

**Exeter Board of Selectmen Meeting  
Monday, August 24<sup>th</sup>, 2015, 6:50 p.m.  
Nowak Room, Town Office Building  
10 Front Street, Exeter, NH**

1. Call Meeting to Order
2. Board Interview – Arts Committee
3. Bid Openings/Awards –Public Safety Building Boiler Replacement
4. Public Comment
5. Minutes & Proclamations
  - a. Proclamations/Recognitions
  - b. Regular Meetings: August 10<sup>th</sup>, 2015
6. Appointments – Arts Committee
7. Discussion/Action Items
  - a. New Business
    - i. 2015 Property Revaluations
    - ii. WWTF Facility Option Review
    - iii. Report on String Bridge – Hoyle Tanner
    - iv. Involuntary Lot Merger – 1 Little Pine Lane
    - v. Epping Road Tank Maintenance Request - DPW
    - vi. 2015 Board Goals Update
  - b. Old Business-
    - i. Sponsorship Policy - Parks/Recreation
    - ii. UAS Policy – EXTV/IT/Fire
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: 08/21/15 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

Town Manager's Office  
10 Front Street, Exeter, NH 03833

## Statement of Interest Boards and Committee Membership

Committee Selection: Arts Committee

New

Re-Appointment

Regular

Alternate

Name: Jeanne Campbell Email: drobins44@comcast.net

Address: 13 Sterling Hill Lane Unit 335 Phone: 603 778-7120

Registered Voter: Yes  No

Statement of Interest/experience/background/qualification, etc. (resume can be attached).

*Like to exhibit my watercolor in the old town hall.  
I have been a member of the Copley Society in Boston  
owned a gallery of my own in York Me for 17 years  
Have paintings all over the world - been exhibited  
in many galleries for many years. Have won  
the Dunbar award also.*

If this is re-appointment to a position, please list all training sessions you have attended relative to your appointed position.

I understand that: 1. this application will be presented to the Exeter Selectboard only for the position specified above and not for subsequent vacancies on the same board; 2. The Town Manager and Selectboard may nominate someone who has not filed a similar application; 3. this application will be available for public inspection.

- 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.

I certify that I am 18 years of age or older:

Signature: Jeanne Campbell

Date: June 7 2015



# JoAnne Campbell

HOME PHONE 603-778-7120

JoAnne Campbell's brilliant watercolor paintings are inspired by her garden, the Maine seacoast, and her many trips to places such as Italy, France, Russia, and southeast Asia. JoAnne's paintings can be found in private collections throughout the United States, Canada, Europe, and Australia. She has been a member of several artistic organizations including the Copley Society of Boston, and her paintings have won juried recognition such as the prestigious Grumbacher Award.



*Sailboat Race*



*Waterlilies*



*Italian Street Scene*

"Her paintings are quite alive. She seems to capture a fleeting moment. The brush strokes are never meticulous; they flood the page with warm colors of the memories of her travels. Campbell's compositions are dynamic and draw the eye to play along with their energy. Her positive attitude can be seen radiating from each painting."

*-from the Portsmouth Herald*



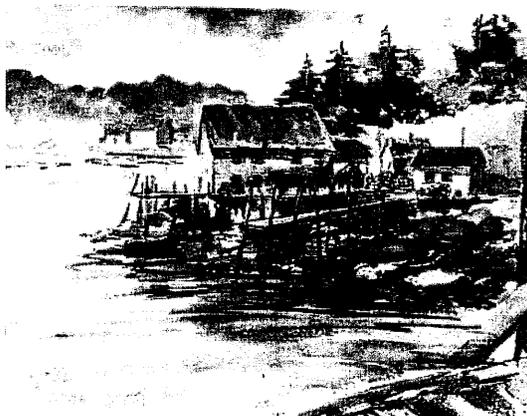
*Sunflower*



*Rocky Coast*



*Springtime*



*Fishing Shacks - Maine*



*Positano - Italy*



*Bookbinder's House - Long Island*

# Memo

To: Russell Dean, Exeter Town Manager  
Exeter Board of Selectmen

From: Kevin Smart, Maintenance Superintendent

Date: 24 August 2015

Re: Exeter Public Safety Complex Boiler Replacement 2015

Cc: Paul Vlasich, Town Engineer

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Pursuant to the "Public Safety Complex Boiler Replacement 2015" Request for Proposals; of the six vendors in attendance at the pre-bid meeting, the following 3 bids were received on time;

1.)	Granite State P & H, LLC, Weare, NH	Bid	\$115,799.
2.)	Palmer & Sicard, Inc., Exeter, NH	Bid	\$84,900.
3.)	Dowling Corporation, Portsmouth, NH	Bid	\$69,508.

Note that all of the above bidders have been successfully awarded past bid contracts by the Town of Exeter. Granite State P&H, Wear, NH bid award for the; "Town Hall Heating System Renovation 2003" Palmer & Sicard, Inc. Exeter, NH bid award for Exeter Historical Society Boiler Replacement 2010, and Exeter Water Treatment Plant Boiler Replacement 2011, and Dowling Corporation, Portsmouth, NH award for; "Exeter Town Offices Modular HVAC 2012".

The "low bid" provided by Dowling Corporation is very close to the material costs as identified in the design process. An email was sent to Dowling Corporation requesting a cost breakdown to substantiate their bid price, and to include start/completion dates. Ryan Houghton of Dowling Corporation responded and stated that the costing information would not be forwarded and that he was comfortable with their bid. Start dates are tentative for middle/end of October with a projected 2 week completion time. The Town Office Modular HVAC 2012 project awarded to Dowling Corp. required prompting on multiple levels to confirm schedules, and resulted in extended finish dates, multiple call backs for workmanship, and items omitted from the project specification. Due to past performance and the reluctance to provide costing breakdown for the low bid, Dowling Corp. is not recommended for this project.

The bid submitted by Palmer & Sicard Inc., is in line with the engineered design estimates for materials and labor. Palmer & Sicard Inc. has provided a mid September starting date with finish due mid October. Palmer & Sicard Inc. has demonstrated timely work, proportionate pricing, and a high level of expertise in the previous installations of the Water Treatment Plant, and Historical Society Boiler replacements. As an Exeter based business Palmer & Sicard Inc. also qualifies for **Local Advantage** under section IX of the Exeter Selectmen's purchase policy. For these reasons, it is recommended that Palmer & Sicard Inc. is fully capable of providing the greatest value to the Town of Exeter for the project as funded by Warrant Article #20 for \$122,100.00. The Engineering/ design costs are \$1,200.00.

# Memo

**To:** Russ Dean, Town Manager  
**From:** Brian Comeau, Fire Chief  
**Date:** August 20, 2015  
**Re:** Request for Proposals – Ambulance

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Requests for proposals have been sent to the following vendors for a new ambulance for the fire department. The bids have a return date of September 21, 2015.

1. Greenwood Fire Apparatus  
530 John Dietsch Blvd  
North Attleboro MA 02760  
Attn: Mark Medeiros
2. Sugarloaf Ambulance & Rescue Vehicles  
1004 Poplar Stream Rd  
RFD #1, Box 2100  
Carrabassett Valley, Me 04947  
Attn: Ron Morin
3. Bulldog Fire & Emergency Apparatus  
17 Winter Street  
Woodville MA 01784
4. Professional Emergency Vehicles  
12 Industrial Park Rd  
Rumford ME 04276
5. Braun Custom Ambulances  
1170 Production Drive  
Van Wert OH 45891

Attach: Ambulance Specifications 2015

/sb

Draft Minutes

**Exeter Board of Selectmen**

August 10, 2015

**1. Call Meeting to Order**

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

**2. Board Interview – Arts Committee**

The Board conducted a 6:50 pm interview with Sharon Marston for a position on the Exeter Arts Committee.

**3. Bid Openings/Awards – Public Safety Complex Boiler Replacement, Line Striping/Marking**

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to award the bid for the Striping and Street Marking to Markings Inc., of Pembroke, MA in the amount of \$22,229.99. Motion carried – all in favor.

Vice Chair Clement asked if this can be started now that the bid has been awarded. He then wondered if it would be better to do this project earlier in the year. Jennifer Perry said it would be nice to do earlier in the year, but they like to do this when they do paving. It has been scheduled. She also said they have included crosswalk striping in the budget.

The following bids were given for the Public Safety Complex Boiler Replacement:

1) Palmer & Sicard, Exeter NH	\$84,900
2) Dowling, Portsmouth NH	\$69,508
3) Comfort Systems USA	\$115,799

A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to turn these bids over to the DPW and Mr. Dean for review and recommendation. Motion carried – all in favor.

**4. Public Comment**

Brian Griset said his comments were not reflected accurately in the last set of minutes, regarding the drone. He has some comments about the draft policy for the drone, which is

included in the packet. He said he had to leave and couldn't stay for the drone discussion, but said he hoped the only discussion had is to hear why the drone is to be purchased. In regards to the draft sponsorship policy in the packet, he said it was too broad.

## **5. Minutes and Proclamations**

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

None.

### **b. Regular Meetings: July 13, 2015**

Selectwoman Surman had an amendment to page 7, paragraph 9, changing the first sentence to read "Selectwoman Surman said it wasn't solely exclusivity that was her concern, but she was also concerned with banners being attached to town property which is prohibited by town policy."

Vice Chair Clement had an amendment to page 5, paragraph 5, sentence 1, changing "...public meeting..." to "...economic forum...". He also had an amendment to page 6, paragraph 6, sentence 2, changing "safety" to "privacy".

Selectwoman Belanger had an amendment to page 8, paragraph 3, changing the first sentence to read "Selectwoman Belanger is in support of the Chair and Town Manager's meeting with Convenient MD."

Selectman Chartrand asked for clarification as to who made the Motion and who seconded on page 3, third full paragraph.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to accept the minutes of the July 13, 2015 BOS meeting, as amended. Motion carried – all in favor.

## **6. Appointments**

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to appoint Sharon Marcella Marston to the Exeter Arts Committee with a term to end April 30, 2017. Motion carried – all in favor.

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

### **a. New Business**

#### **i) Lease Storage Agreement: Exeter Historical Society/Conservation Commission**

Chairwoman Gilman talked about the lease agreement between the Town and the Historic Society for storage of historic items in the Raynes Barn. This is a five year agreement. She said there will still be room in there to store hay. Conservation Commission unanimously expressed support of this lease.

Peter Smith told the Board what 10 items would be stored in the barn, taking up about 1/8 of the barn. Some of the items include a carriage, two sleighs, a plow, and a wooden washing machine.

Selectwoman Surman said she knew this was coming along and is in support of it. Selectwoman Belanger, Selectman Chartrand and Vice Chair Clement all think it is a great idea and are in full support.

A Motion was made by Vice Chair Clement and seconded by Selectwoman Belanger that the BOS approve the storage of artifacts in the Raynes Barn between the Town and the Historical Society. Motion carried – all in favor.

#### **ii) Town Clerk Update – Fees and Office Hours**

Andie Kohler, Town Clerk, said that at the end of July Governor Hassan signed HB258 raising the town clerk fee from \$1 to \$2. She came to recommend that the Municipal Agent Fee be raised from \$2.50 to \$3. This will raise around \$8,000. Vice Chair Clement asked why they should raise it \$.50. Ms. Kohler said all the surrounding towns are charging \$3 per car.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to raise the Municipal Agent Fee from \$2.50 to \$3 effective October 1, 2015. Motion carried – all in favor.

Ms. Kohler also was proposing new office hours for the town clerks. The new hours would be Monday from 9:15-6, Tuesday-Wednesday-Thursday from 8:15-5, and Friday from 8:15-11:30.

Vice Chair Clement said he was sure Ms. Kohler would monitor the new hours and get it out to the public as soon as possible.

Selectman Chartrand was in favor.

Selectwoman Belanger said she is in favor of the new schedule. Her only concern is if the last day of the month is a Friday and they close early and people still need to register their car. Otherwise, she said she thinks it is great that Ms. Kohler is so accommodating to the town.

Selectwoman Belanger agreed and said her only concern is Friday being the last day of the month.

Ms. Kohler said if they start September 1, they will know if this new schedule works by the end of the year. Chairwoman Gilman wondered about Monday being the long day when so many Mondays are holidays. Selectwoman Belanger said the employee will lose an hour of pay on those holidays. Mr. Dean said he will have to look into that.

Gerry Hamel spoke, and said he had the same concerns as the Board.

Mr. Dean said before they go ahead, he will look at the contract for Monday holidays and overtime pay.

### **iii) Quarterly Financial Report – Finance Department**

Doreen Ravell, Finance Director, included the financial report in the packet. She said revenues are up a bit over last year. Motor vehicles revenue is up 3%. Building permits and fees are up \$223,000 over last year. The HealthTrust refund increased by \$90,000. Expenditures are 51% spent. Snow and Ice budget is overspent by \$160,000.

Water Fund revenues have decreased slightly, by 4%. Water Fund expenses are 8% higher this year versus last year.

Sewer Fund revenues have decreased by \$16,000 from prior year. Sewer Fund expenses have increased by \$49,000 over prior year.

She went on to Revolving Funds, and said the EMS fund is down by 71% or \$152,000 due to a change in the billing company. Cable TV revenues are up by 7%. There are pretty flat results in this fund. The Recreation Revolving Fund revenues are down by \$3,000 or 8%. Expenses have increased by \$35,000 due to concrete work for the pool and tennis court resurfacing.

Jennifer Perry said the water consumption is tied to weather. They are doing an analysis and will release results soon.

### **iv) WWTF Update – Wright Pierce Engineers/Public Works**

Jennifer Perry said she had a combined meeting on June 17 about options. The preferred option is Option 3. It will get them to the low nitrogen levels that are needed for the Administrative Order.

Ed Leonard, Wright-Pierce project manager, gave a brief summary of differences between Option 3 and Option 6. The project cost is around \$40 million. Option 3 builds the facility in a single project. Option 6 builds in two phases. They can potentially save \$4 million with Option 3.

Bob Kelly said they did discuss the options at the July Water/Sewer Advisory Committee meeting. He said from their perspective, this is a \$40 million effort. The Water/Sewer Committee would like to save as much money as possible. They are looking at funding sources. If \$4 million can be saved with Option 3, they would like to look into that. Risks are worth taking to save 10%. The general conclusion was look into the phasing and try to get that 10% saved.

Selectman Chartrand said he was skeptical about phasing. He asked if there would be any diminishment of capacity if they phased. Mr. Leonard said this would have to be contingent upon that. Selectman Chartrand said as long as they are not losing capacity then he is fine with phasing. If capacity is lost, then he is against phasing. Mr. Leonard said a preliminary report will be coming out.

Jennifer Perry said they can really go either way. They are the implementers. Mr. Dean said this is going to be a 20 year bond.

Selectwoman Surman said she is in favor of Option 3, saying it is more consistent.

Mike Jeffers said they can operate successfully either way. They would not want to do something that would lose capacity.

Mr. Kelly said one primary reason Option 3 was recommended over Option 5 was because there was a 40% savings on electrical. The phasing option has the least annual power costs.

Vice Chair Clement said he is also concerned with capacity. He said the more they reduce I & I, the more capacity they will have. There is an I & I program and if they can eliminate some additional I & I over the next 10-15 years that will help with the capacity difference between Option 3 and Option 6. He said saving \$4 million has a lot of merit. He wants to feel confident that in 15 years capacity is still considered.

Doug Atkins, from Wright-Pierce, said Option 3 includes three tanks and a lot of equipment. Option 6 includes building two tanks and then one later. All tanks will need to be maintained, even if they are not being used.

Chairwoman Gilman said she is leaning towards Option 3, building it all in one go. She asked if phasing will allow for future technology.

Mr. Leonard said that both options meet the current Administrative Order of Consent. Technology will change.

Mr. Dean asked Mr. Leonard to comment on the order to eliminate CSO's. Mr. Leonard said that their expectation is that with the upgrades, CSO's will be eliminated.

Selectwoman Belanger asked what the next step is. Vice Chair Clement said he thinks they are going to move forward with building a WWTP in Exeter and foregoing a regional option. Chairwoman Gilman said she would like to get a general consensus on this from the Board. Selectman Chartrand said he thought they were talking about this because they are not doing a regional option.

Vice Chair Clement asked why Wright-Pierce needs an answer. Ms. Perry said the Administrative Order calls for a shovel in the ground June 2016 and a completion date of June 2018 for a Wastewater Treatment Facility. They need numbers by December for a good warrant article. Mr. Leonard said they are going to need a few more weeks to come up with reports for Option 3 and Option 6. They might need a time extension request. They need to make a decision to get the preliminary design done.

The Board said they would like to wait two weeks before making a Motion for a recommended option. Mr. Leonard asked if he should craft a letter to DES about phasing. The Board said yes, and asked if he would get a response that quickly.

The Board said they would make a recommendation in two weeks.

**v) Preliminary Findings Report String Bridge – Hoyle Tanner Associates/Public Works**

This agenda item was put off until the next BOS meeting.

**vi) Great Dam and Other Project Updates – Public Works**

Jennifer Perry said the Lary Lane Treatment Plant is on schedule and budget. The completion date is in September. There will be a ribbon cutting scheduled.

She will be having a preliminary meeting with APEX and Phillips Exeter Academy before the end of August regarding the Stadium Well construction. There is a project completion date by the end of the year. They have received an extension for another year if it is needed.

One project that is recommended is cleaning the Epping Road tank. It is 7 years old. It needs to be cleaned this year.

They are still in the permitting stage for the Great Dam removal. It will not be removed this year. They will pursue completing the permitting. They will remove it as soon as they can physically and permit wise.

A Motion was made by Vice Chair Clement and seconded by Selectwoman Surman that the Board write a letter of support to congressional delegation to support grant applications now and in the future. Motion carried – all in favor.

Chairwoman Gilman asked what the status is of Section 106. Lionel Ingram said it is not holding up permitting and is moving along.

Vice Chair Clement said the Lincoln/Tremont/Daniel Street project is starting in September and going through December, then stopping for the winter and starting back up to finish in May/June. They are going to be doing this right through school time. He suggested starting it next spring and going through the summer so as to not disrupt school. He asked if there is any practical sense to change the schedule to accommodate school. Ms. Perry said if they build all projects in non-school year, they would never get them done. She said they try hard to minimize disruption. They can do some work on weekends or vacation weeks.

Art Baillargeon asked about the sidewalks on Water Street. Mr. Perry said it is looking like that project may be delayed until next year. It is not finalized. Mr. Dean said they are trying to be as responsive as possible to merchants downtown. They have the budget approved in March, then borrow money in May/June, so they are very compressed for time.

Ms. Perry said Portsmouth Avenue is paved. The striping is done after the bid is awarded. There are temporary markers out there now. Chairwoman Gilman asked when the driveway cuts will be filled. Ms. Perry said she wasn't sure when that will be done.

Ms. Perry said the Linden Street bridge is under construction. The bridge will be in and substantially completed by the end of October.

#### **vii) Draft Policy – Unmanned Aircraft System (UAS)**

Mr. Dean said the IT Dept and the Fire Dept worked together on a policy for the UAS.

Andy Swanson, IT Director, gave a PowerPoint on the UAS. The cost of it was \$1750 including all equipment. The purpose is to take very good pictures from the air. It doesn't record sound. It is not inconspicuous. It will not take off in FHA no-fly zones. They track all flights. He gave an overview of the draft policy.

Selectwoman Surman asked who operates it. Mr. Swanson said there are two town employees, one from EX-TV and one from the Fire Dept who were trained to operate it.

Selectwoman Belanger said people are worried about it being in their backyards and being taped. Mr. Swanson said that is not the intention at all. They will tape things like festivals, the dam removal, and Public Works projects.

Vice Chair Clement said what if it crashes into a house. Selectman Chartrand said he has seen examples of photos from one of these devices. They're great photos. It will add to marketing. He said he doesn't think there are any issues here.

Selectwoman Surman said she would have liked to be informed about this before the purchase. She has had no information about the need for this. Mr. Dean said he ok'd the purchase under the Town's purchasing policy. Chairwoman Gilman said she understood Selectwoman Surman's concern of why they were informed after the purchase. Vice Chair Clement said he still has questions about what this UAS is going to be used for. He asked who is going to be the authority for this device. If another department wants to use it, who approves it. Mr. Dean said that becomes a policy issue. That can get worked in. Chairwoman Gilman asked who approves the operator to fly it. Mr. Dean said Mr. Swanson is qualified to make that determination.

