

**Exeter Board of Selectmen Meeting
Monday, December 3rd, 2012, 6:50 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter, NH**

BUSINESS MEETING TO BEGIN AT 7:00 P.M.

1. Call Meeting to Order
2. Board Interviews – Planning Board
3. Recognition: Exeter Boys Football Team
4. Public Comment
5. Minutes & Proclamations
 - a. Regular Meetings: November 19th, 2012
 - b. Special Meeting: November 26th, 2012
6. Appointments
7. Discussion/Action Items
 - a. New Business
 - i. Review 2013 Budget Recommendations
 - ii. Review Draft 2013 Town Warrant
 - iii. FY13 Revolving Fund Discussion
 - iv. EOY 2012 Encumbrance Updates
 - b. Old Business-
 - i. None
8. Regular Business
 - a. Bid Openings
 - b. A/P and Payroll Manifests
 - c. Budget Updates
 - d. Tax Abatements & Exemptions
 - e. Water/Sewer Abatements
 - f. Permits
 - g. Town Manager's Report
 - h. Legislative Update
 - i. Selectmen's Committee Reports
 - j. Correspondence
9. Review Board Calendar
10. Non Public Session
11. Adjournment

Matt Quandt, Chairman
Board of Selectmen

Posted: 11/30/12 Town Offices, Library, and Departments

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

BOARD OF SELECTMEN DRAFT MINUTES NOVEMBER 19, 2012

1. Call Meeting to Order

Chairman Matt Quandt convened the Board at 7:00 pm in the Nowak Room of the Town Offices building. Other members of the Board present were Selectman Frank Ferraro, Selectman Don Clement, Selectman/Clerk Dan Chartrand and Selectwoman Julie Gilman. Town Manager Russell Dean was also present.

2. Recognitions

- Coach Megan Young and members of the Exeter High School Bluehawks Girls Varsity Soccer Team were presented with a Proclamation, read by Mr. Chartrand, to congratulate them on their 19-0 2012 season and their 5-1 Division 1 win. Assistant Coach Jillian Goldman was unable to attend. Congratulations were extended to the team by the Board of Selectmen, Town Manager Russell Dean and residents of Exeter.
- Paul Roy, Water Treatment Plant Operator, was presented with an award from the NH DES for *Surface Water Treatment Optimization Recognition* which recognizes his contribution to the improvement in the water quality in Exeter. From September 2011 to October 2012, Mr. Roy participated in a program in which the NH DES monitored surface water plants throughout the State.
- On behalf of the Swasey Parkway Trustees, Gerry Hamel accepted a donation of \$1,000.00 from the Exeter Chamber of Commerce and the Parks & Recreation Department. This donation was presented by Michael Schidlovsky, Chamber President, Krysta Seckendorf, Chamber Events and Marketing Director, and Jay Perkins, Parks & Recreation Department.

3. Public Comment

Paul Kirshen and Michelle Holt-Shannon from UNH provided a brief update on the "Community-based Climate Change Management in Exeter" project which will focus on the Exeter-Squamscott River watershed. In October, Mr. Kirshen noted the first step will be gathering information on the concerns of the residents. Ms. Holt-Shannon reported on initial outreach projects performed at recent events in Swasey Parkway, the Fall Festival and the Beer & Chili Festival.

4. Minutes & Proclamations

Regular meeting: November 5, 2012 – Mr. Chartrand moved to accept the minutes as written, seconded by Mr. Clement. Motion carried.

Special meeting: November 9, 2012 - Mr. Chartrand moved to accept the minutes as written, seconded by Mr. Clement, Mr. Quandt abstained. Motion carried.

5. Appointments

Mr. Clement moved that the Board appoint Cynthia Tokos to the Economic Development Commission with her term expiring on April 30, 2013. Ms. Gilman seconded. Motion carried.

6. Discussions/Action Items

a. New Business

i. Camper Tax Update

John DeVittori, Town Assessor, provided an update on the camper/travel trailer tax. Factors that determine assessing the tax include: 1) whether the trailer is permanent or not, 2) occupancy of a campground and 3) value assessed based on size, age and condition.

Mr. DeVittori noted that the Green Gate Camping Area has a history of sewerage and tax issues with the Town. Whether there are any permanent lots in Green Gate needs to be determined. Also, an inventory of the Exeter Elms Campground will be taken to determine the status of its lots and

therefore their tax liability. The status of storage trailers also need to be clarified. Mr. Clement requested copies of the 1983 and 1990 orders from the Town of Exeter to the Green Gate Camping Area.

Mr. DeVittori also provided the Board with the Town's 2012 Equalization Municipal Assessment Data Certificate for their individual signatures. The certificate is then submitted to the Department of Revenue Administration with the Municipal Assessment Data Information.

ii. FY13 Budget Process Update

Mr. Clement provided the Board with a summary of the current status of various items being reviewed by the Budget Recommendations Committee. Continuing factors that affect the budget are cost shifting of pensions from state to towns, contracting costs, health benefits and CIP debt service. There are also positions being added to the budget including a police detective and assistant engineer. Some highlights in the summary included an additional \$100K for paving, \$8,500 for the new Reverse 911 system, and the cost of vehicle replacement at \$304,898.00. The Board will be making its recommendations at the December 3rd meeting.

iii. Public Works Projects Update

Jennifer Perry, DPW Director, provided updates on various projects:

- Norris Brooks Culverts – 100% complete
- Water Street sewer interceptor – substantially complete, the final restoration will be done in Spring 2013.
- Jady Hill project – Phase 2 is 60% complete
- Great Dam feasibility study – a draft report needs to be revised to include viable alternatives for modification; Mr. Clement noted that the study is not ready to be released at this time.
- Inflow/Infiltration study – the first draft of a report from Underwood Engineers was recently received and is under review with Underwood Engineers and has been sent to the Town Manager
- Meter upgrades and replacements – approximately 200 meters installed and a 60% response rate from residents about setting up appointments to have their meter replaced.
- Other projects briefly noted were waste stream reduction project, ground water treatment plant, HVAC project at the Town Offices and the replacement of the roof at 47 Front Street.

Mr. Dean noted that the paving program is also complete. Mr. Ferraro requested that a copy of the Water & Sewer Advisory Committee draft I & I be sent to the Water Sewer Committee.

iv. Arts Committee By-laws

The Board's review of the Arts Committee By-laws raised several questions. Mr. Ferraro noted that members of the Arts Committee do not have to be Exeter residents and did not support non-resident members involved in determining how Town funding be spent. Ms. Gilman said that, of the nine members, 6 are required to be Exeter residents. However, she recommended that the officers of the committee be residents. She also stated that the financial responsibilities concerning reimbursements are vague. In connection with the opening and closing procedures for the Town Hall Gallery listed in the By-laws, Ms. Gilman suggested adding a map of light switches. Mr. Ferraro said that a for-profit organization using a town facility is setting a precedent that should not be permitted. Mr. Clement said the organization status needs to be defined. Further review is needed on these items.

b. Old Business

i. Tax Deeds

An updated list of properties to be deeded is in process; this topic is deferred to the December 3rd meeting. Mr. Ferraro recommended that the Town Counsel review the related RSAs again in connection with whether the Town can refuse a tax-deed property and if that could be fiscally beneficial.

7. Regular Business

a. A/P and Payroll Manifests

Mr. Chartrand moves a 11/9/12 accounts payable warrant in the amount of \$39,405.00 from Capital Funds. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves a 11/9/12 accounts payable warrant in the amount of \$205,196.46. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves a 11/16/12 accounts payable warrant in the amount of \$416,122.22. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves a 11/16/12 accounts payable warrant in the amount of \$2,171,756. For transfer to the school districts. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves a 11/16/12 accounts payable warrant in the amount of \$283,808.68 to Polito & Sons. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves 11/4/12 payroll warrant checks dated 11/7/12 in the amount of \$188,368.93. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves 11/11/12 payroll warrant checks dated 11/14/12 in the amount of \$164,527.76. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves 11/4/12 payroll warrant checks dated 11/7/12 in the amount of \$62,372.64. Ms. Gilman seconded. Motion carried.

b. Budget Updates – the next Budget Recommendations Committee is scheduled for Tuesday, November 20, 2012, to review CIP budget requests.

c. Tax Abatements & Exemptions - none

d. Water/Sewer Abatements – deferred to December 3rd, including abatement request recommended for denial by both the Water & Sewer Advisory Committee and the DPW.

e. Permits

The following permits were reviewed by the Board for approval:

Submitted by Morgan Roberts for Holiday Recital on December 16, 2012, starting at 2:00 pm. Mr. Chartrand moved to approve the permit, Mr. Ferraro seconded, motion carried.

Submitted by Abigail Tonry for sign placement at Route 88 for Christmas tree sales, November 22-December 23. Mr. Chartrand moved to approve the permit, Mr. Clement seconded, motion carried.

f. Town Manager's Report

Mr. Dean reported that the Gilman Park report is available on the Town website, trash pick-up will be delayed one day due to the holiday, and Town Offices will be closed November 22 and 23. Mr. Dean also thanked the Tax Collector, Assessor's and Finance offices for their efforts to get the tax bills sent out. He also thanked the Planning Office for their work on the baggage building property. Mr. Ferraro asked if there was a schedule for putting tax properties back to auctions; Mr. Dean said there is not an update on this yet.

g. Legislative Update - none

h. Selectmen's Committee Reports

Mr. Ferraro attended the Water & Sewer Advisory Committee meeting at which fund balances and their recommendations to the Board were discussed. Mr. Ferraro has attended the Budget Recommendation Committee meetings as well. Mr. Ferraro wanted to ensure that the generous cash donation from the A & J Beverage Company for the Victoria Arlen event was noted. A & J

Beverage was one of the first to come forward to make a donation and, unfortunately, their name was inadvertently omitted from the list of donors.

Mr. Clement attended the Conservation Commission to discuss the culvert replacement and the Felder property. Mr. Felder requests guidance concerning variances. Mr. Clement also announced that the next meeting on the Exeter/Stratham water sharing proposal is scheduled for Wednesday, November 28, 2012, at 4:00 p.m. in the Nowak Room at the Exeter Town Offices.

Mr. Chartrand attended the Budget Recommendation Committee meetings, the Council on Aging and the Economic Development Commission meeting. At the EDC meeting, the Community Development Finance Authority process for applying for grants and tax credit programs were reviewed.

Ms. Gilman congratulated the Exeter High School Bluehawks football team on their Division 1 championship. Ms. Gilman participated in the train station clean-up and also attended the Historic District meeting. Upcoming holiday events are the Holiday Open House and Festival of Trees on November 29, Open House for Town employees at the Town Hall on December 6 at 3:30 p.m., and the Parade on December 1 at 5:30 p.m.

i. Correspondence

- Order from the State of New Hampshire Board of Tax and Land Appraisals to named parties to meet to settle noted appeal.
- Letter from Brian Hart, Executive Director of the Southeast Land Trust congratulating Town and Trustees of Gilman Park for successful conservation of the park.
- Emails from Jay Perkins of the DPW alerting Mr. Dean of a signage issue concerning Mr. Wayne Patten and located at the intersection of Green Hill and Portsmouth Ave.
- A letter from Chairman Matthew Quandt to the .GOV Domain Registry for a domain change from *town.exeter.nh.gov* to *exeternh.gov*.

8. Review Board Calendar

A special meeting of the Board is scheduled for Monday, November 26, 2012, at 4:30 p.m. to discuss warrants. This meeting may also include a non-public session.

The next regular meeting of the Board will be on Monday, December 3, 2012, at 7:00 p.m.

9. Non Public Session

Mr. Clement moved that the Board go to a non-public session to discuss a fee waiver, Mr. Chartrand seconded, roll call: Ferraro yes, Clement yes, Gilman yes, Quandt yes, Chartrand yes. The Board adjourned the public session at 8:25 p.m.

10. Adjournment

The Board emerged from non public session at 8:40 p.m..

Selectman Ferraro moved to adjourn, second by Selectwoman Gilman. The Board stood adjourned at 8:40 p.m..

Respectfully submitted,
Chris deZarn-O'Hare
Recording Secretary

DRAFT MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

November 26, 2012

1. Call Meeting to Order

Chairman Matt Quandt called the meeting to order at 4:30 p.m. in the Wheelwright Room of the Town Office. Present in addition to the Chair are Selectman Dan Chartrand, Selectman Don Clement, Selectwoman Julie Gilman, Selectman Frank Ferraro. Also present are Town Manager Russell Dean and DPW Director Jennifer Perry. Legal counsel Dana Bisbee also present.

2. Selectman Chartrand moved an accounts payable warrant dated November 21st in the amount of \$17,745.29. Selectman Clement seconded. Motion carried. Selectman Chartrand moved a payroll warrant dated November 18th checks dated November 21st in the amount of \$87,683.28. Selectman Clement seconded. Motion carried. Selectman Chartrand moved a payroll warrant dated November 18th checks dated November 21st in the amount of \$162,409.15. Selectman Clement seconded. Motion carried.

3. Adjournment

Selectman Clement moved to adjourn. Selectman Chartrand seconded. The Board stood adjourned at 4:36 p.m.

