

**Exeter Board of Selectmen Meeting
Monday, September 22nd, 2014, 7:00 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter, NH**

1. Call Meeting to Order
2. Bid Openings/Awards
3. Public Comment
4. Minutes & Proclamations
 - a. Proclamations/Recognitions
 - b. Regular Meetings: September 8th, 2014
5. Appointments – Seacoast MPO TAC
6. Discussion/Action Items
 - a. New Business
 - i. Review of 2014 MS1
 - ii. Report: Sportsmen’s Club Berm Project
 - iii. High Street Paving/Sidewalks Project
 - iv. Section 106 Discussion: Great Dam Removal
 - v. FY15 Preliminary Budget Request
 - vi. Discretionary Easement: 32 Hampton Road
 - b. Old Business-
 - i. Assessing Agreement Proposal FY15-FY20
7. Regular Business
 - a. Tax, Water/Sewer Abatements & Exemptions
 - b. Permits & Approvals
 - c. Town Manager’s Report
 - d. Selectmen’s Committee Reports
 - e. Correspondence
8. Review Board Calendar
9. Non Public Session
10. Adjournment

Julie Gilman, Chairwoman
Exeter Selectboard

Posted: 9/19/14 Town Office, Town Website

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

AGENDA SUBJECT TO CHANGE

ADVERTISEMENT FOR BIDS

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

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

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

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

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

All technical questions shall be forwarded to:

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

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

Draft Minutes

Exeter Board of Selectmen

September 8, 2014

1. Call Meeting to Order

Chairwoman Gilman called the meeting to order at 6:50 p.m. in the Nowak Room of the Town Offices. Motion made to go into non public session under the 91-A:2, 3 c. Roll call vote: Belanger aye, Chartrand aye, Clement aye, Gilman aye, Surman aye.

The Board emerged from non public session. Chairwoman Julie Gilman reconvened the Board for the business meeting at 7:00 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chair Dan Chartrand, Selectwoman Nancy Belanger, Selectwoman Anne Surman, and Selectman Don Clement. Town Manager Russell Dean was also present.

2. Bid Openings/Award:

None.

3. Public Comment

Gerry Hamel spoke, giving some positive feedback on the Stillwell's. He presented the Board with some pictures of the trash receptacles and said he was glad the Town decided to address the issue. He said there were lots of positive changes.

4. Minutes and Proclamations

a. Proclamations/Recognitions

None.

b. Regular Meeting: July 14, 2014

Vice Chair Chartrand made an amendment to page 5, section 7. b. changing the Motion to put his votes as abstentions on both.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Clement to approve the minutes of the July 14, 2014 BOS meeting, as amended. Motion carried – all in favor.

5. Appointments

Chairwoman Gilman talked about appointing Don Woodward to the Rockingham Planning Commission TAC, as he is interested in being appointed. Selectman Clement asked to confirm that the Town Planner was the designee in the past. Chairwoman Gilman confirmed yes, she was. Selectman Clement asked if she was ok with no longer being the representative. Mr. Dean said he is the alternate. Vice Chair Chartrand asked if the Board was comfortable with Mr. Woodward being the designee and the Town Planner being the alternate. Chairwoman Gilman said it does not have to be decided tonight. Vice Chair Chartrand suggested running this by the Town Planner. Chairwoman Gilman said they will finalize this at the next meeting after they talk to Mr. Woodward and the Town Planner.

6. Discussion/Action Items

a. New Business

i. Wastewater Options Update

Public Works Director Jennifer Perry spoke, giving a brief update on the Wastewater Facilities Plan. She said they are wrapping things up with the preliminary drafts. He said she had a successful meeting with both consultants, Wright Pierce and Underwood Engineers. They are looking at all alternatives. She explained that they had both consultants because of the scale of the project and they are still in the preliminary wrap up. She said Bob Kelly and Russ Dean have been very active with Underwood on regional options. CAPE and WISE are producing very useful information for their studies. She said by November, there will be some sort of a draft for the public. She said Mr. Kelly will be discussing options with the Water/Sewer Advisory Committee, which they're expecting to be wrapped up by the end of October and will ask for a work session with the Board within the next 6 weeks. She said they did get approved to continue forward with the design for \$5 million by the voters in March of 2014. June 2016 is the construction start date per the administrative order.

Bob Kelly said the Water/Sewer Advisory Committee did receive memos that will be discussed at the next meeting and they intend to come to the Board soon. He said after they come up with some alternative options they will look at rates over the next couple quarters and come to the Board early next year.

Selectman Clement had some questions about alternative options and when a report would be given. Ms. Perry said there will be a Facilities Plan and a Pumping Alternative by the end of October.

ii. Parks/Recreation Needs Assessment Survey

Parks/Recreation Director Mike Favreau said he started a study this summer on the website, getting info on Facebook and other social media websites. The basic study had about 25 questions. He said he will take that data and work with UNH for a pathway to updating the

master plan. He said the survey had 578 respondents, which is a great outcome. He said 70% of them were Exeter residents and 28% of them were non-residents.

He went on to talk about the survey, saying the number one reason people move to Exeter is the school, and second being Parks & Rec. He said the survey reflected 78% of people support fee increases to maintain buildings and such. He said the surveyors said the biggest reasons that need to be dealt with are the outdoor pool and bath house, the bathrooms at all facilities, the rec building, a Planet Playground update, and field drainage. The survey reflected the more important facilities are the playground, pool, walking trails, and more soccer fields. New facilities people are interested in are an indoor pool and bike paths.

Mr. Favreau said he is looking forward to moving all this to UNH and getting their study and eventually updating the master plan. Selectwoman Surman asked how the YMCA will affect this. Mr. Favreau said it is not a goal to compete with them. He wants communication to stay open with them.

Mr. Dean and the Board were appreciative for all the work from Parks and Rec.

iii. Assessing Agreement Proposal

Chairwoman Gilman said there is a proposal from MRI for \$105,000 for doing a complete statistical update for 2015. She said there will be a substantial savings to continue this contract. The Board agreed this is a no brainer. Chairwoman Gilman said MRI personnel have really good experience with what they need. It has been a good experience working with them. Selectman Clement said he agrees, and beyond the money it is important the public is still taken care of service-wise. They have to be responsive to citizens.

Mr. Dean said if the Board agrees, he will ask MRI to draft a contract for review. Chairwoman Gilman said there was consensus for MRI to draft a contract. Mr. Dean said he would expect to have something by the next BOS meeting.

iv. TAP Grant Application – Kingston Road Bike Paths

Chairwoman Gilman had signed a Letter of Intent to go ahead with a grant which is for money to widen the road shoulders on Kingston Road. There is a shoulder widening capital reserves fund that has been started. There is no cost to tax payers to do this project. There is a funding total of \$750,000. Selectwoman Surman asked if the warrant will be conditional on the grant being approved. Chairwoman Gilman said it will be. Selectman Clement asked if this is for sidewalks and shoulder widening. Chairwoman Gilman said one of the goals was being able to walk so hoping for sidewalks. Mr. Dean said he will verify that. Selectman Clement said there are other areas of town that can use this too. He asked if they get this grant, are they locked into just Kingston Road. Chairwoman Gilman said if they apply for Kingston Road, then yes, they are locked into Kingston Road.

Resident Gerry Hamel spoke, saying he is glad to see that something they were looking at for years is actually the place they are saving for and talking about.

v. Annual Review – Investment Policy

Chairwoman Gilman went through the policy briefly, and they are just putting the policies forward that are RSA required. Mr. Dean said the next step is to get the Town Treasurer to give a report to the BOS.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Clement to approve the Investment Policy 3.1.e. Motion carried – all in favor.

b. Old Business

i. Acting Pay Policy

Chairwoman Gilman asked who this policy applies to and when or how is the decision made. She said the concept of paying someone for work they are providing is a good one. Selectman Clement said he is leery of a blanket policy every time someone goes out on leave. He would rather see an individual basis rather than one policy. Chairwoman Gilman said she doesn't have a problem with having a policy. Selectwoman Belanger said the policy in place is important and valuable. Vice Chair Chartrand said having a policy is important. He said the Board should all give their comments and suggestions to Mr. Dean. Selectwoman Surman said the notion of a policy is a good idea. She said some of these things get too specific. There's a way to do it and make a policy that applies to everyone but comes up individually to the Board. Chairwoman Gilman said recommendations can go to Mr. Dean so he can synthesis them into something for the next meeting.

7. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

None.

b. Permits & Approvals

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Belanger to approve the application for the use of the Town Hall by Laura Martin for a Historical Presentation on November 5 from 6:30-9pm. Motion carried – all in favor.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Belanger to approve the application for use of the Town Hall by Tara Whitney for the Seacoast Power Yoga to have a yoga class on September 13 from 7:30-10:30am. Motion carried – all in favor.

c. Town Manager's Report

Mr. Dean talked about the following:

- Multiple resident issues regarding cable tv, access roads, and water/sewer.
- Wastewater capacity meeting with DPW and Wright Pierce
- June cash meeting with Finance Director, Staff Accountant, and Treasurer
- Final review of Management Letter and Town Financials
- Preliminary budget review meetings with departments
- Added FEMA information to Town website regarding appeals process
- Worked with Economic Development Director to coordinate procurement of UNH interns
- Reviewed recording secretary wages
- Triaged updated info on West Nile Virus and EEE spraying with Health Officer
- Plan for upcoming meeting regarding wastewater options
- A list of meetings for next week

d. Selectmen's Committee Reports

Selectwoman Belanger had nothing to report.

Vice Chair Chartrand said he would be at the polls tomorrow.

Chairwoman Gilman reported no meetings but the Historical District Commission has been awarded a grant for \$13,000.

Selectwoman Surman had nothing to report, except the Conservation Commission will meet tomorrow.

Selectman Clement reported Planning Board met last week, and he has a Rockingham Planning Commission meeting and a River Study meeting this week.

e. Correspondence

The following correspondence were included in the packet:

- A memo about solar powered trash compactors. Chairwoman Gilman said she has talked to Jay Perkins about these and is looking to talk to residents and schools. Vice Chair Chartrand thinks it's a great idea. A Motion was made by Vice Chair Chartrand and seconded by Selectman Clement that the BOS give Stillwell's permission and request that they put a trash barrel outside of their business, next to the mailbox, and maintain it. Motion granted – all in favor.
- Memo from Chairwoman Gilman about the brown water issue on High Street
- Memo about EEE
- Letter from Jennifer Perry about Exeter Bridge Rehab Project
- Memo from Paul Vlasich about engineering reports related to Exeter Mills Water Intake
- Letter from Meals on Wheels
- Letter from HealthTrust
- Email from COAST
- Advertisement for bids

8. Review Board Calendar

The next meeting will be September 22. The following will be discussed: bid opening, Seacoast MPO, Assessing Agreement, 2015 Budget Preliminary, and update on RAP Sport's Club.

10. Adjournment

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman to adjourn the meeting at 9:07 pm. Motion carried – all in favor.

Respectively submitted,

Nicole McCormack
Recording Secretary

ROCKINGHAM



PLANNING COMMISSION

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

Town Manager's Office

AUG 27 2014

Received

August 25, 2014

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

Dear Ms. Gilman:

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

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

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

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

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

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

Memorandum

To: Russell Dean
Exeter Town Manager

From: Scott P. Marsh, CNHA
Municipal Resources, Inc.,
Contracted Assessing Agents

Date: September 16, 2014

Re: MS 1 - Comparison

On the attached spreadsheet is a comparison of MS1 report information from the 2013 and 2014 tax years. I have provided a dollar change column and % change column to assist you in reviewing the information.

The change in current use assessments is due to the updating of information and application of DRA pricing. The change in land assessments is result of coding corrections as well as subdivisions, lot line adjustments and mergers. The increase in residential building assessments is due to the continued construction of new properties while the decrease in mobile homes is due to the update which was completed. Commercial building value change is a result of corrections and properties being updated which were incomplete on April 1st. Utility assessment changes are a result of DRA updated information provided.

The town's total assessment before exemptions increased roughly \$4,500,000 and by roughly \$4,000,000 after exemptions in taxable value. In total, this relates to the town's taxable assessment increasing by roughly .25% for this year.

I have provided an additional spreadsheet that shows the annual amount and percentage change that has occurred since 2009 for your viewing. The 2014 percentage increase in valuation is not out of line with other communities MRI works in, which I have also seen increases in the .25% to 2% range.

I hope this information is helpful and if there are any questions or additional data desired please let me know.

VALUE COMPARISONS				
LAND	2013	2014	\$ CHANGE	% CHANGE
CURRENT USE	\$276,365	\$178,054	-\$98,311	-35.57%
CONSERVATION RESTRIC ASMNT	\$0	\$0		
DISC ESMNT	\$2,600	\$2,600		
DISC PRESERVATION ESMNT	\$15,180	\$1,500		
TAXATION OF FARM STRUCT	\$0	\$0		
RESIDENTIAL	\$377,422,720	\$377,714,400	\$291,680	0.08%
COMMERCIAL/INDUSTRIAL	\$108,346,400	\$107,986,600	-\$359,800	-0.33%
TOTAL TAXABLE	<u>\$486,063,265</u>	<u>\$485,879,054</u>	<u>-\$184,211</u>	<u>-0.04%</u>
EXEMPT/NON-TAXABLE	\$36,089,232	\$35,615,769	-\$473,463	-1.31%
BUILDINGS				
RESIDENTIAL	\$839,718,029	\$845,228,106	\$5,510,077	0.66%
MOBILE HOMES	\$34,322,300	\$33,343,660	-\$978,640	-2.85%
COMMERCIAL/INDUSTRIAL	\$249,257,224	\$247,896,524	-\$1,360,700	-0.55%
DISC PRESERVATION ESMNT	\$73,200	\$65,500		
TOTAL TAXABLE	<u>\$1,123,370,753</u>	<u>\$1,126,533,790</u>	<u>\$3,163,037</u>	<u>0.28%</u>
EXEMPT/NON-TAXABLE	\$102,225,700	\$102,181,600	-\$44,100	-0.04%
PUBLIC UTILITIES	\$31,569,952	\$33,172,716	\$1,602,764	5.08%
VALUE BEFORE EXEMPTIONS	<u>\$1,641,003,970</u>	<u>\$1,645,585,560</u>	<u>\$4,581,590</u>	<u>0.28%</u>
EXEMPTIONS				
DISABLED VET	\$673,400	\$673,400		
SCHOOL EXEMPTION	\$150,000	\$150,000		
MODIFIED ASSESSED VALUATION	\$1,640,180,570	\$1,644,762,160	\$4,581,590	0.28%
BLIND	\$90,000	\$90,000		
ELDERLY	\$31,352,088	\$31,742,577	\$390,489	1.25%
DISABLED	\$2,288,100	\$2,465,700	\$177,600	7.76%
TOTAL OF EXEMPTIONS	\$33,730,188	\$34,298,277	\$568,089	1.68%
NET TAXABLE VALUE	<u>\$1,606,450,382</u>	<u>\$1,610,463,883</u>	<u>\$4,013,501</u>	<u>0.25%</u>
VETERAN CREDITS	\$334,200	\$324,200		
TOTAL VALUE	<u>\$1,779,318,902</u>	<u>\$1,783,382,929</u>	<u>\$4,064,027</u>	<u>0.23%</u>



SUMMARY INVENTORY OF VALUATION

Submit to the Department of Revenue Administration by September 1

Instructions

Note: for ease of use please begin at the last section and work backwards

REPORTS REQUIRED: RSA 21-J:34 as amended, provides for certification of valuations, appropriations, estimated revenues and such other information as the Department of Revenue Administration may require upon reports prescribed for that purpose.

NOTE: The values and figures provided represent the detailed values that are used in the city/towns tax assessments and sworn to uphold under Oath per RSA 75:7. Please complete all applicable pages and refer to the instructions for individual items.

For Assistance Please Contact:

DRA Municipal and Property Division
Phone: (603) 230-5950
<http://www.revenue.nh.gov/mun-prop/>

ENTITY'S INFORMATION ?

Entity Type: Municipality Village

Municipality: EXETER

County: ROCKINGHAM

Original Date

09/23/2014

Revision Date

ASSESSOR

Assessor's Name

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

MUNICIPAL OFFICIALS

JULIE D GILMAN

Municipal Official 1

DANIEL CHARTRAND

Municipal Official 2

ANNE SURMAN

Municipal Official 3

NANCY BELANGER

Municipal Official 4

DONALD CLEMENT

Municipal Official 5

Municipal Official 6

Under penalties of perjury, We declare that we have examined the information contained in this form and to the best of our belief it is true, correct and complete.

PREPARER'S INFORMATION

JANET WHITTEN

Preparer's Name

(603) 773-6110

Phone Number

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

JWHITTEN@EXETERNH.GOV

Email (optional)



Municipality Values

Value Land Only (Exclude amount listed in lines 3A, 3B and 4) ?

		Number of Acres	Assessed Valuation
1-A	Current Use (At current values) RSA 79-A ?	2,983.03	\$178,054
1-B	Conservation Restriction Assessment RSA 79-B ?		
1-C	Discretionary Easements RSA 79-C ?	17	\$2,600
1-D	Discretionary Preservation Easements RSA 79-D ?	0.32	\$1,500
1-E	Taxation of Land Under Farm Structures RSA 79-F ?		
1-F	Residential Land (Improved and Unimproved) ?	3,745.77	\$377,714,400
1-G	Commercial/Industrial Land (excluding Utility Land) ?	1,202.87	\$107,986,600
1-H	Total of Taxable Land ?	7,948.99	\$485,883,154
1-I	Tax Exempt and Non-Taxable Land ?	3,732.38	\$35,615,769

Value Buildings Only (Exclude amount listed in lines 3A and 3B) ?

		Number of Structures	Assessed Valuation
2-A	Residential ?		\$845,228,106
2-B	Manufactured Housing as defined in RSA 674:31 ?		\$33,343,660
2-C	Commercial/Industrial (excluding Utility buildings) ?		\$247,896,524
2-D	Discretionary Preservation Easements RSA 79-D ?	3	\$65,500
2-E	Taxation of Farm Structures RSA 79-F ?		
2-F	Total of Taxable Buildings ?		\$1,126,533,790
2-G	Tax Exempt and Non-Taxable Buildings ?		\$102,181,600

Utilities and Timber ?

		Assessed Valuation
3-A	Utilities ?	\$33,172,716
3-B	Other Utilities ?	
4	Mature Wood and Timber RSA 79:5 ?	

5) Valuation before Exemptions (Total of lines 1H, 2F, 3A, 3B and 4) ?

		\$1,645,589,660
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Exemptions

		Total # Granted	Assessed Valuation
6	Certain Disabled Veterans (RSA 72:36-a) ?	2	\$673,400
7	Improvements to Assist the Deaf RSA (72:38-b V) ?		
8	Improvements to Assist Persons with Disabilities (RSA 72:37-a) ?		
9	School Dining/Dormitory/Kitchen Exemption (RSA 72:23-IV) ?	1	\$150,000
10a	Non-Utility Water & Air Pollution Control Exemption (RSA 72:12-a) ?		
10b	Utility Water & Air Pollution Control Exemption (RSA 72:12-a) ?		
11 Modified Assessed Valuation of all Properties (Line 5 minus lines 6,7,8,9,10a,10b) ?			\$1,644,766,260

Summation of Exemptions ?