Mr. Swanson showed some slide examples of pictures it takes and a map of each flight traveled.

Chairwoman Gilman suggested putting a mission statement on the policy or enhancing the scope.

Selectwoman Surman said she didn't have as much trouble with the policy, but said she can move some things around to make it more solid, to reduce risk and liability.

#### **viii) Draft Policy – Recreation Sponsorships**

Chairwoman Gilman talked about the policy. Mr. Dean said the idea behind the policy was to come up with something a little too comprehensive. It was done on purpose. It was designed to capture the many different sponsorships already in place.

Selectwoman Belanger said the draft looks great, but she doesn't see a problem with banners from sponsors. She said they should look at this more closely in the policy.

Selectwoman Surman said there is a section that may be misinterpreted. She thinks each one of the sections in the policy ends with wording that needs to be deleted. She thinks there is a lot in the policy that could work against them.

Chairwoman Gilman said she will work in Mr. Dean on this one, and try to break it down to something smaller.

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

##### **i) Personnel Policy Amendment: Hands Free Policy**

Chairwoman Gilman read the proposed Electronic Devices Personnel Policy.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to adopt the policy. Motion carried – all in favor.

## **8. Regular Business**

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

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 52, lot 112 in the amount of \$26,781.86. Motion carried – all in favor except one abstention from Vice Chair Clement.

A Motion was made by Vice Chair Clement and seconded by Selectwoman Belanger to approve the Request of Extension for MS1 from September 1 to October 1. Motion carried – all in favor.

Mr. Dean said this was an extension which was requested by the Assessors.

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

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to approve the application for use of the Town Hall by Kristen Murphy for a Planning Department Fertilizer Outreach/Education Committee on August 12, 2015. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to approve the application for use of the Town Hall by Laura Martin for a Exeter Historical Society Annual Meeting on May 3, 2016 from 6-9 pm. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve two signs to be placed in an appropriate place by Bob Hall in both locations – one on Epping Road and one on Portsmouth Avenue. Motion carried – all in favor.

## **9. Review Board Calendar**

The next BOS meeting will be August 24, 2015.

## **10. Adjournment**

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to adjourn the meeting at 10:28pm. Motion carried – all in favor.

Respectfully submitted,

Nicole Piper,  
recording secretary

**Board Appointments – August 24<sup>th</sup>**

There needs to be a correction made to Sharon Marston's appointment to the Arts Committee. Sharon needs to be appointed through 4/30/18, not 4/30/17 as approved on August 10<sup>th</sup>.

Suggested motion is to rescind the appointment with the term identified and motion for appointment for the same individual through 4/30/18.

Thank you

**TOWN OF EXETER  
MEMORANDUM**

TO: Board of Selectmen  
FROM: Russ Dean, Town Manager  
RE: Property Revaluations  
DATE: August 21, 2015

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Scott Marsh of MRI will be present at Monday night's meeting to briefly present on the topic of the property value updates. He will be available to answer any process questions.

Thank you.

**Town of Exeter**  
**Revaluation Summary Report**

2014 Valuation	1,782,089,805
2015 Valuation	<u>1,836,751,805</u>
	54,662,000
Overall	3% increase
Residential	4% increase
Vacant Land	-6% decrease
Mobile Homes	-3% decrease
Condominiums	4% increase
Commercial	2% increase

Overall PRD – 1.013

Improved PRD – 1.004

COD 8.36

ASR Median (2 Years) – 1.0

ASR Median (1 Year) - .99

ASR Median (1 year to 7/31) - .97

## Press Release

Exeter – The Town of Exeter has recently released preliminary property values as a result of the 2015 valuation update. Letters were sent to all property owners last week and the town will hold informal hearings, by appointment, at the town offices through September 4<sup>th</sup>. According to Contract Assessor Paul Mckenney, values overall increased 3 percent. Residential and condominium properties increased 4%, commercial 3%, vacant land 1% and mobile home decreased 2%. Recent sales indicate property values are again on the rise.

As mandated by law, all town properties are reassessed every five years. Sales that occurred between April 1, 2013 and March 31, 2015 were used to determine the values as of April 1, 2015. Sales properties were inspected and measured for accuracy and a full exterior review of all properties was also performed.

Updated property values are available on line at the Town of Exeter website, [exeternh.gov](http://exeternh.gov) and [vgsi.com](http://vgsi.com).

# Exeter Water & Sewer Advisory Committee

Memorandum to the Board of Selectman

To: Julie Gilman, Chair  
Board of Selectmen

From: Bob Kelly, Chair  
Water & Sewer Advisory Committee (WSAC)

Date: August 20, 2015

RE: Wastewater Treatment Plant (WWTP) Options

The Town's wastewater consultant, Wright Pierce Engineers, has presented several options for the Town to consider regarding the ultimate design strategy for a proposed WWTP on Newfields Road. I, and some members of the WSAC, have attended meetings in May and June with DPW to hear the particulars of those options. In June, our joint groups heard a recommendation for so-called "Option 3" as the most cost effective and flexible of eight technical approaches. Together with DPW and W-P, we all brainstormed at that time about an alternative "Option 6" whereby a first phase of Option 3 would be implemented for our current needs and a subsequent phase left for when town growth and regulatory requirements would dictate. This option had the possibility of saving significant up front facility capital costs as well as annual operational costs.

While not having all of the detailed technical data, the WSAC considered the merits of Option 3 (est. ~\$40M) vs. Option 6 (est. \$35-36M) at our July 8 meeting. W-P completed a technical and financial analysis of Option 6 and forwarded this information to the BOS and WSAC on July 20. Based on feedback from our regularly scheduled meeting, as well as subsequent individual comments to me by some WSAC members as a result of the July 20 W-P document, I believe the WSAC has the following general consensus on this issue:

1. We agree that Option 3 is the most cost effective technical solution compared to Options 1 to 5 as presented by W-P in June.
2. We agree that any option for the WWTP design needs to have a permitted design flow of 3.0 mgd for future needs, even if we don't use it for several years.
3. Regardless of future events and regulations, we feel the opportunity to reduce the capital cost of the largest project in Exeter's history by 10% should not be passed by.

4. Given the recent success of reducing Infiltration and Inflow (I/I) to our wastewater system, increasing education about water use and conservation, and a recent population stability, our WWTP flows are currently a little over half (1.7 mgd vs. 3.0) of our design flow and 500,000 gallons per day (gpd) less than the design flow for the first phase of Option 6 (est. 2.2 mgd).

The Option 6 design includes increased equalization of flows to account for peak events. This has the added benefit of providing increased short term discharge flexibility in order to keep our average flows lower. This design feature provides a secure buffer as the Town considers accepting wastewater from out of town sources and expanding our commercial/industrial zone that would otherwise increase those flows.

5. W-P forecasts the Operation and Maintenance (O&M) costs of the first phase of Option 6 to be about 30% less than Option 3, including significant reductions in energy and sludge processing costs. As both of these are very unpredictable and dependant on outside forces, any option that can reduce our annual obligation should be highly considered.
6. W-P concluded in their July 20 document that, based on growth trends, the first phase of Option 6 would serve the town's needs for at least 10-15 years under current regulatory requirements. Some WSAC members commented "who knew back in the late 90s what lay ahead in 2015"? With this uncertainty of the future in mind, the cost of the second phase may involve a new set of circumstances that make cost estimates in 2015 moot. And by not overbuilding in 2015, we may actually end up saving duplicative costs down the road due to regulatory and technology changes. Thirdly, we eliminate the need to maintain facilities built in 2015 for use in 2030.

Our charge by your policy is to advise your Board on strategies and approaches that provide the best Water and Sewer utility services for a fair and equitable cost to the town and its users. Our Committee has reviewed the technical and financial implications of Option 6 vs. Option 3 and feel that, as long as EPA keeps our plant ultimately rated at 3.0 mgd design capacity, the opportunity to save \$4 million in capital and over \$170,000 in annual O&M costs at a time when our infrastructure needs constant attention and EPA-driven monitoring costs for river Nitrogen and stormwater impacts are increasing by \$50,000 per year, more than offsets the marginal risk of having to upgrade the plant again some decades hence under, potentially, totally different design parameters.

We would be able to meet in another joint meeting or formalize this with a vote at our next scheduled meeting on September 9. However, I am confident that my and the committee member's views will be the same.

Thank you for the continued opportunity to serve the Board and the Town of Exeter.

August 12, 2015  
W-P Project No. 12883B

Ms. Gloria Andrews, PE  
Wastewater Engineering Bureau  
Department of Environmental Services  
29 Hazen Drive/ P.O. Box 95  
Concord, NH 03302-0095

Subject: Town of Exeter – WWTF Upgrade  
Phased Construction and Maintenance of Permitted Capacity

Dear Gloria:

We are making substantial progress on Exeter's WWTF Upgrade Preliminary Design Report (PDR) and expect to be completed in approximately one month. The Town has been very engaged in the preliminary design process and has decided to move forward with a Bardenpho process. This process is expected to produce effluent total nitrogen between 3.5 to 5 mg/l, which is better than that required under the AOC.

The Town has numerous and significant financial obligations related to its wastewater infrastructure under its AOC (for nitrogen) and AO (for CMOM). It is also facing what are expected to be significant costs related to non-point source nitrogen management and stormwater management associated with the MS4 program. As we have discussed on several conversations, the Town is considering options to improve the near-term affordability of the project. As you are aware, the cost of constructing treatment capacity is significant and one near-term cost saving concept which has been discussed is phasing the construction of treatment capacity.

On behalf of the Town, we are looking for written input from DES and EPA on the following question:

***Can the Town maintain its NPDES permit capacity of 3.0-mgd if it constructs the project in a phased manner where the first phase has a capacity which is less than 3.0-mgd if the permit is modified to identify a specific flow and load condition at which point the process of planning, designing, funding and constructing the upgrade to the full design capacity must begin?***

Attached please find a summary of such an approach for Exeter. We are continuing to refine the specifics of this proposal based on the Town's on-going influent sampling program (note that this refinement may result in an increase in the capacity of the initial phase); however, we believe the attached information provides suitable information to address the question.



In order to complete the PDR in the next month, we need to address this phasing/permit capacity question. Exeter's Board of Selectmen is scheduled to discuss this topic again on August 24. If at all possible, it would be great to have the DES/EPA input by that date.

If you have any questions or need any additional information, please contact me.

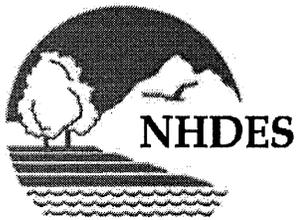
Very truly yours,

WRIGHT-PIERCE

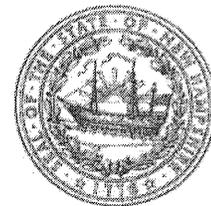
Edward J. Leonard, PE  
Project Manager

Attachment

cc: Daniel Arsenault – USEPA  
Jennifer Perry, PE – Town of Exeter  
Michael Jeffers – Town of Exeter  
File (12883A-1)



The State of New Hampshire  
**DEPARTMENT OF ENVIRONMENTAL SERVICES**



**Thomas S. Burack, Commissioner**

August 21, 2015

Mr. Edward J. Leonard, PE  
Wright-Pierce  
230 Commerce Way, Suite 302  
Portsmouth, NH 03801

**Subject: Town of Exeter-WWTF Upgrade/WWEB Project No. D2015-0806  
Phased Construction and Maintenance of Permitted Capacity**

Dear Mr. Leonard:

In your letter dated August 12, 2015, addressed to Gloria Andrews of our Design Review Section, you asked whether Exeter can maintain its NPDES permit capacity of 3.0 mgd if it constructs its WWTF upgrade project in a phased manner. You indicated that the first phase would have a capacity of less than 3.0 mgd and the permit would identify the specific flow and load conditions at which point the process of planning, designing, funding, and constructing the upgrade to the full design capacity must begin. You indicated in your letter that this phased approach would provide near-term cost savings for Exeter.

N.H. Code Admin. Rules Env-Wq 700 establishes design and construction standards for wastewater treatment facilities. Env-Wq 707.04, Basis of Design Report: Project Need, states that for existing and proposed projects, the basis of design report shall address the need for the project based on a description or analysis of certain conditions, which are listed as (a) through (f). Env-Wq 707.04(b) states "The design period for the WWTP, which shall be not less than 20 years unless a shorter design period is shown to be more cost effective when taken into consideration construction of additional facilities needed to meet the peak demand for the 20-year design period." Env-Wq 707.04(c)(1) further states that the design period evaluation shall include an evaluation of future expansion requirements in excess of the planning period, when laying out and designing major treatment units and WWTP hydraulics. Env-Wq 707.04(e) states that present and proposed future discharge permit limits, if any shall be considered in the Basis of Design Report.

Based on the above excerpts, a tiered construction approach may be allowed if it is shown to be more cost effective. However, there are many considerations to this approach, including but not limited to the following.

- Exeter must address and meet all requirements of EPA AOC 13-010 as related to its WWTF Upgrade Project.
- Exeter must meet all applicable requirements of Env-Wq 700, including without limitation:
  - Env-Wq 708.05(a) WWTP Design and Layout must include locations of foreseeable future facilities on construction drawings.

August 21, 2015

Edward J. Leonard, PE, Wright-Pierce

Phased Construction and Maintenance of Permitted Capacity

Page 2 of 2

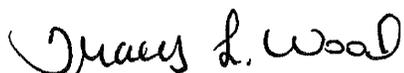
- Env-Wq 708.05(b) WWTP hydraulics, sizing of conduits connecting unit processes, and flow distribution shall provide for future expansion.
- Exeter must meet the 80 percent design flow capacity or design loading capacity permit requirement for all permit conditions.
- Exeter must consider the time to design, bid and construct additional facilities required to meet varying flow and loading conditions while maintaining compliance with EPA AOC 13-010.

As you know, EPA issues National Pollutant Discharge Elimination Permits pursuant to its authority under the Federal Clean Water Act, as amended (33 U.S.C. §§1251 *et seq.*; the “CWA”), and in particular CWA section 402. DES typically adopts the federal NPDES permit as the state discharge permit required by RSA 485-A:13,I.(a).

EPA may not issue a permit until a state certification is granted or waived in accordance with the CWA, section 401(a)(1) and pursuant to 40 CFR section 124.55. As part of the certification process, DES must certify that the permit meets state water quality standards. DES certified Exeter’s current permit for 3.0 mgd and included additional language beseeching EPA to provide flexibility to the community to meet permit requirements. This proposal for a tiered approach adheres to the spirit of that language. Assuming conditions remain essentially the same in the future, we anticipate that DES will be able to certify a tiered permit with one set of limits based on a design flow of 3.0 mgd and another set of interim limits (with lower effluent loadings) based on an interim flow that is less than 3.0 mgd.

Stergios Spanos of DES has spoken with EPA about your question. EPA will be responding separately about the tiered approach proposed by Exeter.

Sincerely,



Tracy L. Wood, PE

Administrator

Wastewater Engineering Bureau

cc: Ellen Weitzler, EPA  
Dan Arsenault, EPA  
Stergios Spanos, PE, Permits & Compliance Section Supervisor, WEB, DES  
Gloria Andrews, PE, Design Review, WEB, DES



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION I  
5 POST OFFICE SQUARE SUITE 100  
BOSTON, MASSACHUSETTS 02109-3912

August 20, 2015

Mr. Edward J. Leonard, PE  
Senior Project Manager  
Wright-Pierce  
75 Washington Street, Suite 202  
Portland, Maine 04101

RE: Town of Exeter – NPDES Permit No. NH0100871  
Phase Construction and Permitted Capacity

Dear Mr. Leonard:

This letter is in response to your August 12, 2015 letter to Gloria Andrews of NHDES in which you asked the following:

Can the Town maintain its NPDES permit capacity of 3.0 mgd if it constructs the project in a phased manner where the first phase has a capacity which is less than 3.0 mgd if the permit is modified to identify a specific flow and load condition at which point the process of planning, designing, funding and constructing the upgrade that the full design capacity must begin?

Your letter indicated that this approach would provide near term cost savings for the Town.

Based upon your letter, the Town would first build a facility that would be able to operate as a Bardenpho or MLE process. The design flow for the plant operating in Bardenpho mode would be 2.2 mgd whereas the design flow for MLE operation would be 2.65. At a "trigger flow" (or trigger load) the Town would begin the process of obtaining funding for design and construction of a third aeration tank which would increase the design flow of the Bardenpho process to 3.0 mgd which is the currently permitted design flow of the treatment plant.

Based upon the information you provided the NPDES permit for the Town of Exeter could be reissued with tiered effluent limits. In a tiered permit scenario, the first tier would contain effluent limits based upon the initial design flow of 2.65 mgd and the second tier would contain the limits for the final design flow of 3.0 mgd. The existing permit expires on March 1, 2018.

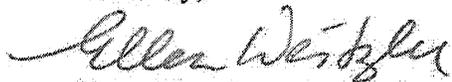
Federal regulations found at 40 CFR 122.45(b)(1) state that in the case of POTWs, permit effluent limitations, standards or prohibitions shall be calculated based upon the design flow. Therefore, in order to meet these requirements and include the second tier in the permit, we

would request that you provide documentation that your facility has been designed to treat 2.65 mgd and to be readily expanded to 3 mgd.

Please note that while EPA could accommodate Exeter's request for a permit which provides for an eventual 3 mgd flow, as long as documentation is provided, the Town must also comply with all condition of Administrative Order on Consent No. 13-010 issued to the Town on June 24, 2013. Additionally, the Town must meet all the requirements under New Hampshire Code of Administrative Rules Env-Wq 700 Standards of Design and Construction for Sewerage and Wastewater Treatment Facilities.

Should you have any questions or wish to discuss this matter further please contact Dan Arsenault of my staff at (617) 918-1562.

Sincerely,



Ellen Weitzler, PE, Chief  
Municipal NPDES Permits Section

cc:

Stergios Spanos, NHDES  
Tracy Wood, NHDES

**EXETER – WWTF AND MAIN PUMP STATION UPGRADE  
SUMMARY OF OPTION 3 VS OPTION 6  
Wright-Pierce, 20 July 2015, rev 11 Aug 2015**

**BACKGROUND**

During two meetings in May 2015 with DPW staff as well as some members of the Board of Selectmen (BOS), the Water & Sewer Advisory Committee (WSAC) and the Department of Environmental Services (DES), Wright-Pierce presented several options for WWTF Upgrades using either the Bardenpho process (flow-through) or the Sequencing Batch Reactor process (batch) and using various phased implementation approaches. By the end of the second meeting, the Town concluded that:

- The Bardenpho process was a better selection for the Town given the WWTF size and effluent requirements (i.e., Options 1, 2 or 3).
- The Bardenpho process constructed as one project (Option 3) rather than the phased approaches identified at the time – Option 1 (MLE process expanded to Bardenpho in the future) or Option 2 (smaller Bardenpho expanded to a larger Bardenpho in the future). Option 3 was the preferred approach given the lowest life-cycle cost.
- The same presentation should be made to the BOS and WSAC for their input and approval.

A combined BOS/WSAC meeting was held on June 17, 2015 to present the information (see attached powerpoint presentation). At the conclusion of this meeting, the BOS/WSAC affirmed the conclusion to move forward with the design of a Bardenpho process (Option 3); however, while the BOS/WSAC agreed that phasing Options 1 and 2 were not ideal options, they wanted to continue to evaluate phasing options. During the meeting, Wright-Pierce outlined a potential phasing scenario that involved construction of a larger Influent Equalization Basin in a phased implementation approach (“Option 6”). Option 6 is similar to Option 2 (in that it is also a phased Bardenpho); however, Option 6 has a slightly lower initial capacity, a lower initial cost and a much lower ultimate cost.

A combined BOS/WSAC meeting was held on August 10, 2015 to discuss Option 3 vs Option 6 (see attached powerpoint presentation). The Town is continuing to deliberate on this question. This memorandum provides a comparison of Option 3 vs Option 6.

