

**Exeter Board of Selectmen Meeting
Monday, October 5th, 2015, 6:30 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter, NH**

1. Call Meeting to Order
2. Water/Sewer Abatements
3. Board Interviews
4. Bid Openings/Awards
5. Public Comment
6. Minutes & Proclamations
 - a. Proclamations/Recognitions
 - b. Regular Meetings: September 21st, 2015
7. Appointments
8. Discussion/Action Items
 - a. New Business
 - i. Planning Process Update – Municipal Resources Inc.
 - ii. Recreation Park RFQ – Parks/Recreation
 - iii. 2015 MS1 Review
 - iv. Fund Balance Discussion
 - v. CATV Special Counsel Agreement
 - vi. 2015 Riverwoods Tax Agreements
 - vii. Release of School Impact Fees
 - b. Old Business
 - i. None
9. Regular Business
 - a. Tax, Water/Sewer Abatements & Exemptions
 - b. Permits & Approvals
 - c. Town Manager's Report
 - d. Selectmen's Committee Reports
 - e. Correspondence
10. Review Board Calendar
11. Non Public Session
12. Adjournment

Julie Gilman, Chairwoman
Exeter Selectboard

Posted: 10/02/15 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

Draft Minutes

Exeter Board of Selectmen

September 21, 2015

1. Call Meeting to Order

Chairwoman Julie Gilman called the meeting to order at 6:30 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. Non-Public Session

The Board discussed the option of going into a non public session to discuss a tax abatement issue with representatives from Riverwoods. After discussion it was determined the issue would be discussed in public. Charles Tucker, representing Riverwoods, discussed the issue with the Board. After further discussion it was determined the Town's contract assessor MRI would appear before the Board with more information on their determination and rationale.

3. Bid Openings/Awards – Lincoln Street Water Lines/Ambulance

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to award the Lincoln/Winter Street Utility Improvements Project to the low bidder, Joseph B. Cardillo & Sons, Inc. Vice Chair Clement asked if this was on the warrant. Mr. Dean said yes it was. Selectman Chartrand amended his Motion and Vice Chair Clement amended his second to include the amount for the project, which is \$1,128,717.50. Vice Chair Clement asked when work starts. Mr. Dean said there is a pre-construction meeting on September 30. Motion and amendment carried – all in favor.

The following bids were given for the Ambulance:

- | | |
|-------------------------------------|--------------|
| 1) PL Custom Emergency Vehicles | \$220,675 |
| 2) Bulldog Fire Apparatus | \$214,623 |
| 3) Professional Vehicle Corporation | \$206,995.35 |

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

Vice Chair Clement asked if this comes out of the Ambulance Revolving Fund. Chief Comeau said yes. It is a 10 month bill time. They would not take the next vehicle until next spring.

4. Public Comment

Mike Dawley talked about the Planning Board review. He said the strategic plan for economic development is still not done. He said he thinks they are missing out on an opportunity by not linking into economic development. He asked if there are any new dates for this. Chairwoman Gilman said ASAP.

5. Minutes and Proclamations

a. Proclamations/Recognitions

None.

b. Regular Meetings: August 24, 2015

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to accept the minutes of the August 24, 2015 BOS meeting, as submitted by Nicole Piper.

Vice Chair Clement had an amendment to Page 6, clarifying that he had a problem with the Convenient MD agreement, and not Convenient MD. He had a second amendment to Page 6, changing "He could go back..." to "He would go back...".

Selectman Chartrand amended his Motion, and Selectwoman Belanger amended her second, to include Vice Chair Clement's comments. Motion carried – all in favor.

c. Special Meeting: September 8, 2015

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to adopt the minutes of the Special Meeting between the BOS and the Water/Sewer Advisory Committee, as submitted by Town Manager Russ Dean. Motion carried- all in favor.

6. Appointments

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the BOS appoint Joanne Campbell to the Exeter Arts Committee with a term to expire April 30, 2018. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the BOS appoint Bob Hall to continue to serve as the Selectmen's representative to the New Hampshire rail transit authority. Motion carried – all in favor.

7. Discussion/Action Items

a. New Business

i) Exeter Historical Society Lease Amendment

Mr. Dean said the Historical Society is looking to amend their lease to allow for the building insurance clause to be deleted. This lease is for 47 Front Street.

A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to amend Paragraph 3B of the Lease with the Historical Society for 47 Front Street to read, "That insurance liability, both indemnity and casualty, will be separately carried by Lessor and Lessee. A copy of the Lessee's indemnity and casualty insurance and the Lessor's insurance covering the property is attached to the Lease as Appendix B. The Lessee shall be responsible for insuring Lessor's contents in the leased building. A certificate of insurance confirming these coverages shall be provided to the Lessor, naming the Town of Exeter as co-insured, on the anniversary date of coverage each year." Motion carried – all in favor.

ii) Downtown Sidewalks Update

Jennifer Perry said two months ago they were instructed to meet with the HERON group to talk about several things. One thing was the October/November start date. However, these months are the busiest months for retailers. The retailers have asked for reconsideration on the start date because of this. Ms. Perry said they felt they needed to postpone construction until next spring. This will also allow for better contract pricing and availability.

Selectwoman Surman said she was disappointed. She said ALL voters voted this in – not just retailers. She said there is never going to be a good time for retailers. She has a hard time pushing this off to next spring. Residents wanted this done.

Selectman Chartrand felt this is a good decision. He said it looked as though there wasn't decent capacity for a contractor or a decent bid. He thanks Ms. Perry for hearing all the downtown business owners and waiting for a decent contractor/bid.

Vice Chair Clement said there is a disappointment that this is getting pushed off. He said there was good information provided, but as a Selectman he would have hoped a report from HERON would come to the Board before a decision was made on this.

John Segal, from A Picture's Worth A Thousand Words, said nobody wants the sidewalks more than the residents. However, when something needs to be done, the timing needs to be considered. He said the project will get done, and get done well, but he didn't think a few extra months would hurt.

Cathy Lemerise, from Trends, said October 1 through December 31 is over 60% of her business. She pleaded to consider doing sidewalks in the Spring. She said having the sidewalks closed or challenging can be detrimental.

Beth Dupell, from ECM Design, said there is a common concern from all the business owners about sidewalk construction happening this year. She also pointed out that the delay in sidewalks could help with events as well.

Jon Ring said he was supportive of the April/May/June sidewalk update start date.

Margaret Demopoulos, of Exeter Fine Crafts, agreed with the other business owners. She said going into October/November would devastate all the businesses.

Chairwoman Gilman said she understood the delay. She felt confident in the decision that was made. She wants to support businesses and is okay with the schedule. She looks forward to Spring.

Selectwoman Belanger felt the right decision had been made.

Selectwoman Surman said she was just disappointed they didn't get right on this after the election. She also agreed that October was a bad month to start this project.

Ms. Perry said they do take pedestrian acts and safety very seriously. They did start this right after the election by working with a local surveyor. That work went on for several weeks.

Selectman Chartrand said this was not a case of poor planning. There was a lot of diligence almost immediately after voting.

Vice Chair Clement asked if this will be going out to bid. Ms. Perry said they have to coordinate this with Water Street paving. She talked to Bell & Flynn to get some numbers, which they are just getting now. Vice Chair Clement wondered if bids are going out so when Spring comes this project is all ready to go. Ms. Perry said yes, they are. She said this is a priority and that they would like to have price proposals much earlier than Spring.

Mr. Dean thanked Ms. Perry for all her hard work on these projects.

iii) Policy Review: Water/Sewer Abatement Policy

Chairwoman Gilman said they chose Option 6 for the WWTP. This option saves money up front and is phased.

Vice Chair Clement said in regards to the Abatement Policy, he wasn't sure why they are going through the Water/ Sewer Advisory Committee when the final decision lies with the BOS.

He values their input, but said it seems like an extra step. Chairwoman Gilman agreed they serve a great service, but wasn't sure the abatement requests need to be passed through Water/Sewer.

Mr. Dean said the policy the Board was viewing was brought to the BOS in 2008. He said his goal with this is to work with DPW and come up with a redraft. He said this has never been an easy process.

There was a question about interest on the bill, and Mr. Dean said when someone does file for abatement, they put a stay on the interest.

Vice Chair Clement said he is more concerned with the process of how it gets to the BOS, not the policy itself. Chairwoman Gilman asked if this is in the Mission Statement for Water/Sewer Advisory Committee. Mr. Dean said yes, it is.

Selectwoman Surman said she will be at the next Water/Sewer meeting and will run this by them and tell them the BOS are pursuing this.

iv) CATV Franchise Agreement Renewal – Comcast

Chairwoman Gilman said this agreement needs to be renewed. It is due to expire October 2017, which gives them time to look everything over. Mr. Dean and Chairwoman Gilman said the paragraph from the agreement needed to be read in public. Selectwoman Belanger read Renewal of Cable TV Franchise Agreement with Comcast.

Selectwoman Surman asked if there was still a Cable TV Committee. Selectwoman Belanger said it was disbanded.

A Motion was made by Vice Chair Clement and seconded by Selectwoman Surman to reconstitute the Cable Advisory Committee and have Selectwoman Surman be the BOS representative for it. Mr. Dean suggested not having a committee and just having the whole Board sit down and overlook this directly. Vice Chair Clement said he would like to get public input and have the public on the committee. Selectwoman Belanger said no one is interested in this and that is why she was the last remaining member. She is concerned that if they are working on a contract, they should do it as a whole. Selectwoman Surman said she didn't remember much action happening on the Cable Committee. Mr. Dean said if the BOS is directly overseeing the process, it will be beneficial. Selectman Chartrand said it will be more efficient with the BOS doing negotiations. It will eliminate a step. He said he would be voting no on the Motion and hoped the BOS would do the negotiations with the Town Manager and town counsel. Vice Chair Clement said he thought the Cable Committee did a fantastic job and they are public meetings. They have to gather public input. He said this is something worthy of a

committee to do. With a Motion on the table, the Board voted 3-2 with Belanger and Chartrand voting nay. Motion passes.

v) 2015 Board Goals Update

Chairwoman Gilman said the Board met in April and discussed what was accomplished in 2014 and set goals for 2015. She went through the 2014 goals, which are all included in the packet. She said there are four goals for 2015, which are 1) Grow and improve relationship with major industries in town, 2) Regional waste water treatment solution, 3) Water purchase with Stratham, and 4) Planning department complete operations review.

Regarding Goal 1, Selectman Chartrand was concerned they have not worked on at all. Chairwoman Gilman asked for a recommended method to complete this. Selectman Chartrand said they could either delegate or go out as a whole to meet with the four major industries (Riverwoods, Exeter Hospital, Phillips Academy, and the Exeter School Board). Selectwoman Belanger asked if they should invite these entities to come meet with the BOS. Selectwoman Surman said sending letters out could get things started. Mr. Dean said he meets with the Superintendent monthly. Chairwoman Gilman said they should go forward with letters to the different entities saying the BOS would like to talk about ways to continue to work together.

Regarding Goals 2 and 3, Mr. Dean said there is a draft based on the MOU that the Board signed earlier this year. He said Stratham is still siting where a meter box should go. He asked the Board if they were ok with the MOU process. Selectman Chartrand said they should get the water agreement done. Then they can talk about waste water. Mr. Dean said they would look for the deadline of December 2015 to be pushed out. Vice Chair Clement said if Stratham comes in it can lower costs for Exeter. He wants to be able to answer this question for residents. Chairwoman Gilman suggested finishing things on the water agreement and continue working with Stratham on wastewater.

Regarding Goal 4, Selectman Chartrand said he thinks they are on track with this one. Vice Chair Clement said he thinks they are falling behind. He said they need to come up with a recommendation. Things changed when they lost the Planning Director and they need to move fast. Mr. Dean said he is meeting with the consultant on Wednesday and can get his position on things.

vi) Welfare/Human Services Discussion

Mr. Dean passed out a memo regarding this. He made five suggestions for this position: keep the Executive Assistant doing the work, continue the Executive Assistant with outside assistance case management, outsourcing services provided, fill the position status pro, or regionalize. He said they have budgeted the status quo with no benefits. Selectwoman Surman

asked if Sheri is doing both jobs. Mr. Dean said she's being paid out of grade. She is getting the difference between her wage and the Welfare position wage. Mr. Dean said Sheri is very efficient. Selectman Chartrand said he is interested in option 2. Vice Chair Clement said he didn't think options 1 or 2 are practical. He said they need someone with training and experience. He is very uncomfortable with someone in there that doesn't have full dedication to the position. Chairwoman Gilman said a Human Services organization came forward and suggested outsourcing. She requested their services and a cost. Selectwoman Belanger asked if they should vote to eliminate or wait until Chairwoman Gilman gets more information. Chairwoman Gilman said she just wants to get financial data.

vii) FY16 Preliminary Budget Request

Mr. Dean went through his overview of the budget. The total budget request for FY16 is \$17,753,250, which is a 3.06% increase, or \$527,844, over FY15. The MS1 report will be done September 28. There are any expected jumps in revenues. The three largest departments making up the general fund budget continue to be Fire, Police and Public Works. Water Fund is up 8%. Sewer is down 3.4%. The total general fund appropriations for FY16 are \$18,260,121. That is a 3.31% increase over FY15. The two suggested deferrals are Continental Drive Fire Substation/Station and the Lincoln Street design.

