

**Exeter Board of Selectmen Meeting**  
**Monday, November 3<sup>rd</sup>, 2014, 6:50 p.m.**  
**Nowak Room, Town Office Building**  
**10 Front Street, Exeter, NH**

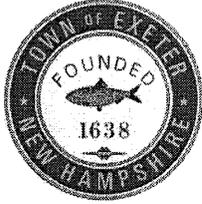
1. Call Meeting to Order
2. Board Interviews – Section 106 Great Dam Committee
3. Bid Openings/Awards
4. Public Comment
5. Minutes & Proclamations
  - a. Proclamations/Recognitions
  - b. Regular Meetings: October 20<sup>th</sup>, 2014
6. Appointments
7. Discussion/Action Items
  - a. New Business
    - i. TAC/MPO Grant Update: Kingston Road Bike Paths
    - ii. Budget Recommendations Committee Procedures
    - iii. Clean Water Act/NHDES Great Dam Grant
    - iv. Sewer Debt Retirement
  - b. Old Business-
    - i. FY15 Budget Updates
8. Regular Business
  - a. Tax, Water/Sewer Abatements & Exemptions
  - b. Permits & Approvals
  - c. Town Manager's Report
  - d. Selectmen's Committee Reports
  - e. Correspondence
9. Review Board Calendar
10. Non Public Session
11. Adjournment

Julie Gilman, Chairwoman  
Exeter Selectboard

Posted: 10/31/14 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



**Town of Exeter**  
**Boards, Commissions & Committees**  
*Appointment Application*

*Town Manager's Office*

OCT 29 2014

*Received*

**Committee Selection:**

1<sup>st</sup> Choice: Section 106 Dam Cmte 2<sup>nd</sup> Choice: \_\_\_\_\_

Name: William Jordan

Address: 27A High St

Email: wjordan@exeter.edu

Phone: 603 778 8248 Cell: \_\_\_\_\_

Please describe your interest in serving on this committee.

Interest in town history, Live next to river

Please provide any background information that would be of interest to the Board when considering your application, including previous committee service or other relevant experience. (*resume can be attached*)

Chair, History Dept. Phillips Exeter  
member Board of Trustees Seacoast Charter School  
PhD, history, UNH

Are you aware of any conflicts that could arise affecting your service on this committee?

NO

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

After submitting this application for appointment to the Town Manager:

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

Signature: Will Jordan Date: 10-29-14

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

## Draft Minutes

### Exeter Board of Selectmen

October 20, 2014

#### 1. Call Meeting to Order

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

#### 2. Board Interviews

The Board conducted interviews for Scott Ruffner and John Hauschildt at 6:45 in the Town Offices building, Wheelwright Room.

#### 3. Bid Openings/Award:

There was an award for the Exeter Police HVAC Renovation. A Motion was made by Selectman Clement and seconded by Selectwoman Surman to accept the bid as stated in a memo from Kevin Smart and award to Dowling Corporation for \$33,596. Motion carried – all in favor.

#### 4. Public Comment

None.

#### 5. Minutes and Proclamations

##### **a. Proclamations/Recognitions**

Selectwoman Surman thanked Jay Perkins for all his work on the sidewalk project and urged residents to go check out the new sidewalks.

##### **b. Regular Meeting: October 6, 2014**

A Motion was made by Selectwoman Surman and seconded by Selectwoman Belanger to approve the minutes of the October 6, 2014 BOS meeting. Motion carried – all in favor.

#### 6. Appointments

A Motion was made by Selectman Clement and seconded by Selectwoman Surman to appoint John Merkle of the Heritage Commission to the Section 106 Ad-Hoc Committee. Motion carried – all in favor.

A Motion was made by Selectman Clement and seconded by Selectwoman Surman to appoint Pam Gjettum from the Historic District Commission to the Section 106 Ad-Hoc Committee. Motion carried – all in favor.

## **7. Discussion/Action Items**

### **a. New Business**

#### **i. Quarterly Financial Report**

Doreen Ravell, Finance Director, gave the quarterly report for quarter ending September 30. First she reported on General Fund Revenues. She said YTD they were 53% collected; or \$9.2 million. The biggest part of that is driven by tax revenue. Building permits and fees are up. Grant money came in from the train station/baggage center of \$20,000. She said everything looks as expected.

In regards to General Fund Expenditures, YTD they are at 72%, which she said is about average. Debt Service & Capital are almost fully expended. She pointed out Warrant Articles are 39% spent.

In regards to the Water Fund, YTD Capital Outlay looks a little low. Otherwise, she said everything looks to be in line.

In regards to the Sewer Fund, 72% of revenues have been received. Expenditures are at 76%, or \$1.8 million.

For Revolving Funds, she reported on Cable TV first. She said YTD they are 53% in, and it is looking good for the third quarter. Recreation YTD is at 83% collected, or \$420,000. Expenses are at 82%. Powder Keg numbers will be reflected in the next quarterly report. Ambulance is at 70% collected at \$324,000. The YTD expenses are at 73%. Everything looks like it's lining up in the budget.

Ms. Ravell gave the Analysis of Property Tax/Liens Receivables. She said as of September 30, they have collected 97% of property taxes that were billed in May. The Board gave kudos to the Finance Department.

Next was the Analysis of the Water/Sewer. She said they are seeing a decrease in receivable balances. Departments are working together on that.

Selectman Clement had the audit report. He said they received a very clean, excellent audit this year. There is a letter in the report to the BOS which has some recommendations for the BOS for improvements. The Board plans to get together to talk about these recommendations.

#### **ii. Fund Balance Discussion**

Mr. Dean said it's tax rate setting time. His recommendation on this is to start with the fund balance policy. They need to have adequate cash flow on hand. The fund balances are healthier than they've been in the past few years. Mr. Dean made a request that the Board approve the use of \$450,000 from the general fund to offset the 2014 town tax rate. He said if the \$450,000 is applied, he is projecting a rate of \$7.80, which compares to \$7.81 last year.

Selectman Clement asked Mr. Dean to breakdown the \$450,000. Mr. Dean said it is just \$450,000 out of the general fund.

A Motion was made by Selectman Clement and seconded by Selectwoman Belanger to apply \$450,000 from the General Fund balance to reduce the upcoming FY14 tax rate. Motion carried – all in favor.

Selectman Clement said he would still like to see a better breakdown of the \$450,000.

#### **iii. Review SB2 Calendar**

Mr. Dean went through some dates which stuck out, which are all in the packet. January 20 is the last date for the Selectmen to hold a public hearing on any proposed bond or note issue in excess of \$100,000. This is also the last date for the Selectmen to hold a final public hearing on the proposed budget and special warrant articles. January 31-February 7, the first session of the annual meeting must be held between these two Saturdays. March 3 is the last day to make annual report available to the legislative body, the final budget and ballot questions must be printed in the annual report. March 10 is the date of the second session.

Mr. Dean said there are more important dates for the Planning Board, Budget Committee, Supervisors of the Checklist, and the Town Clerk. He said January 13 is the "Budget Submission Date" for calculating certain deadlines affecting collective bargaining with public employees.

#### **iv. Committee Appreciation Process**

Lionel Ingram went through the background of the idea of Committee Appreciation. He said there are three individuals who he recommends to be recognized, so he started a process of how to go about doing this. Mr. Dean said this is a good issue. He said they've looked around to see if there are policies in place like this and there really isn't. He said they are in the process of figuring out how to recognize.

Vice Chair Chartrand thanked Mr. Ingram for his recommendation, which is provided in the packet. Mr. Ingram said he would like to work swiftly on this process, but said it needs to be done right.

Selectman Clement asked to have a conversation about this. He would like more details like who makes recommendations and are there criteria. Mr. Ingram said that is up to the Board. He would rather not have specific criteria. A committee can recommend a person to the Board for approval. Vice Chair Chartrand said they will work on this and let Mr. Ingram know when it appears on the agenda again.

#### **v. Vehicle Use Policy Review**

Mr. Dean said it is time for a review of the policy. He said there was an incident where an employee's windshield was cracked while on town business. That person was reimbursed, but this is the policy that would be looked at for something like this. So basically this is just an annual review of the policy.

Selectwoman Surman talked about company cars versus personal cars. She said she had some questions about it a while back and the whole thing was kind of gray. Mr. Dean said it is normal for this to come up now and then. He said they don't necessarily compel people to use town vehicles.

There was a discussion about mileage reimbursement and Selectman Clement said it is worth a discussion to see what the numbers are.

#### **b. Old Business**

##### **i. FY15 Budget Updates**

Mr. Dean said Wednesday, October 22 is the Budget Recommendations Committee's all day meeting. This day is also the HealthTrust Board vote on Health/Dental rates. Friday, October 24 the revised budget will be available. Vice Chair Chartrand said Corey Stevens, of the BRC, send an email around suggesting the BRC and the Board have a discussion on October 29. It will be one of the target discussions that night.

Vice Chair Chartrand said at the last meeting he had suggested the Board "button up" with the BRC at the end of November/beginning of December. He also suggested a 2% increase target. Selectman Clement said he is not going to commit to say whatever final numbers the BRC comes up with he will agree with.

Selectwoman Surman said her thoughts are if she were a department head, she would start with what she has to have, things that are unmovable, then go through budget from there.

## **8. Regular Business**

### **a. Tax, Water/Sewer Abatements & Exemptions**

None.

### **b. Permits & Approvals**

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to approve the application for the use of the Town Hall by Susan Baillargeon for an Exeter Fire Department Toy Bank on December 16, 2014 from 4-8pm. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to approve the application for use of the Town Hall by Greg Bisson for the Exeter Parks and Rec to have Christmas Carol practices 10/27/14-12/18/14 on M,W,F from 6-9pm and performances 12/19-12/21 from 5-10pm. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Clement to approve the application for use of the Town Hall by Mike Favreau for the Parks and Rec to have a Public Forum – Needs Assessment Survey on 11/5/14 from 6-8pm. Motion carried – all in favor.

### **c. Town Manager's Report**

Mr. Dean talked about the following:

- Had a Seabrook drill on October 8. Everything went pretty well, and they do drill regularly.
- Attended EDC meeting on October 7
- Heavy duty budget time. Reviewing lots of stuff.
- Columbus Day was October 13
- He met with the electrical staff.
- Emailed BOS about revision in the MS1.
- Doing a document management review.
- The electric rates were locked in per BOS direction.
- Maintenance project list – reviewing ADA issues.

- Still don't have a Deputy Treasurer, but looking for one. He asked to put the word out.
- Town projects are sidewalks, Groundwater Treatment Plant, Wastewater Facilities Plan.
- Received word from DPW about Linden Street culverts with updated cost estimates.

**d. Selectmen's Committee Reports**

Selectwoman Belanger had nothing to report.

Vice Chair Chartrand had nothing to report.

Selectwoman Surman reported a Conservation Committee work session.

Selectman Clement reported a Planning Board meeting last week, and one to come this week. RPC met last week and talked about transportation.

**e. Correspondence**

The following correspondence were included in the packet:

- Unutil info
- Unutil shutoff notice – already taken care of
- Letter from NH Office of Energy and Planning about FEMA
- Primex letters about 2015 Unemployment Compensation, 2015 Worker's Compensation, 2015 Property & Liability Program
- Letter from Primex about implantation of Property & Liability Program
- Letter from Primex about Contribution Assurance Program
- Memo from Sheri about the upcoming BRC schedule

**9. Review Board Calendar**

The next meeting will be November 3. The Board will also meet on October 22 at 830 with the BRC for the all-day meeting, and October 29 at 630 with the BRC.

**10. Adjournment**

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to adjourn the meeting at 8:58 pm. Motion carried – all in favor.

Respectively submitted,  
 Nicole Piper  
 Recording Secretary

Appointments – November 3, 2014

Arts Committee – Scott Ruffner, term to expire April 30, 2017 (replaces Lauren Chuslo-Shur)

Conservation Commission – Kevin Keveaney, moving from voting member with term expiring April 30, 2016 to alternate member, term expiring April 30, 2017. Cynthia Field, alternate member with term expiring April 30, 2017 to full member, term expiring April 30, 2016.

**TOWN OF EXETER  
CONSERVATION COMMISSION**

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Date: October 23, 2014  
To: Board of Selectmen  
From: Jason Gregoire, Exeter Conservation Commission Chair, through Kristen Murphy,  
Natural Resource Planner *KM*  
Subject: Member Transfer to Alternate Position

I would like to request a modification to our current membership by moving one of our voting members to an alternate position. Kevin Keveaney is currently a voting member on the Conservation Commission but due to other obligations, has been unable to attend our meetings for several months. The Conservation Commission is lucky in that we have many dedicated alternates, most of whom attend each meeting.