**COMPARISON OF OPTION 3 VS OPTION 6**

It is important to note that both options ultimately provide for the following common features delivered under different timeframes:

- Design annual average capacity of 3.0-mgd;
- Peak hour capacity of up to 12.5-mgd (in combination with the Main Pump Station Upgrade and potential regional partners) through the screening and grit removal processes;
- influent equalization to minimize/eliminate CSOs (in combination with the Main Pump Station Upgrade) and to cap the peak day forward flow 6.6-mgd;
- Effluent TN <5-mg/l using the Bardenpho process;
- Three aeration tanks and three secondary clarifiers;
- Site layout which allows for *future* primary clarifiers, if desired;
- Site layout which allows for *future* fourth aeration tank and fourth secondary clarifier, if desired;
- Site layout which allow for *future* tertiary treatment to achieve effluent TN <3-mg/l, if required;

**EXETER – WWTF AND MAIN PUMP STATION UPGRADE**  
**SUMMARY OF OPTION 3 VS OPTION 6**  
**Wright-Pierce, 20 July 2015, rev 11 Aug 2015**

The differences between Option 3 and Option 6/ Phase 1 are identified below:

- The volume for influent equalization is increased from 2.0-MG (Option 3) to 4.0-MG (Option 6) in order to allow for a reduction in the peak day flow from 6.6-mgd (Option 3) to 6.0-mgd (Option 6).
- The reduction in the Phase 1 peak day flow rate allows for two aeration tanks and three secondary clarifiers to be constructed.
- The aeration tanks would be configured such that the operators can easily switch between a Bardenpho process and a MLE process (i.e., without moving large equipment or baffle walls). When operated as a Bardenpho process the Phase 1 annual average capacity is 2.2-mgd and when operated as an MLE process the Phase 1 annual average capacity is 2.65-mgd.
- The Town would operate in a Bardenpho configuration until it reaches an annual average flow of approximately 2.2-mgd (or appropriate influent TKN load). At that time, the Town would need to switch to the MLE process during the colder months in order to maintain nitrification through the winter. As flows continue to increase, the WWTF would remain in the MLE process for more of the year. Since the AOC provides an interim effluent TN limit of 8 mg/l, this approach is consistent with the AOC. Based on our understanding of the AOC, we anticipate that it will remain in place for at least 10 to 15 years.
- At the “trigger flow” (or trigger load), the Town would begin the process of obtaining funding approvals through the municipal appropriations process for design and construction of the third aeration tank.
- When the third aeration tank is completed, the design annual average capacity would be 3.0-mgd (in a Bardenpho configuration), the design peak day flow rate will be increased to 6.6-mgd and the effluent TN will be reduced back to <5-mg/l.

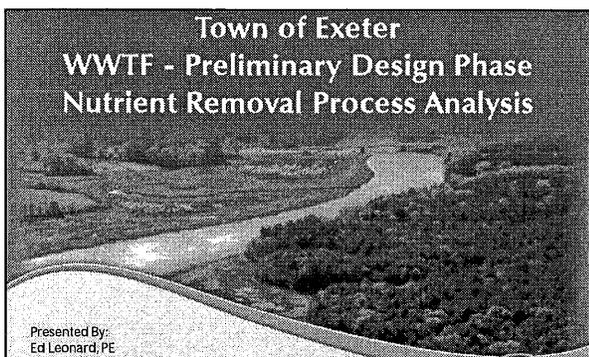
## **CONCLUSIONS**

The AOC requires that the Town evaluate nitrogen removal progress and make a recommendation regarding treatment level identified in the NPDES permit by 2023. Given that the Town needs to evaluate treatment level over the next 10 years, the Town is also interested in considering treatment capacity. Based on growth projections in the Wastewater Facilities Plan and the Rockingham Planning Commission, there is a long-term need for the Town’s licensed capacity; however, this capacity will not likely be needed until later in the planning period or beyond. The Town is interested in deferring the cost of constructing capacity that will not be needed for many years but not at the expense of losing its permitted capacity.

Based on our analysis, the estimated costs are summarized as follows:

- Capital cost for **Option 3** (3.0-mgd capacity in a single project) is \$39.8M (ENR CCI 9846).
- Capital cost for **Option 6** (3.0-mgd capacity in two phases) is \$40.4M; however, the first phase would be \$35.8M (ENR CCI 9846). Said another way, Option 6 will save \$4.0M now with the potential to cost an extra \$0.6M later.
- Present worth cost for **Option 3** and **Option 6** are approximately equivalent.

**Town of Exeter  
WWTF - Preliminary Design Phase  
Nutrient Removal Process Analysis**



Presented By:  
Ed Leonard, PE  
Doug Hanks, PE

May 22, 2015  
June 17, 2015

**WRIGHT-PIERCE**  
Engineering & Better Environment



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**Purpose of this Meeting**

1. Discuss Wastewater Facilities Plan recommendations
2. Select the biological treatment process
3. Select the phasing strategy

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**Effluent Nitrogen Requirements**

- NPDES Permit
  - Issued in 2012 by EPA
  - Achieve <3 mg/l TN, seasonal rolling average
- AOC (Administrative Order on Consent)
  - Legal agreement with the EPA in 2013
  - Achieve 'interim limit' of <8mg/l TN, seasonal rolling average

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**Town of Exeter  
WWTF - Preliminary Design Phase  
Nutrient Removal Process Analysis**



Presented By:  
Ed Leonard, PE  
Doug Hankins, PE

May 22, 2015  
June 17, 2015

**WRIGHT-PIERCE**  
Engineering of Better Environments



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  - Legal agreement with the EPA in 2013
  - Achieve 'interim limit' of <8mg/l TN, seasonal rolling average

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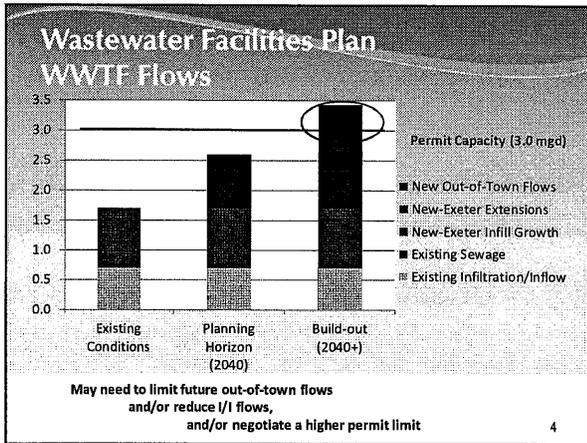
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### Wastewater Facilities Plan Nitrogen Removal Alternatives

Identified:

More Common	Less Common
Modified Ludzack-Ettinger (MLE)	Moving Bed Bioreactor (MBBR)
Four-Stage Bardenpho	Biolac
Sequencing Batch Reactor (SBR)	BioMag
Oxidation Ditch	Rotating Biological Contactors (Aerobic/Anoxic)
Schreiber Cyclic Aeration	De-ammonification
Integrated Fixed Film Activated Sludge (IFAS)	Trickling Filters
Membrane Bioreactors (MBR)	Breakpoint Chlorination
Denitrification Filters	Air Stripping

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- ### Wastewater Facilities Plan On-Site Nitrogen Removal Alternatives
- Evaluated:
- Option 1 – MLE with Denitrification Filter
  - Option 2 – Bardenpho with Traditional Filter
  - Option 3 – SBR with Denitrification Filter
  - Option 4 – Biolac with Denitrification Filter
- All options have a 'pathway to 3 mg/l'
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### Wastewater Facilities Plan On-Site Nitrogen Removal Alternatives

**Conclusions:**

- For 8mg/l, low PW is MLE
- For 5mg/l, low PW is SBR
- For 3mg/l, low PW is Bpho
- Bpho most cost-effective as \$\$ per lb TN removed
- Bpho most advantageous process when considering non-cost factors

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### Wastewater Facilities Plan On-Site Nitrogen Removal Alternatives

**Recommended:**

- Implement Bardenpho or SBR (carried costs for Bpho)
- Evaluate phasing approaches (2.1 mgd, 2.5 mgd, etc.)

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### Wastewater Facilities Plan Phasing Approaches

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### Wastewater Facilities Plan Phasing Approaches

**TABLE 6-3  
POTENTIAL PHASING OPPORTUNITIES FOR ON-SITE ALTERNATIVES**

Alternative	Initial Project	Future Project
2A	Construct Bardenpho for 3.0-mgd	Add Filters for 3.0-mgd
2B	Construct MLE for 3.0-mgd	Expand to Bardenpho, add Filters for 3.0-mgd
2C	Construct Bardenpho for 2.1-mgd	Expand and add Filters for 3.0-mgd
2D	Construct MLE for 3.0-mgd	Add Primary Clarifiers, re-rate to Bardenpho for 3.0-mgd, add Filters for 3.0-mgd
2E	Construct Bardenpho for 2.1-mgd now	Add Primary Clarifiers, re-rate to Bardenpho for 3.0-mgd, add Filters for 3.0-mgd
3A	Construct SBR for 3.0-mgd	Add Denit Filter for 3.0-mgd
3B	Construct SBR for 2.1-mgd	Add 3 <sup>rd</sup> SBR and Denit Filter for 3.0-mgd

Note: The recommended plan is Alternative 2A "Initial Project".

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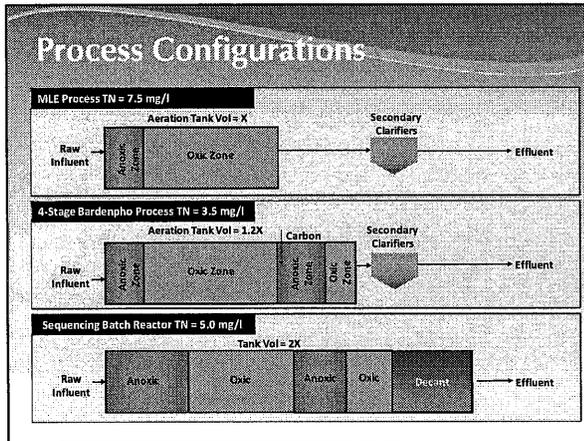
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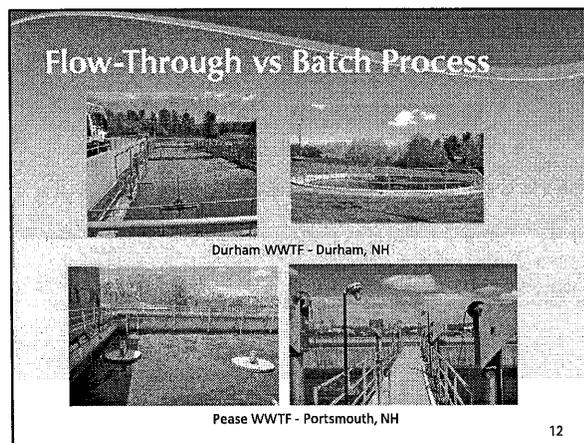
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### Pre-Design Phase Process Alternatives

Short Listed:

- Option 1 – MLE Phased to Bardenpho in the Future
- Option 2 – Bardenpho Phased Installation
- Option 3 – Bardenpho not Phased
- Option 4 – SBR Phased
- Option 5 – SBR not Phased

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### On-Site WWTF Process Alternatives

Short Listed:

- Option 1 – MLE Phased to Bardenpho In the Future
- Option 2 – Bardenpho Phased Installation
- Option 3 – Bardenpho not Phased
- Option 4 – SBR Phased
- Option 5 – SBR not Phased

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### Phased Treatment Approach