Selectman Chartrand said the overview is a great document and thanked Mr. Dean.

Vice Chair Clement said he is uncomfortable with the draft proposal because of the 3.06% increase in the budget and the revenue decrease. He said if the income decreases, they should also decrease the expenses. Looking at the budget, he does not believe it is the time to add any new staff or interns. He doesn't think \$80,000 in snow removal is a good idea.

Selectwoman Belanger said she would wait until the review meeting on Wednesday to give her comments.

Selectwoman Surman said she is going to look to level fund because of all the projects that are going on.

Chairwoman Gilman said she is looking forward to Wednesday's meeting. She is also looking to find some cuts.

b. Old Business

i) String Bridge

Jennifer Perry said the project cost is \$1.13 million. The cost includes a \$100,000 estimate for lighting and temporary sewer. She said they are conservative estimates. There is a

\$300,000 water utility cost which doesn't have to be completed at this time. The town portion for this project will be \$369,000 or the total \$1.297 million cost. Mr. Dean said they are working on figures still to bring to the BOS.

ii) Sponsorship Policy – Parks/Recreation

Chairwoman Gilman said there is a memo in the packet from Mike Favreau. Vice Chair Clement said the Sponsorship Opportunities they had originally was ok. Selectwoman Belanger thought it needed to be updated. Selectwoman Surman said she did not like the banner language. Selectman Chartrand said he liked the proposed policy. Chairwoman Gilman said she thought something more formal had to happen. She has gone back and forth on the banners. She is comfortable with the policy.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the BOS adopt the Parks & Recreation Sponsorship Policy, subject to review by town legal counsel as to form by counsel. Motion passes with 3-2 vote, Clement and Surman vote nay.

8. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

Robert Johnson was in attendance, and plead his case regarding his abatement request. After discussion and consideration, a Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to follow the recommendation of the Public Works Department and approve abatement for 17-19 Dartmouth Street in the amount of \$1929.45. Motion carried – all in favor.

Sherrill Nixon was in attendance, and plead her case regarding her abatement request. A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to deny her request for abatement for 17 Thornton Street, per Public Works recommendation. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to deny abatement for 93 Front Street, per Public Works recommendation. Motion carried – all in favor. Selectman Chartrand and Selectwoman Belanger withdrew their Motion and second so the property owner could have a chance to come in and plead their case.

The Board tabled the rest of the abatement requests until the next meeting.

b. Permits & Approvals

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the application for use of the Town Hall by Carol Murray for the Cub Scouts yard sale

on November 6, 2015 from 1-9:30pm and November 7, 2015 from 7am-5pm. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the application for use of the Town Hall by Milton T. Sandy Martin Jr. for the Seacoast Idol Auditions on April 16, 2016 from 8am-3:30pm. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the application for use of the Town Hall by Milton T. Sandy Martin Jr. for the Seacoast Idol Event on May 1, 2016 all day. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the application for use of the Town Hall by Allyson Ryder for the Leadership NH Session Day on October 8, 2015 from 830am-5pm. Motion carried – all in favor.

c. Town Manager's Report

Mr. Dean talked about the following, which was included in the packet:

- Master Plan
- Shoulder widening
- Budget Rec. Committee on Wednesday
- Work continues on the Great Dam MOA

d. Selectmen's Committee Reports

Vice Chair Clement said he attended many meetings including two Planning Board, Technical Review Committee, River Study, Conservation Committee, and RPC.

Selectman Chartrand forwent his report.

Selectwoman Surman forwent her report.

Selectwoman Belanger forwent her report.

Chairwoman Gilman said Historic District Committee met and were awarded \$12,500 to rewrite guidelines.

e. Correspondence

The following correspondence were included in the packet:

- Epping Road Corridor Economic Development
- Letter from NHDOT regarding the Exeter Highway Block Grant

- Letter from resident Christine Kramer
- Letter from Don Clement
- Letter from Mr. Dean regarding ESC site walk
- Letter from Frank Ferraro regarding drones and sponsorship

9. Review Board Calendar

The next BOS meeting will October 5, 2015.

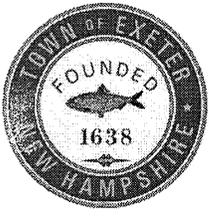
10. Adjournment

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to adjourn the meeting at 10:35pm. Motion carried – all in favor.

Respectfully submitted,

Nicole Piper,

Recording Secretary



TOWN OF EXETER, NEW HAMPSHIRE

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

www.exeternh.gov

September 30, 2015

TO: Board of Selectmen
Russ Dean – Town Manager

FROM: Mike Favreau

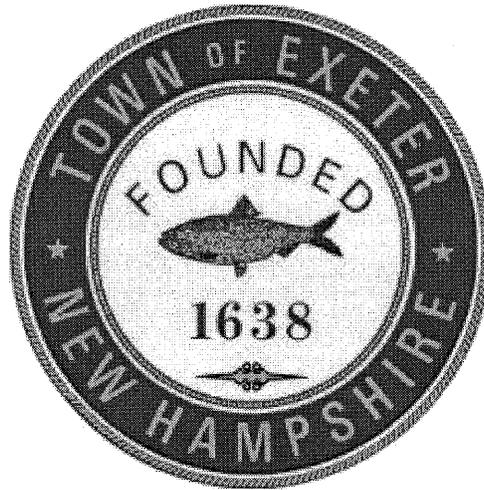
RE: Use of Revolving Fund for RFQ

After our Facilities and Program Needs Study done this past spring was completed, it left us with some additional questions. Although we have a pretty good idea what our customers would like to see, what is feasible and cost effective is not addressed. After talking to the Architect that is doing the Town's Facilities Needs Study and one additional one, they both agree the next step before any potential planning is done is to evaluate the site. Exeter has limited building land and the acreage behind the swimming pool appears to be a valuable commodity.

The Recreation Park is and will continue to be the hub of recreation in Exeter. The pool has been renovated as much as possible at this point, tennis courts have been rebuilt in 2003, Planet Playground is 15 years old and ageing, and the fields and green space were expanded in 2004. The park is in need of more parking, we will need more field space as Exeter grows and moving our office and parks operation has always been a question. So given these needs and the Study results I feel it is prudent to do an RFQ with funding from the Revolving Fund. I am confident we will have the funds to do this because we are putting off any tennis court repainting until we have these answers. The following are the goals of the RFQ:

- Can the land behind the swimming pool believed to be between 6-8 acres be accessed for future recreation development?
- What would it entail to access this land including utilities and is it cost effective to do this.
- What is this land best suited for?
- If access involves any sort of redesign of the park what would it look like and what is an estimated cost.

**TOWN OF EXETER
NEW HAMPSHIRE**
Department of Parks and Recreation



REQUEST FOR QUALIFICATIONS

**PROFESSIONAL CONSULTING SERVICES
Site Evaluation and Cost Analysis**

RFQ No. 2015-01

Advertisement
TOWN OF EXETER
NEW HAMPSHIRE
Park and Recreation Department

RFQ No. 2015-01
REQUEST FOR QUALIFICATIONS

Site Evaluation and Cost Analysis
Exeter Recreation Park

The Town of Exeter, New Hampshire is seeking qualification statements from interested consulting firms for feasibility and cost analysis services for the Exeter Recreation Park. A multiuse indoor turf facility is in the exploration phase to be added to the current park. The work is anticipated to begin as soon as possible, but no later than _____.

Qualification statements must be received by 2:00 p.m., _____, _____, 2015. Submissions shall be hand delivered or mailed to Exeter Parks and Recreation, 32 Court Street, Exeter, NH 03833. The submission shall be in a sealed envelope clearly labeled "**RFQ No. 2015-01 Qualification Statement for Site Evaluation and Cost Analysis**". No faxed, e-mailed, or electronic submissions will be accepted.

Request for Qualifications packets may be obtained from the Exeter Parks and Recreation Department, Exeter, NH, Phone: (603) 773-6151 or www.exeternh.gov/rfps.

The Town of Exeter reserves the right to reject any or all submissions, to waive technical or legal deficiencies, and to accept any statement that it may deem to be in the best interests of the Town.

The Town also reserves the right to continue on with the subsequent engineering phases with the selected consultant.

**TOWN OF EXETER
NEW HAMPSHIRE
Park and Recreation Department**

**RFQ No. 2015-01
REQUEST FOR QUALIFICATIONS**

**Site Evaluation and Cost Analysis
Exeter Recreation Park**

Sealed Qualification Statements, plainly marked "RFQ No. 2015-01 Qualification Statement for Site Evaluation and Cost Analysis Exeter Recreation Park" on the outside of the mailing envelope, addressed to the Exeter Parks and Recreation, 32 Court Street, Exeter, NH 03833 will be accepted until **2:00 p.m., _____, 2015**. Three copies of the Qualifications Statement shall be submitted.

Funding

This project is funded through local funds.

BACKGROUND

The Parks and Recreation Department contract a Needs Assessment study in the fall of 2014. Copies of this study are available on request. One of the many recommendations is to construct an indoor turf building at the Exeter Rec Park at 4 Hampton Road.

The park was built in the mid-1970s and now consists of an outdoor pool and spray pad, 8 tennis courts, 2 basketball courts, large playground, 3 baseball/softball fields and large multi-purpose area that is used for soccer for the most part. The park sits on a large tract of land however most of the construction of the facilities was done on the front section almost cutting off 7 acres of land in the rear.

Accessing this land in an efficient way has been a goal of our department for many years.

PROJECT GOALS

A summary of the project goals include, but are not limited to:

- Can the land behind the swimming pool believed to be between 6-8 acres be accessed for future recreation development?
- What would it entail to access this land including utilities and is it cost effective to do this.
- What is this land best suited for?
- If access involves any sort of redesign of the park what would it look like and what is an estimated cost.

DOCUMENTS

All documents will be turned over to the Town in paper and electronic format upon completion of the work. Electronic format shall be as approved by Town and be compatible with Microsoft office product suite. All documentation, reports, field notes and other data generated as part of the service by the consultant and/or its sub consultants for this project shall be the property of the Town of Exeter and will be turned over in a format acceptable to the Town.

QUALIFICATION REQUIREMENTS

Each statement shall include the following components:

1. Cover letter
2. Baseline requirements (see below)
3. Brief description of the firm
4. Project understanding
5. Typical project approach focusing on uniqueness of firm
6. Experience statement identifying work on similar projects.
7. Project Team Chart identifying the team
 - a. Principal-in-Charge
 - b. Project Manager
8. Three (3) copies of the proposal and qualification statement shall be submitted

BASELINE REQUIREMENTS

Each consultant shall provide a statement regarding each of the following:

- Consultant shall have registration and good standing with the Secretary of State, Corporate division, in order to perform work in the State of New Hampshire

TOWN ROLE

Town staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the Town of Exeter Parks and Recreation Department will review plans and other documents prepared by the consultant.

PROPOSAL CONTENTS AND EVALUATION CRITERIA

The Town of Exeter will review the proposals on the following criteria:

1. Relevant experience of the firm and its subcontractors,
2. Experience of assigned personnel,
3. Quality of proposal,

4. Understanding of project,
5. Client references.

Upon review of all responsive statements, the Town may select one or more firms to interview. Upon completion of the interviews, the Town will attempt to negotiate final Scope of Services and Fee with the selected firm. If the Town is unable to reach agreement with the selected firm, the Town reserves the right to negotiate with the next highest ranked firm until an agreement is reached.

RESERVATION OF RIGHTS

The Town of Exeter reserves the right to reject any or all statements, to waive technical or legal deficiencies, and to accept any statement that it may deem to be in the best interest of the Town. The Town reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm. The Town reserves the right to negotiate directly with the firm selected for additional project work including design, construction administration services, and/or additional project engineering and design services.

CONTRACT DOCUMENT

Upon selection, the successful Consultant will prepare Consultation Contracts for execution. Upon execution of the Contract the Consultant will be instructed to commence providing the work outlined in the contract. All information, data, documents, photos, computer records and other materials of any kind acquired or developed by the Consultant pursuant to this proposal shall be the property of the Town of Exeter.

INQUIRIES

No interpretation on the meaning of plans or documents will be made to any responding firm orally. All inquiries regarding this RFQ should be submitted via email to Michael Favreau mfavreau@exeternh.gov no later than _____, 2015.

INFORMATION AVAILABLE FOR REVIEW

Requests for an electronic copy of the Needs Assessment can be made to Michael Favreau mfavreau@exeternh.gov.



SUMMARY INVENTORY OF VALUATION

Submit to the Department of Revenue Administration by September 1

Instructions

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

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

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

For Assistance Please Contact:

DRA Municipal and Property Division
Phone: (603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>

ENTITY'S INFORMATION ?