Respectfully submitted,

Russell Dean
Town Manager



Town of Exeter
Boards, Commissions & Committees
Appointment Application

Committee Selection:

1st Choice: Planning Board 2nd Choice: _____

Name: Kelly J Bergeron

Address: 5 Columbus Ave, Exeter, NH

Email: bergeronkj@gmail.com

Phone: 603-772-4429 Cell: 603-770-0917

Please describe your interest in serving on this committee.

I have lived in Exeter for 27 years and have wanted to become more involved in town government. I feel the Planning Board would be a good fit for me, as I experienced first hand my home town of Newburyport's revitalization efforts in the late 1970's.

Please provide any background information that would be of interest to the Board when considering your application, including previous committee service or other relevant experience. (*resume can be attached*) My grandfather was a long-time member of the Planning Board in Newburyport, and would tell me about the meetings so I would have knowledge of the development process. As he served during the city's revitalization, I was able to appreciate the process from two perspectives, an attribute I would like to bring to the Board.

Are you aware of any conflicts that could arise affecting your service on this committee?
No.

Are you aware of the meeting schedule and able to commit to attending regularly? YES NO

After submitting this application for appointment to the Town Manager:

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

Signature: Kelly J Bergeron Date: 11/30/12

Please submit to: Town Manager, Town of Exeter 10 Front Street Exeter, NH 03833

Kelly J Bergeron, B.S.R.T. (R) (MR)

5 Columbus Ave
Exeter, NH 03833
603-772-4429 (H)
603-770-0917 (C)
bergeronkj@gmail.com

Summary of qualifications:

- Manager of multiple imaging departments for a large, unionized teaching hospital.
- Responsibilities including, but not limited to, operations of MRI, CT, and 3D Lab departments, budgets, capital purchasing decisions, efficient patient throughput, quality imaging practices, staff assignments and supervision, and independent decision making.
- Understanding of government regulatory requirements applicable to managed areas.

Experience:

Boston Medical Center

Boston, MA

Manager, MRI & CT

January, 2008 to Present

Ad-Interim Chair, Radiology Leadership Advisory Board

March, 2012 to Present

- Planned, directed and coordinated administrative and personnel activities and executed daily operations of MRI, CT and 3D Lab departments.
- Prepared annual department budgets for MRI and CT of \$2.0 and \$2.2 million respectively and recommended cost savings to ensure economical operations.
- Ad-Interim Chair for newly formed Radiology Leadership Advisory Board with a mission to create a fully cohesive and collaborative department delivering a quality patient experience. Membership includes physicians, residents, nursing staff, technologist staff, and administrative staff.
- Collaborated with UHC Imaging and Radiology administrators nationwide to create and publish the white paper "*Radiation Reduction Strategies: A Guide for the Imaging Administrator*".
- Operated under budget for FY '09, with savings of 193K in CT and 116K in MRI in non-salary expenses.
- Operated under budget for FY '10, with savings of 20K in CT and 140K in MRI in non-salary expenses.
- Increased MRI volume in FY '09 by 2.2% over FY '08. Increased volume in FY '10 by 1.3% over FY '09. Increased annual MRI volume by approximately 3000 exams from March, 2006 to October, 2010.
- Created 3D Lab Department. Formulated operations, created job description and assessed budget, processes and policies. Assisted in determining allocation of resources.
- Managed 40 direct reports and achieved significant improvements in their productivity. Incorporated Operations Management techniques to achieve results.
- Performed personnel actions such as performance evaluations, promotions and disciplinary measures.
- Interpreted, prepared and distributed statistical data regarding department operations, and implemented changes to achieve improvement.
- Successfully coordinated installation and start up of operations of two additional MRI scanners.
- Achieved ACR accreditation for a total of 7 scanners in both the MRI and CT departments.
- Worked with the Research Department to initiate, develop and perform studies in CT and MRI.
- Worked with the Research and Pathology Departments to complete and submit application to National Cancer Institute for consideration to be included in the caHUB (Cancer Human Biobank) project.
- Beginning in September 2007, wrote, designed and produced in conjunction with the OD&T Department and organized and led a Radiology Internship Program to assist new graduates in training in four advanced modalities within the radiology department.
- Organized the Radiology Quality Committee to satisfy Massachusetts state requirements for both MRI and Nuclear Medicine.
- Worked with the IT Department to devise hard stops in the ordering system to prevent clinicians from ordering studies with contrast media on at risk patients.

Boston Medical Center

Boston, MA

MRI Supervisor

March, 2006 to January, 2008

- Planned, directed and coordinated administrative and personnel activities and executed daily operations of MRI department.
- Prepared annual department budget of approximately \$2 million and recommended cost savings to

ensure economical operations.

- Managed 21 direct reports and achieved significant improvements in their productivity.
- Assisted in managing the CT department from May, 2006 to October, 2006, and again from October, 2007 to January, 2008. Took over sole management of the CT department in January, 2008.
- Performed personnel actions such as performance evaluations, promotions and disciplinary measures.
- Achieved ACR accreditation for 2 scanners in the MRI department.
- Worked with the Research Department to initiate, develop and perform studies in MRI.
- Responsible for procurement and maintenance of equipment and facilities.

Parkland Medical Center
Staff MRI Technologist

Derry, NH
November, 2002 to January, 2006

Massachusetts General Hospital
Lead Staff Technologist, Weekends

Boston, MA
November, 2000 to January, 2003

- Directed and coordinated the operations of the Emergency Radiology department.
- Achieved resolution of ancillary radiology department and PACS issues.
- Supervised 12 employees, scheduled work hours and duties, resolved conflicts and recommended personnel actions such as performance evaluations, promotions and disciplinary measures.
- Executed daily operations of MRI Department.
- Directed and coordinated personnel activities of department and interacted with medical staff.
- Responsible for timely completion of outpatient schedule and inpatient order requests.

Merrimack Valley Health Services
Charge MRI Technologist

Andover, MA
May, 1991 to November, 2000

- Ability to perform duties and interact with medical staff at 5 hospital sites.
- Oversee completion of work by other staff members
- Responsible for completion of patient schedule in a timely and efficient manner.

Education:

Saint Joseph's College of Maine
Masters in Health Care Administration

Standish, Maine
anticipated graduation December, 2012

Saint Joseph's College of Maine
Bachelor of Science, Radiologic Technology

Standish, Maine
2000

Northern Essex Community College
Associate in Science, Radiologic Technology

Haverhill, MA
1985

Publication:

UHC Imaging Council. White paper - "Radiation Reduction Strategies: A Guide for the Imaging Administrator". March, 2012.

Awards:

"We Care" award, nominated by employees and awarded by committee, for establishing a sense of collaboration and teamwork within the department.

Town of Exeter

2013 Budget Summary Preliminary
Updated November 21, 2012

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DEPARTMENT	2012 Budget	2012 Actual YTD Oct	2013 Preliminary Budget	2013 vs. 2012		2013 BRC Proposal	2013 vs. 2012	
				2012 \$	Increase/-(Decrease)		2012 \$	Increase/-(Decrease)
General Government								
100 Board of Selectmen	40,775	33,581	30,774	(10,001)	-24.5%	21,774	(19,001)	-46.6%
111 Town Manager	179,145	162,524	192,940	13,795	7.7%	192,940	13,795	7.7%
113 CATV	1	-	1	-	0.0%	1	-	0.0%
115 Human Resources	82,878	65,450	83,119	241	0.3%	83,119	241	0.3%
119 Transportation	20,919	5,230	23,847	2,928	14.0%	20,919	-	0.0%
120 Legal	70,000	81,675	70,000	-	0.0%	70,000	-	0.0%
125 Information Technology	136,763	98,182	166,652	29,889	21.9%	157,152	20,389	14.9%
130 Trustees of Trust Funds	891	891	891	0	0.0%	891	0	0.0%
140 Town Moderator	969	799	431	(538)	-55.6%	431	(538)	-55.6%
151 Town Clerk	318,104	252,334	347,389	29,285	9.2%	340,389	22,285	7.0%
152 Elections/Registration	38,490	18,686	19,096	(19,394)	-50.4%	11,044	(27,446)	-71.3%
Total General Government	888,935	719,352	935,140	46,205	5.2%	898,660	9,725	1.1%
Finance								
201 Finance/Accounting	257,287	209,771	265,960	8,673	3.4%	265,960	8,673	3.4%
202 Treasurer	9,542	7,952	10,080	538	5.6%	10,080	538	5.6%
203 Tax Collection	83,686	79,615	93,708	10,022	12.0%	93,708	10,022	12.0%
205 Assessing	211,595	174,182	217,127	5,532	2.6%	217,127	5,532	2.6%
Total Finance	562,110	471,520	586,875	24,765	4.4%	586,875	24,765	4.4%
Planning & Building								
301 Planning	206,568	157,325	238,999	32,431	15.7%	226,999	20,431	9.9%
302 Inspections/Code Enforcement	222,962	188,659	227,778	4,816	2.2%	227,778	4,816	2.2%
303 Board of Adjustment	4,200	873	2,900	(1,300)	-31.0%	2,900	(1,300)	-31.0%
304 Historic District Commission	1,480	343	1,980	500	33.8%	1,980	500	33.8%
305 Conservation Commission	9,605	3,089	9,605	-	0.0%	9,605	-	0.0%
306 Heritage Commission	800	115	1,400	600	75.0%	1,400	600	75.0%
Total Planning & Building	445,615	350,404	482,661	37,046	8.3%	470,661	25,046	5.6%
Economic Development Commission								
307 Economic Development Commission	3,500	309	3,500	-	0.0%	1,500	(2,000)	-57.1%
Total Economic Development Commission	3,500	309	3,500	-	0.0%	1,500	(2,000)	-57.1%
Police								
401 Administration	710,126	554,720	718,280	8,154	1.1%	718,280	8,154	1.1%
402 Staff	470,751	380,880	534,133	63,382	13.5%	534,133	63,382	13.5%
403 Patrol	1,792,634	1,399,228	1,854,656	62,022	3.5%	1,852,976	60,342	3.4%
404 Animal Control	1,250	905	1,250	-	0.0%	1,250	-	0.0%
405 Communications	434,490	321,624	426,487	(8,003)	-1.8%	426,487	(8,003)	-1.8%
Total Police	3,409,251	2,657,357	3,534,806	125,555	3.7%	3,533,126	123,875	3.6%

Town of Exeter

2013 Budget Summary Preliminary
Updated November 21, 2012

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DEPARTMENT	2012 Budget	2012 Actual YTD Oct	2013 Preliminary Budget	2013 vs. 2012		2013 vs. 2012 % of GF Budget	2013 BRC Proposal	2013 vs. 2012	
				2012 \$ Increase/-(Decrease)	Percent-Difference			2012 \$ Increase/-(Decrease)	Percent-Difference
Fire									
501 Administration	492,859	414,146	511,066	18,207	3.7%	511,066	18,207	3.7%	
503 Fire Suppression	2,861,791	2,331,353	2,977,925	116,134	4.1%	2,977,925	116,134	4.1%	
504 Emergency Management	19,333	13,096	43,825	24,492	126.7%	43,825	24,492	126.7%	
505 Health	117,820	97,973	124,616	6,796	5.8%	124,616	6,796	5.8%	
Total Fire	3,491,803	2,856,568	3,657,432	165,629	4.7%	3,657,432	165,629	4.7%	
Public Works - General Fund									
601 Administration & Engineering	347,510	265,947	379,641	32,131	9.2%	354,641	7,131	2.1%	
602 Highways & Streets	1,707,427	1,519,401	1,710,109	2,682	0.2%	1,808,109	100,682	5.9%	
603 Snow Removal	305,785	127,829	275,810	(29,975)	-9.8%	275,810	(29,975)	-9.8%	
604 Solid Waste Disposal	855,250	615,305	821,232	(34,018)	-4.0%	821,232	(34,018)	-4.0%	
605 Street Lights	107,000	98,042	137,000	30,000	28.0%	137,000	30,000	28.0%	
Total Public Works - General Fund	3,322,972	2,626,524	3,323,792	820	0.0%	3,396,792	73,820	2.2%	
Maintenance									
606 General	550,171	438,912	575,628	25,457	4.6%	553,828	3,657	0.7%	
615 Mechanics/Garage	205,473	177,886	230,658	25,185	12.3%	230,658	25,185	12.3%	
607 Recreation Center	19,300	19,616	19,300	-	0.0%	19,300	-	0.0%	
608 Town Hall	29,200	26,200	29,200	-	0.0%	29,200	-	0.0%	
609 Town Office	28,600	30,996	28,600	-	0.0%	28,600	-	0.0%	
610 Senior Center	14,150	10,657	14,150	-	0.0%	14,150	-	0.0%	
611 Safety Complex	69,800	47,309	69,800	-	0.0%	69,800	-	0.0%	
612 DPW Complex	42,800	32,941	42,800	-	0.0%	42,800	-	0.0%	
613 Train Station	11,000	4,852	11,000	-	0.0%	11,000	-	0.0%	
614 Other Town Structures	11,200	5,693	11,200	-	0.0%	11,200	-	0.0%	
Total Maintenance	981,694	795,062	1,032,336	50,642	5.2%	1,010,536	28,842	2.9%	
Welfare & Human Services									
710 Welfare	90,794	69,828	92,775	1,981	2.2%	92,775	1,981	2.2%	
711 Human Service Grants	65,995	49,496	58,295	(7,700)	-11.7%	-	(65,995)	-100.0%	
Total Welfare & Human Services	156,789	119,324	151,070	(5,719)	-3.6%	92,775	(64,014)	-40.8%	
Parks & Recreation									
801 Recreation	296,557	244,617	312,550	15,993	5.4%	308,244	11,687	3.9%	
802 Parks	188,687	138,451	163,024	(25,663)	-13.6%	158,024	(30,663)	-16.3%	
803 Pool	4,200	-	-	(4,200)	-100.0%	-	(4,200)	-100.0%	
Total Parks & Recreation	489,444	383,068	475,574	(13,870)	-2.8%	466,268	(23,176)	-4.7%	

