water treatment plant that is currently wasted to the sewer. They wouldn't have to be sending 100% of the wash water to the waste water treatment plant. This project would save an estimated 57 million gallons of water per year. Jim Tanis pointed out that this is more water savings than Jady Hill for \$285,000 and said he thought this was a great project. Mike Jeffers said that there are 6 possible technology options with this and he can provide the detail on these if desired. This project would also reduce electrical costs, decrease chemical usage, decrease the amount of sewer pumping (\$43,250 in 2009) and decrease CSO's. Chairman Lambert asked if there was any way to do this through the regular operating budget as a capital item and not as a CIP project. Mr. Dean said that because Exeter is an SB2 town they need to put a warrant article on that is a bond article because it deals with the SRF program and is eligible for the 20% loan forgiveness. They have been working hard to educate the public about this. Mr. Clement pointed out that there is a risk to having it in the regular budget if the budget is voted down like this past year.

Ms. Perry said that another project is replacing the boilers at the water treatment plant. Since the time

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that this CIP sheet was developed for the total replacement of the boilers and all the associated improvements with a total cost of \$120,000 they have already come up against having to replace these boilers prior to the heating season. The boilers did not pass their licensed gas fitter's inspection. DPW came before the Board and requested an emergency expenditure out of reserves for the replacement of the two boilers. There is still other work that needs to be done in terms of piping improvements and energy savings measures so they are still talking about \$70,000 for additional heating related issues with the water treatment plant. Jim Tanis asked if the \$50,000 was wasted and Ms. Perry said no. The \$50,000 was used to replace the boilers.

The water treatment plant roof replacement is a \$106,150 CIP project that would replace the roofs on both the water treatment plant building and the sedimentation building. It would include all of the roofing, foam insulation, flashing, developing slope for good drainage and spot replacing of some tile on the old historic building out front.

Ms. Perry said that they have a new project in the Lincoln Street area which is primarily being driven by the need for water main replacements. It would be a phased utility replacement project. This is one of the major connectors in the distribution system and they have lines in this area that are over 100 years old. It would also replace some lines on Tremont Street and Daniel Street. As people may recall, they had started a capital program for water and sewer line replacement which was an every other year program. They are proposing to use those monies for this project. The intention for 2012 would be to do the water and sewer utility improvements in this area, followed by overall streetscape roadway design in 2013 and actual roadway construction in 2014. Mr. Tanis asked why they are proposing to double the size of the water main. Ms. Perry replied that this would be a major connector from the Southeast side of Town where the groundwater facility would be located to the Epping Road tank. It is over 100 years old and ready for replacement anyway. Michael Jeffers said that simply put the Lincoln Street line is too small and very old.

The Wastewater Treatment Plant facilities plan would be a study to look at what treatment alternatives they need to be considering in order to address the new wastewater discharge permit. Cost of the plan would be on the order of \$375,000. They still have only a draft permit with a nitrogen requirement of 3 mg/L. Whether the final permit has a level of 3 mg/L or 5 mg/L or 8 mg/L, it is not a level that they can meet with their current technology. The first step in addressing that is to do a facilities plan to do a thorough analysis of what the Town's needs will be for the next 20 to 30 years. There are a lot of different processes and treatment options. This will be a fairly major endeavor and they want to do the best for the Town by doing an objective and thorough review of the options. Chairman Lambert asked about the study that the Town is involved in to study the nitrogen values. Ms. Perry explained the Town's involvement in the MOA study and the fieldwork being done on the Swampscott River. The study's goal to develop some basic measurements of several parameters and nutrients to get a better understanding of what is contributing to water quality problems in the River.

There was a discussion about the study, draft permit and proposed facility. Several committee members expressed concern that it may be premature to be spending money on a facilities plan at this point. Ms. Perry said that the facilities plan would look at different levels of treatment and would be flexible. The reality is that the Town will have to build a new treatment plant and it is important to show progress to EPA to prove that Exeter is taking this seriously. She recommended moving forward with the study and said that it is just the first phase of what will perhaps be a 5 year plan to get the Town into a new facility. Bob Kelly agreed that EPA responds to initiative and thinks it will be money well spent to provide a range of options to give the Town some control over what the bottom line number of the plant cost will be.

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The next CIP item is Main Sewer Pump Station force main repair. This is the station that is adjacent to Swasey Parkway and elderly housing. This would design some flow improvements and install isolation valves on either the inlet or outlet side of the station. Currently there are no isolation valves and it is almost a mile long force main so there are some real concerns with that. It would also allow increased capacity through the pumping station and would be another improvement in minimizing overflows. Proposed to be done in 2012 is a \$55,000 study with \$240,100 in 2013 for design and construction.

5. Discussion / Action Items

a. New Business - None

b. Old Business - None

6. Regular Business

a. Water / Sewer Abatements - None

b. Water / Sewer Monthly Report

The committee thanked Mr. Jeffers for sending them all his monthly report.

c. Financial Report

Mr. Dean handed out his financial report to the committee members. He said that receivables are fairly consistent over time. They are getting ready to send out shut-off notices so there should be some increased revenue coming in shortly. The current projection is for a \$612,000 budget surplus in the Water Fund at the end of the year. However at the end of the year there is still going to be some amount of revenue from 2011 that is not yet collected. Real income would be \$312,000. A distinction is made with regard to the corrective bill revenue because that is a one time bump in the data. They will see some increased revenue going forward because those meter multiplier errors have been fixed.

d. Discussion of 8/25/11 Water/Sewer Rate Group Meeting

There was a brief meeting on August 25, 2011. Ms. St. Onge said that they did come up with a recommendation for a modified service fee of \$10.00 per quarter for water and \$10.00 per quarter for sewer with a \$5.50 per thousand rate for water and \$4.50 rate per thousand for sewer. Their recommendation was presented to the Board of Selectmen this past Monday night. Mr. Dean said that they found that Exeter's service charges are far larger than other communities when they did comparisons. One of the issues to be resolved is that the graduated tier system doesn't address the issue of a user like a condo with one meter and multiple users. They pay one service fee. In these cases their incremental cost of use under the tier system ends up being a subsidy compared to charging each of the units a separate service fee per quarter. The recommendation generated a lot of discussion when presented to the Board of Selectmen and there was some feeling that another option would be to reduce the tiers.