Entity Type: Municipality Village

Municipality: EXETER

County: ROCKINGHAM

Original Date: 10/02/2015

Revision Date:

ASSESSOR

Paul McKenney
Assessor's Name

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

MUNICIPAL OFFICIALS

Julie D. Gilman
Municipal Official 1

Donald Clement
Municipal Official 2

Nancy Belanger
Municipal Official 3

Anne Surman
Municipal Official 4

Daniel Chartrand
Municipal Official 5

Municipal Official 6

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

PREPARER'S INFORMATION

Janet Whitten
Preparer's Name

(603) 773-6110
Phone Number

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

jwhitten@exeternh.gov
Email (optional)



Municipality Values

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

		Number of Acres	Assessed Valuation
1-A	Current Use (At current values) RSA 79-A	2,946.19	\$173,086
1-B	Conservation Restriction Assessment RSA 79-B		
1-C	Discretionary Easements RSA 79-C	17	\$2,800
1-D	Discretionary Preservation Easements RSA 79-D	0.32	\$1,600
1-E	Taxation of Land Under Farm Structures RSA 79-F		
1-F	Residential Land (Improved and Unimproved)	3,689.38	\$391,824,884
1-G	Commercial/Industrial Land (excluding Utility Land)	1,199.58	\$108,864,816
1-H	Total of Taxable Land	7,852.47	\$500,867,186
1-I	Tax Exempt and Non-Taxable Land	3,652.75	\$30,928,026

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

		Number of Structures	Assessed Valuation
2-A	Residential		\$880,083,803
2-B	Manufactured Housing as defined in RSA 674:31		\$31,812,400
2-C	Commercial/Industrial (excluding Utility buildings)		\$250,680,897
2-D	Discretionary Preservation Easements RSA 79-D	3	\$65,500
2-E	Taxation of Farm Structures RSA 79-F		
2-F	Total of Taxable Buildings		\$1,162,642,600
2-G	Tax Exempt and Non-Taxable Buildings		\$104,076,700

Utilities and Timber

		Assessed Valuation
3-A	Utilities	\$32,948,764
3-B	Other Utilities	
4	Mature Wood and Timber RSA 79:5	

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

\$1,696,458,550



Exemptions

		Total # Granted	Assessed Valuation
6	Certain Disabled Veterans (RSA 72:36-a) ⓘ	2	\$652,900
7	Improvements to Assist the Deaf RSA (72:38-b V) ⓘ		
8	Improvements to Assist Persons with Disabilities (RSA 72:37-a) ⓘ		
9	School Dining/Dormitory/Kitchen Exemption (RSA 72:23-IV) ⓘ	1	\$150,000
10a	Non-Utility Water & Air Pollution Control Exemption (RSA 72:12-a) ⓘ		
10b	Utility Water & Air Pollution Control Exemption (RSA 72:12-a) ⓘ		
11 Modified Assessed Valuation of all Properties (Line 5 minus lines 6, 7, 8, 9, 10a, 10b) ⓘ			\$1,695,655,650

Summation of Exemptions ⓘ

	Amount Per Exemption	Total # Granted	Assessed Valuation
12	Blind Exemption (RSA 72:37) ⓘ	6	\$90,000
13	Elderly Exemption (RSA 72:39-a & b)	297	\$30,761,428
14	Deaf Exemption (RSA 72:38-b) ⓘ		
15	Disabled Exemption (RSA 72:37-b) ⓘ	49	\$2,767,900
16	Wood Heating Energy Systems Exemption (RSA 72:70) ⓘ		
17	Solar Energy Systems Exemption (RSA 72:62) ⓘ		
18	Wind Powered Energy Systems Exemption (RSA 72:66) ⓘ		
19	Add'l School Dining/Dormitory/Kitchen Exemptions (RSA 72:23 IV) ⓘ		
20 Total Dollar Amount of Exemptions (Sum of lines 12-19)			\$33,619,328

Calculations

21 NET VALUATION: Used To Compute Municipal, County, and Local Education Tax Rates (Line 11 minus Line 20)	\$1,662,036,322
22 LESS UTILITIES: (Line 3A) Do not include the value of other utilities listed in Line 3B	\$32,948,764
23 NET VALUATION WITHOUT UTILITIES TO COMPUTE STATE EDUCATION TAX (Line 21 minus Line 22)	\$1,629,087,558

Notes:



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

Utility Value Appraiser ?

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

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

SECTION A

List Electric Companies ?

Electric Company	Assessed Valuation
UNITIL ENERGY SYSTEMS INC	\$14,507,000
MASS MUNICIPAL WHOLESALE ELECTRIC GENERATION	\$13,900
HUDSON LIGHT AND POWER DEPT GENERATION	\$100
TAUNTON MUNICIPAL LIGHTING CO GENERATION	\$100
NEXTERA ENERGY SEABROOK LLC	\$105,700
PSNH DBA EVERSOURCE ENERGY	\$854,000

A1 Total of all Electric Companies listed in this section: \$15,480,800

List Gas Companies ?

Gas Company	Assessed Valuation
MARITIMES & NORTHEAST PIPELINE LLC	\$5,927,600
GRANITE STATE GAS TRANSMISSION INC	\$321,600
NORTHERN UTILITIES INC	\$7,543,764
PORTLAND NATURAL GAS TRANSMISSION SYSTEM	\$3,609,800

A2 Total of all Gas Companies listed in this section: \$17,402,764



List Water and Sewer Companies ?

Water/Sewer Company	Assessed Valuation
PENNICHUCK EAST UTILITY INC	\$65,200
A3 Total of all Water and Sewer Companies listed in this section:	
	\$65,200
Grand Total Valuation of all Sect. A Utility Companies	
	\$32,948,764

SECTION B

List Other Utility Companies ?

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



Tax Credits and Exemptions

Veterans' Tax Credits

Credit Description	Limits	Number of Individuals	Estimated Tax Credits
Veterans' Tax Credit/Optional Veterans' Tax Credit (RSA 72:28) (\$50 Standard Credit, \$51 up to \$500 upon adoption by city/town)	\$500	558	\$279,000
Surviving Spouse (RSA 72:29-a) "The surviving spouse of any person who was killed or died while on active duty in the armed forces of the United States..." (\$700 Standard Credit, \$701 up to \$2,000 upon adoption by city or town)			
Tax Credit for Service-Connected Total Disability (RSA 72:35) "Any person who has been honorably discharged from the military service of the United States and who has total and permanent service-connected disability, or who is a double amputee or paraplegic because of service-connected injury..." (\$700 Standard Credit, \$701 up to \$2,000 upon adoption by city or town)	\$2,000	22	\$44,000
Total Number and Amount		580	\$323,000

Disabled and Deaf Exemption Report

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

Elderly Exemption Report - RSA 72:39-a

First Time Filers Granted Elderly Exemption for Current Tax Year			Total Number of Individuals Granted an Elderly Exemption for the Current Tax Year & Total Number of Exemptions Granted			
Age	#	Amount Per Individual	Age	#	Max Allowable Exemption	Total Actual Exemption Granted
65-74	10	\$152,251	65-74	110	\$16,747,610	\$8,639,061
75-79	3	\$183,751	75-79	64	\$11,760,064	\$5,622,367
80+	2	\$236,251	80+	123	\$29,058,873	\$16,500,000
Total				297	\$57,566,547	\$30,761,428

Income Limits	Single	\$40,426	Asset Limits	Single	\$194,251
	Married	\$51,976		Married	\$194,251

Community Tax Relief Incentive - RSA 79-E

Adopted: Yes No Number of Structures:



Property Reports

Current Use Reports - RSA 79-A

	Total Number of Acres Receiving Current Use	Assessed Valuation	Other Current Use Statistics	Total Number of Acres
Farm Land	263.63	\$59,438	Receiving 20% Rec. Adjustment	305.46
Forest Land	1,716.08	\$95,100	Removed from Current Use During Current Tax Year	36.84
Forest Land with Documented Stewardship	97.77	\$2,961	Owners in Current Use	82
Unproductive Land	232.15	\$4,099	Parcels in Current Use	109
Wet Land	636.56	\$11,488		
Total	2,946.19	\$173,086		

Land Use Change Tax

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

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

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

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

Discretionary Easements - RSA 79-C

Total Number of Acres	# of Owners	Assessed Valuation	Description of Discretionary Easements Granted (e.g. Golf Course, Ball Park, Race Track)
17	1	\$2,800	Golf Course 52/1

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

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



Tax Increment Financing Districts - RSA 162-K 

TIF District Name	Date of Adoption/ Modification	Original Assessed Value	Unretained Captured Assessed Value	Amount used on page 2	Retained Captured Assessed Value	Current Assessed Value
Epping Road	3/11/2015	\$82,523,763		\$82,523,763		\$82,523,763



PREPARER'S CERTIFICATION

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

Preparer's First Name

Janet

Preparer's Last Name

Whitten

Preparer's Signature and Title

09/29/2015

Date

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

CERTIFICATION

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

Preparer's Signature

Assessor's Signature

Municipal Official's Signature

Submit

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

Print

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

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

**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen
FROM: Town Manager 
RE: Fund Balance Discussion
DATE: October 5th, 2015

Attached is information related to the Town's current fund balance as of 12/31/14 and a recommendation regarding application of general fund balance to the 2015 town tax rate.

As you are aware, the Board adopted a formal fund balance policy in 2013 which sets a "floor goal" of 5% fund balance retainage per recommendation of the DRA (the GFOA recommendation is higher). There are many reasons for maintaining this level of reserve including guarding against unforeseen emergencies, maintaining cash flow, being able to present an adequate level of reserves to the Town's auditors and the New Hampshire Bond Bank, maintaining and improving upon the Town's bond rating resulting in lower interest rates, and hedging against uncollected taxes.

Based on the current fund balance policy, we are recommending application of \$575,000 of fund balance to be used to lower the tax rate. If this is approved, we are projecting a municipal rate of \$7.40 per 1,000, which is .37 lower than the current rate of \$7.77. The reduction in the rate is partially a function of the net taxable value overall increase of 3.2%. However, even if values remained flat and the Board followed this recommendation, the rate would be lowered by .13 per 1,000 of assessed value. In addition, applying this level of fund balance would mean no change in an individual's town portion of the tax bill up to 5% increase in assessed value.

Application of the \$575,000 will allow the annual fund balance application to remain stable, it will keep the tax rate stable, and will still allow the Town to maintain the 5% fund balance retainage goal based on the fund balance policy.

As always it should be pointed out these are estimates and are subject to final approval by the DRA, the agency that sets the overall tax rate for the Town.

18. General Fund Unassigned Fund Balance

The unassigned general fund balance reported on the balance sheet is stated in accordance with generally accepted accounting principles (GAAP), which differs in respect to how unassigned fund balance is reported in accordance with the budgetary basis for reporting for the State of New Hampshire for tax rate setting purposes. The major difference is the State of New Hampshire considers revenues in connection with property tax receivables to be available to liquidate liabilities when billed rather than received.

The following summarizes the specific differences between GAAP basis and budgetary basis of reporting the general fund unassigned fund balance:

GAAP basis balance	\$ 1,644,434
Unavailable revenue	<u>1,481,133</u>
Tax Rate Setting Balance	<u>\$ 3,125,567</u>

19. Commitments and Contingencies

Outstanding Legal Issues - There are several pending legal issues in which the Town is involved. The Town's management is of the opinion that the potential future settlement of such claims would not materially affect its financial statements taken as a whole.

Grants - Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

Abatements - There are several cases pending before the Appellate Tax Board in regard to alleged discrepancies in property assessments. According to the Town's counsel, the probable outcome of these cases at the present time is indeterminable, although the Town expects such amounts, if any, to be immaterial.