Town of Exeter

2013 Budget Summary Preliminary
Updated November 21, 2012

DRAFT

DEPARTMENT	2012 Budget	2012 Actual YTD Oct	2013 Preliminary Budget	2013 vs. 2012		% of GF Budget	2013 BRC Proposal	2013 vs. 2012	
				2012 \$ Increase/- (Decrease)	Percent- Difference			2012 \$ Increase/- (Decrease)	Percent- Difference
Other Culture/Recreation									
116/804 Other Culture/Recreation	21,200	14,471	23,300	2,100	9.9%	22,300	1,100	5.2%	
805 Special Events	14,000	12,356	14,000	-	0.0%	14,000	-	0.0%	
Total Other Culture/Recreation	35,200	26,827	37,300	2,100	6.0%	36,300	1,100	3.1%	
Public Library									
901 Library	879,787	711,082	904,269	24,482	2.8%	904,269	24,482	2.8%	
Total Library	879,787	711,082	904,269	24,482	2.8%	904,269	24,482	2.8%	
Debt Service & Capital									
921-23 Debt Service	666,273	652,784	754,041	87,768	13.2%	754,041	87,768	13.2%	
117 Vehicle Replacement	407,633	392,623	426,830	19,197	4.7%	426,830	19,197	4.7%	
118 Capital Outlay - Other	49,811	48,601	47,477	(2,334)	-4.7%	47,477	(2,334)	-4.7%	
Total Debt Service & Capital	1,123,717	1,094,008	1,228,348	104,631	9.3%	1,228,348	104,631	9.3%	
Benefits & Taxes									
931 Payroll Taxes & Benefits	62,829	83,218	47,813	(15,016)	-23.9%	47,813	(15,016)	-23.9%	
933 Health Insurance Buyout	12,575	11,375	11,154	(1,421)	-11.3%	11,154	(1,421)	-11.3%	
934 Unemployment									
937 Retirement	131,572	135,852	147,296	15,724	12.0%	147,296	15,724	12.0%	
114/941 Worker's Compensation Insurance	133,829	154,110	141,709	7,880	5.9%	141,709	7,880	5.9%	
Total Benefits & Taxes	340,805	384,555	347,972	7,167	2.1%	347,972	7,167	2.1%	
Total General Fund	16,131,621	13,195,948	16,701,075	569,454	3.5%	16,631,514	499,893	3.1%	
Water Fund	2,325,515	2,013,689	2,485,357	159,842	6.9%	2,320,286	(5,229)	-0.2%	
Sewer Fund	1,853,217	1,522,742	2,529,014	675,797	36.5%	2,362,442	509,225	27.5%	
Total All Funds	20,310,353	16,732,379	21,715,446	1,405,093	6.9%	21,314,241	1,003,888	4.9%	
Other Appropriations - Warrant Articles									
Human Service Warrant Articles	38,400	19,200	55,500	17,100		113,795	113,795		
Supplemental Paving	250,000	116,423	250,000	-		250,000	250,000		
Town Office Modular HVAC System	198,000	7,500	-	(198,000)		-	-		
Getty Petroleum Land Purchase (Court	49,000	44,000	-	(49,000)		-	-		
Historical Society Roof Repl	99,900	-	-	(99,900)		-	-		
Linden St & Court St Culverts	-	-	150,000	150,000		150,000	150,000		
Raynes Farm Improvements	-	-	30,000	30,000		30,000	30,000		
Vacuum Utility Truck #67	-	-	70,000	70,000		70,000	70,000		
Totals	635,300	187,123	555,500	(79,800)		613,795	613,795		

EXETER TOWN WARRANT – 2013

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

First Session

You are hereby notified that the first session (the Deliberative Session) of the Annual Town Meeting will be held on Saturday, February 2, 2013 beginning at 9:00 a.m. at the Arthur L. Hanson III Center for the Performing Arts at Exeter High School, 1 Blue Hawk Drive. The first session will consist of explanation, discussion and debate of each of the following warrant articles, and will also afford voters who are present the opportunity to propose, debate and adopt amendments to warrant articles, except those articles in which wording is prescribed by state law.

Second Session

The second session of the annual town meeting, to elect town officers by official ballot and to vote on all warrant articles as they may have been amended at the first session, will be held on Tuesday, March 12, 2013 at the Talbot Gymnasium at the Tuck Learning Center, 30 Linden Street. Polls for voting by official ballot will open at 7:00 a.m. and close at 8:00 p.m.

Article 1

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

Article 2: Zoning Amendment #1: Definition changes (elderly housing, etc.) – note this will actually be several separate articles if recommended by planning board.

Article 3: Zoning Amendment #2: Portsmouth Avenue Commercial Zoning (form based code Portsmouth Avenue).

Article 4

To see if the Town will vote to raise and appropriate the sum of two-million five hundred thousand (\$2,500,000) for design and construction of a new fire station on Town-owned land on Continental Drive. The Town will authorize the issuance of not more than (\$2,500,000) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; Debt service will be paid from the general fund.

(3/5 ballot vote required for approval.)

_____ by the Board of Selectmen

Article 5

To see if the Town will vote to raise and appropriate the sum of one-million one hundred and fifty thousand (\$1,120,000) for replacement and rehabilitation of water mains and sewer lines on Portsmouth Avenue from the High Street and Portsmouth Avenue intersection to the surface water treatment plant. The Town will authorize the issuance of not more than (\$1,120,000) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; Debt service will be paid from the water fund (\$954,000) and from the sewer fund (\$196,000) via water fees and sewer fees.

(3/5 ballot vote required for approval.)

_____ by the Board of Selectmen

Article 6

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

Article 7

Shall the Town of Exeter raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$TBD. Should this article be defeated, the default budget shall be \$21,019,865, which is the same as last year, with certain adjustments required by previous action of the Town of Exeter or by law, or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

(Majority vote required)

_____ by the Board of Selectmen

Article 8

Shall the Town approve the cost items included in the collective bargaining agreement reached between the Board of Selectmen and the SEIU 1984 (DPW/Administrative Unit) which calls for the following salaries and benefits at the current staffing levels:

Year & Estimated Increase: ;

And further, raise and appropriate the sum of (\$TBD) for the 2013 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels?

(Majority vote required)

_____ by the Board of Selectmen

Article 9

Shall the Town approve the cost items included in the collective bargaining agreement reached between the Board of Selectmen and the Exeter Fire Association which calls for the following salaries and benefits at the current staffing levels:

Year & Estimated Increase: ;

And further, raise and appropriate the sum of (\$TBD) for the 2013 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels?

(Majority vote required)

_____ by the Board of Selectmen

Article 10 – Ladder Truck

To see if the Town will vote to authorize the Board of Selectmen to enter into a lease/purchase agreement for the purpose of lease/purchasing a replacement for the 1994 Ladder Truck for the Exeter Fire Department, and to raise and appropriate the sum of one-hundred seven thousand and two hundred fifty dollars (\$107,250), which represents the first of 10 annual payments (a total of \$961,125), for that purpose.

(Majority vote required)

_____ by the Board of Selectmen

Article 11 – Sewer Vactor Truck

To see if the Town will vote to authorize the Board of Selectmen to enter into a lease/purchase agreement for the purpose of lease/purchasing a replacement for the sewer system vactor truck” for the Exeter Sewer Department, and to raise and appropriate the sum of seventy-seven thousand nine hundred and fifty one dollars (\$77,951), which represents the first of 5 annual payments (a total of \$424,831), for that purpose. The lease/purchase will be paid for by sewer fees.

(Majority vote required)

_____ by the Board of Selectmen

Article 12 – Supplemental Paving

To see if the Town will raise and appropriate the sum of two-hundred fifty thousand and zero dollars (\$250,000) for the purpose of paving town roads.

(Majority vote required)

_____ by the Board of Selectmen

Article 13 – Linden Street – Court Street Culverts

To see if the Town will vote to authorize the sum of one-hundred and fifty thousand and zero dollars (\$150,000) for the purpose of designing necessary improvements to defective culverts located under Court Street and under Linden Street.

Article 14 – Human Service Agencies

To see if the Town will vote to raise and appropriate, through special warrant article, the sum of one-hundred three thousand and three hundred ninety-five dollars (\$103,395), for the support of various human service agencies that will serve Exeter residents in 2013:

Agency	Amount
A Safe Place	\$5,500
Area Home Care	\$13,000
Big Brother/Big Sister	\$9,000
Child and Family Services	\$11,000
Crossroads House	\$3,500
Families First	\$3,000
Great Bay Kids	\$2,495
Meals on Wheels – Food	\$7,800
New Generation Shelter	\$2,000
New Outlook Teen Center	\$2,700
NHSPCA	\$1,400
Richie McFarland Center	\$6,300
Rockingham Community Action	\$11,000
RSVP Friends Program	\$2,200
Seacare Health Services	\$5,000
Seacoast Family Promise	\$1,000
Seacoast Mental Health	\$8,500
Seacoast VNA	\$5,000
Sexual Assault Support Services (SASS)	\$3,000
Total	\$103,395

(Majority vote required)

_____ by the Board of Selectmen

Article 15 – Raynes Property Barn Roof Replacement

To see if the Town will raise and appropriate the sum of thirty thousand and zero dollars (\$30,000) for the purpose of replacing the roof on the Raynes Barn located at ____ Newfields Road. The current roof was constructed in 1991.

(Majority vote required)

_____ by the Board of Selectmen

Article 16

To see if the Town will vote to raise and appropriate, through special warrant article, the sum of eleven thousand seven hundred and zero dollars (\$11,700), for the supplemental support of the following human service agencies that will serve Exeter residents in 2013:

Agency	Amount
Child and Family Services	\$1,000
Meals on Wheels – Food	\$800
Richie McFarland Center	\$9,900
Total	\$11,700

(Majority vote required)

_____ by the Board of Selectmen

Article 17

(Placeholder St. Vincent De Paul)

Article 18

(Placeholder 375th anniversary appropriation)

Article 19

(Placeholder blind exemption)

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

Given under our hands and seal this ____th day of January, 2013.

Matt Quandt, Chairman

Don Clement, Vice-Chairman

Daniel W. Chartrand, Clerk

Julie Gilman

Frank Ferraro

We certify that on the _____st of January, 2013, we caused a true copy of the within warrant to be posted at the Exeter Town Hall on Front Street, the Exeter Public Library at Founder's Park, Exeter High School at 1 Blue Hawk Drive, Talbot Gymnasium at Tuck Learning Campus, 30 Linden Street, and the Town Clerk's Office, 10 Front Street.

Given under our hands and seals this _____st day of January, 2013.

Matt Quandt, Chairman

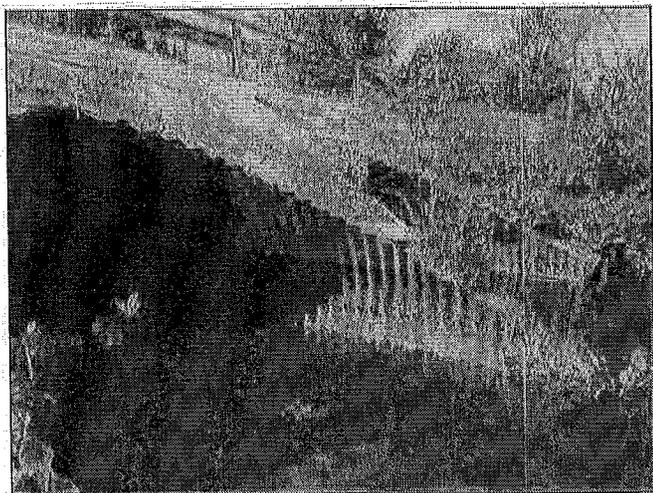
Don Clement, Vice-Chairman

Daniel W. Chartrand, Clerk

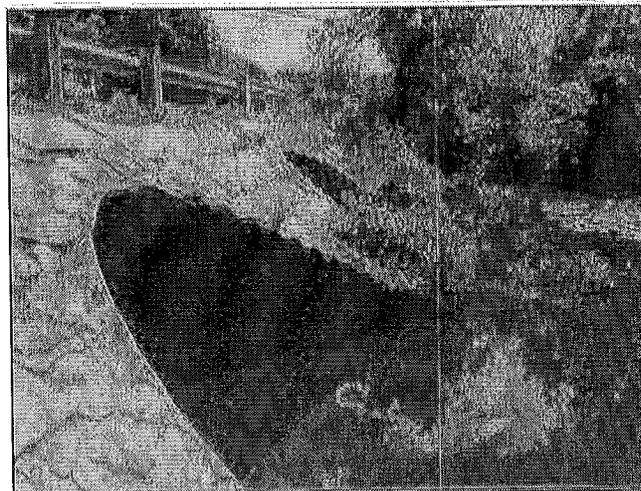
Julie Gilman

Frank Ferraro

***Roadway Culvert Evaluation
Linden and Court Streets
Exeter, New Hampshire***



Linden Street Br. No. 087/062



Court Street Br. No. 095/063

Presented to:

Town of Exeter Public Works
13 Newfields Road
Exeter, NH 03833

July 2012

Presented by:

CMA
ENGINEERS

Portsmouth, New Hampshire, Manchester, New Hampshire, Kennebunk, Maine

Portsmouth, NH • Manchester, NH • Kennebunk, ME

CMA
ENGINEERS



CMA ENGINEERS, INC.
CIVIL/ENVIRONMENTAL ENGINEERS

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E-mail: info@cmaengineers.com
Web Site: www.cmaengineers.com

July 16, 2012

Mr. Jay Perkins, Sr.
Highway Superintendent
Town of Exeter
13 Newfield's Road
Exeter, NH 03833

**RE: Roadway Culvert Evaluation, Linden and Court Streets, Exeter, NH
CMA# 834**

Dear Mr. Perkins:

CMA Engineers has completed our review of the project sites and the determination of options for rehabilitation and replacement of the culverts that carry Linden Street and Court Street over the Little River in the Town of Exeter. Our findings and recommendations are based on visual observations on May 31 and June 10, 2012 and are summarized below.