I feel it would be best for the Commission as whole to move Kevin into an alternate position while moving one of our active alternates into his current voting member position. I have discussed this with Kevin and he is in agreement. I recommend that Cynthia Field, currently an alternate, be appointed as voting member in his place.

*Town Manager's Office*

**OCT 23 2014**

*Received*



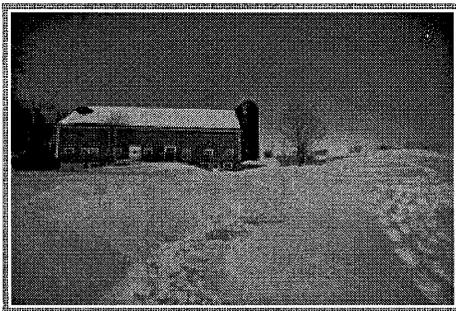
### Boards, Committees, and Commissions

<a href="#">About Our Boards</a>	<a href="#">Volunteer Committee Openings</a>	<a href="#">Appointment Application</a>	<a href="#">Agendas/Minutes</a>
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Town of Exeter Home » Boards and Committees Home » About Our Boards » **Conservation Commission**

## Conservation Commission

### Boards, Committees, and Commissions Menu



#### About the Commission

The Exeter Conservation Commission was established in 1965 in accordance with Revised Statutes Annotated (RSA) 36-A to assist in protecting Exeter's natural resources.

In addition to monitoring and managing conservation lands in town, the Exeter Conservation Commission serves as an

advisory board to the NH State Wetlands Bureau and provides recommendations to the Exeter Planning Board and Zoning Board of Adjustment for natural resource protection.

The Commission meets the second Tuesday of each month in the Nowak Room of the Town Office at 7 PM. Residents are welcome to attend the meetings and share their concerns regarding the town's natural resources.

Meetings are also broadcast live on Cable Channel 22 or viewed anytime at <http://www.townhallstreams.com>.

For Conservation Commission questions and information contact Kristen Murphy, Natural Resource Planner at 418-6452 or [kmurphy@exeternh.gov](mailto:kmurphy@exeternh.gov). You can also stay in touch with us on [FACEBOOK](#).

#### MEMBERS :

Member	Term	Member	Term
Margaret Matick	4/2017	Alyson Eberhardt	4/2016
Peter Richardson	4/2016	Virginia Raub, Alternate	4/2015
Carlos Guindon	4/2017	Cynthia Field, Alternate	4/2017
Vacant	4/2017	Don Briselden, Alternate	4/2015
Kevin Keaveney	4/2016	Jason Gregoire	4/2016
Robert Field	4/2016	William Campbell, Alternate	2/2016
Vacant	4/2017	Anne Surman, BOS Rep	

- [Boards and Committees Home](#)
- [About Our Boards](#)
- [Arts Committee](#)
- [Board of Selectmen](#)
- [Budget Recommendations Committee](#)
- [Cable TV Advisory Committee](#)
- [Conservation Commission](#)**
  - [Conservation Land Management](#)
  - [Energy Initiatives In Exeter](#)
  - [How You Can Get Involved](#)
  - [Think Blue Exeter](#)
  - [Trail Maps and Information](#)
- [Council On Aging](#)
- [Economic Development Commission](#)
- [Exeter Housing Authority](#)
- [Heritage Commission](#)
- [Historic District Commission](#)
- [Planning Board](#)
- [River Study Committee](#)
- [Rockingham Planning Commission](#)
- [Supervisors of the Checklist](#)
- [Swasey Parkway](#)
- [Technology Advisory Committee](#)
- [Train Committee](#)
- [Transportation Committee](#)
- [Trustees of Trust Funds](#)
- [Trustees of the Robinson Fund](#)
- [Water/Sewer Advisory Committee](#)

Be sure to check out the links below for more information on Exeter's natural resources and ways you can help protect them.

**Conservation  
Land Management**

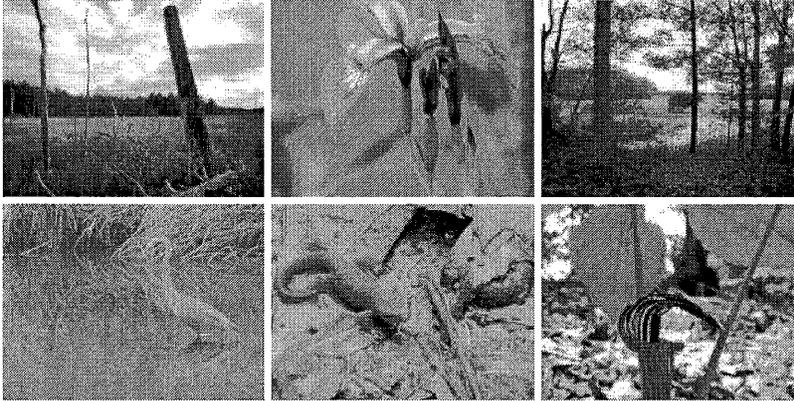
**How You Can  
Get Involved**

**Trail Maps and  
Information**

**Think  
Blue  
Exeter**

Zoning Board of Adjustment  
Volunteer Committee Openings  
Appointment Application  
Agendas/Minutes  
Master Plan

Click any thumbnail image to view a slideshow



**Supporting Documents**

- 2014 Schedule of Deadlines & Hearings
- 2014 Event Agreement - fillable form

**Web Links**

Zoning Ordinances and Site and Subdivision Regulations  
List of State Certified Wetland Scientists



**Contact**

10 Front Street  
Exeter, NH 03833  
603-778-0591

To reach all members of the  
Board of Selectmen  
- [Selectmen@exeternh.gov](mailto:Selectmen@exeternh.gov)

Don Clement -  
[dclement@exeternh.gov](mailto:dclement@exeternh.gov)

Dan Chartrand -  
[dchartrand@exeternh.gov](mailto:dchartrand@exeternh.gov)

Julie Gilman -  
[jgilman@exeternh.gov](mailto:jgilman@exeternh.gov)

Anne Surman -  
[asurman@exeternh.gov](mailto:asurman@exeternh.gov)

Nancy Belanger -  
[nbelanger@exeternh.gov](mailto:nbelanger@exeternh.gov)

**Full Contact Details...**

**Upcoming Events**

**Board of Selectmen**  
Mon, Nov 3rd 7:00pm - 9:30pm

**Budget Recommendations  
Committee**  
Wed, Nov 5th 6:30pm - 9:00pm

**Planning Board**  
Thu, Nov 6th 7:00pm - 9:00pm

**Economic Development  
Commission**  
Mon, Nov 10th 7:00pm - 9:00pm

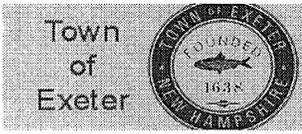
**Conservation Commission  
Meeting -Date Moved**  
Tue, Nov 11th 7:00pm - 7:15pm

**[View the Boards, Committees,  
and Commissions calendar](#)**

Stay Connected

Site design by Aha Consulting

Contact the Town | Staff Login



Russ Dean <rdean@exeternh.gov>

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## Today's TAC/MPO meeting.

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**Don Woodward** <dwoodward@berkshiremfp.com>  
To: Selectmen@exeternh.gov  
Cc: svonaulock@exeternh.gov, rdean@exeternh.gov

Thu, Oct 23, 2014 at 1:22 PM

Two items of note to Exeter.

The String Bridge Rehab project ( State and Town Financed ) is no longer listed in the State Transportation improvement Plan as there is no longer Federal money involved.

Maybe someone from RPC can explain what our next steps are.

Second,

The Transportation Alternatives projects received their initial ratings with the Kingston Road Shoulder project being

ranked 3<sup>rd</sup> of 6 behind Portsmouth (#1) and Salem (#2).

The TAC committee Reviewed the rating system and 6 points could be added by them/us.

Since Salem doesn't pay dues to the RPC ( and from what I heard refuses to pay any dues to any other planning commission.)

I recommended that towns that pay their share of dues to the planning commission receive additional points.

Originally I had asked that 3 points be given to dues paying members.

That would have resulted in Exeter's project being tied, ranking-wise, with Salem's.

The motion passed with 4 points going to dues paying members instead,

removing the tie score and Exeter's project moving into second place narrowly following Portsmouth.

Note, since this is a reimbursement grant, as I understand it, I've asked that RPC explain this in better detail so there are no inconsistencies in how a warrant article would be worded.

**BUDGET RECOMMENDATION COMMITTEE**

**POLICIES AND PROCEDURES**

**TOWN OF EXETER NEW HAMPSHIRE**

**Statement of Purpose**

The Town of Exeter Budget Recommendation Committee (BRC) has been established under the authority of New Hampshire RSA Ref. 32:24 for town budget advisory committees. The Committee is to provide advice and assistance to town elected officials on budget guidelines, preparation process and content of Town Operating and Capital Budgets. Members shall be Exeter Residents with experience in business, professional, technical, administrative or other work that will benefit the Town of Exeter.

**Composition of Budget Recommendation Committee**

The Committee shall consist of not more than fifteen (15) members. New candidates shall submit biographical experience applications to the Selectboard's Vice Chair and may be interviewed by the Selectboard. The Selectboard will then present its nominees to the annual Town Meeting. Citizens may put their name or the name(s) of other residents up for election at the annual Deliberative Session of the Town. The Selectboard may fill vacancies that may occur during the year.

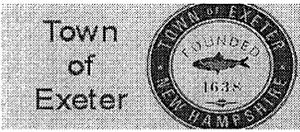
**Meetings and Schedule**

An annual schedule of meetings shall be prepared each year to meet the requirements of the Committee's duties. Meetings shall conform to the legal requirements of "Right to Know" laws and be publicly posted in accordance with state law.

- Generally the BRC will meet according to the following schedule:
  - July -
    - Annual Meeting - BRC meets with the Town Manager to review 6 month actual results for the current budget cycle and to initiate any special BRC projects for the upcoming budget cycle. The Chairman and Vice Chairman are also determined at the Annual Meeting.
    - Chair and Vice Chair meet with the Selectboard and Town Manager to discuss assumptions and planning for guidelines for the upcoming budget.
  - Early September - BRC meets to review YTD actuals; confirm timeline for current year's budget review; establish subcommittees; report on special BRC projects.
  - September to Mid-October - Subcommittees review their assigned departmental budgets and prepare reports.
  - Mid-October to Early December - BRC holds meetings to review departmental budgets and proposed capital improvement projects.

**Procedures**

- Election of Officers
  - The Chairman position shall be open to any member of the BRC and shall be determined by vote of those BRC members attending the Annual Meeting of the BRC.
  - Until such time as the BRC holds its Annual Meeting, the business of the BRC shall be carried on by the prior year's Chair, Vice Chair or other appointed BRC member.
  - The Vice Chair and Subcommittee Captains shall be chosen by the newly elected Chair of the BRC.
- Voting
  - The outcome of all votes of the BRC shall be determined by majority, with the BRC Chair casting the deciding vote in the event of any tie.
- Budget Review
  - Each BRC member shall receive a copy of the annual budget from the Town Manager prior to the September meeting of the BRC.
  - At the start of the first full review meeting of the BRC, the town assessor will present a report on the change in taxable property in the town over the prior year, including the projected affect on the tax rate.
  - Each town department shall present their budget to the full BRC in addition to meeting with their assigned Subcommittee.
  - The results and recommendations of each Subcommittee shall be formalized into a written report to the BRC. Subcommittee captains will present their reports to the BRC, followed by presentations from the respective department heads. Subcommittee reports must be provided to the respective department head and the BRC Chair at least 48 hours prior to the meeting at which the report is to be presented to the BRC. Otherwise, the presentation will be rescheduled.
  - The BRC may choose to review and vote on any line of the annual budget, or vote to accept the recommendations of a Subcommittee which has reviewed the budget of a particular department.
  - Any member of the BRC may request to discuss a particular line item of the budget or make motions to amend a line item.
  - Selectboard members are encouraged to attend BRC meetings, including Subcommittee meetings, and may provide background information when attending.
  - Upon the conclusion of review, the BRC recommended budget shall be forwarded to the Selectboard for their consideration.



Russ Dean <rdean@exeternh.gov>

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## Fwd: Great Dam\_NHCP grant

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Jennifer Mates <jmates@exeternh.gov>

Thu, Oct 30, 2014 at 2:42 PM

To: Russ Dean <rdean@exeternh.gov>, Sheri Riffle <sriffle@exeternh.gov>, Jennifer Perry <jperry@exeternh.gov>, Paul Vlasich <pvlasich@exeternh.gov>

Hi Russ,

I'd like to get something added to the agenda for Monday's meeting. Part of the paperwork to accept a matching grant from NHDES Coastal Program for the Great Dam removal requires that the selectmen vote to accept the grant and authorize you to sign for any paperwork required. The grant will give us \$75,060.

