

**Exeter Board of Selectmen Meeting
Monday, September 8th, 2014, 6:45 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter, NH**

1. Call Meeting to Order
2. Bid Openings/Awards
3. Public Comment
4. Minutes & Proclamations
 - a. Proclamations/Recognitions
 - b. Regular Meetings: August 25th, 2014
5. Appointments – Seacoast MPO TAC
6. Discussion/Action Items
 - a. New Business
 - i. Wastewater Options Update
 - ii. Parks/Recreation Needs Assessment Survey
 - iii. Assessing Agreement Proposal
 - iv. TAP Grant Application – Kingston Road Bike Paths
 - v. Annual Review – Investment Policy
 - b. Old Business-
 - i. Acting Pay Policy
7. Regular Business
 - a. Tax, Water/Sewer Abatements & Exemptions
 - b. Permits & Approvals
 - c. Town Manager’s Report
 - d. Selectmen’s Committee Reports
 - e. Correspondence
8. Review Board Calendar
9. Non Public Session
10. Adjournment

Julie Gilman, Chairwoman
Exeter Selectboard

Posted: 9/5/14 Town Office, Town Website

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

AGENDA SUBJECT TO CHANGE

Draft Minutes

Exeter Board of Selectmen

August 25, 2014

1. Call Meeting to Order

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

2. Bid Openings/Awards

a. Dam Removal Design/Engineering Contract-DPW

Paul Vlasich, PE, Exeter Town Engineer referred to the Vanasse Hangen Brustlin, Inc. Design and Permitting Contract for the Great Dam Removal Feasibility Study. He noted the rigorous selection process which involved six proposals, of which three candidates were chosen for interviews. Each company was also required to submit a cost proposal. He stated VHB was chosen as a highly qualified firm for the project completion. He detailed the major design or permitting tasks which included removal of the dam structure, reshaping of the river bottom, retrofit of the Exeter Mills and town water intake, relocation of a dry hydrant, structure stabilization in the dam area, environmental and cultural resource permitting and contract bidding.

Mr. Vlasich made a recommendation to the Board for approval of the contract at a total project cost of \$ 367,816.00.

Vice Chair Chartrand expressed his appreciation and thanks to Mr. Vlasich for the aggressive nature of the search for the proper firm to complete this important project.

Selectwoman Surman requested a copy of the VHB general terms of the agreement for review. Town Manager Dean will supply this document. She then referred to the Compensation section of the contract, inquiring about possible additional costs above the total project cost limit, specifically noting the 5% uplift for various expenditures during the course of the project. Mr. Vlasich and Vice Chair Chartrand stated this is a fairly common practice.

Selectman Clement discussed the timeframe for the project. He also requested a copy of the Exeter Mills Penstock Review, which will be made available by Mr. Vlasich. Selectman

Clement referred to the Project Management Section of the contract and requested at least two (2) Public Meetings for Section 106 rather than the currently scheduled one meeting.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Belanger for award of the Dam Removal Design/Engineering Contract to Vanasse Hangen Brustlin, Inc., as presented. Motion carried by a vote of four approved, one opposed.

3. Public Comment

Beth Dupell, ECM Designs stated the final Outdoor Movie Night in Exeter will be held on August 28, 2014 and expressed her appreciation for the great service received from Town employees, committee volunteers and local organizations during the 2014 season. She stated the Swasey Parkway Trustees have also been extremely dedicated and helpful during this season. Vice Chair Chartrand expressed his appreciation to Ms. Dupell, the Historic Exeter Retail Owners Network and the Swasey Parkway Trustees for a very successful season.

Don Woodward stated during the Capital Improvement discussion section of the meeting he would like to offer suggestions on possible ways to reduce Town vehicle purchase costs.

4. Minutes & Proclamations

a. Proclamations & Recognitions

None

b. Regular Meeting August 11, 2014

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman to accept the minutes of the August 11, 2014 meeting. Motion carried – all in favor.

5. Appointments

i. Introduction of Darren Winham-Economic Development Director

Darren Winham was introduced and welcomed as the Town's new Economic Development Director. Mr. Winham stated his excitement for the opportunity to serve the Town of Exeter in this capacity. He further stated he has served in economic development for about 15 years in several locations throughout the country. Mr. Winham said he will be meeting with the Town Manager and various committees to begin an Economic Development Strategic Plan for the Town of Exeter with regular reports to the Board of Selectmen on the progress of this endeavor. He noted he looks forward to meeting individually with Board members and will make himself available at all times.

6. Discussion/Action Items

a. New Business

i. Third Reading Health Ordinance Update – Health Department

Motion made by Selectman Clement and seconded by Vice Chair Chartrand to open the Public Hearing for Town Health Ordinance proposed changes. Motion carried-all in favor.

Selectwoman Surman reviewed changes to the Town Ordinance Health 1204 Sanitary Production and Distribution of Food by Pages and Citations.

Motion made by Vice Chair Chartrand and seconded by Selectwoman Surman to close the Public Hearing. Motion carried – all in favor.

Motion made by Vice Chair Chartrand and seconded by Selectwoman Surman to accept the changes to the Town Ordinance Health 1204 Sanitary Production and Distribution of Food update as presented. Motion carried-all in favor.

ii. 2015-2020 Capital Improvement Program Update

Chairwoman Gilman referred to the packet containing the master list of capital improvement projects according to the six year plan. She noted the Planning Board will conduct one more hearing during September, 2014 regarding the plan. The plan will then be presented to the Board of Selectmen and the Budget Recommendation Committee. Selectman Clement suggested having various departments meet with the Board of Selectmen regarding the CIP, which has been done in the past.

Vice Chair Chartrand suggested meeting with the Budget Recommendation Committee at some point during this process. Town Manager Dean further suggested a walking/driving tour of the area for a firsthand look at potential projects.

Don Woodward discussed the possibility of lease/purchasing town vehicles as a means of saving funds for the Town of Exeter. He noted three and four year leases could prove to be a cost saver. He suggested an alternative plan be developed to pursue this endeavor.

Town Manager Dean suggested looking closely at dollar thresholds during the CIP process. He further noted the Town budget will be distributed during the latter part of September.

iii. Acting Pay Policy

Chairwoman Gilman discussed the need for the adoption of an Acting Pay Policy. This policy would be necessary when a member of upper management is away from their position

for an extended period of time, thus creating the need for another employee to assume additional job responsibilities during the interim. Town Manager Dean stated there have been specific circumstances in the past when this situation occurred without any acting pay provision in place. He noted the importance of proper parameters and procedures in this type of policy. Selectwoman Belanger expressed her approval of this type of policy to ensure proper compensation according to job requirements.

Vice Chair Chartrand suggested the Board have a future non-public session for discussion of specific past instances when this situation has occurred to ensure employment privacy protection. The Board was in agreement that past specific situations and guidelines should be discussed prior to final approval. The Acting Pay Policy will be further discussed at the next Board of Selectmen's meeting.

b. Old Business

i. Review BOS Goals/All Boards 2 Notes

Chairwoman Gilman discussed the Board's goals for 2014/2015 as outlined in the April 19, 2014 session with Primex. She discussed the update of the Master Plan reviewing the updates to Chapters 1 and 2 as a goal for March 2015 completion.

Vice Chair Chartrand stated the goal of the addition of an economic development chapter and the development of tax strategies to diversify the tax base are moving to completion with the recent hire of Darren Winham as Economic Development Director. He further noted the need to provide input to the Planning Board and discuss goal #3 further for the review of current land use rules and the process to ensure efficiency and ease. He stated goal #4 Organizational Alignment is moving to completion with the classification of non-union employees. The Great Dam removal, downtown revitalization and Groundwater Plant as part of goal #5 are all moving forward as planned. Vice Chair Chartrand stated his pride in the hard work the Board has done in an effort to complete all goals in a timely manner.

Darren Winham discussed the CIP Existing and Future Land Use Chapter, as a part of goal #2, which serves as a guide in diversifying the tax base. He noted the current 2002 version shows hard work on the part of the preparer and stated the data used has now changed, requiring updates to select sections. He suggested looking at methods to incentivize and the scheduling of future meetings as a group to discuss possible changes to this chapter of the Plan.

Vice Chair Chartrand discussed the Exeter All Boards Meeting Notes of May 21, 2014. He noted there is a taping of this session on Channel 22 along with notes available for any interested party. He further stated the meeting was extremely informative and encouraged anyone interested to tune into the broadcast.

Selectman Clement reported on a plan developed by Rockingham Planning Commission entitled The Rockingham Regional Vision and suggested the possibility of creating an Exeter Vision. The

plan could serve as a high level guide as the Board of Selectmen moves forward with its many initiatives. Vice Chair Chartrand expressed his interest and will review the document for future discussion.

7. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

A motion was made by Selectwoman Surman and seconded by Vice Chair Chartrand to approve the Discretionary Preservation Easement for Map/Lot 112/9, 137 Linden Street, Exeter, NH. Motion carried-all in favor.

b. Permits & Approvals

A motion was made by Selectman Clement and seconded by Selectwoman Surman to approve the application submitted by Heather Robicheau for use of Town Hall on October 8, 2014 from 4:00-9:00 p.m. for the Children's Author Event. Motion carried-all in favor.

A motion was made by Selectman Clement and seconded by Selectwoman Belanger to approve the application submitted by Heather Robicheau for a parking permit request on September 12, 2014 at 4:00p.m. for the Children's Author Event. Motion carried-all in favor.

c. Town Managers Report

Russell Dean reported on the following:

- Reviewed condemnation/housing ordinance with code enforcement officer relative to issues identified at Exeter River Landing.
- Continued review of CIP project list and provided feedback to Town Planner on same.
- Met with Chair of Budget Recommendations Committee and BOS Chair to discuss budget issues for upcoming 2015 budget.
- Parks/Recreation sponsorship agreement
- Reviewed budget assumptions for 2015 budget with Finance Department on wages, benefit items and fixed cost items.
- Received town financial statements through December 31, 2013 which are stronger than in recent years. The town has received a clean audit for the second year in a row with all material weaknesses eliminated from the management letter.
- Cash meeting with the Finance Department.
- Noted the DPW is in final steps of the hiring process for the HVAC Plumber/Technician position.
- Met with new Economic Director on several issues.

- Began review of a multiyear contract proposal for assessing services from MRI.
- Fielded an issue on the trash at Stillwell's from a BOS member and forwarded it to the Economic Development Director for review.

d. Selectmen's Committee Reports

- Selectwoman Belanger had nothing to report.
- Selectman Clement reported on the recently attended Planning Board meeting where the CIP was reviewed. Also reviewed was a conditional use permit from Unutil for a gas line extension.
- Vice Chair Chartrand recently attended the Exeter Economic Development Committee meeting.
- Selectwoman Surman reported she recently met with the Swasey Parkway Trustees for discussion of the planning for the 2015 Seacoast River Festival.

e. Correspondence

The following correspondence was included in the packet:

- A memo from Comcast with a detailed accounting sheet representing their franchise fee payment for the period from April 1st thru June 30, 2014.
- A letter from Federal Emergency Management Agency regarding the Flood Insurance Rate Map and Flood Insurance Study report for Rockingham County, New Hampshire.

Chairwoman Gilman presented the following Floor Policy Proposals:

- From the Town of Hinsdale for the modification of RSA 41:18 to read "Each town shall have a deputy town clerk" and an amendment to RSA 41:9-b V to add "and officials elected to non-volunteer positions in the municipality".
- From the Town of Hudson to inquire if NHMA will support legislation to allow municipal library budgets to appear as a separate warrant article on the Town Meeting SB2 ballot.
- From the Town of Barrington, NH to support an increase in the amount of a public project before it requires mandatory obtaining of a performance bond.

- From the Town of Hinsdale for amendment of RSA 75:1 to read “The selectmen shall receive and consider all evidence that shall be submitted to them relative to the value of property upon request, including rental income and expenses, the value of which cannot be determined by personal examination.”
- From the Town of Hinsdale to include legislation for a penalty for failure to submit requested information relative to the value of property as described in RSA 75:1.
- From the Town of Gilford for amendment to RSA 41:9 with addition of a new paragraph.
- From the Town of Barrington to support changes to RSA 674:41.
- From the Town of Fitzwilliam to support the revision of elements of RSA 12-E.

8. Review Board Calendar

Chairwoman Gilman stated the Board will meet in two weeks.

9. Non Public Session

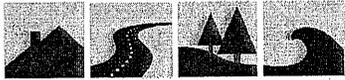
A motion was made by Selectman Clement and seconded by Vice Chair Chartrand to go into non-public session under RSA 91-A: 2B and 91-A:2D. Roll call vote : all vote aye.

Emerge from non public session. Selectman Chartrand moved to adjourn, seconded by Selectwoman Belanger. The Board stood adjourned at 9:24 p.m.

Respectfully submitted,

Lynne A. Carter
Acting Recording Secretary

ROCKINGHAM



PLANNING COMMISSION

156 Water Street, Exeter, NH 03833
Tel. 603-778-0885 • Fax: 603-778-9183
email@rpc-nh.org • www.rpc-nh.org

Town Manager's Office

AUG 27 2014

Received

August 25, 2014

Julie Gilman
Board of Selectmen Chair
10 Front Street
Exeter, New Hampshire 03833

Dear Ms. Gilman:

The Rockingham Metropolitan Planning Organization (Rockingham MPO) is a federally designated entity that administers the urban transportation planning process for the 26 communities of the Rockingham Planning Commission. This organization is staff by the Rockingham Planning Commission and has two standing committees on which each of the communities has representation. The Transportation Advisory Committee (TAC), which has one appointed member from each community; and the Policy Committee which is composed of the community appointed RPC Commissioners as well as regional, state, and federal planning partners.

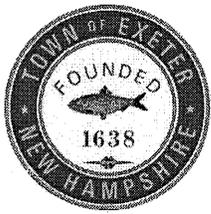
The purpose of the TAC is to provide technical advice and recommendations to the Policy Committee concerning transportation issues that have a bearing on the region. Specifically, this often involves prioritizing transportation improvements, reviewing studies, and providing input to New Hampshire DOT and other agencies. The TAC does not establish policies for the organization, but makes recommendations to the Policy Committee in that regard.

This letter is to ensure that each of the RPC communities are represented on the Transportation Advisory Committee and provide the opportunity for a community to appoint a person to the TAC if the position is vacant or the current appointee can no longer participate. TAC members are often town/city planners, planning board members, public works employees or other members of community leadership. Citizens particularly interested in transportation issues have also been appointed as well.

TAC meetings are *normally* held *approximately six times per year* on the fourth Thursday of the month at 9:00 a.m., at the Rockingham Planning Commission offices. The meeting usually lasts for 2 hours. Meeting times and days are reviewed occasionally to ensure that the schedule remains workable for committee members.

To confirm your representative(s) to the Rockingham MPO Technical Advisory Committee and so we may update our mailing lists for FY 2014, please type or print changes on the following page. We would appreciate it if you could return this appointment form by **September 25, 2014**.

The next TAC meeting is scheduled for Thursday, September 25, 2014, at the RPC office in Exeter.



TOWN OF EXETER, NEW HAMPSHIRE

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

www.town.exeter.nh.us

September 5, 2014

TO: Board of Selectmen
Russ Dean

FROM: Mike Favreau

RE: Synopsis of Survey Done This Summer

The Parks and Recreation Department did a Survey Monkey survey this summer led by one of our interns. This survey will be part of a needs assessment survey done by UNH this fall. The data that is derived from that large survey will be the road map for an update to the Master Plan going forward. I can get into more detail Monday but here is synopsis of some big picture questions.

70% respondents were residents

28% were non-residents that use our programs

43% were age 41-50

29% 31-40

13% 51-65

What factors affect your decision to live in Exeter (ranked 1-6 with 1 the highest)

School averaged 2.0

Parks and Rec. 2.8

Public Safety 3.0

Library 3.4

Public Works 3.7

Is Parks and Recreation funding as important as schools, roads and public safety?

49% somewhat agree

38% strongly agree

Town of Exeter, NH – Parks and Recreation Needs Assessment / Master Planning DRAFT Scope of Work

Background

A project team including faculty and graduate students led by Dr. Bob Barcelona from the University of New Hampshire will conduct a parks and recreation needs assessment for the Town of Exeter (NH) Parks and Recreation Department. The purpose of this study is to determine the current and future parks and recreation needs and planning priorities in Exeter by engaging citizens in public input sessions, conducting a benchmarking study of peer/comparison communities, and analyzing previous needs assessment survey data. The data elicited through this study will assist the Exeter Parks and Recreation Department in Master Planning efforts. The UNH project team has expertise in community planning and parks and recreation administration, and team members have conducted similar community planning studies in New Hampshire and throughout the country.

Outcome/Deliverable

The outcome/deliverable will be a report outlining recommendations based on input received from town staff, key decision makers, stakeholders, partners, and public input using a combination of focus group interviews/activities, quantitative input, and reviewing documentation provided by the Town as requested. A public presentation of the report to the Town Administrator, Recreation staff, Board of Selectmen and others can also be provided upon request.

Process

The process for the Exeter Parks and Recreation Needs Assessment / Master Planning Study will include the following activities led by the project team from UNH:

1. *Background/Information Gathering*
 - a. Review of current parks and recreation facilities, programs, and services to include departmental mission, vision, and goals.
 - b. Review short-range and long-range parks and recreation planning efforts as well as city planning efforts related to the parks and recreation.
 - c. Review revenue sources, expenditures, and staff/personnel structure.
 - d. Benchmark with peer/comparison communities recreation facility space, programs offered, full- and part-time staff levels, and per capital spending on parks and recreation (including general fund allocations and revolving fund/generated revenue sources).
2. *Meeting with Recreation Director, Assistant Director, and key staff (including Town Administrator)*
 - a. Meeting to discuss project process and meet the project team from UNH
 - b. Verify background information collected, discuss and clarify questions
3. *Conduct approximately 6 Focus Groups/Individual Meeting Sessions*
 - a. Conduct small focus group meetings (6-12 participants each) with key stakeholders/special interest groups
 - b. Conduct individual interviews (should only schedule individual interviews as necessary/deemed appropriate) with key decision makers and stakeholders as appropriate.
 - c. Focus groups/individual interviews should include members of the Board of Selectmen, Recreation Advisory Board, Recreation department staff, partners, and

recreation stakeholder/special interest groups (e.g. youth sports, seniors, homeschool groups, Moms' Groups, etc.).

4. *Conduct 1 Large Format Public Input Session*
 - a. Conduct a large format public input session (can handle up to 200 participants) to include data collection using the iClicker system and traditional focus group activities. Room should be set up to accommodate up to 200 people at tables of 8-10 participants and have a projector and screen.
 - b. Every effort should be made to ensure that participants are demographically representative of the population of the Town of Exeter

5. *Analysis of Previous Needs Assessment Data*
 - a. Analyze quantitative data from Summer 2014 Needs Assessment Survey collected by Exeter Parks and Recreation.
 - b. Analyze open-ended question responses from 2014 Needs Assessment Survey.