		Amount Per Exemption	Total # Granted	Assessed Valuation
12	Blind Exemption (RSA 72:37) ?	\$15,000	6	\$90,000
13	Elderly Exemption (RSA 72:39-a & b)		310	\$31,742,577
14	Deaf Exemption (RSA 72:38-b) ?			
15	Disabled Exemption (RSA 72:37-b) ?	\$125,000	48	\$2,465,700
16	Wood Heating Energy Systems Exemption (RSA 72:70) ?			
17	Solar Energy Systems Exemption (RSA 72:62) ?			
18	Wind Powered Energy Systems Exemption (RSA 72:66) ?			
19	Add'l School Dining/Dormitory/Kitchen Exemptions (RSA 72:23 IV) ?			
20 Total Dollar Amount of Exemptions (sum of lines 12-19)				\$34,298,277

Calculations

21 NET VALUATION: Used To Compute Municipal, County, and Local Education Tax Rates (Line 11 minus Line 20)	\$1,610,467,983
22 LESS UTILITIES: (Line 3A) Do not include the value of other utilities listed in Line 3B	\$33,172,716
23 NET VALUATION WITHOUT UTILITIES TO COMPUTE STATE EDUCATION TAX (Line 21 minus Line 22)	\$1,577,295,267

Notes:



Utility Summary: Electric, Hydroelectric, Renewable - Misc., Nuclear, Gas/Pipeline, Water & Sewer

Utility Value Appraiser ?

Who Appriases/Establishes the Utility Value in the Municipality? (If multiple, please list)

DRA

If the Municipality Uses DRA Utility Values, is it Equalized By The Ratio? Yes No

SECTION A

List Electric Companies ?

Electric Company	Assessed Valuation
HUDSON LIGHT AND POWER DEPT GENERATION	\$85
TAUNTON MUNICIPAL LIGHTING CO GENERATION	\$112
MASS MUNICIPAL WHOLESALE ELECTRIC GENERATION	\$13,000
NEXTERA ENERGY SEABROOK LLC	\$98,600
UNITIL ENERGY SYSTEMS INC	\$15,280,700
PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE	\$796,800
A1 Total of all Electric Companies listed in this section:	\$16,189,297

List Gas Companies ?

Gas Company	Assessed Valuation
MARITIMES & NORTHEAST PIPELINE LLC	\$5,676,255
NORTHERN UTILITIES INC	\$7,543,764
PORTLAND NATURAL GAS TRANSMISSION SYSTEM	\$3,352,800
GRANITE STATE GAS TRANSMISSION INC	\$345,400
A2 Total of all Gas Companies listed in this section:	\$16,918,219



List Water and Sewer Companies 7

Water/Sewer Company	Assessed Valuation
PENNICHUCK WATER WORKS INC	\$65,200
A3 Total of all Water and Sewer Companies listed in this section:	\$65,200
Grand Total Valuation of all Sect. A Utility Companies	\$33,172,716

SECTION B

List Other Utility Companies 7

Other Utility Company	Assessed Valuation
B1 Total of All Other Companies listed in this section (must agree with line 3B):	



Tax Credits and Exemptions

Veterans' Tax Credits (?)

Credit Description	Limits	Number of Individuals	Estimated Tax Credits
(?) Veterans' Tax Credit/Optional Veterans' Tax Credit (RSA 72:28) (\$50 Standard Credit, \$51 up to \$500 upon adoption by city/town)	\$500	563	\$281,500
(?) Surviving Spouse (RSA 72:29-a) "The surviving spouse of any person who was killed or died while on active duty in the armed forces of the United States..." (\$700 Standard Credit, \$701 up to \$2,000 upon adoption by city or town)	\$700	1	\$700
(?) Tax Credit for Service-Connected Total Disability (RSA 72:35) "Any person who has been honorably discharged from the military service of the United States and who has total and permanent service-connected disability, or who is a double amputee or paraplegic because of service-connected injury..." (\$700 Standard Credit, \$701 up to \$2,000 upon adoption by city or town)	\$2,000	21	\$42,000
Total Number and Amount		585	\$324,200

*If both husband and/or wife qualify for the credit they count as 2. If someone is living at a residence such as a brother & sister, and one qualifies count as 1, not one-half.

Disabled and Deaf Exemption Report (?)

	Disabled Exemption Report (RSA 72:37-b)		Deaf Exemption Report (RSA 72:38-b)	
	Single	Married	Single	Married
Income Limits (?)	\$35,000	\$45,000		
Asset Limits (?)	\$150,000	\$150,000		

Elderly Exemption Report - RSA 72:39-a (?)

First Time Filers Granted Elderly Exemption for Current Tax Year			Total Number of Individuals Granted an Elderly Exemption for the Current Tax Year & Total Number of Exemptions Granted			
Age	#	Amount Per Individual	Age	#	Max Allowable Exemption	Total Actual Exemption Granted
65-74	22	\$152,251	65-74	112	\$17,052,112	\$8,950,559
75-79	9	\$183,751	75-79	69	\$12,678,819	\$6,557,071
80+	8	\$236,251	80+	129	\$30,476,379	\$16,234,947
Total				310	\$60,207,310	\$31,742,577
Income Limits	Single	\$40,426	Asset Limits	Single	\$194,251	
	Married	\$51,976		Married	\$194,251	

Community Tax Relief Incentive - RSA 79-E (?)

Adopted: Yes No



Property Reports

Current Use Reports - RSA 79-A

	Total Number of Acres Receiving Current Use	Assessed Valuation	Other Current Use Statistics	Total Number of Acres
Farm Land	284.83	\$58,454	Receiving 20% Rec. Adjustment	299.08
Forest Land	1,693.7	\$100,655	Removed from Current Use During Current Tax Year	9.71
Forest Land with Documented Stewardship	60.77	\$2,071	Owners in Current Use	78
Unproductive Land	486.22	\$8,673	Parcels in Current Use	108
Wet Land	457.51	\$8,201		
Total	2,983.03	\$178,054		

Land Use Change Tax

Gross Monies Received for Calendar Year (Jan 1 through Dec 31)

Conservation Allocation	Percentage	And/Or Dollar Amount
Monies to Conservation Fund		
Monies to General Fund		

Conservation Restriction Assessment Report - RSA 79-B (must file PA-60)

	Total Number of Acres Receiving Conservation	Assessed Valuation	Other Conservation Restriction Assessment Statistics	Total Number of Acres
Farm Land			Receiving 20% Recreation Adjustment	
Forest Land			Removed from Conservation During Current Tax Year	
Forest Land with Documented Stewardship				
Unproductive Land			Owners in Conservation	
Wet Land			Parcels in Conservation	
Total				

Discretionary Easements - RSA 79-C

Total Number of Acres	# of Owners	Assessed Valuation	Description of Discretionary Easements Granted (e.g. Golf Course, Ball Park, Race Track)
17	1	\$2,600	Golf Course 52/1

Taxation of Farm Structures and Land Under Farm Structures - RSA 79-F

Total Number Granted	Total Number of Structures	Total Number of Acres	Assessed Valuation Land	Assessed Valuation Structures



Tax Increment Financing Districts - RSA 162-K ?

TIF District Name	Date of Adoption/ Modification	Original Assessed Value	Unretained Captured Assessed Value	Amount used on page 2	Retained Captured Assessed Value	Current Assessed Value



EXETER

PREPARER'S CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name

JANET

Preparer's Last Name

WHITTEN

Preparer's Signature and Title

Date

Check to Certify Electronic Signature: You are required to check this box and provide your name above. By checking this box, you hereby declare and certify that the electronic signature above was actually signed by the Preparer and that the electronic signature is valid.

CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's Signature

Assessor's Signature

Municipal Official's Signature

Please save and e-mail the completed PDF form to equalization@dra.nh.gov

A hard-copy of this signature page must be signed and submitted to the NHDRA at the following address:

**NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487**

Memo

To: Board of Selectmen, Town Manager
From: Assistant Chief Berkenbush
CC: Chief Comeau, File
Date: **September 17, 2014**
Re: Sportsmen's Club Update

The construction at the Sportsmen's site is nearing completion. The soil containing the clay targets and lead shot has been removed. The clay targets have been removed from the site and the lead containing soil has been placed in the berm. Soil samples have been tested and have come back within permissible limits. The berm has been constructed and the trap field area has been back filled and loamed. There are only a few outstanding issues left to complete.

- Seed the field and berm with grass.
- Conduct the second round of sound testing; (Middle to end of October)
- Presentation of the RAP, by URS, to the Board and Town at a future BOS meeting.

The next phase of the project is the wooded area located behind the berm and parallel with the intermittent stream. This area will be more difficult to mitigate. There are a few options that I have asked URS to look at. One is cleaning the site up by various means. The second is limiting access to the area. All of the options have good points and bad. We will have to make a proposal to DES to see which proposal would be accepted by them. I have also asked URS for cost estimates.

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

**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen
FROM: Town Manager
RE: High Street Paving/Sidewalks Project
DATE: September 19, 2014

At Monday evening's meeting Public Works will be present to discuss their first sidewalk project planned for High Street, from Great Bridge to the traffic lights. The project includes paving and installation of concrete sidewalks along the corridor.



Memo

Date: September 17, 2014

To: Exeter Selectboard

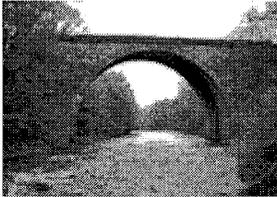
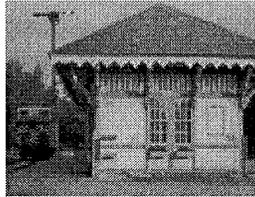
From: Don R. Clement, Selectman

The Exeter River Study Committee is requesting that the Exeter Board of Selectmen appoint a special committee to manage and oversee the Section 106 process associated with the Great Dam Removal. The charge of this committee is to come up with historic and cultural mitigation recommendations that will memorialize the Great Dam and its role in Exeter. The committee will do this through a series of meetings with interested parties and the general public.

The committee should be comprised of a representative from the Exeter Historical Society, the Heritage Committee, the Exeter Historic Commission and the River Study Committee. In addition a member at large from the public should be appointed.

The committee should present their recommendations to the Board of Selectmen within the next year.

New Hampshire Division of HISTORICAL RESOURCES



Wednesday, September 17, 2014

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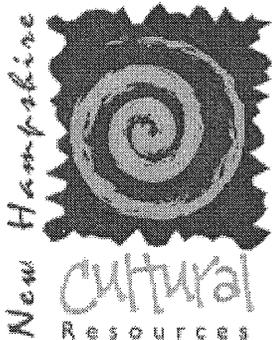
Project Review & Compliance (Section 106)

The Division of Historic Resources (DHR) is New Hampshire's State Historic Preservation Office (SHPO). Under state and federal laws, the DHR works with other governmental agencies to review publicly-assisted projects that may affect historical or archeological resources. Historic preservation "Review & Compliance" (R&C) is a consultation process to identify significant historic properties in the planning stage of a project, so that any harm to them can be avoided or minimized. It is intended to be a conflict-resolution and problem-solving process that balances the public interest in historic preservation with the public benefit from a variety of governmental initiatives.

To begin review and consultation with the DHR, project proponents MUST complete and submit a Request for Project Review (RPR) Form. These procedures were created to help streamline the review process and minimize delays caused by incomplete information submitted at the time of the initial review request. For additional questions regarding project review please contact the R&C Specialist at 603.271.3558 or christina.st.louis@dcr.nh.gov

To submit a request for project review please mail the completed RPR Form along with a self-addressed stamped envelope and required materials to:

NH Division of Historical Resources
State Historic Preservation Office
Attention: Review & Compliance
19 Pillsbury Street
Concord, NH 03301-3570



Request for Project Review (RPR) Forms

R&C Frequently Asked Questions (FAQ's)

Research Appointments and Access to Files at the DHR

Section 106 Applicant Toolkit --new--

The Advisory Council on Historic Preservation (ACHP) has developed this toolkit to provide information and guidance on the Section 106 process to parties who are the recipients of, or are applying for federal licenses, permits, assistance, or approvals.

Introduction to Project Review & Compliance

Protecting Historic Properties: A Citizen's Guide to Section 106 Review

DHR Policies

Telecommunications Projects -- revised December 2012

Wind Farm Projects

**Memorandum of Agreements (MOAs)
& Programmatic Agreements (PAs) --**

MOA examples, MOA template, samples of some of the DHR's current PAs

Helpful Project Review Links

Section 106 Flowchart 

Architectural History -- Consultant List, Forms & Manuals

Archaeology -- Consultant List, Forms & Manuals

Introduction to Historical Resources and Section 106

To view this powerpoint presentation please save it to your computer and then open it from there.

 Adobe Acrobat Reader format. You can download a free reader from **Adobe**.



19 Pillsbury Street ▪ Concord NH 03301-3570 ▪ preservation@dcr.nh.gov



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NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

State of New Hampshire, Department of Cultural Resources 603-271-3483
19 Pillsbury Street, Concord, NH 03301-3570 603-271-3558
TDD Access Relay NH 1-800-735-296 FAX 603-271-3433
www.nh.gov/nhdhr *preservation@dcr.nh.gov*

Request for Project Review by the New Hampshire Division of Historical Resources INSTRUCTIONS

The Division of Historic Resources (DHR) is New Hampshire's State Historic Preservation Office (SHPO). Under state and federal laws, the DHR works with other governmental agencies to review publicly-assisted projects that may affect historical or archeological resources. Historic preservation "Review & Compliance" (R&C) is a consultation process to identify significant historic properties in the planning stage of a project, so that any harm to them can be avoided, minimized or mitigated. It is intended to be a conflict-resolution and problem-solving process that balances the public benefit in historic preservation with the public benefit from a variety of governmental initiatives.

The RPR is not simply a checklist. It is a framework to facilitate a clear and accurate exchange of information. Compiling data for the RPR can strengthen your recognition and understanding of cultural resources and their relationship to your project. Clear and accurate information will support federal and state agencies, including the DHR, in making informed recommendations and comments. **By following these instructions, you can help facilitate an efficient, productive consultation process.**

Laws and regulations protecting historical resources and guiding the DHR's review and consultation are listed below, with citations for additional information noted:

National Historic Preservation Act of
1966, as amended:
www.achp.gov/nhpa.html

NH RSA 227-C:9:
www.gencourt.state.nh.us/rsa/html/XIX/227-C/227-C-9.htm

ACOE NH Programmatic General
Permit:
www.des.state.nh.us/wmb/Section401/reviewProcess.html

Federal Highway Administration:
Section 4(f):
www.environment.fhwa.dot.gov/strmlng/newsletters/mar08nl.asp

If your project has anything to do with transportation (type of project or funding source etc.) please see the RPR for Transportation Projects and related Instructions.

New Hampshire Division of Historical Resources / State Historic Preservation Office

March 2013



Before You Submit the Request for Project Review Form

1. Check the DHR's Review & Compliance website at www.nh.gov/nhdhr/review/ to be sure you have downloaded the most current form.
2. Determine the entire geographical area in which changes may occur (project area). The boundaries of the project area should be clearly described and indicated on a 7.5 minute USGS topographic quadrangle (clear copy or computer generated).
3. As soon as you've determined your project area, and before initiating the review process, you should determine the presence/absence of standing structures, whether or not there are any previously surveyed properties, and if and when any properties have been determined eligible or not eligible for listing in the National Register of Historic Places within or adjacent to the project area. Information on recorded historic properties is available at the DHR, and this information **must** be collected prior to submitting project review materials. The DHR records are open to the public by appointment by calling the DHR Records Coordinator at 603.271.6568 or email at tanva.krajcik@dcr.nh.gov. Include findings in Table 1 or within the project narrative description. Please be aware that survey in New Hampshire is far from complete, and the absence of historic resources in DHR records does not mean that no historic properties are present.
4. Complete a field review of the project area, taking photographs as directed in the form and instructions.
5. Following the records check and field review, project proponents should complete the Request for Project Review Form and any needed attachments in their entirety by referring to these instructions. Enclose the required additional information and submit your application packet to the DHR in paper. Please include a self-addressed stamped envelope in order to expedite the review process. Incomplete materials will be returned without review.
6. Be aware that, in the event historical resources are affected by your project, you may need to speak with your lead federal agency about developing a plan for public involvement.
7. There is no need to submit the copy of these instructions that print out with the RPR form. It is there for your information and use.

Photograph Submittals

Photographs submitted for project review may be either 35mm black/white, color or digital prints. All photographs must be clear, crisp and focused. Digital images should not be pixilated. Photographs must be sized 3" x 5" or larger and their subject locations keyed to an accompanied map. They may be embedded in printed Word® documents. All photos must be printed. No CDs, flashdrives, or other storage media with digital images will be accepted.

How to Complete the Request for Project Review (RPR) Form

GENERAL PROJECT INFORMATION

New Submittal or Additional Information – Indicate if the project, or any part thereof, has been previously reviewed by DHR and if so, insert the DHR review number (R&C #). If we know that a project has been previously reviewed, we can often avoid asking for duplicate information.

Project Title – Provide a descriptive name of the project. The name should clearly but concisely indicate what the project involves.

Project Address/Location – Provide the geographical location of the project. If your project involves work on a specific building, please include the street address of the building.

City or Town – Provide the city or town in which your project is located. Provide the **tax map and lot numbers** of the property(s).

Geographic Coordinates – NH State Plane-Feet is the required coordinate system.

An example of State Plane coordinates for the State House in Concord are: Easting 1018526 Northing 257678.

Access to State Plane coordinate data can be found at: <http://granitview.unh.edu>. Please refer to the R&C FAQs at www.nh.gov/nhdhr/review/rc_faq.htm on help accessing this data. It is helpful to print the specific instructions provided at www.nh.gov/nhdhr/review/documents/granitview_geotopo.pdf prior to clicking the <http://granitview.unh.edu> link.

Lead Federal Agency – Indicate the federal agency and contact person (if applicable) that is responsible for Section 106 compliance and that agency's permit type and permit or job reference number (if known). If you do not know the federal agency involved in your project, please contact the party requiring you to apply for Section 106 review, *not* the DHR, for this information.

State Agency – Indicate the state agency and contact person (if applicable) that is involved in the project and that agency's permit or job reference number (if known). Also note the type of permit.

APPLICANT INFORMATION

Applicant Name – Provide the name and contact information of the applicant (project sponsor).

Contact Person to Receive Response – Provide the name and contact information of the person to receive the DHR's response. The address provided should be a mailing address. Be sure to include a self-addressed stamped envelope with your application packet to expedite the review process.

PROJECT BOUNDARIES AND DESCRIPTION

Project Map – A clear computer generated or photocopy of the 7.5 minute USGS topographic quadrangle map, or a **clearly labeled** portion thereof, showing the exact boundaries of the project location (project area) **must** be attached to this application. Do **not** reduce or enlarge the map. Color copies are helpful. Label the map with the name of the USGS quadrangle. Topographic maps may be printed or downloaded free of charge at: <http://granitview.unh.edu>. Please refer to the R&C FAQ's at www.nh.gov/nhdhr/review/rc_faq.htm for help on accessing this data.

Narrative Project Description – Attach a detailed written description of the project area and the proposed undertaking. The narrative should describe the project's area of potential effects including areas of potential physical and visual impacts, secondary areas or impacts, such as staging areas or borrow pits, and alterations to a structure, a building, or its landscape. Describe any known past disturbances or alterations to the project area such as grading, filling, paving, excavation and demolition, along with an approximate date. The narrative should clearly describe the proposed action, in as much detail as currently known.

Site Plan – Attach a large-scale map, diagram, or site plan(s), showing the project area's existing conditions and proposed changes (If this type of plan is not yet available for the project, explain why and give a date as to when it will be submitted). The drawing should indicate compass orientation, contours, general soil types, and presence of wetlands (if available). If any existing buildings, structures, cemeteries, dams, canals, bridges, foundations, ruins, old wells, cellar holes, stone walls, trails, or specialized uses such as dump sites, etc., are present, their locations should be shown.