20. Post-Employment Healthcare and Life Insurance Benefits

Other Post-Employment Benefits

GASB Statement 45, *Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions*, requires governments to account for other post-employment benefits (OPEB), primarily healthcare, on an accrual basis rather than on a pay-as-you-go basis. The effect is the

Fund Balance Discussion 10/5/15		If the Annual Budget is:	Undesignated Fund Balance DRA Recommended	Undesignated Fund Balance DRA Recommended	Undesignated Fund Balance DRA Recommended	UFB GFOA Recommended	UFB GFOA Recommended
			5%	10%	8%	17%	
Budget		25,000,000	1,250,000	2,500,000	2,000,000	4,250,000	
Budget		30,000,000	1,500,000	3,000,000	2,400,000	5,100,000	
Budget		35,000,000	1,750,000	3,500,000	2,800,000	5,950,000	
Budget		40,000,000	2,000,000	4,000,000	3,200,000	6,800,000	
Budget		45,000,000	2,250,000	4,500,000	3,600,000	7,650,000	
Budget		50,000,000	2,500,000	5,000,000	4,000,000	8,500,000	
Appropriations (General)							
2015 Town		17,675,645	883,782	1,767,565	1,414,052	3,004,860	
2015 Schools (Estimate)		24,733,800	1,236,690	2,473,380	1,978,704	4,204,746	
2015 State Ed		4,153,571	207,679	415,357	332,286	706,107	
2015 County (projected)		1,922,073	96,104	192,207	153,766	326,752	
Total Components		48,485,089	2,424,254	4,848,509	3,878,807	8,242,465	
	Audited Tax Rate FB		3,125,567				
	2015 Voted from FB		100,000				
	Remainder		3,025,567				
	5% Target		2,424,254				
			5.0%				
	Available per FB policy		601,313				
	Recommended		575,000				
	Remaining		2,450,567				

2015 Exeter Tax Rate Calculation - DRAFT

	Town Portion	Tax Rates	Net Taxable Valuation
Gross Town Appropriations	31,950,041		1,662,036,322
Less: Bond Proceeds	8,136,312	TIF plus Linden/Sidewalks	3.2%
Less: Water Fund Revenues	2,791,462		
Less: Sewer Fund Revenues	2,496,622		
Less: Other Revenues	5,291,197	includes EMS transfer	
Less: NHDOT Grant + Capital Reserve Bike Paths	750,000		
Less: Voted from Fund Balance	100,000	Sick Leave + Snow/Ice	
Less: Fund Balance Reduction	575,000		
Net Town Tax Effort	11,809,448		
Add: Overlay	162,000	Estimated	
Add: War Service Credits	323,000		
Total Town Appropriation	12,294,448		
Approved Town Tax Effort	12,294,448		(210,759) Estimated
Municipal Tax Rate		7.40	(0.37) Estimated

Revenue Estimates used in 2015 Tax Rate Setting

Yield tax	4,038
PILOT	39,000
Excavation	400
Other Tax	850
Interest Penalties	180,000
Motor Vehicles	2,200,000
Building Permits	355,000
Other Permits	150,000
FEMA	52,000
Meals Rooms	696,839
Highway Block	271,120
Great Dam Grants	190,060
	15,238
Income Depts	900,000
Sale of Property	350
Investment Interest	1,000
Other	22,000
Snow Ice Transfer	50,000
EMS Transfer	100,302
Library Transfer	10,000
Sick Leave Transfer	53,000
Totals	5,291,197

Fund Balance Policy – Adopted

Town of Exeter	Policy Number: TBD	Adopted by: Board of Selectmen
Subject: Fund Balance Policy	Adoption Date: October 21, 2013 Effective Date: October 21, 2013	Supersedes: None

1.0 Purpose of the Policy:

The Town of Exeter (“Town”) through its Board of Selectmen establishes and will maintain reservation of Fund Balance, as defined herein, in accordance with Governmental Accounting Standards Board (“GASB”) Statement No. 54, Fund Balance reporting and Governmental Fund Type Definitions. This policy shall only apply to the Town’s governmental funds. In accordance with GASB 54, fund balance shall be composed of nonspendable, restricted, committed, assigned, and unassigned amounts.

The purpose of this policy is to establish a key element of the financial stability of the Town by setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the Town maintain adequate levels of unassigned fund balance to mitigate financial risks that can occur from unforeseen revenue fluctuations, unanticipated expenditures, emergencies, and similar circumstances. The fund balance also provides cash flow liquidity for the Town’s general operations.

2.0 Definitions:

1. **Nonspendable Fund Balance** - includes amounts that are not in spendable form (such as inventory or prepaid expenses or assets held for future sale such as tax deeded properties) or are required to be maintained intact (such as principal of an endowment fund).
2. **Restricted Fund Balance** – includes amounts that can only be spent for the specific purposes stipulated by external resource providers (such as grantors, creditors, contributors) or enabling legislation (Town Meeting or BOS action). Restrictions may be changed or lifted only with the consent of the resource providers or enabling legislation.
3. **Committed Fund Balance** – includes amounts that can be used only for specific purposes imposed by a formal action of the Town’s highest level of decision making authority. Commitments may be changed or lifted only by taking the same formal action that imposed the constraint originally. The action must be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in a subsequent period.

Fund Balance Policy – Adopted

4. Assigned Fund Balance: - includes amounts the Town intends to use for a specific purpose. For all governmental funds, other than the General Fund, any remaining positive amounts are to be classified as “assigned.” Items that fall under this classification for the General Fund would be encumbrances properly approved by contract, purchase order, or other such action as required.
5. Unassigned Fund Balance – includes amounts that are not obligated or specifically designated for a specified use and are available for any purpose. The residual classification of any General Fund balance is to be reported here. Any deficit fund balance of another fund is also classified as unassigned.

3.0 Policy:

Spending Prioritizations

When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, restricted fund balance is considered to have been spent first.

When expenditures are incurred for the purposes for which amounts in any of the unrestricted fund balance classifications can be used, committed amounts should be reduced first, followed by assigned amounts and the unassigned amounts.

Minimum Level of Unassigned Fund Balance

The Town will strive to maintain an unassigned fund balance in its General Fund equal to 5-17% of the total appropriations of the community (this is calculated by adding the municipality’s appropriations, the statewide enhanced education amount, the local school net tax commitment, and the county appropriation). The Board of Selectmen will review this information each year in order to determine the amount, if any, of unassigned fund balance to use to balance the budget and to reduce the property tax rate.

Annual Review

Compliance with the provisions of this policy should be reviewed as part of the annual budget adoption process.

4.0 Severability:

To the extent that any provisions of this policy conflict with NH Law, then State law shall prevail.



CELEBRATING 30 YEARS OF SERVICE TO OUR CLIENTS

PLEASE RESPOND TO THE EXETER OFFICE

MICHAEL J. DONAHUE
CHARLES F. TUCKER
ROBERT D. CIANDELLA
LIZABETH M. MACDONALD
JOHN J. RATIGAN
DENISE A. POULOS
ROBERT M. DEROSIER
CHRISTOPHER L. BOLDT
SHARON CUDDY SOMERS
DOUGLAS M. MANSFIELD
KATHERINE B. MILLER
CHRISTOPHER T. HILSON
JUSTIN L. PASAY
NICOLE L. TIBBETTS
ERIC A. MAHER
PATRICK O. COLLINS

OF COUNSEL
NICHOLAS R. AESCHLIMAN

RETIRED
ROBERT B. DONOVAN

ROBERT A. BATTLES
(1951-2010)

September 22, 2015

Via email: rdean@exeternh.gov and U.S. Mail

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

RE: Special Counsel Representation Agreement/Comcast Cable TV Franchise
Renewal

Dear Members of the Board:

Thank you for considering DONAHUE, TUCKER & CIANDELLA, PLLC to represent Exeter, as special counsel, in connection with the negotiations and drafting of a renewal cable television franchise with Comcast. We will also assist the Board with ascertaining the future cable related needs and interests of the community, and analyzing Comcast's compliance with the terms of the current franchise agreement. This letter is being sent to provide you with further information about the members of the Firm and about the Firm's basic policies.

OUR FIRM/RESPONSIBLE ATTORNEY

I will be the attorney primarily responsible for your files. I may consult with Attorney Robert D. Ciandella, the Chair of our Telecommunications practice Group, for his expertise and assistance. Attorney Justin Pasay may be assisting me. Since there may be an occasion when I am in court, have a prior commitment, or happen to be away from the office, it may be necessary for another attorney in the Firm to meet with you or to handle an aspect of your matters. When you engage our Firm, you engage all attorneys in the Firm and, therefore, matters will be assigned within the Firm to the attorney with the requisite expertise. By engaging our Firm, we feel that you benefit from the shared knowledge and expertise of all its members. There may be cases where the expertise of two or more attorneys will be very valuable to you.

Town Manager's Office

DONAHUE, TUCKER & CIANDELLA, PLLC

Exeter Office: 225 Water Street, P.O. Box 630, Exeter, NH 03833, 603-778-0686

Portsmouth Office: 111 Maplewood Avenue, Suite D, Portsmouth, NH 03801, 603-766-1686

Meredith Office: 56 NH Route 25, P.O. Box 214, Meredith, NH 03253, 603-279-4158

www.dtclawyers.com

SEP 28 2015

Received

Town of Exeter
page 2
September 22, 2015

Our office hours are from 8:00 a.m. to 5:00 p.m. Please ask for me, or my legal assistant Lisa Hayes, when calling. In my absence, she will assist you as much as possible. She is instructed, however, not to give legal advice. In an emergency, in my absence, she may refer your call to an available attorney in the Firm.

CONFLICT OF INTEREST

A conflict may arise whenever the interests of a current client might affect, or be affected by, the personal, business, financial or professional interests of a lawyer, a professional or business associate or relative of the lawyer, another current client, or a former client. When there are such multiple interests, there is always a possibility that the lawyer's ability to serve one set of interests without adversely affecting other interests will be compromised. Whenever such interests become conflicting, it is necessary for the lawyer to withdraw from all attorney-client relationships affected by such conflict and it is then necessary for each person to hire a new lawyer.

SPECIAL COUNSEL ENGAGEMENT

The characterization of our role as "special counsel" for this limited matter means that our firm will not be working on other matters involving the Town, except as separately retained, such as for tax lien, bankruptcy, foreclosure and tax deed work on behalf the Town. We will not, however, undertake representation of any clients against the Town, that relate to subject of matters in which we were retained by the Town as special counsel. We will not be providing general legal counsel to the Town. This is an important distinction, because under the rules which govern our profession, our engagement as special counsel for the limited purpose described above may not preclude us from being engaged to represent others, including but not limited to: applicants appearing before the various boards and agencies of the Town, tax abatement and tax appeals, and water rights matters. None of our representations of other clients in matters involving the Town relate to the subject of this special counsel engagement, renewal of the Comcast franchise for the Town. As a result, we believe those representations and others which may emerge, which are similarly unrelated to our special counsel engagements by the Town, are representations for which we can solicit the Town's informed consent to engage in the limited special counsel representation which is the subject of this letter. We have reviewed Rule 1.7 of the New Hampshire Rules of Professional Conduct and believe this proposed representation is authorized by Rule 1.7 (b), subject to your informed consent. By executing this engagement letter, the Town will be providing its informed consent to our special counsel representation of the Town on this matter with knowledge of the aforementioned unrelated representations and those which may emerge prospectively.

Town of Exeter
page 3
September 22, 2015

In sum, it is important that you be aware of the limited character of our relationship, because as disclosed above, this Firm is and will continue to represent others in unrelated matters before the Town's land use boards and otherwise involving the Town.

Under the Rules of Professional Conduct, we will also be required to disclose this limited representation of the Town to any potential client who seeks our counsel and they will make their own determination as to whether they wish to proceed, knowing of our limited role in this matter.

Should you have any questions regarding the foregoing, please do not hesitate to contact me. Also, you should not hesitate to consult with the Town's general counsel with respect to this aspect of our engagement.

YOUR RIGHTS

As we work on your matters, we will keep you advised of their progress by forwarding to you copies of all correspondence. Please feel free to call at any time to inquire as to the status of any matter.

If at any time you become dissatisfied with our handling of your matters, you should not hesitate to tell me immediately so we can discuss and resolve the problem. It is essential to your representation that we maintain a good relationship throughout. You may terminate our representation at any time. In the event of termination, you will be responsible for payment of any fees earned or expenses incurred. We may terminate this representation only as permitted or required by law and regulations. Failure to pay fees or expenses or make deposits when due, will be cause for such termination.

At the conclusion of this matter, you will be given an opportunity to request the return of any original documents related to your case. However, we are obligated to retain certain matters for up to twenty (20) years. If you do not request that these documents be sent to you, they will be stored with your closed file. Although this Firm will not keep your closed file permanently, we will store it for as long as is necessary to protect your foreseeable interest. We will be certain to maintain confidentiality throughout our entire involvement with this matter including the storage and eventual destruction of your file.

Concerning electronic communications, attorneys and legal staff will make their best efforts to ensure that all substantive electronic communications pertinent to client representation are printed out and placed in the clients paper file. Some electronic communications, however, particularly those of transitory or inconsequential nature, may be electronically deleted from our active e-mail system. By signing this agreement, you acknowledge that you have been apprised

Town of Exeter
page 4
September 22, 2015

of the firm's electronic communications policy and that electronic communications that no longer exist in the Firm's active computer database will not be retrievable.

YOUR RESPONSIBILITIES

To achieve the best possible representation, you will need to cooperate with us fully and provide us with all the information we need to assist you. So that we may maintain continuous contact with you throughout the representation, please notify us immediately if there is any change in your address or telephone number.

It is important that we make our fee arrangements clear to you. As we discussed, legal fees for lawyers will be between the rates of One Hundred Seventy-Five to One Hundred Ninety Five Dollars (\$175 - \$195) per hour, and One Hundred Five Dollars (\$105) per hour for paralegals (**see attached schedule**). These rates may be adjusted annually, on January 1st of each year, to ensure comparability with our standard, new client billing rates for similar work.

We will provide you with itemized statements on a monthly basis. In addition to paying our legal services, it is agreed that you will reimburse the Firm for all costs and expenses incurred in your case. This includes, if applicable, sheriff's service fees, investigative fees, Court filing fees, special postage fees such as certified mail or large mailings, mileage (\$.58/mile), large photocopying projects, on-line electronic research, and any other similar out-of-pocket expenses. Furthermore, outside paralegal services at a stated hourly rate or project rate for title searches and similar projects.