6. *Recommendations/ Report*
 - a. The Project Team will develop recommendations and present a draft written presentation to the Recreation Director, Assistant Director, and others (e.g. Town Administrator, Recreation Advisory Board) as appropriate.
 - b. Based on feedback, a final report will be delivered and presented to relevant stakeholders upon request.

The Town of Exeter will:

1. Provide all background information requested and deemed appropriate for project team to review.
2. Review and provide input on all survey instruments, focus group activities, and other data collection tools as requested by the UNH project team.
3. Recruit and schedule all focus group and public input session participants based on a mutually agreed-upon timeline.
4. Provide and set-up a suitable facility for large public input session to accommodate up to 200 people.
5. Provide refreshments for focus group/interview sessions and large public input session.

Project Team Fee

Work will be completed November through December for a price of \$5,500. The fee will be used to cover faculty time, graduate student assistance, travel to and from the project site, and materials associated with data collection, analysis, and reporting.

Tentative Draft Schedule

<u>Date</u>	<u>Time</u>	<u>Project Activity</u>
On or before 10/1/14	TBA	All written materials to Project Team
On or before 10/10/14	TBA	Meeting with Recreation Director and Assistant Director (and Town Administrator) to review project scope, activities, data instruments, and timeline
Monday, 11/10/14	9:00-10:00am	Meeting with Town Administrator and Recreation Director
	10:00-11:00am	Meeting staff and key volunteers
	TBD	Schedule up to 4-6 focus groups/interview sessions each approximately 1 hour in length to accommodate up to 12 (max) participants in each. Scheduling can run into the early evening.
Wednesday, 11/12/14	TBD	Schedule up to 2-4 focus groups/interview sessions each approximately 1 hour in length to accommodate up to 12 (max) participants in each. Scheduling should conclude by 4:00pm at the latest.
	5:30-7:00pm (or other timeframe TBD)	Public Input/Town Meeting (can accommodate up to 200 people)
Monday, 11/17/14		Analysis of quantitative and qualitative survey data
Friday, 12/12/14	TBA	Presentation of Draft Recommendations to Recreation Director, Assistant Director, and key staff (including Town Administrator)
TBA	TBA	Final Report and Recommendations

Times and schedule may be adjusted as agreed upon by both parties.

**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen
FROM: Town Manager 
RE: MRI Multi Year Agreement Proposal
DATE: September 8th, 2014

MRI has offered to engage the Town of Exeter in an extended contract for assessing services. Under the provisions of the Agreement, the first year cost in 2015 would be 105,000. In each subsequent year of the Agreement, there would be a \$2500 increase. Comparing the MRI proposal to hiring an in-house assessor would appear to be favorable at least for the term of the proposal (six years).

This proposal also has value based on the fact that MRI will include the statistical updates needed in 2015 and 2020 as part of their annual Agreement. In the past, even with an in-house assessor, the Town contracted separately with Vision to provide these services. The last statistical update, conducted in 2010, cost \$98,000 plus expenses.

Thus far the work relationship with MRI has been good, all assessing items have been attended to, and many physical inspections are being completed. They are also continuing to clean up records, train the Assessing Clerk, and conduct field reviews.

I have also included a draft 2015 budget so the Board can see the net impact on the assessing budget for 2015.

Once I receive the Board's feedback, comments and questions on this proposal I can give further direction to MRI. Thank you.

Dear Russ:

Pursuant to our recent conversations, I am offering the following proposal to extend our Assessing Services Agreement for an additional 5 years. The transition from a staff Assessor to the contract relationship with MRI which was initiated in March is going exceedingly well. We have been able to clean up some loose ends and bring the record current, we have started a review of condominiums and mobile homes to be wrapped up in September and we have begun working with Janet Whitten in an effort to help her advance her career in tax assessing. I believe that the relationship has proven mutually beneficial and demonstrated the viability of our contracted approach to save the Town money while providing a level of service, availability and a breadth of professional capabilities that is difficult to match with a single full time staff person.

As you know the Town will be required to complete a statistical update in 2015; the cost of which can be expected to range between \$12 to \$18 per parcel (or more) depending upon the number of other communities in NH that face the same requirement in 2015. Consequently, with 6200 parcels the Town is looking at a potential cost between \$75,000 and \$112,000 to fulfill this obligation, in addition to the normal operational cost of the Tax Assessors office in 2015.

As an alternative, I propose that the Town consider extending the current contract with MRI for a 6 year term at the rate of \$105,000 in 2015 plus an adjustment of \$2500 in each of the following 5 years. For that fee, in addition to overseeing and directing the operations of the Assessing Office, we will incorporate the 2015 statistical update an on-going review of 25% of the parcels in the community each year thereafter and finally, complete the 2020 statistical update in the final year.

As I indicated during earlier discussions, MRI plans to hire another senior assessor, an individual who is expert with the Visions CAMA System and who has successfully performed a significant number of statistical updates here in NH (you will recall meeting him with me earlier this year). This individual will fill the role of team leader in Exeter if we are able to come to terms on this multiple year agreement and will be responsible to oversee and direct operations of the assessing office, complete the statistical updates and coordinate the 25% annual reviews, reporting to the Town Manager similar to a department head.

During the term of the proposed agreement we will continue to support, train and mentor the current Janet Whitten, the assessing clerk, through a process that leads to certification as a NH Assessor – a process that will take approximately 5 years. At the end of the contract the Town will be in a position to then consider how to staff the Assessing Office to meet the needs of the community as envisioned at that time. In addition, we are prepared to incorporate a provision in the proposed agreement that affords the Town an opportunity to terminate the relationship with MRI if you and the Selectmen decide to reinstitute in-house capacity and affords you the opportunity to hire our team leader directly as a municipal employee without penalty. I believe that this approach will allow for a relatively “risk free” relationship for the Town; save you substantial money when compared to an internal staffing model and provide MRI with an opportunity to demonstrate to you and the Selectmen that our approach is perfectly suited to your long term assessing needs.

I am anxious to bring this proposal forward for a decision as quickly as possible so that I can make the necessary arrangements and staffing decisions that will be required to have things in place for a January 1, 2015 initiation date and would appreciate your assistance in this regard.

If you have questions or need clarification please do not hesitate to call.

VTY

Don Jutton

Review Draft

Assumes new Assessor new scales at MIN step								
Agreement Year		1	2	3	4	5	6	
New Pay Plan Assessor	FY14	FY15	FY16	FY17	FY18	FY19	FY20	
Wages	69,274	70,819	72,398	74,013	75,663	77,350	79,075	2.23% annual wage increase
FICA	4,295	4,391	4,489	4,589	4,691	4,796	4,903	6.20%
Medicare	1,004	1,027	1,050	1,073	1,097	1,122	1,147	1.45%
Retirement	7,461	7,889	8,065	8,245	8,429	8,617	8,809	10.77% year 1, 11.14% 5 years after
Total	82,034	84,126	86,002	87,920	89,880	91,884	93,933	
Medical	24,136	25,946	27,892	29,984	32,233	34,650	37,249	7.5% per year increase in cost
Dental	1,747	1,817	1,890	1,965	2,044	2,125	2,211	4% per year
Life	120	120	120	120	120	120	120	0% annual increase
LTD	1,108	1,114	1,119	1,125	1,130	1,136	1,142	.5% annual increase
Total	27,111	28,997	31,021	33,194	35,527	38,032	40,721	
Totals Wages/Benefits	109,145	113,122	117,022	121,113	125,407	129,916	134,655	
Statistical Update		98,000					98,000	Based on 2010 Vision Contract (last update)
Total Cost	109,145	211,122	117,022	121,113	125,407	129,916	232,655	Assessor plus Statistical Update
NOTE								
Personal 3 days								
Vacation 5 weeks								
Sick Leave Eligible								
MRI Contract Proposal		105,000	107,500	110,000	112,500	115,000	117,500	Includes Statistical Update Services
								Total Savings - 6 years
Delta (Savings)		(106,122)	(9,522)	(11,113)	(12,907)	(14,916)	(115,155)	(269,736)

Agreement Year		1	2	3	4	5	6	
In House Assessor	FY14	FY15	FY16	FY17	FY18	FY19	FY20	
Wages	88,420	89,746	91,092	92,459	93,846	95,253	96,682	1.5% annual wage increase
FICA	5,482	5,564	5,648	5,732	5,818	5,906	5,994	6.20%
Medicare	1,282	1,301	1,321	1,341	1,361	1,381	1,402	1.45%
Retirement	9,523	9,998	10,148	10,300	10,454	10,611	10,770	10.77% year 1, 11.14% 5 years after
Total	104,707	106,610	108,209	109,832	111,479	113,152	114,849	
Medical	24,136	25,946	27,892	29,984	32,233	34,650	37,249	7.5% per year increase in cost
Dental	1,747	1,817	1,890	1,965	2,044	2,125	2,211	4% per year
Life	120	120	120	120	120	120	120	0% annual increase
LTD	1,108	1,114	1,119	1,125	1,130	1,136	1,142	.5% annual increase
Total	27,111	28,997	31,021	33,194	35,527	38,032	40,721	
Totals Wages/Benefits	131,818	135,606	139,230	143,026	147,006	151,183	155,570	
Statistical Update		98,000					98,000	Based on 2010 Vision Contract (last update)
Total Cost	131,818	233,606	139,230	143,026	147,006	151,183	253,570	Assessor plus Statistical Update
NOTE								
Personal 3 days								
Vacation 5 weeks								
Sick Leave Eligible								
MRI Contract Proposal		105,000	107,500	110,000	112,500	115,000	117,500	Includes Statistical Update Services
								Total Savings - 6 years
Delta (Savings)		(128,606)	(31,730)	(33,026)	(34,506)	(36,183)	(136,070)	(400,122)



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

Transportation Alternatives Program Call for New Projects

Dear Potential Applicant:

The Department of Transportation (NHDOT) is starting up a competitive selection round for the federally funded Transportation Alternatives Program (TAP) projects created by MAP-21. The TAP combines many individual federal programs like, Transportation Enhancement, Safe Routes to School, and Scenic Byways to provide more flexibility. Overall funding for the TAP is approximately \$5.5M in this first round. To better manage TAP projects and to focus funding to provide choices for non-motorized use that is safe, reliable and convenient, the following guidelines have been created by the Department and will be used during this competitive selection round.

Funding Limitations:

- Minimum project limit is \$200,000 (total dollars) – (\$160,000 federal)
- Maximum project limit is \$800,000 (total dollars) – (\$640,000 federal)
- Project will require at least a 20% match provided by the applicant

Note: Projects can exceed the \$800,000 cap if other funding sources are added to the project. Projects can also request less than the minimum cap as long as other funding sources are added to keep a minimum of \$200,000 for the total project cost.

Eligible Activities

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation.
- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
- Eligible Safe Routes to School program infrastructure activities under §1404 of SAFETEA-LU (20% match required)

Note: Non-profits, local advocacy groups and State Agencies are not eligible to apply for TAP funds.

Step 2

Within 2 weeks of the reception deadline for letters of interest, notification will be sent out to the project contacts identified in those letters about the mandatory TAP informational meeting.

Please Note: Each applicant must have someone that will be directly involved in the management of their project attend one of these TAP informational meetings that will be held in locations around the state. Previous LPA certification will not satisfy this eligibility requirement. In an effort to facilitate ease of attendance, NHDOT staff will select locations in those areas most convenient to the largest number of applicants.

Step 3

Any Municipality that has fulfilled both Step 1 and Step 2 are now eligible to submit an application for TAP funds. Applications will be submitted to NHDOT, Bureau of Planning & Community Assistance. These **Applications will be due on Friday September 26, 2014 at 4:00PM.** Failure to submit your application by the **4:00 PM September 26, 2014**, deadline will result in your potential project having to wait until the next funding cycle to apply. The Department will send copies of your application to your governing Regional Planning Commission for their evaluation and regional rankings.

TAP project scoring process

TAP Projects will be scored based on criteria and weightings developed by the Department's Transportation Alternatives Program Advisory Committee (TAPAC) and are listed below:

- Potential for Success
- Safety
- Socioeconomic Benefits
- Project Connectivity
- RPC/MPO Ranking
- Multi-Modal Connections

A separate scoring committee will be appointed by the Department. This committee will use the criteria and weightings developed by the TAPAC to score the submitted TAP projects.

The Department is in the process of developing the TAP applications. These should be available in a few weeks and will clearly list the criteria each application will be scored on.

If you have any questions please feel free to call or email me.

Thomas Jameson, P.E.
Program Manager
Bureau of Planning and Community Assistance
NH Department of Transportation
Phone: 271-3462
tjameson@dot.state.nh.us

Bicycle and Pedestrian Improvements for Kingston Road (Rte 111), Exeter, NH

Grant Proposal for NHDOT Transportation Alternatives Program (TAP) for Exeter's Bicycle and Pedestrian Improvements for Kingston Road (Rte 111).

Project Description: In 2004, during Exeter's public master plan visioning process, shoulder widening for improved multi-modal roadway systems was identified as a high priority. In 2005, Exeter established a shoulder widening capital reserve fund, focused on widening arterial roadway shoulders in order to improve safety for pedestrians, bicyclists and motorists alike. In addition to safety, the concept of linking residential neighborhoods with recreational opportunities was deemed a high priority. Since then, Exeter has allotted \$150,000 to that fund.



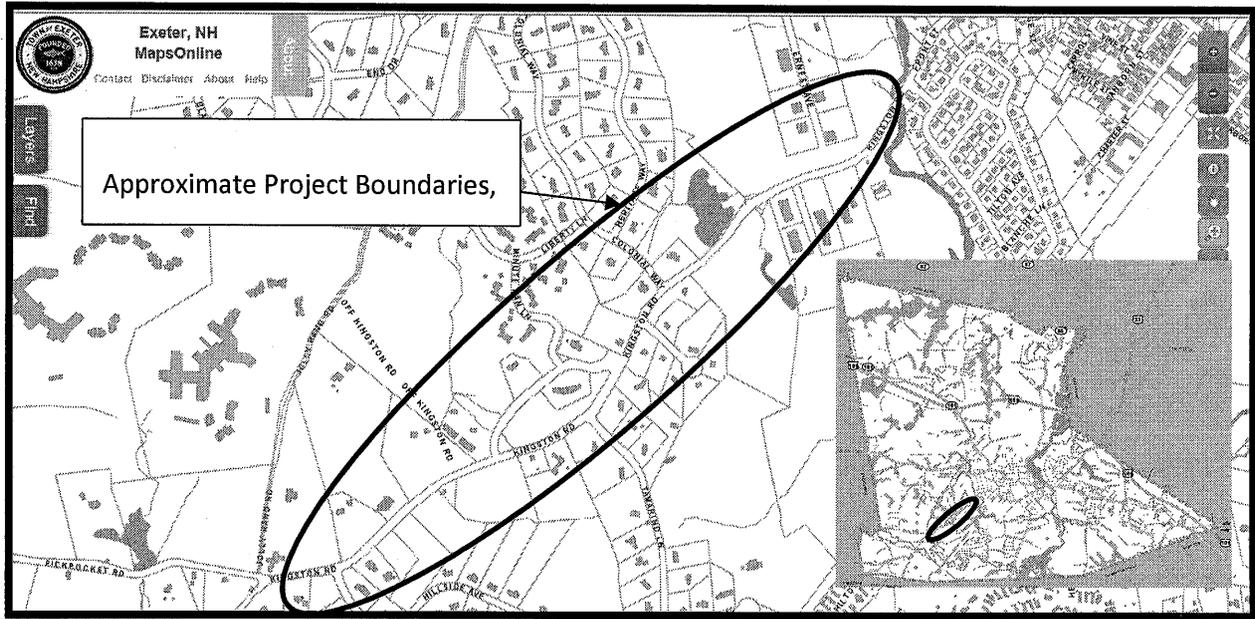
The present proposal has been identified for over a decade as the highest priority shoulder widening roadway section in Exeter. In the last decade, much growth has occurred within the corridor. A large senior housing complex has tripled in size, creating a hub of senior residents in the area, many of whom are avid walkers. Improvements to recreation areas and trails have also occurred in that time.

The specific stretch of roadway identified in this proposal is approximately 1.1 miles, or 5,800 linear feet. The neighborhoods within the project boundaries vary in housing types from single family to multifamily including a very large concentration of senior housing. This project will link multiple neighborhoods as well as recreational areas. These recreational sites include Brickyard Pond, Brickyard Park Athletic Fields, Jolly Rand Trail and somewhat further and beyond the scope of the project, Pickpocket Dam.

Eligible TAP Activities:

Eligible TAP activities include the construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation. Additional eligible TAP activities include construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.

Project Map and Boundaries: The project area is proposed for Kingston Road (State Route 111), from Westside Drive to Pickpocket Road. The final length and end points will be determined based on the outcome of the engineering study and alternative design chosen. Approximate total length is 5,800 feet (1.1 miles).



Funding Estimate: The NHDOT TAP is a reimbursement program.

Municipal Match (20% of total): \$150,000

TAP Grant Total (80% of total): \$600,000

Total: \$750,000

Note: The Town has already raised the 20% match or \$150,000 which is held in the shoulder widening capital reserve fund. The remainder of the money, \$600,000 would also need to be raised but would be reimbursed by NHDOT. Considering the capital reserve fund and the reimbursement, the project involves zero tax dollars.

Draft Cost Break-Outs:

- Engineering Study and Survey: \$20,000
- Preliminary Design, NEPA process and final design: \$50,000
- Inspection/Construction Administration \$30.00 per linear foot
- Installation: \$100 per linear foot of road (NOTE: length of roadway depends on the engineering study and alternative design chosen)

ADOPTED

Town of Exeter	Policy Number 3.1.e	Adopted by Board of Selectmen
Subject: Investment Policy	Adoption Date: 10/7/13 Revision Date: None Effective Date: 10/7/13	Supersedes: None

1.0 Purpose of the Policy:

1. The purpose of this policy is to meet requirements set forth in RSA 41:9 VII, which requires the Board of Selectmen (the "Board") to annually review and adopt an investment policy for the investment of public funds, and to provide a framework for the Town Treasurer (the "Treasurer") to carry out the policy objectives.

2.0 Scope:

This investment policy applies to all public funds in the custody of the treasurer of the Town of Exeter, New Hampshire. These funds are accounted for in the Town's annual audited financial reports and include:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Enterprise Funds
- Agency and Escrow Funds
- Any new funds created by the Town, unless specifically exempted by the governing body, in accordance with law, or by law

Furthermore, the investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds. This investment policy does not apply to the Town of Exeter Trust Funds.