Discussion ensued about this. Bob Kelly asked why the service charge was recommended to be reduced so drastically. It is supposed to be the administrative costs of running the utility which were around \$300,000 divided by the number of users. Usage was independent. Mr. Dean said that one of the reasons was that Exeter's service charges were much higher than comparable municipalities. He has a different definition of what the true overhead costs are than the way that the previous rates group defined it. Mr. Clement said that the initial reason they went back to the rates committee was because there was a question of how to rebate the found money to ratepayers. The committee returned with a recommendation to reduce the service fee to rebate the money. Whether or not this reduction would be

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permanent would need to be determined after further analysis and discussion. Mr. Tanis said that the surplus money belongs to the ratepayers and it should be a priority to return it to the ratepayers as quickly as possible. He thought the Selectmen's decision to pursue researching giving a credit based on 2010 usage was a great idea. Ms. St. Onge said that the rates group had felt that spreading the reduced service fee over a period of time would be more appreciated by users than a one time reduction.

Chairman Lambert pointed out that one of this committee's tasks is to hold one public water rate hearing and one public sewer rate hearing each year not later than the first week of November. Stepping in as they did as a committee they have really not yet been involved in this process. Mr. Clement explained that the water and sewer rates group's time has been totally taken up with how to return the back-billed collected money to the ratepayers in an equitable fashion. There has been virtually no discussion about the existing water and sewer rate system. A study and analysis would need to be done of current rate structure and budget in order to move forward. Mr. Dean said that some projections into 2012 have been done but he agrees that based on the committee's charge they would want to hold a public hearing on water and sewer rates and make a final recommendation to the Board for 2012 rates. This needs to happen in advance of the final adoption of the budget. There was discussion on how to go about this. It does not look like the committee will be able to make having a public rate hearing by November 1st but they may be able to do this by January 1st. Ms. St. Onge was charged with the task of making a step forward plan and suggesting how to move forward on this.

Mike Jeffers announced that the first week of flushing starts this coming Monday, September 19th. It will be on the website.

e. Task List Updates

- 1. Discuss Jady Hill private lateral payment strategy**
- 2. Rate over-payment update/discussion**
- 3. Discuss CIP item prioritization**
- 4. Plan from Rate Subcommittee to identify steps to make a 2012 rate recommendation to the Board of Selectmen**

f. Provide 1 page W&S Engineer's Report, CIP Summary of requests & backup, Reduced size (11"x17") I&I with 23 areas shown

Chairman Lambert was pleased to note that all open tasks have been completed.

7. Review Committee Calendar

a. Future Meeting Dates

The next meeting of the Water and Sewer Advisory Committee will be on Wednesday, October 12th at 6:30 pm.

8. Adjournment

The meeting stood adjourned at 10:15 pm.

Respectfully submitted,

Jennifer Mancinelli
Recording Secretary

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To: Board of Selectmen
Re: Collections Update
From: Russell Dean, Town Manager

There were several tasks outlined as part of the transition of reception over to the collections area. Going forward, the proposal looks like this:

1. The job descriptions for the collections specialist and deputy tax collector have been finalized;
2. Minor work needs to be completed to prepare the Town Hall for the Finance Department. The estimated cost is \$5,000. This estimate was created by Maintenance and funds would come from the maintenance budget to complete the work.
3. Finance would be scheduled to move over to the Town Hall over a weekend when the work is completed. In conjunction with this move, the Assessor would relocate to the current Finance location, and the Assessing Clerk would move to the current tax collections window.
4. The current tax office would relocate to assessing. The collections specialist would sit behind the counter to assist the Deputy Tax Collector, who would assume the Assessor's old office. All file cabinets would be relocated to facilitate this change.
5. Town phone number and switchboard. The phone messages have been re-recorded in a more functional manner when calling 778-0591, along with "one touch" reference to get to various offices instead of the former "x102, x103." The main mailbox is checked consistently and no problems have been reported other than a message "stuck" for a week in the main mailbox and forwarded after a week (which is likely more of a technical issue). Functionally, the main line has been reverting to the Town Manager's Office if a number is not selected. This has seemed to work smoothly. However if the Board wishes the switchboard could revert to the tax office, however it is likely not needed at this point.
6. Permits. All permits formerly handled at the reception area have gone to the Town Manager's Office. After a very brief transition period of reorganizing the permits, this seems to be working well. Permits are being issued without a problem to several organizations and we have been able to assist without any issues.
7. Website. IT is currently handling website postings from other departments. My assistant is also being trained to post things on the website which is working well. We are tracking posting workloads to better understand the impact on the IT day to day work. Some days are busier than others but generally information is being put on as needed.
8. Keys. A full review of the keys has been done and we have been issuing the Town Hall key without any issues. The Town Clerk and the Town Manager's Office have a key so there are two different places they can be given out.
9. It is anticipated the reception area would be taken down the weekend of January 30th. Once this is completed it will create more room for residents in the reception area and allow the Town Clerk's Office more space for genealogy work with clients.

10. A final step in the process would be resolution of the sale of stickers and other transfer station items such as permits, and the large and small recycling bins. It's our recommendation the large bins in particular be moved to DPW, along with the other items, as residents would be able to get these items beginning at 7:00 a.m., which is when most people are on their way to work. DPW is also better positioned to explain the protocols and programs associated with the transfer station. I have received many complaints from office employees and the prevailing view is DPW is better equipped to assist people with the large recycle bins and they are taking up unneeded space at the Town Office. There is an added inefficiency in the fact they have to come from DPW in the first place, which adds tasks to the staff in both DPW and the Town Offices.

**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen
FROM: Russell Dean, Town Manager 
RE: IT Upgrades to Town Hall
DATE: January 20, 2012

In part due to the pending move and in part due to an identified need, there is wiring for phone and internet scheduled to take place at the Town Hall for \$2,850.

These costs would not only include preparation of the Town Hall area but would provide an upgrade to existing service within the Town Hall itself.

Therefore, although some of the costs could be attributed to the move, some work is being done simply to upgrade the location.

Current / Old

**Town of Exeter, New Hampshire
Position Description**

Position Title: Deputy Tax Collector/
Water & Sewer Clerk Department: Finance
302

Reports To: Finance Director Date: September 2001

FLSA Status: Non-Exempt

Salary Range: \$14.90 - \$20.03/hr.

GENERAL SUMMARY:

Under the direction of the Finance Director, performs the duties of tax collection and water and sewer payment collection.