Phase 1 – 2.5 mgd Annual Average  
Phase 2 – 3.0 mgd Annual Average

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graph LR; HW[Headworks] --> PC[Primary Clarifiers]; PC --> AS[Activated Sludge]; AS --> SC[Secondary Clarifiers]; SC --> DI[Disinfection];
```

- Phase 1 – Two aeration tanks, no primary clarifiers
- Phase 2A – Three aeration tanks, no primary clarifiers
- Phase 2B – Two aeration tanks, two primary clarifiers

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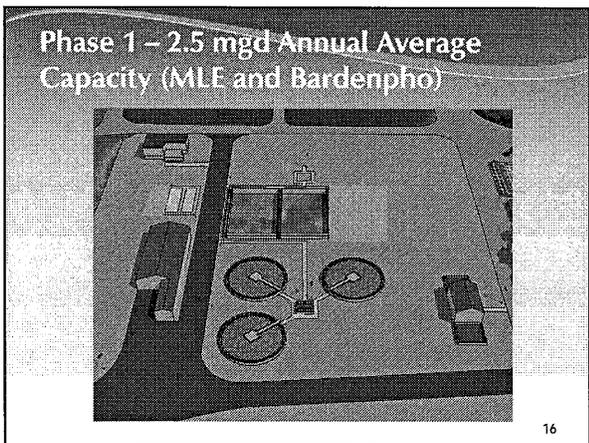
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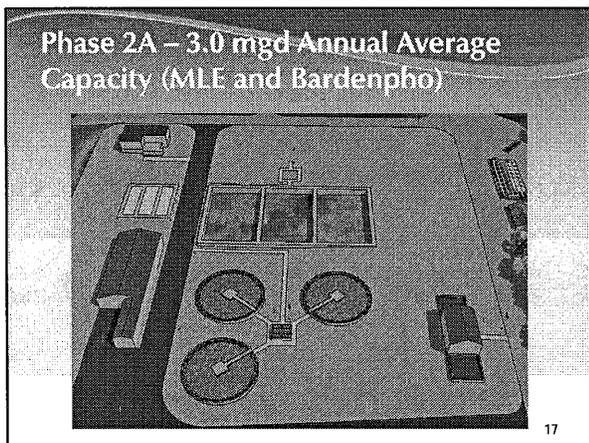
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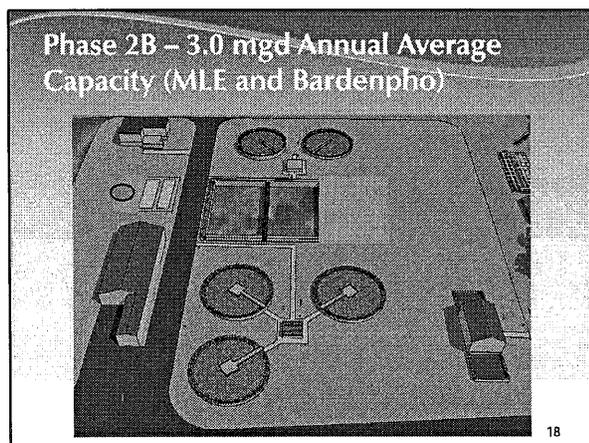
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### On-Site WWTF Process Alternatives

Short Listed:

- Option 1 - MLE Phased to Bardenpho in the Future
- Option 2 - Bardenpho Phased Installation
- **Option 3 - Bardenpho not Phased**
- Option 4 - SBR Phased
- Option 5 - SBR not Phased

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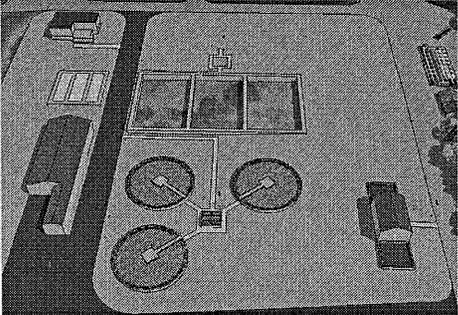
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### Option 3 - 3.0 mgd Annual Average Capacity (Bardenpho)



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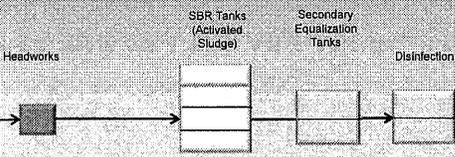
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### Phased Treatment Approach - SBR

Phase 1 - 2.5 mgd Annual Average  
Phase 2 - 3.0 mgd Annual Average



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graph LR;
  Headworks[Headworks] --> SBR[SBR Tanks (Activated Sludge)];
  SBR --> SET[Secondary Equalization Tanks];
  SET --> Disinfection[Disinfection];
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- Phase 1 - Three SBR tanks, no primary clarifiers
- Phase 2 - Four SBR tanks, no primary clarifiers

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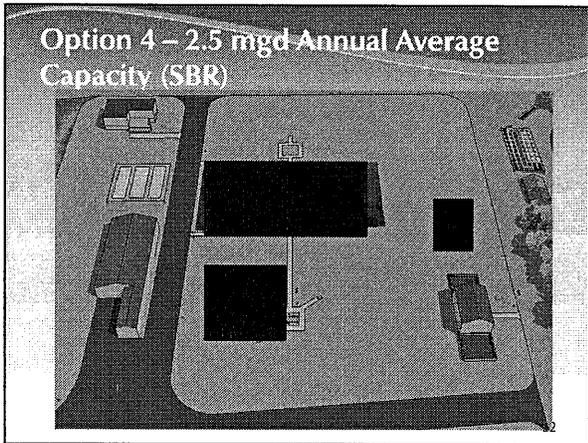
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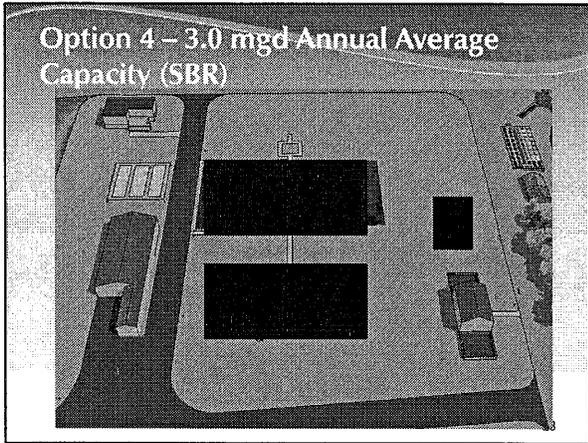
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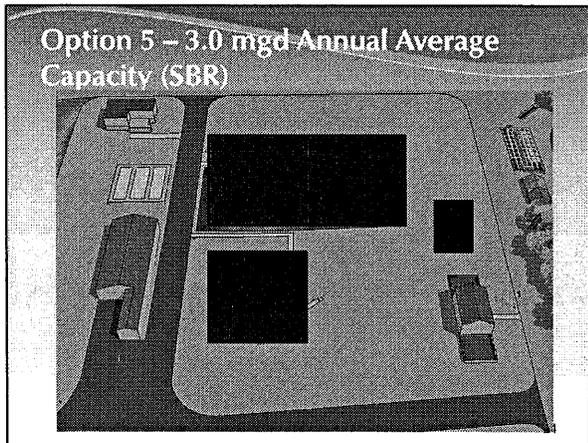
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### Comparative Cost Estimating Results

	2.5-mgd Capital	3.0-mgd Capital	3.0-mgd PW	PW per Lb N Removed
1A – MLE to Bardenpho w/o Primary	\$16.5M	\$21.8M	\$29.5M	\$88
1B – MLE to Bardenpho with Primary	\$16.5M	\$22.8M	\$31.1M	\$93
2A – Bardenpho Phased w/o Primary	\$18.1M	\$24.4M	\$31.8M	\$95
2B – Bardenpho Phased with Primary	\$18.1M	\$24.4M	\$32.4M	\$97
3 – Bardenpho Not Phased		\$20.3M	\$28.9M	\$87
4 – SBR Phased	\$15.5M	\$20.4M	\$29.4M	\$92
5 – SBR Not Phased		\$18.9M	\$29.1M	\$91

- Phasing with primary clarifiers is not worth considering further (Option 1B, 2B)
- Phasing Bardenpho is not worth considering further (Option 2A). Saves \$2.1M in initial capital but increases total capital cost by \$4.1M over Option 3.
- Option 1 is best phasing option. Saves \$3.7M in initial capital but increases total capital cost by \$1.6M over Option 3.
- Phasing SBR is not worth considering further (Option 4). Saves \$3.4M in initial capital but increases total capital cost by \$1.5M over Option 5.

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### Cost Summary - Shortlist

Comparative Costs	Option 1A		Option 3	Option 5
	MLE-P1	Bpho-P2	Bpho	SBR
Capital Cost	\$16.5M	\$21.8M	\$20.3M	\$18.9M
Annual O&M	\$0.51M	\$0.60M	\$0.62M	\$0.73M
Total Present Worth	\$20.7M	\$29.5M	\$28.9M	\$29.1M
PW per Lb N Removed	\$84	\$88	\$87	\$91
Total 'Current' Capital Cost (<5mg/l)	\$36.1M	\$41.4M	\$39.8M	\$38.4M
Cost for Future Upgrade	n/a	\$6.1M	\$6.1M	\$11.6M
Total Future Capital Cost (<3.0 mg/l, 3.0 mgd)	n/a	\$47.5M	\$45.9M	\$50.0M

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### Recommendations

- Option 3 – Bardenpho for 3.0 mgd is recommended
  - Lowest present worth for TN 5 mg/l
  - Lowest present worth per pound TN removed per year
  - Lowest capital cost to achieve future TN 3 mg/l
  - Lower annual O&M costs than SBR alternatives
- Consider Option 1 – MLE phased to Bardenpho
  - If capital cost savings over-ride future cost premium
- Option 5 would be recommended if effluent limit was TN 5 mg/l

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**Pre-Design**  
**Additional Cost Saving Opportunities**

- Larger influent equalization basin? Maybe
- 2 vs 3 aeration tanks? Not recommended
- Higher MLSS? Not recommended
- Rectangular secondary clarifiers? Maybe
- 2 vs 3 secondary clarifiers? Maybe

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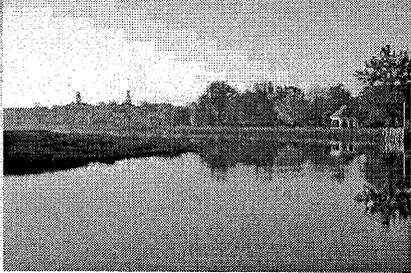
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Questions & Discussion



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**Town of Exeter**  
**WWTF - Preliminary Design Phase**  
**Nutrient Removal Process Analysis**



Presented By:  
Ed Leonard, PE  
Doug Hankins, PE

August 10, 2015

**WRIGHT-PIERCE**  
Engineering a Better Environment



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**Purpose of this Meeting**

1. Follow-up on decisions and questions from the June 17 combined BOS/WSAC meeting
2. Select the phasing strategy

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**Effluent Nitrogen Requirements**

- NPDES Permit
  - Issued in 2012 by EPA
  - Achieve <3 mg/l TN, seasonal rolling average
- AOC (Administrative Order on Consent)
  - Legal agreement with the EPA in 2013
  - Achieve 'interim limit' of <8mg/l TN, seasonal rolling average

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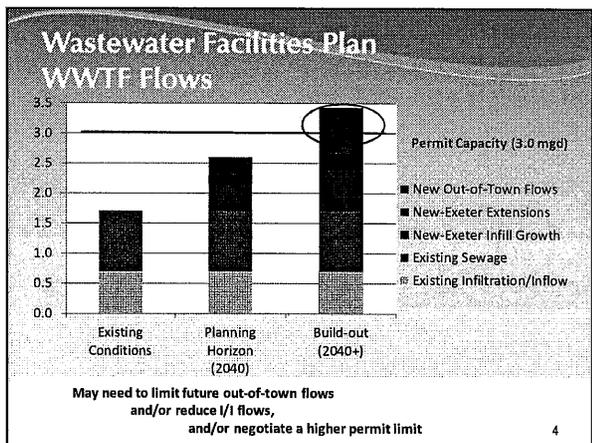
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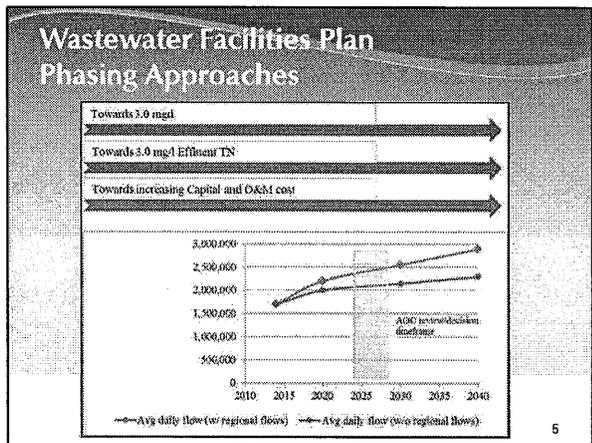
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- ### Pre-Design Phase Process Alternatives
- Short Listed:
- Option 1 – MLE Phased to Bardenpho in the Future
  - Option 2 – Bardenpho Phased Installation
  - Option 3 – Bardenpho not Phased
  - Option 4 – SBR Phased
  - Option 5 – SBR not Phased

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### Pre-Design Phase Process Alternatives

Short Listed:

- Option 1 – MLE Phased to Bardenpho in the Future
- Option 2 – Bardenpho Phased Installation
- Option 3 – Bardenpho not Phased
- Option 4 – SBR Phased
- Option 5 – SBR not Phased
- Option 6 – Bardenpho Phased with Larger Equalization

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### Option 6 - Phased Treatment Approach

Phase 1 – 2.2/2.65 mgd Annual Average (Bardenpho/MLE)  
Phase 2 – 3.0 mgd Annual Average

Headworks    Influent Equalization    Activated Sludge    Secondary Clarifiers    Disinfection

• Phase 1 – Two aeration tanks; three secondary clarifiers; larger Influent Equalization  
• Phase 2 – Third aeration tank

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### Process Configurations

MLE Process TN = 7.5 mg/l  
Aeration Tank Vol = X

4-Stage Bardenpho Process TN = 3.5 mg/l  
Aeration Tank Vol = 1.2X

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### Comparative Cost Estimating

- Capital Cost
  - Annual Debt Payment
- Annual O&M Cost
  - Total Present Worth of O&M Costs
- Total Present Worth (or 'Life Cycle Cost')
- Present Worth Cost per pound TN removed

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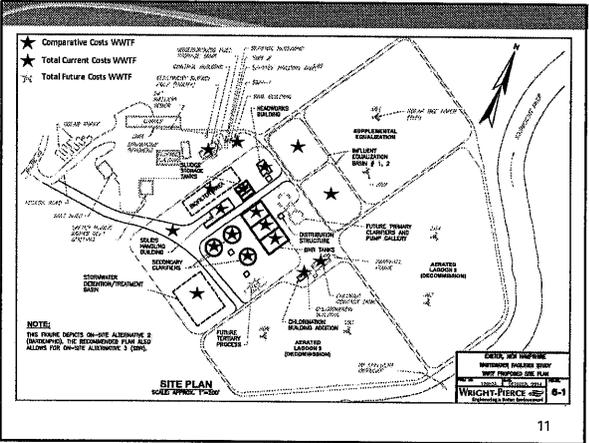
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### Comparative Cost Estimating Results

	2.20/2.65-mgd Capital	3.0-mgd Capital	3.0-mgd PW	PW per Lb N Removed
3 - Bardenpho Not Phased		\$20.3M	\$28.9M	\$87
6 - Bardenpho Phased	\$16.2M	\$20.8M	\$27.9M	\$84

- Option 6:
  - Requires two projects
  - Will save ~\$4.0M now and cost an extra \$0.6M later.
  - Has a lower 20-yr present worth
  - Has a lower cost per pound TN removed

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### WWTF Cost Summary

	Option 3	Option 6	
<b>Comparative Costs</b>			
Capital Cost	\$20.3M	\$16.2M	\$20.8M
Annual O&M	\$0.62M	\$0.44M	\$0.61M
Total Present Worth	\$28.9M	\$19.9M	\$27.9M
PW per Lb N Removed	\$87	\$81	\$84
Total 'Current' Capital Cost (<5mg/l)	\$39.8M	\$35.8M	\$40.4M
Cost for Future Upgrade	\$6.1M	n/a	\$6.1M
Total Future Capital Cost (<3.0 mg/l, 3.0 mgd)	\$45.9M	n/a	\$46.4M

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### Advantages and Disadvantages

Alternatives	Advantages	Disadvantages
Option 3	<ul style="list-style-type: none"> <li>One project</li> <li>Can achieve TN = 3.5 mg/l</li> <li>Lower capital in long term</li> </ul>	<ul style="list-style-type: none"> <li>Higher capital in near term</li> </ul>
Option 6	<ul style="list-style-type: none"> <li>Lower capital in near term</li> <li>Lower 20-yr PW in long term</li> <li>Can achieve TN = 3.5 mg/l</li> </ul>	<ul style="list-style-type: none"> <li>Higher capital in long term</li> <li>Two projects</li> <li>May need to run MLE for a few years prior to second phase.</li> <li>More equipment and labor associated with larger IEQ</li> <li>Needs NHDES approval on the phasing plan to not lose NPDES permit capacity</li> </ul>

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### Project Costs for Components of the Recommended Plan (March 2015)

	WWTP	Main PS, FM, WM	Lagoon Decomm.	Total
For 3mgd, <8mg/l	\$36.29M	\$5.07M	\$6.97M	\$48.33M
For 3mgd, <5mg/l	\$39.83M	\$5.07M	\$6.97M	\$51.87M
For 3mgd, 3mg/l	\$45.90M	\$5.07M	\$6.97M	\$57.94M
Range	\$9.61M			\$9.61M

The process analysis presented herein relates only to the WWTP portion of the Recommended Plan (highlighted in green).

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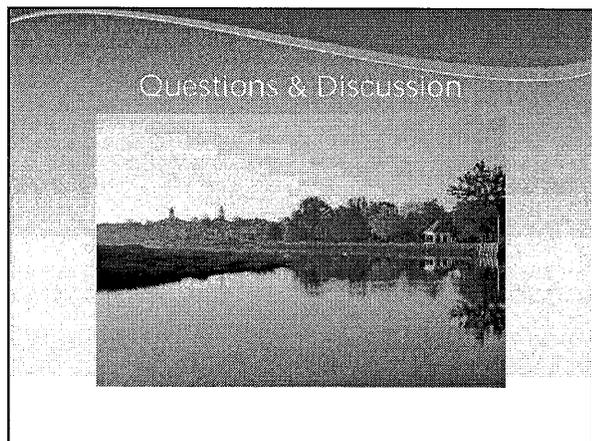
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# TOWN OF EXETER, NEW HAMPSHIRE

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

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

**LEGAL NOTICE**  
**for**  
**“RESTORATION OF INVOLUNTARILY MERGED LOTS”**  
**(pursuant to RSA 674:39-aa)**

The Exeter Board of Selectmen will be considering an application for the “Restoration of Involuntarily Merged Lots” for the property listed below at their next meeting on Monday, August 24, 2015 at 7:00 P.M. in the Nowak Room of the Exeter Town Office at 10 Front Street, Exeter:

**Property of Carl L. and Pamela J. Pufahl**  
**1 Little Pine Lane**  
**Exeter, N.H.**  
**Tax Map Parcel #86-72**

EXETER SELECTBOARD

*Julie Gilman, Chairwoman*

Posted 08/14/15: Exeter Town Office, Exeter Public Library, Town of Exeter website



# BUILDING DEPARTMENT

*Douglas Eastman, Building Inspector/Code Enforcement Officer*

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**DATE:** August 5, 2015

**MEMO TO:** Russ Dean, Town Manager  
Board of Selectmen

**FROM:** Douglas Eastman, Building Inspector/Code Enforcement Officer

**RE:** Restoration of Involuntarily Merged Lot – 1 Little Pine Lane  
Tax Map Parcel #86-72

Our office has received a “Restoration of Involuntarily Merged Lot” application for the property located at 1 Little Pine Lane, currently owned by Carl L. and Pamela J. Pufahl.

In accordance with RSA 674:39-aa, this application is being submitted to the Board of Selectmen for consideration. It has been requested that the application be placed on the agenda for the Board’s August 24<sup>th</sup>, 2015 meeting. Abutter notification and posting of the legal notice, including publication in the newspaper, will be prepared by our office.

Please be advised that the application has been reviewed for compliance with the zoning and found to be acceptable.

If you should have any questions, please do not hesitate to contact our office.

Aaron E. Brown  
Atrio Properties Real Estate Brokerage  
EZRA Real Estate Consulting and Development  
153 Lafayette Rd #3  
Hampton Falls, NH 03844  
603.235.1694  
Aaron.b@atrioproperties.com

**COPY**  
BDS

July 31, 2015

**RECEIVED**

JUL 31 2015

Town of Exeter  
10 Front Street  
Exeter, NH 03833  
603.778.0591

EXETER PLANNING OFFICE

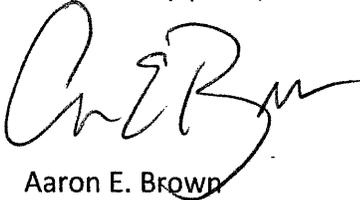
RE: 1 Little Pine  
Exeter, NH

Dear Town of Exeter,

I am submitting this Application for Restoration of Involuntarily Merged Lots on behalf of Carl and Pamela Pufahl. In accordance with RSA 674:39-aa the Pufahl's are requesting to have these lots properly separated.

Should you require any additional information in regards to this matter please do not hesitate to contact me. Additionally please advise when the hearing will be so that we may all be in attendance to assist with the process.

Respectfully yours,



Aaron E. Brown

Enclosure: Application and Check



Town of Exeter  
 10 Front Street  
 Exeter, NH 03833  
 603-778-0591 Fax: 603-772-4709

**Application for Restoration of Involuntarily Merged Lots**

Pursuant to RSA 674:39-aa

Property Location/Address	1 LITTLE PINE LANE, EXETER, NH 03833		
Existing Tax map Number (Map-Block-Lot)	MBLU 86 // 72 //		
Property Owner(s)	CARL L. PUFÄHL	Phone	
Property Owner(s)	PAMOLA J. PUFÄHL	Phone	
Property Owner Mailing Address	1 LITTLE PINE LN, EXETER, NH 03833		
Property Owner Email			
Agent (If different from Property Owner)	AARON E. BROWN		
Agent Phone	603-235-1694	Agent Email	aaron-b@atrioproperties.com
Agent Mailing Address	ATRID PROPERTIES, 153 LAFAYETTE RD #3, HAMPTON FALLS, NH 03844		

***Instructions & general information for submitting Application:***

In accordance with NH RSA 674:39-aa, any owner of lots merged by municipal action for zoning, assessing or taxation purposes prior to September 18, 2010 and without the consent of the owner may request that the lots be restored to their pre-merger status and all zoning and tax maps shall be updated to identify the pre-merger boundaries of said lots or parcels as recorded at the Rockingham County Registry of Deeds, provided:

- a. The request is submitted to the Exeter Board of Selectmen prior to December 31, 2016.
- b. No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be stopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.
- c. All decisions of the Board of Selectmen may be appealed in accordance with the provisions of RSA 676.
- d. The restoration of the lots to their pre-merger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

***The following fees shall be submitted with the application:***

Application Fee:	\$50.00
Abutter Notices:	\$ 10.00 per abutter
Newspaper Notice:	\$25.00

The procedure for requesting the Restoration of Involuntarily Merged Lots is as follows:

1. Complete the *Application for Restoration of Involuntarily Merged Lots per RSA 674:39-aa*.
2. Attach copies of the following documents:
  - a. Most current deed(s) for the lots.
  - b. If property was obtained from an estate (inherited), attach copy of the statutory "Notice to Cities and Towns".
  - c. Copies of any recorded plans or surveys which may depict the "pre-merger" configuration of any lots.
  - d. Unless such information already exists in the town records, if any part of the existing map/lot is improved by a structure, the Applicant must provide a signed & stamped as-built survey which reflects (at a minimum) the following features:
    - (i) The location of all structures, including buildings, pools, fences, etc.
    - (ii) The location of all driveways, walkways and associated features.
    - (iii) The location of all water supply wells.
    - (iv) The approximate location of all septic tanks, leach beds or cesspools.
    - (v) The superimposed lines of the pre-merger lot lines as requested by the Applicant.
  - e. A list of the names and addresses of abutting lot owners in similar manner as required under RSA 676.
  - f. Any other documentation deemed relevant.
3. The Selectmen's office shall forward copies of the relevant materials to the Town Assessor and Planning Department within three (3) days of application receipt for their review and comment.
4. The Assessor and Planning Department shall forward any comments to the Town Manager within five (5) days of receipt of the materials.
5. The Board of Selectmen shall schedule consideration of the Application at a Public Hearing during a regularly scheduled meeting within thirty (30) days of submittal. The Town shall send notice of the Application and the scheduled meeting date to the Applicant and abutting property owners at least seven (7) days before the scheduled meeting.
6. At the scheduled meeting, the Selectmen will consider the Application, including recommendation of Town staff, input from abutters and the Applicant(s).
7. If upon review by the Board of Selectmen, the Board determines that additional information is required; up to an additional ten (10) days will be provided to produce the additional information.
8. Within forty-five (45) days from the date of submission, the Board of Selectmen shall render a decision on the Application at a meeting of the Board of Selectmen.
9. Within five (5) business days from the date of the Board of Selectmen's final decision, a copy of the written Notice of Decision shall be sent via regular mail to the Applicant(s) and shall be posted in both the Assessor's and Selectmen's Offices.
10. The Notice of Decision shall state that any aggrieved party has the right to appeal the decision of the Board of Selectmen pursuant to RSA 676.