A copy of the contract is attached, for your reference. That does not need to be included in the board package. The language for the motion comes directly from the Certificate of Authority document that Andie will have to sign next week, also attached.

Official Motion: Motion by Selectman \_\_\_\_\_, "to accept federal Clean Water Act funds and enter into a contract with the New Hampshire Department of Environmental Services. The Board of Selectmen further authorized the Town Manager to execute any documents which may be necessary to effectuate this contract, Selectman \_\_\_\_\_ seconds the motion.

Sorry for the last minute request. Please feel free to call or email with any questions.  
Jen

Jennifer Mates, P.E.  
Assistant Town Engineer  
Public Works Department  
13 Newfields Road  
Exeter, NH 03833  
(603) 418-6431  
jmates@exeternh.gov

Like us on Facebook!

Hello Paul,

Attached please find the draft grant agreement (contract) for design, engineering and permitting for the removal of the Great Dam. Also attached is the revised budget spreadsheet. The Excel spreadsheet indicated that the NHCP award amount was 132K. As discussed, the Coastal Program is willing to fund this phase for ~75K (\$75,060, to be exact).

You'll notice that the attached contract incorporates the scope between the Town and VHB, by reference. I have attempted to generalize the contract tasks so that amendments won't be necessary, if for instance, we don't need a 404 or NPDES permits, or in the case that the

schedule for the design phase extends beyond September 2015.

Once you have reviewed and accepted the attached contract. Please:

1. Print the contract, add the dates, get signatures and notarizations.
  - please note that each page, where indicated, must be initialed and dated.
2. Provide proof of insurance (liability and workers comp); ensuring that DES is listed as the certificate holder
3. Provide Certificate of Authority
  - Please note that the contract needs to be signed on the same day as or prior to the signature on the certificate of authority.
4. Provide DUNS #. This is a new requirement. The DUNS # needs to be entered onto the last sentence of the final page of the attached contract. Hopefully, the Town already has a DUNS #. If not I can provide you with additional guidance.
5. Provide a scanned copy of signed contract between the Town and VHB. This will become part of the contract between DES and the Town.

Please let me know if you have any questions.

Kevin Lucey

NHDES Coastal Program

222 International Drive- Suite 175

Portsmouth, NH 03801

603-559-0026

--

**Paul Vlasich PE**

Town Engineer

13 Newfields Rd

Exeter, NH 03833

Office: (603)773-6160

Fax: (603)772-1355

Please note that my new email address is [pvasich@exeternh.gov](mailto:pvasich@exeternh.gov)

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**4 attachments**



**Exeter\_Great Dam\_Engineering\_Contract.doc**

93K



**Coastal\_Program\_Grant\_Budget\_Worksheet\_revised.xlsx**

15K



**Cert of Authority.docx**

55K



**Cert of Authority.docx**

55K

Exeter Dam Removal Fee Estimate									
Task	Labor Total	Subs	Expenses	Total	Coastal Program Eligible?	Percent Eligible	Total Coastal Program Funds		
<b>TASK 1 – FINAL SURVEYS &amp; PRE-DESIGN COORDINATION</b>									
1.1 - Geotechnical Investigation	\$ 16,835	\$ 34,650	\$ 500	\$ 51,985	N	0%	\$ -		
1.2 - Dry Hydrant Survey	\$ 2,170		\$ 100	\$ 2,270	N	0%	\$ -		
1.3 - Pump Station Survey	\$ 2,470		\$ 100	\$ 2,570	N	0%	\$ -		
1.4 - Great Dam Bathymetric Survey	\$ 5,670		\$ 200	\$ 5,870	N	0%	\$ -		
1.5 - Exeter Mills Review	\$ 4,379		\$ 100	\$ 4,479	N	0%	\$ -		
1.6 - Well Survey	\$ 2,105		\$ 250	\$ 2,355	N	0%	\$ -		
1.7 - Sediment Management Plan Coordination	\$ 2,786		\$ 200	\$ 2,986	N	0%	\$ -		
<b>TASK 2 – ENGINEERING DESIGN</b>									
2.1 - 30% Design	\$ 60,521	\$ 10,500	\$ 1,000	\$ 72,021	N	0%	\$ -		
2.2 - 50% Design	\$ 35,044		\$ 500	\$ 35,544	Y	70%	\$ 24,881		
2.2 - 90% Design	\$ 24,678		\$ 500	\$ 25,178	Y	100%	\$ 25,178		
2.3 - 100% Design	\$ 9,741		\$ 500	\$ 10,241	Y	100%	\$ 10,241		
<b>TASK 3 – ENVIRONMENTAL PERMITTING</b>									
3.1 - Wetlands/Shoreland Permit	\$ 19,487		\$ 974	\$ 20,461	Y	100%	\$ 20,461		
3.2 - Section 404	\$ 3,895		\$ 195	\$ 4,090	Y	100%	\$ 4,090		
3.3 - NPDES eNOI	\$ 2,500		\$ 150	\$ 2,650	Y	100%	\$ 2,650		
<b>TASK 4 - CULTURAL RESOURCES</b>									
4.1 - Section 106 Coordination	\$ 18,000		\$ 900	\$ 18,900	N	0%	\$ -		
4.2 - Phase IB	\$ 5,116	\$ 7,480	\$ 256	\$ 12,852	N	0%	\$ -		
4.3 - Mitigation Allowance	\$ 24,000		\$ 1,000	\$ 25,000	N	0%	\$ -		
<b>TASK 5 - BID PACKAGE DEVELOPMENT &amp; BID PHASE SUPPORT</b>									
TASK 6 - PM, COORDINATION & MEETINGS	\$ 9,350		\$ 250	\$ 9,600	Y	100%	\$ 9,600		
	\$ 57,766		\$ 1,000	\$ 58,766	Y	60%	\$ 35,260		
<b>TOTAL</b>	<b>\$ 306,511</b>	<b>\$ 52,630</b>	<b>\$ 8,675</b>	<b>\$ 367,816</b>			<b>\$ 132,360</b>		

## GRANT AGREEMENT

Subject: Great Dam Removal- Design, Engineering and Permitting, Town of Exeter

The State of New Hampshire and the Contractor hereby mutually agree as follows:

### GENERAL PROVISIONS

#### 1. IDENTIFICATIONS AND DEFINITIONS

<b>1.1 State Agency Name</b> Department of Environmental Services		<b>1.2 State Agency Address</b> PO Box 95 Concord, NH 03302-0095	
<b>1.3 Grantee Name</b> Town of Exeter		<b>1.4 Grantee Address</b> 10 Front St Exeter, NH 03833	
<b>1.5 Effective Date</b> January 1, 2015	<b>1.6 Completion Date</b> June 30, 2016	<b>1.7 Audit Date</b> N/A	<b>1.8 Grant Limitation</b> \$75,060
<b>1.9 Grant Officer for State Agency</b> Kevin Lucey, NH Coastal Program		<b>1.10 State Agency Telephone Number</b> 603-559-0026	
<b>1.11 Grantee Signature</b>		<b>1.12 Name &amp; Title of Grantee Signor</b> Russell Dean, Executive Director	
<b>1.13 Acknowledgment: State of New Hampshire, County of Strafford</b> On ____ / ____ / _____, before the undersigned officer, personally appeared the person identified in block 1.12., or satisfactorily proven to be the person whose name is signed in block 1.11., and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
<b>1.13.1 Signature of Notary Public or Justice of the Peace</b>  (Seal)			
<b>1.13.2 Name &amp; Title of Notary Public or Justice of the Peace</b>  			
<b>1.14 State Agency Signature(s)</b>		<b>1.15 Name/Title of State Agency Signor(s)</b>  Thomas S. Burack, Commissioner	
<b>1.16 Approval by Attorney General's Office (Form, Substance and Execution)</b>  By: _____ Attorney, On: ____ / ____ / _____			
<b>1.17 Approval by the Governor and Council</b>  By: _____ On: ____ / ____ / _____			

2. **SCOPE OF WORK.** In exchange for grant funds provided by the state of New Hampshire, acting through the agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 200, the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being referred to as "the Project").

3. **AREA COVERED.** Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the state of New Hampshire.

4. **EFFECTIVE DATE; COMPLETION OF PROJECT.**

4.1 This Agreement, and all obligations of the parties hereunder, shall become effective on the date in block 1.5 or on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire whichever is later (hereinafter referred to as "the Effective Date").

4.2 Except as otherwise specifically provided for herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").

5. **GRANT AMOUNT; LIMITATION ON AMOUNT; VOUCHERS; PAYMENT.**

5.1 The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.

5.2 The manner of, and schedule of payment shall be as set forth in EXHIBIT B.

5.3 In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7.

5.4 The payment by the State of the Grant amount shall be the only, and the complete, compensation to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.

5.5 Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.

6. **COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS.**

In connection with the performance of the Project, the Grantee shall comply with all statutes, laws, regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.

7. **RECORDS AND ACCOUNTS.**

7.1 Between the Effective Date and the date seven (7) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.

7.2 Between the Effective Date and the date seven (7) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records or personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.

8. **PERSONNEL.**

8.1 The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.

8.2 The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform such Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.

8.3 The Grant officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.

9. **DATA; RETENTION OF DATA; ACCESS.**

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.

9.3 No data shall be subject to copyright in the United States or any other country by anyone other than the State.

9.4 On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.

9.5 The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.

10. **CONDITIONAL NATURE OR AGREEMENT.**

Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.

11. **EVENT OF DEFAULT; REMEDIES.**

11.1 Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):

11.1.1 failure to perform the Project satisfactorily or on schedule; or

11.1.2 failure to submit any report required hereunder; or

11.1.3 failure to maintain, or permit access to, the records required hereunder; or

11.1.4 failure to perform any of the other covenants and conditions of this Agreement.

11.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

11.2.1 give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and

11.2.2 give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement

and ordering that the portion of the Grant Amount which would otherwise accrue to the grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and 11.2.3 set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and

11.2.4 treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

**12. TERMINATION.**

12.1 In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.

12.2 In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.

12.3 In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.

12.4 Notwithstanding anything in this Agreement to the contrary, either the State or except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.

**13. CONFLICT OF INTEREST.** No officer, member or employee of the Grantee and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interests or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

**14. GRANTEE'S RELATION TO THE STATE.** In the performance of this Agreement, the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.

**15. ASSIGNMENT AND SUBCONTRACTS.** The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.

**16. INDEMNIFICATION.** The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or admissions of the Grantee of Subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

**17. INSURANCE AND BOND.**

17.1 The Grantee shall, at its sole expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the

benefit of the State, the following insurance:

17.1.1 statutory workers' compensation and employees liability insurance for all employees engaged in the performance of the Project, and

17.1.2 comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$2,000,000 for bodily injury or death any one incident, and \$50,000 for property damage in any one incident; and

17.2 The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice has been received by the State.

**18. WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure or waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.

**19. NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.

**20. AMENDMENT.** This agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire.

**21. CONSTRUCTION OF AGREEMENT AND TERMS.** This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.

**22. THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

**23. ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

**Exhibit A**  
**Scope of Services**

The purpose of this Scope of Services is for the Town of Exeter (Town) to conduct engineering, design, and permitting activities associated with the removal of the Great Dam on the Exeter River.

**1. Work Tasks**

The Town shall perform the tasks listed below and as described in greater detail in the “Agreement for Professional Services between Vanasse Hangen Brustlin, Inc. and the Town of Exeter, Contract Number: 52151.03”, dated August 26, 2014, and incorporated herein by reference.

- Task 2: Engineering Design
- Task 3: Permitting
- Task 5: Bid Package Development and Bid Phase Support
- Task 6: Project Management, Coordination and Meetings

**2. Work Products**

1. Technical Submittals
  - Task 2: Construction Plans (100% complete) and Technical Specifications (Final)
  - Task 3: Permits (DES Wetlands Permit)
  - Task 5: Bid Documents (Request for Qualifications)
2. Outreach Materials: The following funding credit statement shall appear on all outreach products associated with work funded by this grant award: “The project was funded by NOAA’s Office for Coastal Management under the Coastal Zone Management Act in conjunction with the NH DES Coastal Program.”
3. Progress Report: The Town shall prepare and submit two semi-annual progress reports that summarize work completed. Semi-annual report schedule is as follows:
  - a) Submit semi-annual report by July 15, 2015, for the period of January 1, 2015 through June 30, 2015.
  - b) Submit semi-annual report by January 15, 2016, for the period of July 1, 2015 through December 31, 2015
4. Final Report: The Town shall prepare and submit a final report that summarizes all activity at the close of the project. One print copy and an electronic version, preferably in .pdf format, shall be submitted. The final report shall summarize the project and shall include a financial summary of project costs. An appropriate funding credit using the language quoted in paragraph 2.2 above shall appear on all final work products intended for public distribution. Logos of sponsoring agencies (NHDES, NHCP & NOAA) shall also appear on publications and reports. The final report shall be due no later than June 30, 2016.