ESSENTIAL JOB FUNCTIONS*:

- Collects all receipts for property and other taxes.
- Collects all sewer and water receipts.
- Maintains customer and taxpayer accounts, including statutory charges, payments, interest assessments and credits.
- Verifies the reconciliation of register tapes, cash and computer journals.
- Collects large sums of money and batches for deposit at bank.
- Ages accounts and assesses finance charges on a periodic basis and prepares a monthly reconciliation reflecting account balances.
- Prepares charges and mails appropriate water and sewer bills.
- Maintains all journals and history records in a suitable condition for audit.
- Prepares audit reports.
- Prepares lien and deeding process and transactions prior to, and thereafter, concerning accounts.
- Supervises and directs the assisting clerical staff.
- Serves as back-up operator for switchboard, if required.
- Prepares information for new water/sewer accounts for input into computer.
- Prepares monthly State MS-61 form.

OTHER DUTIES AND RESPONSIBILITIES:

- Schedules final meter reads with Public Works and unloads meter information into the computer; schedules shutoff of delinquent water accounts.

- Responds to customer inquiries, questions, and complaints.
- Adheres to Town's written operating procedures and policies.
- Performs other related duties as assigned.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

Duties require knowledge of bookkeeping and accounting skills equivalent to completion of an Associate's degree and one to three years of related experience, or equivalent combination of education and experience.

Experience in tax or water/sewer collections.

Ability to work with limited direction.

Ability to communicate clearly and concisely with others both verbally and in writing.

Ability to work with a team and independently.

Ability to work with a variety of people and at times under stressful conditions.

Ability to be discreet and maintain confidentiality.

Must be accurate and prompt.

Ability to deal tactfully and respectfully with others.

Ability to establish knowledge of applicable state and local statutes, regulations and procedures.

SUPERVISORY RESPONSIBILITY:

This job has no supervisory responsibilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Work is performed in a normal office environment, not subject to excessive noise or temperature variations. Night meetings vary in frequency and duration but may last as long as five hours.

May spend extended periods of time at computer terminal or keyboard, at desk or on telephone requiring eye-hand coordination and finger dexterity.

Physical demands include sitting at desk/table, intermittently stooping, and standing.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**Town of Exeter, New Hampshire
PROPOSED Position Description**

Position Title **Deputy Tax Collector** Department: Collections
Reports To: Finance Director/Tax Collector Date: November, 2011
FLSA Status: Exempt (40 Hours per week)
Salary Range: \$TBD

GENERAL SUMMARY:

Under the general supervision of the Finance Director, assist the Tax Collector in all areas of responsibility including collection and general administrative functions.

ESSENTIAL JOB FUNCTIONS*:

- Supervise the Collection staff in utilizing all features of the tax and utility billing software including training, coaching and technical support on all relevant applications; manage interactions among the Collector's Office, IT, DPW and other Town Departments as they relate to activities of the Collection function; oversee staff in the provision of customer service; and evaluate and continually improve the capability of the financial management system.
- Assist the Tax Collector in managing the collection and processing of taxes according to established Town and State regulations and guidelines.
- Coordinates payment plans for outstanding balances due the Town.
- Coordinates property tax liens and deeds process for tax collector under state RSA's.
- Coordinates the semi-annual property tax bill process including bill creation and mailings.
- Completes annual MS61 report required by the New Hampshire Department of Revenue Administration.
- Oversee or perform the monthly reconciliation of receivables (water, sewer, real estate tax, personal property tax and miscellaneous receivables) by account classification; assist in the reconciliation of bank accounts and maintain the department cash book. Supervise and perform collection activities for delinquent accounts and unpaid taxes.
- Schedule all tax, water, and sewer preparatory work in connection with the annual audit of the Town's books and records in order to ensure prompt and efficient collection of date for the auditors.
- Communicate directly with taxpayers, water and sewer customers, and representatives of taxpayers and ratepayers at the counter, by mail and by phone, providing information, answers to inquiries and resolving billing, collection and tax-related problems; prepare miscellaneous reports and forms by developing and compiling data for special or recurring reports; attend meetings of boards and commissions as requested by the Tax Collector or Finance Director; and perform other related duties as required.

- Research all bankruptcy notices received from the US Bankruptcy Court. Complete claim forms to be mailed to US Bankruptcy Court. Set-up spreadsheets once Bankruptcy Court notifies Town of total amount to be paid for taxes, water and sewer.
- Verify and post daily receipts received from Collections Specialist.
- Verify and post lockbox receipts received from Collections Specialist.
- Coordinates property tax lien releases.

OTHER DUTIES AND RESPONSIBILITIES:

- Adheres to Town's written operating procedures and policies.
- Performs other related duties as assigned.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

Incumbent functions independently under general supervision, developing work schedule and setting priorities, referring complex policy issues to Department Head.

Education and Experience

Position knowledge equivalent to a bachelor's degree in business administration, accounting or public administration.

Duties require three to five years of administrative experience in administrative, finance and office computer operations.

SUPERVISORY RESPONSIBILITY:

Supervises one (1) full-time employee.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Work is performed in a normal office environment, not subject to excessive noise or temperature variations. Night meetings vary in frequency and duration but may last as long as five hours.

May spend extended periods of time at computer terminal or keyboard, at desk or on telephone requiring eye-hand coordination and finger dexterity.

Physical demands include sitting at desk/table, intermittently stooping, and standing.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

<p>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</p>

**Town of Exeter, New Hampshire
PROPOSED Position Description**

Position Title **Collections Specialist** Department: Collections
Reports To: Deputy Tax Collector Date: November, 2011
FLSA Status: Non-Exempt (40 Hours per week)
Salary Range: \$15.97 - \$21.27

GENERAL SUMMARY:

Under the direction of the Deputy Tax Collector, performs customer service in the tax, water and sewer collection area, prepares daily deposits and performs reconciliations.

ESSENTIAL JOB FUNCTIONS*:

- Performs primary functions of property tax, water and sewer collections. Receives payments from customers for taxes, fees, town services, etc.; enters payments into computer, reconciles with manual totals and submits daily reports and records to Deputy Tax Collector/Water and Sewer Collector for verification posting.
- Communicate directly with taxpayers, water and sewer customers, and representatives of taxpayers and ratepayers at the counter, by mail and by phone, providing information, answers to inquiries and resolving billing, collection and tax-related problems. Forward any unanswered or research projects to Deputy Tax Collector.
- Maintains customer and taxpayer accounts, works with customers, analyzes problems with accounts, assist with payment plans.
- Assists in the annual preparation of property tax bills including warrant preparation and mailings.
- Coordinates daily downloads of lockbox receipts and reconciliations. Submit daily reports and records to Deputy Tax Collector/Water and Sewer Collector for verification and posting.
- Verifies the reconciliation of cash worksheets, cash and computer journals.
- Prepares daily deposits for tax, water and sewer receivables.
- Ages accounts and assesses finance charges on a periodic basis and prepares a monthly reconciliation reflecting account balances.
- Follows up on delinquent tax, water and sewer accounts. Prepares liens for execution under guidance of the Deputy Tax Collector.
- Coordinates payment plans for outstanding balances due the Town.
- Assist with payment documentation and completion of forms for lien releases.