11. If the Application has been granted (in whole or in part), the appropriate changes will be noted on the Tax Maps and Assessor records. The Planning Department will be notified and provided with a copy of the plans approved by the Board of Selectmen and shall make appropriate notations as to the existence of the new lots in its files. The Notice of Decision will be recorded at the Registry of Deeds.

TOWN OF EXETER, N.H.

APPLICATION FOR RESTORATION OF INVOLUNTARILY MERGED LOTS  
PURSUANT TO RSA 674:39-aa

The undersigned applicant requests that the Town of Exeter, New Hampshire, hereby restore the following parcels of land to their pre-merger status for the purposes of being assessed and treated for regulatory purposes as separate tracts or parcels of land:

Please identify, with reference to an attached recorded plan or survey which the Applicant believes may depict the "premerger" configuration of any lot, and to have existed prior to any "Involuntary Merger" (See RSA 674:39-aa (I)), which the Applicants) wishes to restore to separate assessment.

Recorded Plan Name & Identified as: PLAN OF EDMUND F. AND DORA C. RICHARDS

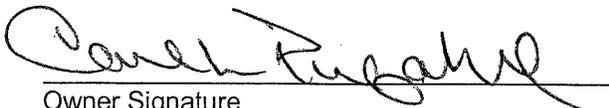
Drawn Date: JULY 1954

Recorded Plan #: 03249

Acknowledgment: By submitting this application, the Applicant(s) acknowledges they wish to have an existing parcel on the Exeter Tax Map divided into two (2) or more previously existing parcels. Such action will be effective for tax purposes following approval of this Application. Such action may result in increased tax assessed value or supplemental tax liability for the current tax year. In addition, the Applicant(s) understands that the separate lots may not conform to existing zoning requirements, and that if any subsequent request for zoning variance is made by the Applicant or a subsequent owner, the fact that the parcel was previously part of other premises may affect one (1) or more factors which are considered when considering a variance (e.g., substantial justice).

If granted by the Town, the Notice of Decision and plan will be recorded at the Rockingham County Registry of Deeds.

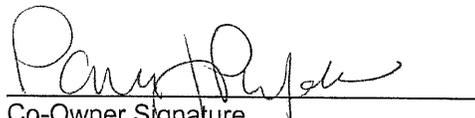
Dated this day of July 21, 2015.



Owner Signature

CAROL PUFALH

Print Name(s)

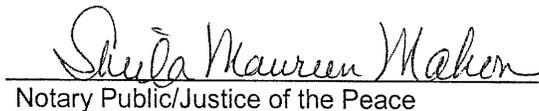


Co-Owner Signature

Pamela Pufahl

STATE OF NEW HAMPSHIRE  
ROCKINGHAM, SS.

Then personally appeared the above named owners, <sup>co- Pamela J. Pufahl gmm</sup> and acknowledged the forgoing to be his/her/their free act and deed, before me,

  
Notary Public/Justice of the Peace

My commission expires: SHEILA MAUREEN MAHON, Notary Public  
My Commission Expires January 11, 2017

Staff Use Only

Received by: Wasm (Deputy CED)

Date: 7/31/15

Fees Collected: \$ 165.00 (V# 859)

Date of BOS Meeting \_\_\_\_\_

**Disposition of the Application (For use by Selectmen/Assessor)**

**Existing Parcel Identification**

86-72  
Map-Block-Lot

1 Little Pine Lane, Exeter, NH.  
Street Address of Parcel

**New Parcel Identification**

\_\_\_\_\_  
Map-Block-Lot

\_\_\_\_\_  
Street Address of Parcel

# 1 LITTLE PINE LN

**Location** 1 LITTLE PINE LN

**Assessment** \$378,000

**Mblu** 86/ / 72/ /

**Appraisal** \$378,000

**Acct#** P4257R

**PID** 3835

**Owner** PUFAHL CARL L

**Building Count** 1

## Current Value

Appraisal			
Valuation Year	Improvements	Land	Total
2014	\$256,300	\$121,700	\$378,000

Assessment			
Valuation Year	Improvements	Land	Total
2014	\$256,300	\$121,700	\$378,000

## Owner of Record

**Owner** PUFAHL CARL L  
**Co-Owner** PUFAHL PAMELA J  
**Address** 1 LITTLE PINE LANE  
 EXETER, NH 03833

**Sale Price** \$179,000  
**Certificate**  
**Book & Page** 3438/2717  
**Sale Date** 11/15/1999  
**Instrument** 00

## Ownership History

Ownership History					
Owner	Sale Price	Certificate	Book & Page	Instrument	Sale Date
PUFAHL CARL L	\$179,000		3438/2717	00	11/15/1999
PETTIT CHARLES K	\$0		3012/ 992		

## Building Information

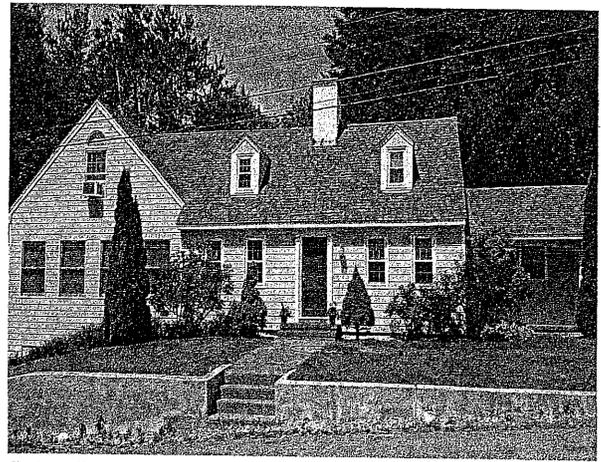
### Building 1 : Section 1

**Year Built:** 1956  
**Living Area:** 2672  
**Replacement Cost:** \$324,726  
**Building Percent Good:** 78  
**Replacement Cost Less Depreciation:** \$253,300

### Building Photo

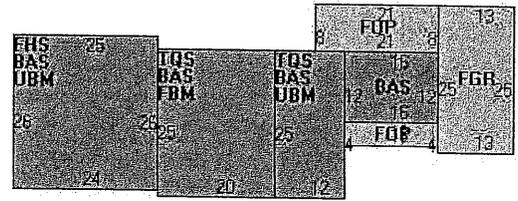
Building Attributes	
Field	Description

Style	Cape Cod
Model	Residential
Grade:	Average +20
Stories:	1 3/4 Stories
Occupancy	1
Exterior Wall 1	Wood Shingle
Exterior Wall 2	
Roof Structure:	Gable/Hip
Roof Cover	Asph/F Gls/Cmp
Interior Wall 1	Drywall/Sheet
Interior Wall 2	
Interior Flr 1	Hardwood
Interior Flr 2	Pine/Soft Wood
Heat Fuel	Gas
Heat Type:	Forced Air-Duc
AC Type:	Unit/AC
Total Bedrooms:	4 Bedrooms
Total Bthrms:	1
Total Half Baths:	
Total Xtra Fixtrs:	
Total Rooms:	7
Bath Style:	Average
Kitchen Style:	Average
MHP	



(http://images.vgsi.com/photos/exeterNHPhotos//\00\01 \22\72.jpg)

**Building Layout**



Building Sub-Areas			Legend	
Code	Description	Gross Area	Living Area	
BAS	First Floor	1642	1642	
TQS	Three Quarter Story	800	640	
FHS	Half Story, Finished	650	390	
FBM	Basement, Finished	500	0	
FGR	Garage, Framed	325	0	
FOP	Porch, Open, Finished	232	0	
UBM	Basement, Unfinished	950	0	
		5099	2672	

**Extra Features**

Extra Features				Legend
Code	Description	Size	Value	Bldg #
FPL2	1.5 STORY CHIM	1 UNITS	\$3,000	1

**Land**

**Land Use**

**Use Code** 1010  
**Description** Single Fam MDL-01  
**Zone** R-2  
**Neighborhood** 60  
**Alt Land Appr Category** No

**Land Line Valuation**

**Size (Acres)** 0.51  
**Frontage** 0  
**Depth** 0  
**Assessed Value** \$121,700  
**Appraised Value** \$121,700

**Outbuildings**

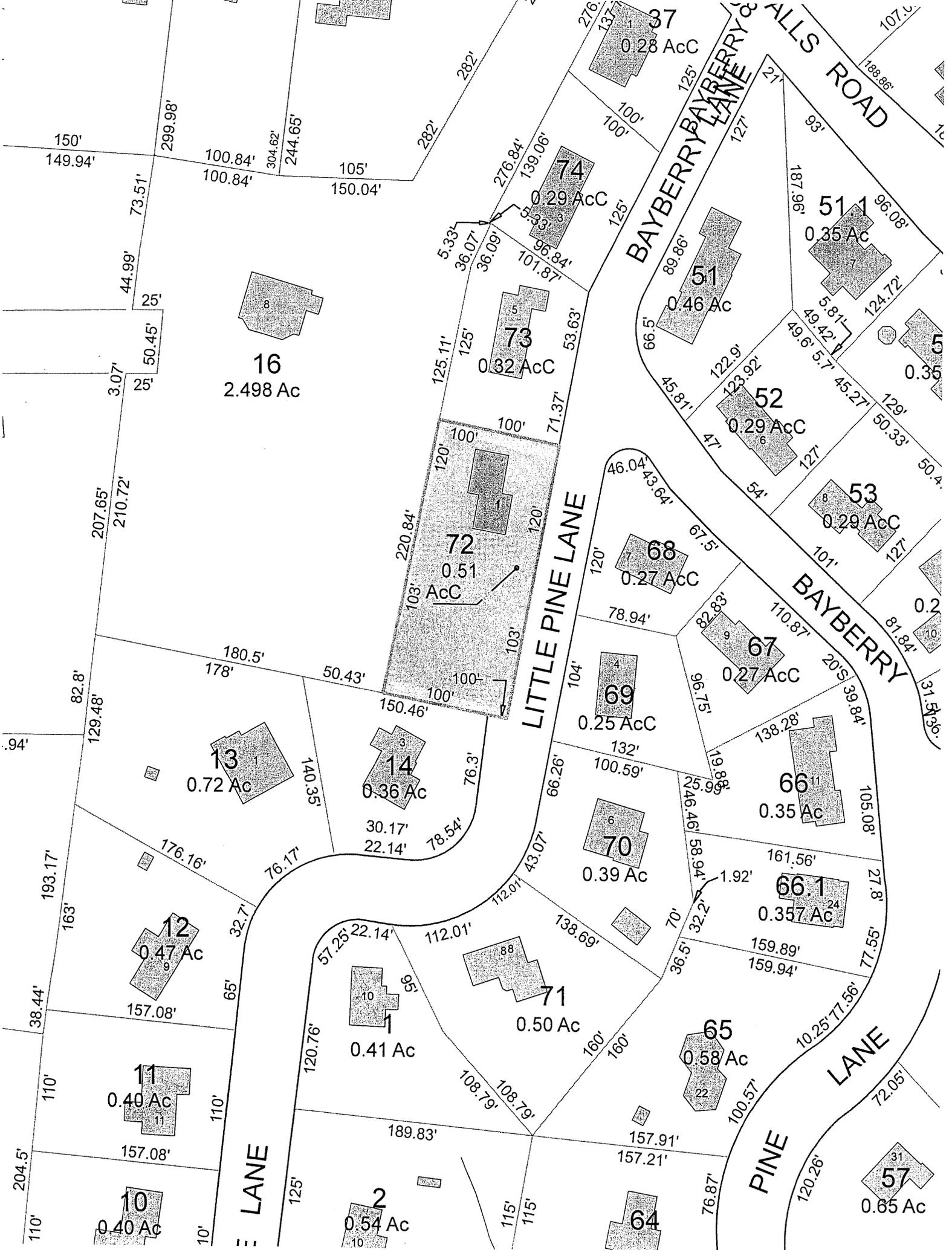
Outbuildings	Legend
No Data for Outbuildings	

**Valuation History**

Appraisal			
Valuation Year	Improvements	Land	Total
2013	\$256,300	\$121,700	\$378,000
2012	\$246,400	\$121,700	\$368,100
2011	\$246,400	\$121,700	\$368,100

Assessment			
Valuation Year	Improvements	Land	Total
2013	\$256,300	\$121,700	\$378,000
2012	\$246,400	\$121,700	\$368,100
2011	\$246,400	\$121,700	\$368,100

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16  
2.498 Ac

72  
0.51  
AcC

13  
0.72 Ac

14  
0.36 Ac

12  
0.47 Ac

11  
0.40 Ac

10  
0.40 Ac

10  
0.41 Ac

2  
0.54 Ac

71  
0.50 Ac

70  
0.39 Ac

69  
0.25 AcC

68  
0.27 AcC

67  
0.27 AcC

66  
0.35 Ac

66.1  
0.357 Ac

65  
0.58 Ac

64

51  
0.46 Ac

52  
0.29 AcC

53  
0.29 AcC

51  
0.35 Ac

55  
0.35

57  
0.65 Ac

LITTLE PINE LANE

BAYBERRY BAYBERRY LANE

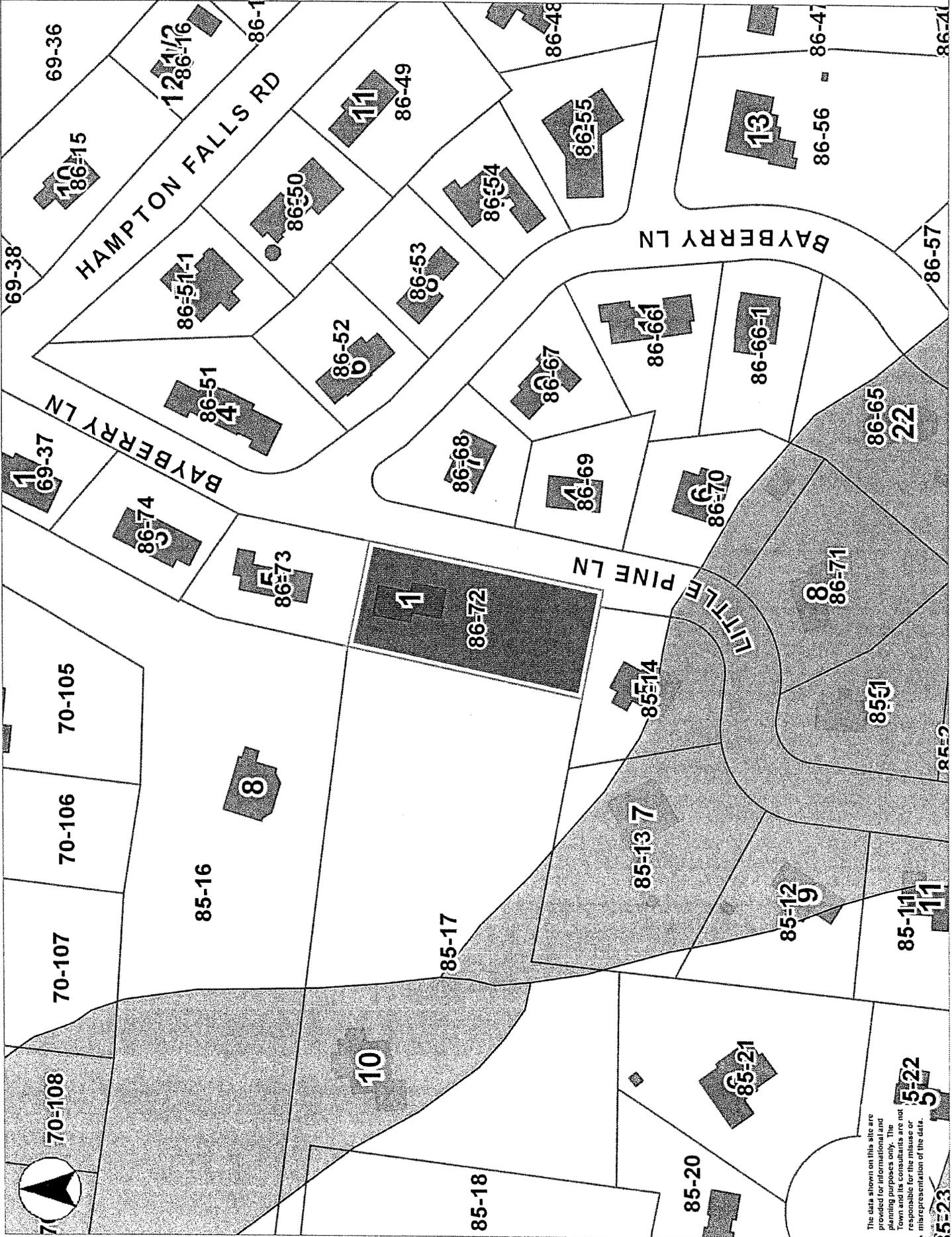
BAYBERRY

PINE LANE

ALLS ROAD



- Percels
- Soils-Drainage
- Muck
- Peat
- Ponded
- Poorly Drained
- Very Poorly Drained
- NH Highways
- Interstate
- US Highway
- State Highway
- Town Boundary
- Abutting Towns
- Streets
- Misc Streams
- Parcel Streams
- Open Water
- Buildings



The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data.

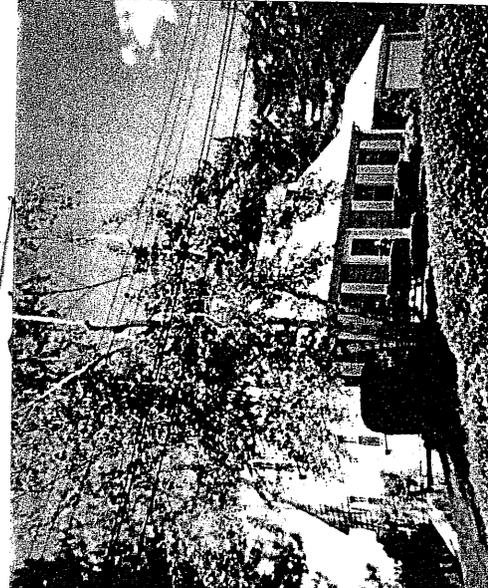


**TOWN OF EXETER**

**PROPERTY ASSESSMENT RECORD**

**NEW HAMPSHIRE**

MAP NO. 09-16 BLOCK NO. 09 PARCEL NO. 010 011 PROPERTY LOCATION L&B 1 Little Pine Ln Lot 4

RECORD OF TRANSFER	DATE	BOOK	PG	STAMPS	PHOTO	CARD of CARDS
Zabronowicz, Richard & Dona Cordio	9-27-85	2565	364	1068		
Pettit, Charles & Meredith	10-1-87	2706	2631	133C		
Pettit, Meredith D.	11/10/92	2974	2519	Non		
Pettit, Charles A.	9/30/93	3012	992	40.C		

TERIOR INSPECTED: DATE: 01/11/2017

ACREAGE COMPUTATIONS			
LAND TYPE	# OF ACRES	PRICE	ASSMT
USE LOT	0.28	75000	6600
ENTAGE	0.51	75000	83300
TOTAL			
DEPR.			
VE			
R2			
TOTAL ACRES	0.79		83300

LOT COMPUTATIONS				LAND FACTORS										
FRONT	DEPTH	STREET PRICE	DEPTH %	FRONT FT. PRICE	TOTAL	DEPR.	VALUE	HILLY	ASSESSMENT	NO CITY SEWER	NO CITY WATER	GRAVEL RD.	DIRT RD.	NO RD.
11	50	404						✓						
50	50	501												
TOTAL														

010  
011

REMARKS: 1. New FF 0 2017  
1986 Combined 2 yr  
Lot 1 - 1st of 2 lots per 2017 Assessor's  
1 104. Lot 11 was part of 104. X8  
7-2-89-CL

MAP NO.	LAND	BLDG.	TOTAL
86	22,200		
87	52,400		
88	76,600		
89	6000		
90	75000		
91	161600		
92	89710		
93	15800		
94	203700		
95	83300		
96	45700		
97	78900		
98	64500		
99	74100		
100	138600		
101	63200		
102	72600		
103	135800		
104	65100		
105	74800		
106	139900		
107	66400		
108	76300		
109	142700		
110	69100		
111	79400		
112	148500		





Unofficial Document WARRANTY DEED

Unofficial Document

KNOW ALL MEN BY THESE PRESENTS, that I, Charles K. Pettit, of 22 Fall Meadow Drive, Pittsford, New York, For Consideration Paid, GRANT TO Carl L. Pufahl and Pamela J. Pufahl, husband and wife, both of 3 Langton Street, Kittery, Maine as joint tenants with rights of survivorship, with Warranty Covenants, the following described land with any buildings or improvements currently thereon:

A certain parcel of land, with the buildings thereon, known as 1 Little Pine Lane, situated in Exeter, County of Rockingham and State of New Hampshire, being Lot No. 4 and part of Lot No. 5 on "Highfield Terrace" Land of Edmund F. Richards and Dora C. Richards in said Exeter shown on plan dated July 5, 1954, recorded in Rockingham Records and designated therein as Plan #03249, bounded and described as follows:

Beginning on the Westerly side of Little Pine Lane which runs South from Bayberry Lane, at the Northeasterly corner of the premises herein conveyed and at the Southeasterly corner of Lot No. 3, and thence running S 11° 1' W, one hundred twenty (120) feet along said Little Pine Lane to a point at the Northeasterly corner of the second parcel herein described; thence turning and running N 78° 59' W, one hundred (100) feet along the Northerly boundary of the second parcel herein described to a point at land now or formerly of J. Arthur Tufts and Dorothy G. Tufts; thence turning and running N 11° 1' E along land of said J. Arthur Tufts and Dorothy G. Tufts, one hundred twenty (120) feet to an iron pin at the Southwesterly corner of land of Florence Bennett, being Lot No. 3; thence turning and running S 78° 59' E along land of said Florence W. Bennett, one hundred (100) feet to an iron pin and point of beginning.

Meaning and intending to convey the whole of Lot No. 4 and nine feet of the Northerly section of Lot No. 5 as disclosed on said plan.

This conveyance is subject to the restrictions and reservations as set forth in deed of Edmund F. Richards and Dora C. Richards to Arthur E. Beaver and Ruth Bradford Beaver dated October 20, 1954 and recorded at Book 1334, Page 309 in the Rockingham County Registry of Deeds insofar as the same are now in force and applicable.

Also, a certain parcel of land situated in said Exeter, County of Rockingham and State of New Hampshire, on the Westerly side of Little Pine Lane, being a portion of Lot No. 5 on Plan of Lots of "Highfield Terrace" Edmund F. and Dora C. Richards, dated July 5, 1954, recorded in Rockingham Records, and designated therein as Plan #03249, bounded and described as follows:

Beginning at an iron pin at the Southeasterly corner of the first parcel herein described and the Northeasterly corner of the within described premises, and thence S 11° 01' W one hundred three (103) feet following said Little Pine Lane to an iron pin at land now or formerly of Irma L. Jukes; thence turning and running N. 78° 59' W by Land of said Irma L. Jukes one hundred (100) feet to an iron pin at land now or formerly of J. Arthur Tufts and Dorothy G. Tufts; thence turning and running N 11° 01' E along land of said J. Arthur Tufts and Dorothy G. Tufts, one hundred three (103) feet to an iron pin at the Southwesterly corner of the first parcel herein described; thence turning and running E 78° 59' E along Southerly boundary of the first parcel herein described, one hundred (100) feet to an iron pin on the Westerly side of Little Pine Lane and point of beginning.

Unofficial Document

0081333

Nov 22 12 02 PM '99

Unofficial Document

ROCKINGHAM COUNTY  
REGISTRY OF DEEDS

Unofficial Document

Unofficial Document

BK 3438PG2718

This is not homestead property of the grantor.

Meaning and intending to describe and convey the same premises conveyed to the grantor by deed of Meredith D. Pettit dated September 30, 1993 and recorded at Rockingham County Registry of Deeds at Book 3012, Page 0992.

IN WITNESS WHEREOF, I hereto set my hand and seal, this 15 day of November, 1999.

\_\_\_\_\_  
Witness

Charles K. Pettit  
Charles K. Pettit

STATE OF NEW YORK

County: Monroe

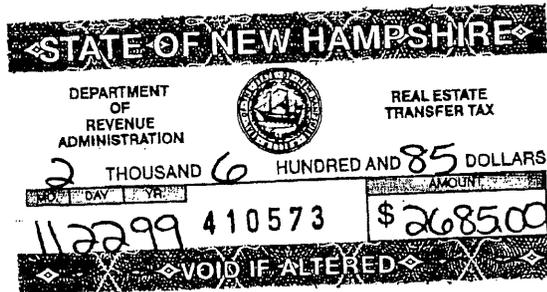
Date: November 15, 1999

Then personally appeared the above named Charles K. Pettit and acknowledged the foregoing as his free act and deed.

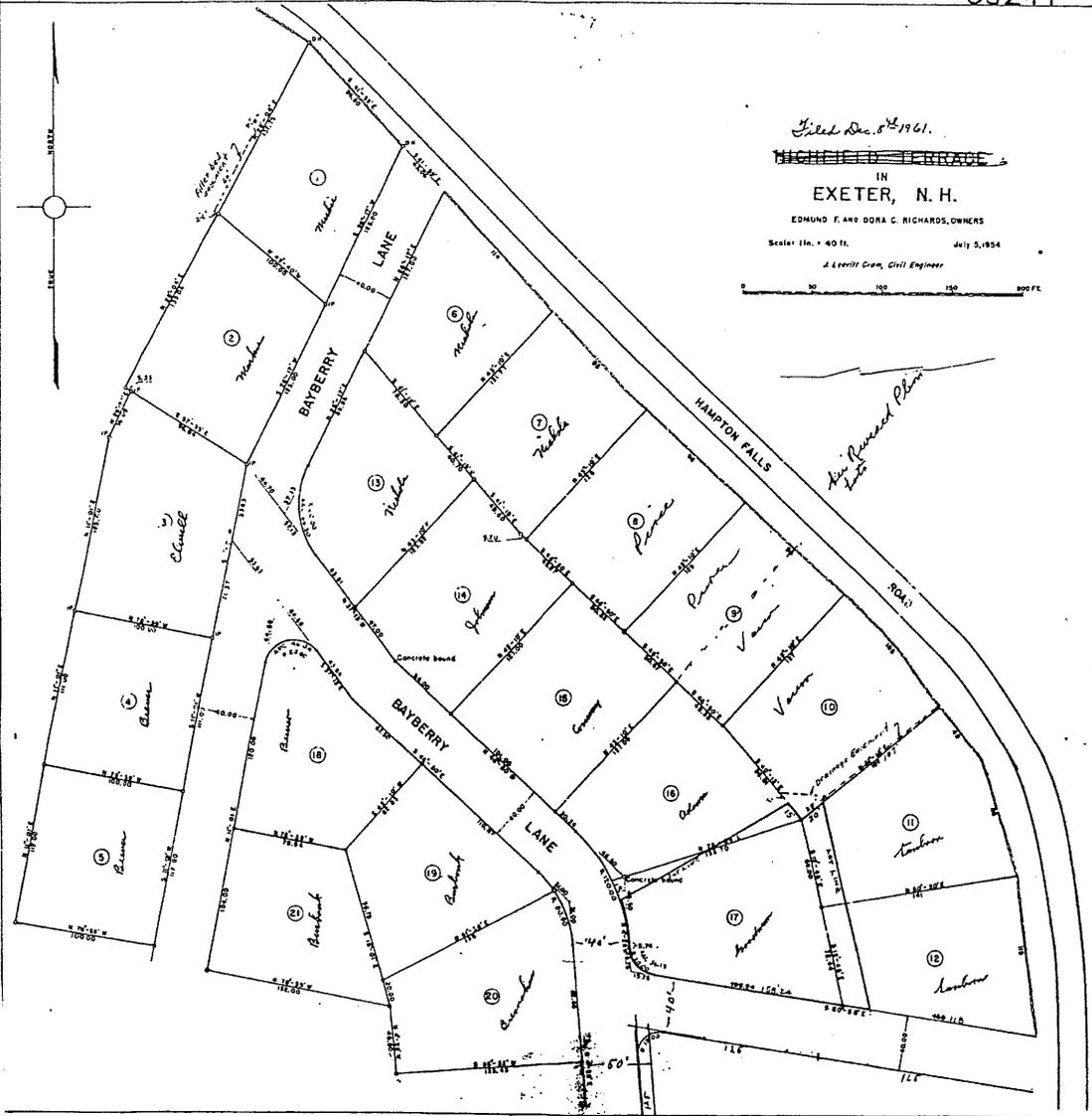
Dolores Cornelius  
Notary Public/ Justice of the Peace  
My Commission expires:

RF1912-99

**Dolores Cornelius**  
Notary Public In The State Of New York  
Monroe County, N.Y.  
01CO6006871  
Commission Expires May 11, 2000



03249



Highfield Terrace  
in  
Exeter N.H.

Edmund F. and Dora  
C. Richards, owners

J. Leavitt Cran,  
Engineer  
July 5, 1954

Filed @ RCRD  
12/8/1961

FEB 6 1961

Pamela J Pufahl  
1 Little Pine Lane 603-723-8467  
Exeter, NH 03833

2/21/15

Date

\$ 145.00

Dollars



**Northeast**  
CREDIT UNION  
Your Trusted Neighbor™

PO Box 1240, Portsmouth, NH 03802-1240

For Restoration of End Lot Marge

⑆ 211189530⑆ 751001085719⑆ 0859

*Paul Pufahl*

Hammond Clarke

ISLAND BREEZES®

859

54-89632118  
03-



Proposal From  
**UTILITY SERVICE COMPANY, INC.**

*Quote file copy*

1230 Peachtree St NE · Suite 1100 - Promenade · Atlanta, GA 30309  
 Toll-free: 855-526-4413 | Fax: 478-987-2991  
 utilityservice.com

Date: 07/30/15

Submitted by: **Scott Kelley**

Local Phone: **603-724-8226**

SFID: 30754

CN: 65916

SO: 36819

Proposal Submitted To: <b>Town of Exeter</b>		Phone Number: <b>(603) 773-6169</b>		Fax Number:	
Street Address: <b>13 Newfields Rd</b>		Description of Work to be Performed: <b>PAX400 Install / Tank Cleaning / Disinfection</b>			
City: <b>Exeter</b>	State: <b>NH</b>	Zip Code: <b>03833</b>	Tank Name: <b>Epping Rd Tank</b>		
Accounts Payable Contact Name: <b>Michael Jeffers</b>	Email: <b>mjeffers@exeternh.gov</b>		Job Site Address: <b>Epping Rd Exeter, NH</b>		
Job Contact (Inspection Reports): <b>Paul Roy</b>	Email: <b>proy@town.exeter.nh.us</b>		County / Parish: <b>Rockingham</b>	Tank Size: <b>1.5MG</b>	Tank Style: <b>Hydropillar</b>

Utility Service Co., Inc. agrees to provide all labor, equipment, and materials needed to complete the following:

- A date shall be coordinated by both parties for the Owner to drain the tank and mixer to be installed.
- Interior floor and lower walls of the tank will be cleaned using a pressure washer to remove all mud, silt, and foreign sediment. The tank is not to be rigged to pressure wash the upper walls and roof unless specified by this agreement.
- Apply NSF 60 approved patented chemical cleaning agent to the interior walls up to the high water line and floor surfaces.
- Fresh water rinse all interior surfaces to remove cleaning agent and dilute/neutralize residual concentrations. Pricing assumes that neutralized wash-water and sediment can be disposed of through on-site drainage.
- The tank will be inspected to assess the sanitary, safety, structural, security, and coatings conditions.
- A comprehensive written report with color digital photographs will be submitted detailing the condition of the tank. Scott Kelley, a representative of Utility Service Co., Inc. will schedule a date with the Owner to present the report and findings.
- Utility Service Co, Inc. shall furnish and install (1) NSF Approved PAX Submersible Active Mixing system, together with all drives, motors, controls, and accessories necessary for a complete and operable active mixing system. PAX Submersible Active Mixing system shall consist of a low-voltage, water-filled submersible motor, an impeller, mounting tripod, and a non-submersible control center that houses all control electronics. SCADA compatibility, wireless into PLC included.
- Exeter will be required to provide 120 VAC, 15 AMP GFCI - Protected, 15 Amp Circuit power supply at the tank, will be responsible for any trenching, conduit and electrical connections outside the tank, unless otherwise stated in this proposal, and will be required to supply a certified electrician to make the final connection between the PAX Mixer and the power supply during the installation.
- Upon completion of installation, Utility Service Co, Inc. will power up the PAX Active Mixing system and complete electrical system check/IAR on PAX Control Center to verify proper operation.
- After all inspection and installation work is completed, the tank will be disinfected in accordance with AWWA C652.
- The tank will be sealed and made ready for service.
- Pricing is contingent on ability to complete the task under normal schedule. (\$1500.00 for each additional day)

Please sign and date this proposal and e-mail copy to Scott at skelley@utilityservice.com

**Fifty Three Thousand Two Hundred Eighty Seven and -----00/100 Dollars \$53,287.00**

Payments to be made as follows: **\$26,644 due upon completion of work and \$26,643 due by January 31, 2016 – plus all applicable taxes**

**Remittance Address: Utility Service Co., Inc., P O Box 674233, Dallas, TX 75267-4233**

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized  
USG Signature

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ Sixty (60) days.