**Exhibit B**  
**Method of Payment and Contract Price**

The State shall pay to the Grantee the total reimbursable program costs in accordance with the following requirements:

Reimbursement requests for program costs shall be made by the Grantee using a payment request form as supplied by the State, which shall be completed and signed by the Grantee. The payment request form shall be accompanied by proper supporting documentation in the amount of each requested disbursement and required matching funds. Documentation of reimbursable and matching costs may include invoices for supplies, equipment, services, contractual services, and a report of personnel, travel and indirect costs. For projects that demonstrate progress solely through the submission of interim progress reports, payments shall be made upon receipt, review and approval of the interim progress report and accompanying payment request form. Pre-agreement costs may be reimbursed or counted as matching funds as long as those costs were incurred within the effective period of the federal grant and after State approval of the project. The Grantee must request prior written approval from the State to incur pre-agreement costs. Payments shall be made to the Grantee no more frequently than monthly.

The total reimbursement shall not exceed the grant award of \$75,060. Matching funds provided by the Grantee shall total at least \$75,060 of non-federal cash and in-kind services. Funding allocations per each task are as follows:

Task Number	Task Description	Grant Funding Allocation for Each Task	Percent of Task Covered by DES Grant
2	Engineering Design	\$35,419	25%
3	Permitting	\$27,201	100%
5	Bid Package Development and Bid Phase Support	\$4,800	50%
6	Project Management, Coordination and Meetings	\$7,640	13%
<b>TOTAL GRANT AWARD AMOUNT</b>		<b>\$75,060</b>	<b>-</b>

## Exhibit C Special Provisions

Subparagraph 1.7 of the General Provisions shall not apply to this Agreement.

Requirements of Paragraph 17.1.2 Insurance and Bond shall be \$1,000,000 in general liability any one incident and \$2,000,000 aggregate.

Federal Funds paid under this agreement are from a Grant Agreement to the State from the US Department of Commerce (DOC), National Oceanic and Atmospheric Administration under CFDA # 11.419. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant Agreement are hereby adopted in full force and effect to the relationship between this Department and the grantee.

In addition to the General Provisions of Paragraph 1 through 23, the following provisions as required by federal regulations apply to this Agreement:

I) ***Nondiscrimination.*** The Grantee shall comply with 15 CFR part 8 which prohibits discrimination under any program or activity receiving DOC assistance on the basis of race, color, national origin, gender or handicap, and 15 CFR part 20 which prohibits discrimination based on age.

II) ***Financial management.*** The Grantee shall comply with 15 CFR part 24.20 and the specific standards regarding financial reporting, accounting records, internal control, budget control, allowable cost, source documentation, and cash management outlined therein.

III) ***Allowable costs.*** All costs charged to this Agreement shall be eligible, necessary, and reasonable for performing the tasks outlined in the approved project scope of services. The costs, including match, shall be incurred during the period of performance of the project, and shall be allowable, meaning that the costs must conform to specific federal requirements detailed in 15 CFR part 24.22; and OMB Circular A-87.

IV) ***Matching funds.*** All matching funds contributed by the Grantee shall conform to the same laws, regulations, and grant conditions as the federal funds in the Agreement and referenced in 15 CFR part 24.24 and OMB Circular A-87.

V) ***Property Management.*** The Grantee shall comply with the property management and procedures detailed in 15 CFR part 24.32 and 15 CFR part 24.33.

VI) ***Debarment and Suspension.*** The grantee shall comply with 15 CFR part 26. By signing and submitting the Agreement, the Grantee certifies that they have not been debarred or suspended by a government agency. The Grantee will not make any award or permit any award (subgrant or subcontract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

VII) ***Procurement.*** When purchasing goods or services with grant or match funds, the Grantee shall comply with procurement regulations as detailed in 15 CFR part 24.36 which include procurement standards, competition, methods of procurement, contract cost and price, agency review, bonding

requirements, and contract provisions.

- a. Assignment of Subcontracts. The Contractor shall not assign, or otherwise transfer any interest in this contract without the prior written consent of the Contract Owner and the State.
- b. Subcontracts. The Contractor shall:
  - i. Ensure that every subcontract includes provisions for compliance with Federal and State standards applicable to the contract;
  - ii. Ensure that every subcontract includes any clauses required by Federal statute and executive orders and their implementing regulations; and
  - iii. Ensure that subcontractors are aware of requirements imposed upon them by State and Federal statutes and regulations.

VIII) **Participation by Disadvantaged Business Enterprises.** The Grantee shall comply with the terms of 15 CFR part 24.36(e), which requires that organizations conduct a competitive procurement process making a good faith effort to utilize goods and services provided by disadvantaged businesses.

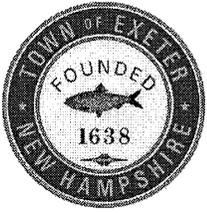
IX) **New Restrictions on Lobbying: Interim Final Rule** The Grantee shall comply with the terms of 15 CFR part 28 and OMB Circular A-87 which prohibit the use of federal grant funds to influence (or attempt to influence) a federal employee, and requires the submission of Standard Form LLL ("Disclosure of Lobbying Activities") if nonfederal funds have been used to influence (or attempt to influence) a federal employee.

X) **Drug-Free Workplace.** The Grantee shall comply with the terms of 15 CFR part 26 which require that as a condition of the Agreement, certification that they maintain a drug-free workplace. By signing and submitting the Agreement, the Grantee certifies that he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity associated with the Agreement.

XI) **Bonding requirements.** For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold (currently \$100,000), the minimum requirements shall be as follows:

- a. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.
- b. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- c. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

XII) **Federal Funding Accountability and Transparency Act (FFATA).** The Grantee shall comply with the terms of the FFATA by providing DES with their Data Universal Numbering System (DUNS) number, and all applicable Executive Compensation Data information as required under the FFATA. The Grantee's DUNS number is \_\_\_\_\_.



# TOWN OF EXETER, NEW HAMPSHIRE

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

[www.exeternh.gov](http://www.exeternh.gov)

## CERTIFICATE OF AUTHORITY

I, Andrea Kohler, Town Clerk of Exeter, New Hampshire do hereby certify that:

- (1) at the Town Meeting held 13, March, 1994 the Town voted to authorize the Town to apply for, accept and expend money from state, federal, or other governmental unit or a private source which becomes available during the year in accordance with the procedures set forth in New Hampshire law;
- (2) at the regular meeting on November 3, 2014, the Board of Selectmen voted to accept federal Clean Water Act funds and enter into a contract with the New Hampshire Department of Environmental Services. The Board of Selectmen further authorized the Town Manager to execute any documents which may be necessary to effectuate this contract;
- (3) The Town of Exeter warrants that this authorization has not been revoked, annulled, or amended in any manner whatsoever, and remain in full force and effect as of the date hereof; and
- (4) The following person has been appointed to and now occupies the office indicated under item (2) above:

Russell Dean, Town Manager

IN WITNESS WHEREOF, I have hereunto set my hand as the Town Clerk of Exeter, New Hampshire this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Andrea Kohler, Town Clerk

My Commission expires:

State of New Hampshire  
County of Rockingham

On this the \_\_\_\_\_ day of \_\_\_\_\_, 2014, before me \_\_\_\_\_, the undersigned officer, personally appeared Andrea Kohler who acknowledged herself to be the Town Clerk of Exeter, New Hampshire, and that she as such Town Clerk, being authorized to do so, executed the foregoing instrument for the purpose therein contained.

In witness whereof I hereunto set my hand and official seal.

(Seal)

\_\_\_\_\_  
Justice of the Peace/Notary Public  
Commission Expiration Date: \_\_\_\_\_

**TOWN OF EXETER  
MEMORANDUM**

TO: Board of Selectmen  
FROM: Russell Dean, Town Manager   
RE: Early Debt Retirement – Sewer Fund  
DATE: November 3, 2014

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The sewer fund balance is healthy enough for the Board to consider early retirement of three older debt issues. These issues are 1) outfall improvements; 2) Langdon Avenue Pump Station improvements, and 3) Water Street sewer improvements. The Outfall issue goes back to 2002. The Water Street issue goes back to 2001.

If the Board approves, this debt would be paid down this year prior to December 31<sup>st</sup>. This will have a positive impact by 1) saving the remaining interest due on the debt, essentially returning \$37,505 to the sewer fund; and 2) reducing the FY15 budget by \$114,202. Paying off this debt early will also have a positive impact on the sewer budget in FY16, and will improve our debt position in the 2014 audit.

The total payoff amount is included in the packet, along with projected fund balances after the debt is paid off.

Thank you for your consideration.

<b>Sewer Debt Issues - Early Retirement Proposal</b>					
<b>Issue</b>	<b>Original Issue Date</b>	<b>Current</b>		<b>Total Due</b>	<b>Original Payoff</b>
		<b>Principle Due</b>	<b>Interest Due</b>		
Outfall	2002	172,999	30,953	203,953	2022
Langdon Pump Station Improvements	2010	108,281	2,907	111,188	2016
Train/Water St.	2001	54,400	3,645	58,045	2016
<b>Total Due (3 issues)</b>		<b>335,680</b>	<b>37,505</b>	<b>373,185</b>	
Sewer Fund Balance 1/1/2014		1,837,536	1/1/2014		
Subtract Retirement of Principle		335,680			
New Fund Balance		1,501,856			
EOY Revenue Deficit Forecast		(154,005)	Updated per Finance Department		
Projected FB 1/1/15		1,347,851			
<b>FY15 Budget Reductions Sewer</b>					
Outfall		28,503			
Langdon		56,078			
Train/Water St		29,621	Water Street piece only		
		114,202			
FY15 Sewer Preliminary Budget		2,545,962			
FY15 Sewer Prel. Revised Budget		2,387,463			
FY14 Sewer Budget (for comparison)		2,412,706			

Town of Exeter Schedule of Long Term Debt

Original Amount: 432,498.62  
 Year of bond: 2003  
 Fund: Sewer - Outfall Principal & Interest  
 Purpose: Sewer  
 Rate: 3.976%  
 Payment months: CS-330130-09  
 SRF Loan # 130-09 Sewer Fund

Fiscal Year Ending	Principal Balance	Principal Payment	Interest Payment	P&I
2015	172,999.46	21,624.93	6,878.45	28,503.38
2016	151,374.53	21,624.93	6,018.66	27,643.59
2017	129,749.60	21,624.93	5,158.85	26,783.78
2018	108,124.67	21,624.93	4,299.04	25,923.97
2019	86,499.74	21,624.93	3,439.23	25,064.16
2020	64,874.81	21,624.93	2,579.42	24,204.35
2021	43,249.88	21,624.93	1,719.62	23,344.55
2022	21,624.95	21,624.95	859.80	22,484.75

Totals 432,498.62 177,188.38 609,687.00  
 172,999.46 30,953.07 203,952.53

**Town of Exeter Schedule of Long Term Debt**

Original Amount: 378,981.83      Rate: 1.7900%  
 Year of bond: 2010  
 Fund: General  
 Purpose: Langdon Ave Pump Station Improvements  
 Payment months: Nov-10  
 Bond - Citizens Bank  
 Loan No. 130-10-Exeter

		Sewer Fund		
Fiscal Year Ending	Principal Balance	Principal Payment	Interest Payment	P&I
11/01/15	108,280.53	54,140.26	1,938.22	56,078.48
11/01/16	54,140.27	54,140.26	969.11	55,109.37
Totals		<u>378,981.82</u>	<u>27,070.94</u>	<u>406,052.76</u>
	Payoff	108,280.52	2,907.33	111,187.85

Original Amount: 1,285,000.00  
 Year of bond: 2001  
 Fund: General & Sewer - See breakdown  
 Purpose: Water St. Interest & Train Station Storm Separation Bonds