Photos of Project Area – Provide photographs showing the overall project area and the area adjacent to the project location, as well as specific areas of proposed ground impacts and disturbances. These photographs should provide general visuals of the landscape(s), streetscape(s), and relationships between buildings and structures within and adjacent to the area of proposed impact. They should also include views of areas where there might be ground impacts and disturbances, such as digging or staging areas. Informative photo captions explaining each image will facilitate efficient project review. Photos should be keyed to project mapping.

DHR File Review – During the identification stage of the review process you should determine the presence/absence of standing structures. Be sure to include the results of the DHR Records search for historic properties with your submittal packet and indicate the date the file review occurred on the RPR form. Indicate if the records search revealed any historic properties in the project area and if the site inspection revealed any properties more than 50 years of age within or adjacent to the project area which may or may not be recorded at the DHR. Provide results within the project narrative or using Table 1 (available on the DHR website).

ARCHITECTURE

Buildings, Structures, and Landscapes in Project Area – Based on the results of your DHR file review *and* your field review, are there any properties more than 50 years of age **within or adjacent** to the project area? The types of properties to note include buildings, structures (such as bridges, stone walls, culverts, railroad corridors, dams, etc.), objects (such as monuments and mileposts), historic districts, and landscapes (could include designed gardens, scenic roadways, campuses, or a collection of farms across a rural agricultural landscape).

If *none* of these are located in your project area, please note that in your project narrative and then skip to the Archaeology section of the RPR.

If *any* of these are located in your project area you must submit the following information:

Age – Provide an approximate age for the resources in your project area and the source for that information. Sources to determine approximate age could include owner information, visual inspection, municipal records, etc.

Photos of Buildings, Structures, and Landscapes – Photographs of all buildings and structures within the project area must be included with the application materials. These photos should show at least the full front side, however an angled shot showing the front and one side is typically very helpful. Neighborhood streetscape images should be included if applicable, such as when the project is located within an established or possible historic district. Photos should include informative captions and be keyed to project mapping.

Detail Photos, if applicable – If your project work involves physical impacts to existing buildings or structures, such as rehabilitation, demolition, additions, or alterations, detail photos of the area(s) of work must be submitted. For example, if you propose window replacement, then provide a photo of the window to be replaced. If you propose building an addition, then provide a photo of the area of the existing building where the addition will be appended.

ARCHAEOLOGY

Ground-Disturbing Activity in Project Area – While ground-disturbing activities are generally self-explanatory, be aware that they include activities such as construction or modification of drainage ditches and retention ponds, and temporary areas used for staging and access.

If there is *no* ground-disturbing activity in your project area, please note that in your project narrative.

If *any* ground-disturbing activity is anticipated, submit the following information:

Description of Previous Land Use – Attach a detailed descriptive narrative of current and previous land use and any known disturbances within the project area as described in project narrative.

Known or Suspected Archaeological Resources – Please note to the best of your knowledge whether the land owner/developer is aware of any archaeological resources within the project area (i.e. cemeteries/grave markers, stone walls, cellar holes, wells, foundations, dams, etc.).

TYPE AND MEANING OF DHR's RESPONSE

Insufficient information to initiate review – RPR packages will be returned to the applicant without review if, upon receipt, the DHR determines that the RPR package has not been completed sufficiently to review the project efficiently. *The purpose of this policy is to avoid excessive waste of time and money resulting from efforts to interpret or track down unclear or missing materials.*

Additional information is needed in order to complete review – Depending on the presence or types of resources in a project area, there may be multiple steps to the cultural resources consultation process. The necessity of progressing to the next step depends on the result of each preceding step. (*See the DHR website for a flowchart explaining Section 106 of the National Historic Preservation Act of 1966 at www.nh.gov/nhdhr/review/documents/106flowchart.pdf.)* Consultation for some projects may end with the RPR response, while others require continued consultation and fulfillment of additional steps in the process, such as surveys by qualified consultants and findings of effect by the lead federal agency and the DHR.

RPR comment response v. letter response – Depending on the project, the lead federal agency, and the DHR's response, you may receive either comments written on the RPR form or in a separate letter. Both types of responses may be considered the DHR's response.

Your Request for Project Review is ready to be submitted to the DHR if you've:

- ✓ Determined the entire geographical area of the proposed project and of the project's potential impacts
- ✓ Conducted a DHR file review for already-identified historic properties within or adjacent to the project area
- ✓ Conducted a field review for other resources 50 years old or older within or adjacent to the project area
- ✓ Completed the Request for Project Review Form in its entirety including all requested information and attachments
- ✓ Included a self-addressed stamped envelope

Mail the completed RPR form, a self-addressed stamped envelope and required materials to:

NH Division of Historical Resources
State Historic Preservation Office
Attention: Review & Compliance
19 Pillsbury Street
Concord, NH 03301-3570

RPRs **cannot** be accepted via facsimile or e-mail. Please provide a completed form even in cases where project information is included in a separate document, such as DES permit applications and other environmental reports and applications. Environmental documents may be submitted as attachments to the form, only if they provide an important part of the project description. The DHR has a different focus from other agencies. In order to reduce costs and be as environmentally friendly as possible please do not submit entire permit applications. The DHR will retain all items and supporting documentation submitted with a review request, including photographs and publications. Items to be kept confidential should be clearly identified. For questions regarding project review please visit www.nh.gov/nhdhr/review or contact the R&C Specialist at christina.st.louis@dcr.nh.gov or 603.271.3558.

Blank page intended

Please mail the completed form and required material to:

New Hampshire Division of Historical Resources
State Historic Preservation Office
Attention: Review & Compliance
19 Pillsbury Street, Concord, NH 03301-3570

DHR Use Only	
R&C #	_____
Log In Date	____/____/____
Response Date	____/____/____
Sent Date	____/____/____

Request for Project Review by the New Hampshire Division of Historical Resources

- This is a new submittal
 This is additional information relating to DHR Review & Compliance (R&C) #:

GENERAL PROJECT INFORMATION

Project Title _____

Project Location _____

City/Town _____ Tax Map _____ Lot # _____

NH State Plane - Feet Geographic Coordinates: Easting _____ Northing _____
(See RPR Instructions and R&C FAQs for guidance.)

Lead Federal Agency and Contact *(if applicable)*
(Agency providing funds, licenses, or permits)
 Permit Type and Permit or Job Reference # _____

State Agency and Contact *(if applicable)*
 Permit Type and Permit or Job Reference # _____

APPLICANT INFORMATION

Applicant Name _____

Mailing Address _____ Phone Number _____

City _____ State _____ Zip _____ Email _____

CONTACT PERSON TO RECEIVE RESPONSE

Name/Company _____

Mailing Address _____ Phone Number _____

City _____ State _____ Zip _____ Email _____

This form is updated periodically. Please download the current form at www.nh.gov/nhdhr/review. Please refer to the Request for Project Review Instructions for direction on completing this form. Submit one copy of this project review form for each project for which review is requested. Include a self-addressed stamped envelope to expedite review response. Project submissions will not be accepted via facsimile or e-mail. This form is required. Review request form must be complete for review to begin. Incomplete forms will be sent back to the applicant without comment. Please be aware that this form may only initiate consultation. For some projects, additional information will be needed to complete the Section 106 review. All items and supporting documentation submitted with a review request, including photographs and publications, will be retained by the DHR as part of its review records. Items to be kept confidential should be clearly identified. For questions regarding the DHR review process and the DHR's role in it, please visit our website at: www.nh.gov/nhdhr/review or contact the R&C Specialist at christina.st.louis@dcr.nh.gov or 603.271.3558.

PROJECTS CANNOT BE PROCESSED WITHOUT THIS INFORMATION

Project Boundaries and Description

- Attach the relevant portion of a 7.5' USGS Map (photocopied or computer-generated) **indicating the defined project boundary.** (See RPR Instructions and R&C FAQs for guidance.)
- Attach a detailed narrative description of the proposed project.
- Attach a site plan. The site plan should include the project boundaries and areas of proposed excavation.
- Attach photos of the project area (overview of project location and area adjacent to project location, and specific areas of proposed impacts and disturbances.) (Informative photo captions are requested.)
- A DHR file review must be conducted to identify properties within or adjacent to the project area. Provide file review results in **Table 1** or within project narrative description. (Blank table forms are available on the DHR website.)
File review conducted on ____/____/____.

Architecture

Are there any buildings, structures (bridges, walls, culverts, etc.) objects, districts or landscapes within the project area? Yes No
If no, skip to Archaeology section. If yes, submit all of the following information:

Approximate age(s):

- Photographs of **each** resource or streetscape located within the project area, with captions, along with a photo key. (Digital photographs are accepted. All photographs must be clear, crisp and focused.)
- If the project involves rehabilitation, demolition, additions, or alterations to existing buildings or structures, provide additional photographs showing detailed project work locations. (i.e. Detail photo of windows if window replacement is proposed.)

Archaeology

Does the proposed undertaking involve ground-disturbing activity? Yes No
If yes, submit all of the following information:

- Description of current and previous land use and disturbances.
- Available information concerning known or suspected archaeological resources within the project area (such as cellar holes, wells, foundations, dams, etc.)

Please note that for many projects an architectural and/or archaeological survey or other additional information may be needed to complete the Section 106 process.

DHR Comment/Finding Recommendation *This Space for Division of Historical Resources Use Only*

- Insufficient information to initiate review. Additional information is needed in order to complete review.
- No Potential to cause Effects No Historic Properties Affected No Adverse Effect Adverse Effect

Comments:

If plans change or resources are discovered in the course of this project, you must contact the Division of Historical Resources as required by federal law and regulation.

Authorized Signature: _____

Date: _____

**2015 Exeter Town Budget Request
September 19, 2014**

To the Board of Selectmen and Budget Recommendations Committee,

Attached you will find the Town of Exeter preliminary budget request for Fiscal Year 2015. The fiscal year begins on January 1, 2015 and ends December 31, 2015. I would like to acknowledge the efforts of all Town Departments, and in particular, the Finance Department, for coordinating this initial budget request. This request should be seen as a starting point in the 2015 budget process, which will include a recommendation from the Budget Recommendations Committee, meetings with Town Departments, and ultimately a final recommendation from the Board of Selectmen to the voters.

Overview

The total general fund preliminary budget is \$17,709,431, an increase of 3.72%, or \$634,386, over the FY14 adopted budget. Of the additional \$634,386, a total of \$244,968, or 38.6%, is attributable to first year debt service due on the Great Dam removal bond (\$244,968). The FY15 preliminary budget also includes several department requests identified in the budget initiatives section of this document.

Town Net Taxable Valuation

The Town's most recent net taxable valuation, as determined by the 2014 MS1 report, is \$1,610,467,983. This is a .25% increase over the 2013 net taxable valuation of \$1,606,450,382.

FY15 General Fund Revenues

Town revenues are expected to remain stable in FY15. The town operates with limited revenue sources other than property taxes. The largest local revenue sources are motor vehicle registrations, which represent more than 44% of the total local revenue available to the Town. Income from departments (including 'blue bag' revenue), meals and rooms tax distributions, and highway aid are the other significant Town revenue categories. The Town continues to function without general revenue sharing, which was eliminated by the legislature during difficult budget times several years ago and resulted in a \$284,000 loss of annual revenue to the Town's general fund. Highway Aid will increase slightly in FY15 due to the passage of SB367. It is expected the Town will continue to use 95% of the EMS fund surplus annually to stabilize the Town tax rate. However, this surplus is being diminished by the ongoing ambulance replacement lease/purchase program, which is funded through the EMS fund.

Budget Overview

The operating budget is the financial work plan for all Town departments. It contains the means, methods, and funding for all Town operations throughout the year. The Town has several operating departments. The three largest functions within the Town budget continue to be Public Works (including Maintenance), Fire/EMS, and Police. These three functions alone make up 68.9% of the Town's general fund operating budget.

General Government

The Town's executive functions are administered by the Board of Selectmen and the Town Manager. In addition the Town Manager's Office provides administrative support to several citizen based committees including the Economic Development Commission, Arts Committee, Council on Aging, Budget Recommendations Committee, Transportation Committee, and Water/Sewer Advisory Committee. The Town Manager's Office posts meetings and agendas, coordinates minute taking of many town boards, issues permits for property use (parking, blocking off roads, facility use, etc.), purchases basic supplies for all Town Office departments, and provides backup and service to Human Resources and Welfare/Human Services.

Other administrative support (internal services) to Town Departments is provided through Human Resources, Information Technology, and Finance. Financial operations in addition to Finance (which primarily handles budget administration, payroll, accounts payable, and cash management), includes the Tax/Water/Sewer Collections Office, and the Assessing Office. The Tax/Water/Sewer Office is staffed by two full time personnel, who collect all property tax revenue and water/sewer revenue for the Town. Human Resources is staffed by one full time Director, and the IT Department is staffed by one full time Director. The IT Department uses interns each year for additional support, along with a modest service contract.

The Town Clerk's Office provides motor vehicle registration, vital records research, records retention, town meeting, and voting coordination and oversight for the community. The Town Clerk's Office also sells stickers related to the transfer station and solid waste program.

Land use, including regulation, code enforcement, and planning, is administered through the Planning and Building Office. This office also supports several volunteer boards, committees and commissions in their statutory missions including the Zoning Board of Adjustment, Planning Board, Conservation Commission, Historic District Commission, and Heritage Commission.

Public Safety

The Exeter Police Department provides service 24 hours per day, seven days a week. Fire and EMS services (to the paramedic level) are also provided 24/7 by four shifts of 6 Firefighter/EMT's per shift. The Police Department budget contains the Animal Control function and the Dispatch operations, which also run 24/7, 365 days per year. One dispatch position is funded through the EMS (ambulance) revolving fund and is not included in the general fund budget. The Town is staffed using full time and part time dispatchers. The Fire Department, in addition to providing EMS services to the paramedic level, provides the Town's health and emergency management functions. The public safety complex on Court Street, built in 1979, is the location of the Town's current Emergency Operations Center (EOC). Emergency Management is an active function in Exeter due to the makeup of the community (rural and urban areas) and the impacts felt during major events. The Town's health department provides support to several activities including mosquito control, regional health planning, and sanitary code enforcement.

Public Works

The Public Works functions of Administration/Engineering, Highway, Maintenance, Solid Waste, Snow Removal, and Street Lights are all part of the general fund budget. The Town's solid waste contract is included in the Solid Waste budget and is one of the largest general fund contract expenses at \$660,000 per year. The budget, which includes the Townwide recycling program, is partially offset by blue bag sales. DPW also supports a full water and sewer department, which manages the public water supply and distribution systems, and the Town's wastewater treatment and collection system.

Welfare/Human Services

The Town administers a welfare system as required by state law, RSA 165. The Department has a part time Welfare Director, and is indirectly supported by the Executive Assistant position and the Human Resources Director. The Executive Assistant also coordinates the human service grant application process, by which several agencies each year submit directly to the Town government for funding. These requests are reviewed annually by the Budget Recommendations Committee.

Parks/Recreation

The Town's Parks/Recreation Department, located at 32 Court Street, provides a full range of recreation programs. The Department also manages its properties and maintains the Town's parks. Periodically the Department provides cemetery support when needed, and is active at overseeing the Senior Center and its activities. In recent years, the Parks/Recreation Department has made extensive use of their revolving fund to support programs and services, while their portion of the general fund budget has decreased. Currently the Parks/Recreation revolving fund budget is greater than \$400,000 per year and completely offset by fees for programs and events.

Public Library

The Exeter Public Library is open year round, and is located on Chestnut Street. The Public Library serves the general public and has a series of educational and reading programs for all ages. The library serves as a cornerstone of the community in its location at Founders Park. The library budget includes all expenses related to maintenance and upkeep of the Library under the Library Trustees, called "public services." These expenses are not included in the Town's Maintenance Budget.

FY2015 Budget Notes

Wages. Open collective bargaining agreements (Police Association). The current Police Agreement expired December 31, 2013. The Town will be going through a fact finding process with the Police Association in Fall of 2014. Any settlements with this unit would need to be funded through a separate warrant article on the 2015 Town Warrant above the base budget request. Other wages have been included in the 2014 budget as follows: non-union COLA, 1.6%, Fire COLA, 1.0%. Under the new Fire contract, each eligible firefighter receives a 2.23% step increase in July 2015. For non union employees, each eligible employee has been scheduled for a 2.23% step increase in July 2015. The non union COLA is subject to approval by the Board of Selectmen and reflects an average of the most recent annual area CPI month over month and the most recent annual CPI.

Benefits.

Health Insurance. Health insurance rates will be delivered to the Town in October, 2014 for 2015. For the purposes of this preliminary budget a 10.0% increase in health insurance premiums is planned for 2015, reflecting trends in health costs. General Fund Budget Increase: \$128,538.

Retirement costs. Increases in retirement assessments continue to impact budgets, however they are impacting the FY15 budget less than in previous years. These impacts have resulted in a \$44,410 increase in retirement costs in the FY15 budget, mainly in the public safety area. Retirement costs are “fixed” assessments through the New Hampshire Retirement System and are not part of local bargaining agreements. Public safety employees are not part of social security (uniformed personnel). Retirement rates as a percentage of payroll are: Group I employees, 10.77/11.17% (does not include social security, additional 6.2%), Group II employees, Fire 27.74/29.16%, Police 25.30/26.38%. The splits in each figure are the projected amounts after July, 2015 when the state sets new rates for retirement assessment.

General Expenses. There are general expense increases in the budget related to items described under the initiatives section of this submittal.

(The table below shows the year over year budget increases/decreases for each program area over the most recent three year period:

Function	FY13 Budget	FY14 Budget	FY15 Request	% '15/'14
General Government	866,351	930,436	966,852	3.9%
Finance	586,148	595,956	583,316	-2.1%
Planning & Building	467,543	484,927	494,925	2.1%
Economic Development	1,500	69,149	134,027	93.8%
Police	3,541,810	3,646,020	3,742,851	2.7%
Fire	3,637,603	3,696,775	3,807,002	3.0%
Public Works – Gen Fund	3,340,780	3,554,799	3,675,454	3.4%
Maintenance	1,009,992	942,666	1,039,458	10.27%
Welfare/Human Services	92,615	86,855	89,686	3.3%
Parks/Recreation	446,659	448,673	474,632	5.8%
Other Culture/Recreation	36,300	36,300	36,300	0.0%
Public Library	894,822	910,837	922,976	1.3%
Debt/Capital	1,201,258	1,311,292	1,355,297	3.36%
Benefits/Taxes/Fixed Costs	<u>352,660</u>	<u>360,361</u>	<u>386,656</u>	<u>7.3%</u>
Total General Fund	16,619,718	17,075,046	17,709,431	3.72%

2015 Budget Initiatives

Several requests are therefore contained in the 2015 budget for review and recommendation. These include:

General Government

- A replacement sign for the Town Offices (\$3,000, BOS budget). This sign would replace the old sign out in front of the Town Offices with an updated sign including the adopted Town Seal.
- Additional recording secretary funds (\$1,030, Town Manager budget).
- Reclassification expenses (\$1,500, Human Resources budget).
- Additional assistance – IT Department (\$10,100 increase in temporary wages).
- Various IT initiatives (see narrative).
- Transportation – It is unknown at this point what fiscal impact elimination of Route 7 might have on the FY15 budget. The appropriation request is \$26,919 as of this writing (general fund only).

Planning and Building

- The Planning and Building Department is in need of further automation of its processes. They have requested funds for an automated permit management tool in the FY15 budget (requested increase: \$20,500).

Historic District Commission

- Increased funds for grant matching (\$1,000).

Economic Development

- The FY15 budget reflects full year funding of the Economic Development Director position plus an expense budget (\$64,878).

Public Safety – Police

- Increased dry cleaning contract cost (\$800).
- Increased prosecutor contract (\$4,296).
- Increase in mobile communications (\$14,660) – these costs are in lieu of a cruiser replacement request (ie only 1 cruiser replacement is in the FY15 budget).
- Fuel increase (\$6,552) reflecting current fuel market.