**Acceptance of Proposal -** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Fiscal Yr Beginning Month \_\_\_\_\_

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Printed Name \_\_\_\_\_

## Utility Service Group

Scott Kelley, Water System Consultant  
24 Fellows Rd Brentwood, NH 03833  
603-724-8226  
skelley@utilityservice.com



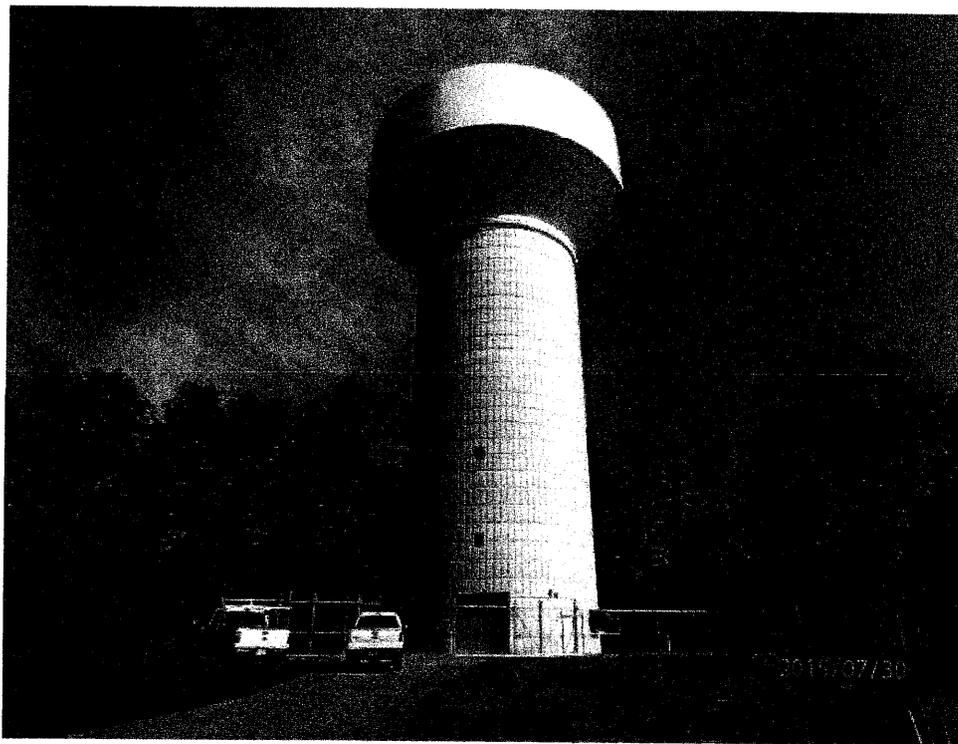
*See pg 4 of  
Inspection*

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# Epping Rd Tank 1,500,000 Gallon Hydropillar Storage Tank Condition Assessment Report

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Exeter Water & Sewer, Exeter, NH



### Prepared For:

Michael Jeffers  
Dept. Public Works, Exeter, NH

Assessment Performed July 30, 2015

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## TANK DATA

<b>TANK NAME:</b>	Epping Rd				
<b>TANK DESIGN:</b>	Hydropillar	<b>CONSTRUCTION TYPE:</b>	Composite / steel with concrete base		
<b>LOCATION:</b>	Epping Rd				
	<b>CITY:</b>	Exeter	<b>STATE:</b>	NH	
<b>CAPACITY:</b>	1,500,000 gallons	<b>HEIGHT:</b>	157'	<b>DIAMETER:</b>	86'
<b>BUILDER:</b>	Caldwell	<b>YEAR:</b>	2007	<b>CONTRACT #</b>	
<b>EXT. COATING:</b>	2007	<b>LEAD:</b>	ND	<b>CHROMIUM:</b>	ND
<b>INT. COATING:</b>	2007	<b>LEAD:</b>	ND	<b>CHROMIUM:</b>	ND
<b>INSPECTOR(S):</b>	MA Service Center		<b>DATE:</b>	July 30, 2015	

## INTRODUCTION AND SUMMARY

On July 30th, 2015 Utility Service Group (USG) conducted a visual inspection of the Epping Rd 1,500,000 gallon Hydropillar water storage tank. The purpose of this inspection was to determine the current condition of the structure and coatings, and to evaluate the tank for compliance with current sanitation guidelines, safety and security regulations, and guidelines in accordance with AWWA, OSHA and related state and federal agencies. The information contained herein is as accurate as could be, obtained by USG personnel at the time of inspection.

The exterior surfaces were in good condition with no deficiencies identified at the time of inspection. Exterior adhesion is still good but some chalking starting to take place. The interior surfaces are heavily stained but in good condition. No exposed steel or corrosion on exterior or interior surfaces.

The tank appeared to be structurally sound. Sediment build up on the floor of the tank is a sanitary concern and was identified during the inspection. This tank is not equipped with a mixing system to keep water circulated while in storage. There were no issues with security or safety.

## EXTERIOR COATING RECOMMENDATIONS

No major deficiencies identified. Due to the age of coating system and chalking identified during inspection, it is recommended to overcoat this tank within the next two (2) years before losing adhesion and letting the existing coatings go to failure. Two new coats of paint over the existing will preserve the coating system, continue to protect the steel, properly preserve the tank and save money by avoiding blast and containment costs if coatings go to failure.

## INTERIOR COATING RECOMMENDATIONS

Significant staining was identified on the interior sidewall surfaces. As soon as possible, it is recommended to clean the interior sidewalls of the tank with a chemical and power washing in order to improve water quality management while in storage and prolong the existing coating system. No additional coating maintenance necessary at this time.

## **STRUCTURAL RECOMMENDATIONS**

No major deficiencies identified. Vent assembly showing minor deterioration and should be monitored. No maintenance necessary at this time.

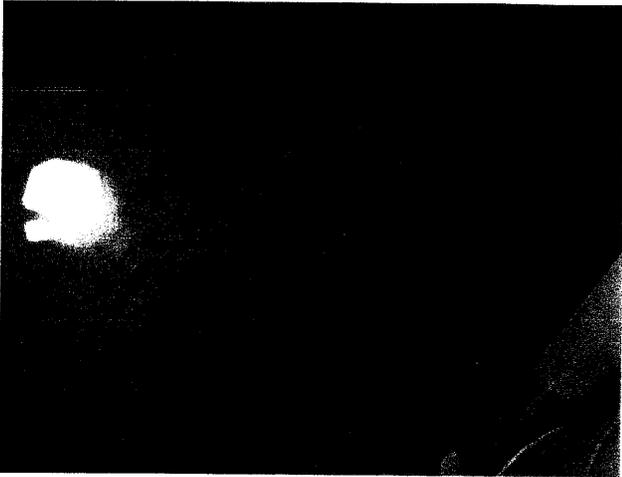
## **SANITARY RECOMMENDATIONS**

Staining on the interior sidewalls to be addressed with chemical clean washout. Install an active mixer in order to eliminate stratification, reduce residual demand and protect coatings from ice formation. Active mixing is best practices today and is recommended for this tank.

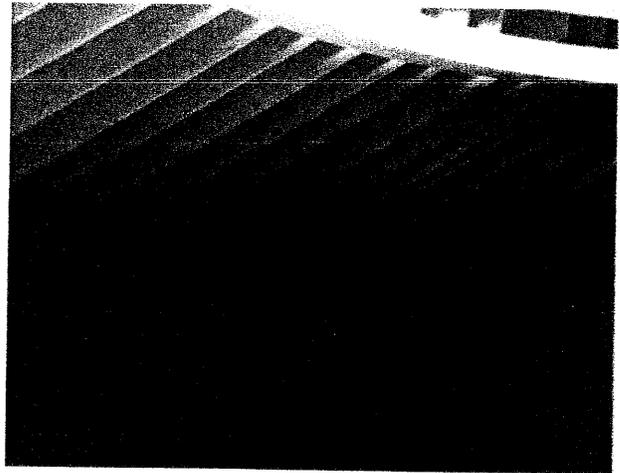
## **SAFETY & SECURITY RECOMMENDATIONS**

No deficiencies identified. No maintenance necessary at this time.

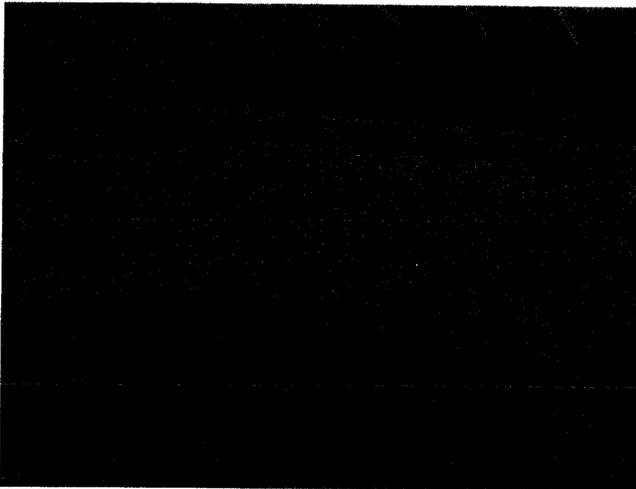
**Epping Rd Tank  
1,500,000 Gallon Standpipe Storage Tank  
Condition Assessment Report**



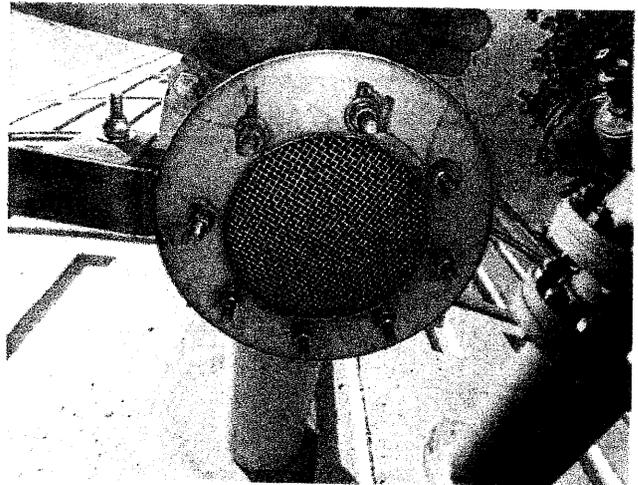
Significant sediment build up



Interior sidewall staining



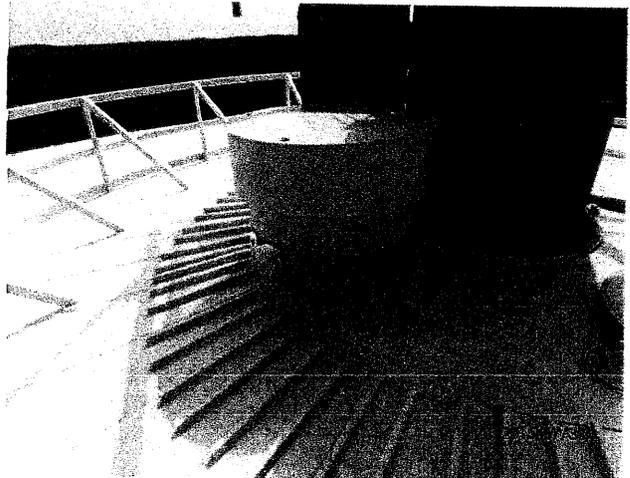
Interior sidewall staining



Overflow screen in place



Minor corrosion on vent assembly



Vent in good serviceable condition

*Working together is success.*

— Henry Ford

# GOAL SETTING



Town of Exeter  
New Hampshire

April 11, 2015

**Primex**<sup>SM</sup>  
NH Public Risk Management Exchange

Center for  
**Public Sector**  
Advancement

Promoting Excellence in the Public Sector

## Purpose and Intended Result of the Session

The purpose of the session was for the Board and Town Manager to come together to lay the horizon for the Town and establish goals and strategies that will help guide the Town over the next twelve (12) months.

## Participants

Julie Gilman, Chairman  
Donald Clement, Vice-Chairman  
Anne Surman, Board of Selectmen  
Nancy Belanger, Clerk  
Dan Chartrand, Board of Selectmen  
Russ Dean, Town Manager

### *The exercise was facilitated by:*

Rick Alpers, Risk Management Consultant, Primex<sup>3</sup>

## 2014 Goals Review Discussion

The session began with the Board of Selectmen and Town Manager reviewing the successful goals for 2014 and to identify any goals to continue working on along with the goals identified for 2015.

## BOS to Lead Update of the Master Plan -

A contract is in place with the Rockingham County Planning Commission to begin the update in May of 2015. The initial focus of the update was to address five chapters of the current master plan. After further discussion of the board it was decided that the focus of the update should be on chapters one and two only. The Board and Manager will lead further discussion with the planning board to ensure that the focus is narrowed to chapters one and two of the current master plan. It is also the desire of the board to have as much citizen input as possible regarding the update.

## Develop Strategies to Diversify Tax Base -

- There has been continuous investments made over the years in municipal infrastructure and it continues into 2015.
- Exeter's current bond rating has improved.
- The Economic Development Director has been hired and has hit the ground running.
- The TIF passed for Epping Road this past March.

## Second All Boards Meeting Convened –

The goal of the all boards meeting was to review concerns regarding how the application process moves along for folks looking to bring their business to Exeter or build a home in town. During the two meetings it was determined that many process issues exist and need to be addressed. The concerns and issues would most likely not be easily addressed as simply as it once hoped. The land use process will be brought up later in this report as a new 2015 goal.

## Organizational Alignment –

- Pay Scale study adopted
- Job descriptions updated for about 50 non-union employees
- A potential study may be needed for efficiency of delivery of town services down the road

## Project Execution from 2014

- ✓ Stadium Well – Contract to be signed by Philips Exeter Academy
- ✓ Great Dam removal – Removal to begin in 2015
- ✓ Downtown Revitalization (Draft Charge May 2014 2nd meeting) – sidewalk project in 2015
- ✓ Waste Water Municipal Agreement – Regional options being explored and waste water facilities plan completed
- ✓ Groundwater Plant – Currently under construction
- ✓ Organizational Alignment – Manager made much headway this past year
- ✓ Housing Analysis – Housing Committee formed
- ✓ String Bridge – In design phase

## General Topics for Discussion for 2015

### Planning Department

There was considerable discussion regarding the current planning department operations and the regulations that govern it. The board believes that the department could be much more business and resident-friendly than it currently is. They feel that the current department leans too heavily on the environment when making recommendations to the land use boards and business owners. It was recommended by the board to the manager that he seek out an independent consulting company to perform a study on the operations of the current planning department, staffing and regulations to ensure that Exeter is both user friendly for both businesses and residents.

**The Manager will report back to the board by June 1st, 2015 on the recommendation of a company and the cost to perform the study.**

## Housing Committee

For the last few years the board has discussed housing as an overall goal for the town. The discussion generally pertains to market rate housing or affordable housing. The board wants to ensure that the average middle class young family can afford to live in Exeter. In an effort to start the housing analysis needed the Board of Selectmen formed a Housing Committee. It is an eight member committee that now needs actual volunteers or members. A mission statement for the committee has been adopted by the board. **The goal is to have the committee fully appointed and operational by June 15th, 2015. The committee will give its first report back to the board regarding its progress as a committee and it's charges no later than March of 2016.**

## Town Facilities

The Town has made considerable capital investments annually in updating its infrastructure. Many roads have been rebuilt, many water & sewer pipes have been replaced or extended and many culverts been replaced. One area of capital investment the town has not given much attention to is their aging facilities. The facilities that the board and manager oversee are: The Fire Department, Police Department, Public Works, Town Office, Town Hall, and the Parks and Recreation Department. These Departments have many buildings of various ages. It is the hope of the manager to have under contract by the end of May a company to complete a town wide audit of all the facilities mentioned above. The consultant will review space needs and costs to repair or replace buildings. **A report from the consultant will be due to the board in the fall of 2015. After the board has reviewed the report and participated in an in-depth conversation with the consultant; the board will be ready during the 2016 goal setting session to begin to prioritize capital investments for their aging facilities.**

## Top 2-3 Priorities for 2015

Each Board member and the Town Manager identified their individual 2-3 priorities for the Town of Exeter to focus on in 2015.

### Julie Gilman

1. Complete Streets initiative
2. Improve working relationship with the planning department and public works department
3. Master Plan Update

### Dan Chartrand

1. Water sharing agreement with Stratham
2. Regional waste water treatment solution
3. Regional Ambulance service

### Don Clement

1. Water sharing agreement with Stratham
2. Regional waste water treatment solution
3. Reorganizing of Exeter TV

**Anne Surman**

1. Update wetland buffer regulations
2. Regional waste water treatment solution with an Exeter only option
3. Board meeting process

**Nancy Belanger**

1. Complete Dam removal
2. Complete Streets initiative and sidewalk update
3. Affordable housing analysis

**Russ Dean**

1. Audit of Planning Department operations
2. Execution of Projects
3. Facilities plan

## Top 2015 Goals

The Board of Selectmen and the Town Manager identified the top goals for the Town of Exeter and to develop a work plan. The goals were formulated from the individual goals listed above. The goals and deadline for an update or completion are listed below.

**GOAL #1: *Grow and improve relationship with major industries in Town.*** Major industries are:

- Exeter School Board
- Philipps Exeter Academy
- Exeter Hospital
- River Woods

**Deadline:** April 2016

**GOAL #2: *Regional waste water treatment solution***

- Should Exeter proceed alone
- Should Exeter join forces with just Stratham
- Should Exeter join forces with Stratham, Greenland and Portsmouth

Manager to report back with an update:

**Deadline:** December 2015

**GOAL #3: *Water Sharing with Stratham***

- Exeter would supply Stratham with 125,000 gallons of water a day
- An initial buy in from Stratham would take place
- Stratham will then pay tier 2 and tier 3 rates as an Exeter water customer.

The hope would to have both boards sign an agreement on the water sharing no later than September of 2015.

**GOAL #4:** *Planning Department complete operations review*

**Deadline:** Company and cost for audit to the board by June 1st, 2015. Goal would be to have a completed report from a consultant in time for the 2016 goal setting session.

---

Thank you again for the opportunity to participate in this process. Primex<sup>3</sup> appreciates the opportunity to provide assistance to members with goal setting, and to help governing bodies create a vision for their communities and paths to achieve those visions. A forward-looking community that is deliberate and disciplined in accomplishing its goals illustrates how "good management is good risk management."

Center for  
**Public:Sector**  
.....  
A d v a n c e m e n t

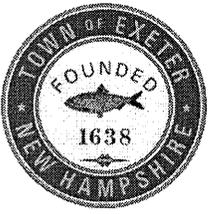
**Primex**<sup>®</sup>  
NH Public Risk Management Exchange

Bow Brook PLace  
46 Donovan Street  
Concord, NH 03301

603-225-2841  
800-698-2364

[www.nhprimex.org](http://www.nhprimex.org)

Trust. Excellence. Service.



# 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)

August 21, 2015

TO: Russ Dean, Town Manager  
Board of Selectmen

FROM: Mike Favreau, Director of Parks and Recreation

RE: Sponsorships For Parks and Recreation Programs

We have reviewed the proposed sponsorship policy and find it very workable. The guidelines within this program seem to be quite clear and easy to administer.

The importance of sponsorships for our department cannot be understated. All programming is run through the Revolving Fund. This means all programming is self-funded. In addition we fund much of our capital expenses through the fund as well, so it is imperative that we generate a “profit” with most programs. Our goal has always been to keep program costs relatively low. This gets harder each year as cost do go up. Sponsorships are a way to inject additional revenue into the fund as a way of keeping costs down. There are many businesses that find being a sponsor of programs or special events as a positive for them so this becomes a win-win for all. We raised about \$12,000 in the last year in sponsorships. Thank you for your consideration.

Town of Exeter	Policy Number: TBD	Adopted by: Board of Selectmen
Subject: Parks/Recreation Sponsorship Policy	Adoption Date: Effective Date:	Supersedes: None

**1.0 Purpose of the Policy:**

The purpose of this policy is to provide specific guidelines for developing and managing sponsorships for Exeter Parks and Recreation facilities, programs and events.

**Departments Affected:** Parks and Recreation Department

**Definitions:**

**Gold Sponsorship** - A type of sponsorship in which the individual, foundation, corporation, nonprofit organization, service club, or other entity purchases the exclusive right to be named as the Title Sponsor of an event, program, or service.

**Silver Sponsorship** - A type of sponsorship in which an individual, foundation, corporation, nonprofit organization, service club, or other entity provides cash in support of a Town event, program or service.

**Bronze Sponsorship** - A type of sponsorship in which an individual, foundation, corporation, nonprofit organization, service club or other entity provides goods or services in exchange for sponsorship recognition of a Town event, program or service. No monetary exchange with an In-Kind agreement.

**Fencing Panel** – Any space between vertical and horizontal structural elements.

**2.0 Policy:**

It is the policy of the Exeter Parks and Recreation Department to actively pursue sponsorships for Town parks, facilities, programs, services and events from individuals, foundations, corporations, nonprofit organizations, service organizations and other entities in order to enhance and sustain Exeter’s parks and recreation system, community facilities, community programs, community services, and community events. All such sponsorships shall comply with the guidelines established by this policy. The Selectboard, at its discretion, may grant variances to this policy.

### 3.0 Parks/Recreation Department Responsibilities

3.1 The Parks and Recreation Department is responsible for creating sponsorship opportunities and for soliciting, negotiating and administering all sponsorships and agreements. Staff approving sponsorship proposals must ensure that all relevant ordinances, policies and authorities are adhered to and where applicable that insurance, indemnification, ethical scans, business good standing status, and permits have been obtained.

3.2 The Department shall maintain a log of all sponsorship contributions, and issue a written acknowledgement of the agreement to each sponsor.

3.3 Banners may be allowed at Parks/Recreation facilities as part of a sponsorship agreement. Banners shall be of an acceptable size and placement of the banners at Parks/Recreation facilities shall be approved by the Board of Selectmen.