Rate: See last column  
 Payment months: Mar/Sep  
 Bond - Citizens Bank

**Water Street**

Fiscal Year	Principal			Interest		P&I	Rate
	Ending Balance	Payment	Payment	Payment	Payment		
2015	170,000.00	85,000.00	85,000.00	7,565.00	2,420.80	29,620.80	4.400%
2016	85,000.00	85,000.00	85,000.00	3,825.00	1,224.00	28,424.00	4.500%
Totals		<u>1,285,000.00</u>	<u>426,025.00</u>	<u>1,711,025.00</u>	<u>132,114.00</u>	<u>536,114.00</u>	
		54,400.00	3,644.80				

Town of Exeter  
Sewer Fund

Preliminary Budget FY 2015

DRAFT		2012 Actual		2013 Actual		2014 Budget		2014 Actual through 09/30/14		2015 Budget Prelim		2015 Budget vs. 2014 Budget \$ Increase/-(Decrease)		2013 Budget vs. 2014 Budget % Difference		Explanation	
Account Number	Description																
SEWER FUND																	
	<b>Administration</b>																
03-4320-0631-1110	SA- Sal/Wages FT	164,998	174,365	187,764	138,986	188,708	944	0.5%	2 FT W/S Mgr Eng & Eng Tec Split 50/50								
03-4320-0631-1200	SA- Sal/Wages PT	17,708	89	475	112	350	(125)	-26.3%	Recording Sec Split 50/50								
03-4320-0631-1210	SA- Sal/Wages Temp	6,608	3,299	6,400	2,450	6,400	-	0.0%	Intern Split 50/50								
03-4320-0631-17XX	SA- TM Cell phone Allowance			150	76	-	(150)	-100.0%	None in 2015								
	Salaries Total	189,570	177,753	194,789	141,624	195,458	669	0.3%									
03-4320-0631-2100	SA- Health Insurance	38,312	41,355	40,728	30,548	42,775	2,047	5.0%	Allocations from GF								
03-4320-0631-2110	SA- Dental Insurance	3,116	3,336	3,411	2,559	3,415	4	0.1%	Allocations from GF								
03-4320-0631-2120	SA- Life Insurance	276	288	287	216	300	13	4.5%	Allocations from GF								
03-4320-0631-2130	SA- LTD Insurance	484	508	509	381	509	-	0.0%	Allocations from GF								
03-4320-0631-2140	SA- Health Insurance Buyout	2,936	2,912	3,717	2,788	4,088	371	10.0%	Allocations from GF								
03-4320-0631-2200	SA- FICA	11,286	12,012	12,077	8,690	12,118	41	0.3%	Based on wages: 6.2%								
03-4320-0631-2210	SA- Medicare	2,638	2,808	2,824	2,030	2,834	10	0.3%	Based on wages: 1.45%								
03-4320-0631-2300	SA- Retirement Town	14,080	17,082	20,222	14,949	20,708	486	2.4%	FT wages x (Jan-Jun :10.77%) (Jul-Dec 11.17%)								
03-4320-0631-2600	SA- Workers Comp Insurance	3,011	3,264	3,525	2,443	3,867	342	9.7%	Based on 2015 billing from Primex								
	Benefits Total	76,139	83,565	87,301	64,604	90,615	3,314	3.8%	20% of general office supplies, batteries, 50% of meter records maintenance; costs for new copier.								
03-4320-0631-5000	SA- Supplies	7,221	1,623	5,000	1,891	5,000	-	0.0%	50% Supplies/maint. for new multi-function printer, 20% general office, 50% of meter records, 50% new gps maint								
03-4320-0631-5010	SA- Postage	2,157	3,435	600	1,960	600	-	0.0%									
03-4320-0631-5200	SA- Consulting Services	94,655	43,864	15,000	4,136	15,000	-	0.0%	Consulting services for CSO & Permit EPA								
03-4320-0631-5212	SA- Fleet Insurance	2,537	4,240	726	718	725	(1)	-0.1%	Administrative Orders								
03-4320-0631-5213	SA- Property Insurance	16,235	23,745	35,388	34,987	35,400	12	0.0%	Primex- Based upon allocation of assets								
03-4320-0631-5224	SA- Legal Expense	107,021	7,748	20,000	1,485	20,000	-	0.0%	Primex- Based upon allocation of assets								
03-4320-0631-5310	SA- Mobile Communications	29	369	199	262	800	601	301.5%	Legal expenses related to EPA permit issues								
03-4321-0631-5400	SA- Advertising	-	1,014	400	451	500	100	25.0%	20% Director, Town Engineer, Ast Engineer								
03-4320-0631-5810	SA- Conf Rooms/Meals	722	481	500	633	850	350	70.0%	cellphones								
03-4320-0631-5820	SA- Education/Training	3,135	1,580	3,150	1,754	3,150	-	0.0%	301.5% Bid packages, requests for proposals								
	General Expenses Total	233,712	88,099	80,963	48,277	82,025	1,062	1.3%	70.0% Annual national conference								
	<b>Administration Total</b>	<b>500,990</b>	<b>349,417</b>	<b>363,052</b>	<b>254,504</b>	<b>368,098</b>	<b>5,046</b>	<b>1.4%</b>									

Town of Exeter  
Sewer Fund

Preliminary Budget FY 2015

Account Number	Description	2012 Actual	2013 Actual	2014 Budget	2014 Actual through 09/30/14	2015 Budget Prelim	2015 Budget vs. 2014 Budget \$ Increase/-(Decrease)	2015 Budget vs. 2014 Budget % Difference	Explanation	UPDATED: 10/28/14 VERSION #2
<b>DRAFT</b>										
<b>Billing</b>										
03-4321-0634-1100	SB- Sal/Wages FT	39,648	43,686	45,057	33,792	61,926	16,869	37.4%	1 FT Utilities Clerk 9 Mos 50/50 split	
03-4321-0634-1200	SB- Sal/Wages PT	-	17,549	22,888	13,620	10,779	(12,109)	-52.9%	1 PT Utilities Clerk 16 hrs/wk 50/50 split; 1 PT Utilities Clerk 34 hr/wk 3 mos 50/50 Split	
03-4321-0634-1300	SB- Sal/Wages OT	-	-	-	189	-	-	-	Allocations from GF	
03-4321-0634-1400	SB- Longevity Pay	340	340	338	255	481	143	42.3%	Allocations from GF	
	Salaries Total	39,988	61,575	68,283	47,856	73,186	4,903	7.2%		
03-4321-0634-2100	SB- Health Insurance	13,436	13,472	13,092	9,819	19,190	6,098	46.6%	Allocations from GF (Incl 1 FT Utilities Clerk 8 Mos)	
03-4321-0634-2110	SB- Dental Insurance	716	732	670	504	1,255	585	87.3%	Allocations from GF (Incl 1 FT Utilities Clerk 8 Mos)	
03-4321-0634-2120	SB- Life Insurance	68	68	68	51	88	20	29.4%	No increase	
03-4321-0634-2130	SB- LTD Insurance	140	152	151	114	151	-	0.0%	No increase	
03-4321-0634-2200	SB- FICA	2,808	2,820	4,234	2,965	4,538	304	7.2%	Based on wages: 6.2%	
03-4321-0634-2210	SB- Medicare	660	552	990	692	1,061	71	7.2%	Based on wages: 1.45%	
03-4321-0634-2300	SB- Retirement Town	3,993	4,312	4,889	3,687	6,859	1,970	40.3%	FT wages x (Jan-Jun :10.77%)(Jul-Dec 11.17%)	
03-4321-0634-2600	SB- Workers Comp Insurance	702	765	822	571	902	80	9.7%	Based on estimate from Primex	
	Benefits Total	22,523	22,873	24,916	18,403	34,044	9,128	36.6%		
03-4321-0634-5000	SB- Supplies	2,746	1,803	3,000	2,101	3,000	-	0.0%	Water bill processing, Ink Cartridges, paper, letterhead, pens, etc	
03-4321-0634-5010	SB- Postage	2,462	3,370	3,500	2,218	3,500	-	0.0%	Increase due to projected postal increase in 2014	
03-4321-0634-5200	SB- Consulting Services	137	692	500	-	500	-	0.0%	W/S Consulting help due to lack of staff	
03-4321-0634-5220	SB- Audit	5,250	5,750	6,250	7,125	7,125	875	14.0%	Audit Fees for Melanson & Health	
03-4321-0634-5320	SB- Phone Utilization	2,876	2,875	3,300	2,475	4,125	825	25.0%	12.5% allocation of IT phone utilization	
03-4321-0634-5683	SB- Internet Services	4,830	1,276	1,275	957	1,325	50	3.9%	12.5% allocation of IT internet services (website)	
03-4321-0634-5740	SB- Software Agreement	11	4,649	7,350	4,960	7,350	-	0.0%	Munisart Software Agreement	
03-4321-0634-5820	SB- Education & Training	18,312	20,415	25,500	19,856	26,975	1,475	5.8%	(275) W/S Billing Collection Staff	
	General Expenses Total									
03-4321-0634-7418	SB- Capital Outlay- Meter Software	-	-	-	-	-	-	100.0%	Removed 20K for new meter software	
	Capital Outlay Total	-	-	-	-	-	-	100.0%		
	<b>Billing Total</b>	<b>80,823</b>	<b>104,863</b>	<b>118,699</b>	<b>86,115</b>	<b>134,205</b>	<b>15,506</b>	<b>13.1%</b>		

Town of Exeter  
Sewer Fund

Preliminary Budget FY 2015

Account Number	Description	2012 Actual	2013 Actual	2014 Budget	2014 Actual through 09/30/14	2015 Budget Prelim	2013 Budget vs. 2014 Budget \$ Increase/-(Decrease)	2013 Budget vs. 2014 Budget % Difference	Explanation
<b>DRAFT</b>									
<b>Collection</b>									
03-4325-0632-1110	SC- Sal/Wages FT	174,010	166,590	172,564	127,471	178,662	6,098	3.5%	7 FT split 50/50 WD/SC ave OT rate = \$35/hr, 600 hours for
03-4325-0632-1300	SC- Sal/Wages OT	25,470	22,565	21,000	21,296	21,000	-	0.0%	WD/SC/WWTP/PS (calls from dispatch or SCADA alarms)
03-4325-0632-1310	SC- Sal/Wages Stand-By	2,525	2,250	2,250	-	-	(4,550)	-100.0%	Removed from 2015 Budget
03-4325-0632-1400	SC- Longevity Pay	202,005	191,405	200,364	148,767	202,512	600	26.7%	7 FT per union contract split 50/50 WD/SC
	Salaries Total						2,148	1.1%	
03-4325-0632-2100	SC-Health Insurance	66,670	75,181	81,301	59,087	69,588	(11,714)	-14.4%	5.6% decrease in BC; 4.3% decrease in MT
03-4325-0632-2110	SC- Dental Insurance	5,121	5,346	5,701	3,825	5,100	(1)	0.0%	No increase
03-4325-0632-2120	SC- Life Insurance	205	205	210	158	210	-	0.0%	No increase
03-4325-0632-2200	SC- FICA	14,758	13,919	12,423	10,838	12,556	133	1.1%	Based on wages: 6.2%
03-4325-0632-2210	SC- Medicare	-	-	2,905	-	2,937	31	1.1%	Based on wages: 1.45%
03-4325-0632-2300	SC- Retirement Town	16,741	18,811	21,579	15,956	22,223	644	3.0%	FT wages x (Jan-Jun :10.77%) (Jul-Dec 11.17%)
03-4325-0632-2600	SC- Workers Comp Ins	5,593	6,065	6,550	4,541	7,187	637	9.7%	Based on estimate from Primex
	Benefits Total	109,088	119,527	130,069	94,405	119,800	(10,269)	-7.9%	
03-4325-0632-4300	SC- Building Maintenance	28,814	10,666	12,000	10,679	12,000	-	0.0%	10 pumping stations
03-4325-0632-4309	SC- Brush Cutting	3,530	3,000	3,500	-	3,500	-	0.0%	Cross-Country sewers such as Ashbrook Rd.
03-4325-0632-4311	SC- Equipment Maintenance	3,127	2,514	3,500	3,077	3,500	-	0.0%	Hydro-Jet cutting heads, portable pumps, etc.
03-4325-0632-4312	SC- Road Repairs	4,681	5,219	5,100	3,120	10,000	4,900	96.1%	Sewer trench paving; compaction test requirements, service repairs at mains
03-4325-0632-4320	SC- Vehicle Maintenance (Incl tires)	9,834	11,502	5,000	5,265	5,750	750	15.0%	10 vehicles, 3 trailers, split 50/50 with water dist
03-4325-0632-4365	SC- Grit Removal	2,372	2,021	4,000	1,333	4,000	-	0.0%	Transport of gravel, sand, etc. to Waste Management from WWTP
03-4325-0632-4366	SC- Manhole Maintenance	15,298	34,914	60,000	27,967	60,000	-	0.0%	Manholes, piping & service repairs
03-4325-0632-4367	SC- Pump & Control Maintenance	52,476	11,920	12,000	13,078	92,000	80,000	666.7%	Maintain 22 sewer pumps; wear rings, impellers, shaft couplings, seals; rebuild Court #1 \$15k, 3 Court VFDs \$15k, Main Sta sewage grinder \$40k
03-4325-0632-5265	SC- Licenses	-	-	1,000	-	1,000	-	0.0%	12 licenses for 8 individuals in sewer collection; 1/2 master electrician (due in Nov)
03-4325-0632-5310	SC- Mobile Communications	72	-	480	380	480	(0)	0.0%	2 MiFi's (50%)
03-4325-0632-5341	SC- Drug/Alcohol Testing	-	309	900	399	800	(100)	-11.1%	7 employees, Contract w/CEOH; required (per USDOT) random testing for all CDL holders & screening new hires
03-4325-0632-5610	SC- Safety Equipment	-	1,293	1,750	1,456	2,250	500	28.6%	PPE & tools for new asbestos pipe OSHA standards, confined space equip. maint.
03-4325-0632-5671	SC- Uniforms	2,353	2,112	2,100	1,474	2,145	45	2.1%	7 split 50/50 WD/SC
03-4325-0632-5681	SC- GIS Software	1,840	4,031	5,000	600	5,840	840	16.8%	Software revisions/maintenance, handheld software agreement with TISales
03-4325-0632-5682	SC- SCADA Software	2,776	4,583	3,000	705	3,000	-	0.0%	Software annual maintenance; I/O cards
03-4325-0632-5761	SC- Tools	1,982	2,588	2,500	2,091	2,500	-	0.0%	Sewer augers, CCTV parts
03-4325-0632-5875	SC- General Equipment Purchase	-	5,998	-	-	24,000	24,000	100.0%	Rebuild sewer camera inspection equipment in lieu of \$75k replacement
03-4325-0632-6210	SC- Natural Gas	7,313	9,148	11,000	8,997	12,650	1,650	15.0%	Heat/Generator fuel