OTHER DUTIES AND RESPONSIBILITIES:

- Responds to customer inquiries, questions, and complaints.

- Adheres to Town's written operating procedures and policies.
- Performs other related duties as assigned.
- Performs primary reception functions for the Town as needed.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

Ability to communicate clearly and concisely with others both verbally and in writing.

Ability to learn and operate computer systems and electronic cash registers/cash drawers.

Ability to understand, select, and perform basic mathematical calculations effectively and efficiently.

Ability to work with a team and independently.

Ability to prioritize multiple tasks and deal effectively with interruptions.

Ability to be discreet and maintain confidentiality.

Must be accurate and prompt.

Ability to deal tactfully and respectfully with others.

Ability to establish knowledge of applicable state and local statutes, regulations and procedures.

EDUCATION AND EXPERIENCE

Duties require knowledge of general accounting skills equivalent to completion of an Associate's degree and one to three years of related experience, or equivalent combination of education and experience.

SUPERVISORY RESPONSIBILITY:

This job has no supervisory responsibilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Work is performed in a normal office environment, not subject to excessive noise or temperature variations. Night meetings vary in frequency and duration but may last as long as five hours.

May spend extended periods of time at computer terminal or keyboard, at desk or on telephone requiring eye-hand coordination and finger dexterity.

Physical demands include sitting at desk/table, intermittently stooping, and standing.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**New Hampshire Division of Economic Development
Economic Revitalization Zone Tax Credits
(Res 2500)**

Town/Municipality Designation ~ FORM ERZ-1

Mail to:

Div. of Economic Development
Program Administrator
P.O. Box 1856
Concord, NH 03302-1856

<i>~ Office Use Only ~</i>
Designation Code: _____

General Instructions: In accordance with Res 2503.02, a local governing body shall request Economic Revitalization Zone Tax Credit Designation for an eligible area or site prior to any taxpayer applying for tax credit project certification under this program. Follow the specific instructions given in each section and **TYPE** all information. Provide an original completed form with all required documentation.

SECTION A – INFORMATION

Instructions: Provide the following information.

Town/Municipality Name: Exeter _____ Tel. #: 603-778-0591 _____

Address: 10 Front Street _____

(Street/ PO Box) _____

(City/ Town/ State and Zip Code) Exeter, NH 03833 _____

Contact Person: Russ Dean _____ Title: Town Manager _____

Area/Site Name: Epping Road Corridor _____

Signature of Contact Person _____ Date: _____

<i>~Office Use Only~</i>

George Bald, Commissioner _____ Date: _____

Dept. of Resources of Economic Development

Town/Municipality Designation ~ FORM ERZ-1

SECTION B – DOCUMENTATION

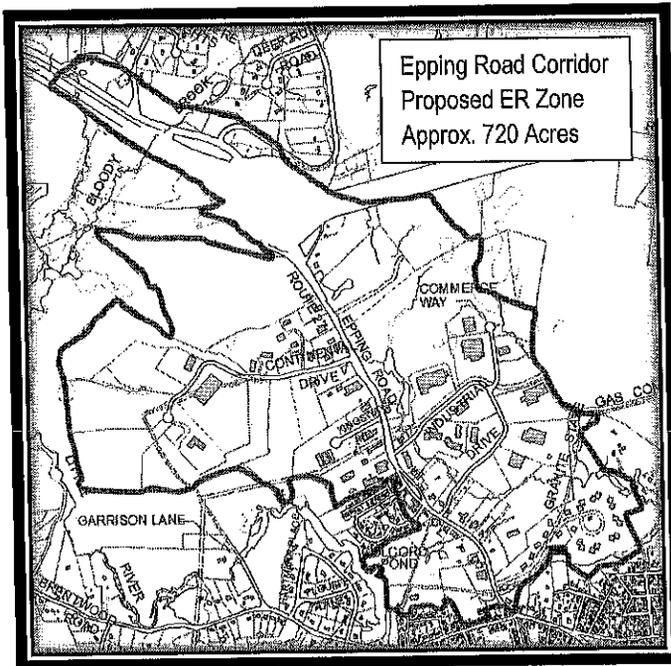
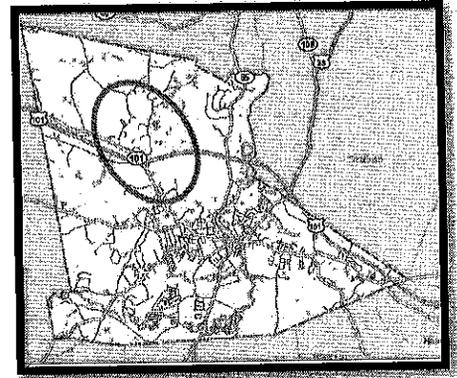
Exeter's Proposed ER Zone – Epping Road Corridor

From as early as the 1970s, private and public resources have been funneled into creating industrial and commercial opportunities along the Epping Road corridor. Among the multiple efforts, the Town's Economic Development Committee as well as the Rockingham Economic Development Commission invested resources from the 1970's and on to foster economic growth within this corridor. More recently Exeter's Planning Office and Planning Board have created incentives for development by amending various zoning ordinances, allowing more diverse uses within the area.

Extent of the Epping Road Corridor ER Zone

Epping Road (State Route 27) provides a critical connection between the Town of Exeter and NH 101 at Exit 9. The portion of Epping Road that makes up the corridor for the proposed ER Zone is approximately 1.5 miles long. The corridor has a mix of land uses and has seen some development of the last few decades, however, many of the parcels remain vacant despite multiple attempts by private and public stakeholders to make the corridor attractive for development.

The map show below outlines the proposed area in red and the adjacent list provides the addresses or map/lot numbers to identify the various parcels within the zone.