Public Safety - Fire

- Fire Department NFPA Physicals Initiative (\$16,199). These more advanced physicals would include various screenings to meet NFPA 1582 standards.
- Fire Department overtime (\$12,971 requested increase).
- Increased emergency management expenses (\$2,630 increase)

Public Works

- DPW Administration/Engineering EPA Stormwater Mandates (\$50,000 increase). These are additional expenses related to the MS4 permit from the EPA.
- DPW Highway Street Marking increase (\$5,000) due to vendor costs.
- DPW Highway Fuel increase (\$10,000) based on usage trends and market rates.
- DPW Paving Increase (\$25,000) – 3.0% increase to keep pace with inflation.
- DPW Solid Waste Contract Increase (\$10,000) for collection of rubbish.
- DPW Recycle Bin Increase (\$5,600) to be offset by revenues from bin sales.

DPW - Maintenance

- DPW Maintenance FT wage increase (\$24,701) to reflect full year funding of custodian approved as FT in the FY14 budget.
- DPW Maintenance Projects List (\$10,000) general increase. This reflects the proposed budget for maintenance projects at various town buildings in FY15.
- DPW Maintenance Garage Budget – Request for increase in hours for the part-time vehicle maintenance/laborer has been included in this request (position increase cost - \$27,025 based on 8 months at full-time eligibility).
- DPW Utility Budgets for Town Buildings – Electricity and Natural Gas increases to reflect market rates and usage rates in town buildings.

Welfare/Human Services

- Welfare Direct Relief (\$1,500) requested increase.

Parks/Recreation

- Parks/Recreation Software Agreement (\$6,900) – expense relocated from revolving fund to keep revolving fund solvent.
- Parks/Recreation Water/Sewer Bills (\$5,200) – expense relocated from revolving fund to keep revolving fund solvent (pool filling/emptying).

Other/Vehicles & Equipment

- General vehicles budget (\$230,920 leases, \$127,016 vehicles/equipment) – The Town has been budgeting vehicles and specialty equipment in a consolidated line item for several years. The list of replacements is vetted annually by the Budget Recommendations Committee and Selectmen. Vehicle replacements scheduled for 2015 include 1 police patrol cruiser (\$37,698 equipped), replacement of the utility pick up truck in the Fire Department (\$36,468), replacement of two large salt/sand machines for DPW (\$31,350), and replacement of the 2002 Plumbing/HVAC Van in DPW (\$21,500). These requests total \$127,016. There are three active Fire Department leases for vehicles/equipment including Engine 2, Engine 3, and the Ladder Truck. These three leases total \$227,920. In addition, the new police patrol motorcycle is \$3,000 making the total vehicle lease budget \$230,920 for FY15. Water/Sewer vehicles and equipment are budgeted separately in those enterprise funds.

Debt Service

- The Debt Service budget is up 30.6%, or 222,468, from FY14. This is due mainly to Great Dam removal bond, which the Town will begin paying down in FY15 (\$244,968).

Benefits/Taxes

- The Benefits and Taxes budget includes funds for town-wide expenses including the health insurance buyout program, unemployment, worker's compensation, and property/liability insurance. Primex is the current carrier for the Town's insurance other than health insurance, which is obtained through the Health Trust. This budget has been increased by \$29,512 to account for an increase in employee buyouts. If an employee is eligible but does not take health insurance through the Town, he/she is granted 30% of the Town's savings as a benefit.

Warrant Articles Requested Appropriations

In addition to the above, four non-bond issue warrant articles are itemized for discussion. The total amount of these warrant articles is \$406,050. These include:

Human Service Agency Funding: \$122,995. This total includes requests above the 2014 approved budget of \$109,595. Additional requests that have been received are Richie McFarland (additional \$2,100 request), New Generation Shelter (additional \$8,000 request), New Heights (additional \$1,300 request), NHSPCA (renewed request, not funded in 2014, of \$1,500), and Court Appointed Special Advocates (CASA, new request, \$500). These total increases of \$13,400 bring the total human service agency requests to \$122,995, a 12.2% increase over the FY14 requests of \$109,595.

Street Sweeper Lease/Purchase: \$245,575, first year appropriation \$56,482. The Department of Public Works recommends a replacement of the Town's 2005 Tennant Street Sweeper with a new TYMCO 600 Comdex Regenerative Air System sweeper. The current sweeper is used extensively each year and has experienced greater than normal maintenance costs over its life cycle. This is a large ticket item and should be considered as a lease/purchase similar to the replacement of the sewer vector truck, and fire ladder truck, in 2013. The projected first year payment including interest is projected at \$56,482 using a 5-year lease/purchase timeframe at 3.0% interest. These assumptions are for budgeting purposes only as the Town typically seeks financing after approval under different lease/purchase options (level payments, etc.) to minimize interest costs.

Fire Department Alarm Truck Lease/Purchase: \$93,796, first year appropriation \$21,573. The Fire Department is seeking replacement of their 1993 alarm truck. The cost estimate for replacement is \$93,796. This is also large ticket item, and if placed in the budget would be a significant one time impact on the vehicles/equipment budget. The projected first year payment including interest is projected at \$21,573 using a 5-year lease/purchase timeframe at 3.0% interest. These assumptions are for budgeting purposes only as the Town typically seeks financing after approval under different lease/purchase options (level payments, etc.) to minimize interest costs. A shorter term lease or 3 years may be favorable for this piece of equipment, which will last well beyond the lease/purchase cycle.

Town Hall Egress Staircase (\$80,000) – This project is described in detail on page A2 of the FY15-FY20 capital improvement program. It would correct existing code issues in the Town Hall regarding access and egress.

Town Office Wiring Replacement (\$75,000) – This project is described in detail on page A3 of the FY15-FY20 capital improvement program. It would address code issues within the Town Office by replacing wiring dating back to the 1930's.

Library Renovation Capital Reserve Fund (\$50,000) – This project is described on page L1 of the FY15-FY20 capital improvement program.

Total General Fund Appropriations. The total general fund appropriations for FY15 are \$18,115,481. This is a 4.42% increase, or \$767,526, over total general fund appropriations for FY14, which were approved at \$17,347,955 at the March, 2014 election. The total general fund appropriations compare all proposed budget items and general fund warrant articles, year over year.

Bond Issues – General Fund

Sidewalks: \$1,180,000. This request is found on page D1 of the 2015-2020 Capital Improvement Program. The FY15 request of \$580,000 would fund concrete sidewalks for the Water Street and Front Street areas in the central downtown. The one-time tax impact of this project is 36 cents per 1,000 of assessed valuation, and is broken down as follows: \$485,000 concrete walkways, \$90,000 stormwater treatment costs, and \$5,000 bond and legal costs. The estimates also include curb and tree improvements. Due to the cost of the program including the initial project, a review of the six year cost of \$1,180,000 is recommended for potential bonding as laid out in the capital improvement program. This would replace a large onetime cash request to be funded by taxation.

Deferrals

The FY15 budget request, as per the norm, does not include all requests made through the Town Capital Improvement Program. Noted deferrals include the Continental Drive Fire Substation/Station, Communications Improvements, Boiler Replacement at the Public Safety Complex, Pickpocket Dam Breach Analysis, and the Linden/Court Street Culvert Repairs. During the budget process the Department of Public Works will provide updates on the Linden and Court Street culvert project to see if that particular project is ready to be put forward in 2015. The Fire Station/Substation is identified in the capital improvement program for discussion. As the Board is aware, funding all projects in one year, even if identified in the capital improvement program, would be an uphill challenge.

Other

1. Although the Welcome Center/Baggage Building is not itemized in the warrant articles, it is still regarded as a priority community project. Cost is TBD at the time of this writing.
2. A warrant article will be added for the Kingston Road bike paths project if the grant award materializes. The total project amount is \$750,000 without any tax impact. Therefore if realized the project will add to the gross appropriations for FY15.

As always, these requests are meant to create a framework for a meaningful budget deliberation throughout the budget season. I would again like to recognize the town departments for their efforts on this FY15 general fund budget submittal.

Respectfully submitted,

Russell Dean
Town Manager

Town of Exeter
2015 Preliminary Budget Summary

DEPARTMENT	2013 Actual	2014 Budget	2015 Budget		Notes
			Preliminary Budget	vs. 2014 Budget \$ Increase/-(Decrease)	
General Fund Appropriations					
General Government					
100 Board of Selectmen	41,200	21,774	25,574	3,800	17.5% Replace Main Town Office sign
111 Town Manager	197,421	205,760	218,532	12,771	6.2%
113 CATV	-	1	1	-	0.0%
115 Human Resources	79,824	86,114	90,420	4,306	5.0%
119 Transportation	20,919	26,919	26,919	-	0.0%
120 Legal	113,678	80,000	80,000	-	0.0%
125 Information Technology	146,198	149,397	192,996	43,599	29.2% Tech TVIT, Network & Computer supplies, phone utilization
130 Trustees of Trust Funds	891	891	891	-	0.0%
140 Town Moderator	323	969	431	(538)	-55.6% One election in 2015
151 Town Clerk	291,922	327,535	319,044	(8,491)	-2.6%
152 Elections/Registration	12,895	31,077	12,044	(19,033)	-61.2% One election in 2015
Total General Government	905,271	930,437	966,852	36,415	3.9%
Finance					
201 Finance/Accounting	266,169	273,406	278,060	4,654	1.7%
202 Treasurer	9,542	11,419	11,419	-	0.0%
203 Tax Collection	89,568	87,315	93,478	6,163	7.1%
205 Assessing	215,005	223,817	200,360	(23,457)	-10.5% Assessor contracted through MRI
Total Finance	580,284	595,956	583,316	(12,640)	-2.1%
Planning & Building					
301 Planning	213,842	220,655	248,846	28,191	12.8% GIS Software
302 Inspections/Code Enforcement	210,028	225,148	228,347	3,199	1.4%
303 Board of Adjustment	2,702	2,600	2,600	-	0.0%
304 Historic District Commission	818	2,188	2,987	799	36.5% Grant matching funds
305 Conservation Commission	9,218	32,682	10,057	(22,625)	-69.2% CO- Rayne's Farm Roof
306 Heritage Commission	102	1,654	2,088	435	26.3% Grant matching funds
Total Planning & Building	436,710	484,928	494,925	9,997	2.1%
Economic Development					
307 Economic Development	100	69,149	134,027	64,878	93.8% New hire @ FY, General supplies
Total Economic Development	100	69,149	134,027	64,878	93.8%
Police					
401 Administration	671,345	727,562	749,737	22,175	3.0%
402 Staff	468,898	588,264	587,693	(571)	-0.1%
403 Patrol	1,771,474	1,889,355	1,963,560	74,205	3.9%
404 Animal Control	1,072	1,250	1,250	-	0.0%
405 Communications	406,725	439,589	440,611	1,022	0.2%
Total Police	3,319,514	3,646,020	3,742,851	96,831	2.7%

Town of Exeter
2015 Preliminary Budget Summary

DEPARTMENT	2013 Actual	2014 Budget	2015 Preliminary Budget	2015 Budget vs. 2014 Budget		Notes
				\$ Increase/- (Decrease)	Budget % Difference	
Fire						
501 Administration	502,940	534,112	555,341	21,229	4.0%	
503 Fire Suppression	2,907,970	2,976,232	3,062,113	85,881	2.9%	
504 Emergency Management	24,170	26,186	28,816	2,630	10.0%	Training and Shelter supplies
505 Health	122,369	160,245	160,732	487	0.3%	
Total Fire	3,557,449	3,696,775	3,807,002	110,227	3.0%	
Public Works - General Fund						
601 Administration & Engineering	325,560	376,954	432,747	55,793	14.8%	EPA Storm Water
602 Highways & Streets	1,745,757	1,960,711	2,009,162	48,451	2.5%	
603 Snow Removal	343,513	267,070	269,544	2,474	0.9%	
604 Solid Waste Disposal	813,117	820,063	834,001	13,937	1.7%	
605 Street Lights	139,445	130,000	130,000	-	0.0%	
Total Public Works - General Fund	3,367,392	3,554,799	3,675,454	120,655	3.4%	
Maintenance						
606 General	555,558	511,347	554,933	43,586	8.5%	Maintenance projects
607 Recreation Center	31,950	17,800	23,600	5,800	32.6%	Electricity, Natural Gas
608 Town Hall	30,260	26,050	30,800	4,750	18.2%	Natural Gas
609 Town Office	29,605	27,950	35,150	7,200	25.8%	Electricity, Maintenance
610 Senior Center	13,543	13,600	16,450	2,850	21.0%	Natural Gas
611 Safety Complex	61,606	66,350	69,000	2,650	4.0%	
612 DPW Complex	43,068	40,050	47,700	7,650	19.1%	Natural Gas, Electricity, Maintenance
613 Train Station	8,914	10,000	11,100	1,100	11.0%	Electricity
614 Other Town Structures	7,956	11,600	11,100	(500)	-4.3%	
615 Mechanics/Garage	224,791	217,919	239,626	21,707	10.0%	Vehicle Maintenance Service Technician to FT
Total Maintenance	1,007,251	942,666	1,039,458	96,793	10.3%	
Welfare						
710 Welfare	77,619	86,855	89,686	2,831	3.3%	
Total Welfare	77,619	86,855	89,686	2,831	3.3%	
Parks & Recreation						
801 Recreation	256,941	271,531	295,777	24,246	8.9%	
802 Parks	151,014	177,142	178,855	1,714	1.0%	
Total Parks & Recreation	407,955	448,673	474,632	25,959	5.8%	
Other Culture/Recreation						
116/804 Other Culture/Recreation	21,848	22,300	22,300	-	0.0%	
805 Special Events	12,399	14,000	14,000	-	0.0%	
Total Other Culture/Recreation	34,247	36,300	36,300	-	0.0%	

Town of Exeter
2015 Preliminary Budget Summary

DEPARTMENT	2013 Actual	2014 Budget	2015 Preliminary Budget	2015 Budget vs. 2014 Budget \$ Increase/-(Decrease)	2015 Budget vs. 2014 Budget % Difference	Notes
Public Library						
901 Library	894,822	910,837	922,976	12,140	1.3%	
Total Library	894,822	910,837	922,976	12,140	1.3%	
Debt Service & Capital						
921-923 Debt Service	749,038	726,289	948,757	222,468	30.6%	Great Dam Removal 1st Yr. Payment on Bond
117 Vehicle Replacement/Lease	416,505	536,399	357,936	(178,463)	-33.3%	Per Schedule
117 Misc Expense	17,957	3	3	-	0.0%	
118 Capital Outlay - Other	48,601	48,601	48,601	-	0.0%	
Total Debt Service & Capital	1,232,101	1,311,292	1,355,297	44,005	3.4%	
Benefits & Taxes						
931 Health Insurance Buyout	68,501	71,520	101,033	29,513	41.3%	More employees partaking in program (+10%)
933 Unemployment	11,154	7,042	7,042	-	0.0%	
937 Worker's Compensation	147,288	159,080	159,080	-	0.0%	
114/941 Insurance	142,355	122,719	119,501	(3,218)	-2.6%	
Total Benefits & Taxes	369,298	360,361	386,656	26,295	7.3%	
Total GF Operating Budget	16,190,010	17,075,046	17,709,431	634,386	3.7%	
Other Appropriations - Warrant Articles						
Human Service Warrant Articles	114,478	109,595	122,995	13,400	12.2%	
Supplemental Paving	250,000					
Linden St & Court St Culverts	150,000					
375th Anniversary Celebration	20,974					
Town Wide Facilities Plan	-	50,000		(50,000)	-100.0%	
Eliot Property Purchase	-	26,490		(26,490)	-100.0%	
Sidewalk Program	-	80,000		(80,000)	-100.0%	
DPW/SEIU Agreement	-	6,824		(6,824)	-100.0%	
Town Office Wiring Replacement			75,000	75,000		
Town Hall Egress Staircase			80,000	80,000		
Library Renovation			50,000	50,000		
Replace Street Sweeper			56,482	56,482		
Replace Fire Alarm Truck			21,573	21,573		
Total Other Appropriations	535,452	272,909	406,050	133,141	48.8%	
Total General Fund Appropriations	16,725,462	17,347,955	18,115,481	767,527	4.42%	
Borrowing Other						
Removal of Great Dam		1,786,758				
Sidewalk Program				1,180,000		

Town of Exeter
2015 Preliminary Budget Summary

DEPARTMENT	2013 Actual	2014 Budget	2015 Preliminary Budget	2015 Budget vs. 2014		Notes
				\$ Increase/-(Decrease)	Budget %-Difference	
Water Fund						
621 Administration	302,839	363,605	373,443	9,838	2.7%	
624 Billing and Collection	108,418	118,699	155,606	36,907	31.1%	Utilities Clerk to FT; CO-Meter Software Hampton Rd Tank Rehabilitation, System Maint., Metering & Back Flow
622 Distribution	508,272	532,123	676,027	143,904	27.0%	
623 Treatment	668,451	737,098	748,419	11,321	1.5%	
625-626 Debt Service	468,941	549,263	842,130	292,867	53.3%	1st Yr. Payments on Meter Repl & 2014 Waterline Repl
627 Capital Outlay	107,825	237,669	101,213	(136,456)	-57.4%	Hampton Rd Tank Renap moved to Distribution, Reduced WTP and Vehicles
Total WF Operating Budget	2,164,745	2,538,457	2,896,837	358,380	14.1%	
Sewer Fund						
631 Administration	349,417	363,052	369,568	6,516	1.8%	
634 Billing and Collection	104,863	118,699	155,606	36,907	31.1%	
632 Collection	503,548	542,938	669,679	126,741	23.3%	Pump & Control Maintenance, General Equip, and Electricity
633 Treatment	447,986	451,641	494,833	43,192	9.6%	Lab Testing, Outfall Dredging
635-636 Debt Service	549,042	729,706	726,177	(3,529)	-0.5%	
637 Capital Outlay	244,205	206,670	124,472	(82,198)	-39.8%	WWTP and Small Generator
Total SF Operating Budget	2,199,060	2,412,706	2,540,335	127,629	5.3%	

Section III

2015 – New Budget Requests

Line Item	Description	Amount/Basis
5681	GIS Software	\$20,500

Planning and Building staff share an “Access” database software that was set up in 2000-2001 to store all building and land use data including permit information, cases, and accounting information. At first, this system was considered efficient and effective, but over the years issues began to develop. Breakdowns and flaws were noticed after six to seven years and since 2007 or so, the data base hobbled along for another five years. Unfortunately, over the past year, the system reached a critical state, breaking down completely, only to be brought back into service with a “band-aid” temporary repair. The system can no longer be relied on and is functioning inconsistently. Staff has discussed possible solutions with the Town’s IT provider, Andy Swanson. All are agreed the system must be replaced. Staff have researched several options, ie. replacing it with an updated Access system, looking into various replacement alternatives, and considering expanding its existing service with People GIS. The most viable solution was to expand the existing service with People GIS, utilize their highly efficient service and create a web-based permit management tool based on “People Forms” and designed for our specific needs. The fee includes an \$18,000 set-up fee that will take our existing data, work with staff on filling missing information, and setting up a variety of forms for the various building permits, land-use board application templates, and accounts related to land-use activities. Also, People GIS charge an annual support and maintenance fee of \$5,000. This will be pro-rated depending on the start time of the new system, which for 2015 was estimated for half the year equating to \$2,500.

Section I

2015 IT Budget Narrative

The Information Technology department will provide the highest quality technology-based services, in the **most cost-effective manner**, to facilitate the Town of Exeter's operations. In 2015, the IT department is looking to increase the reliability and capabilities of our Phone and Data infrastructure.