Delegation of Authority

The investment policy delegation of authority is stated below:

- In accordance with RSA 41:29 VI, the responsibility for conducting investment transactions resides with the Treasurer, with the approval of the Board. However, the Treasurer may delegate investment functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the Board, and is agreeable to all parties involved. Any such delegation shall only be made to a town official or employee bonded in accordance with RSA 41:6 and rules adopted by the Commissioner of Revenue Administration under RSA 541-A. Such delegation

ADOPTED

shall not eliminate the responsibility of the Treasurer to comply with all statutory duties required by law, and

- No person may engage in an investment transaction except as provided under the terms of this policy and the internal procedures and controls hereby established.

3.0 Investment Policy:

a) Legal basis:

New Hampshire RSA 41:29 is the legal authority under which the Town Treasurer operates.

b) "Prudent Person" Standard

The investment policy shall be conducted in accordance with the "prudent person" standard, which requires that:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Instruments of Investment

In accordance with RSA 41:29 IV, excess funds of the Town of Exeter shall be invested in:

- United States Treasury securities maturing in less than one year; or
- Savings bank deposits of banks incorporated under the laws of the State of New Hampshire; or
- Fully insured or collateralized certificates of deposits of banks incorporated under the laws of the State of New Hampshire; or
- Fully insured or collateralized certificates of deposits of national banks located within the State of New Hampshire, or in banks recognized by the State Treasurer; or
- New Hampshire Public Deposit Investment Pool established pursuant to RSA 383:22; or
- Short-term obligations of United States Government agencies; or
- Repurchase agreements with banks chartered by the State of New Hampshire and fully collateralized by United States Treasury Bills and such other instruments as may be specifically authorized by the Revised Statutes of the State of New Hampshire.

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (payroll and accounts

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payable) as well as anticipated revenue inflows. At no time shall any investment be made exceeding a maturity date in excess of one year.

d) Diversification

The Town's investment portfolio shall be diversified. Overconcentration in a maturity, an instrument, or institution/issuer shall be avoided. The table below sets out the maximum percentage of the portfolio that may consist of investments within the listed classes of instruments.

	<u>Maximum Percent of Portfolio Permitted</u>
▪ Overnight Investments	100%
▪ U.S. Treasury Obligations	90%
▪ NH Public Deposit Investment Pool	50%
▪ Certificates of Deposit	75%

e) Depositories and Dealers

Unless otherwise in the best interest of the Town, the Town shall solicit cash management and banking services every three to five years. Proposals, therefore, will be accepted through a competitive bidding process.

Short-term investment of surplus funds may be made by contacting credible institutions to establish the best available instrument at that time. All investments must be backed by full third party collateral and consider cash flow needs prior to considering the return on that investment. Also, no investment shall be made that contradicts the section titled "instruments" in this policy

f) Safekeeping and Collateralization

Deposits shall be fully collateralized with the delivery of US government obligations, US government agency obligations, or obligations of the State of New Hampshire in market value at least equal to 102% of the cash deposit in each case. Collateral shall be wired to the municipality's joint custody account at the Federal Reserve Bank of Boston or Federal Reserve Bank of New York no later than the day cash deposits and/or investments are wired/transferred.

Internal Controls

- The internal controls for the Town of Exeter shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, and imprudent actions by employees and officers of the Town.
- The Treasurer will be responsible for establishing and maintaining an internal control policy designed to provide reasonable assurances that these objectives are met. The internal control policy shall address the following:

- Control of collusion
- Separation of transaction authority
- Custodial safekeeping of assets
- Written confirmation of transactions for investments and wire transfers
- Dual authorizations of wire transfers
- This policy will be reviewed annually by the Town's independent auditors.

4.0 Procedures:

REPORTING: The Town Treasurer shall submit semi-annually to the Town Manager and Board of Selectmen an investment report that summarizes recent market conditions and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter, and describe the portfolio in terms of investment securities, maturities, risk characteristics and other features. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter.

ETHICS AND CONFLICT OF INTEREST: Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Officers and employees involved in the investment process shall disclose to the Town Manager and Board of Selectmen any material financial interest in financial institutions that conducts business with the Town. Further, they shall report to the Town Manager any large personal financial investment position that could be related to the performance of the Town portfolio. Officers and employees involved in the investment process shall subordinate their personal investment transactions to those of this Town, particularly with regard to the timing of purchases and sales.

PERFORMANCE EVALUATION: The Town shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the Town's investment program as it relates to the Town's stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

OTHER: The Board of Selectmen shall review this policy annually, with changes made as warranted, followed by re-adoption by the Board of Selectman.

The Board of Selectmen reserves the right to implement changes to this policy without prior notice if it is deemed in the Town's best interest.

This policy is available for public review and inspection. A copy may be obtained by contacting the Finance Director.

ADOPTED

5.0 Severability

To the extent this policy is in conflict with State law, State law will prevail.

Original adopted by the Board of Selectmen at the meeting of October 7, 2013.

Acting Pay

1. Employees shall be compensated for assuming, on a temporary basis, some or all of the duties of another position from which the incumbent is absent, when all of the following conditions have been met:
2. The employee is assigned by the appointing authority to perform a majority of the significant duties of a budgeted, higher paid position from which an incumbent is absent;
3. The duties of the higher paid position are assigned to, and performed by, the designated employee for fifteen (15) or more consecutive work days; and
4. The assignment is approved by Human Resources and the Town Manager.
5. Employees who perform the duties of a higher paid position under the above provision shall receive acting pay beginning on, or retroactive to, the first day of the assignment.
6. Employees shall be paid acting pay at the first step of the compensation grade of the position being filled, or that rate which is at least one step (2.23%) higher than the employee's current rate of pay, whichever is greater. In no case shall an employee receive a salary greater than the top step of the salary range of the higher classification.
7. Acting pay may not be requested by the appointing authority if the departmental budget has insufficient appropriation to meet the expense.
8. Acting pay may be requested by the appointing authority for absence due to termination or extended leave, whether paid or unpaid, if sufficient appropriation exists.
9. If insufficient appropriation exists, the appointing authority must either distribute the responsibilities evenly among several employees or assume the majority of the responsibilities him/her/them self(ves).
10. Acting pay shall not be authorized for employees in Grade 4 or below to assume the responsibilities of vacant management level positions. In exceptional circumstances, and at the recommendation of the town manager, the Board of Selectmen may authorize the payment of acting pay for employees in Grades 4 and below.
11. Acting pay may be requested by the appointing authority for partial absences when the incumbent of the higher rated position is absent from his/her position for more than 50% of his/her regularly scheduled hours for more than fifteen (15) working days.
12. In the case of partial acting pay, the employee shall be compensated at the authorized higher rate only for that portion of the regularly scheduled hours that the incumbent of the higher paid position is absent.
13. Acting pay shall not apply to any paid leave taken or accrued during the assignment.



Application for Use of Town Facility

Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

Faxed #: 603-772-4709 or emailed: sriffle@exeternh.gov

Facility: Town Hall (Main Floor) Bandstand Parking - # Spaces 2 Location side of bldg

Signboard Requested: Poster Board Week: Oct. 27th Plywood Board Week:

Representative Information:

Name: Laura Martin Address: 1A Stonewall Way
Town/State/Zip: Exeter, NH 03833 Phone: 603-772-3522
Email: LRCGOWING@gmail.com Date of Application: August 28, 2014

Organization Information:

Name: Exeter Historical Society Address: 47 Front Street; PO Box 924
Town/State/Zip: Exeter, NH 03833 Phone: 603-778-2335

Reservation Information:

Type of Event/Meeting: Historical Presentation Date: Wed, Nov. 5, 2014
Times of Event: 7:30 pm Times needed for set-up/clean-up: 6:30 - 9:00 pm
of tables: 4 # of chairs: 250 Will food/beverages be served? no
List Town equipment you request to use: screen, sound system, microphone
Comments: _____

Requirements:

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

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

Rental Fee: For Town Hall use there is a fee of \$75.00 per day, a payment of \$250 may be required for use of main floor and stage for more than a single day. You may request a waiver of the rental fee in writing.

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

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

Applicant signature: Laura Martin Date: 8/28/14

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

Office Use Only:

Liability Insurance: On file In-process Will receive by _____

Fee: Paid Will pay by _____ Non-profit fee waiver requested

Town Manager's Office

SEP - 2 2014

Received



Application for Use of Town Facility

Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833
Faxed #: 603-772-4709 or emailed: sriffle@exeternh.gov

Facility: Town Hall (Main Floor) Bandstand Parking - # Spaces _____ Location _____

Signboard Requested: Poster Board Week: _____ Plywood Board Week: _____

Representative Information:

Name: Tara Whitney Address: 30 Barrett Ln
Town/State/Zip: Newfields Phone: 781-956-8706
Email: tara.whitney@gmail.com Date of Application: 9/9/14

Organization Information:

Name: Seacoast Power Yoga Address: 109B2 Water St
Town/State/Zip: Exeter Phone: 603-583-2303

Reservation Information:

Type of Event/Meeting: Yoga class Date: 9/13
Times of Event: 8am-10am Times needed for set-up/clean-up: 7:30 10-10:30
of tables: — # of chairs: — Will food/beverages be served? water / snacks
List Town equipment you request to use: none 1 table
Comments: Hold 3 year birthday celebration - approx 50 students

Requirements:

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

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Rental Fee: For Town Hall use there is a fee of \$75.00 per day, a payment of \$250 may be required for use of main floor and stage for more than a single day. You may request a waiver of the rental fee in writing.

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

Applicant signature: [Signature] Date: 9/3/14

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

Office Use Only:
Liability Insurance: On file In-process Will receive by _____
Fee: Paid Will pay by 9/9/14 Non-profit fee waiver requested

**Town Facilities / Permits
September 2014**

Date	Event Hours	Facility/Permit	Group	Purpose
9/6 & 9/7	9 am - 6 pm	Town Hall	Tai Chi Society	Workshop
9/9	2 - 4:30 pm	Town Hall	NH Retirement System	Employee session
9/13	8 am - 5:30 pm	Road Race	Ragnar RTB	Relay
9/14	9 am - noon	Road Race	Will to Live	5k and walk
9/18	6 - 9 pm	Town Hall	Seacoast Photography Group	Monthly meeting
9/20	7 am - noon	Road Race	EHS Boys Soccer Booster	Kick'n into Gear 5k
9/26	7 am - 7 pm	Road Permit	Rotary Club	Apple Sales
10/4	7 am - 6 pm	Road Closure	Chamber of Commerce	Fall Festival

Town Manager Updates

Submitted by: Russell Dean, Town Manager

Week Ending: September 5th, 2014

- Labor Day holiday Monday, September 1st.
- Resident issue: review of a Comcast billing dispute issue.
- Resident issue: non-functioning catch basin at Front Street towers. Follow up with DPW.
- Resident issue: access road at Sterling Hill. Follow up with Planning/DPW.
- Resident issue: contractors parking equipment on town property "at will." Follow up with police department.
- Resident issue: work being done on Crawford Avenue; neighborhood concern, triage with DPW and consultant to positive conclusion.
- Resident issue: excessive water bill concern.
- Wastewater capacity meeting with DPW and Wright-Pierce.
- June cash meeting with Finance Director, Staff Accountant and Treasurer.
- Final review of Management Letter and Town Financials.
- Review of preliminary budget submittals.
- Preliminary budget review meetings with departments: Police, Parks/Recreation, Town Clerk, Building, Welfare, Human Resources, Planning, Zoning, HDC, Heritage Commission, Conservation Commission.
- Review of current 457 plan offerings with Human Resources.
- Review time clock issues within Town Office.
- Added FEMA information to Town website regarding appeals period.
- Reviewed sidewalk issue on Epping Road in response to phone call claiming Town and NHDOT had agreement on maintenance. No such agreement exists. Town does not have any maintenance agreements with NHDOT on state roads.
- Follow up on inter-town EMS service with Kensington (with Selectboard Chair and Fire Chief).
- Worked with Economic Development Director to coordinate procurement of UNH interns.
- Follow up on water/sewer billing issue: printing company sent out last quarterly bills to old lockbox address. After discussion with DPW no additional bill will be sent, but issue will cause lag for 4-6 weeks on cash into lockbox.
- Reviewed recording secretary wages and found to be lagging behind market up to \$2 per hour.
- Triage updated information on West Nile Virus and EEE spraying with Health Officer.
- Plan for meet and greet with Darren Winham on September 30th.
- Plan for upcoming meetings regarding wastewater options (BOS September 8th, WSAC September 10th, Portsmouth September 22nd).
- Next week: September 8th BOS, September 9th EDC, September 10th WSAC, September 11th Planning Board/CIP/Work Session.



Memo

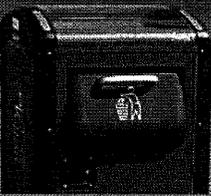
Date: September 8, 2014

To: Board of Selectmen

From: Julie Gilman, Chair

In an effort to continue to find a solution for downtown trash collection outside of Town working hours or days, a resident sent me this link. I haven't looked at pricing yet but the advantages of decreased collection trips could offset it somewhat. There can also be an approach of public/private partnership with local businesses.

<http://www.bigbelly.com/solutions/stations/smartbelly/>



BigBelly Components

On-Site Solar-Powered Compaction

It might sound simple, but this was the ground-breaking idea that started everything for us at BigBelly Solar. By compacting trash – and now recycling – at the point of collection, BigBelly components create a swath of benefits for numerous parties:

- Increased capacity of more than 150 gallons means no overflows and collections can happen less frequently
- No overflows mean less ambient litter and cleaner



Waste & Recycling Stations

- BigBelly Components ▶
- SmartBelly Components ▶
- Customization Options ▶
- FAQs ▶



Waste & Recycling Stations

A Solution for Every Corner

The BigBelly System provides modular components to deploy waste and recycling stations that meet the needs of each of your locations. Every component provides both real-time and historical collection data that can be accessed via the cloud-based CLEAN Management Console.

For each waste stream at each location, customers can opt for SmartBelly components – which sense how full the container is for trash, single-stream recycling, bottle/can recycling, paper recycling or organics – or BigBelly components, which provide on-site compaction of trash or single-stream recycling to add 5X capacity while still reporting fullness and collection data.

The ability to right-size capacity for each location can help organizations shrink collection frequency by 70-80+% in a fiscally responsible way while ensuring every corner is included in the BigBelly System.

They reduce sidewalk litter, and the recycling containers contribute to the sustainability of our community. And they look good! The simple lines create a clean look that fits in well with Rosslyn's cityscape.
– Cecilia Cassidy, Rosslyn Business Improvement District

Waste & Recycling Stations

- BigBelly Components ▶
- SmartBelly Components ▶
- Customization Options ▶
- FAQs ▶

Benefit-Cost Analysis of BigBelly Solar Trash Compactors in City of Seattle Parks

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ABSTRACT

The City of Seattle Department of Parks and Recreation has faced budget cuts since the economic downturn of 2008-2009. BigBelly Solar, a private company, has approached Seattle City Council and the Mayor of Seattle encouraging the city to install solar compactors in city parks to reduce maintenance costs of collecting garbage. The Parks Department is under pressure from elected officials to thoroughly analyze the costs and benefits of BigBelly Solar compactors. In this paper, a benefit-cost analysis of installing BigBelly solar compactors in City of Seattle parks is performed. Two scenarios for compactor installation are analyzed:

- In Scenario 1, all 414 small park trash cans are replaced with BigBelly Solar compactors;
- In Scenario 2, only 100 trash cans are replaced with solar compactors.

The impact categories considered in the analysis are time saving, fuel and maintenance costs avoided, CO₂ emissions avoided, capital costs, maintenance costs and training costs. The base case analysis for Scenario 1 has a net present value of \$-1,586,675, while Scenario 2 has a net present value of \$-639,098. A sensitivity analysis was performed by varying six parameters. Based on this analysis, we do not recommend that the City of Seattle Department of Parks and Recreation install solar compactors without further research into the social benefit of litter reduction.

POLICY BACKGROUND

The City of Seattle General Fund revenue has struggled to recover in the years since the economic downturn. General Fund revenue is comprised largely of property taxes, business and occupation taxes and retail sales tax. This year, 2012, represents the fourth consecutive year that the City of Seattle's General Fund faced budget reductions (City of Seattle, 2012). The City of Seattle Department of Parks and Recreation, "Parks Department," relies on General Fund revenue, with 67 percent of its funding coming from the General Fund and some additional funding coming from user fees and rental fees. Seattle voters consistently choose to expand the parks system. In 2008, voters approved the "Parks and Green Space Levy, a \$145.5 million, six year levy lid lift for parks and recreation purposes (City of Seattle, 2008). Proceeds from the 2008 Parks Levy mainly support property acquisi-

tion and capital expansion, but money available to operate the parks is constrained (City of Seattle, 2008). As a result, the Parks Department has repeatedly been forced to lower their total operating budget as well as full-time equivalent staff. Full-time equivalent staff has been reduced from 1,002 employees in 2010 to 863 in 2012, a 13.8 percent reduction (City of Seattle, 2008). While the economy is recovering, the City of Seattle 2013-2014 budget does not include any significant increase in funding for the Parks Department. In fact, the 2013-2014 proposed budget includes cutting seven additional Parks Department full-time equivalent staff.

In the midst of these financially difficult times, the Parks Department has been approached by a company called "BigBelly Solar," encouraging the department to install solar trash compactors as a means to reduce staff time spent picking up trash, fuel costs and litter in parks from overflowing trash cans (Figure 1). BigBelly Solar offers a "smart" trash compactor which monitors the fullness of the trash cans and sends frequent wireless signals to a website, where maintenance staff can monitor the fullness of all solar compactors in their system. The solar compactors also send urgent signals when the trash can is approaching capacity and needs to be picked up. The website gives Parks Department collection staff and management real-time data and historical reporting, which should reduce collection frequency. BigBelly Solar advertises that having the smart solar compactors will reduce the number of collections needed by 80 percent without affecting the level of service that the Parks Department provides to residents (Solar-Powered Waste, 2012). The Parks Department has been asked by Seattle City Council and the Central Budget Office to consider solar compactors (S. Melake, personal communication, November 10, 2012). We have completed a cost-benefit analysis of installing compacting solar trash cans at Seattle Parks under several scenarios.

In addition to the time and fuel savings presented by BigBelly Solar compactors, there are other benefits to reducing the number of miles that Parks Department staff has to drive to pick up waste, including reducing Carbon Dioxide (CO₂) emissions. Air quality in the Seattle area is monitored by the Puget Sound Clear Air Agency (Puget Sound Clean Air Agency, 2013). While the region has made progress in reducing some types of air pollutants, ozone concentrations have not decreased as significantly as other pollutants and are therefore still a concern in the region (Puget Sound Clean Air Agency, 2013). The American Lung Association assigned a grade of "D" to King County's ozone air quality (American Lung Association, 2012). Ozone is the "most widespread and intractable urban air pollution problem; hydrocarbons emitted by vehicles mix with nitrogen oxides and sunlight to form ground-level ozone" (Environmental Protection Agency, 1994).