Executive Summary

The existing metal plate arch culvert and headwalls are generally in fair to poor condition at both Linden and Court Street crossings of the Little River. These culvert structures have deteriorated to a level that repair or replacement alternatives should be programmed in the near future by the Town before the deficiencies become serious or critical resulting in load reductions, or partial roadway closures, at either location. The roadway is currently unrestricted at both locations, but pavement cracking transverse to the roadway travel lanes was observed indicating some level of ongoing roadway settlement that should be monitored for formation of sink holes after storm events. The Little River is constricted at both locations such that replacement alternatives are anticipated to have longer spans with increased hydraulic capacity in accordance with the 2010 Stream Crossing Guidelines as incorporated in the New Hampshire Department of Environmental Services (NHDES) Administrative Rules for wetlands.

The Linden Street Culvert presently has a condition evaluation rating of 4, on a scale of 0 to 9, and is on the Municipal Red List for its structural deficiency. Heavy rusting over time has resulted in section loss of the structural metal pipe to the extent that holes and severe pitting can be observed in the lower sections of the side walls near the water line. The Court Street Culvert is not presently on the Municipal Red List, but has a rating of 5, indicating that its condition is borderline and near Red List status. Furthermore, the condition of the Court Street Culvert was observed to be similar to Linden Street. This is to be expected as the structures are of similar construction type, and were installed within two years of each other.

Repair alternatives include full slip-lining or partial invert lining. For replacement options, three-sided concrete rigid frame, or a single span bridge with precast concrete beams supported on conventional foundations, is recommended at both locations. The selection of the repair, or replacement, structure will be based on initial construction cost, life-cycle cost, schedule,

providing an adequate hydraulic opening, and properly addressing environmental considerations. A conceptual level opinion of project costs for each structure is outlined for budgetary purposes below with additional detail appended to this report.

Location	Interim Repairs	Clear Span Replacement
Linden Street	\$215,000	\$950,000
Court Street	\$315,000	\$1,200,000

If the Town opts for repair alternatives, the repairs should be considered interim and the existing structures should be closely monitored. Pavement cracks are recommended to be repaired upon completion of the structural alterations to set a baseline for observation. Provided the existing structure and site remain stable at each location, the structures can continue to operate in their current capacity until the Town is able to address long term repairs. If the sink holes appear, or pavement cracking spreads after repairs, immediate further investigation and corrective action are recommended to ensure the stability of each structure.

Existing Conditions

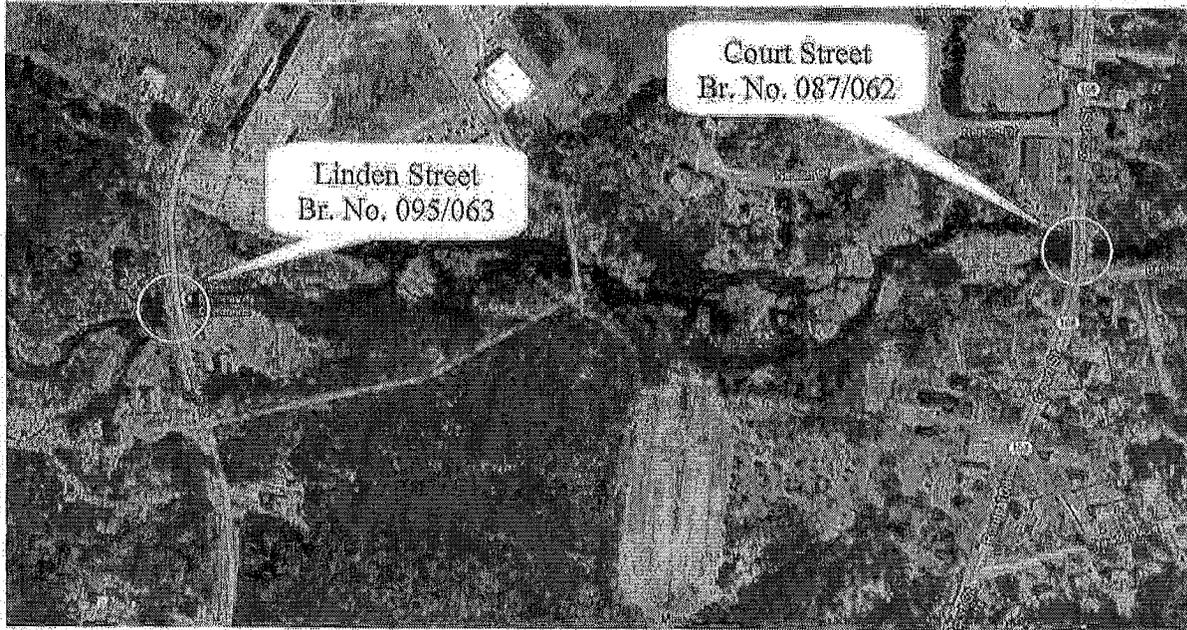
Linden Street: The road runs generally north-south in the project area. The culvert falls on the high point of a curved section of roadway south of the entrance to the former Exeter High School / Junior High School campus. The paved roadway is approximately 29 feet in width between driven steel post guardrails. The Little River flows under the road from west to east. A sidewalk is located on the downstream (east) side of the road. Overhead utilities are also located on the downstream side of the roadway.

The culvert consists of two 13'-0" wide metal plate arch structures separated by a 3'-0" wide stone and cast-in-place concrete infill headwalls between the arches. Record construction documents were not available for this structure.

The culvert constricts the bank-full width of the Little River by approximately twenty feet at this location. The west side of the southerly culvert has rotted through near the inlet just above the normal water level. Flow was observed through the sidewall of the pipe, and velocities were slightly higher in the southerly culvert as beavers had recently constructed a dam. Transverse pavement cracking was observed at this location approximately in line with the side walls of each arch.

The culvert structure is generally in poor condition due to advanced corrosion and partial failure of the structural steel plate arches. The observed condition is likely the result of low initial quality, exposure to fluctuating water levels, and other environmental conditions.

Court Street (NH Route 108): The road runs generally north-south as Court Street parallels Linden Street in the project area. The culvert is the next structure downstream from the Linden Street Culvert and falls on a tangent section of roadway immediately north of the intersection with Bell Avenue. The paved roadway is approximately 30-feet in width between driven steel post guardrails. A sidewalk is located on the downstream (east) side of the road. Overhead and underground utilities are also located on the downstream side of the roadway.



Project Location Map

The culvert consists of three 14'-0" wide metal plate arch structures separated by a 3'-6" wide stone and cast-in-place concrete infill headwalls between the arches. Record construction documents were not available for this structure.

The culvert constricts the bank-full width of the Little River by approximately thirty feet at this location. The headwalls were observed to have settled and substantial pavement longitudinal and transverse pavement cracking was observed at this location.

The culvert structure is generally in fair condition according to New Hampshire Department of Transportation (NHDOT) inspection reports and the culvert is not presently structurally deficient. Water levels and accumulation of sedimentation in the invert of the structure did not allow as detailed a review of the physical characteristics of the metal plate arches at, and below, water level. Given the age, traffic counts, overall condition, and age of the structure, this structure should be given a similar priority for repair and replacement as the Linden Street Culvert.

Per NH RSA 234:2, the geometry of both structures meet the definition of a bridge as they each have an overall combined span greater than ten feet and the distance between the culverts is less than half the diameter of the smallest culvert. Therefore, improvements to either structure would be eligible for funding under the NHDOT Municipally Managed Bridge Aid program.

Interim Repairs

The Town may choose from multiple interim repair options to strengthen each structure in an effort to gain an additional five to fifteen years of service from each structure prior to full replacement. The alternatives below apply to both the Linden Street and Court Street Culverts.

Under the interim repair alternative, it is recommended to excavate the pavement and fill any voids with Class F, Flowable Fill in accordance with NHDOT Standard Specifications to stabilize the current backfill and prevent further cracking of the pavement. This repair is only suitable for stabilization of the roadway base, and is not considered a structural repair that will increase the load carrying capacity of the crossing.

Steel road plates could be placed over the plate arches to distribute vehicle loads after placement of Flowable Fill. The weight of road plates on the structure should be evaluated to ensure that the arches have capacity to carry the additional dead loads from road plates. Road plates would likely need to be spliced together to achieve a sufficient length to extend beyond the outer walls of each plate arch and span over the structure. The extension of the plate beyond the limits of the arch is important to ensure that bearing will be maintained if settlement occurs as soil washes through holes in the plate arch walls.

Another alternative interim repair to increase structural capacity is to line the invert of each culvert with cast-in-place concrete to an elevation above normal high water or fully slip-line the structure with a new plate arch or pipe inside each of the existing arches. The annular space between the existing and new pipe under a full slip-line option would be filled with grout to make a composite structural system. The viability of slip lining the structure in an effort to extend its service life needs to be confirmed with a hydraulic analysis. Partial slip lining as an interim repair is more likely to be allowed in the NHDES permitting process than a full slip lining

The selected alternative for interim repairs, if any, is dependent on the Town's timeline for replacement of the existing structures. We would be happy to further review the cost / benefit and timing analyses of the alternatives with the Town.

Bridge Replacement

The replacement alternatives below apply to both the Linden Street and Court Street Culverts. A replacement structure would be designed for a minimum seventy-five year service life in accordance with NHDOT / AASHTO bridge design provisions. Use of high-quality durable materials facilitates new bridges to be designed for a 100-year life in most environments. For structures in the span range for the Linden and Court Street culverts, precast concrete bridges are most competitive when considering initial costs, life cycle maintenance, and overall performance. Three-sided concrete rigid frame bridges on precast or cast-in-place footings, and precast beam bridges on conventional abutments have been installed throughout the state over the past five years, and are well suited to these sites.

The proposed bridge replacement alternatives include removal of the existing bridge; possible relocation of overhead utilities by others; installation of water diversion or cofferdam structures, installation of a new precast bridge; installation of bridge rail at the Town's option; and completion of roadway approach work to tie each new bridge into the existing roadway approaches. The replacement structures are envisioned to be generally within the footprint of the existing structure at both sites, which will simplify the environmental permitting process.

Given the hydraulic constrictions at both sites, it is very likely that replacement bridges will need to span from bank to bank under current NHDES permitting rules. The current bridge length of

29 feet at Linden Street could be increased to between 45 and 50 feet. The current bridge length of 49 feet at Court Street could be increased to between 75 and 80 feet.

A multiple span rigid frame structure with cast-in-place or precast concrete footings is well suited for both locations. If a rigid frame option is selected, the top of the frame is expected to be close to finish grade to minimize roadway profile adjustments. Therefore, approach slabs are anticipated with a rigid frame to provide a smooth transition from the road to the bridge. A combination of bridge rails suited for vehicular and pedestrian use that is attached at the deck level is anticipated. A rigid frame provides an environmental advantage over the existing metal pipe arches at these sites in that a true natural channel bottom would be provided. A disadvantage of this structure type is that piers will be located in the river that will need periodic maintenance associated with debris removal.

A single clear-span concrete beam superstructure consisting of adjacent prestressed box beams or New England Extreme Tee (NEXT) beams with cast-in-place 'stub' or mid-height concrete abutments and footings is also well suited for both locations. Similar to rigid frame structures, the deck surface will be close to finished grade with a bituminous pavement overlay. This bridge type requires minimal maintenance and is considered 'jointless' with the primary difference between it and a rigid frame being that the vertical abutment walls that the deck beams sit on are not integral with the superstructure. The minimized maintenance, added environmental benefits, and less robust construction dewatering requirements compared to the multi-span rigid frame option, will need to be weighed against the additional superstructure and foundation construction costs of the single span option.