To meet this mission we will:

1. Provide effective technology support for audio/visual, computer, multimedia, voice, video, and web based applications and services to all areas of the town operations..
2. Promote and facilitate the effective integration of technology into the basic mission of the town government through planning, programming, training, consulting, and other support activities.
3. Develop, enhance, and manage the town government's networks to provide high speed, transparent, and highly functional connectivity among all information resources.
4. Develop and maintain highly effective, reliable, secure, and innovative information systems to support the town government's objectives.
5. Facilitate the collection, storage, security and integrity of electronic data while ensuring appropriate access.
6. Provide capabilities including the ability to develop and manage the distribution through broadcast, narrowcast, broadband, software, the Web and other telecommunications technologies town government services and information, both to the great citizens of the Town of Exeter, NH and to the world beyond.
7. Promote new uses of information technology within the organization through the support for innovative applications.
8. Provide leadership for effective strategic and tactical planning in the use of technology
9. Provide fast & reliable access to all information systems.

Section II

2015 Budget Highlights/Impacts

Category: Wages/Benefits

Since the IT department was started in 2007, the number of computing devices has risen from 78 to 140+. This does not include anything phone, printer, time clock, alarm related or devices monitored using a network connection. The number of e-mail users has increased by over 50%. These increases do not represent a large increase in town head count but rather the changing communication and reporting needs of the individual departments. More and more of the equipment that we are purchasing has a wire and is looking to communicate and store data on the town's network, everything from generators, truck mounted salt delivery systems, credit card readers, solar arrays, time clocks, door locks, wireless access points and even cash registers at the pool. That is far from a complete list.

We have made every effort to automate the care and feeding of all these systems however the sheer volume has been impacting the number of hours it takes to get the job done well. I work at least 5 weeks every month and still struggle to meet deadlines.

The IT department is also the AV department for the town also has been assigned much work for Channel's 22 and 98 which include more than just the TV shows.

This past summer the IT department was also called upon to administer projects for the assessing department.

I am requesting the part time help budget be increased to \$12,500. This is more cost effective than subbing out some of the jobs to contractors which have much higher operating costs. We

Department Name: IT Division: _____

should be able to secure a tech starting out in the trade for \$12 an hour maybe a little more. I am not going to mince words here, since any addition to headcount needs to be carefully considered, however if the growth of IT needs continues at its current rate, in 5 years or less this will become a full time position.

Category: Expenses

01-4150-0125-5680 IT- Computer Software

The base cost on this line is about \$80 a year per device to keep productivity (mostly windows) applications up to date, antivirus/monitoring software and to fill new requests. Estimate \$8000 in 2015.

We will need to upgrade 4 server operating systems in 2015 since the version we are using on those servers will no longer be supported. The cost for this will be about \$4000 including updated backup and monitoring software.

01-4150-0125-5704 IT- Network Supplies

As we have come to depend on it more and more, our network switching has a need for redundancy. The main data switch (\$2500) should have a secondary to fail over in case of failure and the same is true for our firewall (\$4000). When either of those is down, it severely impacts operations. I have also included \$1500 to replace department level switches that fail; this would cover one or two failures depending on the size of the department.

We are currently very susceptible to power drops/surges which are a common occurrence in Exeter. All of the battery backup units in town have reached the point where they need to either be replaced or have new batteries installed. I have budgeted a total of \$3700 for this. (\$2500

Department Name: IT Division: _____

Enterprise UPS for Datacenter plus \$700 for new batteries for old Datacenter UPS and \$500 to cover data/phone switches) Plus \$1200 for wire, connectors and wall plates etc.

01-4150-0125-7000 IT- CO- Computers

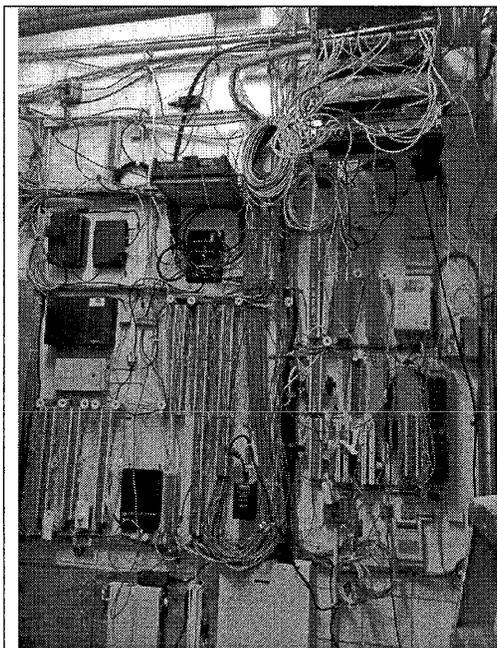
In 2014, we either replaced or updated the operating system 45% of our PCs mostly driven by Microsoft's dropping of support for the decade old XP operating system. In 2015, I am only planning on 2 purchases of new PCs (\$1000) and then only to replace any older PC that fails. I am also requesting \$1000 to replace the oldest monitors and only those at 17" and smaller.

I am also requesting \$500 toward the cost of printers. While this is an item that the IT department has not typically budgeted, in every one of the last three years we have been asked to pay for desktop printing solutions for various departments.

2015 – New Budget Requests

Section III

01-4150-0125-5704 IT- Network Supplies



There is a wall of wire in the Safety Complex representing a quarter century of technological shift. I have a quote for \$5200 to remove the unused wire which is about 90% of what you see in the photo. An additional \$2600 would also clean out a smaller similar situation in the under roof area of the Fire Station.

This wall is much larger than it looks in the photo. Due to the way this has been built up over time, each individual line will have to be tested prior to removal.

01-4150-0125-7000 IT- CO- Computers

2015 Prebudget IT needs survey

Department heads were sent a survey asking about 2015 IT needs. The survey was quite extensive and asked about both needs and willingness to move toward newer technologies that could raise quality and reduce costs. Below are the needs that were submitted over and above the "no new PCs in 2015"

Department Name: IT Division: _____

Town Clerk

\$1800 for Laptops – two for elections and one to replace Town Clerk's laptop that was stolen this year

Planning

Kiosk PC for Public - \$600

Laptop for use by committees - \$600

2 tablets for field gathering of data \$1100

Color laser networked printer for department \$400

Police and Fire – preferred to have their additional IT equipment in their budget

DPW – requesting a \$3000 place holder

01-4150-0125-5680 IT- Computer Software

We will, at some point, need to move forward with a Virtual Desktop Infrastructure (VDI) since this will be the wave of the future and more cost effective than PC based Desktop Infrastructure.

The cost of entry to start using a VDI solution is approximately \$7500, there are several solutions, each with it's own pros and cons

The VDI initiative is very similar to the virtualized server project we did five years ago. That project has easily paid for itself just in replacement server costs while running at much lower electric and maintenance costs and higher reliability.

Department Name: IT Division: _____

Basically, under VDI, personal computers are virtualized on powerful servers and are accessed using low cost, high reliability “terminals”. The terminals cost less than PCs, have no moving parts to break, have higher tolerances for electric variations, use less electricity, produce far less heat and will last longer in operation than a PC. Fast turnaround for corrupted machines and simplified maintenance are other advantages. The payback is not as fast as it was on the servers, however this is the wave of the future and the longer we wait to get started. The longer it will be before we can start realizing the savings and benefits.

**Town of Exeter
Leases/Vehicles
Preliminary 2015 Budget**

01-4194-0117-7301	GG- CO - Leases	117,432	Engine 2 and Engine 3
		110,488	Ladder Truck
		3,000	Patrol Motorcycle
	Total GF Leases	<u>230,920</u>	
01-4194-0117-7420	GG- CO - Vehicles	37,698	1 Police Patrol Cruiser
		36,468	Utility 1 (Pick-up) - Replacement
		21,500	Plumbing/HVAC Van #12
		31,350	Replace 2 Large Sand/Salt Machines
	Total GF Vehicle purchases	<u>127,016</u>	
02-4902-0627-7301	GG- CO - Leases	-	
	Total WF Leases	<u>-</u>	
02-4900-0627-7420	CO- Capital Outlay - Vehicle	28,713	Pick Up Truck #32 (50-50 split with Sewer)
		17,500	Utility Vacuum System (50-50 split with Sewer)
	Total WF Vehicle purchases	<u>46,213</u>	
03-4902-0637-7301	GG- CO - Leases	78,259	Vactor Truck
	Total SF Leases	<u>78,259</u>	
03-4902-0637-7420	CO- Capital Outlay - Vehicle	28,713	Pick Up Truck #32 (50-50 split with Water)
		17,500	Utility Vacuum System (50-50 split with Water)
	Total SF Vehicle purchases	<u>46,213</u>	

Town of Exeter												
Position Proposals 2015 Budget												
Department	Position	Status	Wages	Fica	Medicare	Retirement	Medical	Dental	Life	Wages & Benefits Total	Notes	
Water/Sewer Billing	W/S Utilities Clerk	PT	31,884	1,977	462	-	-	-	-	34,323	Current Budget Proposal	
Water/Sewer Billing	W/S Utilities Clerk	FT	36,131	2,240	524	3,126	15,929	1,223	40	59,213	8 Months at FT (30 day eligibility)	
										<u>24,890</u>	Projected increase to budget	
Mechanics/Garage	Vehicle Maintenance Laborer	PT	23,239	1,441	337	-	-	-	-	25,017	Current Budget Proposal	
Mechanics/Garage	Vehicle Maintenance Service Technician	FT	29,892	1,853	433	2,671	15,929	1,223	40	52,042	8 Months at FT (30 day eligibility)	
										<u>27,025</u>	Projected increase to budget	
THESE HAVE BEEN ADDED TO THE PRELIMINARY BUDGET FIRST PASS												

HISTORIC DISTRICT COMMISSION

EXETER NEW HAMPSHIRE

September 19, 2014

To: Exeter Board of Selectmen

Subject: Discretionary Preservation Easement for 32 Hampton Road

Dear Selectmen,

At our meeting last night the HDC discussed extending the preservation easement for the barn at 32 Hampton Road. We find that the barn does indeed meet the criteria for a preservation easement. Once a prominent dairy farm, the barn and its outbuildings are a landmark for anyone coming into town along Hampton Road. The current owners have lovingly –and expensively – kept it in repair to the esthetic and historical benefit of the town.

The Historic District Commission recommends extending the current preservation easement.

Respectfully,



Pamela Gjetton

Clerk, Historic District Commission

Town Manager's Office

SEP 19 2014

Received

July 16, 2014

MEMORANDUM FOR: Board of Selectmen

FROM: Nicholas and Joy Smith Starr
32 Hampton Road
Exeter, NH 03833

SUBJECT: Request For Property Tax Relief

For the past ten years the barn on our property has been subject to a Discretionary Preservation Easement. We believe that this barn – which served a dairy farm for many years – continues to be a prime candidate for tax relief through a Preservation Easement.

The house on this property was built in 1742 by Benjamin Cram for his bride, Martha. We have not been able to establish the precise date that the barn was built, but its post and beam construction suggests about the same time as the house. The north end was extended some 13 feet, probably in 1841 when that date and the initials “**T.R.**” were carved into the new door sill at that end.

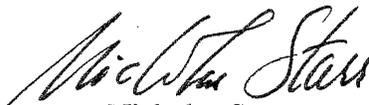
This barn is one of the few remaining relics of Exeter's agricultural past, and certainly meets the criterion of a “familiar local landmark”. It is visible from two public roads, and both local residents and visitors have admired it and expressed gratitude for our preservation efforts.

Thus far, we have spent well over \$50,000.00 to maintain the barn's structure without damaging its historic character. As retirees we find the drain on our resources increasingly burdensome.

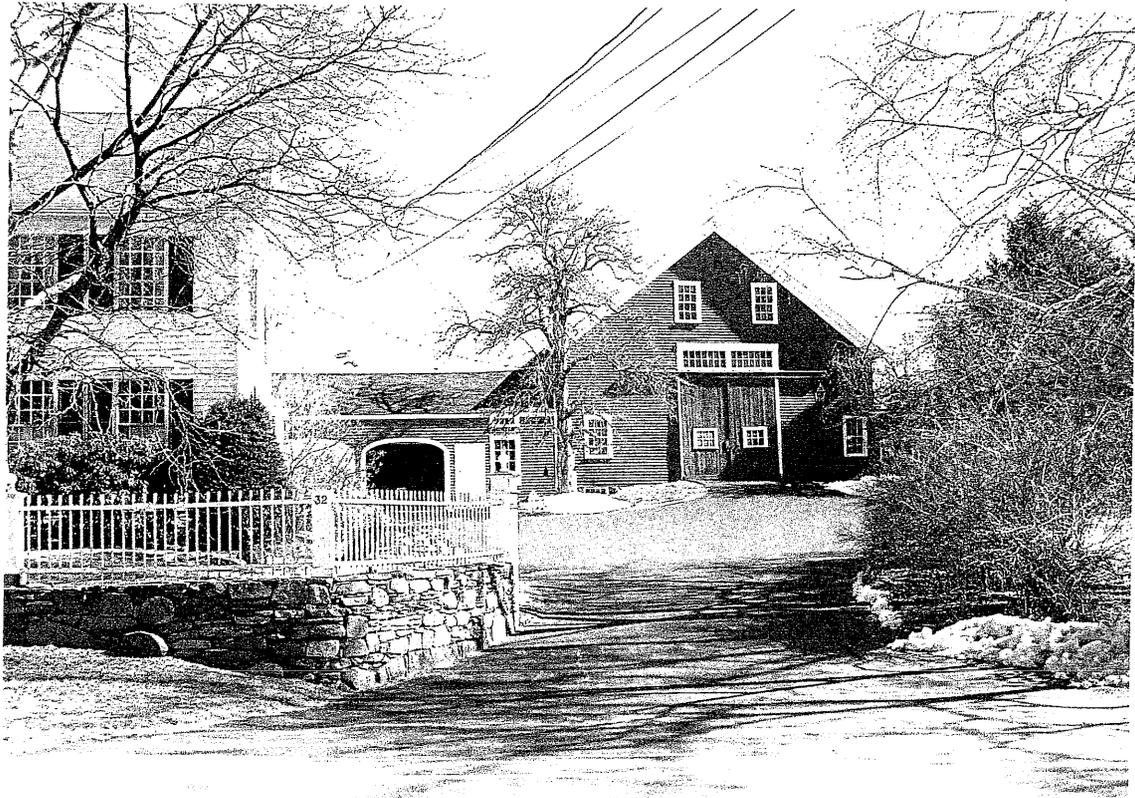
The total footprint of the barn and creamery, as well as the shed/garage that connects it to the house, is approximately 3,300 square feet. The creamery and the shed/garage are single story structures. The barn has two full-footprint floors plus a loft around three sides, making a total area on all three floors of nearly 6,000 square feet.

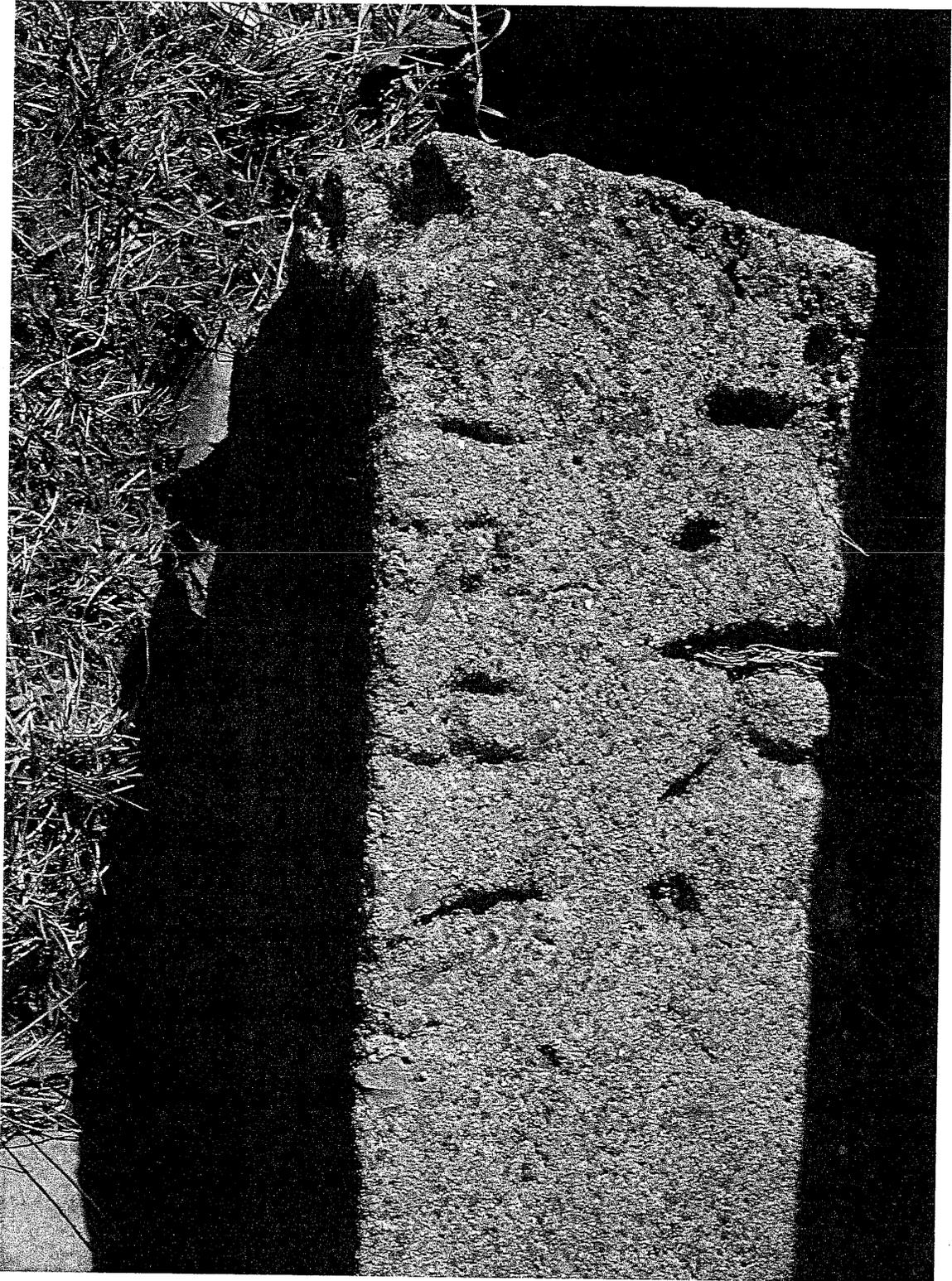
In addition to the formal application, we have attached photographs of the barn and of the inscribed door sill.

Respectfully submitted.


Nicholas Starr


Joy Smith Starr





FORM
PA-36-A

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
DISCRETIONARY PRESERVATION EASEMENT APPLICATION

STEP 1 PROPERTY OWNER (S)

PLEASE TYPE OR PRINT	LAST NAME <i>Starr</i>		FIRST NAME <i>Nicholas</i>	
	LAST NAME <i>Starr</i>		FIRST NAME <i>Joy</i>	
	STREET ADDRESS <i>32 Hampton Road</i>			
	STREET (continued)			
	TOWN/CITY <i>Exeter</i>		STATE <i>NH</i>	ZIP CODE <i>03833</i>

STEP 2 PROPERTY LOCATION OF LAND AND HISTORIC AGRICULTURAL STRUCTURE BEING CLASSIFIED

PLEASE TYPE OR PRINT	STREET <i>32 Hampton Road</i>				
	TOWN/CITY <i>Exeter</i>			COUNTY <i>Rockingham</i>	
	NUMBER OF ACRES <i>0.92</i>	MAP # <i>87</i>	LOT # <i>4</i>	BOOK # <i>3215</i>	PAGE # <i>1313</i>
	CHECK ONE: Original Application <input type="checkbox"/>			Renewal <input checked="" type="checkbox"/>	
				Tax Year <i>2014</i>	

STEP 3 REASON FOR DISCRETIONARY PRESERVATION EASEMENT APPLICATION

Describe how the Historic Agricultural Structure meets one of the tests of public benefit per RSA 79-D:3. Submit additional sheets, if necessary.