It is also agreed that fees for legal services and expenses will be paid promptly upon presentation of statements, unless other mutually satisfactory arrangements have been made with us. Unless waived by us, a finance charge of 1.5 percent per month (18 percent annual percentage rate) may be imposed on any balance not paid within thirty (30) days of billing. For your convenience, please be aware that we accept MasterCard, Visa and Discover.

Should our Firm be disengaged by you before conclusion of any matter, or should you be unable to make timely payment of our statements, we shall retain a lien on any sums on deposit with the Firm (including trust deposits), for attorney's fees and for all costs and expenses incurred. You also agree to pay us all attorneys' fees and costs incurred if we are required to undertake collection of any sum you owe us.

While this agreement is intended to prevent any confusion of the terms of my representation, should a fee dispute arise you are agreeing, pursuant to this paragraph, to submit any fee dispute between us to Fee Dispute Arbitration with the New Hampshire Bar Association. You understand that you have the right to use other court forums to address fee disputes, but we are both agreeable to compromising those rights to submit to binding arbitration. Any decision

Town of Exeter
page 5
September 22, 2015

made by the arbitration panel, whether for you or us, will be final and non-appealable. It has the same effect and enforceability as if rendered by a court of law. The New Hampshire Bar Association selects the panel from among a list of volunteers who have agreed to hear fee disputes. There are no costs associated with the panelists. You are encouraged to seek independent legal counsel on this issue before agreeing to this provision.

If you have any questions about any of the foregoing, please do not hesitate to call to discuss them or to consult with independent counsel. If the terms of this letter are acceptable to you, please sign the enclosed additional copy and return it to us in the self-addressed stamped envelope provided.

We look forward to representing you. While we cannot guarantee success in all cases, I want to personally assure you that our Firm will use its best efforts on your behalf. Once again, thank you for choosing our Firm.

Sincerely,

DONAHUE, TUCKER & CIANDELLA, PLLC



Katherine B. Miller
kmiller@dtclawyers.com

Enclosures

cc: Robert D. Ciandella, Esquire

The undersigned hereby accepts and agrees to the terms and conditions disclosed in the foregoing Representation Agreement.

TOWN OF EXETER
BOARD OF SELECTMEN

Date: _____

By: _____

Julie Gilman, Chair
Duly Authorized

Town of Exeter
page 6
September 22, 2015

Katherine B. Miller	\$195.00	PRIMARY ATTORNEY
Robert D. Ciandella	\$195.00	PARTNER
Justin L. Pasay	\$175.00	ASSOCIATE
Lisa Hayes	\$105.00	PARALEGAL



CELEBRATING 30 YEARS OF SERVICE TO OUR CLIENTS

PLEASE RESPOND TO THE EXETER OFFICE

MICHAEL J. DONAHUE
CHARLES F. TUCKER
ROBERT D. CIANDELLA
LIZABETH M. MACDONALD
JOHN J. RATIGAN
DENISE A. POULOS
ROBERT M. DEROSIER
CHRISTOPHER L. BOLDT
SHARON CUDDY SOMERS
DOUGLAS M. MANSFIELD
KATHERINE B. MILLER
CHRISTOPHER T. HILSON
JUSTIN L. PASAY
NICOLE L. TIBBETTS
ERIC A. MAHER
PATRICK O. COLLINS

OF COUNSEL
NICHOLAS R. AESCHLIMAN

RETIRED
ROBERT B. DONOVAN

ROBERT A. BATTLES
(1951-2010)

September 28, 2015

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

Re: **RiverWoods - The Woods, The Ridge and The Boulders**

Dear Russ:

Please find enclosed **three** proposed Agreements between the Town of Exeter, by and through its Board of Selectmen, and The RiverWoods Company, at Exeter, New Hampshire, regarding the taxes for the properties known as The Woods, The Ridge and The Boulders. If they are satisfactory, please have them signed by the Selectmen and return them to me. I will then have Justine Vogel sign them on behalf of RiverWoods before the November 1st deadline.

Thank you for your assistance.

Very truly yours,

DONAHUE TUCKER & CIANDELLA, PLLC

Charles F. Tucker
ctucker@DTICLawyers.com

CFT:blo
Enclosures
S:\RA-RL\RIVERWOODS\DEAN RUSS LTR RE TAXAGR.DOC

Town Manager's Office

SEP 30 2015

Received

DONAHUE, TUCKER & CIANDELLA, PLLC

Exeter Office: 225 Water Street, P.O. Box 630, Exeter, NH 03833, 603-778-0686
Portsmouth Office: 111 Maplewood Avenue, Suite D, Portsmouth, NH 03801, 603-766-1686
Meredith Office: 56 NH Route 25, P.O. Box 214, Meredith, NH 03253, 603-279-4158

www.dtclawyers.com

(The Woods)

AGREEMENT

NOW COMES the Town of Exeter, by and through its Board of Selectmen (hereinafter “Town”) and The RiverWoods Company, at Exeter, New Hampshire (formerly Life Care Services of New Hampshire Inc.), d/b/a RiverWoods at Exeter (hereinafter “RiverWoods”), and agree as follows:

1. By December 1, RiverWoods will pay to the Town real estate taxes which will be calculated by multiplying the tax rate times the assessed value of the land and buildings owned by RiverWoods as follows:

A. the residential units (the units located in Crawford, Dixville, Franconia and Pinkham) will pay the full tax rate (state, municipal, county and school);

B. the nursing home (Monadnock) will not pay any tax (state, municipal, county or school);

C. the remainder of the RiverWoods at Exeter facility, including the land used for the final calculation of density under the land use ordinance of the Town of Exeter and outbuildings, will pay the full tax rate (state, municipal, county and school);

D. the seventeen plus acres of property not needed for the final calculation of density under the land use ordinance of the Town of Exeter, which are in current use, will pay taxes at the full state, municipal, county and school rate for current use property.

2. The parties to this agreement recognize that those portions of the development that support both the nursing home and the residential units will be taxed on a pro rata basis.

3. This agreement on principle shall not preclude either party from questioning the precise percentage amounts allocated to the taxable and nontaxable portions, nor the assessed value of the taxable portions of the land and buildings.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement this

_____ day of October, 2015.

TOWN OF EXETER

Witness

BY: _____
Selectman

THE RIVERWOODS COMPANY,
AT EXETER, NEW HAMPSHIRE

Witness

BY: _____
Justine Vogel, President and
Chief Executive Officer
Duly Authorized

S:\RA-RL\RIVERWOODS\EXETER AGR THE WOODS.PAYMENT IN LIEU OF TAXES.DOC

(The Ridge)

AGREEMENT

NOW COMES the Town of Exeter, by and through its Board of Selectmen (hereinafter “Town”) and The RiverWoods Company, at Exeter, New Hampshire (formerly Life Care Services of New Hampshire Inc.), d/b/a RiverWoods at Exeter (hereinafter “RiverWoods”), and agree as follows:

1. By December 1, RiverWoods will pay to the Town real estate taxes which will be calculated by multiplying the tax rate times the assessed value of the land and buildings owned by RiverWoods as follows:

- A. the residential units will pay the full tax rate (state, municipal, county and school);
- B. the nursing home will not pay any tax (state, municipal, county or school);
- C. the remainder of “**The Ridge**” facility, including the land used for the final calculation of density under the land use ordinance of the Town of Exeter and outbuildings, will pay the full tax rate (state, municipal, county and school);
- D. the land not needed for the final calculation of density under the land use ordinance of the Town of Exeter, which are in current use, will pay taxes at the full state, municipal, county and school rate for current use property.

2. The parties to this agreement recognize that those portions of the development that support both the nursing home and the residential units will be taxed on a pro rata basis.

3. This agreement on principle shall not preclude either party from questioning the precise percentage amounts allocated to the taxable and nontaxable portions, nor the assessed value of the taxable portions of the land and buildings.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement this

_____ day of October, 2015.

TOWN OF EXETER

Witness

BY: _____
Selectman

THE RIVERWOODS COMPANY,
AT EXETER, NEW HAMPSHIRE

Witness

BY: _____
Justine Vogel, President and
Chief Executive Officer
Duly Authorized

S:\RA-RL\RIVERWOODS\EXETER AGR THE RIDGE.PAYMENT IN LIEU OF TAXES.DOC

(The Boulders)

AGREEMENT

NOW COMES the Town of Exeter, by and through its Board of Selectmen (hereinafter “Town”) and The RiverWoods Company, at Exeter, New Hampshire (formerly Life Care Services of New Hampshire Inc.), d/b/a RiverWoods at Exeter (hereinafter “RiverWoods”), and agree as follows:

1. By December 1, RiverWoods will pay to the Town real estate taxes which will be calculated by multiplying the tax rate times the assessed value of the land and buildings owned by RiverWoods as follows:

- A. the residential units will pay the full tax rate (state, municipal, county and school);
- B. the nursing home will not pay any tax (state, municipal, county or school);
- C. the remainder of “**The Boulders**” facility, including the land used for the final calculation of density under the land use ordinance of the Town of Exeter and outbuildings, will pay the full tax rate (state, municipal, county and school);
- D. the land not needed for the final calculation of density under the land use ordinance of the Town of Exeter, which are in current use, will pay taxes at the full state, municipal, county and school rate for current use property.

2. The parties to this agreement recognize that those portions of the development that support both the nursing home and the residential units will be taxed on a pro rata basis.

3. This agreement on principle shall not preclude either party from questioning the precise percentage amounts allocated to the taxable and nontaxable portions, nor the assessed value of the taxable portions of the land and buildings.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement this

_____ day of October, 2015.

TOWN OF EXETER

Witness

BY: _____
Selectman

THE RIVERWOODS COMPANY,
AT EXETER, NEW HAMPSHIRE

Witness

BY: _____
Justine Vogel, President and
Chief Executive Officer
Duly Authorized

S:\RA-RL\RIVERWOODS\EXETER AGR THE BOULDERS.PAYMENT IN LIEU OF TAXES.DOC

**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen
FROM: Town Manager
RE: School Impact Fees Release
DATE: October 5th, 2015

After reviewing the school impact fee balances with Finance, we are recommending the Board release a total of \$98,781 in school impact fees to lower Exeter's school tax rate for the 2015 year. Although the Town is invoiced in 2016 for these fees it is necessary to approve their release at the time the tax rate is set as they are factored into the schools local revenue equation.

As you are aware a major project was just completed at Main Street School regarding the parking lot expansion due to growth. The impact fees going to the Co-op budget will continue to assist in offsetting the Town's share of the debt payment related to the construction of the new High School.

The allocation of the fees is outlined in the attached spreadsheet.

Town of Exeter

Public School Impact Fees

Citizens Bank Acct#3348713301
September 2015

Developer/Owner

Location

Date

Total School Impact Fees	Interest Income	Grades K-5 Exeter School District	Grades 6-12 Cooperative School District
152,648.56	5,927.56	75,934.00	70,787.00
1.29	1.29		
(68,000.00)	0.95		(68,000.00)
0.95	0.95		
0.72	0.72		
0.70	0.70		
0.71	0.71		
4,012.00	0.70	1,970.00	2,042.00
0.70	0.70		
4,012.00		1,970.00	2,042.00
4,012.00	0.77	1,970.00	2,042.00
0.77	0.77		
4,012.00	0.84	1,970.00	2,042.00
0.84	0.84		
4,012.00	0.84	1,970.00	2,042.00
0.84	0.84		
104,716.08	5,935.08	85,784.00	12,997.00
		2,908.19	3,026.89
<u>104,716.08</u>		<u>88,692.19</u>	<u>16,023.89</u>
<u>98,781.00</u>		<u>85,784.00</u>	<u>12,997.00</u>

Proposal for 2015-2016 School Year

List for Selectmen's meeting October 5, 2015

Intent to Cut

Map/Lot	Location
48/4	Commerce Way

MS1

SEP 30 2015

FORM PA-7

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
NOTICE OF INTENT TO CUT WOOD OR TIMBER

Assessor's Office

YR TOWN OP#
15 - 153 - 04 - T (Assigned by Municipality)

For Tax Year April 1, 15 to March 31, 16

PLEASE TYPE OR PRINT (If filling in form on-line; use TAB Key to move through fields)

- 1. City/Town of Exeter NH
- 2. Tax Map No./Lot or USFS sale name & unit #: TAX MAP 48, LOT 4
- 3. Intent Type: Original Supplemental
(Use mouse to click on Check Boxes) Original Operation #
- 4. Name of road from which accessible: COMMERCE WAY
- 5. a. Acreage of Lot: 6.14 Acreage of cut: 3.50 +/-
b. Anticipated start date: OCT 15, 2015 OR ASAP
- 6. Type of ownership (check only one):
a. Owner of Land and Stumpage (Joint Tenants)
b. Owner of Land and Stumpage (Tenants in Common) ~~X~~
c. Previous owner retaining deeded timber rights
d. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine		MBF
Hemlock		MBF
Red Pine		MBF
Spruce & Fir		MBF
Hard Maple		MBF
White Birch		MBF
Yellow Birch		MBF
Oak	4	MBF
Ash		MBF
Beech & Soft Maple		MBF
Pallet or Tie Logs		MBF
Other (Specify)		MBF
Pulpwood	Tons	Cords
Spruce & Fir		
Hardwood & Aspen		
Pine		
Hemlock		
Whole Tree Chips	150	
Miscellaneous		
High Grade Spruce/Fir		Tons
Cordwood & Fuelwood	50	Cords

REPORT OF CUT FORM / CERTIFICATE TO BE SENT TO:

OWNER OR BY MAIL OR
 LOGGER/FORESTER E-MAIL

7. I/We hereby accept responsibility for reporting all timber cut within 60 days after the completion of the operation or by May 15, whichever comes first. I/We also assume responsibility for any yield tax which may be assessed. (If a corporation, an officer must sign.)