3.4 Banners approved under this policy as part of a sponsorship agreement constitute an approved waiver by the Board under Chapter 5, Section 502.3 of the Town Ordinances.

#### 3.5 Banner Locations

##### Recreation Park

1. Main Tennis Court – East (facing soccer/baseball fields) and West (facing pool) fencing.
2. Daniel Healy Pool – East and West Fencing
3. Recreation Ballfield Fencing and Backstops (placement to not impede viewing of games or activities).

##### Brickyard Park

1. Fencing panel sections facing field only (flag football/lacrosse).

### 4.0 Guidelines

All proposed sponsorship relationships will be considered on an individual, case-by-case basis, in order of applications received.

Considerations when establishing sponsorship relationships include:

1. Agreements shall not limit the Town's ability to seek other sponsors.
2. The sponsorship cannot be made conditional on the Town's performance.

3. The evaluation of the potential sponsor shall include, but not be limited to the individual's or the organizations: values and principles; products and services offered; record of environmental stewardship and responsibility; rationale for its interest in partnering with the Town; expectations; ability to provide monetary support if necessary and timelines to enter into an agreement.
4. Ineligible sponsorships include, but are not limited to any potential sponsor whose primary products or services are substantially derived from the sale of alcohol, drugs, tobacco, gambling, firearms, or sexually explicit or inappropriate materials.
5. The Town will not solicit nor accept sponsorships from individuals, foundations, corporations, nonprofit organizations, service clubs, or other entities whose reputation could prove detrimental to the Town's public image. The Town will not allow advertising, either directly or through third party arrangements, which present demeaning or derogatory portrayals of individuals or groups or contain anything which, in light of generally prevailing community standards, is likely to cause deep or widespread offense. The Town may, as its discretion, bring any proposals to the Board of Selectmen for their approval even if they do not meet the guidelines of this Policy.
  - A. The Town retains the right to accept or reject any sponsorship application submitted for approval. If the application is rejected, a notification will be sent to the applicant clarifying the decision for rejection.

#### 5.0 Types of Sponsorships

Sponsorships are negotiated and tailored to each event, program, facility or service. A hierarchy of benefits is associated with the different types of sponsorships, often providing more branding and visibility with higher levels of support. Each type of sponsorship will have specific levels detailing the value of the sponsorship.

##### A. Events, Programs and Services Sponsorships

The following guidelines shall be applied when entering into a Gold Sponsorship agreement for Town events, programs, and services:

1. Recognition as Gold Sponsor for a specific event, program or service
2. Recognition in media releases and promotional material as Gold Sponsor for the event, program or service
3. Gold Sponsor signage/display at the event or program location for a period not to exceed the length of the event.
4. Recognition as Gold Sponsor on event/program and website
5. Category/product exclusivity for the event, program or service

6. A Gold Sponsor may occupy up to 2 sections of chain link fencing panels with a contiguous banner per facility.

The following guidelines shall be applied when entering into a Silver Sponsorship agreement for Town events, programs, and services:

1. as a sponsor for a specific event, program or service
2. Recognition in media releases and promotional material as a Sponsor for the event, program or service.
3. Appropriate Sponsor signage/display at the event or program location for a period not to exceed the length of the event.
4. Appropriate recognition on event/program website as a Sponsor for the event, program or service.
5. A Silver Sponsor may occupy 1 section of chain link fencing with a single banner per facility.

The following guidelines shall be applied when entering into a Bronze Sponsorship agreement for Town events, programs and services:

1. Recognition as a sponsor for a specific event, program or service
2. Appropriate recognition in media releases and promotional material as a Sponsor for the event, program or service.
3. Appropriate Sponsor signage/display at the event or program location for a period not to exceed the length of the event.
4. Appropriate recognition on event/program website as a Sponsor for the event, program or service
5. Bronze sponsorships shall not include banners.

## 6.0 Procedures for Establishing Sponsorship Relationships

Sponsorships relationships are established primarily through initiation by the Town, through its Parks and Recreation Department informally or formally via a Request for Sponsors process, or if initiated by an interested party.

Interested parties are encouraged to contact the Parks and Recreation Department at any time to discuss potential sponsorship opportunities. A completed sponsorship application must be submitted with a letter of proposal identifying specific details of the proposed sponsorship.

Additionally, sponsorship relationships for a specific park, facility, project, program, service or event may be initiated by organizations that the Town partners with via Parks/Recreation agreements, or Facilities Use Agreements; however they must be turned over to the Town for processing and negotiating once initiated. At no time shall the organization speak on behalf of, or negotiate on behalf of the Town.

## 7.0 Approvals

A. The Board of Selectmen will approve all sponsorships related to:

1. Sponsorships that exceed \$10,000;
2. Naming Rights; or
3. Agreements that exceed three (3) years in length of term.

B. The Town Manager will approve all sponsorships related to:

1. Sponsorships valued between \$5,001 - \$9,999;

Provided that Board of Selectmen approval is not otherwise required.

C. The Parks/Recreation Director will approve all sponsorships related to:

1. Sponsorships up to \$5,000; and
2. Bronze Level Sponsorships
3. Parks/recreation events; and
4. Parks/recreation programs; and

Provided that neither Selectboard approval nor town manager approval is otherwise required.

D. Responsibilities of the Sponsor

1. Provide for the Exeter Parks and Recreation Department Logo to appear on any promotional materials and/or electronic media used in association with the park, event, (etc from above).
2. Include the text “Proud Sponsor of the Exeter P&RD” on any promotional materials and/or electronic media used in association with the park, event, (etc from above).
3. Include the spoken words “Proud Sponsor of the Exeter P&RD” on any verbal communication used in association with the park, event, (etc from above).
4. Use of the P&R logo are for the purposes in itemized in paragraph D is exclusive to the approved and active sponsorship application and not to be used for any other purpose.
5. Banners where applicable shall be limited to not more than the height of the fencing panel less six inches each side.
6. Banners at Brickyard Park shall be placed so as to face the interior of the facility only.
7. Banners where applicable shall be limited to not more than the height of the fencing panel less six inches each side.
8. Sponsors will provide a certificate of insurance to the Town naming the Town as an additional insured as required.

## 8.0 Termination of Sponsorship

- A. The Town of Exeter reserves the right to accept or reject any sponsorship proposal submitted for approval, The Town reserves the right to terminate the agreement at any time if, in the Town's sole discretion, continuation of the sponsorship is determined not to be in the best interests of the Town.
- B. The Sponsor reserves the right to withdraw the sponsorship proposal at any time during the approval process.
- C. The Sponsor may also withdraw from the agreement with thirty (30) days of execution of the agreement. However, no refund will be given on any funds received by the Town prior to receipt of the notification of withdrawal.
- D. All sponsorships may be renewed annually at the discretion of the Town.

Approved this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Julie D. Gilman, Chairwoman

\_\_\_\_\_  
Don Clement, Vice Chairman

\_\_\_\_\_  
Nancy Belanger, Clerk

\_\_\_\_\_  
Anne L. Surman

\_\_\_\_\_  
Daniel Chartrand

## Town of Exeter: Rules for use of Unmanned Aircraft System (“UAS”)

### Definitions:

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UAS: Unmanned Aircraft System

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Operator: An employee of the town, specifically employed by the Exeter IT Department, or the Exeter Fire Department who is certified to operate this specific UAS as stated herein under Qualifications; and approved by a Town official/Authorized Individual on the attached EXTV Flight Operator Approval Form attached herein.

Comment [AS1]: We need a CLEAR definition of what an Operator is. I have drafted something very general – but we need more details as to the certifications required and just who will be authorized to use the UAS

### **Purpose:**

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The purpose of this policy is to provide operational guidelines for the use of the unmanned aircraft system.

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### **Scope:**

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This UAS provides the Town of Exeter an additional tool to extend our capabilities, to make tasks both more efficient and safer for personnel. This policy is meant to ensure safe, legal use and address concerns about its use.

### **Policy:**

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Operator must have complete knowledge gained from reading and understanding the documentation included with the aircraft. The Operator ~~and~~ must be certified and have spent ~~t~~ no fewer than ~~ime~~ practicing operations using built in “learning modes”, two hours on the in-app simulator and two hours flying time. To that end, the Operator shall have spent time practicing operations using built in “learning modes”. The FAA is currently proposing rules and the operator may be required to be tested and certified by the FAA. If and when this happens operators will have to meet these requirements before operating the UAS.

Operator shall obey all TFRs/FRZs (Temporary Flight Restrictions/Flight Restricted Zones), checking for these restrictions as part of a pre-flight checklist. The operator shall not override any failsafe or safety control.

Operator must not directly overfly any person not involved with the mission at any height less than 100 ft.

Operator shall not film over private structures without prior- written permission, with signature, on flight plan. Operator may not fly over any private property without written permission of the owners of such property. Operator will discontinue use in the event of any abutter’s objection or concern that his or her privacy is being compromised by the presence of the UAS. ~~will be respectful of citizen’s privacy and/or privacy concerns and discontinue operation if requested by an abutter.~~

## Town of Exeter: Rules for use of Unmanned Aircraft System (UAS)

### Purpose:

The purpose of this policy is to provide operational guidelines for the use of the unmanned aircraft system.

### Scope:

This UAS provides the Town of Exeter an additional tool to extend our capabilities, to make tasks both more efficient and safer for personnel. This policy is meant to ensure safe, legal use and address concerns about its use.

### Policy:

Operator will fill out a flight plan for every mission. Post mission data logs shall be downloaded and printed. These logs will be attached to the flight plan and all logs/plans shall be kept on file for a minimum of 12 months.

UAS shall be preflight inspected by the operator following a pre-flight checklist. Signature on checklist required.

At all times the operator must remain close enough to be able to see the aircraft with vision unaided by any device other than corrective lenses (Line of sight). For our purposes it is highly recommended not to exceed 300 yards between operator and the UAS but 300 yards may be exceeded as long as line of sight is maintained and that it is a requirement of the mission.

Operator must not directly overfly any person not involved with the mission at any height less than 100 ft.

Operator shall not film over private structures without prior permission, with signature, on flight plan. Operator will be respectful of citizen's privacy and/or privacy concerns and discontinue operation if requested by an abutter.

Operators must not fly in weather conditions unsuitable for filming or unsafe for flying.

Missions limited to daylight-only (official sunrise to official sunset, local time).

Operator must yield right-of-way to other aircraft, manned or unmanned (see and avoid). First-person view camera cannot satisfy "see-and-avoid" requirement but can be used as long as requirement is satisfied in other ways. If there is any danger of collision, immediately evade and attempt to return to home.

Mission can include a visual observer other than the operator and this is recommended. Additional observers are acceptable if needed. Visual observers do not negate the operator needing to maintain line of sight with the UAS. Visual observers will maintain communications with operator at all times without the use of electronic devices.

The maximum airspeed will be either limited by the aircraft or FAA regulations, whichever is less (current unit is capable of 35 MPH).

Operator should only fly as high as required for the mission and shall not exceed a maximum altitude of 400 feet above ground level.

Operate only with a minimum weather visibility of 1 plus miles from control station.

No operator shall operate more than one aircraft at a time.

No careless or reckless operations allowed.

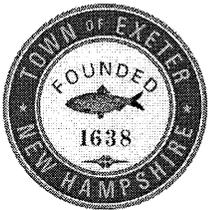
Operator shall obey all TFRs/FRZs (Temporary Flight Restrictions/Flight Restricted Zones), checking for these restrictions as part of a pre-flight checklist. The operator shall not override any failsafe or safety control.

Operator must have complete knowledge gained from reading the documentation included with the aircraft and spent time practicing operations using built in "learning modes", two hours on the in-app simulator and two hours flying time. The FAA is currently proposing rules and the operator may be required to be tested and certified. If and when this happens operators will have to meet these requirements before operating the UAS.

#### Fire Department Special Addendum

##### General:

1. UAS will only be deployed, during an emergency, at the request of the Incident commander and with approval of the Fire Chief or Assistant Chief.
2. The mission will be clearly defined to the operator prior to the flight.
3. A flight plan can be filled post mission depending on the urgency of the mission.
4. UAS will not be flown over residential areas for non-emergent reasons, example training.
5. Operators that are not department members will operate from the command post or the safest location possible.
6. Fire personnel trained to operate the UAS will not become involved in police operation as per GERNERAL ORDER # 13.



# 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)

## EXTV Flight Operator Approval

Full Name \_\_\_\_\_  
Department \_\_\_\_\_ Position \_\_\_\_\_  
Purpose of Operation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the operator...

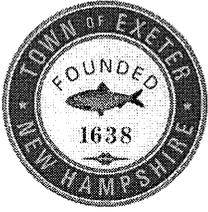
- Read the Phantom III Professional User Manual
- Read the complete Town of Exeter policy regarding flight of UAS devices
- Demonstrated an understanding of flight controls to the IT Coordinator and the Fire Chief

SIGNATURE OF EXTV MANAGER \_\_\_\_\_  
DATE \_\_\_\_\_

SIGNATURE OF FIRE CHIEF \_\_\_\_\_  
DATE \_\_\_\_\_

This operator agrees to abide by the Town of Exeter policy regarding flight of all UAS devices and understands that this approval will expire two years from approval date. By signing this, the operator also certifies that they have no knowledge of any medical condition that would prevent them from flying in a safe manner and agrees to abide by all FAA regulations regarding micro-UAS flight.

SIGNATURE OF OPERATOR \_\_\_\_\_  
DATE \_\_\_\_\_



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## Town of Exeter UAS Flight Plan

Date of Flight: \_\_\_\_\_

Time of Take-off: \_\_\_\_\_ Time of Landing: \_\_\_\_\_

Location/Flight Path: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose for Flight: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will the flight path film structures on private property?      YES      NO

Approval of Property Owner(s) (See back for additional property owners):

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Flight Operator:

- Chelsey Gosselin, EXTV Supervisor
- Ryan Booth, Firefighter

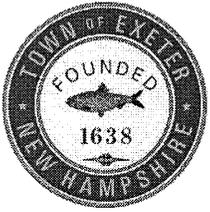
Pre-Flight Signature of Operator: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

- UAS was inspected post-flight for damage or defect
- Flight Log is printed and attached

Post Flight Summary: \_\_\_\_\_  
\_\_\_\_\_

Post Flight Signature of Operator: \_\_\_\_\_ Date: \_\_\_\_\_



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

## DJI PHANTOM 3 PROFESSIONAL PRE-FLIGHT CHECKLIST

### **BEFORE Departing for Flight Location:**

- Inspect the UAS for damage or defect
- Aircraft and Remote Controller batteries fully charged
- Tablet fully charged
- SD card empty and inserted in the camera
- Firmware for Aircraft and Remote Controller is updated
- Cache location maps into all DJI Pilot app devices
- Double-check that flight location is not within a No-Fly Zone
- Check weather is appropriate for flight
  - Precipitation is less than 5-10%
  - Winds are under 20kts
  - Cloud layer is above 500 feet (152 meters)
  - KP (global geomagnetic storm) index is 5 or less
  - 1+ statute mile of visibility
  - Flight will begin after sunrise and end before sunset
- Confirm that flight plan has been reviewed and approved by supervisor(s)

### **ON-SITE Check:**

- There are no overhead obstructions such as wires, low flying aircrafts, trees, or tall buildings
- There are no antennas that may interfere with the compass and GPS reception
- Weather on-site meets pre-determined appropriate conditions
- Confirm flight plan with Visual Observer

### **Physical Aircraft Check:**

- Desired ND filter attached to camera
- Camera has free range of motion and is locked in place on the UAS
- SD Card is in place

- Motors are clear of foreign object debris
- Propellers are not melted, misshapen, or cracked
- Propellers are hand tightened and have full range of motion without obstruction
- Prop locks are firmly attached

### **Remote Controller Check:**

- Antennas are oriented properly (not touching one another, angled outward with the broad side against the remote controller at 45 degree angles)
- Remote control is switched to P-GPS mode
- Tablet is secured and plugged in to the remote controller
- There is no visible damage to the controller
- Battery is above 75%

### **DJI Pilot App Check:**

- Maximum flight altitude set (121 meters = 400 feet)
- Failsafe Mode is set for 10 meter clearance above lowest obstacle in flight plan (1 meter = 3/3 feet)
- Remote Control Signal Lost is set to Return-to-Home
- Check Sensors
  - Gyroscope between “-1.0 to +1.0”
  - Acceleration between “-1.0 to +1.0”
  - Compass MOD between “1400 – 1599”
  - Check IMU
- Image Transmission Channel set (watch channels for 30 seconds to ensure selected channel is stable)
- Adjust Gimbal Roll to make level
- Set Camera Orientation mode (recommended “follow-mode” for solo and “free-mode” with camera)
- Turn all devices to airplane mode to minimize interference with UAS
- Face aircraft into the wind (allows for aircraft to float back to operator in case of emergency)
- Check heading of aircraft
- Start video recording
- Start propellers with the Combined Stick Command
- Ensure the blue dot representing the remote control is accurately located on the map
- Ensure home point is accurately set on the map
- Ensure elevation reads 0 (zero)



# 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:  Town Hall (Main Floor)  Bandstand  Parking - # Spaces \_\_\_\_\_ Location \_\_\_\_\_

Signboard Requested:  Poster Board Week: 1 week prior to each  Plywood Board Week: \_\_\_\_\_

### Representative Information:

Name: ~~Rebecca~~ Rebecca Pawling Address: 100 Campus Drive

Town/State/Zip: Parkmouth, NH 03801 Phone: (207) 752-1033

Email: bpawling@newheightsonline.org Date of Application: 8-7-15

### Organization Information:

Name: New Heights Address: 120 Front St.

Town/State/Zip: Exeter, NH Phone: 603 422-8235

### Reservation Information:

Type of Event/Meeting: Lecture Date: Oct 15 2015  
April 7 2016

Times of Event: 6:30-8 Times needed for set-up/clean-up: 5:00-8:30

# of tables: 5 # of chairs: 35 Will food/beverages be served? No

List Town equipment you request to use: \_\_\_\_\_

Comments: \_\_\_\_\_

### Requirements:

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

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

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

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

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

Applicant signature: [Signature] Date: 8/7/15

Authorized by the Board of Selectmen/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only: \_\_\_\_\_

Liability Insurance: On file  In-process  Will receive by \_\_\_\_\_

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

## Town Manager Updates

Submitted by: Russell Dean, Town Manager

Week Ending: August 21st, 2015

### Updates

Property values. MRI completed their update of town values and letters were mailed to all property owners. Property owners can schedule meetings at the Town Offices to review their values if interested. Appointments can be made through the assessing office and hearings run until September 4<sup>th</sup>.

Work continues on the town wide facilities plan. Representatives from HL Turner have toured town buildings and are continuing their assessment. I met with David Hart of HL Turner on August 20<sup>th</sup> and discussed ADA issues among other items.

The Town received notice from FEMA that it will be reimbursed \$71,767 to offset the cost of the winter storms from early 2015. Many thanks go to the town departments including Public Works and Assistant Chief Eric Wilking who did a great job putting together the numbers for FEMA.

Planning Review Process. Worked continued on encouraging land use board members to fill out the survey. The challenge thus far is only 13 surveys have been returned to the consultant. Planning Board continues to function with Glenn Greenwood as interim planner and the draft CIP was completed and presented to the Planning Board by the town manager and departments at the Board's August 13<sup>th</sup> meeting.

I attended the monthly EDC meeting on August 11<sup>th</sup>. In addition, I was able to ride the COAST bus in an effort to promote the new route 7 along with members of the Commission on August 19<sup>th</sup>. We hope to keep spreading the word about the new Exeter/Newmarket/Durham/Dover/Portsmouth route and encourage people to use the bus.

I met with Great Bay waterkeeper Jeff Barnum on August 11<sup>th</sup> to review where the Town was regarding the new Wastewater Treatment Facility, at his request. I also toured Great Bay with Jeff on August 20<sup>th</sup>. This trip is open to all board members and is recommended.

Welfare/Human Services. Needs are currently being met via Sheri Riffle assisting with and processing applications. Town Manager is approving vouchers for direct relief. I also met with St. Vincent de Paul to discuss the possibility of the agency performing some welfare functions in the future.

Budget preparations for FY16 budgets continued with departments working on narratives and preliminary submittals.

### Capital Project Updates (unchanged from August 8<sup>th</sup>)

1. Road Paving – Portsmouth Avenue paving was to be complete this week. Line striping award at BOS meeting on August 10<sup>th</sup>. Lary Lane, Water street paving schedule for later in 2015.
2. Downtown Sidewalks – HERON meeting held July 23<sup>rd</sup> to hear merchant concerns. Public Works working on revised timelines. Work being done exposing and raising water curb stops in sidewalk.
3. Lincoln/Daniel/Tremont Street water/sewer lines – Neighborhood meeting was held on August 4<sup>th</sup>. Project still planned to commence this fall.
4. Linden Street Bridge – Completion of water division, rip-rapped slopes, pile driving began week of August 4<sup>th</sup>.
5. String Bridge – Hoyle Tanner to present preliminary findings report to the Selectboard on August 10<sup>th</sup>.
6. Great Dam – NHDES has extended wetlands permit application by 11 month; abutter concerns are being addressed. Dam removal now scheduled for 2016.
7. Lary Lane Groundwater Treatment Plant – On schedule. Scheduling initial pre-construction meeting with Apex and PEA for Stadium Well.
8. Wastewater Facility – Option 6 presented to the Board on August 10<sup>th</sup>. Project included in CIP for 2016.
9. Town Offices Wiring Project – Work continues on this project by Reilly. Work is being done on weekends. In addition, the interior of the Town Office main areas were recently painted.
10. Kingston Road Project – Received state agreements.
11. Tree Program – developing a job description for an intern who would conduct a tree inventory in the spring of 2016.

### Citizen requests/complaints

1. Dow Lane resident complaint regarding decrepit housing. Referred to code enforcement and health. Steps were taken to secure bank owned properties.
2. Wood Ridge “dog at large” issue. People are not leashing dogs on the trail. A sign is being made to place at the trail head reminding people of the leash law.
3. 8 Ashbrook Road, resident asking about lot lines and tree removal. Advised on survey and to consult with planning, discussed limitations of tax maps.

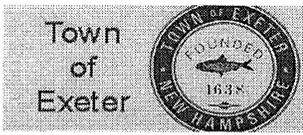
### Other

1. Receive and Review Monthly Department Reports
2. New Hire(s) – None
3. Promotions – None
4. Retirements/Resignations – None

### Upcoming Calendar

1. Planning Board CIP Hearing – September 10<sup>th</sup> (final hearing)

2. BOS Regular Meeting – September 14<sup>th</sup>
3. Budcom Meeting – September 23<sup>rd</sup>
4. BOS Regular Meeting – September 28<sup>th</sup>



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

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## IIMC Congratulates Andrea J. Kohler, CMC

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Ashley DiBlasi <ashley@iimc.com>  
To: "rdean@exeternh.gov" <rdean@exeternh.gov>

Wed, Aug 12, 2015 at 2:59 PM



## *International Institute of Municipal Clerks*

*Professionalism in Local Government*

08/12/2015

Russell Dean  
Town Manager  
Sent to email: rdean@exeternh.gov

Dear Russell Dean,

**Andrea J. Kohler, CMC of Town of Exeter**, has earned the designation of Certified Municipal Clerk (CMC), which is awarded by the International Institute of Municipal Clerks (IIMC), Inc.

IIMC grants the CMC designation only to those municipal clerks who complete demanding education requirements; and who have a record of significant contributions to their local government, their community and state.

The International Institute of Municipal Clerks, founded in 1947, has 10,300 members throughout the United States, Canada and 15 other countries, and the mission of this global non-profit corporation is to enhance the education opportunities and professional development of its diverse membership.

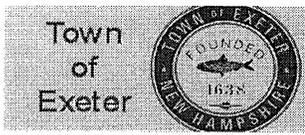
In light of the speed and drastic nature of change these days, lifelong learning is not only desirable, it is necessary for all in local government to keep pace with growing demands and changing needs of the citizens we serve. Your City can take immense pride in Andrea's educational accomplishments and achievement of this milestone.

On behalf of the IIMC Board of Directors, I am honored to endorse the conferring of CMC to Andrea J. Kohler, CMC of Town of Exeter. We share your pride in this achievement and we applaud your support of the role Andrea plays in your city.

Sincerely,

Monica Martinez Simmons, MMC  
IIMC President

Sent by: Ashley DiBlasi  
Certification Manager



Russ Dean <rdean@exeternh.gov>

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## Fwd: Portsmouth Ave lane striping

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Julie Gilman <juliedgilman@comcast.net>

Fri, Aug 21, 2015 at 2:20 PM

To: Russell Dean <rdean@exeternh.gov>, DONALD CLEMENT <dclement43@comcast.net>, Dan Chartrand <dchartrand@exeternh.gov>, Anne Surman <asurman@exeternh.gov>, Nancy Belanger <nbelanger@exeternh.gov>

Julie

Thank you,

Julie

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

From: Jennifer Mates <jmates@exeternh.gov>

Date: Aug 19, 2015 8:46 AM

Subject: Portsmouth Ave lane striping

To: Gwen English <gwenexeter@yahoo.com>, michael dawley <dawleymj@gmail.com>, Kathy Corson <kathykcorson@gmail.com>, John Merkle <JohnM@tms-architects.com>, John Hauschildt <johnhauschildt@outlook.com>, "Julie D. Gilman" <juliedgilman@comcast.net>

Cc: Doug Eastman <deastman@exeternh.gov>, Barbara Mcevoy <bmcevoy@exeternh.gov>, Jeffrey Hyland <jhyland@fewood.com>, Kristen Murphy <kmurphy@exeternh.gov>

Good Morning FPI team,

Just wanted to share what was posted on the DPW facebook page this morning:

"Portsmouth Ave update: Line painting will begin September 1st & a new traffic pattern has been designed to accommodate bicycle traffic. Please be cautious & aware that the center two lanes are still turning lanes & not for passing!"

<https://www.facebook.com/ExeterNHPublicWorks>

Please like and share to spread the word!

Thanks,  
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!



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER

August 7, 2015

Julie Gilman, Chairman of Selectmen
Town of Exeter
10 Front Street
Exeter, NH 03833

Re: Exeter Highway Block Grant Aid - in Accordance with RSA 235:23
Payment for Maintenance, Construction and Reconstruction of Class IV and V Highways

Dear Ms. Gilman:

The following is notification of State Highway Block Grant Aid available to your town in State Fiscal Year 2016 (July 1, 2015 thru June 30, 2016) based on estimated revenues through June 30, 2015. The Block Grant Aid payment includes an additional payment resulting from the increased highway revenue from SB367 that was effective July 1, 2014. The total could possibly change based on final audited State FY 2015 revenues. The resulting adjustment will be reflected in the April payment. Funding is anticipated to be available upon the availability and continued appropriation of funds in the future operating budget.

State Highway Block Grant Aid anticipated to be available to the Town of Exeter during Fiscal Year 2016 (July 1, 2015 to June 30, 2016) is as follows:

Table with 2 columns: Payment Period and Amount. Rows include July 2015 Actual Payment (\$84,165.68), October 2015 Actual Payment (\$84,165.68), January 2016 Actual Payment (\$56,110.45), and April 2016 Estimated Payment (\$56,110.46).

TOTAL FOR FY 2016: \$280,552.27

In generalized terms and in accordance with statutory provisions for distribution of Apportionment "A" funds, a disbursement is made of approximately \$1,235.00 for each mile of Class IV and Class V highway inventoried by each municipality and approximately \$11.00 for each person residing in a municipality based on the state planning estimate of population. Apportionment "B" is distributed this year to 19 small towns under a somewhat more complicated formula as specified in RSA 235:23, which recognizes the economics of maintaining their Class V highway mileage when considered in relationship to their equalized valuation tax base.

Please contact us at 271-3344 if you have any questions.

Sincerely,

Handwritten signature of Nancy J. Mayville

Nancy J. Mayville, PE
Municipal Highways Engineer
Bureau of Planning and Community Assistance

NJM/dmp

Exeter Business Park Condominium Association  
PO Box 53  
Exeter, NH 03833  
August 18, 2015

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

Reference: Town of Exeter Owned Lot Number 4.11 on Tax Map 47

Subject: Access Way Maintenance Costs Reimbursement

Dear Mr. Dean:

I write to you on behalf of the Exeter Business Park Condominium Association (the EBPCA) regarding a town right-of way over property on Continental Drive owned by the EBPCA.

A Warranty Deed dated June 14, 2010 recorded on Book 5118, Page 1843 at the Rockingham County Registry of Deeds conveyed the above referenced lot to the town along with a right-of way to the lot through the abutting lot owned by EBPCA.

By acceptance of the deed the Town of Exeter agreed to pay EBPCA six percent of the costs of maintaining the access road and pavement areas associated with Phase I of the Exeter Business Park Condominium as shown on Plan D-34948 recorded at the Rockingham County Registry of Deeds.

*Town Manager's Office*

AUG 20 2015

*Received*

Mr. Russell Dean

August 18, 2015

Page 2

Below is a summary of the Maintenance costs and the portion allocated to the Town of Exeter:

Period	Total Maintenance Cost Incurred	Town of Exeter Allocated Percentage	Town of Exeter Allocated Costs
2011	\$ 7,840.00	6.0%	\$ 470.00
2012	\$ 5,221.00	6.0%	\$ 313.00
2013	\$ 7,004.00	6.0%	\$ 420.00
2014	\$ 9,338.00	6.0%	\$ 560.00
<b>Total</b>	<b>\$ 29,403.00</b>	<b>6.0%</b>	<b>\$1,763.00</b>

We request payment of \$1,763.00 for the town's allocated share of costs summarized above. If you have any questions regarding this matter, please contact me at 603.706.3048. We'd be happy to meet with you if you'd like.

Sincerely,



Fran Carleton, President

Exeter Business Park Condominium Association

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