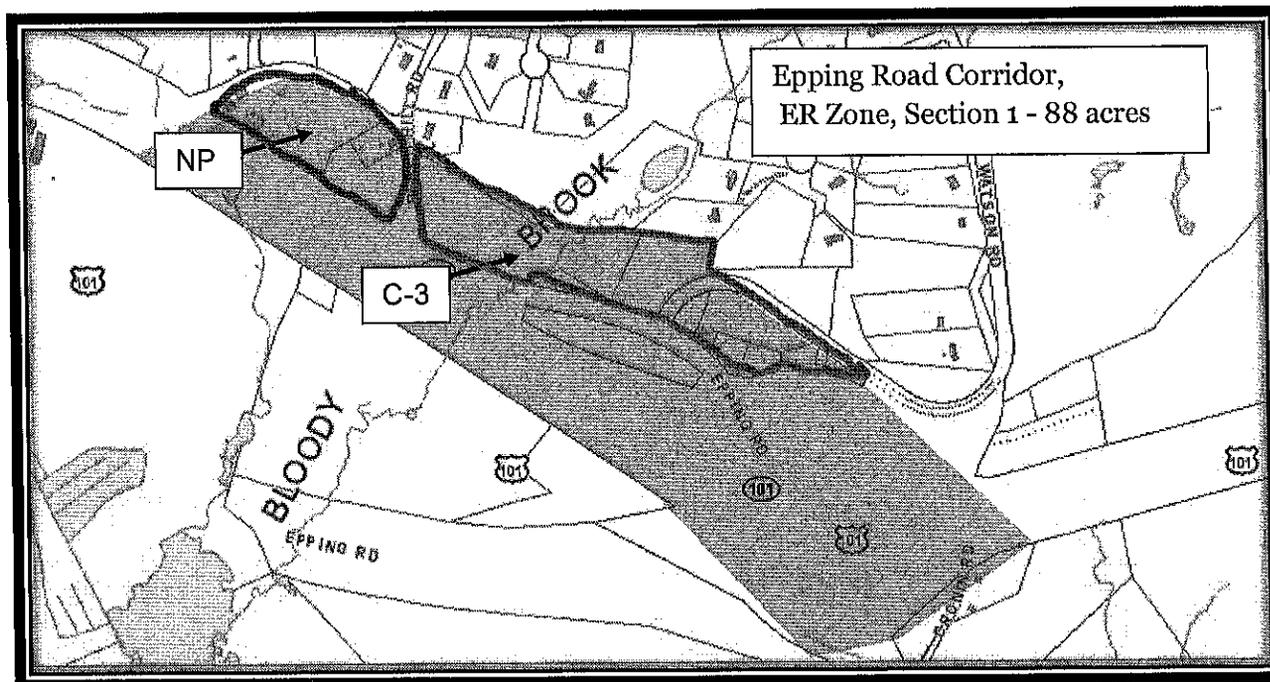


Streets and Addresses within ER Zone:

- 1 Beech Hill Road Extension
- 7, 10 Beech Hill Road
- 57 through 215 Epping Road
- 1,4 Cronin Rd.
- (All) Continental Drive
- (All) Industrial Drive
- (All) Commerce Way
- (All) Kingsway
- (All) Brookside Dr
- 5 Brentwood Rd.
- 12, 12A Little River Rd

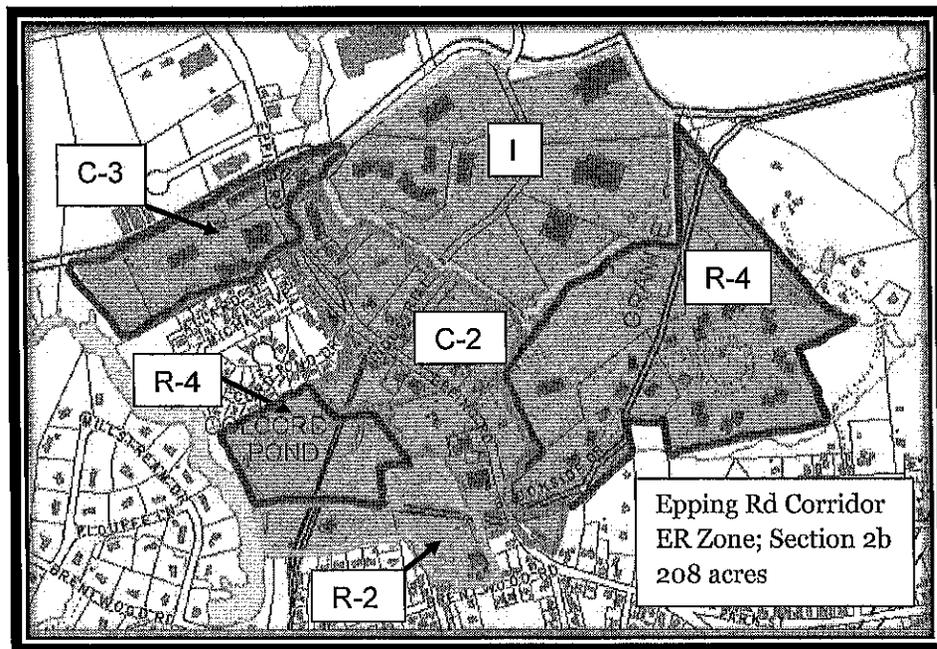
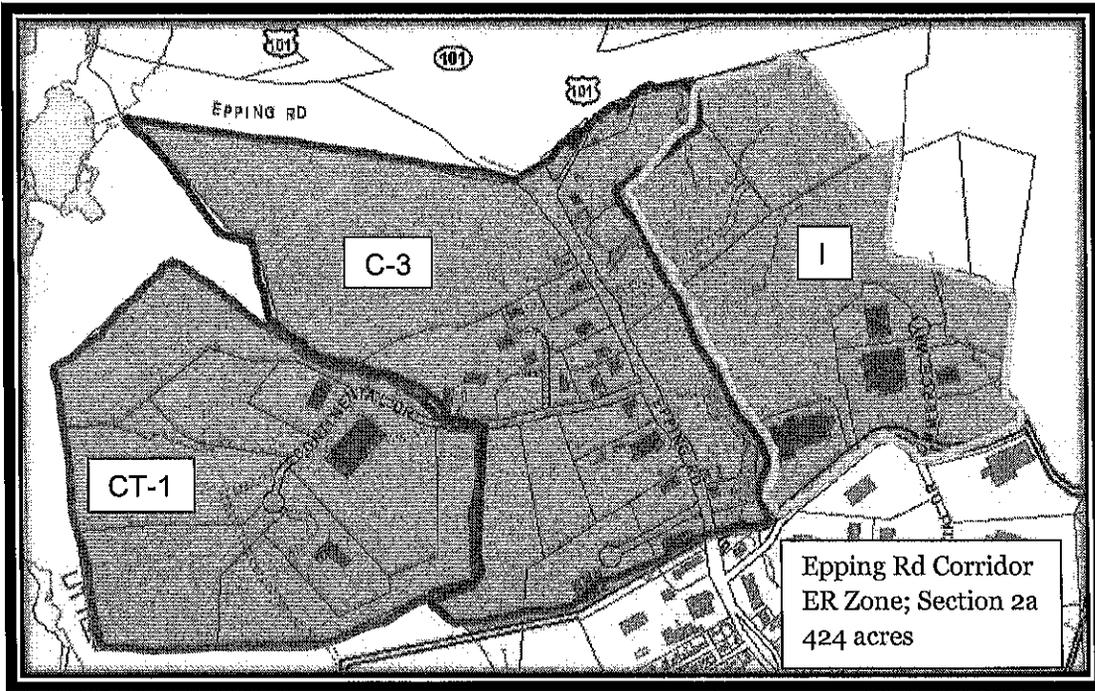
Area Description