BigBelly Solar compactors have been installed in the Third Avenue corridor in downtown Seattle as well as in the City of Kirkland, at the University of Washington and Bainbridge Island. The increase in the number of solar compactors installed in the region indicates that there is demand for solar compactors in the area and that the machines are suitable for the Seattle climate despite the cloud cover. The University of Washington

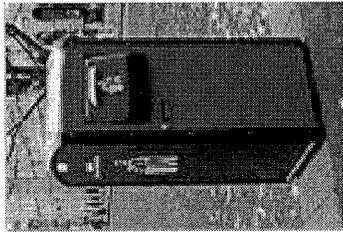


Figure 1 Example of BigBelly Solar Trash Can.

Recycling and Solid Waste Manager noted, "We expect the increased capacity and the as-needed servicing to dramatically reduce our fuel use and disposal costs while using a sustainable energy source to create these efficiencies. It's a win for our planet and a win for our university" (Credgington March 2012).

Parks Department's Current System (status quo)

The Parks Department's current system of trash pick-up and disposal has two main components. The following information regarding the current system of trash removal and disposal was provided by Leah Tivoli, Strategic Advisor for the Seattle Department of Parks and Recreation.

- Regular trash can pick-up by Parks Department staff either in a small truck or on foot (when necessary because of the design of the park). Regular trash cans have a capacity of 30 gallons or approximately 21 pounds of trash.
- Collection of in-ground trash cans performed by a specialized, Parks Department-owned truck. In-ground trash cans have a capacity of 575 gallons or 414 pounds. The bags of trash can only be collected using the specialized truck.

One in-ground can is more than 14 times larger than one regular trash can, which significantly reduces litter and costs associated with trash collection. However, there are only 11 installed in-ground cans in Seattle's parks, while there are 1,454 of regular trash cans throughout the 400 City of Seattle's parks. Installation of in-ground cans is limited because a specialized large dump truck needs road access to the trash can and the in-ground cans cannot be installed in any areas where they would potentially come into contact with the water table.

As described, the Parks Department has faced budget cuts in recent years. Staffing cuts have forced the department to reduce their level of trash service in the parks; there is currently insufficient manpower to maintain the level of service that residents were accustomed to prior to the financial crisis of 2008-2009. The Parks Department has had to focus their trash removal efforts on "hotspots." The Department cut 35 percent of trash cans between 2010 and 2012. While reduction of trash cans may seem trivial, the Parks Department receives the majority of its complaint calls from residents upset about litter and overflowing trashcans in the parks. In a recent survey of Seattle residents commissioned by the Parks Department, "pick up litter in parks" was the second highest maintenance priority of residents (Seattle Parks and Recreation, 2013). Trash collection and litter reduction are important to the success of the Parks Department.

METHODS:

IMPACT CATEGORIES & MEASUREMENT INDICATORS

The Parks Department is funded by taxpayers residing in the City of Seattle. The accounting stance used in our analysis is the City of Seattle, specifically tax paying residents.

BigBelly markets the solar compactors as being most efficient in high-use areas with high volumes of trash. In speaking with the Parks Department Strategic Advisor, it was determined that most benefit would be gained from having BigBelly Solar Trash Cans in more remote, less used parks, which are visited less frequently by Parks Depart-

ment staff. The Parks Department currently has full-time staff dedicated to high-use parks throughout the city. Among other things, the staff is responsible for pulling the trashcan liners in advance of them being full. The Parks Department does not believe that having BigBelly Solar Compactors at these high-use parks would reduce the number of trash collection trips because the employees are already stationed in the high-use parks park full-time. These employees perform a variety of tasks, including maintenance and security, and cutting them significantly reduces the Parks Department's capacity. Therefore, we chose to include only "low use" parks in our analysis. The Parks Department created a list of "high volume" parks as a part of their Outdoor Open Space (Parks) Evaluation; we chose to include all parks not designated as "high volume" in the analysis (City of Seattle Department of Parks and Recreation, 2008).

THE TWO SCENARIOS ANALYZED

Scenario 1: 100 percent replacement of small park trash cans

The first scenario we analyzed is a full-replacement of all trash cans located in small parks (414 cans replaced). While this scenario is logical, it has high upfront costs (\$1,656,000).

Scenario 2: Replacement of 100 small park trash cans

Based on the Parks Department's shrinking budget, we felt that we should also consider a scenario that replaces fewer trash cans because the department may be more willing to accept a project with lower upfront costs. In our analysis, we calculated the net benefits of BigBelly installation for each small park individually. We chose to create Scenario 2 based on replacing 100 trash cans at parks with the highest annual net benefits.

Miles and Drive Time Avoided

Several impact categories in our analysis are reliant on the number of miles traveled to pick up garbage at the small parks. The Parks Department informed us that staff dispatched to pick up garbage at small parks would likely be traveling from the closest large park; large parks employ full-time staff. The Parks Department was unable to provide us with the specific routes maintenance workers drive between parks. We estimated both the reduction in miles driven and time spent driving using Google Maps which uses satellite images and speed limit data to calculate the fastest route (Google Maps, 2012). One limitation of using Google Maps is that traffic conditions cannot be accounted for because they vary throughout the day and week. It is also worth noting that some of the time savings resulting from the use of BigBelly Solar compactors are offset by the increased collection time required for the solar compactors. Normal trash cans require three minutes to empty while BigBelly trash cans require five minutes to empty (City of Seattle Department of Parks and Recreation, 2012). We have accounted for this difference in our calculation of "time savings." We assessed the impact of replacing trash cans with BigBelly Solar compactors using a number of categories including time savings, fuel savings, avoided vehicle maintenance costs, CO₂ emissions reduction, and litter reduction.

BENEFITS

Time savings

BigBelly Solar estimates an 80 percent reduction in the number of trips required

to collect garbage with their compacting trash cans. Our analysis assumes that Parks Department staff must visit each small park eight times per month to pick up garbage; this assumption was developed using information provided by the Parks Department. We used the drive time from Google Maps to estimate the number of minutes per year spent driving to the small parks to collect garbage. For our base case we used BigBelly Solar's estimate of an 80 percent reduction in the number of necessary trips. To monetize this savings in time we used the current hourly salary for an employee with a position whose duties would include garbage collection. The loaded salary provided to us is \$32 per hour and includes fringe benefits (L. Tivoli, personal conversation, November 9, 2012).

Savings in fuel and vehicle maintenance

Using our calculation for number of miles reduced with BigBelly Solar compactors, we calculated the annual savings in fuel and maintenance on vehicles. According to the IRS, the average reimbursement rate for business miles driven in cars, vans, and pickup trucks¹ is 55.5 cents per mile (Internal Revenue Service, 2012). We used this reimbursement rate to calculate the savings in gas and truck maintenance from miles reduced due to less frequent visits.

CO₂ emissions reduction

With a reduction in miles traveled there is also a reduction in Carbon Dioxide (CO₂) emissions from Parks Department vehicles, leading to a reduction in the social cost of carbon. To value the social benefit of CO₂ reduction, we followed the US Environmental Protection Agency's (EPA) guidelines for measuring the social cost of carbon (SCC) per gallon of fuel (Interagency Working Group, 2010). Using the number of miles reduced and the fuel economy of a light duty truck (14.2 miles per gallon), we calculated the total number of gallons of gasoline avoided (US EPA, 2013). This fuel efficiency assumes the pickup trucks used by the Parks Department are model year 2004. A formula provided by the EPA allowed us to convert gallons of gasoline into metric tons of CO₂ emissions avoided (US EPA, 2012). The benefits from CO₂ reduction are calculated by multiplying the tons of CO₂ avoided by the SCC value provided by the EPA per year, discounted to 2012 dollars.

Social benefit of litter reduction

The notification system on BigBelly Solar compactors should help the Parks Department to reduce the overflow of trashcans in low use parks. Based on the Parks Department survey of residents, we know that picking up litter is the second highest maintenance concern that residents have (Seattle Parks Department, 2013). The Parks Department receives comments and complaints from citizens regarding overflowing trashcans. However, the literature on this subject is virtually nonexistent.

We were able to locate one article entitled, "A Social Benefit-Cost Analysis of Mandatory Deposits on Beverage Containers," in which Richard C. Porter describes a method for monetizing the social benefit of litter reduction (Porter, 1978). According to Porter, litter imposes two costs to society: the cost of dispatching a Parks Department employee to pick-up the trash and the amenity cost of the stock of litter, which is an "eyesore cost" (Porter, 1978). Porter suggests that awards from personal "litter injury" lawsuits be used to determine the monetary value society places on litter reduction. He estimates that

the benefits of litter reduction to Michigan residents are between \$0.27 and \$0.37 per person per year using this method. We decided this method was not applicable to our project because the trash in Seattle parks is composed primarily of harmless materials such as paper, organic materials, and pet waste (Chesson, 2009). We also could not find any lawsuits against the Parks Department due to "litter injuries."

The dearth of literature on the social value of litter reduction made it difficult to include this variable as one of the benefits in our analysis. As a result, litter reduction was not a factor in our base case scenarios. We did include litter as a parameter in the sensitivity analysis, and suggest further research into how to monetize the societal benefit of litter reduction in our recommendations.

COSTS

Capital cost

The BigBelly trash cans cost \$4,000 per unit (J. Vergados, personal communication, November 9, 2012). At parks with multiple trash cans, we considered replacing some trash cans with BigBelly Solar cans and removing others. However, we determined that a full replacement of trash cans would be necessary in the low use parks to ensure there would not be an increase in litter due to fewer trash can locations within each park. The upfront capital costs are \$4,000 per existing trash can in low use parks (414 trash cans). These costs will be completely incurred in year zero.

Battery replacement and maintenance costs

BigBelly Solar states that each solar compactor will need a battery replacement four to five years after installation. Our analysis assumes that battery replacement costs are incurred in 2017 (year five). The cost per unit for battery replacement is \$500. In addition to battery replacement costs, a pilot conducted by the City of Seattle in 2009 reported maintenance costs due to damages such as graffiti and vandalism. The City of Seattle's report on anti-litter efforts indicated that the cost of maintenance for the 25 installed BigBelly Solar compactors was \$500 over the course of the one year pilot (City of Seattle Office of City Auditor, 2011). Based on this data we determined an average cost of \$20 per year per trash can.

Training costs

The City of Philadelphia purchased BigBelly Solar trash cans and reported that there were training costs associated with BigBelly installation that they had not considered in their evaluation of installing BigBelly Solar trash cans (City of Philadelphia, 2010). Training costs have not been specified in any literature, therefore we are estimating an annual training day (eight hours) for the employees that would be responsible for collecting garbage in low use parks. The number of employees who would require training is also unknown to us; therefore we estimate the number of employees requiring yearly training to be 100. There are 863 employees with the City of Seattle Parks Department, we estimated that about 10 percent of the employees would have to deal with collecting trash, maintaining the devices, or receiving the calls and understanding how to use the software.

Lifetime Impacts of BigBelly Solar Compactors

To predict the Net Present Value (NPV) of replacing trash cans in low use Seattle

parks with BigBelly trash cans, we estimated the lifetime of the project to be 10 years. According to the manufacturer, after ten years, the BigBelly trash cans will need to be replaced. The baseline discount rate used in our analysis is three percent (Moore and Boardman, 2004). The net present value calculates the difference in net benefits between the suggested project(s) and the status quo.

The net present value for the 100 percent replacement scenario based on the impact categories noted above and the given discount rate (three percent) is \$-1,585,729, which does not pass a benefit-cost test. The 100 can replacement scenario (Scenario 2) has a significantly higher net present value, \$-638,883, but still does not have positive net benefits. Table 1 below shows the net present value and benefit-cost ratio for each scenario.

Table 1 Net Present Value (NPV) of Scenarios 1 and 2

	Net Present Value	Benefit-Cost Ratio
Scenario 1: Replacement of all trash cans at low-use parks	-\$1,585,728.81	0.262
Scenario 2: Replacement of the 100 trash cans with the highest net benefits	-\$638,883.01	0.093

In considering the lifetime impacts of the BigBelly Solar trash can installation, it is important to understand the stakeholders involved. The Kaldor-Hicks Tableau below provides a high-level overview of the winners and losers in this project (Kruilla, 2007).

Table 2 Kaldor-Hicks Tableau

	Taxpayers	Labor Union	Parks Department	Big Belly Solar
Benefits	+		+	+
Costs		-	-	

The accounting stance of our analysis is the City of Seattle and therefore we recognize that costs to install and maintain the BigBelly Solar compactors will be paid by taxpayers in the city. Any benefits resulting from the installation of the compactors will be benefits to those taxpayers. The Parks Department is in a similar situation; their budget will need to fund the project but any labor savings and efficiency resulting from the BigBelly compactors will be delivered to the department. The biggest winner is BigBelly Solar, as they stand to make significant profit off of selling over 400 (or 100) solar compactors. The labor union is the stakeholder with the most to lose. BigBelly Solar compactors have the potential to reduce the number of staff necessary to collect waste. Parks Department employees could see a reduction in hours or layoffs if the BigBelly compactors are effective. Leah Tivoli noted that she was extremely concerned with maintaining the current level of staffing, as significant cuts have been made in the past several years (L. Tivoli, personal conversation, November 9, 2012).

Sensitivity Analysis

Our initial results indicate that the costs of replacing trashcans with BigBelly compactors in low use city parks exceed the benefits by approximately \$1,585,729 in Scenario 1 and \$638,883 in Scenario 2. These findings contradict previous studies on the use

of BigBelly Solar compactors, which all determined that the benefits of using BigBelly cans outweighed the costs (City of Philadelphia, 2010). The following sensitivity analysis seeks to determine why the results of our benefit-cost analysis differ from prior findings by examining six different parameters: discount rate, time savings, reimbursement cost, training time, social cost of carbon, and social benefit of litter reduction in Seattle parks.

We used both Monte Carlo simulations and break-even analyses. Table 3 summarizes the results for Scenario 1.

Table 3 Parameters for Sensitivity Analysis Scenario 1^a

Variable	Distribution (uniform)	Range (approximate)	Break-even value
Discount rate	1.5- 4.5 percent	\$(1.59 million) - \$(1.58 million)	-- ^b
Time savings (hr./yr)	2,000 - 4,000	\$(1.44 million) - \$(960,000)	7515.68
Reimbursement cost (\$/mile)	\$0.55 - \$0.75	\$(1.58 million) - \$(1.56 million)	\$9.73
Training time (hrs/yr)	200- 1000	\$(1.62 million) - \$(1.44 million)	-- ^c
Social cost of carbon (\$/metric ton of carbon emissions)	\$5 - \$75	\$(1.59 million) - \$(1.58 million)	\$14,638.27
Social cost of litter (\$/yr)	\$0 - \$200,000	\$(1.59 million) - \$320,300	\$166,390.04 (\$0.27 / resident ^d) or (\$401.91 / compactor)

Notes:

- a. 414 compactors
- b. The benefits of the base case were so negligible that without varying one of the other parameters no discount rate could bring the net present value to 0. The upfront costs always outweighed benefits.
- c. Even if Parks spent 0 hours training maintenance workers, the NPV for the project would still be negative.
- d. Using population estimate of 620,778 (US Census, 2011).

We made several assumptions when we selected these parameters. First, we used a uniform distribution for the discount rate with a lower bound of 1.5 percent and an upper bound of 4.5 percent (Moore and Boardman, 2004). We did not vary the wage rate. We assumed that due to union involvement the wage rate would not drop below \$32 per hour, and due to market pressures and budget cuts the Parks Department would not pay more than \$32 per hour in 2012. The distribution range for reimbursement cost per mile was intended to account for gas prices increasing at a greater rate than inflation over the next 10 years. We assumed that annual training time would vary in response to fluctuations in both staff and the length of BigBelly trainings. Based on our conversations with Ms. Tivoli, our base case estimate of 800 hours is conservative; therefore, we chose a considerably lower value as our lower bound (200) and only a slightly higher value for our upper bound (1000). Finally, we chose a distribution range for SCC similar to the range used by Obama administration (Interagency Working Group, 2010).

In Scenario 2, we looked at the same parameters using most of the same distributions. We changed the lower and upper bounds for time savings to 100 and 300 hours respectively to account for the smaller scale of the project. We assumed that the Parks Department would train all maintenance workers regardless of how many BigBelly cans were purchased, and therefore chose the same distribution of training hours for both scenarios. The findings for Scenario 2 were comparable:

Table 4 Parameters for Sensitivity Analysis Scenario 2*

Variable	Distribution (uniform)	Range (approximate)	Break-even value
Discount rate	1.5 - 4.5 percent	\$(720,200) - \$(358,400)	-- ^b
Time savings (hrs/yr)	100 - 300	\$(714,700) - \$(329,300)	2498.86
Reimbursement cost (\$/mile)	\$0.55 - \$0.75	\$(699,900) - \$(447,700)	\$16.91
Training time (hrs/yr)	200 - 1000	\$(688,200) - \$(227,2000)	-- ^c
Social cost of carbon (\$/metric ton of emissions)	\$5 - \$75	\$(700,300) - \$(454,700)	\$26,029.56
Social cost of litter (\$/yr)	\$0 - \$200,000	\$(694,900) - \$1.25 million	\$74,896.58 (\$0.12 / resident ^d or \$748.97 / can)

Notes:

- a. 100 compactors
- b. The benefits of the base case were so negligible that without varying one of the other parameters no discount rate could bring the net present value to 0. The upfront costs always outweighed benefits.
- c. Even if Parks spent 0 hours training maintenance workers, the NPV for the project would still be negative.
- d. Using population estimate of 620,778 (US Census, 2011).

As Table 4 indicates, the results for Scenarios 1 and 2 are very similar. Varying parameters in each scenario generates a range of negative NPVs unless the social benefit of litter reduction is included in the simulation. The incorporation of litter reduction as a benefit in our analysis is discussed below.

Net Present Value

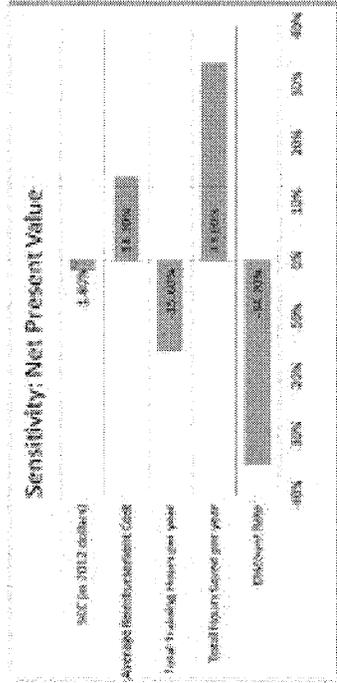
When the value of litter reduction is not counted as a benefit of using BigBelly compactors, there is no doubt that the projects outlined in Scenarios 1 and 2 fail a benefit-cost test; net present values range from approximately -\$1.6 million to -\$960,000 and -\$720,000 to -\$230,000, respectively.

The largest contributing factor to the negative NPV is the discount rate, followed by the number of annual training hours. Mileage reimbursement and time savings due to trip reduction both increase the net present value, but total benefits are not great enough to outweigh total costs. The following tornado chart (Figure 2) provides a visual representation of each parameter's contribution to the variance in net present value.