Timber Tax Information is Available at www.revenue.nh.gov
Questions?? Call (603) 230-5950

Mark King 8-22-15
SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

PRINT CORPORATE OFFICER NAME AND TITLE DATE
MARK KING OWNER 8-22-15

PRINT OWNER(S) NAME
6 Kingsway Ave

MAILING ADDRESS
Exeter NH 03833

CITY/TOWN STATE ZIPCODE
603 772-4500 E-MAIL KING NH 42@COMCAST.NET

9. Species and Amount of Wood or Timber For Personal Use or Exempt. See exemptions on back of form.

Species:	Amount:
----------	---------

10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner. I have become familiar with RSA 227-J, the timber harvest laws.

Gregg Demmitt 8-22-15
SIGNATURE OF PERSON RESPONSIBLE FOR CUTTING DATE

Gregg Demmitt Landscaping Inc
PRINT NAME

17 Norris Court
MAILING ADDRESS

Epping N.H. 03042
CITY/TOWN STATE ZIPCODE

679-2706 E-MAIL KING NH 42@COMCAST.NET
PHONE

FOR ASSESSING OFFICIALS ONLY

The Selectmen/Assessing Officials hereby certify that:

- All owners of record have signed the Intent;
- The land is not under the Current Use Unproductive category;
- The form is complete and accurate; and
- Any timber tax bond required has been received:
\$ _____ Date _____

5. The tax collector will be notified within 30 days or receipt pursuant to RSA 79:10;

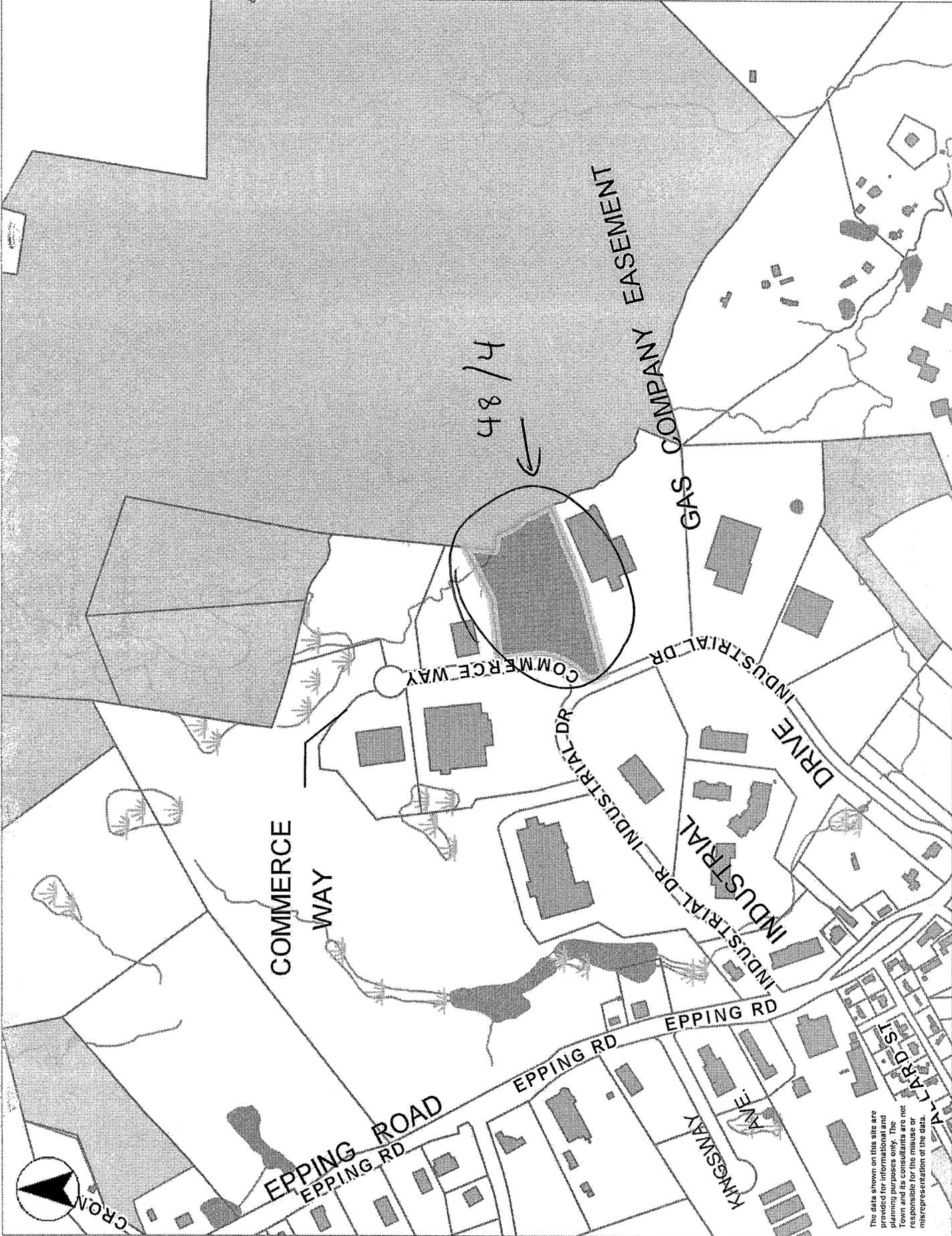
6. This form to be forwarded to DRA within 30 days.

Signature (in ink) of Assessing Official Date Signature (in ink) of Assessing Official Date Signature (in ink) of Assessing Official Date

Signature (in ink) of Assessing Official Date Signature (in ink) of Assessing Official Date



- Parcels
- Conservation Areas
- Prime Wetlands
- Parcel Wetland Points
- Parcel Wetlands
- 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.



Printed on 10/02/2015 at 02:25 PM

TOWN OF EXETER MEMORANDUM

TO: Russell Dean
Town Manager

FROM: Paul R. McKenney, CNHA
Municipal Resources, Inc.
Contract Assessor

DATE: October 2, 2015

RE: Riverwoods Company of Exeter
7 Riverwoods Drive
Exeter, NH 03833
Tax Map 98 Lot 37

The above referenced property owners and their representative attended a Selectman Meeting on 9/21/2015. At that meeting a discussion on an error in the assessment of their property was discussed. I am working on a report to show the correct assessment and what was actually assessed. After reviewing the spreadsheet presented to the Board, it was viewed that the methodology the properties owners are using is not consistent with the current methodology used to value property in Exeter. I am working on a report showing the actual assessed amount that was used and the correct assessed values.

Town Manager Updates

Submitted by: Russell Dean, Town Manager

Week Ending: October 2nd, 2015

Updates

Finance/Budget/Tax

- Completed FY16 preliminary budget narrative distributed to Budget Recommendations Committee September 23rd.
- Worked on Human Services Funding policy with budget recommendations subcommittee and discussed at the Budcom meeting of 9/23. A revision will be brought to the full budget recs committee and the Selectboard for consideration.
- Attended budget subcommittee meeting on 9/24 to discuss town manager budgets.
- Other budget subcommittee meetings have begun, with several postings of meetings.
- The full budget recommendations committee met on September 23rd with a lengthy meeting to receive and discuss the preliminary budget submittal.
- Assessing completed the MS1 the last week in September. The new net taxable value is a 3.2% increase over FY14. This new value will be used to set the tax rate. Exemptions total is 33,000,000.
- Water/Sewer collection notices (shut offs) have been sent and payment plans are being done with those in arrears.
- Work continues on the deeding process. Letters have been mailed.

Public Safety

- EOC Training/Seabrook Drill training on October 21st.
- Ambulance recommendation due October 19th.

Planning

- Worked on issue involving new cooling tower with Exeter Mills. Appearance before planning board on October 22nd.
- MRI will attend the Board meeting on October 5th to give an update of progress on the planning process review.
- Master Plan – RPC is completing land use and housing data. Project ready for next steps.

Other

- Signed documents for household hazardous waste including grant funding. Grant funds are expected to be approximately \$7,411 to offset collection costs.
- Attended annual ICMA conference from September 27th through September 30th. Attended seminars on budget and economic development.
- I was assigned to the Healthtrust governance and nominating committee.
- Welfare/Human Services. Working on getting cost information from outside agencies/regional entities.

Public Works - Capital Project Updates

- Lincoln/Daniel/Tremont Street water/sewer lines – Awarded on September 21st. Contracts prepared and signed on October 2nd. Neighborhood meeting scheduled for October 7th.
- Kingston Road Shoulder Widening – The local project agreement was signed in September, and RFQ's are due October 9th for engineering services for the project (see website for a copy of the RFQ).
- String Bridge – Revised project scope discussed with BOS on 9/21.

Public Works - Maintenance

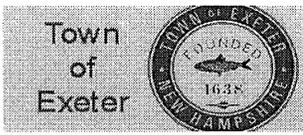
1. Boiler project demolition at the public safety complex is complete
2. Town Offices Wiring Project – Work is substantially complete.

Other

1. Receive and Review Monthly Department Reports
2. New Hire(s) – Joshua Stevens, PT Transfer Station Attendant
3. Promotions – None
4. Retirements/Resignations –

Upcoming Calendar

1. BOS Regular Meeting – October 19th
2. Budcom All Day Meeting – October 21st



Russ Dean <rdean@exeternh.gov>

Boston Post Cane

Exeter Historical Society <info@exeterhistory.org>
To: rdean@exeternh.gov

Wed, Sep 30, 2015 at 2:29 PM

Looking for Exeter's Oldest Citizen

The Exeter Historical Society is searching for Exeter's oldest citizen to receive the Boston Post Cane. The tradition of passing the cane was begun in 1909 when Edwin Grozier, the owner of the Boston Post newspaper, had 431 gold-tipped canes sent to the selectmen of various New England towns. The recipient must be a current resident of the town of Exeter, NH.

Anyone who knows of a resident who may be eligible is asked to contact the Exeter Historical Society at 778-2335 or info@exeterhistory.org.

Barbara Rimkunas, Curator

Exeter Historical Society

P.O. Box 924, 47 Front Street

Exeter, NH 03833

603-778-2335

info@exeterhistory.org

**NEWS RELEASE
FROM
EXETER DEPARTMENT OF PUBLIC WORKS
REGARDING
FLUSHING OF WATER MAINS**

The Exeter Water & Sewer Department will flush water mains during the weeks of October 12th to November 20th, 2015, if necessary. Flushing will be performed at night during the first week, and during the day for the next 4-5 weeks. We will flush from 9 pm to 7 am during the night, and 7:30 am to 2:30 pm during the day.

Commencing the week of October 12, 2015, we will flush during the night for one week the following areas: Epping Road, Main Street, Water Street, Columbus Avenue, Front Street, Jady Hill Avenue area with adjoining Streets, Portsmouth Avenue, and the adjoining neighborhoods north of the Surface Water Treatment Plant to clean the larger water mains that supply water to the new Epping Road Tower. Commencing the week of October 19th, 2015, we will flush during the day for the next 4-5 weeks to completely flush the entire distribution system. Flushing will continue with all roads west of the Squamscott/Exeter River, including Front St., Court St., Water St., Main St., Epping Rd., and adjoining neighborhoods, and then to all roads east of the Squamscott/Exeter Rivers, including High St., Hampton Rd., Hampton Falls Rd., Portsmouth Ave., and adjoining neighborhoods. While flushing, the whole distribution system may be disturbed.

Flushing is required as a form of routine maintenance of the water distribution system in order to flush out sediment within the water mains and their valves. Flushing also removes biofilms, which occur naturally in water mains. Biofilms can add organic carbon which reacts to chlorine to form disinfection by-products. Flushing will help to reduce Total Tri-Halomethanes in the distribution system and is one of the steps utilized by the Town of Exeter to maintain compliance with the Disinfection Residuals, By-Products, and By-Products Precursors Rule. A new flushing program has been designed to achieve proper internal "pipe scouring" velocities for better water main cleaning. Discoloration of the water can and may occur. Laundry should not be done during times of discoloration, as clothes may become stained. Residents may also experience low water pressure or no pressure for short periods of time. It is recommended not to use hot water if you are experiencing low water pressure or have discolored water. This will allow you to avoid burning out heating elements or filling a hot water heater with rusty water.

The Exeter Water and Sewer Department regrets any inconvenience this may cause and appreciates your cooperation and understanding. If you have any questions, you may call the Surface Water Treatment Plant at 773 – 6169 or Water & Sewer Managing Engineer at (603) 773-6165.