Permitting Requirements

Interim repairs requiring work in the river bed may be completed under existing town wide maintenance permits or by an abbreviated Permit by Rule. A NH Department of Environmental Services Dredge & Fill (Wetlands) permit will be required to complete the replacement projects. Any work adjacent to or within a prime wetland will require a Major level permit. As part of the permitting process, several other agencies are likely to review the project. NH Division of Historical Resources approval will be required in addition to reviews from the NH Natural Heritage Bureau and the U.S. Army Corps of Engineers.

Cost Estimates

A conceptual level opinion of project costs for budgetary purposes is outlined below for the box culvert and rigid frame alternatives using 2012 pricing. To project pricing to future years, a cost index of 4% annually may be applied.

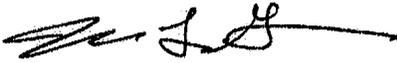
Conclusion

The extent of present deterioration does not put either structure in jeopardy of imminent failure, but as time goes on and deterioration advances, repair alternatives are less likely to be viable from the standpoints of cost and environmental permitting. These culvert structures have deteriorated to a level that repair or replacement alternatives should be programmed in the near future by the Town before the deficiencies become serious or critical resulting in load reductions, or partial roadway closures, at either location.

We appreciate the opportunity to be of assistance to the Town of Exeter. We trust that the findings and recommendations herein will be useful to the Town in planning for interim and

long-term solutions at each project site. If you have any questions, or need additional information, please feel free to contact us at 603-431-6196.

Very truly yours,
CMA ENGINEERS, INC.



Jason L. Gallant, P.E
Vice President and Project Manager

JLG:cak

Encl.

Town of Exeter, NH
Linden Street and Court Street Bridges over Little River
CMA Engineers, Inc. Project # 834
July 2012

Opinion of Probable Design and Construction Costs

Rigid Frame Option - Linden Street	Quantity	Unit	Unit Price	Cost
Clearing and grubbing	0.25	AC	\$ 5,000.00	\$ 1,250.00
Cofferdam / dewatering system	1	LS	\$ 50,000.00	\$ 50,000.00
Site preparation for abutment construction	1	LS	\$ 40,400.00	\$ 40,400.00
structure removal	1	LS	\$ 15,000.00	
common bridge excavation	500	CY	\$ 15.00	
granular backfill / structure fill	400	CY	\$ 38.00	
stone fill channel protection	85	CY	\$ 32.00	
Footing & wingwall concrete	80	CY	\$ 700.00	\$ 56,000.00
Approach slabs	30	CY	\$ 1,000.00	\$ 30,000.00
Concrete reinforcing	8000	LB	\$ 1.55	\$ 12,400.00
2-25' rigid frames FOB job site	2	EA	\$ 85,000.00	\$ 170,000.00
Set structure by crane	1.5	DAY	\$ 10,000.00	\$ 15,000.00
Approach site work / restoration	1	LS	\$ 65,000.00	\$ 65,000.00
Traffic control and signage	1	LS	\$ 4,000.00	\$ 4,000.00
Erosion control and SWPPP	1	LS	\$ 3,000.00	\$ 3,000.00
QC testing program	1	LS	\$ 5,000.00	\$ 5,000.00
structure subtotal				\$ 452,050.00
contractor mobilization @8%				\$ 36,200.00
contingency @ 20%				\$ 90,400.00
survey and geotechnical program allowance				\$ 9,000.00
engineering / bidding / construction administration				\$ 95,000.00
project total				\$ 682,650.00

Cost Range: Say \$615,000 to \$685,000

Town of Exeter, NH
Linden Street and Court Street Bridges over Little River
CMA Engineers, Inc. Project # 834
July 2012

Opinion of Probable Design and Construction Costs

Rigid Frame Option - Court Street	Quantity	Unit	Unit Price	Cost
Clearing and grubbing	0.25	AC	\$ 5,000.00	\$ 1,250.00
Cofferdam / dewatering system	1	LS	\$ 60,000.00	\$ 60,000.00
Site preparation for abutment construction	1	LS	\$ 40,400.00	\$ 40,400.00
structure removal	1	LS	\$ 15,000.00	
common bridge excavation	500	CY	\$ 15.00	
granular backfill / structure fill	400	CY	\$ 38.00	
stone fill channel protection	85	CY	\$ 32.00	
Footing & wingwall concrete	90	CY	\$ 700.00	\$ 63,000.00
Approach slabs	30	CY	\$ 1,000.00	\$ 30,000.00
Concrete reinforcing	9000	LB	\$ 1.55	\$ 13,950.00
3-25' rigid frames FOB job site	3	EA	\$ 85,000.00	\$ 255,000.00
Set structure by crane	2	DAY	\$ 10,000.00	\$ 20,000.00
Approach site work / restoration	1	LS	\$ 80,000.00	\$ 80,000.00
Traffic control and signage	1	LS	\$ 4,000.00	\$ 4,000.00
Erosion control and SWPPP	1	LS	\$ 3,000.00	\$ 3,000.00
QC testing program	1	LS	\$ 5,000.00	\$ 5,000.00
			structure subtotal	\$ 575,600.00
			contractor mobilization @8%	\$ 46,000.00
			contingency @ 20%	\$ 115,100.00
			survey and geotechnical program allowance	\$ 9,000.00
			engineering / bidding / construction administration	\$ 105,000.00
			project total	\$ 850,700.00

Cost Range: Say \$765,000 to \$850,000

Town of Exeter, NH
Linden Street and Court Street Bridges over Little River
CMA Engineers, Inc. Project # 834
July 2012

Opinion of Probable Design and Construction Costs

Clear Span Option - Linden Street	Quantity	Unit	Unit Price	Cost
Clearing and grubbing	0.25	AC	\$ 5,000.00	\$ 1,250.00
Cofferdam / dewatering system	1	LS	\$ 40,000.00	\$ 40,000.00
Site preparation for abutment construction	1	LS	\$ 35,100.00	\$ 35,100.00
structure removal	1	LS	\$ 15,000.00	
common bridge excavation	400	CY	\$ 15.00	
granular backfill / structure fill	300	CY	\$ 38.00	
stone fill channel protection	85	CY	\$ 32.00	
Footing & wingwall concrete	130	CY	\$ 700.00	\$ 91,000.00
Approach slabs	30	CY	\$ 1,000.00	\$ 30,000.00
Concrete reinforcing	13000	LB	\$ 1.55	\$ 20,150.00
precast beam superstructure	200	LF	\$ 1,540.00	\$ 308,000.00
Set structure by crane	0	DAY	\$ 10,000.00	\$ -
Approach site work / restoration	1	LS	\$ 65,000.00	\$ 65,000.00
Traffic control and signage	1	LS	\$ 4,000.00	\$ 4,000.00
Erosion control and SWPPP	1	LS	\$ 3,000.00	\$ 3,000.00
QC testing program	1	LS	\$ 5,000.00	\$ 5,000.00
structure subtotal				\$ 602,500.00
contractor mobilization @8%				\$ 48,200.00
contingency @ 20%				\$ 120,500.00
survey and geotechnical program allowance				\$ 9,000.00
engineering / bidding / construction administration				\$ 170,000.00
project total				\$ 950,200.00

Cost Range: Say \$860,000 to \$950,000

Town of Exeter, NH
Linden Street and Court Street Bridges over Little River
CMA Engineers, Inc. Project # 834
July 2012

Opinion of Probable Design and Construction Costs

Clear Span Option - Court Street	Quantity	Unit	Unit Price	Cost
Clearing and grubbing	0.25	AC	\$ 5,000.00	\$ 1,250.00
Cofferdam / dewatering system	1	LS	\$ 50,000.00	\$ 50,000.00
Site preparation for abutment construction	1	LS	\$ 35,100.00	\$ 35,100.00
structure removal	1	LS	\$ 15,000.00	
common bridge excavation	400	CY	\$ 15.00	
granular backfill / structure fill	300	CY	\$ 38.00	
stone fill channel protection	85	CY	\$ 32.00	
Footing & wingwall concrete	130	CY	\$ 700.00	\$ 91,000.00
Approach slabs	30	CY	\$ 1,000.00	\$ 30,000.00
Concrete reinforcing	13000	LB	\$ 1.55	\$ 20,150.00
precast beam superstructure	300	LF	\$ 1,540.00	\$ 462,000.00
Set structure by crane	0	DAY	\$ 10,000.00	\$ -
Approach site work / restoration	1	LS	\$ 80,000.00	\$ 80,000.00
Traffic control and signage	1	LS	\$ 4,000.00	\$ 4,000.00
Erosion control and SWPPP	1	LS	\$ 3,000.00	\$ 3,000.00
QC testing program	1	LS	\$ 5,000.00	\$ 5,000.00
structure subtotal				\$ 781,500.00
contractor mobilization @8%				\$ 62,500.00
contingency @ 20%				\$ 156,300.00
survey and geotechnical program allowance				\$ 9,000.00
engineering / bidding / construction administration				\$ 190,000.00
project total				\$ 1,199,300.00

Cost Range: Say \$1,100,000 to \$1,200,000

Town of Exeter, NH
Linden Street and Court Street Bridges over Little River
CMA Engineers, Inc. Project # 834
July 2012

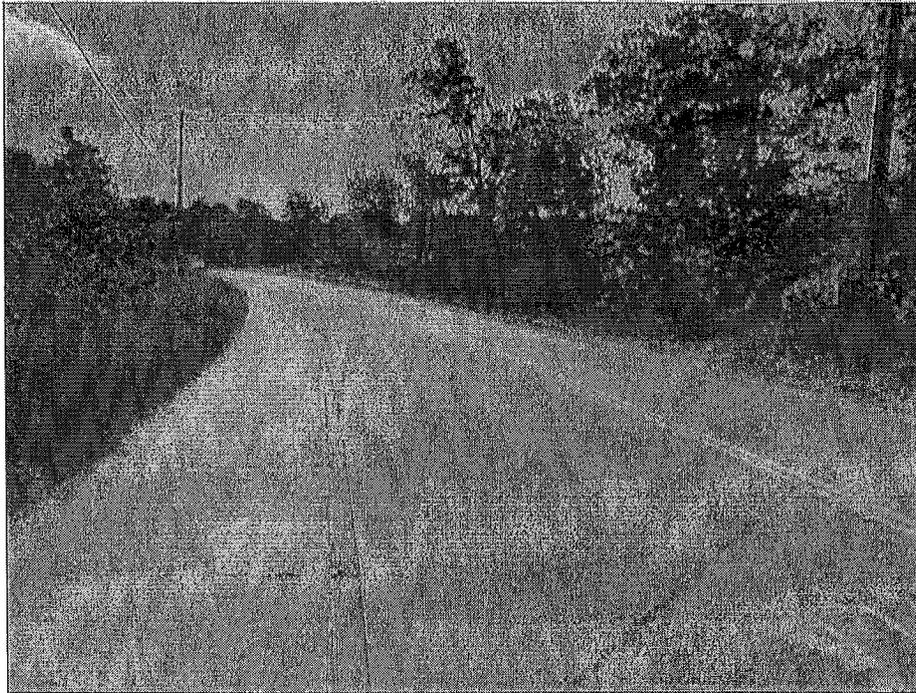
Opinion of Probable Design and Construction Costs

Invert Lining Option - Linden Street	Quantity	Unit	Unit Price	Cost
Cofferdam / dewatering system	1	LS	\$ 15,000.00	\$ 15,000.00
Invert lining with reinforced concrete	2	LS	\$ 70,000.00	\$ 140,000.00
structure subtotal				\$ 155,000.00
contractor mobilization @8%				\$ 12,400.00
contingency @ 20%				\$ 31,000.00
engineering / bidding / construction administration				\$ 18,000.00
project total				\$ 216,400.00

Cost Range: Say \$195,000 to \$215,000

Invert Lining Option - Court Street	Quantity	Unit	Unit Price	Cost
Cofferdam / dewatering system	1	LS	\$ 20,000.00	\$ 20,000.00
Invert lining with reinforced concrete	3	LS	\$ 70,000.00	\$ 210,000.00
structure subtotal				\$ 230,000.00
contractor mobilization @8%				\$ 18,400.00
contingency @ 20%				\$ 46,000.00
engineering / bidding / construction administration				\$ 18,000.00
project total				\$ 312,400.00