See attached memorandum

How many square feet will be subject to the easement?

Approx. 3300 sq. ft.

STEP 4 SIGNATURES OF ALL PROPERTY OWNERS OF RECORD

TYPE OR PRINT NAME (in black ink) <i>Nicholas Starr</i>	SIGNATURE (in black ink) <i>Nicholas Starr</i>	DATE <i>16 Jul 2014</i>
TYPE OR PRINT NAME (in black ink) <i>Joy Smith Starr</i>	SIGNATURE (in black ink) <i>Joy Smith Starr</i>	DATE <i>July 16, '14</i>
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE

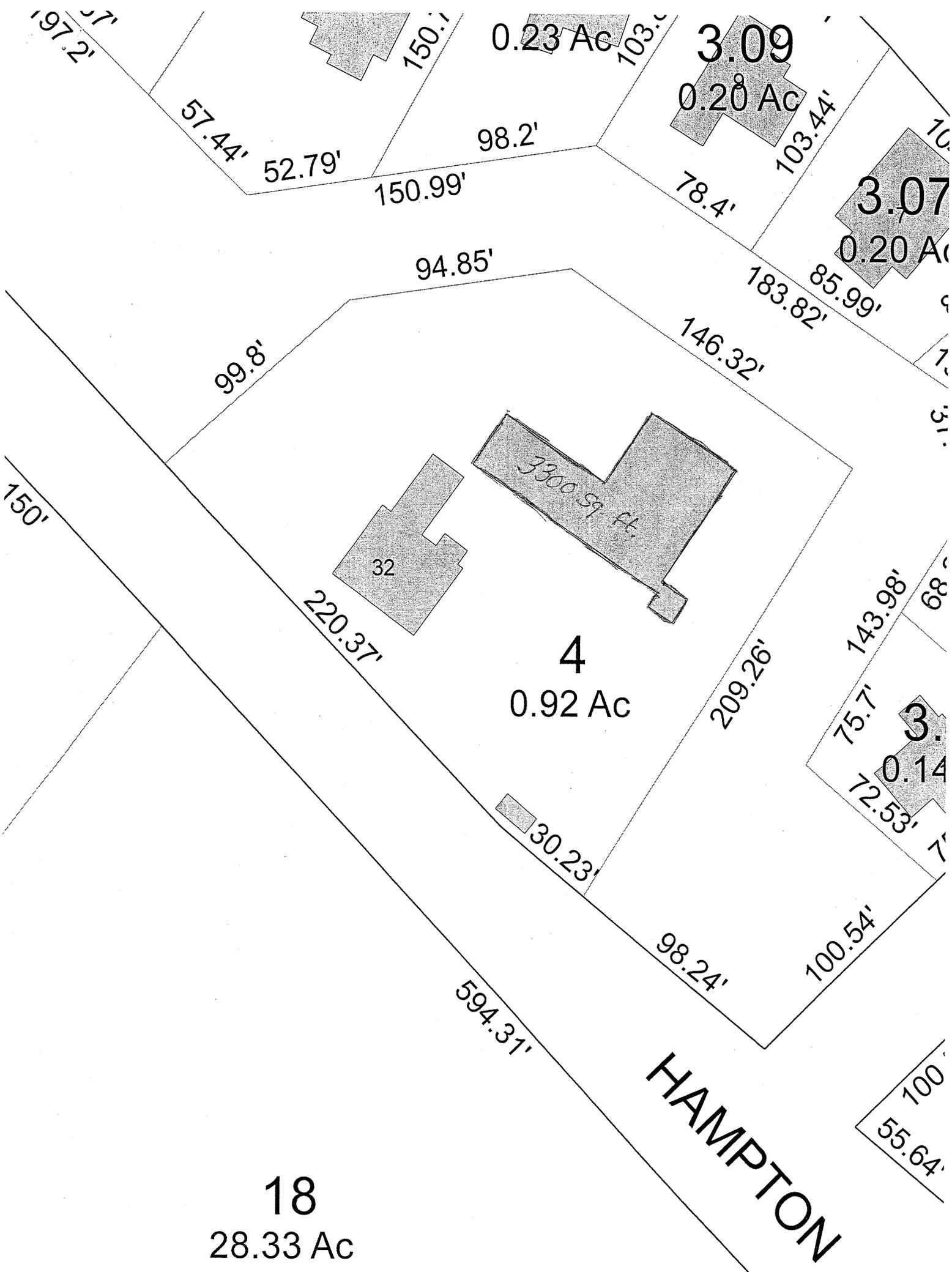
NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
DISCRETIONARY PRESERVATION EASEMENT APPLICATION

GENERAL INSTRUCTIONS

WHO MUST FILE	Form PA-36-A, Discretionary Preservation Easement Application, shall be used by owners of historic agricultural structures applying for a discretionary preservation easement in accordance with RSA 79-D:3.
WHAT TO FILE	Land owners submitting a completed application, Form PA-36-A, shall also: Submit a map showing: (a) The location of the historic agricultural structure; and (b) The number of square feet to be included in the discretionary preservation easement.
WHEN TO FILE	A completed Form PA-36-A, and a map of the land to be subject to the discretionary preservation easement must be filed on or before April 15 of the tax year the easement is to be granted.
WHERE TO FILE	Once completed and signed in black ink, this form and attachments shall be filed as follows: Original: Register of Deeds Copy: Local Assessing Officials Copy: Land Owner
APPEALS	If an application for a discretionary preservation easement is denied, an applicant may appeal within six months of any such action by the assessing officials in writing to the New Hampshire Board of Tax & Land Appeals or the County Superior Court in accordance with RSA 79-A:9 or RSA 79-A:11. Forms for appealing to the Board of Tax and Land Appeals may be obtained from the NH Board of Tax and Land Appeals, 107 Pleasant Street, Concord, NH 03301 or by calling (603) 271-2578 or by visiting their web site at www.state.nh.us/btla . Be sure to specify that you are appealing a Discretionary Preservation Easement Application denial.
ADA	Individuals who need auxiliary aids for effective communication in programs and services of the department are invited to make their needs and preferences known to the NH Department of Revenue Administration.
NEED HELP	Contact your local municipality or the Property Appraisal Division at (603) 230-5950.

LINE-BY-LINE INSTRUCTIONS

STEP 1	Enter the complete name(s), address, municipality, state and zip code of the property owner(s) requesting a discretionary preservation easement under RSA 79-D:3.
STEP 2	Enter the location information of the land and Historic Agricultural Structure being classified in the spaces provided. Check whether original application or renewal and enter the tax year the easement is to be granted.
STEP 3	Describe how the Historic Agricultural Structure meets the requirements of RSA 79-D:3 and how many square feet will be subject to the easement. Submit additional sheets, if necessary.
STEP 4	All owners of record must type or print their full name, sign and date in black ink on the lines provided. If there are more than four owners, submit a supplemental list of all additional owners names and signatures.
STEP 5	To be completed by the local assessing officials, indicating approval or denial pending final approval of selectmen or assessors.
STEP 6	Signatures of a majority of the local selectmen or tax assessors on the lines provided indicates final approval.
STEP 7	Indicate whether a map has been included as described. If the map is missing or this application is incomplete, this application shall be denied in accordance with RSA 79-D:4,II.



18
28.33 Ac

HAMPTON

3300 Sq. Ft.

32

4
0.92 Ac

3
0.14 Ac

3.07
0.20 Ac

3.09
0.20 Ac

0.23 Ac

197.2'

57.44'

52.79'

150.99'

98.2'

94.85'

99.8'

150'

220.37'

30.23'

594.31'

98.24'

209.26'

146.32'

183.82'

85.99'

78.4'

103.44'

103.0'

150.1'

143.98'

75.7'

72.53'

55.64'

100'

68.0'

150.0'

100.0'

PROFESSIONAL SERVICES AGREEMENT

I. PARTIES TO THE AGREEMENT

This Agreement, dated September ____, 2014, is intended to provide a professional consulting relationship for services to the **TOWN OF EXETER, NEW HAMPSHIRE (Client)** to be provided by **MUNICIPAL RESOURCES, INC. (MRI)**, and is lawfully entered into between the Client, by its Town Manager, Russell Dean, and Select Board Chairwoman, Julie Gilman, and MRI, by its President, Donald R. Jutton. The Client's contact person responsible for administering this agreement is the Town Manager, Russell Dean.

II. SCOPE OF WORK

To provide on-going oversight, coordination and management for the operation of the Tax Assessing operations to assist the Select Board in fulfillment of their duties and responsibilities related to the assessment and taxation of real property throughout the Town of Exeter.

The services to be provided include the following:

Completion of the 2015 and the 2020 statistical updates as required to satisfy the requirements of the NH DRA.

Adequately attend to, manage and maintain the following operational elements of the Assessing Office; exemptions, credits, current use, land use change tax (LUCT), timber and gravel yield taxes, and all other statutory assessing obligations.

Conduct careful measuring, listing, and valuation of new or newly modified properties as identified by the issuance of permits or any other applicable source.

Perform field inspections on all properties that have transferred during each year of the contract period and investigate and verify the circumstances surrounding all sales as required by the DRA.

Perform field inspections on 25% of the real estate parcels in the community in the second through fifth year of this agreement so that all properties have been inspected and field verified at least once within the four year cycle.

Conduct field inspections and other studies necessary to responsibly review and make written recommendations to the Selectmen for adjudication of all abatement requests filed in each year of this agreement.

Meet with taxpayers wishing to discuss their valuations, answer questions and explain the practices and procedures employed in real property assessment as reasonably required.

Meet with the Town Manager, Municipal Administrators, Department Heads, and/or Select Board upon request.

Represent the Town of Exeter and its best interest in all abatements or appeals.

Meet and work with State Monitors as necessary to ensure the Town is meeting all certification requirements of DRA and to maintain positive and responsive working relationships.

Perform annual assessment to sales ratio studies for the purpose of informing the Select Board/Assessors of the need for revaluation, partial revaluation, or statistical update to be or remain compliant with RSA 75:8 – Revised Inventory.

Work with, support and see to the maintenance of the Vision CAMA System currently licensed by the Town.

- Conduct a cyclical review of 25% of the properties per year in 2016, 17, 18, and 19.
- MRI will support, train, and mentor the current Assessing Clerk, Janet Whitten, through a process that leads to her certification as a New Hampshire Assessor. A process that will take approximately 5 years.

The Town may terminate this agreement if the Town and the Select Board decide to reinstitute in-house capacity. Pursuant to Addendum A, Section F, the Town will be afforded the opportunity to hire MRI's Team Leader, Paul McKenney, directly as a municipal employee without penalty.

During the term of this Agreement, the Town staff will be responsible for getting ownership transfers, exemptions, and all other data into the Town billing system, and for the input of ownership transfers and other data into the CAMA system. The Town staff will also provide photocopies of building permits and any other applicable information for each property to be reviewed and will provide other clerical/ administrative assistance. It is also expected that any questions or issues that arise, whether originating from a Town official, employee, or taxpayer, will be brought to MRI's attention at the earliest opportunity, so that it may be dealt with expeditiously. With regard to field inspections, MRI will make an initial visit to each property; if someone is present at the time of the visit, an interior inspection will be attempted. However, in all cases, MRI will measure the exterior of the improvements. In those cases where the interior is not viewed on the initial visit, a list will be

provided so the Town staff can send a letter requesting an appointment for an interior inspection. If no interior inspection accommodated by the property owner, MRI will estimate the interior on the basis of the best information available and annotate the property card accordingly. It is expected that all work can be accomplished within 3 days per week on average with time varying considerably from month.

In 2015 and 2020 the analysis associated with the statistical updates will require a separate (sub)-contract per DRA rules; however, the total cost of the separate (sub)-contracts will be covered in the fees & charges below. Also, if as a result of new legislation and/or new DRA or ASB rules/guidelines, fewer or more services are required, a supplemental scope of work will need to be mutually agreed upon.

III. FEES AND CHARGES

The monthly fee indicated below will be paid by the 10th of each month. Any reimbursable charges and other extras (see Special Conditions below) will be invoiced in the month following the expense and will be paid within 15 days of invoice. Invoices not paid within fifteen (15) days will accrue interest at the rate of 1.5% per month.

- A. The sum of \$105,000 for 2015;
- B. The sum of \$107,500 for 2016;
- C. The sum of \$110,000 for 2017;
- D. The sum of \$112,500 for 2018;
- E. The sum of \$115,000 for 2019; and
- F. The sum of \$117,500 for 2020.

Use of consultant personal vehicles for field work will be documented and billed at the IRS rate in effect at that time.

Preparation and presentation of the defense of values above the local level are not included in the monthly fee schedule. After securing authorization to proceed from the Town Manager, MRI will bill for such services at \$125 per hour, except for the defense of utility values, where the cost will be \$175 per hour.

To the extent technical assistance is required from the Town's software vendors, or others knowledgeable of the assessing/tax collection systems and practices, the Town shall be responsible to pay directly all such costs. MRI shall cooperate fully in an effort to keep any required technical support costs as low as possible.

The annual fee will be invoiced in 12 equal monthly installments in advance; commencing with a first billing on December 15, 2014, for the month of January 2015, and continuing forward. Expense reimbursement or defense fees will be billed in arrears each month, for the preceding month.

Third parties retained by MRI who or which are not MRI employees or affiliates and as noted on any Supplement(s) will be invoiced at a cost sufficient to cover all charges and costs.

IV. MRI PERSONNEL IN CHARGE

Donald R. Jutton, President, will serve as principal-in-charge of this engagement. Paul McKinney will serve as the project team leader, supported by Scott Marsh and Gerard Quintal and other MRI assessing staff as needed.

Gail Schillinger will serve as the Communication Liaison between the Client and MRI to expedite the flow of project information, to record and properly direct Client inquiries regarding the project, and to ensure that problems or issues that may arise during the engagement are addressed and resolved expeditiously. Please feel free to contact Ms. Schillinger regarding any matter related to this project at:

Gail H. Schillinger, Customer Liaison Representative
Municipal Resources, Inc.
120 Daniel Webster Highway
Meredith, NH 03253
(603) 279-0352, x-303
(866) 501-0352, X-303 TOLL FREE
gschillinger@mrigov.com

Communications or correspondence related to any problems, issues, or changes required for this project shall be directed to the Client at the following address:

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

V. TERM

This agreement shall remain in force and effect from January 1, 2015 through December 31, 2020, unless extended by mutual agreement.

THIS CONTRACT IS SUBJECT TO THE PROVISIONS CONTAINED IN ADDENDUM I, ATTACHED HERETO AND INCORPORATED HEREWITH.

ACCEPTED AND AGREED

FOR THE TOWN OF EXETER

FOR MUNICIPAL RESOURCES, INC.

Russell Dean, Town Manager

Donald R. Jutton, President

Date: _____

Date: _____

Julie Gilman, Select Board Chairwoman

Date: _____

Review Document

ADDENDUM I

A. MUTUAL REPRESENTATIONS

MRI represents to the Client it is a duly constituted corporation under the laws of the State of New Hampshire and is authorized to do business within this State as a professional services corporation.

MRI has in force and effect general commercial liability and errors and omissions insurance coverage to protect the Client from accidents which MRI or its authorized representatives may cause to persons or property or from professional errors or omissions when performing under this agreement.

MRI has no liens or encumbrances which would adversely affect the ability of MRI to perform as stipulated under this agreement, its terms and conditions.

The Client represents to MRI that sufficient funds have been appropriated so it may retain and compensate MRI for the services provided for herein.

The Client's representative is authorized to enter into this agreement on behalf of the Client.

The Client is aware of no action, contemplated action, liability or other encumbrance which would limit or otherwise preclude the Client from freely entering into this agreement and compensating MRI for the services provided.

B. NOTICE OF CHANGE OF PERSONNEL

Except as otherwise provided below, the MRI consultants assigned to any scope of work or project will remain throughout the duration of that specific scope of work or project. MRI retains the right, and upon 30 days written notice, to remove from the project any of its consultants whom it believes can no longer suitably perform under its obligations to this agreement or any Supplement to it.

The Client, upon 30 days written notice, may request MRI to replace any of its consultants with another qualified representative.

C. ADMINISTRATION OF AGREEMENT MODIFICATIONS

In all cases where this agreement is modified or expanded a written Supplemental Scope of Work (Supplement) must be prepared which clearly defines the services to be provided and details the billing rates or amounts to be charged by MRI and paid by the Client. Supplements must be executed by the authorized representatives of the respective parties prior to any billable work being undertaken. The Supplement(s) shall identify:

The MRI officer or principal responsible for the successful delivery of services and/or project completion and the client's contracting official(s) or officer(s);

The specific details of the work to be performed;

The MRI personnel to be assigned;

The basis upon which MRI services are being retained, including the normal hourly rate(s), cost reduction considerations or the agreed upon fee(s) for the personnel assigned and/or the services provided;

The Client's contact person responsible for administering the Supplement, activities of project and the associated reporting requirements; and any special or other conditions such as time deadlines, special reporting requirements, budget limitations, or other similar constraints.

D. INDEMNIFICATION

MRI shall protect, indemnify and hold and save harmless Client, its officers, employees, officials, and agents from any and all claims, costs, causes, actions and expenses, including, but not limited to, legal fees (attorneys' and paralegals' fees and court costs) arising out of MRI's negligence in the provision of services to Client. MRI shall similarly protect, indemnify and hold and save harmless Client, its officers, employees, officials and agents against and from any and all claims, costs, causes, actions, and expenses, including, but not limited to, legal fees, incurred by reason of MRI's breach of any of its obligations under, or MRI's default of, any provision of this Agreement.

Client shall protect, indemnify, and hold and save harmless MRI, its agents, employees, and affiliates against and from any and all claims, costs, causes, actions, and expenses, including, but not limited to, legal fees (attorneys' and paralegals' fees and court costs) arising out of Client's negligence in fulfilling its obligations under this Agreement. Client shall similarly protect, indemnify and hold and save harmless MRI, its agents, employees, and affiliates against and from any and all claims, costs, causes, actions, and expenses, including, but not limited to, legal fees, incurred by reason of Client's breach of an of its obligations under, or Client's default of, any provisions of this Agreement.

E. INSURANCE

MRI has in force and shall maintain throughout this engagement the following insurance:

1. General Liability Insurance

MRI shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence covering liability arising from premises, operations, independent contractors, products-

completed operations, personal injury (including employment practices liability) and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). If such CGL insurance contains a general aggregate limit, it shall apply separately to this project.

Client shall be named as an additional insured prior to beginning work and MRI shall furnish client with a Certificate(s) of Insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All Certificates shall provide for 30 days' written notice to the Client prior to the cancellation or material change of any insurance referred to thereon.

2. Professional Liability Insurance

MRI shall maintain professional liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each wrongful act arising out of the performance or failure to perform professional services.

3. Business Auto and Umbrella Liability Insurance

If applicable, MRI shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired, and non-owned autos.

4. Workers Compensation Insurance

MRI shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

F. NON-SOLICITATION

MRI acknowledges that the Client may wish to offer Paul McKenney employment at some point in time during the contract or upon termination of this agreement. MRI has no objection and will assess no fee or penalty in such event.

The Client agrees that, for a period of one-year following the completion of the term of this agreement, they shall not, directly or indirectly, hire, solicit, or otherwise encourage any other MRI personnel or affiliates assigned to this agreement to leave MRI's employment.

If the client should wish to hire any MRI personnel or affiliate, **other than Mr. McKenney**, assigned to this Agreement it agrees to compensate MRI with payment in the amount of 25% of that person's 1st year total compensation package.