As the chart shows, the net present value of the base case is most sensitive to varia-

tions in discount rate and time savings. The break-even discount rate of -17.24 percent in Scenario 1 is not feasible. The break-even time savings value of over 7,500 hours in Scenario 1, or approximately 313 days, is equally improbable; even in Scenario 2, almost 2,500 hours

Figure 2 Sensitivity Analysis



of labor would need to be saved for the project to break even. Tables 3 and 4 show that, with the exception of litter reduction, there is no plausible range of values for any of the parameters that would produce a positive net present value for the BigBelly project. We can say with 100 percent certainty that there is no realistic scenario in which this project would pass a benefit-cost test unless the social benefit of litter reduction is included in the analysis.

Social Value of Litter Reduction

In the absence of a satisfactory shadow value for the social benefit of litter reduction, we used a break-even analysis to determine what litter reduction would have to be worth in order for the project to pass a benefit-cost test. We found that the total social value of litter reduction would have to be approximately \$166,400 and \$74,900 per year in Scenarios 1 and 2, respectively. In other words, each resident's willingness to pay for litter reduction would have to be at least \$0.27 per year to produce a positive NPV in Scenario 1 and at least \$0.12 per year to produce a positive NPV in Scenario 2. This comes out to approximately \$400 per compactor in Scenario 1 and \$750 per compactor in Scenario 2.

RECOMMENDATIONS

Based on the significantly negative net present value in both Scenarios 1 and 2, we recommend that the Parks Department not purchase BigBelly Solar compactors to use in Seattle's low use parks at this time. Even if the Department were to purchase only 100 cans and place them in the most cost-effective locations, the upfront costs would still outweigh the benefits from time and fuel savings due to the Parks Department's current maintenance schedule.

However, the time spent addressing complaints about overflowing trashcans is costly for the Parks Department and provides a good reason for pursuing alternative strategies to reduce litter in Seattle parks. To effectively evaluate potential strategies, the Department will need to find a way to monetize the value of litter reduction to the citizens of Seattle. One possible method for determining this value would be to track the number of

complaints using call logs and letters. Parks staff could also keep track of how many hours they spend dealing with litter-related complaints, and value litter reduction in terms of time savings using the Department's wage rate. A stated preference survey may be a more accurate method for determining how much Seattle residents are willing to pay to reduce litter in city parks, but is likely to also be cost prohibitive. If analysts can decide on the approximate value of Seattle residents' willingness to pay for litter reduction in parks, it will improve the Department's ability to assess projects such as this one.

It is possible that once the monetary value of litter reduction is determined and incorporated into the benefit-cost analysis of BigBelly compactors, the projects proposed in both Scenarios 1 and 2 will pass. If a high litter value leads to a positive net present value for the BigBelly project, we recommend that the Parks Department consider implementing Scenario 1. However, we also recognize that the political factors outlined in Table 2 may prevent the use of BigBelly compactors in city parks from ever becoming a feasible option.

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Jessica Pool (jpool87@gmail.com) is a 2013 MPA candidate at the Evans School. While pursuing her degree she has worked as a Teaching Assistant for microeconomics courses at Evans. Her academic and professional interests include economics, education, and youth development.

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END NOTES

1. Most Parks Department vehicles used to collect trash are pick-up trucks.



Memo

Date: September 4, 2014

To: Board of Selectmen

From: Julie Gilman, Chair

Subsequent to the latest brown water incident in the High Street area, the BOS requested that DPW form a public announcement procedure to respond to citizen concerns during unanticipated water/sewer incidents and/or planned work that may result in water discoloration.

In order to make announcements rapidly, ensure that the same message is communicated at each outlet and to keep disruption of the dispatch necessary for Police and Fire emergencies to a minimum the Board made the following suggestions:

- Use of DPW's current emergency phone call procedures;
- Messages on the CodeRED system;
- Banners on EXTV 22 similar to the Federal Emergency Broadcast System;
- Facebook;
- Twitter;
- Various Town web pages

During the latest incident a banner type notice was added to the Town's web site home page, telephone calls were returned by DPW staff and PD dispatch answered calls but had no specific answers to citizens. The load of calls to dispatch proved burdensome and their message did not correspond to DPW's.

Chief Kane would like to define more specifically which DPW incidents we would like covered for public announcements via CodeRED. Currently the service is provided for emergency announcements the PD has specified in their service operation. The system is "opt in" meaning only those residents who have registered on the PD web site get announcements.

The departments are working together through the definitions, types of occurrences, general or area specific announcements and personnel responsible (also backup personnel) to cover coordination of each media outlet.

Final procedures will be presented to the Board after thorough review and then subsequently tested.

REMINDER: IT IS STILL MOSQUITO SEASON !!

PLEASE:: Continue to protect yourself from mosquito bites and help prevent mosquito-borne illnesses

APPLY INSECT REPELLENT CONTAINING 30% DEET—

according to manufacturer's directions

WEAR LONG SLEEVE SHIRTS AND LONG PANTS WHEN

OUTDOORS —especially at dawn and dusk

BE AWARE OF WHERE MOSQUITOES LIVE AND BREED—

Mosquitoes lay their eggs in standing water, weeds and tall grass.

ELIMINATE STANDING WATER AND OTHER BREEDING

LOCATIONS —make sure gutters are clean, change birdbath water twice weekly, empty wheelbarrows and other containers holding water including old tires, cut back tall grasses and weeds



EXETER PUBLIC WORKS DEPARTMENT

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

www.exeternh.gov

August 28, 2014

Ms. Nancy Mayville, P.E.
NH Department of Transportation
Bureau of Planning and Community Assistance
PO Box 483
Concord, NH 03302-0483

Re: Exeter Bridge Rehabilitation Project #15399
String Bridge over Squamscott River, Br. #102/074 and #103/074
State Aid Bridge Program Funding

Dear Ms. Mayville:

As mentioned in your letter dated August 21, 2014 regarding the above-referenced project, the Town is currently in the contract negotiation phase of the selection process. Once an agreement between the Town and consultant, Hoyle, Tanner & Associates (HTA), has been reached for the Engineering Study scope and fee, it will be forwarded to your office for review.

The schedule that has been proposed by HTA identifies advertising for bids in January 2016 with construction to follow later that year; therefore, the Town respectfully requests that the State Aid Bridge program funding for this project be deferred SFY 2015 to SFY2016.

Please feel free to contact me with any questions or concerns that you may have. I may be reached at (603) 773-6157 or jperry@exeternh.gov.

Sincerely,

Jennifer Perry, P.E.
Director of Public Works

cc: Paul Vlasich, P.E., Exeter Town Engineer
Jennifer Mates, P.E., Exeter Assistant Town Engineer
Russ Dean, Exeter Town Manager

Town Manager's Office

SEP - 2 2014

Received

MEMO

Date: August 28, 2014

To: Russ Dean – Town Manager

From: Paul Vlasich, PE – Town Engineer

Re: Engineering Reports Related to Exeter Mills Water Intake

At the Monday, August 25, 2014 Selectmen's Meeting there was a request to provide copies of the studies relating to the Exeter Mills Water Intake at the Great Dam.

Enclosed are three copies each of two reports:

Exeter Mills Water Intake Additional Study by VHB dated March 5, 2014

Final Report – Exeter Mills River Water Cooling System Issues by RDK Engineers dated July 7, 2014

Town Manager's Office

SEP - 2 2014

Received



Memorandum

To: Paul Vlasich, PE
Town Engineer
Town of Exeter, NH

Date: March 5, 2014

Project No.: 52151.02

From: Michael Leo, PE, LLS
Peter Walker

Re: Exeter Mills Water Intake
Additional Study

This memo provides the results of our recent survey of the Exeter Mills penstock adjacent to the Great Dam, and reviews potential retrofits to the penstock and associated Exeter Mills river water intake that would be needed to maintain the system if the Dam is removed or modified.

Background

The Great Dam is located in the Exeter River at the center of Exeter's business district, just upstream of where the river flows into the tidal Squamscott River. The dam impounds the river about 4.5 miles upstream, including a portion of the Little River. The dam is a reinforced concrete run-of-river dam consisting of a spillway, a fish ladder including a small lower dam or "weir" structure, a low level outlet and a penstock.

Currently, the Exeter Mill Apartments utilize water from the upstream side of the Great Dam for cooling, fire suppression and irrigation. The Mill water system is supplied through the penstock at the dam, which is diverted to the heat exchange system located in the basement of the mill and discharges into Clemson Pond. Removal or modification of the Great Dam would affect water surface elevations in the river near the penstock and therefore adversely affect the water intake. This issue was first discussed in the technical report entitled *Water Supply Alternatives Study* (Weston & Sampson, 2010) and further discussed in the Final Technical Report entitled *Exeter River Great Dam Removal Feasibility and Impact Study* (VHB, October 2013).

Based on the lack of plans of the penstock, limited additional study of the Exeter Mill Water Intake and water demands and survey of the penstock was performed to verify existing operations of the water system at the Mill for the purposes of this memo.

Methods

On December 17, 2013, VHB, Commercial Divers Plus, Inc., Engineers from the Town of Exeter, and Maintenance Staff from the Exeter Mill Apartments gathered at the Exeter Dam to complete additional survey. VHB contracted with Commercial Divers Plus to obtain the necessary dimensions of the penstock. A diver entered the penstock from the dam end, gathered necessary dimensions, water depths and free air space to determine the capacity and structure of the penstock.

VHB's survey team completed survey of the impoundment upstream of penstock from a boat atop the ice, chiseling through the ice to reach river bed, where survey shots were obtained. The additional survey and elevations obtained are depicted on the attached plan entitled "Existing Conditions, Plan of Land" prepared by VHB dated January 26, 2012 and last revised on January 14, 2014.

VHB was also able to access the mechanical room located in the basement of the Mill. A number of components were observed that included, the water exchange system, an 8-inch intake pipe through the penstock bulkhead, an additional penetration sleeve through the bulkhead wall (the sleeve is ± 8 -inch diameter and currently sealed), and discharge pipe to outside irrigation well. Photographs were taken in the penstock at the Mill access point and are included as an attachment to this memo.

Additionally, VHB collected record plans and diagrams from the Mill Maintenance department. Plans included:

- Condenser Water Piping Diagram;
- Buildings 2, 13, & 7 Plumbing - Ground floor;
- Buildings 2, 13, & 7/North Building HVAC;
- Utility Plan and Profile Detail.

These plans were useful in evaluating the function and layout of the current river water intake. VHB also coordinated with Guy Heal, the current facility manager for the Exeter Mills and the individual who is responsible for operating and maintaining their system to obtain a better understanding of the river water supply system.

Description of the Penstock

The penstock is a buried concrete canal structure approximately 7½ ft. high x 14 ft. wide, with its intake opening on the river at its southern end, located at the large concrete headworks structure on the east side of the Great Dam. The penstock carries water from the river northward to the Exeter Mills and terminates near the Exeter Mills Building No. 2. (See attached Existing Conditions plan.)

The headworks have a metal access grate with steel ladder rungs to access the interior of the penstock for inspection and maintenance. At the headworks, the bottom of the penstock is at elevation 13.2 ft. On the date of our survey (December 17, 2103), the surface water elevation at the penstock was 20.2 ft.

Wooden trash racks are located at the upstream entrance of the penstock. There is a metal grate (± 3 ft. wide) located below the normal water surface elevation in the trash rack. This grate along with gaps in the wooden trash rack allows river water to enter the Penstock Intake. Within the headworks is a main penstock gate, which measures 6.5 ft. wide (measured gate guide to gate guide) with a 1 ft. wide by 4.5 ft. high partition in the center. An additional filler gate (6-inch opening) is located 18 inches above the bottom of the concrete wall. The filler gate is controlled by a small "T" handle to open and close the mechanism. Stream bed elevations gathered in the impoundment above (upstream of) the penstock where between 11.5 ft. and 17.8 ft.

Based on the data collected by the diver and survey elevations collected on December 17, 2013, VHB prepared a drawing of the penstock, entitled "Penstock Profile, Great Bridge to Exeter Mills," dated January 14, 2014 (attached).

Description of Exeter Mills River Water Intake and River Water Usage

The Exeter Mills currently uses water from the Exeter River for fire suppression, building cooling and landscape irrigation. River water for the Exeter Mills usage is taken from an 8-inch pipe which penetrates a concrete bulkhead located at the north end of the penstock. The penstock is approximately 400 ft. long and extends from the intake near the Great Dam to north of String Bridge Street. The 8-inch pipe heads north from the bulkhead via a corridor below the Mill building and is connected to two pumps. One pump referred to as the "River Pump" supplies water to the cooling system and a second pump located adjacent to the "River Pump" supplies water to the fire suppression system. Both of these pumps are located approximately 100 ft. north of the bulkhead wall at the penstock. In addition, a 6-inch or 8-inch pipe is teed off the 8-inch pipe that leads from the bulkhead to the fire suppression and "River" pumps; this 6-inch or 8-inch pipe supplies river water to the landscape irrigation system. The irrigation water pipe exits through the east wall of the penstock and supplies water to a buried storage tank outside of the building. The storage tank has a submersible pump which pressurizes the landscape irrigation system.

VHB is currently waiting to obtain existing river water usage rates and requirements from Exeter Mills. The Great Dam Removal Feasibility Study notes that a flow meter was installed in late August 2009 to record cooling water flows. The average daily river water usage for this period was estimated to be 200,000 gallons per day (average of 0.31 cfs for 24 hours). However, in March 2011 the EPA approved a discharge rate from the cooling system of 90,000 gallons per day (average of 0.14 cfs for 24 hours). Given that the river water use for cooling system is directed to a heat exchanger it may be assumed that the river water withdrawal for cooling is approximately equal to the river water discharge. Actual water usage for cooling will vary and is partially dependent on summer air and river water temperatures. Additional information (average daily, peak hourly and duration flow requirements) is still needed for river water demands for fire suppression and landscape irrigation.

Engineering Alternatives

Options for retaining Exeter Mills water intake from the Exeter River after dam removal would include creating a diversion channel or berm (vane) to direct low flows to the existing penstock intake, constructing a new intake structure at low point in river upstream of the penstock and gravity piping the low flows to the penstock intake, or utilizing the penstock as a cistern (reservoir)

which would require constructing a new intake in the river with pump that would keep the penstock filled with water. For each of the options it is assumed that the existing river depression (pool) located ± 100 ft. upstream of the dam can be retained and that the water elevation in the pool can be maintained at an elevation of 17.0 ft. or above. Reports have indicated that there may be bedrock in the vicinity of the depression which is shown on the existing conditions plan as having a low elevation of ± 16.0 ; if the bedrock does extend up to elevation 17.0 ft. or above at the lower (northerly) lip of the pool area it would and simplify river modifications necessary to maintain ponded area above penstock at elevation of 17.0 ft. or above.

The options for maintaining the Exeter Mills water intake are described in more detail below. Also, reference attached drawing entitled "Penstock Intake, Low-Flow Options" prepared by VHB and dated January 15, 2014. For each of the options provided below it is assumed that the Great Dam is being removed.

Diversion Channel to Penstock (Alternative A)

This option would require maintaining a pool within the river upstream of the dam and penstock. The pool would be located ± 100 ft. upstream of the penstock intake and be designed to have a minimum ponded elevation of 17.0 ft. The pool could be constructed by maintaining the existing bedrock lip (if it exists) or by creating a rock berm or vane in the river to maintain pool elevation at 17.0 ft. or above. A low-flow channel would then be constructed from the pool to the inlet of the penstock to divert low flow water into the penstock; higher flows would overtop the pool area and continue downstream along the river. The intent would be to maintain a minimum flooded elevation in the penstock of 17.0 ft. or above. For this option the 8-inch pipe located at the north end of the penstock which supplies the river water to the Exeter Mills would need to be lowered and possibly increased in size to improve flow rates after river elevations are lowered by the dam removal. The 8-inch pipe currently penetrates the bulkhead wall at invert elevation 16.85 ft. For this option the pipe should be increased in size (to 10" or 12" diameter) and be lowered to elevation ± 14.0 ft. to compensate for reduced river elevations after the dam is removed. Increasing the pipe size will improve the hydraulic capacity of the pipe under reduced head. The bottom inside of the penstock is at elevation 13.25 ft. and keeping the intake invert at ± 14.0 ft. would provide some room for sediment build up in the bottom of the penstock without clogging the Exeter Mill intake. It should be noted that there is an existing 6" x 6" filler gate (which is currently open) that allows water into the south end of the penstock (i.e. at the existing headworks); this opening may require adjustment (enlargement) after the dam is removed to allow more water into the penstock when river levels are decreased. The main penstock gate at the south end of the penstock is currently closed leaving only the filler gate opening to allow flows into the penstock. Additional access to the penstock may be required for inspection and maintenance (sediment removal); this could be accomplished by constructing additional manhole access points along the top of the penstock at selected locations.

If river water supply is to continue as a source for the irrigation system the piping from the penstock to the irrigation system storage tank located outside of the building would also need to be lowered and additional upgrades to the outside storage well and irrigation pump(s) may be required.

New River Intake & Gravity Pipe to Penstock (Alternative B)

This option would require maintaining ponded pool up to elevation 17.0 ft. or above upstream of the penstock as described in option above. Within the pool area an intake structure would be constructed which would consist of a prefabricated perforated concrete structure or other type basin placed to the east side of the pool area that would be surrounded by stone and possibly rip-rap. A gravity pipe would then be constructed from the concrete intake structure to the southern end of the penstock to direct low flow water into the penstock. Similar to the option above, the existing 8-inch pipe which is located at the north end of the penstock and supplies river water to Exeter Mill should be increased in size and lowered to elevation ± 14.0 ft. Also the piping from the penstock to the irrigation system storage tank and other irrigation system components located outside of the building may also need to be modified.

Utilize Penstock as Cistern (Reservoir) (Alternative C)

This option would require maintaining ponded pool up to elevation 17.0 ft. or above upstream of the penstock as described in options above. Low flows from the pool area would be diverted towards the southern end of the penstock via a constructed channel. The southern end of the penstock would be sealed (watertight) such that the penstock could be used as a reservoir to supply water to the Exeter Mills. An intake structure likely consisting of a perforated concrete barrel or box surrounded by stone and/or rip-rap or other similar type structure would be constructed near the penstock intake and a new water pump and pump well would be installed in upland area (along river bank) near the intake structure to pump water into the sealed penstock converted to a cistern. Elevation sensors (floats or other type water elevation sensor) would be installed inside the sealed penstock and the water elevation inside the penstock would be maintained at pre dam removal elevations of ± 20.2 ft. or above. Power supply and control wiring for the new pump(s) could be routed through the penstock from the Exeter Mills to the pump intake location at the south end of the penstock. It should be noted that the penstock is approximately 7 ½ ft. high by 14ft. wide by 400ft. long and has a volume of 39,200 cubic-feet (based on 7ft. ponded depth) or 293,200 gallons. Under this option the 8-inch pipe at the north end of the penstock which supplies river water to the Exeter Mills and the pipe to the irrigation system should be lowered to take better advantage of the water volume in the penstock. Also for this option the penstock should be checked for leakage after the dam is removed and adjacent river water levels are reduced; should substantial drop in water level in penstock be observed, the inside of the penstock may need to be drained and sealed.