NOTICE OF WATER DISTRIBUTION SYSTEM FLUSHING

DATE: Weeks of October 12th to November 20th, 2015

FROM: 9 pm to 7 am for 1 week; 7:30 am to 2:30 pm for 4-5 weeks

LOCATION: **Week 1 (Night time)**: Large water mains connecting from Epping Road Tower to Surface Water Treatment Plant, & adjoining neighborhoods north of SWTP

Week 2-6: West side of Town (west Squamscott R.) followed by the East Side of Town (east of Squamscott R.) during the day

REASON: Water Main Maintenance (waterline cleaning)

TELEPHONE: Surface Water Treatment Plant—(603) 773-6169; W/S Managing Engineer (603) 773-6165

Our efforts to maintain the community drinking water, sometimes causes a discoloration of the drinking water. We will do our best to keep the flushed water, noise, and discoloration time to a minimum, but please plan accordingly. This is an eight week project that may cause future water discoloration. We understand this may be an inconvenience and we greatly appreciate your patience and understanding as we complete the necessary maintenance to your water system.

Thank you for your cooperation!

NOTICE OF WATER DISTRIBUTION SYSTEM FLUSHING

DATE: Weeks of October 12th to November 20th, 2015

FROM: 9 pm to 7 am for 1 week; 7:30 am to 2:30 pm for 4-5 weeks

LOCATION: **Week 1 (Night time)**: Large water mains connecting from Epping Road Tower to Surface Water Treatment Plant, & adjoining neighborhoods north of SWTP

Week 2-6: West side of Town (west Squamscott R.) followed by the East Side of Town (east of Squamscott R.) during the day

REASON: Water Main Maintenance (waterline cleaning)

TELEPHONE: Surface Water Treatment Plant—(603) 773-6169; W/S Managing Engineer (603) 773-6165

Our efforts to maintain the community drinking water, sometimes causes a discoloration of the drinking water. We will do our best to keep the flushed water, noise, and discoloration time to a minimum, but please plan accordingly. This is an eight week project that may cause future water discoloration. We understand this may be an inconvenience and we greatly appreciate your patience and understanding as we complete the necessary maintenance to your water system.

Thank you for your cooperation!

September 25, 2015

RE: 2016 CEDS Steering Committee

Dear Colleague:

Recently, I sent to you the newly completed 5-year Comprehensive Economic Development Strategy (CEDS) for our Southern New Hampshire region. The CEDS outlines our region's economic development needs and goals while addressing existing conditions, outlining a vision, creating an action plan, and providing performance measures. It is an economic master plan for our region. I hope you've had a chance to review the 2015 CEDS.

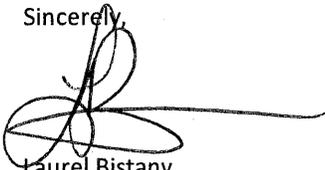
Currently, we are in the process of putting together the Steering Committee for the 2016 CEDS update. The Steering Committee assists in the development of the annual CEDS by: identifying potential public works projects, planning projects, and other projects with the potential for promoting economic and community development; assisting in the development of the region's short and long term economic development vision and goals; assisting in writing regionally relevant sections of the CEDS (for example: provide project updates within your municipality); and attending regularly scheduled Steering Committee meetings (typically four per year).

We are currently recruiting new members for our Steering Committee. It is important that our Steering Committee represents our entire region and its wide variety of industries and businesses. With that I am writing to you, looking for nominations for the 2016 Steering Committee. **Nominees must represent a private industry or business, with their place of business within your community.** Local small business owners, members of the chamber of commerce, utility company representatives, and bankers are just a few suggestions of people who make excellent CEDS Steering Committee members.

The CEDS Steering Committee is a wonderful opportunity to network and learn best practices from other economic development specialists in the region and learn what your neighboring communities are doing.

If you would like to have your community represented on the 2016 CEDS Steering Committee via a **private business** within your municipality, please use the enclosed nomination form. You may mail the form or scan and email it to our CEDS planner at jennifer@redc.com. Our first meeting of the planning year is scheduled for November 18, 2015; therefore, nominations must be sent to me no later than October 23, 2015. If you have any questions, please email or call me at 603-772-2655.

Sincerely,



Laurel Bistany
President

Town Manager's Office

SEP 30 2015

Received

WE OPEN DOORS.
WWW.REDC.COM

The REDC prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, marital or family status. The REDC is an equal opportunity employer.



CEDS Steering Committee Nomination Form

Nominator Information

Name: <hr/>
Municipality: <hr/>

Nominee Information

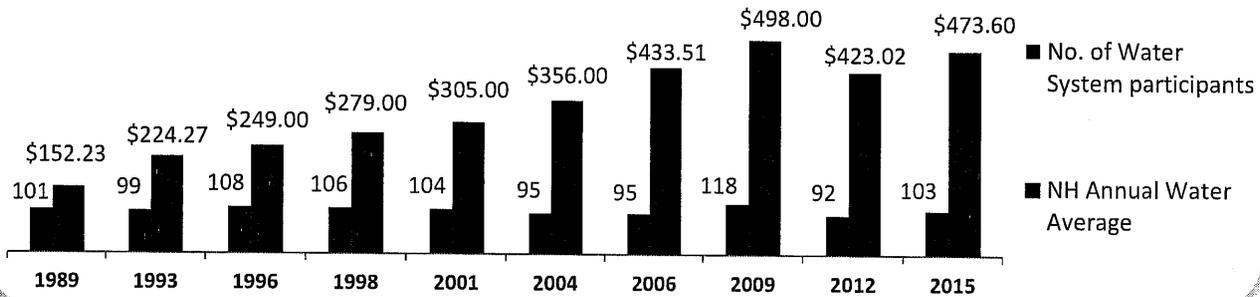
Name: <hr/>
Business: <hr/>
Location of Business: <hr/>
Phone Number: <hr/>
Email: <hr/>
Mailing Address: <hr/> <hr/> <hr/>

The CEDS Steering Committee is a wonderful opportunity to network and learn best practices from other economic development specialists in the region and learn what your neighboring communities are doing.

**WE OPEN DOORS
WWW.REDC.COM**

The REDC prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, marital or family status. The REDC is an equal opportunity employer.

NH Average Annual Water Rate



INTRODUCTION: The Drinking Water and Groundwater Bureau of NHDES has provided key information about water rates and fees for New Hampshire water systems for the past two decades. The information is very important to the industry and various stakeholders and is also used in the Drinking Water State Revolving Fund loan program for determining project ranking and subsidy levels for disadvantaged communities.

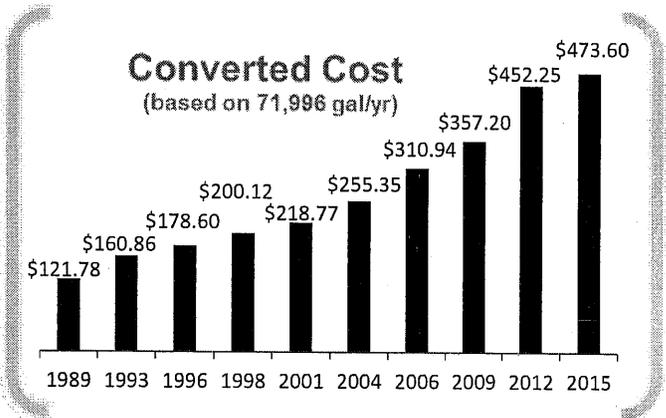
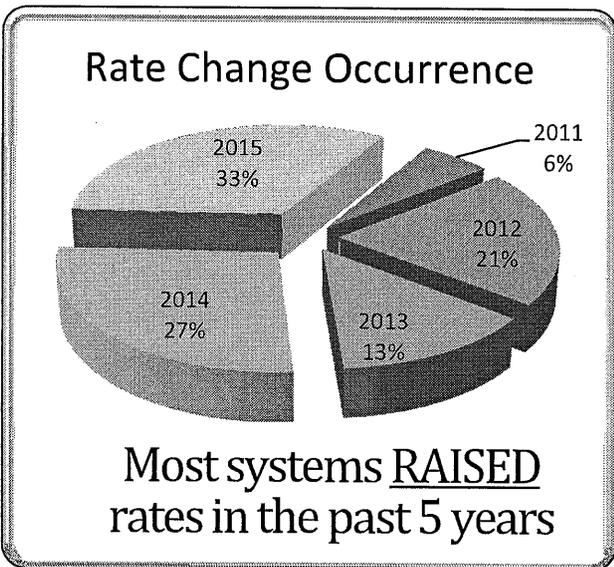
Prior to 2012, NHDES utilized the design standard usage of 100,375 gal/yr during configuration of the state average. In 2012 New Hampshire began to use the volumetric figures that are prepared and published by the USGS along with the Census data of the state-wide average number of people per household to develop the consumption data used to calculate the state annual water average rate. Although the volumetric figures are more of an accurate representation, it causes more of a fluctuation on the graph above.

Major Findings

SPENDING MORE MONEY FOR WATER: This was a trend that started to be apparent back in 2012 and it has continued over the last three years. The graph below illustrates that over 80% of the water systems that responded to the water survey mentioned that they've increased rates in the last five years; Of those, 60% were done over the last two years. Communities are finding that this is necessary in order to maintain their water infrastructure.

NH Average Annual Water Rate:
\$ 473.60

THE NUMBER ILLUSION: The graph above shows that back in 2012 the NH average dropped but what these numbers failed to show is that the household water usage dropped by 30,000 gallons. The graph below is a better indicator for the NH Average Cost as the averages were adjusted to reflect the same water use average of 71,996 gal/yr.