Initialed for Client: _____
Date: _____

Initialed for MRI: _____
Date: _____

Initialed for Client: _____
Date: _____

Review Document

Memo

Date: June 10, 2014

To: Russell Dean; Doreen Ravell

From: Michael Jeffers *mj*

RE: 5 Thornton Street water & sewer bill (Abatement Request 6/9/14)

We received a request in June 2014, in reference to 5 Thornton Street 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, or download any data from the meter.

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 meet the criteria but hasn't provided proof of the repair or correction. DPW does not recommend abatement due to Selectmen's Policy 08-30 line #4 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.

*will not be
attending*

9/18

Town of Exeter



Water/Sewer Abatement Request Form

Please Print:

Full Name: William + Cynthia Dennehy
Mailing Address: 5 Thornton St
Exeter, NH 03833
Service/Property Address: Same

Today's Date: 6-9-14
Account Number: 131384700
Route Number:
Phone Number: 603 770-3279 C
603 778-8426 H

Utility Abatement Requested for: Water _____ Sewer _____
Date of Bill: 5-30-14 Billing Period from 2-20-14 to 5-20-14 Amount of Bill: \$ 586.17 Water & Sewer

Owner's reason for the abatement request (Please be as specific as possible): We were away for 5 weeks Mar 4-Apr 11. No one was in the house so a neighbor came to check on it. She ran the water and flushed the toilets. One toilet continued to run for more than 2 weeks. We discovered this upon our return and called the water department immediately. This is a considerably higher bill than usual thus the request for abatement.

Cynthia D. Dennehy
Signature of Applicant

6-9-2014
Date

Signature of Billing Office

Date

Do not write below this line

Reviewed by: _____ Date of Review: _____
Comments: _____

Total Usage= _____ gallons
-Q- year Average- (_____ + _____ + _____) / _____ = _____ gallons
Excess above average- _____ gallons
Half of Excess gets abated- _____ gallons

Due
Remaining excess- _____ gal -yr average- _____ gal Billable usage- _____ gal
Tier 1-- rates
water _____ gal * \$ _____ /1000 gal = \$ _____
sewer _____ gal * \$ _____ /1000 gal = \$ _____
Tier 2-- rates
water _____ gal * \$ _____ /1000 gal = \$ _____
sewer _____ gal * \$ _____ /1000 gal = \$ _____
Tier 3-- rates
water _____ gal * \$ _____ /1000 gal = \$ _____
sewer _____ gal * \$ _____ /1000 gal = \$ _____

Total due= _____

Recommendation: _____ Disapprove _____ Approve Amount: \$ _____

Approval/Disapproval Signature: _____ Date: _____

If you disagree with the decision of the Department of Public Works & the Finance Department, you may appeal to the Town of Exeter Board of Selectmen. If you wish to appeal, please sign below and return this form to the Finance Department at 10 Front Street.

Signature of Applicant

Date



**TOWN OF EXETER
WATER AND SEWER COLLECTION**

10 FRONT STREET
EXETER, NH 03833-2792
For Billing Questions: (603)773-6157 7:00am-3:00pm
EMAIL: watersewerbilling@town.exeter.nh.us

**FOR PAYMENT QUESTIONS
(603) 773-6108
8:15 AM - 4:00 PM**

AK# 2613
PAID
JUN 09 2014
Carole
TOWN OF EXETER

Note to Residents:
NEW 2012 WATER & SEWER RATES EFFECTIVE AS OF APRIL 2012

Water
Tier 1: \$5.72 per 1,000 gallons of use up to 29,999.
Tier 2: \$6.21 per 1,000 gallons of use 30,000 to 194,999.
Tier 3: \$6.67 per 1,000 gallons of use 195,000 and above.
Service Fee: \$28.00 per quarter (no change).

Sewer
Tier 1: \$4.44 per 1,000 gallons of use up to 29,999.
Tier 2: \$5.23 per 1,000 gallons of use 30,000 to 194,999.
Tier 3: \$5.62 per 1,000 gallons of use 195,000 and above.
Service Fee: \$28.00 per quarter (no change).

277 1 AV 0.378 *AUTO**SCH 5-DIGIT 03833
DENNEHY WILLIAM & CYNTHIA
5 THORNTON ST
EXETER NH 03833-2219

000277
2
277

BILL DETAILS

89 Days of Water Usage Previous Read Date: 02/20/2014 - Read Date: 05/20/2014

ACCOUNT NO.	BILLING PERIOD	BILLING CYCLE	METER READINGS		USAGE
			PREVIOUS	PRESENT	
131384700	02/20/2014 - 05/20/2014	Quarterly	52300	102000	49700

Your average daily use was 558.43 gallons

BILL DATE:	WATER CONSUMPTION	5.720	\$	171.59
05/30/2014	WATER CONSUMPTION	6.210	\$	122.34
	WATER SERVICE FEE		\$	28.00
	SEWER CONSUMPTION	4.440	\$	133.20
	SEWER CONSUMPTION	5.230	\$	103.04
	SEWER SERVICE FEE		\$	28.00

SERVICE ADDRESS:
5 THORNTON STREET

Last Payment: \$150.89 made 03/17/2014

TOTAL CURRENT CHARGES \$ 586.17
PREVIOUS BALANCE \$ 0.00

**12% ANNUAL INTEREST CHARGED
IF NOT PAID BY DUE DATE.**

TOTAL AMOUNT DUE \$ 586.17

OWNER is liable for all water bills even if not received & OWNER is responsible for preventing service pipes & meter from freezing during cold weather. *Usual*
All water passing through meter will be charged, whether used, wasted, irrigation system malfunction or lost by leakage.
If we are unable to gain access to meter, or if meter is not working properly, an estimated bill will be mailed.
FAILURE to make payment may result in disconnection of service.

400.00 + more than

Run: 6/10/14 9:53AM

Meter History

Page: 1

Start Date

Town of Exeter

PrintMeterHist

End Date 12/31/2099

Name: DENNEHY WILLIAM & CYNTHIA

Acct#: 000131384700

Loc: 5 THORNTON STREET

Meter# 0080307240

Read Date	Prev Read	Reading	Usage	Est
12/13/2012	319,100	320,810	1,710	N
11/26/2012	310,100	319,100	9,000	N
8/21/2012	295,000	310,100	15,100	N
5/15/2012	287,350	295,000	7,650	N
2/15/2012	278,200	287,350	9,150	N
11/15/2011	265,500	278,200	12,700	N
8/17/2011	250,100	265,500	15,400	N
6/16/2011	242,750	250,100	7,350	N
2/16/2011	232,600	242,750	10,150	N
11/16/2010	221,850	232,600	10,750	N
8/19/2010	203,100	221,850	18,750	N
5/19/2010	195,600	203,100	7,500	N
2/22/2010	184,800	195,600	10,800	N
11/05/2009	171,800	184,800	13,000	N
8/06/2009	160,900	171,800	10,900	N
6/03/2009	151,750	160,900	9,150	N
3/23/2009	134,550	151,750	17,200	N
10/31/2008	0	13,455	13,600	N
7/31/2008	0	12,095	10,400	N
4/30/2008	0	11,055	8,400	N
1/31/2008	0	10,215	11,550	N
7/30/2007	0	7,370	5,450	N
4/30/2007	0	6,825	11,700	N
1/31/2007	0	5,655	12,750	N
10/31/2006	0	4,380	10,650	N
7/31/2006	0	3,315	9,300	N
4/30/2006	0	2,385	10,700	N
4/30/2006	0	9,060	16,900	N
1/31/2006	0	1,315	13,150	N

Meter Total: 320,810

Meter# 1834312424

Read Date	Prev Read	Reading	Usage	Est
5/20/2014	52,300	102,000	49,700	N
2/20/2014	42,960	52,300	9,340	N
11/19/2013	31,510	42,960	11,450	N
8/20/2013	14,300	31,510	17,210	N
5/17/2013	6,210	14,300	8,090	N
2/13/2013	0	6,210	6,210	N

Meter Total: 102,000

Acct Total 422,810

Town of Exeter
Water/Sewer Abatement Request & Receipt Form

Please Print:

Full Name: William & Cynthia Dennehy
 Mailing Address: 5 Thornton Street
Exeter, NH 03833
 Service/Property Address: same as above

Today's Date: 6/9/14
 Account Number: 131384700
 Route Number: _____
 Phone Number: 603-770-3279 or 778-8426

Utility Abatement Requested for: Water _____ Sewer _____ Water & Sewer X
 Date of Bill: 5/30/14 Billing Period from 2/20/14 to 5/20/14 Amount of Bill: \$ 586.17

Owner's reason for the abatement request (Please be as specific as possible): *We were away for 5 weeks March 4-April 8. No one was in the house so a neighbor came to check on it March 23. She ran the water and flushed the toilets. One toilet continued to run for more than 2 weeks. We discovered this upon our return. I called the water department immediately. This is a considerable higher bill than usual thus the request for abatement.*

Cynthia D. Dennehy
 Signature of Applicant Date 6/9/14

Do not write below this line

Receipt Portion

Reviewed by: Matthew Berube Date of Review: 6/10/14
 Comments: _____

Dept. of Public Works Recommendation: X Disapprove _____ Approve
 W/S Advisory Committee Recommendation: X 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: _____



Application for Use of Town Facility

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

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

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

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

Representative Information:

Name: Jim Couart Address: 12 Frying Pan Lane
Town/State/Zip: Hampton Falls 03844 Phone: 603-234-1653
Email: nhjimmyc@gmail.com Date of Application: 9/18/14

Organization Information:

Name: Exeter Historical Soc Address: 47 Front St
Town/State/Zip: Exeter Phone: 778-2335

Reservation Information:

Type of Event/Meeting: Lincoln Marking unveiling Date: 10/4/14
Times of Event: 12:30 Times needed for set-up/clean-up: 11:30 - 1:15
of tables: 0 # of chairs: 0 Will food/beverages be served? no
List Town equipment you request to use: Podium, PA system
Comments: We request using the front sidewalk for this event

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: Jim Couart Date: 9/18/14

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

Office Use Only:

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

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

Town Manager's Office

SEP 19 2014

Received



Application for Use of Town Facility

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

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

Signboard Requested: Poster Board Week: not available Plywood Board Week: not available

Representative Information:

Name: Carol Murray Address: 74 Kingston RD
Town/State/Zip: Exeter NH 03833 Phone: 617-872-9317
Email: CJExeter@gmail.com Date of Application: Sep 10, 2014

Organization Information:

Name: Boys Scouts Address: _____
Town/State/Zip: Exeter NH 03833 Phone: _____

Reservation Information:

Type of Event/Meeting: Rummage Sale Date: Nov 7th and 8th
Times of Event: 8-2 Times needed for set-up/clean-up: Friday 4pm - 10pm
of tables: 10 + # of chairs: _____ Will food/beverages be served? yes (Bake Sale)
List Town equipment you request to use: _____
Comments: _____

Requirements:

- Cleaning Deposit:** A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building was acceptably cleaned, the deposit fee will be returned to the user. No food is allowed in Main Hall of the Town Hall. If food is to be served and/or prepared in foyer of Town Hall, the electrical outlet cannot exceed 20 amps. For more information call Kevin Smart, Maintenance Superintendent at 773-6162 prior to use.
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- Rental Fee:** For Town Hall use there is a fee of \$75.00 per day, a payment of \$250 may be required for use of main floor and stage for more than a single day. You may request a waiver of the rental fee in writing.
- 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: [Signature] Date: 9/10/14

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

Office Use Only:

Liability Insurance: On file In-process Will receive by _____
Fee: Paid Will pay by _____ Non-profit fee waiver requested



State of New Hampshire

Department of Safety
Division of Emergency Services and Communications
James H. Hayes Safety Building
33 Hazen Drive
Concord, New Hampshire 03305



John J. Barthelmes
Commissioner, Department of Safety

Bruce G. Cheney, ENP
Director, Division of Emergency Services and Communications

Earl M. Sweeney
Assistant Commissioner, Department of Safety

Peter A. Denutte, ENP
Assistant Director, Division of Emergency Services and Communications

Enhanced 9-1-1
Commission Members:

September 12, 2014

Chairman
Chief Douglas M. Aiken
NH Association of Fire Chiefs

CHAIRMAN JULIE GILMAN
BOARD OF SELECTMEN
10 FRONT STREET
EXETER, NH 03833

Vice Chairman
Captain George Valliere
NH Police Officer

Secretary
William Wood
NH Division of Fire Standards
and Training & EMS

Kathryn Bailey
NH Public Utilities Commission

Dear CHAIRMAN GILMAN,

Marc Violette
NH Telephone Association

This letter is to inform you that effective October 15, 2014, the Division of Emergency Services and Communications (DESC) will be discontinuing the Emergency Stand-Alone (ESA) functionality for isolated phone service for the entire state.

Karen Mead
FairPoint Communications

David Caron
NH Municipal Association

Over the past year, a subcommittee of the 9-1-1 Commission has been meeting to discuss the issue of emergency stand-alone phones and how to better handle the process. The purpose of this analysis was to determine whether towns should be required to maintain a FairPoint or other incumbent telephone company back-up phone in the event communications are isolated within the town and calls cannot be delivered to the Public Safety Answering Point (PSAP).

Sheriff Craig H. Wiggin
NH Sheriff's Association

Earl M. Sweeney,
Assistant Commissioner
NH Department of Safety

Cecily McNair
Public Member

Derek Martel
Professional Firefighters of NH

Chief James Valiquet
NH Association of Police Chiefs

Linda M. Hodgdon, Commissioner
NH Department of Administrative
Services

Retired Chief Paul Szoc
NH Federation of Fire Mutual Aids

Sandra Teti
NH Disabled Community

Patrick Robinson
Mobile Telecommunications
Carriers Industry

When the E9-1-1 network was established, all local calls and calls to 9-1-1 from homes and businesses were carried by monopoly incumbent telephone providers¹. This routing involves sending a call from the caller's home to a remote switch, then a host switch and finally to the DESC PSAP. In most cases, there was no physical route diversity between remote and host switches. If the connection between the remote and host were severed (due to storm, traffic accident, etc.), customers physically connected to the remote switch had the capability to call other customers physically connected to the remote switch, but calls to destinations other than the remote switch could not be completed. In this scenario, customers were unable to reach the DESC PSAP.

Vacant
NE Cable Telecommunications
Association

Jonathan M. Goldman
NH Emergency Dispatchers
Association

Vacant
Comcast

(603) 271-6911
(603) 271-6609 – fax

Toll Free:
1-800-806-1242

TDD Access: Relay NH
1-800-735-2964

Due to this situation, towns were required to designate a phone, physically connected to the remote switch, as the fail-safe route to emergency services. In the event the remote switch was in stand-alone mode, calls from customers to 9-1-1 would be connected to the town designated phone and manned by town officials during network outages.

Today the scene is much different. FairPoint no longer serves the majority of landline customers in the state. Other customers, including some municipalities, use other providers' networks. A town designated phone connected to an incumbent switch is no longer capable of connecting to the majority of customers in a town when that switch is in stand-alone mode.

As a result of a changing telecommunications landscape, increased competitive opportunities, and in general existence of more redundancy on all networks, the subcommittee concluded that access to 9-1-1 is generally more secure than it was when 9-1-1 was first established. Incumbent providers have added some physical route diversity where it did not previously exist and competitive providers reported physical route diversity in most of their locations. On June 27, 2014, the 9-1-1 Commission voted, based on the recommendation from the subcommittee, that a town designated phone is no longer an effective way to ensure access to emergency services during an outage for the majority of citizens. Accordingly, the Commission has advised all carriers to provide a fast busy signal when 9-1-1 calls cannot be completed to the PSAP.

If you have a dedicated municipal-designated phone to perform this function, you may disconnect this phone at this time. If your municipal-designated phone is also used for other day-to-day functions, there is nothing that you need to do. Please be aware, however, that moving forward when there is a failure at a remote switch and also a failure of any redundancy in place at that switch, your residents will receive a fast-busy tone when attempting to dial 9-1-1. In the rare event that your residents receive this fast busy, they should attempt to find an alternate means for making their request for emergency assistance such as using a cellular phone, a neighbor's phone which utilizes a different carrier or by contacting the local municipal agency directly.

Thank you for your time. If you have any questions or concerns about this letter, please contact Robert Brown, IT Manager or Timothy Scott, Data Operations Manager at (603)271-6911.

Sincerely,



Bruce G. Cheney
Director

¹ Incumbent telephone providers are those companies who had an exclusive franchise to provide local and instate calling and include FairPoint (formerly Verizon or NYNEX), TDS, Bretton Woods, Dunbarton, Dixville, Granite State and Northland Telephone Companies.



September 15, 2014

Ms. Donna Cisewski
Human Resources Director, Town of Exeter
10 Front Street
Exeter, NH 03833

Dear Ms. Cisewski:

I write to inform you of three important upcoming events that directly impact HealthTrust and its Members. These events are:

Wednesday, October 1 – Public hearing on proposed changes to the HealthTrust Bylaws. The purpose of these changes is to clarify the voting procedures used at the HealthTrust Annual Meeting and help ensure those casting votes on behalf of Members are authorized to do so. A copy of the proposed Bylaw changes is enclosed with this letter. The public hearing will be held at 9:00 a.m. at the HealthTrust office, 25 Triangle Park Drive in Concord. If you cannot attend the hearing, comments can be emailed to HealthTrust Executive Director Peter Bragdon at pbragdon@healthtrustnh.org no later than September 30. The HealthTrust Board of Directors is expected to act on the proposed Bylaw changes immediately following the conclusion of the public hearing.

Thursday, October 9 – Public hearings in Claremont and Concord on proposed rates for the coming coverage years. These hearings provide an opportunity for Members to hear about projected changes in rates and the reasons behind those changes. The hearings also provide an opportunity for Members to comment on the method of surplus returns. The Claremont meeting will begin at 10:00 a.m. at the Claremont Savings Bank Community Center, 152 South Street. The Concord meeting will be held at HealthTrust's office, 25 Triangle Park Drive, beginning at 5:30 p.m. If you cannot attend either public hearing, comments on the proposed rates or the surplus return method can be emailed to HealthTrust Executive Director Peter Bragdon at pbragdon@healthtrustnh.org no later than October 21. The HealthTrust Board of Directors is expected to adopt new rates on October 22.

Wednesday, December 10 – HealthTrust Annual Meeting. The Annual Meeting will be held at HealthTrust's office, 25 Triangle Park Drive, Concord, beginning at 9:30 a.m. In addition to an update on our activities over the past year, and a look ahead to the future, this year's Annual Meeting will feature an exciting presentation on a new HealthTrust product, SmartShopper, to be introduced in 2015. SmartShopper rewards enrollees and their covered family members for being savvy medical consumers. Come join us to hear details about this exciting new product designed to reduce medical costs, thereby reducing the upward pressure on your future rates.

At this meeting, Members will be also electing three (3) directors to the HealthTrust Board of Directors, a governing panel critical to our success. Board members develop HealthTrust's vision and goals, translate Member needs into innovative products and services, and ensure HealthTrust remains accountable to its

Members. They also bring sound business strategy and financial management to the table. A strong, diverse board is important to our future.

There are three director positions up for election this year, all of which have three-year terms. They are divided as follows:

- One (1) municipal public official;
- One (1) school public official; and
- One (1) municipal, school or county employee (below department-head level).

To be eligible for a "public official" position, a person must be either a publicly elected official or hold an administrative position of department head or higher. At least two-thirds (8) of board members must represent HealthTrust Members actively participating in at least one HealthTrust coverage line.

If you would like to serve on the Board, please complete the enclosed application, which is also available on our website. If you feel someone else you know would be a good candidate, please share this information with them. All applications will be reviewed by our nominating committee, who will then present recommendations at the Annual Meeting.