The approximately 720 acres that comprise the corridor can be divided into two sections. The first section is 88 acres and is located just north of state route 101. This area acts as a transition zone between commercial and residential zones, consisting of a small section of commercially zoned land (C-3) as well as an even smaller neighborhood professional area (NP). The area surrounding the designated section for the corridor is zoned for single family residential. This section was included in the section due to ongoing, but not completely successful efforts of property owners to fully utilize and develop their properties.



The second section within the corridor encompasses the area between NH state route 101 along and Brentwood Road and makes up the major portion of the proposed ER Zone (88% of the total area).

The area has multiple land uses and zoning districts including commercial (C-2 and C-3), corporate technology (CT-1), industrial (I), and multi-family residential (R-4). The maps below depict the area in two sections, utilizing the gas line as a natural break for this section.



Eligibility Requirements:

Unused or underutilized industrial parks, vacant land or structures: There are several parcels within the corridor that have not been developed, see attached maps. Although there have been a variety of zoning changes to create incentives for development resulting in the recent development of multifamily housing within the corridor, many areas still remain quite dormant. In some instances businesses have been vacated and buildings have been demolished only to leave the land barren and unattractive. On several occasions, a land owner or developer has gone through the expense of designing and engineering a project but stalled after conditional approval by the Planning Board. Specifically three different development teams put a hold on site improvements and were not developed. Finally, due to the incentives, conveniences and other lures of the Pease Tradeport, Exeter anticipates the loss of at least one of its growing industries.

ER Zone Justification:

Designation of the zone as an ERZ Tax Credit Zone would likely result in the reduction of the rate of vacant or demolished structures or the rate of tax delinquency in the zone. Recently, one of our growing companies within the corridor requested tax credits. Certainly, this is an indication that the program is sought after and even needed to provide incentives for development. The tax credit program could be the difference maker between a project that is shelved and a project that is implemented.

ER Zone Support:

At their _____ meeting, the Exeter's Board of Selectmen voted to support the application of an ER Zone for the Epping Road Corridor. See attached minutes

**EXETER POLICE DEPARTMENT
TOWN OF EXETER
MEMORANDUM**

Date: January 20, 2012

TO: Mr. Russ Dean Town Manager

FROM: Chief Kane

SUBJECT: Pine Road truck enforcement

To date we have stopped 40 trucks on Pine road all have been issued warnings for the overweight violation. The majority of the truckers did not know about the change until it was brought to their attention by the officer. Many of the trucks are from out of state or out of the area so did not know of the limit. The officers educated them on the weight limit and advised them to pass it along to their companies so other drivers get the information. Certainly local truckers are well aware of the restriction and for the most part have altered their route. The amount of truck traffic has significantly reduced although I'm sure there are still some that are using that road.

In regards to the amount of resources to enforce this limit. When the change first went into effect we used officers on overtime so that we could assign them directly to that street. The cost of this was \$924.79 for 23 hours of enforcement. This was effective but costly in time and manpower. The sign board was used for a couple of weeks but that had to be removed for the elections.

On a regular day there is only one officer assigned to patrol that side of town and because of their normal duties can spend very little time sitting on Pine Road waiting for a violation. They are called away to handle calls for service, criminal investigations etc. My intention is to sporadically assign an officer to be on Pine Road to enforce the limit. This is the same as we do with other areas in town that have a particular type of problem IE speeding in neighborhoods.

List for Selectmen's meeting January 23, 2012

Elderly Exemption

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
55/24	8 Colcord Pond Drive	152,251
32/12/11	20 Beech Hill Road Lot 11	Denied

Veteran's Credit

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
104/79/425	425 Exeter River Landing	Denied
64/5	17 Green Street	500.00
90/18/29	28 Meadwood Drive	500.00

Abatements

<u>Map/Lot</u>	<u>Location</u>	<u>Refund</u>
103/13/30	30 Deep Meadow	58.14
64/34	336 Water Street	1,011.20
83/42	23 Bell Ave	133.98
69/11	6 Wayside Dr	482.85

Current Use Application

<u>Map/Lot</u>	<u>Location</u>
undetermined	undetermined



Russ Dean <rdean@town.exeter.nh.us>

Fw: Chief Kane's letter

Robert J. Aldrich <bobbyaldrich@hotmail.com>

Wed, Jan 18, 2012 at 12:49
PM

To: Dean Russ <rdean@town.exeter.nh.us>

From: Ed and Judy Rowan
Sent: Wednesday, January 18, 2012 12:48 PM
To: BobbyAldrich@hotmail.com
Subject: Chief Kane's letter

Dear Mr. Aldrich:

I am writing in support of Chief Kane's letter calling into question the recent "research" report of responses to the question "Exeter is" I hope that the Board of Selectmen can get to the bottom of this kind of activity and clarify who was involved in this biased effort and for what reasons. Perhaps some education as to what constitutes acceptable research would also be in order.

Sincerely yours,

Judith B. Rowan

Edward L Rowan

33 Prentiss Way

Exeter



Russ Dean <rdean@town.exeter.nh.us>

Fw:

Robert J. Aldrich <bobbyaldrich@hotmail.com>

Tue, Jan 17, 2012 at 5:08
PM

To: Dean Russ <rdean@town.exeter.nh.us>

-----Original Message----- From: Kit Cornell
Sent: Tuesday, January 17, 2012 4:07 PM
To: BobbyAldrich@hotmail.com

Dear Bobby-

I want to let you know how much I appreciate the work you are doing on the board of selectmen. This is not an easy time, in our town and many others, but the work that needs doing now is even more crucial than in less tumultuous times.

Having just read Chief Kane's letter to the board, and having spoken to him personally just now in support of his department, I came away troubled that the EEDC through its subcommittee has allowed inappropriate and irresponsible statements to be made at a public meeting. Chief Kane deserves a public apology in my estimation.