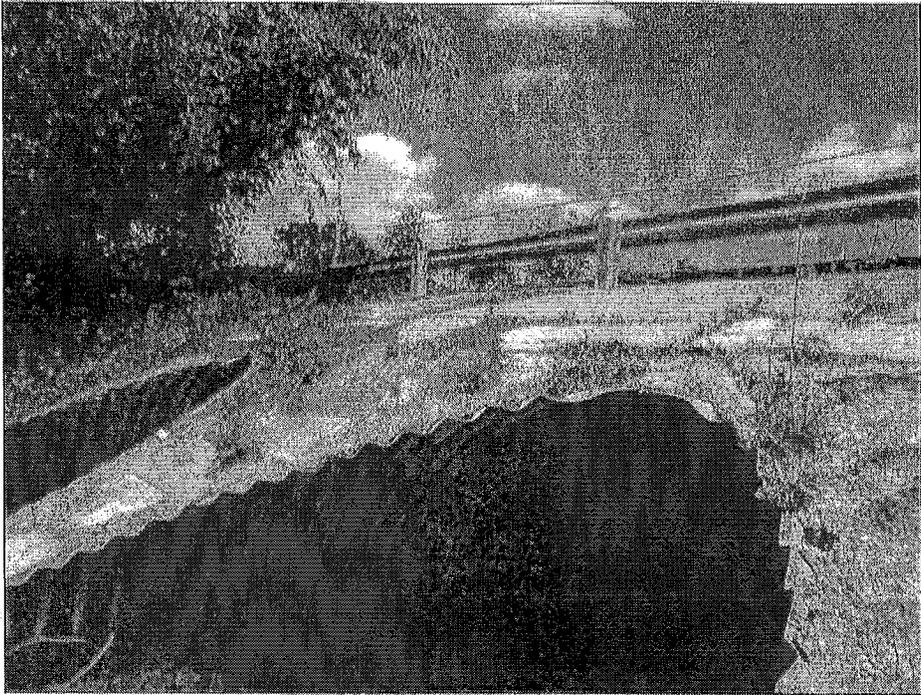
Cost Range: Say \$280,000 to \$315,000



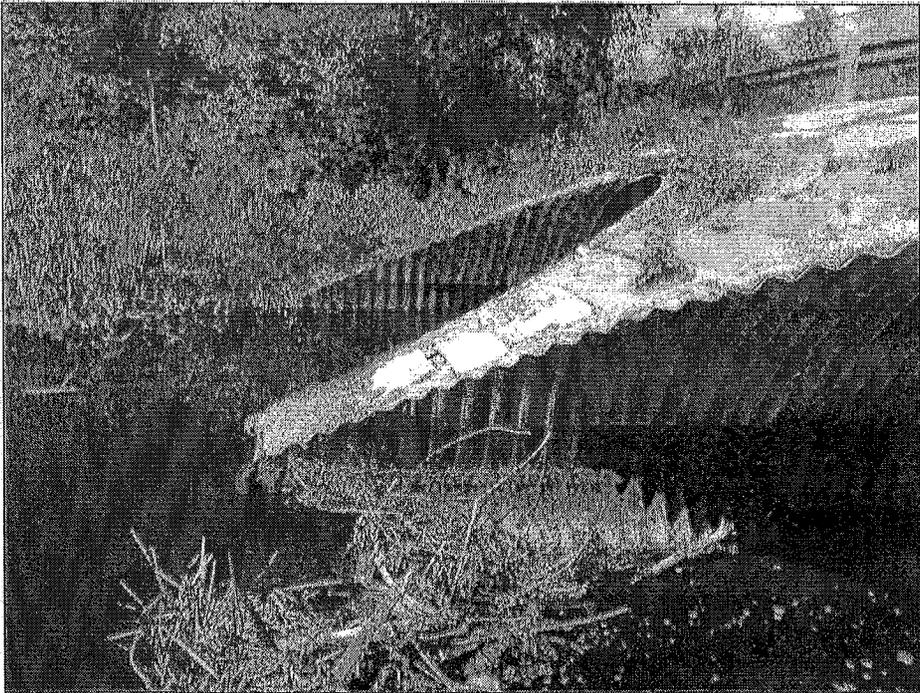
Linden Street north approach looking south (downstream is to the left)



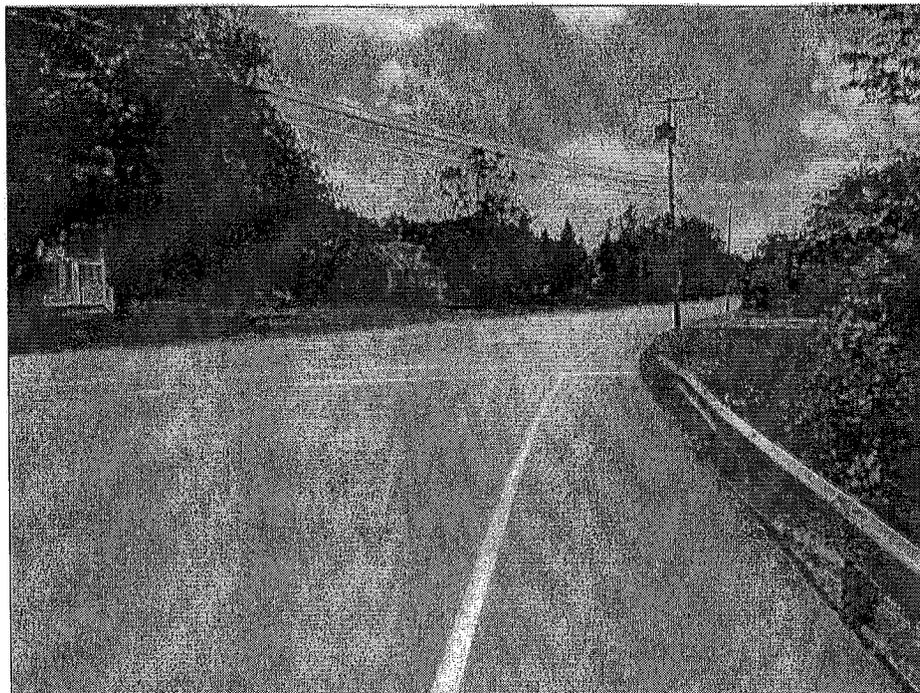
Little River at Linden Street looking downstream



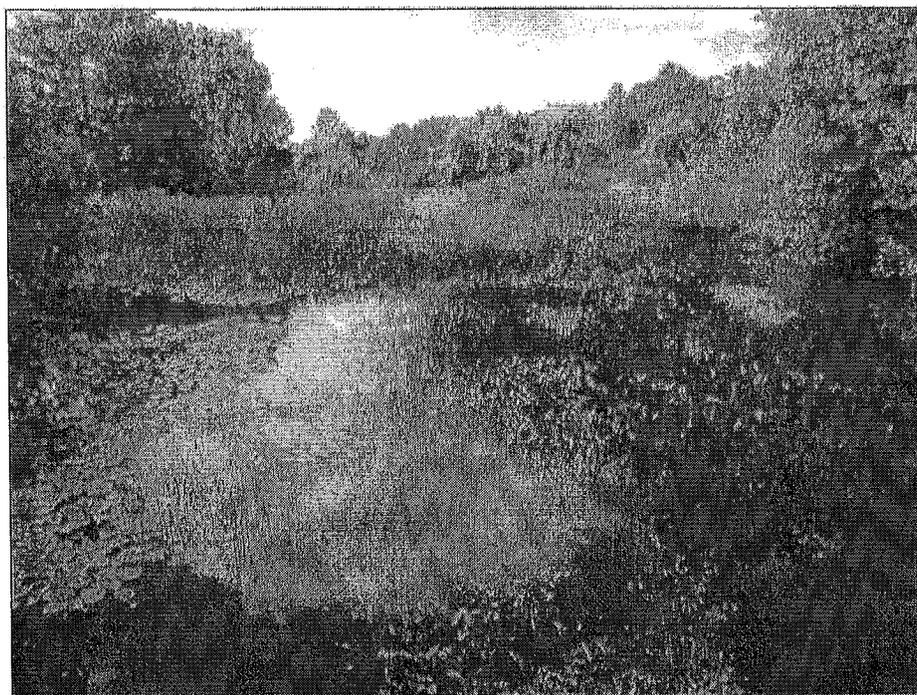
Typical headwall construction with granite and concrete infill



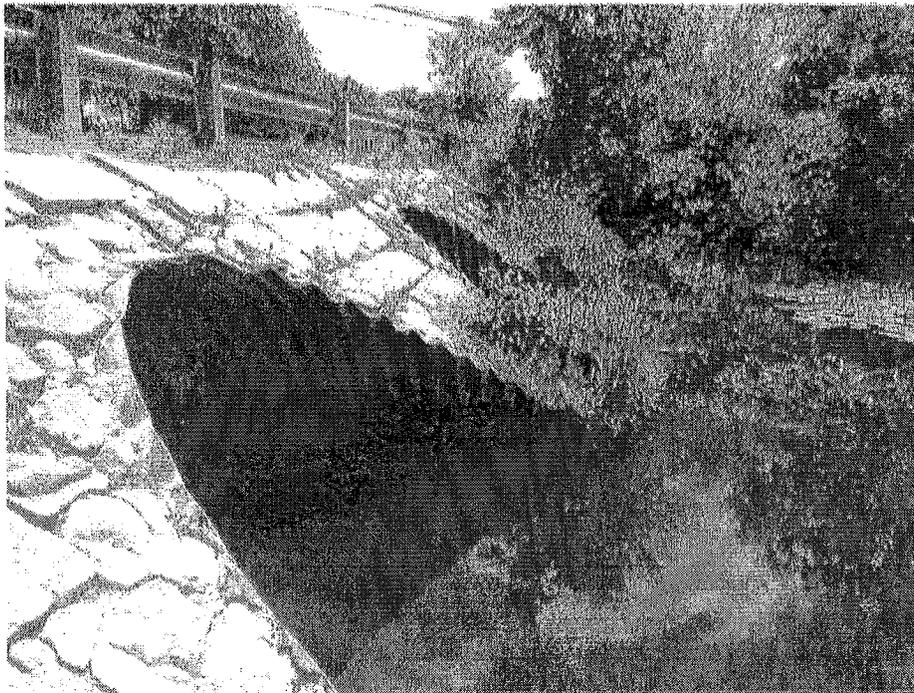
Typical culvert wall rusting with debris in the southerly culvert



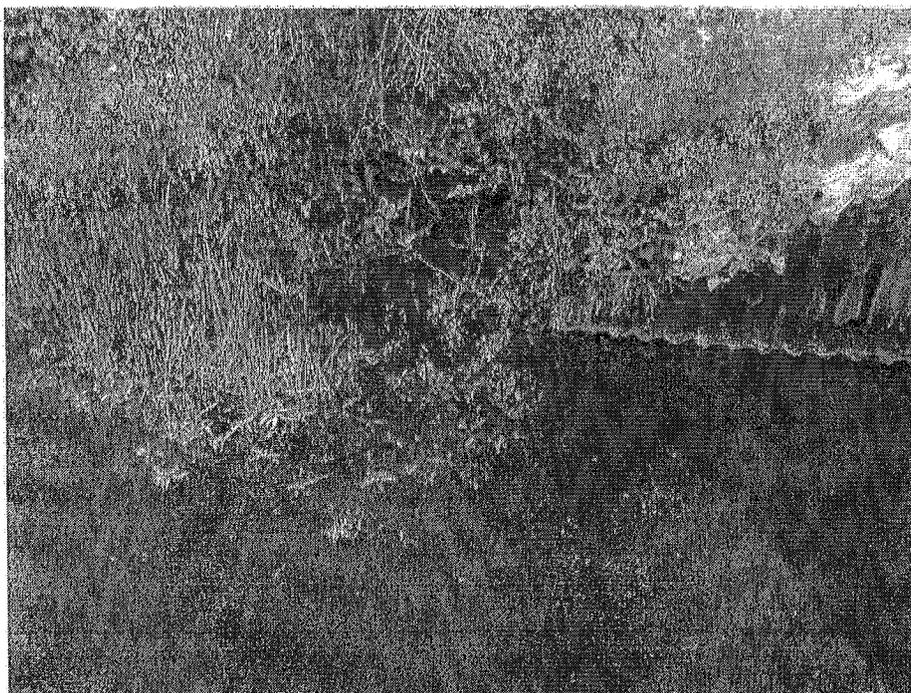
Linden Street south approach looking south (downstream is to the left)



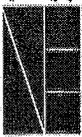
Little River at Court Street looking upstream



Typical headwall construction with granite and concrete



Typical culvert wall rusting at northerly culvert



Town of Exeter, New Hampshire

2012 - 2017 CIP Project Request

Date Submitted:
Year Funding is Requested:

Department:
Project Title:
Contact:
Phone:
e-Mail:

Public Works - Highway
Linden Street Bridge
Jay Perkins
778-0591 ext. 163
perkins@town.exeter.nh.us

Priority (1 of 8, etc.):
Estimated Total Cost:
Estimated Useful Life (Years):
Previously Presented? (Yes/No):
When (Please give year):
Growth Related? (Yes/No):

Request Results from (all that apply)
 Reduce Long Term Operating Cost
 Contribution of Existing Project
 Reflects Master Plan
 Fed./State Action Required
 Health or Safety
 Expand Public Demand
 Reduces Liability
 Deemed Critical by Department

PROJECT DESCRIPTION, RATIONAL & OPERATING BUDGET IMPACT

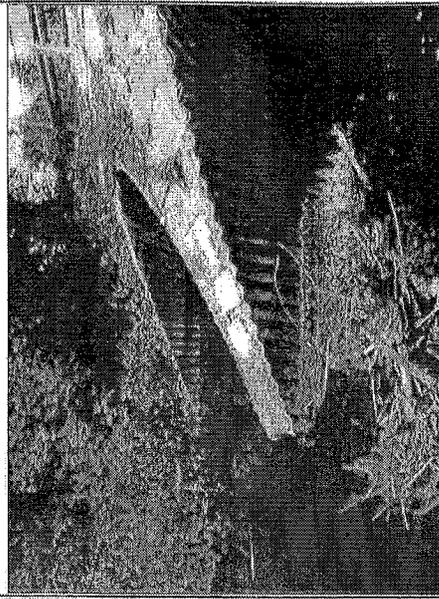
Proposed (all that apply) Leasing, Renovation, Addition, New Construction Equipment New/Replacement Real Property Acquisition Road Improvements Water/Sewer System Improvements

1. **General Project Description:** Replacement of the Linden Street Bridge over Little River (NHDOT BR. No. 0877062)

2. **Rational:** The extent and type of deterioration of the existing structure are beyond the practicable limits of cost-effective, long-term rehabilitation. The multi-culvert bridge is structurally deficient and is on the NHDOT Municipal Red List due to its poor condition.