You will find further detailed information about board service and qualifications on the HealthTrust website at www.healthtrustnh.org. Applications must be submitted by Friday, October 19.

Thank you for your thoughtful consideration of these upcoming events. I look forward to seeing many of you in the coming months, especially at the HealthTrust Annual Meeting on December 10.

Sincerely,



Peter Curro

Chair, HealthTrust Board of Directors



Proposed Amendments to HealthTrust, Inc. Bylaws

Explanation Key:

- Matter added to current Bylaws appears underlined.
- Matter removed from current Bylaws appears with ~~strikethrough~~.

I. Amend Section 3.5 as follows:

SECTION 3.5. Meetings of the Members.

A meeting of the Members shall be held at least annually (the Annual Meeting) for the purposes of receiving reports on the operations of HealthTrust; voting upon nominations for members of the Board of Directors; and transacting any other business which may be transacted at an annual meeting. The time and place of any meeting will be determined by the Board of Directors. Members shall be notified of the time and place of any meeting by at least ten (10) days written notice which may include email notification, provided that the notification for the Annual Meeting shall be governed by Section 6.3 (f) and (g) of these Bylaws. Each Member present shall be entitled to one vote. Any number of Members shall constitute a quorum for the conduct of elections and the transaction of any business. Determination of who may vote at any meeting shall be governed by Section 6.3 (c), (d) and (e) of these Bylaws.

II. Amend Section 6.3 as follows:

SECTION 6.3. Election of Directors; Voting Procedures and Nominations for Directors:

~~The Members shall elect the Directors at the Annual Meeting for the terms specified in Section 6.5. The Governance and Nominating Committee shall recommend a slate of candidates to the Membership. Nominations will also be taken from Members at the annual meeting. Each Member is entitled to one vote. Voting for Directors shall occur in person at the annual meeting.~~

The following procedures will govern the Members' election of Directors:

- The Members shall elect the Directors at the Annual Meeting for the terms specified in Section 6.5.
- Each Member shall be entitled to cast one vote for each Director position on the ballot. All votes must be cast in person at the Annual Meeting.
- Provided the required forms are submitted pursuant to Section 6.3 (d), the Member's top administrative official (for example, superintendent of schools, town manager, town administrator, etc.) or his or her certified designee shall be entitled to cast the Member's vote, unless the governing board of the Member, by resolution, appoints a different representative to cast the Member's vote, in which case such representative shall be entitled to cast the Member's vote. Governing bodies are encouraged to participate in this fashion.

- (d) To vote, upon registration at the meeting, the following forms must be provided to HealthTrust by the person entitled to cast the Member's vote:
- (i) For the Member's top administrative official: written certification, signed by the individual certifying that he or she is the Member's top administrative official and entitled to vote on behalf of the Member,
 - (ii) For the designee of the Member's top administrative official: written certification, signed by the top administrative official, certifying that he or she is the Member's top administrative official, entitled to vote on behalf of the Member and that that he or she designates the specified individual to cast the Member's vote on his or her behalf, together with written certification signed by the designee, that her or she is the named designee and is entitled to vote on behalf of the Member.
 - (iii) For a representative appointed by the Member's governing board, a copy of the executed resolution of the governing board appointing the representative together with written certification signed by the representative, that her or she is the named representative and is entitled to vote on behalf of the Member.
- (e) A single individual shall be entitled to cast the vote of multiple Members provided he or she is duly authorized to vote for each such Member pursuant to Sections 6.3 (c) and (d).
- (f) HealthTrust shall provide Members written notice, which may include email notification, of the Annual Meeting at least 60 days in advance of said meeting. HealthTrust shall attempt to send such notice to both the chief administrative officer and the chair of the governing board of each member; however, failure to send the notice to these specific individuals shall not invalidate the results of any election.
- (g) Said notice shall include:
- (i) the date, place and time of the Annual Meeting;
 - (ii) information on how to become a candidate for a Director position;
 - (iii) a copy of the certification forms and sample resolution to be submitted by the person voting on behalf of the Member pursuant to Section 6.3 (d); and
 - (iv) notice of the date and method by which the Governance and Nominating Committee will notify the Members of its recommended a slate of candidates.
- (h) The Governance and Nominating Committee shall recommend a slate of candidates to the Membership at least 30 days prior to the Annual Meeting by written notice, which may include email notification or on-line posting. Nominations will also be taken from Members at the Annual Meeting.



Expectations of Serving on the HealthTrust, Inc. Board of Directors

- Regular board meetings typically occur once a month and are open to the public.** Board members are expected to attend all meetings; repeated absences cause difficulty in consistent communication and understanding of issues.
- Special board meetings are needed on occasion,** at which information is shared, input is needed or a vote must be taken on an important issue within a pressing timeframe. Full board participation in special meetings is very important.
- A multi-day board retreat may be held during the year.** In 2013, for example, the board held a two-day strategic planning retreat in North Conway in July.
- Sub-committees** of the board meet on an as-needed basis at a time and place convenient for those particular members, though an effort is made to schedule these meetings immediately preceding or following a regular board meeting, for convenience.
- Recently, board meetings have been held on weekday mornings (the first Wednesday of the month) at HealthTrust's office at 25 Triangle Park Drive in Concord, although it is the **board's decision as to when, where and at what time the meetings will occur.** Board meetings are **typically three hours** in length, but can be shorter or longer.
- Board members may need to **commit time outside of board meetings** for attending public meetings, reviewing documents, communicating with each other and outreach with HealthTrust Members.
- The board is permitted to and does occasionally go into non-public meetings for limited reasons, such as **personnel and legal issues.**
- The board is typically joined by the executive director and other leadership staff.** Staff members participate only if recognized by the board chair and may be asked to leave the meeting if the board wishes to meet without staff present.
- Board members are indemnified against legal actions** brought by others pertaining to service on the board. The HealthTrust bylaws provide for board member indemnification. HealthTrust also purchases directors and officers (D and O) insurance to protect board members from any personal liability.
- HealthTrust has term limits for its board members. Board members may serve only up to three consecutive three-year terms.
- Board members **must remain objective and independent** in their thinking in order to bring an outside perspective and make the best decisions possible on behalf of the organization.



Application for HealthTrust, Inc. Board

All applications must be received by HealthTrust, Inc. by October 19, 2014.

Name:

Address:

Phone:

Email:

Municipality, school district or county you would represent, if elected:

Your position at that municipality, school district or county:

To be eligible for a "public official" position, a person must be either a publicly-elected official or hold an administrative position of department head or higher.

Please check the one category that best describes the board position you would fill:

- Municipal Public Official
- School Public Official
- Municipal, School or County Employee (lower than department-head level)

The governmental entity I wish to represent on the HealthTrust Board (check one):

- Currently participates in at least one HealthTrust coverage line (medical, dental, etc.)
- Does not currently participate in any HealthTrust coverage lines

Please answer the following questions. Attach additional pages, if necessary.

Why do you want to serve on the HealthTrust Board?

What skills, talents and experience do you feel you would bring to the board?

Are there any potential conflicts of interest you may encounter by serving on the HealthTrust Board? (Example: You or members of your immediate family are in the insurance industry). If so, please describe the potential conflicts. (Note: Having a potential conflict does not necessarily preclude board service, but knowing what they are helps to prepare for them.)

Additional thoughts or comments for consideration by Nominating Committee:

Please attach a resume or provide the following information. Attach additional pages, if necessary.

Education:

Work experience:

Membership or affiliations with other organizations (please specify any leadership positions you currently hold):

Current and former elected or appointed political positions at state or local level:

Please send completed application to the attention of:

Barbara Olson
HealthTrust, Inc.
PO Box 617
Concord, NH 03302-0617
Email: bolson@HealthTrustNH.org



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Thomas S. Burack, Commissioner

August 29, 2014

JENNIFER PERRY
PUBLIC WORKS DIRECTOR
TOWN OF EXETER
13 NEWFIELDS ROAD
EXETER NH 03833

Subject: MWS Exeter, Exeter Water Department PWS # 0801010
Sanitary Survey 2013

Dear Ms. Perry:

On December 27, 2013 a staff member from the Department of Environmental Services (DES) conducted a sanitary survey of the Town of Exeter municipal water system. A sanitary survey is routinely conducted on each public water system to review the capacity of the system's source, treatment, distribution and management to continuously produce safe drinking water. We would like to thank Paul Roy, chief operator, for his assistance in conducting this survey.

SUMMARY

The Exeter Water Department has made substantial improvements in both capital improvements and operations of the water system. A new groundwater treatment facility is under construction which will provide arsenic treatment for the Lary Lane well and iron and manganese treatment for two new groundwater wells. More importantly, this new facility will provide additional source capacity and reliability for the Town and will relieve the stress on the existing surface water treatment plant. The current staff are knowledgeable and dedicated in their work with aging features of the surface water treatment plant and distribution system. Water quality generally meets standards, with the exception of arsenic in the Lary Lane well (which will be addressed with the new groundwater treatment facility).

We note that in the past, the Town has incurred elevated levels of disinfection by-products (total trihalomethanes and haloacetic acids) at various locations in the distribution system. At this time, the Town has not exceeded the maximum contaminant levels established and no violations have been issued. We recognize that the new groundwater treatment facility will be activated next year. Once activated, water quality throughout the distribution system may improve. However, the Town should be monitoring this issue.

DES has provided the Town with a grant for implementing asset management. Asset management planning is a decision-making tool that helps managers determine how to operate and maintain their systems at the lowest life-cycle cost while maintaining the desired level of service. The Town has hired a consultant to initially implement this program. However, the goal is for in-house staff to continue to support this program after the initial investment. We encourage management to fully support this program.

SYSTEM DESCRIPTION

The Exeter water system serves approximately 11,000 people through 3,575 metered service connections. The system obtains water from the Lary Lane gravel packed well, and from the Exeter surface water treatment plant, which treats water from the Dearborn Brook Reservoir, the Exeter River, and Skinner Springs. The Lary Lane well is currently used only as needed as the well produces water with arsenic at a concentration of 10 parts per billion which is at the maximum contaminant level. For the year 2013 the average daily water use was approximately 1.16 million gallons per day with an increase to 1.3 during the summer months. According to the operator, the peak day usage in 2013 was in July at 1.53 MG.

The Exeter River, via the Exeter River pumping station, is used as the primary feed to the filtration plant roughly mid-spring through autumn. The Dearborn Brook reservoir is used through the colder months. The river pumping station has variable frequency drive pumps which allow direct feed to the plant and can match raw water flow with demand. Potassium permanganate is added for oxidation of manganese at the treatment plant headworks and is used only when needed due to increase in manganese of raw water. Skinner Springs, a network of cisterns and dug wells located just across the line in Stratham, supplies as much as 90 gpm (130,000 gpd) to the plant (ahead of the filters) by gravity.

Though the surface water treatment plant was initially built on the site in 1886, it has been expanded and improved many times since. The Town has made numerous improvements to the existing plant and the operators have established a high level of service to produce the best water quality. Improvements in the past several years have been primarily to instrumentation and surveillance, to increase plant reliability and to allow the plant to operate 24/7 and unmanned during some time periods. In addition, one upflow clarifier was rebuilt in 2007, while the other was rebuilt in 2008. Filters have been re-sanded and surface wash repaired in late summer or early fall, 2007. Just recently, the Town has refurbished the backwash recycle system and can now recycle backwash water and reduce waste discharges.

The treatment train consists of two pre-oxidation basins, two upflow Trident clarifiers, four anthracite/sand filters, and 100,000-gallon clearwell with high-lift pumping. Waste flow from clarifier and filter backwash, which has accounted for as much as 40 percent of plant flow, is conducted to a sludge lagoon adjacent to the plant. Decant from the lagoon can now be recycled back to the headworks of the plant, while solids are excavated periodically for final landfill disposal.

Chemical use includes potassium permanganate and powdered activated carbon in the preoxidation basins, polyaluminum chloride and sodium hydroxide for coagulation prior to the clarifiers, polymer filter aid and sodium hypochlorite prior to the filters, and caustic soda, sodium hypochlorite, and zinc orthophosphate for finished water treatment in the clearwell. Chemical addition varies with season and the source in use. The activated carbon feed system has been recently rebuilt. High lift pumps in the clearwell have automatic shutoffs for low water in the clearwell which prevents short circuiting of finish water.

The Town has broken ground on a new groundwater treatment facility which will provide arsenic treatment for the The Lary Lane well. In addition, the facility will provide iron and manganese treatment for Gilman and Stadium wells which will be reactivated when the facility is completed in 2015. This new groundwater treatment facility will provide additional supply for the Town and allow more flexibility in the operation of the surface water treatment facility.

The distribution system includes three pressure zones: the main "downtown" zone, a boosted zone in the southwesterly portion of town fed by the Kingston Road booster station, and a boosted zone in the area of the Epping Road industrial park. Storage is provided by two tanks in the main zone, the one million gallon Hampton Road tank and the one million gallon Epping Road tank. There is also a 0.5 million gallon storage tank in the boosted Kingston Road zone. With the rebuilding of the Epping road tank at a higher grade level the Kingston Road booster station acts as a pressure control station.

The distribution system consists of roughly 43 miles of ductile and cast iron pipe, plus a limited amount of asbestos cement pipe, ranging in size from 4 to 12 inches diameter. All water service connections are equipped with radio-read meters. New service connections are equipped with dual check valve backflow preventers. All testable backflow devices are tested at required intervals by Exeter staff.

Distribution flushing occurs twice each year along with valve exercising. Water Department staff test all fire hydrants with coordination with the Fire Department. Distribution facilities have been entered into a GIS system. The Town has initiated a rating system for utilities, including water mains, in order to prioritize facilities upgrades.

CERTIFIED OPERATOR VERIFICATION

The Exeter Water Department is required to retain an operator certified at the Grade II Distribution and the Grade III Treatment level. The following operator is listed as primary certified operator for this system:

<u>Operator</u>	<u>Certificate No.</u>	<u>Treatment Level</u>	<u>Distribution Level</u>
Paul Roy	561	IV	III

Jennifer Perry
Town of Exeter
August 29, 2014
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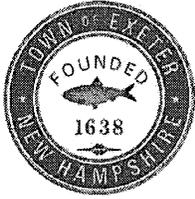
The current operator is qualified for operation of the water system.

I can be reached at 271-2948 or Richard.skarinka@des.nh.gov if there are any questions about this letter.

Sincerely,


Richard Skarinka, PE
Drinking Water and Groundwater Bureau

cc. Paul Roy



EXETER PUBLIC WORKS DEPARTMENT

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

www.exeternh.gov

August 27, 2014

Mr. Roger Wakeman
Phillips Exeter Academy
20 Main Street
Exeter, NH 03833-2460

Re: Stadium Well

Dear Mr. Wakeman:

The following is in response to your questions to Russell Dean in your letters dated June 3, 2014 and December 1, 2013.

The Town has determined that Great Dam will be removed. Dam removal was approved by the voters at 2014 Town Meeting. The Town has obtained financing and the Board of Selectmen authorized signing a contract with VHB for consulting engineering and permitting on Monday night. The current schedule is for the removal of Great Dam to commence in the fall of 2015.

The Town commenced reviewing groundwater options in 2007, after earlier proposals for the surface water treatment plant and pumping station construction did not pass at Town Meetings (\$15.5 million in 2004 and \$17.1 million in 2005). The Town embarked on developing a Groundwater Matrix with Weston & Sampson, which was presented to the Board of Selectmen in July 2008. "Groundwater sources can 1) reduce expenses related to development, operations, maintenance and treatment of water supply, 2) be better protected from potential contamination sources, and 3) are less susceptible to regulatory limitations on withdrawal rates" (Weston & Sampson, Jan 2010, p 5-2). The top ranked results and recommendations of the study were "1) treat the Lary Lane Well for arsenic and 2) reactivate the Gilman and Stadium Wells" (ibid pp 5-3). This resulted in their recommendation to "design and construct an iron-manganese pressure filtrations system capable of treating Gilman, Stadium and Lary Lane wells with the ability to expand if other groundwater sources are added at a later date" (ibid, pp 10-4).

Reactivation of the existing Stadium and Gilman wells was proposed "with the goal of providing the Town of Exeter's water system with a water system that can utilize a variety of sources to meet the needs of the Town. The activation of these wells is proposed with the goals of 1) improving water quality/reducing water treatment operating costs and 2) creating an integrated water supply with more redundancy, backup and ability to deliver water during both drought and flooding conditions" (Weston & Sampson 2008, p 4).

Further, "the primary goal of providing additional water to the Town via the reactivation of the Gilman and Stadium Wells is not necessarily to increase the water supply yields but to provide a more diverse and integrated water supply. Reactivating these wells will provide the Town with more options in regards to water quantity and quality during events such as flooding, droughts and specific system source emergencies or maintenance" (ibid pp 3).

As also noted by the Town's consulting engineers, "during the period that this well (Stadium) has been inactive the Academy has agreed to have the Town perform additional work at the site in an effort to rehabilitate this well for the Town's water supply. This work included the drilling of test wells in 1984 and 2008. It also included the work described in this report to rehabilitate and test the existing production well" (Weston & Sampson, Sep 2010, p 7-97).

Through NHDES approved hydrogeologic reports and pumping tests, the Town has obtained approval to pump in combination Gilman at 230 gpm and Stadium at 500 gpm. Lary Lane can sustain pumping at 174 gpm. The total well pumping capacity is 904 gpm. In 2013, Town wide water usage averaged 1.1 million gallons per day (MGD) (764 gpm); peak day demand was 1.534 MGD (1,065 gpm). Stadium Well is needed to meet average day demand but is insufficient to meet sustained peak day demands with the surface water treatment plant offline.

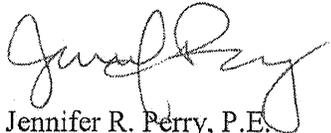
The work adjacent to Stadium Well and the River Pump Station that you observed August 13 was the directional drill of a replacement pipeline under the Exeter River that occurred several weeks ago. Our contractor set up the drilling operation in Gilman Park, and the directional drill was advanced to a receiving pit across the river in the vicinity of the Stadium Well and River Pump Station. The contractor also fused the pipe in that area, pulling the pipe back through the drilled crossing. Ground and brush disturbance was minimal. Also, you will recall that previous site work at Stadium Well in 2009 included installation of a groundwater monitoring network, removal of chain-link fence and the well house (building), all done in conjunction with the pumping tests.

There has been no work done to Stadium Well this year. We bid that work separately from the Groundwater Treatment Plant in order to postpone award and construction of the Stadium Well infrastructure to when an agreement between the Town and Academy is finalized or rights to do so are otherwise obtained. In retrospect, we should have discussed the directional drill in advance with the Academy. I apologize for not having done so. From my reassessment of this in the last week, I believe it is fair to say that (1) we simply did not think about what agreement provided authority for the work, and (2) we proceeded on the presumption that this work was authorized by prior agreements allowing the Town access to the property to maintain the municipal water system. Your e-mail from August 13 was an important reminder for us to keep a sharper eye on the limits of Town rights on the Stadium Well/River Pump House property and to collaborate better with you on work taking place there. We re-commit to doing that.

We look forward to meeting with you soon.

Page 3 of 3
Mr. Roger Wakeman
August 27, 2014

Sincerely,



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

cc: Russell Dean, Town Manager
Dana Bisbee, Devine, Millimet & Branch, PA

Sources Cited

1. Weston & Sampson, Jan 2010, Water Supply Alternatives Study, Final Report
2. Weston & Sampson, Nov 2008, Preliminary Hydrogeologic Report, Stadium & Gilman Well Sites, Env-Dw 302.13
3. Weston & Sampson, Sep 2010, Gilman & Stadium Pumping Test Report, Env-Dw 302.23