Partial Dam Removal (Alternative D)

Although not noted above, another option for retaining river flows to the penstock would be to lower the crest of the existing dam to elevation $\pm 17.5'$ to maintain ponded elevation above the dam at $\pm 17.0'$ or above. However, this option is not considered viable given the high estimated cost of this type of modification (partial dam removal) to the existing dam.

Connect to Town Water Supply (Alternative E)

Another option would be connect the Exeter Mills directly to the Town's municipal water supply and abandon use of the Exeter River as a water supply for Exeter Mills. This option would require

construction of the municipal water connection, adding water meter(s) to system connection and would require payment of municipal fees for water connections and usage.

An alternative would be for the Exeter Mills site to continue to use the Exeter River as a water supply, as noted in alternatives above, and to have backup connection made to the Town's municipal water supply in the event there are issues with the river intake (low river flows or other conditions where backup water supply would be needed). This option would also require installation of water meter(s) and payment of municipal fees for water connections and usage.

Exeter River Low-Flows

The following is a general summary of Exeter River low-flows and anticipated water availability for withdrawals. The 7-day, 10 year (7Q10) annual low-flow for the Exeter River for the project site has been estimated from information from the Haigh Road USGS Gage Station to be 1.95 cfs or 1.26 Million Gallons per Day (MGD). The Haigh Road Gage Station is located upstream of the Great Dam project area and above Town, Phillips Exeter and Exeter Mills water intakes. Water withdrawals for Exeter Mills, Phillips Exeter Academy and Town are listed below:

- Exeter Mills Cooling System Peak Withdrawal
 - Permitted: 200,000 gpd or average of 0.31 cfs (as previously noted herein).
 - Actual: 90,000 gpd or average of 0.14 cfs (as previously noted herein).
- Phillips Exeter Academy Peak Withdrawal
 - Actual: 35,000 gpd or average of 0.05 cfs (from 2014 Weston & Sampson Report).
- Town-owned Exeter River Pump Station Potential Peak Withdrawal
 - Actual: 1.0 MGD to 1.3 MGD or average of 1.55 cfs to 2.01 cfs respectively (from Weston & Sampson report entitled "Water Supply Alternatives Study - Final Report" issued January 2010).

Based on the above data the Exeter Mills (0.14 cfs) and Phillips Exeter (0.05 cfs) withdrawals are a fraction (<10 percent) of the estimated 7Q10 of 1.95 cfs. However, the Town-owned Exeter River Pump Station could potentially use all of the 7Q10 annual low-flow available from the river. This would support the recommendation for a municipal water supply connection to Exeter Mills site to be used either as primary or backup water supply. Note that this connection would also avoid issues associated with any future adoption of the NHDES in-stream flow rules which could curtail surface water withdrawals during low flow periods.

Exeter Mills Water Supply Recommendations

VHB considers the following alternatives the most viable for continuing Exeter Mills water supply for cooling and fire suppression after dam removal.

Alternative A - Diversion Channel to Penstock would provide reliable water supply to Exeter Mills during normal river flow conditions. This alternative is preferred over other alternatives as it does not require additional pumps or significant upgrades to the Penstock. This alternative would be even more desirable if it were determined that existing bedrock conditions at the northern (downstream end) of the shallow pool area are high enough to divert low-flows to the Penstock intake without need for construction of significant diversion barrier or vane in the river. For this alternative, it is recommended that a connection from the Town's municipal water supply to Exeter

Mills be constructed as a backup water supply, should it be required during river low-flows or other conditions where alternate backup water supply may be needed.

Alternative E – Connection to Town Water Supply would provide the most reliable water supply to the Exeter Mills. For this alternative a connection would be made from the Town's municipal water system to the Exeter Mills as primary sole source for Exeter Mills cooling and fire suppression systems. Additional information would be needed from Exeter Mills regarding fire flow demands (flow and duration) to verify the municipal water supply can meet anticipated demands. The drawback of this alternative would be the required municipal connection and usage fee costs. It may be impractical to use municipal water supply for the cooling system given the large daily volume of water that is currently required. The costs for this alternative should be compared to construction and maintenance costs of other alternatives over time. The benefit of this alternative is it does not require modifications to the Penstock and provides a reliable water supply source to the Exeter Mills, assuming that the supply can meet the demand.

We also understand that Chinburg Properties, the owner of the Mill, is investigating options to modernize their cooling system. Upgrade of the system may be a cost effective way of addressing demand issues, and could ultimately benefit the town and the Mill.

Penstock Improvements Permitting

Permitting for the Penstock Improvements for Alternatives A, B and C may include the following:

- *NH Department of Environmental Services Wetlands Bureau Standard Dredge and Fill Permit (RSA 482-A)* for impacts for river intakes and river bed modifications to divert low flows to the Penstock Intake.
- *NH Department of Environmental Services Shoreland Water Quality Protection Act (RSA 483-B)* for impacts to the river bank for Alternative C – Utilize Penstock as Cistern. Shoreland impacts may be required for intake structure, pump station and force main to Penstock.
- *US Army Corps of Engineers, Section 404* permitting for modifications to river bed, intakes located within the river and modifications of river withdrawals under Section 404 of the Clean Water Act.
- *NH Department of Environmental Services, Section 401 Water Quality Certification* for impacts to the physical, chemical and biological properties of the Exeter River associated with the withdrawal.
- *Town of Exeter* approval of municipal water supply connection.
- *Town of Exeter Building Department* approval for modifications to Exeter Mills building internal plumbing.

The permitting of the intake modifications could be incorporated into the permit applications for the dam removal easily. At this time, we do not believe that any of the alternatives have any fatal flaw that would make permitting infeasible. However, we would point out the following:

- Alternative A does require modification of the streambed, which would likely be reviewed carefully by Wetlands Bureau and Army Corps staff. It is possible that an artificial streambed feature would need to be incorporated into the final grading plans to ensure that the alternative functions effectively. While this is a permitting consideration, we do not

believe that it would be a major permitting issue as long as its purpose and need is clearly explained and supported.

- Both Alternatives B and C would require installation of a new structure in the river. Addition of this new structure in the streambed could be perceived as more impacting than Alternative A. However, we are still confident that permits would be issued for either of these alternatives if Alternative A is determined to be impractical for some reason.
- Note that the NHDES Watershed Management Bureau could raise issues related to in-stream flows under Section 401 of the Clean Water Act. In our experience, NHDES has often applied interim in-stream flow policies to new withdrawals. These policies sometimes require curtailment of withdrawals under certain flow conditions. While we do not see this as a major risk, it is possible that NHDES could request an in-stream flow analysis of the Exeter Mills intake during the permit review process, and could push for permit conditions that would limit withdrawals during certain periods. This could occur under any of the three alternatives, but seems more likely to occur for Alternatives B and C since they require new infrastructure in the river. (Note: We may need to address this issue for the town's intake retrofits as well.)

Exeter Mills Water Supply Improvements - Estimated Costs

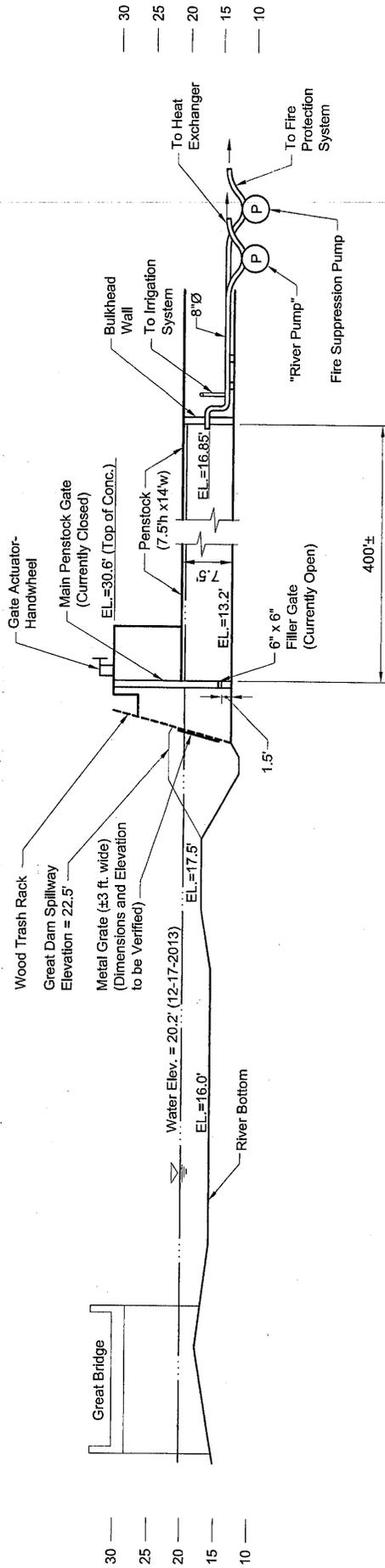
Costs for retrofitting private water intake for Exeter Mills has been previously estimated to be between \$271,000 and \$542,000 (based on Weston and Sampson reported cost in 2009 dollars and adjusted to 2013 dollars by applying an 8.4% inflation factor). It is anticipated that construction costs for Exeter Mills water supply Alternatives A, B, C and D as noted herein would fall within this previously estimated range. Based on the water supply alternatives for Exeter Mills provided herein, the following are preliminary estimated construction cost ranges for each of the alternatives:

- Diversion Channel to Penstock- Alternative A
 - Approximately \$200,000 to \$300,000.
- New Intake & Gravity Pipe to Penstock- Alternative B
 - Approximately \$250,000 to \$350,000.
- Utilize Penstock as Cistern (Reservoir) -Alternative C
 - Approximately \$350,000 to \$450,000.
- Partial Dam Removal- Alternative D
 - Approximately \$200,000 to \$300,000.
- Connect to Town Water Supply- Alternative E
 - Approximately \$100,000 to \$150,000.

The above costs do not include dam modifications; cost for modifying the dam (full or partial removal) is included in Appendix H of the October 2013 Feasibility Study. Also, the costs for river modifications including low-flow river diversions, if necessary, are not included in the above estimates because they are included under the cost of the dam removal project. The above estimates are based on preliminary information and should be considered preliminary ball-park estimates that could be further refined based on more detailed design information if prepared in the future. Cost for water supply operation and maintenance is not included.

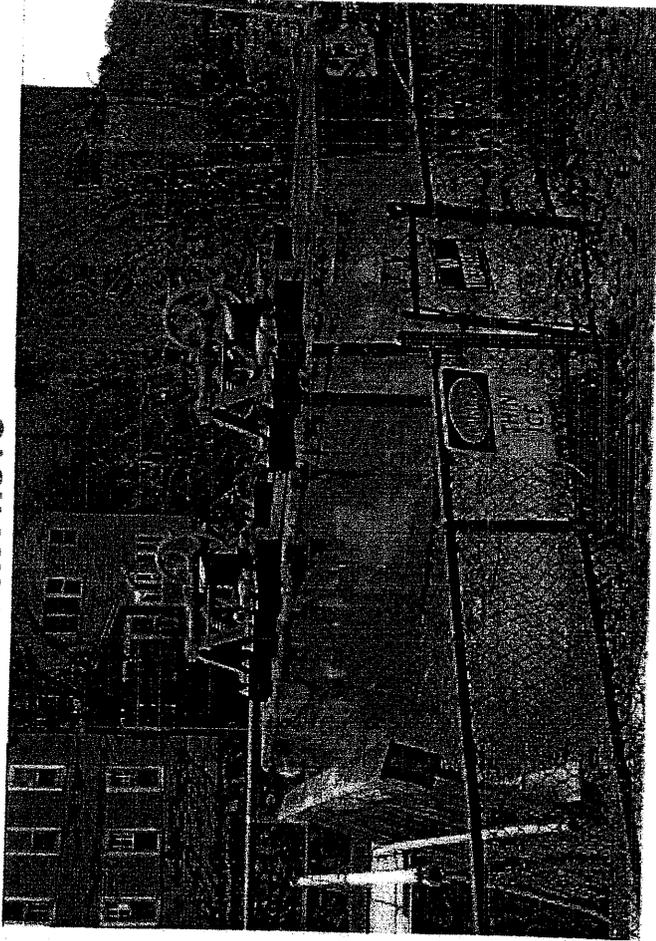
Attachments:

- "Existing Conditions, Plan of Land" prepared by VHB and revised through 1/14/2014.
- "Penstock Profile, Great Bridge to Exeter Mills" prepared by VHB and dated 1/31/2014.
- Photos of Penstock Entrance, Pipes at northern end of Penstock and Trash Rack (3 pages).
- "Penstock Intake Low-Flow Options" prepared by VHB and dated 1/15/2014.

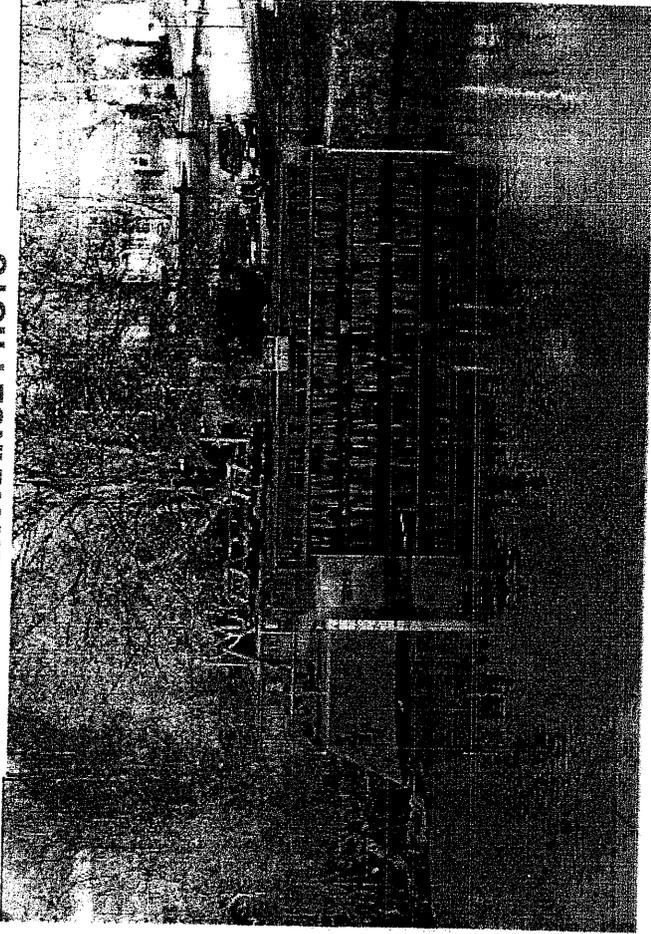


Note:
The intent of this plan is to graphically illustrate the profile of the Exeter River from the Great Bridge at High Street to the Penstock entrance and along the Penstock to Exeter Mills.

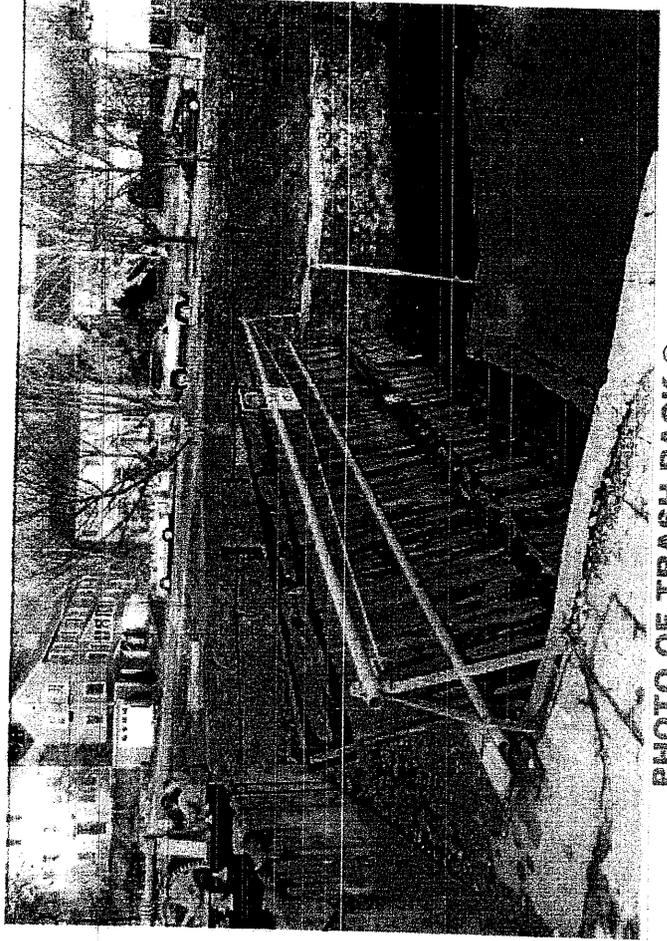
PENSTOCK PHOTO



PENSTOCK ENTRANCE PHOTO

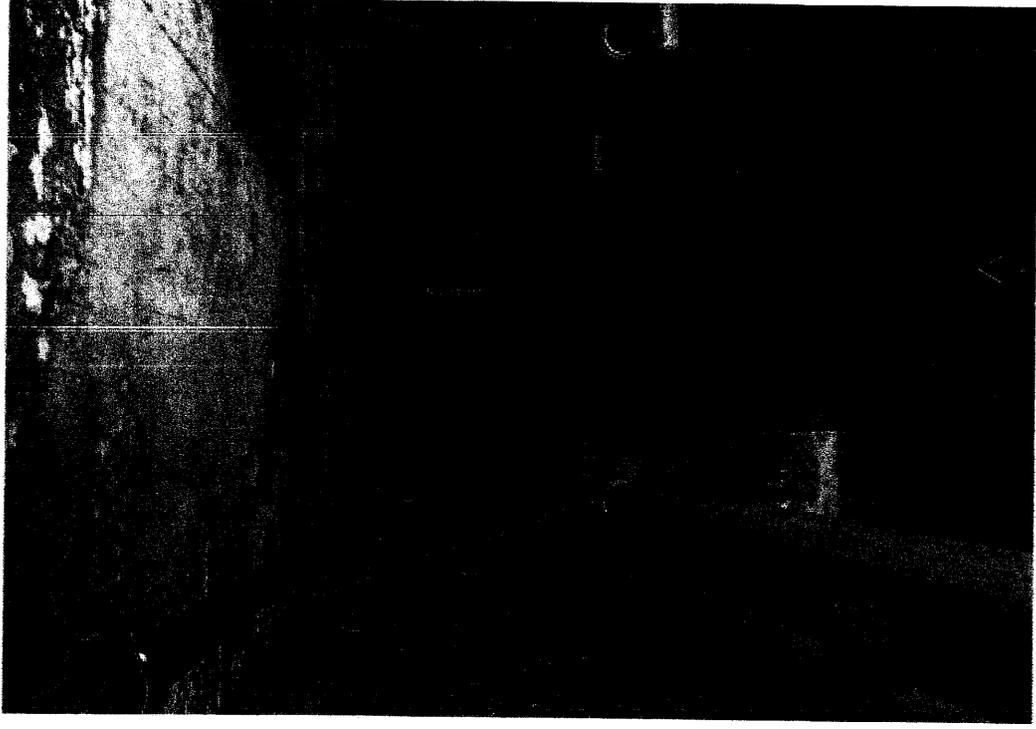
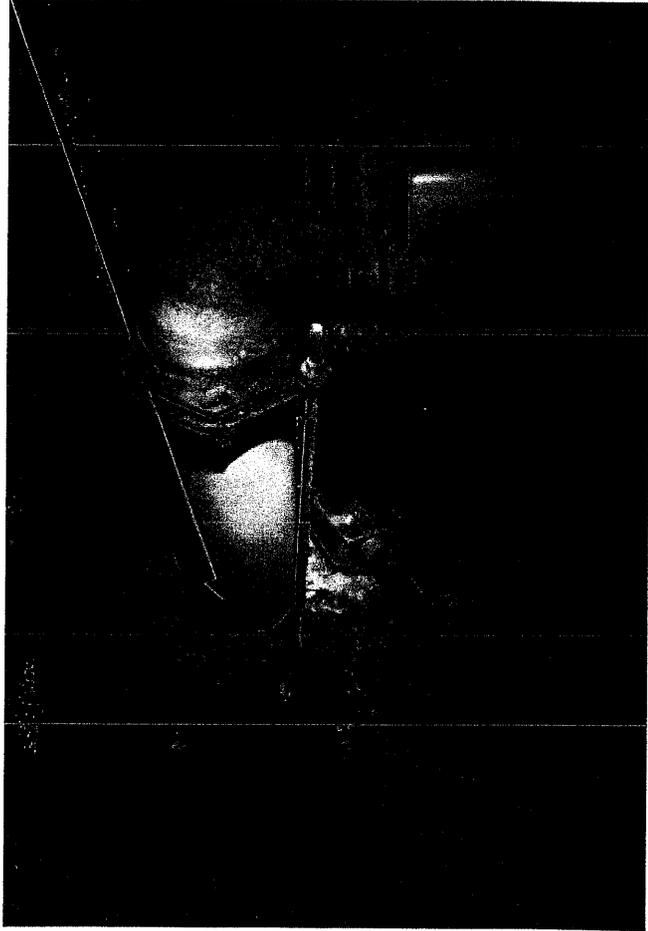