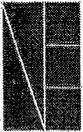
3. **Operating Budget Impact:**

4. **Basis of Cost:** The cost estimate for the project, which includes engineering, permitting and construction of a single span replacement bridge in 2012 dollars is \$950,000.



	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	Total
Capital Cost:							
Planning/Design/Engineering							
Land/Site Improvements							
Construction							
Equipment Cost							
Other Cost							
Totals							
Operating Budget Impact:							
Salaries/Wages							
Fringe Benefits							
Contracted Services							
Expenses							
Other Cost							
Totals							

Proposed Funding Source
 General Fund (tax rate)
 Water Fund (user fees)
 Sewer Fund (user fees)
 Capital Reserve Fund
 Impact Fee Account
 Other (Grants, Special Assessment)



Town of Exeter, New Hampshire

2012 - 2017 CIP Project Request

Date Submitted:
 Year Funding is Requested:

Department:
 Project Title:
 Contact:
 Phone:
 e-Mail:

Public Works - Highway
 Court Street (NH RT 108) Bridge
 Jay Perkins
 778 - 0591 ext 163
 jperkins@townofexeter.nh.us

Priority (1 of 8, etc.):
 Estimated Total Cost:
 Estimated Useful Life (Years):
 Previously Presented? (Yes/No)
 When (Please give year):
 Growth Related? (Yes/No):

Request Results from (✓/) all that apply
 Reduce Long Term Operating Cost
 Expand Public Demand
 Reflects Master Plan
 Fed/State Action Required
 Health or Safety
 Reduces Liability
 Deemed Critical by Department

PROJECT DESCRIPTION, RATIONAL & OPERATING BUDGET IMPACT

Proposed (✓/) all that apply
 Building Renovation, Addition, New Construction
 Equipment New/Replacement
 Real Property Acquisition
 Road Improvements
 Water/Sewer System Improvements

1. General Project Description: Replacement of the Court Street (NH RT 108) Bridge over Little River (NH DOT BR. No. 095/063)

2. Rational: The extent and type of deterioration of the existing structure are beyond the practicable limits of cost-effective, long-term rehabilitation. The condition of the multi-culvert bridge is presently fair, but deteriorating similarly to the Linden Street and borderline to be added to the NH DOT Municipal Red List.

3. Operating Budget Impact:

4. Basis of Cost: The cost estimate for the project, which includes engineering, permitting and construction of a single span replacement bridge in 2012 dollars is \$1,200,000.



	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	Total
Capital Cost							
Planning/Design/Engineering							
Land/Site Improvements							
Construction							
Equipment Cost							
Other Cost							
Totals							
Operating Budget Impact:							
Salaries/Wages							
Fringe Benefits							
Contracted Services							
Expenses							
Other Cost							
Totals							
Proposed Funding Source:							
<input type="checkbox"/> General Fund (tax rate)							
<input type="checkbox"/> Water Fund (user fees)							
<input type="checkbox"/> Sewer Fund (user fees)							
<input type="checkbox"/> Capital Reserve Fund							
<input type="checkbox"/> Impact Fee Account							
<input type="checkbox"/> Other (Grants, Special Assessment)							

Revenue Report
Recreation Revolving Revenue
Town of Exeter
As Of: November 2012, GL Year 2012

Account Number	Est Rev	MTD Rev	YTD Rev	Balance	% Coll
Rec Revolving Fund					
08-3401-5079-0450	2,000.00	0.00	1,925.00	75.00	96.250
08-3401-5084-0450	30,000.00	0.00	30,549.37	-549.37	101.831
08-3401-5086-0450	41,000.00	0.00	42,229.50	-1,229.50	102.999
08-3401-5087-0450	260,000.00	14,658.36	298,663.87	-38,663.87	114.871
08-3401-5088-0450	30,625.00	0.00	30,619.50	5.50	99.982
08-3401-5089-0450	20,000.00	-259.50	12,976.11	7,023.89	64.881
08-3502-0012-0460	10.00	0.00	8.09	1.91	80.900
08-4911-6000-0280	6,200.00	0.00	24,971.02	-18,771.02	402.758
Totals	389,835.00	14,398.86	441,942.46	-52,107.46	113.367
Grand Total	389,835.00	14,398.86	441,942.46	-52,107.46	113.367

Current Year Expenditures

Run: 11/30/12
4:08PM

Town of Exeter
As Of: November 2012, GL Year 2012

Account Number	Budget	MTD Exp	YTD Exp	Balance	%Used
Rec Revolving Fund					
08-4520-0810-1210	150,360.00	342.00	142,711.87	7,648.13	94.913
08-4520-0810-2200	9,773.40	21.20	8,848.37	925.03	90.535
08-4520-0810-2210	2,180.22	4.97	2,069.56	110.66	94.924
08-4520-0810-4110	8,500.00	0.00	7,315.36	1,184.64	86.063
08-4520-0810-4302	6,500.00	333.95	6,881.44	-381.44	105.868
08-4520-0810-5000	6,000.00	0.00	41.99	5,958.01	0.700
08-4520-0810-5010	0.00	0.00	0.00	0.00	0.000
08-4520-0810-5012	8,200.00	0.00	6,480.79	1,719.21	79.034
08-4520-0810-5015	12,750.00	0.00	13,631.26	-881.26	106.912
08-4520-0810-5090	50.00	0.00	0.00	50.00	0.000
08-4520-0810-5151	4,000.00	0.00	4,137.83	-137.83	103.446
08-4520-0810-5310	1,800.00	56.09	1,170.36	629.64	65.020
08-4520-0810-5400	300.00	0.00	214.00	86.00	71.333
08-4520-0810-5450	565.00	0.00	565.00	0.00	100.000
08-4520-0810-5500	10,000.00	765.24	11,721.21	-1,721.21	117.212
08-4520-0810-5612	1,000.00	860.00	1,032.00	-32.00	103.200
08-4520-0810-5732	20,000.00	135.00	6,543.29	13,456.71	32.716
08-4520-0810-5733	120,000.00	10,766.25	137,797.40	-17,797.40	114.831
08-4520-0810-5734	12,000.00	614.29	13,548.68	-1,548.68	112.906
08-4520-0810-5740	4,300.00	0.00	781.07	3,518.93	18.164
08-4520-0810-5800	200.00	0.00	41.16	158.84	20.580
08-4520-0810-5810	3,000.00	0.00	1,874.41	1,125.59	62.480
08-4520-0810-5820	0.00	0.00	0.00	0.00	0.000
08-4520-0810-6220	5,500.00	0.00	64.64	5,435.36	1.175
08-4520-0810-7301	72,532.00	0.00	91,500.65	-18,968.65	126.152
08-4520-0810-7436	0.00	0.00	0.00	0.00	0.000
Totals	459,510.62	13,898.99	458,972.34	538.28	99.883
Grand Total	459,510.62	13,898.99	458,972.34	538.28	99.883

Revenue Report
EMS Revolving Revenue
Town of Exeter
As Of: November 2012, GL Year 2012

Account Number	Est Rev	MTD Rev	YTD Rev	Balance	%Coll
EMS - Revolving Fund					
30-3401-5077-0450 EMS- Ambulance Transport Revenue	444,971.00	12,206.53	339,019.60	105,951.40	76.189
Totals	444,971.00	12,206.53	339,019.60	105,951.40	76.189
Grand Total	444,971.00	12,206.53	339,019.60	105,951.40	76.189

Current Year Expenditures
EMS Revolving Fund Expenditures
 Town of Exeter
 As Of: November 2012, GL Year 2012

Run: 11/30/12
 4:09PM

Account Number	Budget	MTD Exp	YTD Exp	Balance	%Used
EMS - Revolving Fund					
30-4215-0520-1110	40,648.00	3,017.60	35,960.96	4,687.04	88.469
30-4215-0520-1300	84,337.00	6,604.55	64,635.85	19,701.15	76.640
30-4215-0520-1400	0.00	300.00	300.00	-300.00	0.000
30-4215-0520-1420	0.00	1,643.28	1,643.28	-1,643.28	0.000
Totals	124,985.00	11,565.43	102,540.09	22,444.91	82.042
EMS-Health Insurance					
30-4215-0520-2100	24,871.00	2,072.87	22,801.57	2,069.43	91.679
30-4215-0520-2110	1,615.00	134.55	1,480.05	134.95	91.644
30-4215-0520-2120	75.00	5.00	55.00	20.00	73.333
30-4215-0520-2200	2,520.00	298.12	2,214.04	305.96	87.859
30-4215-0520-2210	1,812.00	156.22	1,464.96	347.04	80.848
30-4215-0520-2300	3,577.00	436.57	3,307.36	269.64	92.462
30-4215-0520-2320	19,305.00	1,511.78	16,089.49	3,215.51	83.344
Totals	53,775.00	4,615.11	47,412.47	6,362.53	88.168
EMS-Vehicle Maintenance					
30-4215-0520-4320	3,505.00	75.00	5,292.72	-1,787.72	151.005
Totals	3,505.00	75.00	5,292.72	-1,787.72	151.005
EMS-Third Party Collection Fees					
30-4215-0520-5003	1.00	1,749.90	13,081.00	-13,080.00	###.###
30-4215-0520-5010	550.00	0.00	45.62	504.38	8.295
30-4215-0520-5160	1.00	0.00	185.00	-184.00	###.###
30-4215-0520-5161	23,500.00	568.92	18,532.22	4,967.78	78.861
30-4215-0520-5162	10,860.00	6,777.00	17,370.35	-6,510.35	159.948
30-4215-0520-5163	6,270.00	910.00	4,920.30	1,349.70	78.474
30-4215-0520-5310	2,159.00	79.85	1,460.49	698.51	67.647
30-4215-0520-5915	1,200.00	506.60	-5,963.53	7,163.53	-496.961
Totals	44,541.00	10,592.27	49,631.45	-5,090.45	111.429
EMS - Fuel					
30-4215-0520-6260	4,136.00	0.00	4,236.02	-100.02	102.418
Totals	4,136.00	0.00	4,236.02	-100.02	102.418
Totals	230,942.00	26,847.81	209,112.75	21,829.25	90.548
Grand Total	230,942.00	26,847.81	209,112.75	21,829.25	90.548

CATV Revenue Report
 **Revolving Revenue**
 Town of Exeter
 As Of: November 2012, GL Year 2012

Account Number	Est Rev	MTD Rev	YTD Rev	Balance	%Coil
CATV Fund					
07-3290-5020-0400 CT Fund-Cable Franchise Fee	100,000.00	26,194.21	78,049.90	21,950.10	78.050
Totals	100,000.00	26,194.21	78,049.90	21,950.10	78.050
Grand Total	100,000.00	26,194.21	78,049.90	21,950.10	78.050

Current Year Expenditures
CATV Fund Expenditures
Town of Exeter
As Of: November 2012, GL Year 2012

Account Number	Budget	MTD Exp	YTD Exp	Balance	%Used
CATV Fund					
07-4130-0113-1110	15,384.00	1,207.12	14,769.38	614.62	96.005
07-4130-0113-1200	9,760.00	659.00	8,967.50	792.50	91.880
Totals	25,144.00	1,866.12	23,736.88	1,407.12	94.404
CATV Fund					
07-4130-0113-2100	1,790.00	296.97	3,327.40	-1,537.40	185.888
07-4130-0113-2110	102.00	8.22	90.42	11.58	88.647
07-4130-0113-2120	26.00	2.00	22.00	4.00	84.615
07-4130-0113-2200	1,559.00	111.18	1,385.18	173.82	88.851
07-4130-0113-2210	1,131.00	26.03	324.13	806.87	28.659
07-4130-0113-2300	1,354.00	106.24	1,299.74	54.26	95.993
Totals	5,962.00	550.64	6,448.87	-486.87	108.166
CATV Fund					
07-4130-0113-4311	3,250.00	0.00	0.00	3,250.00	0.000
Totals	3,250.00	0.00	0.00	3,250.00	0.000
CATV Fund					
07-4130-0113-5000	3,500.00	1,714.64	3,901.71	-401.71	111.477
07-4130-0113-5010	50.00	0.00	0.00	50.00	0.000
07-4130-0113-5115	11,695.00	0.00	0.00	11,695.00	0.000
07-4130-0113-5200	24,000.00	0.00	18,000.00	6,000.00	75.000
07-4130-0113-5202	15,000.00	9,219.05	11,189.05	3,810.95	74.594
07-4130-0113-5224	250.00	0.00	0.00	250.00	0.000
07-4130-0113-5450	250.00	0.00	250.00	0.00	100.000
07-4130-0113-5683	4,000.00	489.62	3,809.51	190.49	95.238
Totals	58,745.00	11,423.31	37,150.27	21,594.73	63.240
CATV Fund					
07-4130-0113-7303	10,000.00	0.00	0.00	10,000.00	0.000
Totals	10,000.00	0.00	0.00	10,000.00	0.000
Totals	103,101.00	13,840.07	67,336.02	35,764.98	65.311
Grand Total	103,101.00	13,840.07	67,336.02	35,764.98	65.311