Town of Exeter  
Sewer Fund

Preliminary Budget FY 2015

		2012 Actual	2013 Actual	2014 Budget	2014 Actual through 09/30/14	2015 Budget Prelim	2015 Budget vs. 2014 Budget \$ Increase/-(Decrease)	2015 Budget vs. 2014 Budget % Difference	2015 Budget vs. 2014 Budget % Difference	Explanation	UPDATED: 10/28/14
											VERSION #2
<b>DRAFT</b>											
03-4325-0632-6220	SC- Electricity	55,989	65,070	67,000	52,150	77,000	10,000	14.9%	14.9%	Heat, lights, pumps, etc.	
03-4325-0632-6260	SC- Fuel	12,760	14,363	11,075	10,211	12,200	1,125	10.2%	10.2%	Diesel, propane, gasoline for vehicles, equipment and pumping stations	
	General Expenses Total	205,217	191,251	210,905	142,982	334,615	123,710	58.7%	58.7%		
03-4325-0632-	SC- Phone Lease-Alarms		1,365	1,600	-	1,600	-	0.0%	0.0%	Main Station Land Line Alarm	
	<b>Collection Total</b>	<b>516,310</b>	<b>503,548</b>	<b>542,938</b>	<b>386,154</b>	<b>658,526</b>	<b>115,588</b>	<b>21.3%</b>	<b>21.3%</b>		
	<b>Treatment</b>										
03-4326-0633-1110	ST- Sal/Wages FT	105,016	104,583	107,214	79,564	108,919	1,705	1.6%	1.6%	2 FT: 1 Gr I Op, 1 Sr Op	
03-4326-0633-1300	ST- Sal/Wages OT	19,419	20,828	16,000	16,392	16,000	-	0.0%	0.0%	aver OT rate = \$36.95/hr, 433 hours	
03-4326-0633-1400	ST- Longevity Pay	1,050	1,050	1,050	-	1,950	900	85.7%	85.7%	2 FT per union contract	
	Salaries Total	125,485	126,261	124,264	95,956	126,869	2,605	2.1%	2.1%		
03-4326-0633-2100	ST- Health Insurance	31,702	33,214	36,462	26,499	31,210	(5,252)	-14.4%	-14.4%	5.6% decrease in BC; 4.3% decrease in MT	
03-4326-0633-2110	ST- Dental Insurance	2,220	2,247	2,247	1,685	2,250	3	0.1%	0.1%	No increase	
03-4326-0633-2120	ST- Life Insurance	120	120	120	90	120	-	0.0%	0.0%	No increase	
03-4326-0633-2200	ST- FICA	7,532	7,592	7,704	5,743	7,866	162	2.1%	2.1%	Based on wages: 6.2%	
03-4326-0633-2210	ST- Medicare	1,762	1,775	1,802	1,343	1,840	38	2.1%	2.1%	Based on wages: 1.45%	
03-4326-0633-2300	ST- Retirement Town	11,043	12,358	13,383	10,334	13,922	539	4.0%	4.0%	FT wages x (Jan-Jun :10.77%) (Jul-Dec 11.17%)	
03-4326-0633-2600	ST- Workers Comp Insurance	5,593	6,064	6,550	4,541	7,185	635	9.7%	9.7%	Based on estimate from Primex	
	Benefits Total	59,972	63,370	68,268	50,235	64,393	(3,875)	-5.7%	-5.7%		
03-4326-0633-4223	ST- Mowing	8,510	7,500	7,500	-	7,500	-	0.0%	0.0%	Clear brush & cattails from Clemson's Pond and lagoons	
03-4326-0633-4300	ST- Building Maintenance	5,936	4,551	6,500	1,940	6,500	-	0.0%	0.0%	3 high exposure buildings Chem feed pumps, flow meters, motorized valves; new chlorine tank (2nd failing)	
03-4326-0633-4311	ST- Equipment Maintenance	27,682	30,627	27,000	24,794	27,000	-	0.0%	0.0%	Prevents plant life from damaging lagoon slopes	
03-4326-0633-4343	ST- Weed Control	1,218	1,190	1,700	633	1,700	-	0.0%	0.0%	Biennial inspection, dredging anticipated	
03-4326-0633-4364	ST- Outfall Dredging	7,975	8,045	-	-	12,000	12,000			New industry permits (brewery, etc)	
03-4326-0633-4368	ST- Industrial Pre-treat	3,894	-	4,200	3,104	5,500	1,300	31.0%	31.0%	Inter-lagoon sluice gates/piping, chlorine chamber adj. weirs, etc.	
03-4326-0633-4371	ST- Pond/Lagoon Maintenance	2,143	1,024	2,500	-	2,500	-	0.0%	0.0%	Required training for licensing; professional development; mandatory master electrician 15 hr training	
03-4326-0633-5265	ST- Licenses	688	993	1,400	-	1,400	-	0.0%	0.0%	WWTP Operators, 1 MIFI for SCADA backup	
03-4326-0633-5310	ST- Mobile Communications	258	-	1,684	1,025	1,700	16	0.9%	0.9%	Contract w/CEOH; required (per USDOT) random testing for all CDL holders & screening new hires	
03-4326-0633-5341	ST- Drug/Alcohol Testing	698	-	-	60	-	-	0.0%	0.0%	New asbestos pipe OSHA standards, confined space equip. maint.	
03-4326-0633-5610	ST- Safety Equipment	2,838	1,023	1,300	925	1,300	-	0.0%	0.0%	Software revisions/annual maintenance	
03-4326-0633-5671	ST- Uniforms	1,358	1,280	1,350	717	1,350	-	0.0%	0.0%	Annual NHDES fees for WWTP and Clemson Pond lagoons (due in Dec)	
03-4326-0633-5682	ST- SCADA Software/Hardware	14,982	13,567	18,500	12,302	18,500	-	0.0%	0.0%		
03-4326-0633-5756	ST- Dam Registration	1,500	1,500	1,500	-	1,500	-	0.0%	0.0%		

Town of Exeter  
Sewer Fund

Preliminary Budget FY 2015

		2012				2013		2014		2015		2013 Budget vs. 2014 Budget		2013 Budget vs. 2014 Budget % Difference		Explanation	
Account Number	Description	Actual	2013 Actual	2014 Budget	2014 Actual through 09/30/14	2015 Budget Prelim	\$ Increase/-(Decrease)	Budget % Difference	2013 Budget vs. 2014 Budget	% Difference	2013 Budget vs. 2014 Budget	% Difference	2013 Budget vs. 2014 Budget	% Difference	2013 Budget vs. 2014 Budget	% Difference	Explanation
<b>DRAFT</b>																	
03-4326-0633-5984	ST- Lab Testing	25,850	38,532	30,675	20,629	55,675	25,000	81.5%	25,000	81.5%	25,000	81.5%	CSO testing & increased NPDES nitrogen testing, new EPA effluent testing, groundwater monitor report, \$25K river monitoring				
03-4326-0633-5985	ST- Chemicals	34,654	21,039	20,500	17,273	20,500	-	0.0%	-	0.0%	-	0.0%	Chlorination/dechlorination				
03-4326-0633-6210	ST- Natural Gas	7,723	6,354	10,500	8,978	12,000	1,500	14.3%	1,500	14.3%	1,500	14.3%	Building heat				
03-4326-0633-6220	ST- Electricity	122,408	120,366	120,000	74,510	120,000	-	0.0%	-	0.0%	-	0.0%	Aerators, lights, recirc. & chem feed pumps				
03-4326-0633-6260	ST- Fuel	-	764	1,800	-	1,800	-	0.0%	-	0.0%	-	0.0%					
03-4326-0633-6262	ST- Gas Monitoring	-	-	500	-	500	-	0.0%	-	0.0%	-	0.0%					
	General Expenses Total	270,315	258,355	259,109	166,890	298,925	39,816	15.4%	39,816	15.4%	39,816	15.4%					
	<b>Sewer Treatment Total</b>	<b>455,772</b>	<b>447,986</b>	<b>451,641</b>	<b>313,080</b>	<b>490,187</b>	<b>38,546</b>	<b>8.5%</b>	<b>38,546</b>	<b>8.5%</b>	<b>38,546</b>	<b>8.5%</b>					
<b>Debt Service</b>																	
03-4711-0635-8210	DS- Sewer Line Replacement	101,920	101,500	101,500	101,500	101,500	-	0.0%	-	0.0%	-	0.0%	2021 Final payment				
03-4711-0635-8212	DS- Water Street Principle	27,200	27,200	27,200	27,200	27,200	(27,200)	-100.0%	(27,200)	-100.0%	(27,200)	-100.0%	Plan Early Retirement of Debt in 2014				
03-4711-0635-8214	DS- Outfall Principle	21,624	21,625	21,625	21,625	21,625	(21,625)	-100.0%	(21,625)	-100.0%	(21,625)	-100.0%	Plan Early Retirement of Debt in 2014				
03-4711-0635-8215	DS- Langdon Ave Pump Principle	54,140	54,140	54,140	-	-	(54,140)	-100.0%	(54,140)	-100.0%	(54,140)	-100.0%	Plan Early Retirement of Debt in 2014				
03-4711-0635-8217	DS- Water Street Interceptor	-	-	68,276	68,276	68,276	-	0.0%	-	0.0%	-	0.0%	2017 Final payment				
03-4711-0635-8218	DS- Wastewater Facilities Design	-	57,900	55,000	55,000	50,000	(5,000)	-9.1%	(5,000)	-9.1%	(5,000)	-9.1%	2032 Final payment				
03-4711-0635-8219	DS- Lady Hill Phase II	-	132,000	130,000	130,000	130,000	-	0.0%	-	0.0%	-	0.0%	2032 Final payment				
03-4711-0635-8220	DS- Portsmouth Av Swrlne Prin	-	-	84,516	84,516	83,929	(587)	-0.7%	(587)	-0.7%	(587)	-0.7%	2023 Final payment				
03-4711-0635-8xxx	DS- Sewer Line Replacement (2014)	204,884	394,365	542,257	488,117	449,705	16,000	-17.1%	16,000	-17.1%	16,000	-17.1%	2024 Final payment				
	Sewer Debt Service Principle Total	204,884	394,365	542,257	488,117	449,705	(92,552)	-17.1%	(92,552)	-17.1%	(92,552)	-17.1%					
03-4721-0636-8250	DS- Sewer Line Replacement Int	33,516	29,383	26,338	26,338	22,278	(4,060)	-15.4%	(4,060)	-15.4%	(4,060)	-15.4%	2021 Final payment				
03-4721-0636-8252	DS- Water Street Interest	5,848	4,733	3,590	3,590	3,590	(3,590)	-100.0%	(3,590)	-100.0%	(3,590)	-100.0%	Plan Early Retirement of Debt in 2014				
03-4721-0636-8254	DS- Outfall Interest	9,458	8,608	7,738	7,738	7,738	(7,738)	-100.0%	(7,738)	-100.0%	(7,738)	-100.0%	Plan Early Retirement of Debt in 2014				
03-4721-0636-8255	DS- Langdon Ave Pump Interest	4,846	3,876	2,907	-	2,895	(2,907)	-100.0%	(2,907)	-100.0%	(2,907)	-100.0%	Plan Early Retirement of Debt in 2014				
03-4721-0636-8256	DS- Water St Interceptor Int	-	-	4,440	6,961	2,895	(1,545)	-34.8%	(1,545)	-34.8%	(1,545)	-34.8%	2017 Final payment				
03-4721-0636-8257	DS- WW Facilities Design Int	-	12,129	9,575	9,575	7,375	(2,200)	-23.0%	(2,200)	-23.0%	(2,200)	-23.0%	2032 Final payment				
03-4721-0636-8258	DS- Lady Hill Phase II Interest	-	95,948	85,525	85,525	80,325	(5,200)	-6.1%	(5,200)	-6.1%	(5,200)	-6.1%	2032 Final payment				
03-4721-0636-8259	DS- Portsmouth Av Swrln Int	-	-	47,336	47,336	39,723	(7,613)	-16.1%	(7,613)	-16.1%	(7,613)	-16.1%	2023 Final payment				
03-4721-0636-8xxx	DS- Sewer Line Replacement (2014)	53,668	154,677	187,449	187,063	162,270	(25,179)	-13.4%	(25,179)	-13.4%	(25,179)	-13.4%	2024 Final payment				
	Sewer Debt Service Interest Total	53,668	154,677	187,449	187,063	162,270	(25,179)	-13.4%	(25,179)	-13.4%	(25,179)	-13.4%					
	<b>Debt Service Total</b>	<b>258,552</b>	<b>549,042</b>	<b>729,706</b>	<b>675,180</b>	<b>611,975</b>	<b>(117,731)</b>	<b>-16.1%</b>	<b>(117,731)</b>	<b>-16.1%</b>	<b>(117,731)</b>	<b>-16.1%</b>					