**PHOTO OF GREAT DAM & PENSTOCK
ENTRANCE @ RIVER DRAWDOWN**



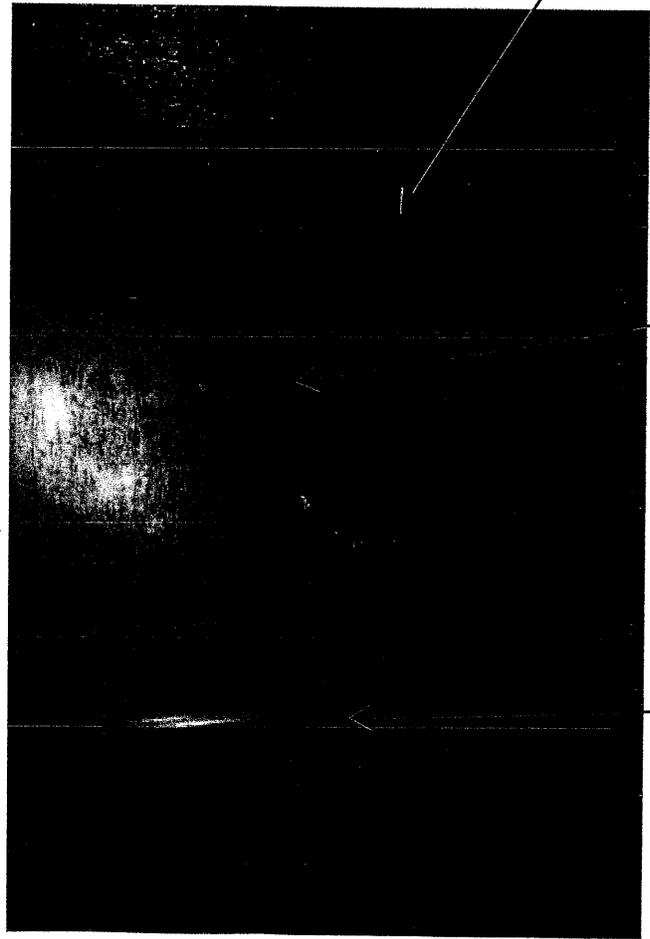
**PHOTO OF TRASH RACK @
PENSTOCK ENTRANCE**

**PIPE THROUGH
SIDE WALL TO
IRRIGATION WELL**



**PHOTO OF UNDERGROUND
CORRIDOR NORTH OF BULKHEAD**

**BULKHEAD
WALL**



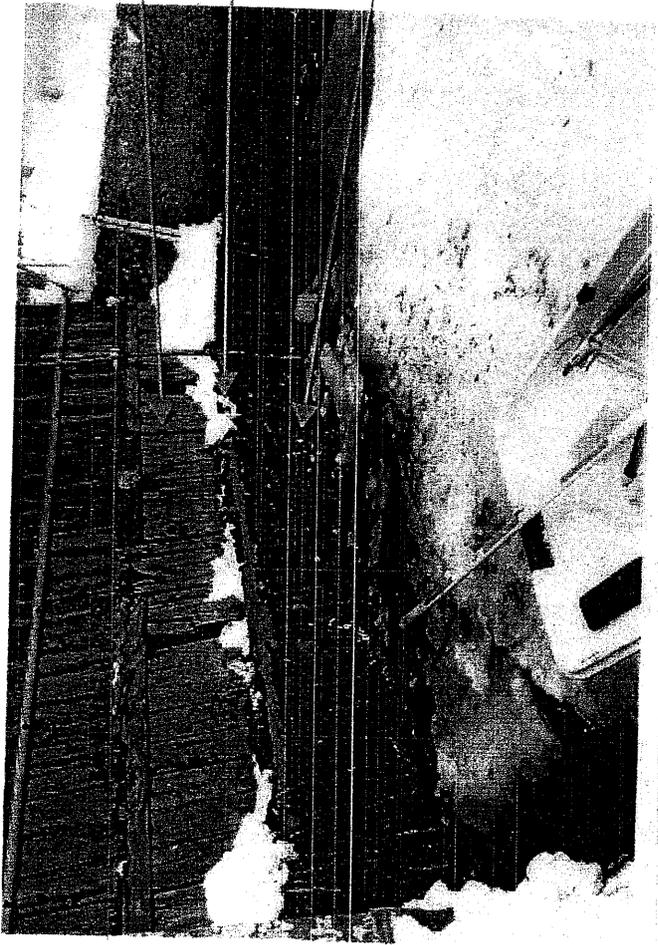
**8" PIPE THROUGH
BULKHEAD WALL**

**PIPE TO
IRRIGATION WELL**

WOODEN TRASH RACK



METAL GRATE IN TRASH RACK



WOODEN TRASH RACK

NORMAL RIVER ELEVATION (APPROX.)

METAL GRATE IN TRASH RACK



RDK understands how engineering affects people

- Mechanical
- Electrical
- Plumbing
- Fire Protection
- Technology Design
- Commissioning
- Code Consulting
- Energy Conservation

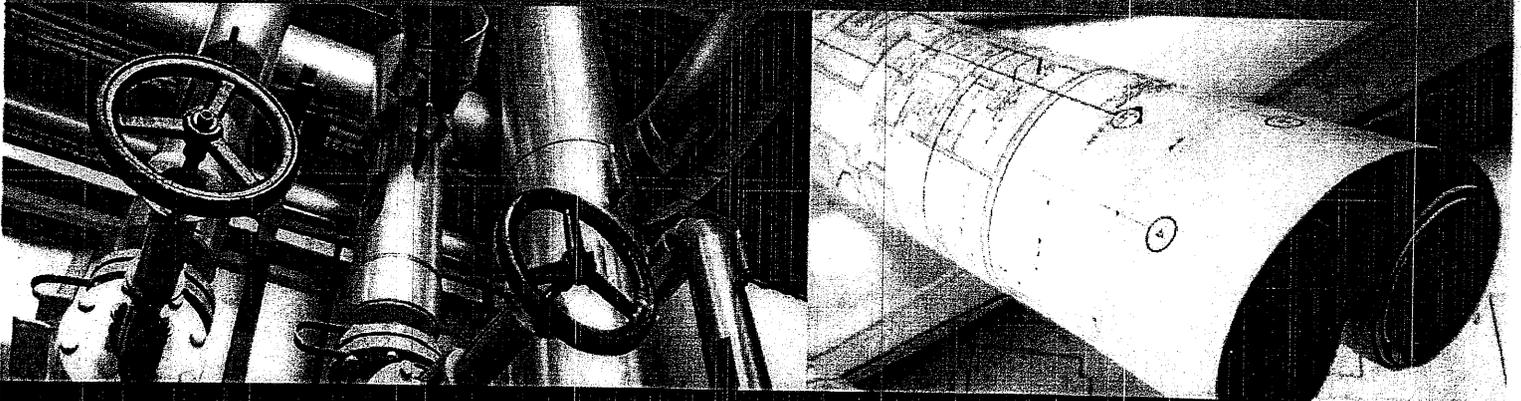
FINAL REPORT – EXETER MILLS RIVER WATER COOLING SYSTEM ISSUES

July 7, 2014

Submitted by: RDK ENGINEERS

TABLE OF CONTENTS

SECTION 1	Management Summary
SECTION 2	Background
SECTION 3	Analysis
SECTION 4	Conclusions and Recommendations
SECTION 5	References



1. Management Summary

RDK Engineers (RDK) has been tasked by the Management of Exeter Mills to provide engineering services for a study of issues that may arise due to the proposed demolition of the Great Dam on the Squamscott River and the resulting impact on Exeter Mill's river water cooling system. In addition, RDK has been tasked to study alternatives to that system.

The study focused on the following:

- Review of issues and potential issues with both the dam in place and after the dam is removed.
- Review of and comments regarding Vanasse Hangen Brustlin dated March 5, 2014 regarding Exeter Mills Water Intake Additional Study.
- Recommendations that concentrate on cooling tower options and feasibilities.

Reducing the depth of water due to demolition of the Great Dam will have an impact on both the temperature of the water and thus the cooling capabilities for the plate and frame heat exchanger as well as the pumping capability of the river pump serving the heat exchanger system. The drop in elevation would lead to a decrease in the flow. There will be times when heat gains due to high cooling loads in the apartments and cannot be satisfied completely and some apartments would not be able to be adequately cooled.

Therefore, the river water cooling system as presently operating will not provide an appreciable amount of cooling required due to the dam removal. It is recommended that a phased approach be taken to replacing the river water fed system. Installation of one (1) 500 ton heat exchanger and one (1) 500 ton closed circuit evaporative cooling tower could be put on the ground in the parking area should be first installed. This would be followed up with a building by building conversion to the new system.

2. Background

Exeter Mills utilizes water from the upstream side of the Great Dam for HVAC cooling, fire suppression and irrigation. RDK Engineers (RDK) has been tasked to provide engineering services for a study of issues that may arise with the existing Penstock and river cooling water system serving Exeter Mills due to the proposed demolition of the dam on the Squamscott River and alternatives to using that system.

RDK also conducted a review of Vanasse Hangen Brustlin Vanasse (VHB) memorandum dated March 5, 2014 regarding Exeter Mills Water Intake Additional Study.

3. Analysis

3.1 Impact of Removal of the Great Dam

The Great Dam is located in Exeter upstream of where the river flows into the tidal Squamscott River. Exeter Mills utilizes water from the upstream side of the Great Dam for HVAC cooling, fire suppression and irrigation. The Exeter Mills cooling water system is supplied through the penstock at the dam, which is diverted to the heat exchanger system located in the basement.

Removal of the Great Dam would impact water surface elevations in the river near the penstock and therefore adversely affect the temperature of the water entering the intake.

The Vanasse Hangen Brustlin, Inc. (VHB) memorandum dated March 5, 2014, reference 1, included a diagram of the existing system which we shall use as a datum point to analyze the impact of the dam removal. This is shown below as figure 3.1.1. Reference 1 noted for each of the options recommended that "it is assumed that the existing river depression (pool) located ± 100 ft. upstream of the dam can be retained and that the water elevation in the pool can be maintained at an elevation of 17.0 ft. or above". However, reducing the depth of water does have an impact on both the temperature of the water and thus the cooling capabilities for the plate and frame heat exchanger as well as the pumping capability of the river pump serving the heat exchanger system.

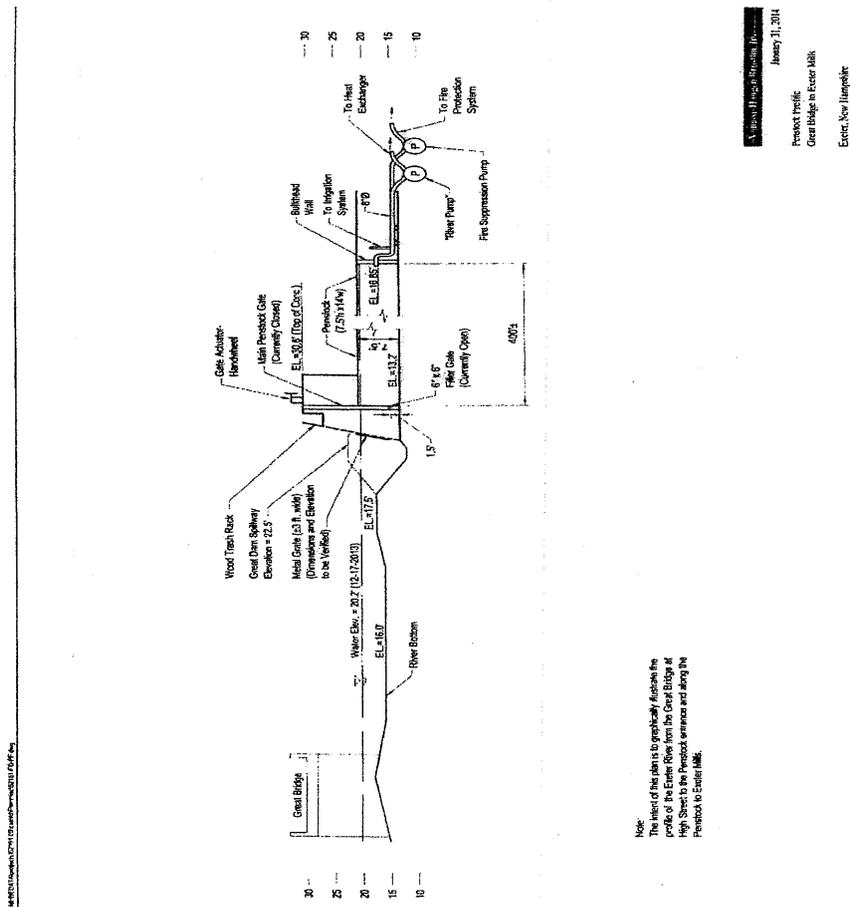


Figure 3.1.1
VHB Penstock Profile

Shallow waters are usually warmer than deep-water courses because they require less time to warm up. In summer, the top of a water body becomes warmer than the lower layers. This is because warm water is less dense than colder water and it stays on top. The major change in temperature change as the depth of the water increases or decreases is conduction. As seen in figure 3.2.1, conduction is the major factor below the surface of the water.

Decreasing the depth of the Exeter River from the 20.2 feet to 17.0 feet (16% decrease) would result in an increase in water temperature. Through solar radiation and convective heat transfer there would be an increase in water temperature entering the 6"X6" filler gate shown on figure 3.1.1.

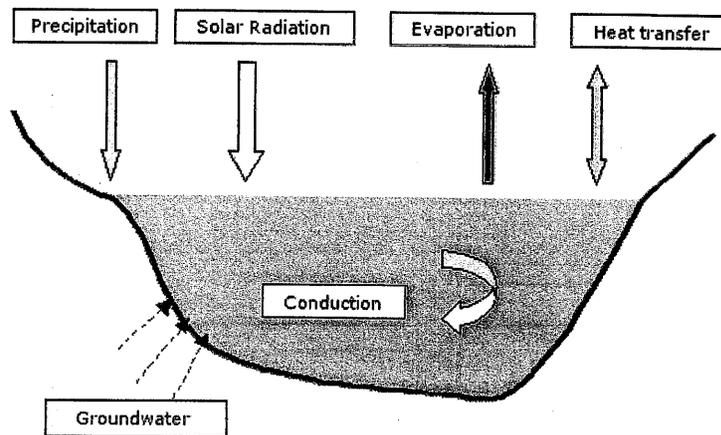


Figure 3.1.2
Scheme of Heat Transfer Processes
Source: Reference 3

3.2 Existing Equipment and System Performance

Exeter Mills utilizes water from the upstream side of the Great Dam for HVAC cooling, fire suppression and irrigation. The VHB memorandum dated March 5, 2014, reference 1, included a diagram of the existing system which is shown below as figure 3.1.1.

The existing heat exchanger was modified in 2005. The rating of the heat exchanger is as follows:

- River Water Flow Rate = 700 GPM
- Entering River Water Temperature = 80.0 °F
- Leaving River Water Temperature = 94.4 °F
- Entering Condenser Water Temperature = 99.2 °F
- Leaving Condenser Water Temperature = 90.0 °F
- Heat Exchange = 420 Tons

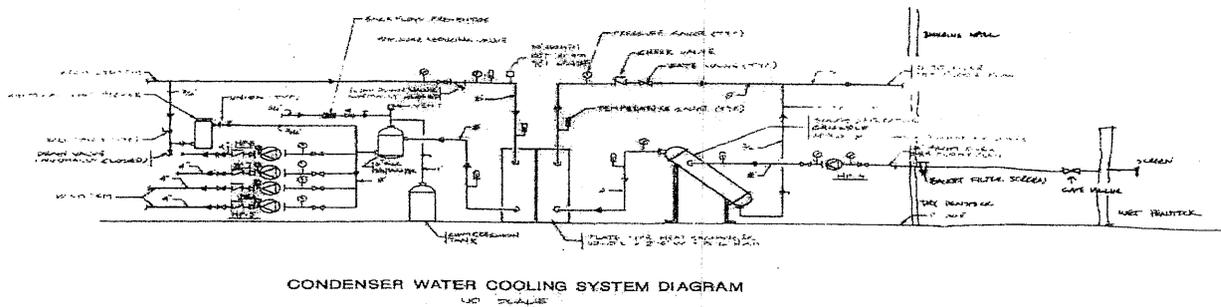
The river water pump serving the heat exchanger is rated as follows:

- Flow Rate = 700 GPM
- Head = 50 Feet

The river water pump, heat exchanger, and condenser water pumps used for cooling are shown in the condenser water cooling system diagram below. The actual piping coming out of the penstock is shown in figure 3.2.2 below.