**Town of Exeter
Encumbrances
As of December 31, 2012**

Account No.	Fund	PO #	Description	Reason for Encumbrance Request	Amount	Additional Comments
01-4150-0201-5200	01		OPEB - GASB 45	Actuary has begun work, but has not yet completed the review	2,500.00	USI Consulting Group
01-5000-0950-9066	01	500014	Town Hall Brick Repair	Material Delay on customer order	9,080.94	Riverbend Masonry
01-5000-0950-9091	01	500023	Town Office HVAC Install,	Work in Progress, but will not be complete by year end	188,359.09	Dowling Corp
01-5000-0950-9124	01	500026	Historical Society Roof	Work in Progress, but will not be complete by year end	99,900.00	Mahan State Roofing Co.
01-4311-0606-7501	01	500026	Historical Society Roof	Work in Progress, but will not be complete by year end	21,700.00	
01-4311-0614-4308	01	500026	Historical Society Roof	Work in Progress, but will not be complete by year end	3,300.00	
01-4155-0115-5380	01		Classification Update	Unable to complete until 2013 due to layoffs at LGC	5,000.00	LGC
01-4155-0115-5820	01		Education/Training	Cancelled by UNH, re-scheduled for 2013	485.00	UNH
01-4191-0301-5571	01	41914	Planning Studies	Planning Impact Fee Study	2,000.00	Mayberry Contract
General Fund Encumbrance Request					332,325.03	
02-4900-0627-7443	02	490036	WTP HVAC	Work in Progress, but will not be complete by year end	19,557.00	Dowling
Water Fund Encumbrance Request					19,557.00	



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: twmMgr@town.exeter.nh.us

Facility Requested: Town Hall (Main Floor) Town Hall Stage Bandstand

Signboard Requested: Poster Board Week: 5-27-13 - 6-2-13 Plywood Board Week:

Representative Information:

Name: Evelyn Orr Address: 277 Water St Apt. 214
Town/State/Zip: Exeter NH 03833 Phone: 778-12917
Email: evelynorr@hotmail.com Date of Application: 11-21-12

Organization Information:

Name: Exeter Woman's Club Address: as above
Town/State/Zip: _____ Phone: _____

Reservation Information:

Type of Event/Meeting: Yard Sale Date: 6-1-13
Times of Event: 8 AM - 2 PM Times needed for set-up/clean-up: May 31 - 8 AM
of tables: All # of chairs: _____
List materials being used for this event: _____
Will food/beverages be served? No Description: _____

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: Evelyn J Orr Date: 11/26/12

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



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

Faxed #: 603-772-4709 or emailed: twmgr@town.exeter.nh.us

Facility Requested: Town Hall (Main Floor) Town Hall Stage Bandstand

Signboard Requested: Poster Board Week: 11-11 - 11-17-13 Plywood Board Week:

Representative Information:

Name: Evelyn Orr Address: 277 Water St Apt. 214
Town/State/Zip: Exeter NH 03833 Phone: 778-1287
Email: evelynorr@hotmail.com Date of Application: 11-21-12

Organization Information:

Name: Exeter Women's Club Address: as above
Town/State/Zip: Phone:

Reservation Information:

Type of Event/Meeting: Holiday Sale ^{ASIAN} SILK + SILVER Date: 11-24-13
Times of Event: 10 AM - 3 PM Times needed for set-up/clean-up: 8 AM + 4 PM
of tables: 6 # of chairs:
List materials being used for this event:
Will food/beverages be served? NO Description:

Requirements:

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

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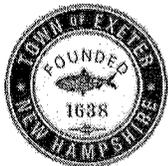
Applicant signature: Evelyn J Orr Date: 11/26/12

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



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: twmng@town.exeter.nh.us

Need to reserve + use only on 7 DEC 2013 with Rain Date of 8 DEC 2013

Facility Requested:

TUC 3 DEC 2013 7-8pm
Town Hall (Main Floor)
1st Room on Right ONLY

Town Hall Stage

Bandstand

PA SYSTEM

Signboard Requested: Poster Board

Week:

Plywood Board

Week:

24 Nov 2013 - 7 Dec 2013

Representative Information:

Name: Darius Thompson Address: 15 Drinkwater Road

Town/State/Zip: Exeter NH 03833 Phone: 603 686 8131

Email: darius.thompson@gmail.com Date of Application: 29 Nov 2012

Organization Information:

Name: Exeter Holiday Parade Comm. Hce Address: ~~15 Dr~~ P.O. Box 164

Town/State/Zip: Exeter, NH 03833 Phone: 603 686 8131

Reservation Information:

Type of Event/Meeting: Parade drivers meeting 3 DEC - 7pm - 8pm ONLY ^{we} Need to use the 1st Room on the Right for the drivers meeting from 7-8pm
Date: 3 DEC 2013

Times of Event: ~~7-8pm~~ ~~7-8pm~~ ~~7-8pm~~ ^{Rain Date} 6 Dec 2013 Times needed for set-up/clean-up: no time

of tables: 4 # of chairs: 15 in the 1st Room on the right when you enter the building.

List materials being used for this event: _____

Will food/beverages be served? NO Description: Parade Drivers Meeting TUC 3 DEC 2013 - 7-8pm only

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.

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Applicant signature: _____ Date: _____

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

Memo

Date: November 9, 2012

To: Russell Deary; Doreen Ravell; Linda Fecteau

From: Michael Jeffers *mj*

RE: 47 Portsmouth Avenue water & sewer bill (Abatement Request 11/7/12)

We received an abatement request in November 2012, in reference to 47 Portsmouth Avenue for high water and sewer usage on the water and sewer bill. The Town of Exeter did not perform a leak check at this time. On November 7, 2012, DPW received an abatement request. To grant abatement, the problem of excessive usage requires not only identifying the problem but also the documented correction of the problem. Selectmen's Policy 08-30 Line #1 partially states "In order to qualify for abatement, a customer's excess consumption must exceed the greater of 100% or 35,000 gallons above their normal average consumption. The customer must also prove that the deficiency responsible for leakage has been repaired or corrected", which the customer does provide and meet. But DPW does not recommend abatement due to Selectmen's Policy 08-30 line number #4

Selectmen's Policy 08-30 states that in the event the source or cause of the abnormally high consumption is related to a leak due to customer negligence such as the failure to maintain internal (private) plumbing fixtures in good repair and/or protect plumbing from freezing, the customer shall be held responsible for the entire bill.

Town of Exeter
Water/Sewer Abatement Request & Receipt Form

Please Print:

Full Name: Richard Harmon Today's Date: 11/9/12
Mailing Address: 95 High Street Account Number: 000121238800
Exeter, NH 03833 Route Number: _____
Service/Property Address: 47 Portsmouth Avenue Phone Number: 603-778-0231

Utility Abatement Requested for: Water Sewer Water & Sewer
Date of Bill: 8/7/12 Billing Period from 5/7/12 to 8/7/12 Amount of Bill: \$ 1,185.63

Owner's reason for the abatement request (Please be as specific as possible): malfunctioning toilet valve; discovered by plumber; has an invoice from plumber who installed a new flush valve in an apartment; verified no leaking anymore

Signature of Applicant _____ Date _____
Do not write below this line

Receipt Portion

Reviewed by: Matthew Berube Date of Review: 11/9/12
Comments: DPW does not recommend abatement based on Board of Selectmen's Policy 08-30 Line #4; DPW technicians did not perform leak check, have a modern Neptune meter that was installed in 2008; the next step would be to test the Neptune meter and install a new meter; Please note that tested older meters typically read lower than actual usage, a new more accurately records usage meaning water bills increase slightly

Dept. of Public Works Recommendation: Disapprove Approve
W/S Advisory Committee Recommendation: Disapprove Approve
Board of Selectmen Recommendation: Disapprove Approve

Abatement Amount: \$ _____
New bill total: \$ _____

BOS Approval/Disapproval Signature: _____ Date: _____
BOS Approval/Disapproval Signature: _____ Date: _____
BOS Approval/Disapproval Signature: _____ Date: _____
BOS Approval/Disapproval Signature: _____ Date: _____
BOS Approval/Disapproval Signature: _____ Date: _____



TOWN OF EXETER, NEW HAMPSHIRE

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

www.town.exeter.nh.us

November 28, 2012

Renee O'Barton
5 Blanche Lane
Exeter, NH 03833

Dear Renee,

The Finance Office has provided the below information given your request of November 6, 2012 and the Town's request for an additional 10 business days to respond to items requiring further research.

As to your request regarding "refund checks" received from the school district for the years 2007-2011, our response is as follows:

2007 : Records are not available and are not required to be retained by the Town beyond the period required as per RSA 33-A:3-a which states that general ledger and journal entry records are to be kept until audited plus one year.

2008: \$ 18,816

2009: None

2010: None

2011: None

Sincerely,

Russell Dean
Town Manager



TOWN OF EXETER, NEW HAMPSHIRE

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November 13, 2012

Renee O'Barton
5 Blanche Lane
Exeter, NH 03833

Dear Renee,

The Finance Office has provided the attached information given your request of November 6, 2012, which was made by email to me and the Board of Selectmen.

Property Tax Revenue reflected on the books of the Town of Exeter ("Town") are billings solely based upon the tax rate set by the State of NH each fall. The Board of Selectmen can decide and vote upon how much unassigned fund balance to use each year to offset the tax rate. In order to set the 2012 tax rate, the State of NH uses the audited "unassigned" fund balance as of 12/31/11 which does not yet consider any excess of revenues over expenses attributable to 2012, if any.

School tax assessments are not recorded as "revenues" or "expenses" of the Town. The Town bills and records all property tax revenue on a gross billed basis. The school portion is then allocated out of revenue and recorded to a general ledger balance sheet account "Due to / from" ERSCD or ESD, because the school assessments represent a liability to the Town.

Exeter schools provide an annual estimated cash flow statement to the Town based upon their fiscal budget year that commences on July 1 of each year. When the property tax rate is set by the NHDRA each calendar year in the fall, the schools typically adjust their respective cash flow statements to agree to the new school assessment and sends copies to the Town.

The Town did not receive an updated cash flow statement for school year 2012-2013 and continued to pay on the original cash flow statements provided by the schools. The ERSCD noticed the overpayment of \$ 76,310 per month over actual for the first 6 months of 2012 and cut a check to the Town on June 19, 2012 in the amount of \$ 457,862 to close out their fiscal year.

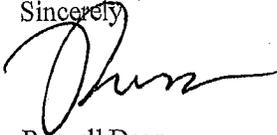
The money was deposited in the General Fund operating cash account and the check was recorded to the Due to/from ERSCD general ledger balance sheet account.

During the same time period, the Exeter School District ("ESD") was paid in accordance with their cash flow estimate. The actual school assessment versus the estimated assessment represented a shortfall due to the ESD in the amount of \$ 306,318 for the first six months of 2012. The Town of Exeter cut a check to the ESD in the amount of \$ 306,318 and recorded the check to the Due to/from ESD general ledger balance sheet account.

The total "true-up" of assessments due to the schools represents a net change in payments due to/from the ESD and ERSCD to the Town in the amount of \$151,544 for the period ended June 30, 2012.

As to your other request regarding "refund checks" received from the school district for the years 2007, 2008, 2009, 2010, and 2011, the Finance Office has indicated it will take ten business days from today, November 13th, to provide the information. Therefore we anticipate having this information to you on Thursday, November 29th, 2012 to the extent it is available.

Sincerely,

A handwritten signature in black ink, appearing to read "Russell Dean", written in a cursive style.

Russell Dean
Town Manager

Exeter Farms Homeowners' Association, Corporation

November 11, 2012

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

Dear Mr. Dean:

SUBJECT: EXETER FARMS HOMEOWNERS' ASSOCIATION, BOARD OF DIRECTORS & OFFICERS

This letter is to inform the Town of Exeter of the recent changes to the Exeter Farms Homeowners' Association (EFHA) Board of Directors and Officers. BOD members and Officers will serve through April 2013.

The following homeowners have volunteered to represent the Exeter Farms Subdivision.

EFHA BOARD OF DIRECTORS 2012-2013

Matthew Rigatti, President
Robert Bilharz, Vice President
Joseph Stagnone, Secretary
Jeffrey Hathaway, Treasurer
Marc Dettore, Director
Julia Lambert, Director
Barbara McNeill, Director

The EFHA requests that distribution of this letter be made to appropriate town officials in order that any business regarding the Exeter Farms Subdivision may be addressed with the new directors.

Sincerely,



Matthew Rigatti, President
Exeter Farms Homeowners' Association