Personally, as a business owner at 69 High Street, I feel insulted that a "committee report" characterizes me, and my neighbors on High Street, in a negative way. If this is how Exeter businesses are supported, the subcommittee is counterproductive to say the least.

Sincerely,

Kit Cornell
Kit Cornell Pottery
kit@kitcornellpottery.com



Russ Dean <rdean@town.exeter.nh.us>

Fw: Elite and snobby

Robert J. Aldrich <bobbyaldrich@hotmail.com>
To: Dean Russ <rdean@town.exeter.nh.us>

Tue, Jan 17, 2012 at 8:34 PM

-----Original Message----- From: Peter Smith Sent: Tuesday, January 17, 2012 7:38 PM To: BobbyAldrich@hotmail.com Subject: Elite and snobby

Bob

Having been a resident here all my life this is nothing new.

Interesting use of "townies". In the past it applied to non PEA students now it has evolved into something else different and sad.

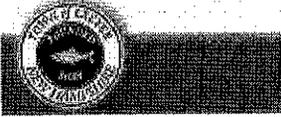
I would say that I and some of my friends (who grew up in Exeter and others) might take pride in the being called a townie. Why? Because we care for the town, it's past, present and fragile future. Many serve on various committees to try to help the town (as a whole) and probably very few (non-townies)

The non townies are those who want everything their way regardless of consideration for others.

As for snobs - just because some who live on high street might not agree what others are promoting is called freedom of thought and speech. I believe that in a democracy it is the majority that decides an issue. If you don't like the results then try to change them using logic, facts etc. If that does not work then it might be time to realize that maybe you are wrong, for a change.

I realize these opinions that are becoming out of date in our growing political world but -

Sadly,
Pete Smith



Town Manager Administrative Assistant <twnmgr@town.exeter.nh.us>

Re: Fwd: Fire call box fee

1 message

Robert J. Aldrich <bobbyaldrich@hotmail.com>
To: Dean Russ <rdean@town.exeter.nh.us>
Cc: twnmgr@town.exeter.nh.us

Sun, Jan 15, 2012 at 4:21 PM

Could you please include the email below as "correspondence."

Thanks,
Bobby

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

From: **New Hampshire Martial Arts Academy** <nhmartialarts@conversent.net>
Date: Thu, Jan 12, 2012 at 9:18 AM
Subject: Fire call box fee
To: selectmen@town.exeter.nh.us

Raising real estate taxes on businesses was a burden. Adding another tax by way of a fee for fire alarm boxes leaves a bitter taste and the impression that the Town does not care about businesses struggling in a bad economy.

What is the rationale behind this tax?

How do we get it reversed?

Christina Hardy
Master Instructor
New Hampshire Martial Arts Academy
[603-772-5811](tel:603-772-5811)



Town Manager Administrative Assistant <twnmgr@town.exeter.nh.us>

Fw: My opinion about Pine Road Closure

1 message

Robert J. Aldrich <bobbyaldrich@hotmail.com>

Sun, Jan 15, 2012 at 4:20 PM

To: Dean Russ <rdean@town.exeter.nh.us>

Cc: twnmgr@town.exeter.nh.us

Please include as correspondence. Both the email and the attachment.

Thanks,
Bobby

-----Original Message----- From: jclements
Sent: Thursday, January 12, 2012 6:08 PM
To: bobbyaldrich@hotmail.com ; miquandt@comcast.net ; fferraro2010@gmail.com ;
dclement43@comcast.net ; juliedgilman@comcast.net
Cc: jclements
Subject: My opinion about Pine Road Closure

Hello Board folks:

I'm a resident of Brentwood affected by your decision to close Pine Road by rt 27 to commercial truck.
I'm attaching a letter that explains my opinion, and what actions I am planning to take.

If you need clarification, don't hesitate to contact me.

Jim Clements
Brentwood NH

PineRoad.doc
27K

James and Kathy Clements
319 Middle Rd.
Brentwood NH 03833

Jan 12, 2012

Exeter Chamber of Commerce
120 Water Street
Exeter NH 03833

Dear Sir or Madam:

We've always made an effort to support local businesses, and that certainly includes the many small businesses in Exeter. Though we could buy our hardware, our grain, much of our clothing, gifts, coffee, groceries and books in other towns, we have made a real effort to buy locally. And that means Exeter.

However, Exeter's recent decision to close a short portion of Pine Road, effectively preventing trucks from Brentwood Businesses taking the best way to Rt. 101, is hurting Brentwood's businesses.

Though we think that decision is short-sighted, we and as many neighbors as I can convince, plan to NOT shop anymore in Exeter until such a time as Pine Road is open to trucks.

I really can't imagine why one town, especially one as dependent on retail shops as Exeter, would knowingly cause hardship on another town's business enterprises. I understand the cost of repairing a road surface may put a strain on a town's budget, but I imagine that's what you collect taxes from your businesses for.

Once Pine Road re-opens to trucks, Kathy and I will be glad to return to shopping in Exeter.

Cc:
Russell Dean, Town Hall, 10 Front St. Exeter
Various Exeter Businesses



TO: Russ Dean, Bobby Aldridge
FROM: Don Woodward, Committee Chair
DATE: Jan. 5th, 2012
RE: Budget Recommendations

At our Dec. 20th meeting, the committee discussed budget requests from the various transportation services and programs. We understand that the requests are as follows:

- Coast \$ 20,919 (general fund)
- TASC \$ 16,000
- RNMOV \$ 12,000
- Taxi Fund through Parks and Rec \$ 7,500
- Lamprey \$ 6,000

The Committee reviewed these requests, the programs trends of growing users, and the transportation fund balance. In consideration of these various elements, the committee voted to recommend fully funding all transportation services.

Furthermore, the Committee is still hoping to fund an eight week van service that would provide a loop system linking neighborhoods with summer programs including the Rec Park and the library. This proposal was vetted through a survey last spring and the results were very favorable. It is the committee's hope that the Transportation Fee Revenues that remain after the above commitments, will pay for such a venture. Although the committee supports this proposal, it is still premature to make any recommendation.

Don Woodward



568 Portsmouth Avenue • P.O. Box 676 • Greenland, NH 03840 • Phone/Fax 603.436.4989 • www.newgennh.org

January 9, 2012

Town of Exeter
10 Front Street
Exeter, NH 03833

Dear Ms. Dean,

I want to thank the Town of Exeter for its recent donation to New Generation in the amount of \$500, as its fourth quarterly payment.