RDK inquired about cleaning the strainer and heat exchanger in order to ascertain the quality of the river water entering the fire suppression and condenser cooling systems from the penstock.

The removal of the Great Dam would mean a lower water velocity in the penstock. That would mean the piping would become more dirty and clogged relative to the current situation where a higher velocity means more debris can be caught in the separator. This could increase maintenance costs and could result in more occurrences of system downtime to clean the strainer.



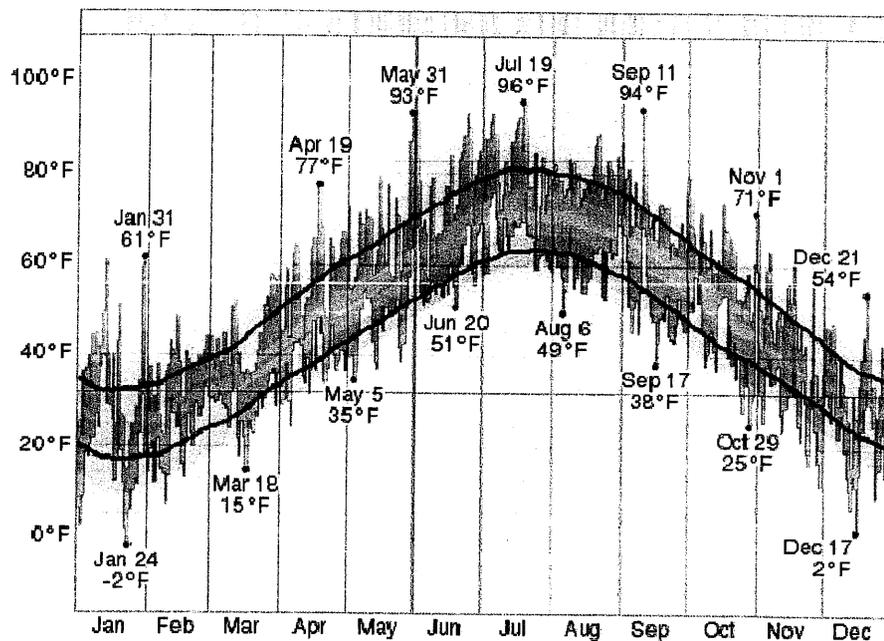


Figure 3.2.1
Daily Low (Blue) and High (Red) Temperature During 2013

The impact of the river water quality on heat exchanger performance and the ability to cool the apartments can be deduced by looking at weather and actual heat exchanger performance using July 2013 as a datum month. Per WeatherSpark Beta, the hottest day of 2013 in Portsmouth “was July 19, with a high temperature of 96°F. The hottest month of 2013 was July with an average daily high temperature of 82°F”. Figure 3.2.1 and the accompanying explanation are also from WeatherSpark Beta.

“The daily low (blue) and high (red) temperature during 2013 with the area between them shaded gray and superimposed over the corresponding averages (thick lines), and with percentile bands (inner band from 25th to 75th percentile, outer band from 10th to 90th percentile). The bar at the top of the graph is red where both the daily high and low are above average, blue where they are both below average, and white otherwise”.

The industry average square footage per cooling ton for apartments is 400 square feet per ton. The majority of the buildings on the Exeter Mills campus are served by the river water cooling system. Refer to sketch plan figure 3.2.3. Given that the total square footage served by the system is 185,051 square feet including common areas and corridors this would equate to 463 tons of cooling required. That would mean that there will be times when heat gains due to very hot ambient temperatures above the 420 tons available from the heat exchanger cannot be satisfied completely and there would be some apartments unable to be adequately cooled.

4. Conclusions and Recommendations

There are several conclusions and recommendations that can be drawn from the preceding analysis. These include the following:

4.1 Condenser Water System

Removal of the Great Dam would impact water surface elevations in the river near the penstock and therefore adversely affect the temperature of the water entering the intake. It is recommended that a phased approach be taken to replacing the river water fed system. Installation of one (1) 500 ton heat exchanger and using one (1) 500 ton closed circuit evaporative cooling tower that could be put on the ground in the parking area should be first installed. This would be followed up with a building by building conversion to the new system. Final system sizing and design will require additional analysis and discussion with Exeter Mills Property Management.

5. References

- a. Vanasse Hangen Brustlin, Inc. (VHB) memorandum dated March 5, 2014 to Paul Vlasich, OE. Town Engineer, Town of Exeter, NH from Michael Leo, PE, LLS, Peter Walker Re: Exeter Mills Water Intake, Additional Study
- b. New Hampshire Volunteer River Assessment Program, 2010 Exeter River Watershed Water Quality Report State of New Hampshire, Department of Environmental Services, Water Division, Watershed Management Bureau
- c. Paily, P. P., E. O. Macagno, and J. F. Kennedy. 1974. Winter stream thermal response of heated streams. *Journal of Hydrology*.
- d. Exeter Mills July 2013 Noncontact Cooling Water Monthly Monitoring Log
- e. Exeter Mills July 2013 NPDES DMR
- f. 2001 ASHRAE Fundamentals Handbook.

Rockingham Nutrition & Meals on Wheels Program

106 North Road – Brentwood, NH 03833
(603) 679-2201 Admin@RNMOW.org
www.RockinghamMealsOnWheels.org

SENIOR TRANSPORTATION Quarterly Reports

Town of Exeter NH

Don Woodward, donwoodward28@yahoo.com

Sheri Riffle, sriffle@town.exeter.nh.us

- For July, August, September
- For October, November, December
- For January, February, March
- For April, May, June
- For Year End Summary

RNMOW Senior Transportation Services:

The Senior Shuttle is a van owned and operated by RNMOW to provide rides to Exeter seniors. It is on the road Monday through Friday from around 8:00 am to 4:00 pm around 250 days of the year.

Number of Exeter Clients Served: 60

Number of Units	FY' 4th Quarter April, May, & June	Year to Date Total
# of Days Service Provided	64	251
# of Miles Provided	7,750	28,028
# of Rides Provided	1,661	6,538
Average Rides per Day	26	26

2013-2014 Client survey results from Exeter Transportation Riders

- a) 87.5% reported the service as excellent, with 33.3 % reporting it very good.
- b) 19.4% reported riding the van daily, with 41.9% reporting riding it a few times per week, 29% reported riding it several times per month, and 9.7% reported riding it occasionally.
- c) 9.7% were new clients, 16.1% had been riding from 1-3 months, 6.5% had been riding for 4-12 months, and 67.7% had been riding for over one year.
- d) 96% reported that it was easy to schedule a ride all of the time, with 4% reporting most of the time.
- e) 68.8% reported that the vehicle was on time all of the time, with 31.1% reporting most of the time.
- f) 100% reported feeling safe all of the time.

We appreciate what Town support for transportation allows us to provide for the seniors of Exeter

For questions please contact

Pat Trionfo at 679-2201 or PTrionfo@RNMOW.org



Town Manager's Office

SEP 5 2014

Received

September 4, 2014

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

Dear Mr. Dean:

In June, HealthTrust announced it had recovered the entire \$17.1 million due as a result of the BSR regulatory proceeding. Given the large amount of money involved, the HealthTrust Board of Directors elected to expedite the return of these funds to eligible¹ HealthTrust Members, in accordance with HealthTrust Bylaws.

This return will take the form of a check on September 25, 2014, unless a *Contribution Holiday* is requested, in writing, by September 18, 2014, in which case the return will appear as a credit on your October invoice.

The enclosed materials give specific information about your Group's share of the \$17.1 million return.² Additional reporting is available, upon request, to assist with understanding the enrollment detail used to determine your Group's specific return amount. Please contact your HealthTrust Benefits Advisor for more information about additional reporting.

We trust the regulatory matters of the last several years are now behind us and we look forward to our continued work with you to provide high-quality, cost-effective employee benefit products and services.

Please do not hesitate to contact me if you have any questions about this matter. I can be reached at pbragdon@healthtrustnh.org or 603-230-3301.

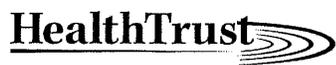
Sincerely,

A handwritten signature in black ink, appearing to read "Peter Bragdon". The signature is fluid and cursive, with a large initial "P" and "B".

Peter Bragdon
Executive Director

¹ To be eligible for this return, Groups must have been enrolled in the specific coverage for which the return is being made as of the date the Board declared the return (June 3, 2014) and continuously participating in that coverage until the distribution date (September 25, 2014).

² Your Group's share of the return is based on your Group's percentage of total invoiced contributions for HealthTrust's most recent fiscal year (9/1/13 through 6/30/14) for all medical groups, including adjustments for that fiscal year, COBRA beneficiaries and any individually-billed retirees. This percentage was then applied to the overall amount of the medical return. This same process was then completed for all dental groups.



Town of Exeter

Summary of HealthTrust Return of \$17.1M

Return of your Group's share of the \$17.1M amount as approved by the HealthTrust Board:

Coverage	Amount
Medical	\$122,132.51
Dental	\$7,016.23
Total Return	\$129,148.74

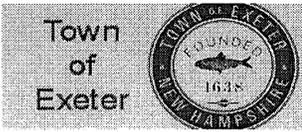
Detailed breakdown by medical billing group:

Medical Billing Group Name	Amount
EXETER FIRE	\$24,066.64
EXETER HIGHWAY	\$17,303.56
EXETER LIBRARY	\$4,650.96
EXETER NHRS	\$15,782.47
EXETER POLICE	\$27,905.95
EXETER TOWN	\$17,620.84
EXETER WATER/SEWER	\$14,802.09
Medical Billing Group Total	\$122,132.51

Detailed breakdown by dental billing group:

Dental Billing Group Name	Amount
EXETER FIRE	\$1,628.75
EXETER HIGHWAY	\$1,155.50
EXETER LIBRARY	\$238.48
EXETER NHRS	\$588.14
EXETER POLICE	\$1,613.80
EXETER TOWN	\$941.11
EXETER WATER/SEWER	\$850.45
Dental Billing Group Total	\$7,016.23

The Total Return amount will be distributed as a check on September 25, 2014 unless a *Contribution Holiday* is requested in writing by September 18, 2014.



Russ Dean <rdean@exeternh.gov>

Fwd: COAST - Route 7 Service Level Dialogue

Rad Nichols <rnichols@coastbus.org>
To: Russell Dean <rdean@exeternh.gov>

Fri, Sep 5, 2014 at 1:08 PM

Russ,

Here is a forward of what I just tried to send your way.

Apparently I picked your email address that popped up with the Town's old URL.

Sorry.

Rad Nichols
Executive Director
Cooperative Alliance for Seacoast Transportation
42 Sumner Drive
Dover, NH 03820
(603) 743-5777

www.coastbus.org

"Living a life that matters doesn't happen by accident. It's not a matter of circumstance but of choice."

Michael Josephson

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

From: **Rad Nichols** <rnichols@coastbus.org>

Date: Fri, Sep 5, 2014 at 1:06 PM

Subject: COAST - Route 7 Service Level Dialogue

To: Russ Dean <rdean@town.exeter.nh.us>, Steve Fournier <sfournier@newmarketnh.gov>, Paul Deschaine <pdeschaine@strathamnh.gov>, "Juliet T. H. Walker" <jthwalker@cityofportsmouth.com>, Karen Anderson <kanderson@greenland-nh.com>, Tom Morgan <newington@ttlc.net>, Bruce Baker <bbaker@ccsnh.edu>, Sylvia von Aulock <Svonaulock@exeternh.gov>, Dave Sandmann <dsand548@comcast.net>, Scott Bogle <sbogle@rpc-nh.org>, Cynthia Copeland <cjc@strafford.org>

Cc: Brian Deguzis <bdeguzis@coastbus.org>

Dear Community Leader:

As COAST prepares our FY2015 operating budget, one of the main issues that has arisen is whether COAST can continue to sustain Route 7 bus service (which serves to connect Exeter, Newmarket, Stratham, Greenland, Portsmouth and Newington). A modified version of Route 7 may need to be considered, or even the elimination of the route altogether.

Small adjustments made over the years, and as recent as 2013/14, have produced positive results and even increase ridership, however, the route remains the least productive in the COAST system (see attached). This is partly a function of; (1) the very limited schedule we are able to operate, (2) the large geographic area the route covers and, (3) the relatively rural (low density) nature of large segments of the route.

Unfortunately, these lower productivity measures are impacting the funding support COAST has been able to generate through the local municipalities that receive Route 7 service. Two communities have recently eliminated funding for the route, while another is funding less than 30% of our request. The end result is an approximately \$57,000 shortfall in revenues needed to operate the route in FY14. This revenue gap has been widening over the past few years (see attached).

Acknowledging that a discussion on how to sustain or modify Route 7 needs to occur, and that a way forward must be identified within the next several months, COAST staff is convening a meeting of interested parties to initiate a dialogue on the current situation. At this meeting we intend to introduce the issues at hand and begin collaboratively identifying potential strategies, solutions and modifications to sustain or modify the public transit services we offer via Route 7.

Thank you for your interest in participating in this important dialogue. You will soon receive a separate email from SurveyMonkey.com on when you and/or key members of your community or staff may be available for an initial meeting.

I look forward to our discussion.

Rad Nichols
Executive Director
Cooperative Alliance for Seacoast Transportation
42 Sumner Drive
Dover, NH 03820
(603) 743-5777

www.coastbus.org

"Living a life that matters doesn't happen by accident. It's not a matter of circumstance but of choice."

Michael Josephson

2 attachments

 **FY12-14 Service Stats (Rte7).pdf**
15K

 **FY12-14 Revenues Sources (Rte7).pdf**
12K

FY12-14 Revenues by Local Municipal/Entity Source

Anticipated combined Route 7 & associated ADA expenses for FY2014 are \$275,000.

Funding Sources	FY2014 YTD Annualized			FY2013			FY2012		
	Actual \$	Req./Bud.	\$ Dif.	Actual \$	Req./Bud.	\$ Dif.	Actual \$	Req./Bud.	\$ Dif.
Exeter	\$ 33,074	\$ 33,074	\$ -	\$ 23,847	\$ 23,847	\$ -	\$ 15,689	\$ 20,919	\$ (5,230)
Great Bay Comm. College	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -
Greenland	\$ -	\$ 12,690	\$ (12,690)	\$ -	\$ 8,470	\$ (8,470)	\$ 3,000	\$ 6,498	\$ (3,498)
Newington *	\$ 1,500	\$ 1,500	\$ -	\$ 1,100	\$ 1,100	\$ -	\$ 1,030	\$ 1,030	\$ -
Newmarket	\$ 20,748	\$ 22,482	\$ (1,734)	\$ 20,748	\$ 20,748	\$ -	\$ 15,623	\$ 15,623	\$ -
Portsmouth *	\$ -	\$ 14,616	\$ (14,616)	\$ 9,500	\$ 9,500	\$ -	\$ 8,600	\$ 8,600	\$ -
Stratham	\$ 5,000	\$ 18,599	\$ (13,599)	\$ 6,000	\$ 13,407	\$ (7,407)	\$ 6,000	\$ 11,158	\$ (5,158)
Local Funding Shortfall			\$ (42,639)			\$ (15,877)			\$ (13,886)

* Estimated in one or more years

COAST

FY12-14 Fixed-Route Statistics and Performance Measures

Fixed-Route Statistics/Measures	FY2014 YTD Annualized			FY2013			FY2012				
	Route 7	Route 6	%	System *	%	Route 6	Route 7	Route 6	%	System *	%
Ridership	11,059	16,959	65.2%	457,779	2.4%	17,137	9,385	18,094	51.9%	475,076	2.0%
Fares Collected	\$ 12,694	\$ 19,428	65.3%	\$ 647,232	2.0%	\$ 19,683	\$ 10,531	\$ 20,800	50.6%	\$ 415,204	2.5%
Expenses	\$ 205,516	\$ 179,267	114.6%	\$ 2,973,279	6.9%	\$ 169,846	\$ 207,505	\$ 176,199	117.8%	\$ 2,693,001	7.7%
Avg. # Riders Weekday	43.2	66.2	65.2%	1,666.8	2.6%	67.5	36.7	70.7	51.9%	1,716.9	2.1%
Net Cost per Passenger	\$ 17.44	\$ 9.43	185.0%	\$ 6.50	268.5%	\$ 9.91	\$ 22.11	\$ 9.74	227.1%	\$ 5.67	390.1%
Farebox Return Ratio	6.2%	10.8%	57.0%	21.8%	28.4%	11.6%	5.1%	11.8%	43.0%	15.4%	32.9%
Rev. Veh. Hours	2,941	2,308	127.4%	43,380	6.8%	2,403	2,956	2,538	116.5%	40,763	7.3%
Psngrs./Rev. Veh. Hr.	3.8	7.3	51.2%	10.6	35.6%	7.1	3.2	7.1	44.5%	11.7	27.2%

* System = does not include ADA or Lamprey Health Care services.

ADVERTISEMENT FOR BIDS

The Town of Exeter, New Hampshire will receive sealed Bids to provide and install of a natural gas generator and automatic transfer switch for its Folsom Acres Sewage Lift Station until 4:00 p.m. Local Time on Monday, September 22, 2014, at the Town Offices, 10 Front Street, Exeter, New Hampshire 03833. Bids submitted after this time will not be accepted. All Bids will be publicly opened and read aloud at the Selectmen's Meeting on the same day at 7:00 p.m.

Each sealed envelope containing a Bid must be plainly marked on the outside with "Bid for Folsom Station Generator – Attention Town Manager" and the envelope should bear on the outside the name of the Bidder and its address. If forwarded by mail, the sealed envelope containing the Bid must be enclosed in another envelope addressed to the Town Manager at the above address.

In general, this project consists of, but it is not limited to, furnishing all necessary labor, materials, equipment and incidentals to install a natural gas powered Kohler 28 kW generator, model 30 REZG and automatic transfer switch for this single phase, 120/240 volt sewage lift station. The station's main load is two 5.0 horse power centrifugal pumps. Pre-bid site visits by bidders are recommended to thoroughly examine existing conditions and acquaint themselves with the level of difficulty and any constraints, and to determine for themselves the level of effort required to successfully perform the work.

A copy of the Town's natural gas generator general specifications, site map, load data, etc. can be obtained from:

Department of Public Works
13 Newfields Road
Exeter, NH 03833
(603) 773-6157; 7:00 a.m. to 3:00 p.m.

All technical questions shall be forwarded to:

Michael Jeffers, W&S Managing Engineer
Town of Exeter
Phone: (603) 773-6165

**Town Manager
Town of Exeter, New Hampshire**