Town of Exeter  
Sewer Fund

Preliminary Budget FY 2015

						UPDATED: 10/28/14			
						VERSION #2			
Account Number	Description	2012 Actual	2013 Actual	2014 Budget	2014 Actual through 09/30/14	2015 Budget Prelim	2013 Budget vs. 2014 Budget \$ Increase/-(Decrease)	2013 Budget vs. 2014 Budget %-Difference	Explanation
<b>Capital Outlay</b>									
03-4902-0637-7301	CO- Capital Outlay - Leases		89,643	79,449	37,354	78,259	(1,190)	-1.5%	See separate schedule (Vector Truck) Paid from Sewer Fund Surplus
03-4902-0637-7419	CO- WWTP Capital		45,000	-	-	-	-	-	2013 Muffin Monster
03-4902-0637-7420	CO- Capital Outlay - Vehicle	27,240	21,532	57,221	57,403	46,213	(11,008)	-19.2%	See separate list
03-4902-0637-7433	CO- WWTP Upgrades/Maint.	52,635	54,291	30,000	25,800	-	(30,000)	-100.0%	
03-4902-0637-7434	CO- Sewer Outfall Dredging	-	1,039	-	-	-	-	-	
03-4902-0637-7444	CO- Small Station Generators	34,806	32,700	40,000	2,996	-	(40,000)	-100.0%	
	<b>Capital Outlay Total</b>	<b>114,681</b>	<b>244,205</b>	<b>206,670</b>	<b>123,553</b>	<b>124,472</b>	<b>(82,198)</b>	<b>-39.8%</b>	
	<b>Sewer Fund Total</b>	<b>1,927,130</b>	<b>2,199,060</b>	<b>2,412,706</b>	<b>1,838,583</b>	<b>2,387,463</b>	<b>(25,243)</b>	<b>-1.0%</b>	

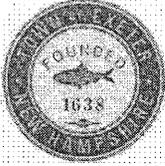
**Town of Exeter  
Forecast Summary Report - Water and Sewer Funds - DRAFT UNAUDITED  
For the Year 2014**

Water Fund	Actual										Forecast		
	1/31	2/28	3/31	4/30	5/31	6/30	7/31	8/31	9/30	10/31	11/30	12/31	
Billed Revenue YTD	136,216	362,175	560,234	694,002	912,128	1,086,490	1,239,464	1,536,958	1,744,750	1,904,363	2,169,921	2,335,110	
Other Revenue	4,173	10,453	18,017	22,257	26,575	38,472	70,487	78,973	78,973	78,973	78,973	78,974	
Total Collected Revenue YTD	140,389	372,628	578,251	716,259	938,703	1,124,961	1,309,951	1,615,930	1,823,722	1,983,335	2,248,893	2,414,083	
Expended/Encumbered YTD	133,298	244,156	422,828	632,903	798,297	1,306,828	1,468,091	1,846,383	2,019,401	2,192,419	2,365,438	2,538,457	
Revenue Surplus/(Deficit)	7,091	128,472	155,423	83,356	140,406	(181,866)	(158,140)	(230,452)	(195,679)	(209,084)	(116,544)	(124,374)	

Sewer Fund	Actual										Forecast		
	1/31	2/28	3/31	4/30	5/31	6/30	7/31	8/31	9/30	10/31	11/30	12/31	
Billed Revenue YTD	113,992	309,865	487,947	599,931	794,661	973,899	1,100,418	1,337,998	1,524,287	1,655,964	1,870,305	2,033,935	
Other Revenue	15,621	19,865	52,563	58,875	55,999	62,036	218,655	229,344	223,344	223,344	223,344	223,344	
Total Collected Revenue YTD	129,613	329,730	540,510	658,805	850,660	1,035,935	1,319,073	1,567,342	1,747,631	1,879,308	2,093,649	2,257,279	
Expended/Encumbered YTD	169,207	293,060	457,162	674,367	752,222	1,376,736	1,582,715	1,697,198	1,876,075	2,054,952	2,233,829	2,412,706	
Revenue Surplus/(Deficit)	(39,594)	36,670	83,348	(15,561)	98,438	(340,801)	(263,642)	(135,856)	(128,444)	(175,644)	(140,180)	(155,427)	

**Notes:**

Bills are sent monthly on last day of each month  
 Other revenue includes impact fees, final billing, abatements, refunds, etc  
 Encumbered funds represent a planned or obligated expenditure. Once the encumbered expenditure open item is placed in the ledger, the amount required to fund the item is set aside and is accounted for as an obligation.  
 Total YTD Collected revenue includes outstanding receivables of \$(356,896) for Water and \$(292,150) for Sewer



# 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](mailto:sriffle@exeternh.gov)

Facility Requested:

Wheelwright Room

Nowak Room

Town Hall

## Representative Information:

Name: Bern Dupell Address: 2 Center St

Town/State/Zip: Exeter Phone: 778-7147

Email: bern@bern-design.com Date of Application: 10/30

## Organization Information:

Name: Lights Comm Mtg Address: \_\_\_\_\_

Town/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

## Reservation Information:

Type of Event/Meeting: Lights Comm Mtg Date: 11/3/14

Times of Event: 5:00 - 7:30 pm # of tables: \_\_\_\_\_ # of chairs: \_\_\_\_\_

List materials being used for this event: \_\_\_\_\_

Will food/beverages be served? NO Description: \_\_\_\_\_

## Requirements:

**Cleaning Deposit:** A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building acceptably cleaned, the deposit fee will be returned to user.

**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.

**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: Bern Dupell Date: 11/30/14

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 OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 773-6103 • FAX 772-4709

[sriffle@town.exeter.nh.us](mailto:sriffle@town.exeter.nh.us)

## Temporary A-Frame Sign Permit Application

### Representative Information:

Name: Victoria Su Date of Application: 10-21-2014  
Email: victoriasu@gmail.com

### Organization Information:

Name: CMS Music Boosters Address: CMS, 100 Academic Way  
Town/State/Zip: Stratham, NH 03885 Phone: 603-778-6176  
Type of Event: Livingston Taylor Fundraising Concert supporting music at CMS  
Specific Location(s) Requested: Corner of Guinea Road and Hampton Road from November 10, 2014 to  
November 21, 2014

- A-frame signs may be displayed for a time period not to exceed 30 days. All temporary signs must be removed after 24 hours of the date of the event being advertised.
- No business may have more than 4 temporary signs within one calendar year.
- A-Frame signs shall not exceed 2x3 feet in dimension.
- A-Frame signs shall not impede in the sidewalk's right of way.

This permit is issued to the representative/organization listed on this permit for the purpose indicated on this permit. This permit shall be valid for said representative/organization only during the times and dates indicated on this permit.

As authorized by the Board of Selectmen/Designee:

\_\_\_\_\_  
Date

## Town Manager Updates

Submitted by: Russell Dean, Town Manager

Week Ending: October 31<sup>st</sup>, 2014

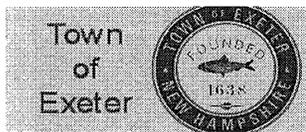
- Budget Recommendations Committee all day meeting October 22<sup>nd</sup>
- Budget Recommendations Committee meeting October 29<sup>th</sup>
- Department Manager meeting October 23<sup>rd</sup> covering a variety of topics.
- Held a quarterly meeting with Primex on October 29<sup>th</sup> to review workers compensation and property/liability claims. Selectman Clement attended as well.
- Held weekly meeting with Department of Public Works Director on October 28<sup>th</sup>.
- Review preliminary and updated town budgets and coordinate with Finance Department on changes and review of changes. Review of the preliminary default budget for FY15.
- Health insurance rates were received from the HealthTrust on October 27<sup>th</sup>. Rates decreased an overall 5.4%.
- Town received tax rate setting on October 29<sup>th</sup>. Conference was held with new NHDRA representative to confirm Elliott property purchase treatment for warrant article and adjustment to MS2 was made as a result. This conversation confirmed the amendment made at deliberative session in February, 2014.
- The Town has received word that its finance software provider Harris Munismart is experiencing some issues.
- Planning is planning to contract with the Rockingham Planning Commission for master plan updates. I have asked planning to review the inclusion of the housing chapter in the update since many data references in the chapter are from 2000. As you recall the Board had on its goal list for Chapters 1 and 2 to be updated (land use, housing).
- Tax bills will go out on or around November 6<sup>th</sup> with a due date of December 12<sup>th</sup>, 2014.
- Continued work on classification plan appeals with Human Resources and MRI consultants.
- Employees will see the latest health trust reimbursements in their November 5<sup>th</sup> paychecks. This includes the employee share of the latest dental insurance return.
- Time was spent on reviewing the latest information regarding the wastewater facility plan, the ongoing WISE project, and our reports related to the Town's EPA order on elimination of CSOs (combined sewer overflows).
- Sportsmen's Club noise testing was originally scheduled for October 27<sup>th</sup> but was subsequently postponed until November 3<sup>rd</sup>. This is the testing post berm construction.
- Varsity wireless has contacted the Town again regarding their interest in locating a cell tower on Town land at the Cross Road transfer station area (Simpson's).
- Our office coordinated with the Town Clerk to order some directional equipment for the town election to assist voters.
- Citizen requests were received on a number of issues. A resident asked the Town to look into a tree issue in the river adjacent to Exeter River landing. PSNH request regarding Sunday work hours. A resident has had issues with freight train whistles (which are not Downeaster trains but Pan Am trains hauling freight) and their loudness.
- A review of the sick leave trust fund was made with Phyllis Duffy's retirement and a warrant article requesting funds will need to be added to the 2015 Town Warrant.
- I have been involved in the ongoing request to store old antique items in the Raynes Farm barn.
- Work continues with Stratham on discussing terms for a water agreement. We expect to meet soon with Stratham to discuss remaining issues. Stratham would like to move ahead at their 2015 Town Meeting with this initiative.