With support from the community and the Town of Exeter, we are able to provide so much to homeless pregnant and parenting women and their babies. In addition to providing a warm, safe home for these families, New Generation also works one-on-one with each woman to help them become confident, self-sufficient individuals. Each woman receives intensive case management, parenting support and education, life skills coaching, and transportation. A pregnant woman often enters the shelter as someone who has been living out of her car, or from couch to couch, with no medical care and no education. New Generation prepares these women so that when they leave our shelter, they have achieved their educational and vocational goals, have a permanent home to move into, and have all the skills they need to be an effective and nurturing parent to their healthy and happy baby.

Please visit our website, www.newgennh.org, to keep up to date on news and information about the shelter and thrift shoppes. Thank you again for your support, and please do not hesitate to contact me anytime at (603) 436-4989 or director@newgennh.org if you have any questions or comments.

Warmly,

A handwritten signature in black ink that reads "Jennifer Bisson". The signature is written in a cursive, flowing style.

Jennifer Bisson, MSW, Executive Director

Thank you!!!

FOR YOUR TAX INFORMATION

Tax ID# 02-0409655

No goods or services of any kind were provided in exchange for this gift.

Amount: \$500
Check Date: 12/30/2011
Check #: 13946



**Richie McFarland
Children's Center**

Building Brighter Futures for Children
and their Families

January 10, 2012

Board of Selectmen
Town of Exeter
Attn: Russell Dean, Town Manager
10 Front Street
Exeter, NH 03833

Dear Board of Selectmen,

Our sincerest thanks to you and the residents of Exeter for \$1575.00 on 9/30/11 and \$1575.00 on 12/30/11 in social service funding for the programs offered by the Richie McFarland Children's Center.

As we enter RMCC's 40th year, we are reminded of the thousands of families whose lives have been touched by this agency. We also can't help but think of the thousands of friends like you, who helped to make it all possible.

Sincerely,

Peggy Small-Porter

Peggy Small-Porter
Executive Director

*Thank you! Sorry we
did not send a letter
in October -- we overlooked
that for some reason.
Happy New Year!*

ROBERT J. ALDRICH, III

bobbyaldrich@hotmail.com

95 Court Street, Unit #3 • Exeter, New Hampshire 03833

January 18, 2012

Charles F. Tucker, Esq.
Town of Exeter
10 Front Street
Exeter, NH 03833

Dear Mr. Moderator:

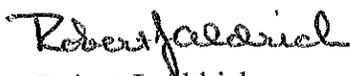
Please accept this letter as notice of my resignation from the elected position of **Selectman** for the Town of Exeter effective **February 5, 2012**. My resignation is necessary due to the fact that I will be moving out of town next month and will no longer be a resident of our community. It certainly was not an easy decision and it is with mixed emotions that I leave Exeter – the town that I have been proud to call home since moving here in 1989 at the age of 10.

I have been humbled to serve the citizens of Exeter over the last three years and am extremely proud of all that we have been able to accomplish during my tenure. I will certainly remember my time on the Board of Selectmen not by all that we were able to accomplish but rather by the people that accomplished it. The community is lucky to have dedicated public servants at all levels of the organization and dozens of volunteers that work hard and give of themselves completely to make Exeter what it is.

I have been offered a new position as the Director of Campus Safety at a school out in western Massachusetts. After much deliberation and reflection, the decision was not easy but the package that they have offered made it difficult to say no and the professional opportunity is very exciting and certainly plays to my experience and my strengths. I will always consider “Exeter” home but I look forward to new opportunities that await out in “The Berkshires.”

With family still living in town I am sure to return often and I hope that I am able to stay connected to the many friends that I have made through my service to the community.

Sincerely,


Robert J. Aldrich

copy: Town Manager

James and Kathy Clements
319 Middle Rd.
Brentwood NH 03833

Jan 12, 2012

Exeter Chamber of Commerce
120 Water Street
Exeter NH 03833

Dear Sir or Madam:

We've always made an effort to support local businesses, and that certainly includes the many small businesses in Exeter. Though we could buy our hardware, our grain, much of our clothing ,gifts, coffee, groceries and books in other towns, we have made a real effort to buy locally. And that means Exeter.

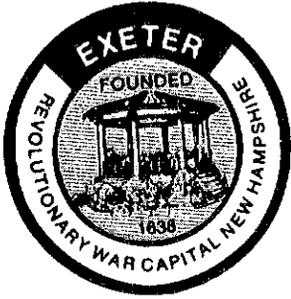
However, Exeter's recent decision to close a short portion of Pine Road, effectively preventing trucks from Brentwood Businesses taking the best way to Rt. 101, is hurting Brentwood's businesses.

Though we think that decision is short-sighted, we and as many neighbors as I can convince, plan to NOT shop anymore in Exeter until such a time as Pine Road is open to trucks.

I really can't imagine why one town, especially one as dependent on retail shops as Exeter, would knowingly cause hardship on another town's business enterprises. I understand the cost of repairing a road surface may put a strain on a town's budget, but I imagine that's what you collect taxes from your businesses for.

Once Pine Road re-opens to trucks, Kathy and I will be glad to return to shopping in Exeter.

Cc:
Russell Dean, Town Hall, 10 Front St. Exeter
Various Exeter Businesses



TOWN OF EXETER

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

JANUARY 19, 2012

Charles F. Tucker, Esq.
Town of Exeter
10 Front Street
Exeter, New Hampshire 03833

Dear Mr. Moderator:

I am submitting this letter as notice of my resignation as the elected Town Clerk of Exeter, effective January 23, 2012. This decision has been a difficult one for me.

The citizens of Exeter have honored me greatly by letting me serve as their Town Clerk for 24+ years. I have strived with my heart, soul and being to be worthy of that honor. I have also come to realize how precious our personal time and lives are. It is now time for me to relinquish the honor of being Exeter's Town Clerk, and spend more time enjoying my family and friends.

I will always have great memories of the people I have met and worked with, as well as the friendships I have made throughout my years in office. I am fortunate to have had the opportunity to represent the citizens of Exeter at State functions, Legislative hearings, regional and state conferences, political events, and many other social functions.

I have enjoyed working with Exeter's Town employees and all the citizens who have given of their own time over the years. I hope to continue to be of service to this community and its citizens.

Thank you again for allowing me this honor over the years.

Respectfully submitted,

Linda Hartson Macomber, CMC, Town Clerk

CC: Board of Selectmen members

OFFICE OF THE TOWN CLERK

Linda M. Hartson - Town Clerk