### Town Projects

1. Groundwater Plant – below grade concrete work is complete and backfilled, ground floor concrete beams have been placed, APEX submitted first pay request, D&C waterline work is substantially complete.
2. Wastewater Facilities Plan/Regional Option – Updated draft expected soon. Revisions continue to preliminary report.
3. Portsmouth Avenue paving/manhole work – paving complete, striping is imminent (perhaps Monday November 3<sup>rd</sup>, weather dependent).
4. High Street Sidewalks/Paving – South side sidewalk is complete, north side being prepared for concrete pour (likely Monday).
5. Linden/Court Street Culverts – DPW has updated design figures and these will be discussed at Budget Recommendations Committee (\$711,000 vs. \$635,000 original estimate). Meeting held with police/fire on traffic control plan.
6. String Bridge - Hoyle Tanner contract for project being reviewed by NHDOT and town counsel.
7. Great Dam – Grant is in November 3<sup>rd</sup>, 2014 BOS packet. DPW continues work on project holding meetings with various stakeholders.

### Non-Town Projects

1. Unutil natural gas extension – Route 27 – Project is ongoing.
2. Paving – Route 85 (Newfields Road) by NHDOT – paving complete.



Russ Dean &lt;rdean@exeternh.gov&gt;

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## Re: Warrant Article Request

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Julie Gilman &lt;jgilman@exeternh.gov&gt;

Fri, Oct 31, 2014 at 10:37 AM

To: Bruce Johnson &lt;bjohnson@webster-nh.gov&gt;

Cc: Selectmen@exeternh.gov, Russell Dean &lt;rdean@exeternh.gov&gt;

Bruce,

Thanks for your message. We'll put this on our next agenda for discussion.

Julie Gilman

Bruce Johnson &lt;bjohnson@webster-nh.gov&gt; wrote:

Dear Select Board:

Every year at annual school district meetings or city council meetings across the State, discussions and votes pit struggling taxpayers against children in need of an education. The reason for this is a funding formula that does not include meaningful contributions by the State of New Hampshire.

It is time to correct this, and for the State to step up and increase its contributions so that local property taxpayers are not overly burdened, and so that all children receive a decent education. If a town form of government, would you please discuss putting the following warrant article on your annual town meeting warrant? If a city form of government, would you please discuss putting this forward to your councilors for consideration? I am doing just that right here in Webster, New Hampshire. In addition,

I have the support of my peers, as well as from Selectmen from neighboring communities, and as well as from some of our state representatives.

"Resolved that the State of New Hampshire provide a comprehensive meaningful system of funding for State Education needs. To see if the Town will vote to ask our governor and our state legislators to reform state funding for education with that reform to be directed to significant reduction of property taxes. The record of the vote approving this article shall be transmitted by written notice from the Select Board to the governor and state legislators informing them of the instructions from their constituents within 30 days of the vote."

Imagine the impact if all 221 towns and 13 cities present this to our representatives. Change may finally take place. Please feel free to contact me with any questions, comments, or concerns.

Bruce Johnson  
Webster Selectman



State of New Hampshire  
Department of Revenue Administration

109 Pleasant Street  
PO Box 487, Concord, NH 03302-0487  
Telephone (603) 230-5000  
www.revenue.nh.gov



John T. Beardmore  
Commissioner

October 29, 2014

MUNICIPAL AND PROPERTY  
DIVISION  
Stephan W. Hamilton  
Director

Kathryn E. Skouteris  
Assistant Commissioner

Board of Selectmen  
Town of Exeter  
10 Front St  
Exeter, NH 03833

David M. Cornell  
Assistant Director

Re: Reversal

Dear Governing Body:

In light of the information received from the finance office, I am reversing the June 24, 2014 letter from my office in which an additional \$123,010 was added to the MS-2 form. As the finance office has stated, and as the warrant article wording addressed, the town is responsible for the \$26,490 being raised in taxation for article 17.

I have re-adjusted the MS-2 form to the originally submitted amount of \$30,685,876, as indicated on the enclosed MS-2R sheet.

I may be reached at 230-5092 or by email at [jamie.dow@dra.nh.gov](mailto:jamie.dow@dra.nh.gov) if you have any questions or concerns.

Sincerely,

Jamie L. Dow  
Municipal Accounts Advisor

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

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.

## 2014 APPROPRIATIONS MS-2 - As Adjusted

Town/City Exeter

In accordance with RSA 21-J:35, the department is notifying you of the following changes in the appropriations used in computing the tax rate.

RETAIN FOR YOUR  
AUDITOR

Acct. #	Purpose of Appropriation (RSA 32:3, V)	Appropriations as Voted and Submitted on MS-2	Change Amount (+ or -)	Appropriations Adjusted (RSA 21-J:35)
A4130	Executive	\$227,534	\$0	\$227,534
A4140	Election, Reg. and Vital Statistics	\$360,472	\$0	\$360,472
A4150	Financial Administration	\$743,853	\$0	\$743,853
A4152	Revaluation of Property	\$1,500	\$0	\$1,500
A4153	Legal Expenses	\$80,000	\$0	\$80,000
A4155	Personnel Administration	\$323,767	\$0	\$323,767
A4191	Planning and Zoning	\$227,097	\$0	\$227,097
A4194	General Government Buildings	\$942,667	\$0	\$942,667
A4195	Cemeteries	\$0	\$0	\$0
A4196	Insurance	\$122,709	\$0	\$122,709
A4197	Advertising and Regional Assoc.	\$0	\$0	\$0
A4199	Other General Government	\$83,743	\$0	\$83,743
A4210	Police	\$3,205,181	\$0	\$3,205,181
A4215	Ambulance	\$0	\$0	\$0
A4220	Fire	\$3,510,344	\$0	\$3,510,344
A4240	Building Inspection	\$225,148	\$0	\$225,148
A4290	Emergency Management	\$26,186	\$0	\$26,186
A4299	Other (Including Communications)	\$439,589	\$0	\$439,589
A4301	Airport Operations	\$0	\$0	\$0
A4311	Administration	\$376,954	\$0	\$376,954
A4312	Highways and Streets	\$1,960,711	\$0	\$1,960,711
A4313	Bridges	\$0	\$0	\$0
A4316	Street Lighting	\$130,000	\$0	\$130,000
A4319	Other	\$267,070	\$0	\$267,070
A4321	Administration	\$0	\$0	\$0
A4323	Solid Waste Collection	\$820,063	\$0	\$820,063
A4324	Solid Waste Disposal	\$0	\$0	\$0
A4325	Solid Waste Clean-up	\$0	\$0	\$0
A4326	Sewage Coll. and Disposal and Other	\$0	\$0	\$0
A4331	Administration	\$0	\$0	\$0
A4332	Water Services	\$0	\$0	\$0
A4335	Water Treatment, Conserv. and Other	\$0	\$0	\$0
A4351	Electrical Operations	\$0	\$0	\$0
A4411	Administration	\$160,245	\$0	\$160,245
A4414	Pest Control	\$1,250	\$0	\$1,250
A4415	Health Agencies and Hosp. and Other	\$109,595	\$0	\$109,595
A4441	Administration and Direct Assistance	\$86,855	\$0	\$86,855
A4444	Intergovernmental Welfare Payments	\$0	\$0	\$0

Acct. #	Purpose of Appropriation (RSA 32:3, V)	Appropriations as Voted and Submitted on MS-2	Change Amount (+ or -)	Appropriations Adjusted (RSA 21-J:35)
A4445	Vendor Payments and Other	\$0	\$0	\$0
A4520	Parks and Recreation	\$448,674	\$0	\$448,674
A4550	Library	\$910,837	\$0	\$910,837
A4583	Patriotic Purposes	\$14,000	\$0	\$14,000
A4589	Other Culture and Recreation	\$22,300	\$0	\$22,300
A4611	Admin. and Purch. of Nat. Resources	\$32,682	\$0	\$32,682
A4619	Other Conservation	\$0	\$0	\$0
A4631	Redevelopment and Housing	\$0	\$0	\$0
A4651	Economic Development	\$69,149	\$0	\$69,149
A4711	Princ. - Long Term Bonds and Notes	\$592,600	\$0	\$592,600
A4721	Interest - Long Term Bonds and Notes	\$128,689	\$0	\$128,689
A4723	Int. on Tax Anticipation Note	\$5,000	\$0	\$5,000
A4790	Othe Debt Service	\$0	\$0	\$0
A4901	Land	\$26,490	\$0	\$26,490
A4902	Machinery, Vehicles and Equipment	\$585,001	\$0	\$585,001
A4903	Buildings	\$0	\$0	\$0
A4909	Improvements other than Buildings	\$0	\$0	\$0
A4912	To Special Revenue Fund	\$0	\$0	\$0
A4913	To Capital Projects Fund	\$8,386,758	\$0	\$8,386,758
A4914	To Proprietary Fund	\$0	\$0	\$0
A4914S	Sewer-	\$2,412,706	\$0	\$2,412,706
A4914W	Water-	\$2,538,457	\$0	\$2,538,457
A4914E	Electric-	\$0	\$0	\$0
A4914A	Airport-	\$0	\$0	\$0
A4915	To Capital Reserve Fund	\$80,000	\$0	\$80,000
A4916	To Exp. Tr. Fund - except #4917	\$0	\$0	\$0
A4917	To Health Maint. Trust Funds	\$0	\$0	\$0
A4918	To Nonexpendable Trust Funds	\$0	\$0	\$0
A4919	To Agency Funds	\$0	\$0	\$0
<b>TOTALS</b>		<b>\$30,685,876</b>	<b>\$0</b>	<b>\$30,685,876</b>

**Explanation of Adjustments**

Town Code	Account#	Reason for Adjustment	WA#
153			



State of New Hampshire  
Department of Revenue Administration

109 Pleasant Street  
PO Box 487, Concord, NH 03302-0487  
Telephone (603) 230-5000  
www.revenue.nh.gov



John T. Beardmore  
Commissioner

Kathryn E. Skouteris, ESQ.  
Assistant Commissioner

MUNICIPAL AND PROPERTY  
DIVISION  
Stephan W. Hamilton  
Director

David M. Cornell  
Assistant Director

October 16, 2014

Town of Exeter  
10 Front Street  
Exeter, NH 03833

Re: Contract for General Assessing & Data Verification  
2015 Full Statistical Update

Dear Assessing Officials,

Municipal Resources has submitted a contract to us for review and to make recommendations pursuant to RSA 21-J:11.

The contract has been reviewed and found to be compliant with all applicable statutes and rules. The Department has no specific recommendations regarding this contract. Once the contract has been signed, please forward a copy to our office.

Please keep in mind the Department does not warrant your contract against any errors or omissions.

If you have any questions, or if I can be of further assistance, please do not hesitate to contact me.

Sincerely,

David M. Cornell, CNHA  
Assistant Director  
Property Appraisal Division

cc: Municipal Resources  
Lionel MacEachern  
File

*Town Manager's Office*

OCT 20 2014

*Received*

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

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.



**Rockingham County Treasurer**  
**Edward R. Buck III**

119 North Road  
Brentwood, NH 03833-6624

Finance Office  
Phone (603) 679-2256

October 15, 2014

Board of Selectmen  
Town Hall Offices  
10 Front St.  
Exeter, NH 03833

Dear Board of Selectmen,

Enclosed is the 2014 Rockingham County Warrant. The amount of the warrant is \$1,866,090.  
Payment is due by December 17, 2014.

Your attention and processing of this Warrant is appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Edward R. Buck III".

Edward R. Buck III, County Treasurer

Enc.

*Town Manager's Office*

**OCT 16 2014**

*Received*



**Rockingham County Treasurer**  
**Edward R. Buck III**

119 North Road  
Brentwood, NH 03833-6624

Finance Office  
Phone (603) 679-2256

STATE OF NEW HAMPSHIRE

ROCKINGHAM COUNTY

WARRANT OF COUNTY TREASURER

To the Board of Selectmen in the Town of EXETER in said County:

You are hereby required to assess upon the polls and property in said Town liable to taxation, ONE MILLION EIGHT HUNDRED SIXTY SIX THOUSAND NINETY Dollars, being the just proportion of the county tax due from said town as granted by the last County Convention and to collect and pay the same to me on or before Wednesday the 17th day of December next, for the use of the County.

YOU ARE HEREBY NOTIFIED THAT FAILURE TO COLLECT AND PAY SAID TAX BY THE DATE INDICATED WILL RESULT IN THE ASSESSMENT OF A PENALTY AS DESCRIBED IN THE NEW HAMPSHIRE STATUTES, RSA 29:11.

You are also required by law seasonably to return to me the name or names of the collector or collectors whom you shall direct to collect said sum, the date of their warrants, and the amounts they are required to pay to the County Treasurer and the time of payment.

HEREOF FAIL NOT:

GIVEN UNDER MY HAND, THIS 15th DAY OF OCTOBER, 2014

  
\_\_\_\_\_(L.S.)  
Edward R. Buck III, County Treasurer

\$ 1,866,090