PWS ID#	Water System	Annual Water Rate Single Family Home (197.25 GPD) - Includes applicable taxation assessment	General taxation is part of overall rates	Elderly or low-income Assistance Programs	Last Rate Change/ Results	System Connection Fee	Fire hydrant fee	Backflow preventer device test Fee
0151010	SWAINS LAKE VILLAGE WATER DISTRICT	\$106.00	No	No	2012 ↑	Yes \$1,000.00	No	No
2111010	SEABROOK WATER DEPARTMENT	\$176.60	No	No	2012 ↑	Yes \$400 for a new service	No	No Certified Testers charge for testing.
1721010	NEW LONDON-SPRINGFIELD WATER SYSTEM PRECINCT	\$200.00	No	No	2011 ↑	Yes \$750	Yes 250	Yes \$45
2571020	WOODSTOCK WATER SYSTEM	\$213.00	No	No	2005 ↓	No	No	Yes \$55
1281010	LACONIA WATER WORKS	\$220.30	No	No	2012 ↑	Yes \$571.00 for a 5/8 x 3/4 inch meter	Yes \$149.60 for private hydrants only private in town \$509 / yr	Yes \$40.00 per device
1471010	MANCHESTER WATER WORKS	\$231.12	No	Yes	N/A ↑	Yes \$250 5/8 meter	Yes	Yes \$20pvt / \$40 RPZ DCVA
2521010	WILTON WATER WORKS	\$238.00	No	No	1990 ↑	Yes \$1,200	Yes 200	Yes \$55
1881010	PEMBROKE WATER WORKS	\$236.79	No	No	2015 ↑	Yes \$1,500	Yes 156	Yes \$50
1531010	MERRIMACK VILLAGE DISTRICT	\$241.69	No	No	2011 ↑	Yes 1" entrance fee is \$1,135.00	Yes residential \$65.00 per year	Yes \$50.00/test
0101010	ASHLAND WATER SYSTEM	\$249.67	No	No	2015 ↑	Yes \$273.31	No	Yes \$45
1081010	HANCOCK WATER WORKS	\$251.00	N/A	N/A	N/A N/A	N/A	N/A	N/A N/A
1381010	LITTLETON WATER AND LIGHT DEPT.	\$258.92	No	No	2013 ↑	Yes \$930 (Residential)	Yes 70	Yes \$25
0811010	FARMINGTON WATER DEPT	\$267.83	No	No	2012 ↓	Yes \$2,910	No	No
0301010	BRISTOL WATER DEPARTMENT	\$275.20	No	No	2012 ↑	Yes 3/4 inch service \$1,130 complete	Yes 65	Yes \$35-\$120
2531010	WINCHESTER WATER WORKS	\$283.56	No	No	2012 N/A	Yes \$750-\$8,000	No	No
0411010	CHARLESTOWN WATER	\$288.06	No	No	2014 N/A	Yes \$750	No	No
1481010	MARLBOROUGH WATER WORKS	\$300.00	No	No	2007 N/A	No	No	No
0081010	ANDOVER VILLAGE DISTRICT	\$300.00	No	No	N/A N/A	Yes \$100/yr	No	No
1581010	MILFORD, NH - CURTIS WELL	\$300.30	No	No	2014 ↑	Yes \$1,176.15	Yes 344	Yes \$25
1651010	CURTIS WELL MUNICIPAL WATER SYSTEM	\$300.30	No	No	2014 ↑	Yes \$1,176.15	Yes 344	Yes \$25
0501010	CONCORD PUBLIC WATER SYSTEM	\$309.00	No	No	2014 ↑	Yes \$694	Yes 564	Yes \$60
0135010	LINCOLN WATER WORKS	\$314.28	No	Yes	N/A N/A	No	No	Yes \$85
1181010	CENTRAL HOOKSETT WATER PRECINCT	\$315.99	No	Yes	2014 ↑	Yes \$150	Yes 620	Yes \$50
2401020	NORTH WALPOLE VILLAGE DISTRICT	\$316.78	Included	No	2015 N/A	Yes \$500	No	No
2401030	NORTH WALPOLE VILLAGE DISTRICT	\$316.78	Included	No	2015 N/A	Yes \$500	No	No
1121010	COGSWELL SPRING WATER WORKS	\$320.00	No	No	2015 ↑	Yes \$1500.00 for up to a one inch line	Yes 50	No We dont test
0911010	GOFFSTOWN VILLAGE PRECINCT	\$325.00	No	No	2012 ↑	Yes \$1,700	Yes 375	Yes 55/test
2051010	SALEM WATER DIVISION	\$332.07	No	No	2012 ↑	No	No	Yes \$40
0811010	DERRY MUNICIPAL WATER SYSTEM	\$332.75	N/A	N/A	N/A N/A	N/A	N/A	N/A N/A
2501010	WHITEFIELD WATER WORKS	\$336.00	No	No	2015 ↑	Yes \$1,000	No	No
1181020	HOOKSETT VILLAGE WATER PRECINCT	\$337.60	N/A	N/A	N/A N/A	N/A	N/A	N/A N/A
0911020	GRASMERE VILLAGE WATER PRECINCT	\$342.00	No	No	2015 ↑	Yes The fee for new connections varies based on the size of the meter.	Yes 450	Yes \$55
0211010	BENNINGTON WATER DEPARTMENT	\$359.20	No	Yes	2010 ↑	Yes Whatever the cost to the water dept. is for installation \$444.50 (inspection, connection & capacity fee)	No	Yes \$45
0461010	CLAREMONT WATER SYSTEM	\$364.66	No	No	2014 ↑	Yes	Yes 180	No
0382010	ROSEBROOK WATER COMPANY	\$383.79	No	No	2014 ↑	No	No	Yes \$85
0921010	GORHAM WATER SYSTEM	\$384.85	No	No	2015 ↑	No	Yes 100	Yes \$35
0511030	NORTH CONWAY WATER PRECINCT	\$390.00	Included	No	1997 ↑	Yes \$580.00 per unit	No	Yes \$35
1461010	EIDELWEISS VILLAGE DISTRICT	\$390.00	Included	No	2015 ↑	Yes \$8,000	No	No
1381010	LISBON WATER DEPARTMENT	\$390.39	N/A	N/A	N/A N/A	N/A	N/A	N/A N/A
2151010	SOMERSWORTH WATER WORKS	\$395.43	No	No	2011 N/A	Yes \$1,100	No	Yes \$45
2011010	ROLLINSFORD WATER & SEWER DISTRICT	\$397.94	No	No	2012 ↑	Yes \$1,000 per unit	Yes 168	Yes \$150
0881020	GUNSTOCK ACRES VILLAGE WATER DISTRICT	\$400.00	N/A	No	2012 ↑	Yes \$2,500	No	No
0761010	EPPING WATER AND SEWER DEPARTMENT	\$401.62	N/A	N/A	N/A N/A	N/A	N/A	N/A N/A
1321010	LEBANON WATER	\$404.06	No	No	2015 ↑	Yes 5/8" \$1,200, plus water investment fee \$750	Yes \$645.32 Private, \$423.78 City	Yes \$60
0201010	BELMONT WATER DEPT	\$417.91	No	Yes	2008 ↑	Yes \$1,500	Yes 320	No
1781020	NORTHUMBERLAND	\$421.98	N/A	N/A	2015 ↑	N/A	N/A	N/A N/A
1151010	HINSDALE WATER - NORTH	\$423.02	N/A	No	2015 ↑	Yes Res. \$1,750.00, Com. \$2,750.00 plus construction cost.	No	No
1151020	HINSDALE WATER - DOWN TOWN	\$423.02	N/A	No	2015 ↑	Yes Res. \$1,750.00, Com. \$2,750.00 plus construction cost.	No sprinkler charge 117.75 per quarter	No
1291010	LANCASTER WATER FACILITY	\$430.00	No	No	2010 ↑	No	No	No customer pays fee directly to tester
1101040	WOODSVILLE WATER & LIGHT DEPARTMENT	\$432.36	No	No	2013 ↑	Yes \$1,000 per inch	Yes 720.72	No
1731010	NEWMARKET WATER WORKS	\$433.00	No	No	2011 N/A	Yes \$1,000	No	No
2041010	RYE WATER DISTRICT	\$435.52	Included	Yes	2013 ↑	Yes \$125 Res. Com. Based on tap size	Yes as per *4.	Yes \$25
1941010	PLYMOUTH VILLAGE WATER & SEWER DISTRICT	\$437.90	No	Yes	2015 ↑	Yes Single Family Residential: \$1,600 minimum	No 200	Yes 1 time / year: \$60.00 or 2 times / year \$120.00
0351010	CANAAN WATER DEPT	\$439.18	N/A	N/A	N/A N/A	N/A	N/A	N/A N/A
0024101	BETHLEHEM VILLAGE DISTRICT	\$442.00	No	No	2014 ↑	Yes \$1,000	No	No
1201010	HUDSON WATER UTILITY	\$445.91	No	No	1998 →	Yes \$450	Yes 194.4	Yes \$36
2001010	ROCHESTER WATER DEPARTMENT	\$449.49	N/A	N/A	N/A N/A	N/A	N/A	N/A N/A
0651010	DOVER WATER DEPT.	\$450.22	No	No	2013 ↑	Yes \$1,480.50	No	Yes \$30

PWS ID#	Water System	Annual Water Rate Single Family Home (197.25 GPD) - Includes applicable taxation assessment	General taxation is part of overall rates	Elderly or low-income Assistance Programs	Last Rate Change/ Results	System Connection Fee	Fire hydrant fee	Backflow preventer device test Fee
0241010	WARNER VILLAGE WATER DISTRICT	\$463.01	N/A	N/A	N/A	N/A	N/A	N/A
0891010	UNH/DURHAM WATER SYSTEM	\$463.93	No	No	2015	Yes	\$750/3 bedroom	Yes \$55
0991010	GREENVILLE WATER DEPT.	\$488.00	N/A	No	2006	Yes	\$3000 for 3/4" service	No
1071010	HANOVER WATER DEPT.	\$476.85	No	No	2014	Yes	\$200 + \$1.76/GPD	Yes \$1,769 for private hydrant
1191020	HOPKINTON VILLAGE PRECINCT	\$485.00	No	No	2015	N/A	N/A	No
1741010	NEWPORT WATER WORKS	\$513.33	No	No	2013	Yes	\$1,000	Yes \$35
2391010	SANBORNVILLE WATER DEPT.	\$513.98	No	No	2015	Yes	\$1,200	Yes
0801010	EXETER WATER DEPARTMENT	\$518.14	No	No	2012	Yes	\$300 + Impact Fee	No on Fire Dept. schedule
1871010	PETERBOROUGH WATER WORKS	\$518.37	No	Yes	2011	Yes	\$1,800 Standard Residential	Yes 160
2441010	WATERVILLE VALLEY WATER DISTRICT	\$522.52	No	No	2011	Yes	\$395.00 per unit	No
1581010	MILTON WATER DISTRICT	\$527.99	N/A	N/A	N/A	N/A	N/A	N/A
1951010	PORTSMOUTH WATER WORKS	\$532.15	N/A	N/A	N/A	N/A	N/A	N/A
2351010	TILTON-NORTHFIELD WATER DISTRICT	\$533.28	N/A	N/A	N/A	N/A	N/A	N/A
0341010	CAMPTON VILLAGE PRECINCT	\$540.00	Included	No	2011	Yes	1000% of the quarterly base rate	Yes 200
0251010	PENACOOK BOSCAWEN WATER PRECINCT	\$549.12	No	No	N/A	Yes	\$2,000 - Single Family House	No
1781010	GROVETON WATER SYSTEM	\$550.00	No	No	2014	Yes	50 + actual costs	Yes 2100
1971010	RAYMOND WATER DEPARTMENT	\$558.96	No	No	2013	Yes	\$1,825	Yes 816.4
0751010	ENFIELD WATERWORKS	\$568.00	No	No	2008	Yes	\$1,500	No
0511010	CONWAY VILLAGE FIRE DISTRICT	\$571.68	N/A	N/A	N/A	N/A	N/A	N/A
2361010	TROY WATER WORKS	\$574.43	No	No	2008	Yes	new connection \$1,000	No
1821010	PENNICHUCK WATER WORKS, INC.	\$577.00	No	No	2010	No		Yes \$229.44 per month. Annual charge of \$0.13179 per inch foot of water main providing service to hydrants.
0481010	COLEBROOK WATER WORKS	\$577.44	No	No	2013	Yes	Cost of installation + \$25	No
0851010	FRANKLIN WATER WORKS	\$578.15	No	No	2014	Yes	\$2,500	No
1241010	KEENE WATER DEPT.	\$578.70	No	No	2015	No		Yes \$100-\$125 (Contractor fee, City requires test results)
0181010	BARTLETT VILLAGE PRECINCT	\$589.79	N/A	N/A	N/A	N/A	N/A	N/A
0091010	ANTRIM WATER & SEWER DEPARTMENT	\$591.08	No	No	2015	Yes	\$250.00 plus cost	Yes 50
1031010	HAMPSTEAD AREA WATER CO., INC.	\$602.37	N/A	N/A	N/A	N/A	N/A	N/A
1521010	MEREDITH WATER	\$612.46	No	No	2013	Yes	\$2k/bedroom	Yes \$75
1051010	AQUARION WATER COMPANY OF NEW HAMPSHIRE	\$614.91	No	No	2013	No		Yes 1740
0231010	BERLIN WATERWORKS	\$615.84	No	No	1998	No		Yes \$50
1131010	HILL WATER WORKS	\$619.36	No	No	2011	Yes	\$1,500 plus costs	Yes 50
1141020	EMERALD LAKE VILLAGE DISTRICT	\$630.00	No	No	2014	Yes	N/A	No
1841010	OSSIPEE WATER DEPT.	\$643.87	No	No	2014	Yes	Actual cost of work	Yes 500
2301010	NORTH SWANZEY WATER & FIRE PRECINCT	\$679.80	Included	No	2014	Yes	\$1,000 -> \$ 8,000 on size	Yes \$ 578/year
0381010	CARROLL WATER WORKS	\$699.81	No	No	2014	Yes	\$1,500	No
0951010	VILLAGE DISTRICT OF EASTMAN	\$700.96	N/A	N/A	N/A	N/A	N/A	N/A
1141010	HILLSBOROUGH WATER	\$702.08	No	No	2012	Yes	\$2,500 residential \$7,500 commercial \$10,000 industrial	No
0161020	LOWER BARTLETT WATER PRECINCT	\$768.26	Included	No	2012	Yes	\$2,400 per EDU	No
1191010	CONTOOCOOK VILLAGE PRECINCT	\$777.44	Included	No	2012	Yes	\$700 per connection	Yes charge FD \$1,000 for all hydrants (85)
2561010	WOLFEBORO WATER & SEWER UTILITIES	\$808.04	No	No	2014	Yes	\$2,000/ per bedroom	Yes Flat rate of \$325,000/yr from town to water dept
0081010	ALTON WATER WORKS	\$810.00	No	No	2015	Yes	\$250	Yes 80
1911010	PITTSFIELD AQUEDUCT COMPANY	\$917.58	No	No	2010	N/A	No	Yes \$87.13 per month per hydrant plus an annual charge of \$0.18358 per inch-foot of water main.
0841010	FRANCONIA WATER WORKS	\$920.00	N/A	N/A	N/A	N/A	N/A	N/A
2271010	SUNAPEE WATER WORKS	\$949.94	No	No	2015	Yes	\$1,000	Yes 163
1221010	JAFFREY WATER DEPARTMENT	\$1,091.67	N/A	N/A	N/A	N/A	N/A	N/A
1891010	NEW HAMPTON VILLAGE PRECINCT	\$1,439.92	N/A	N/A	N/A	N/A	N/A	N/A

NHDES assumes no responsibility for the accuracy of the data as originally reported by the water systems, nor does NHDES assume responsibility for any errors which may have been introduced through the data entry and storage process and/or the preparation of data, even though considerable effort has been expended to prevent such errors. Should you encounter an error in the data please call 603-271-2472 so that it may be corrected.



Town of Salem, New Hampshire

Community Development Department
Planning Division

33 Geremonty Drive, Salem, New Hampshire 03079
(603) 890-2020 – Fax (603) 898-1223
e-mail: rmoldoff@ci.salem.nh.us

NOTICE TO ABUTTERS SALEM PLANNING BOARD SALEM, NEW HAMPSHIRE

NAME OF PETITIONER: Verizon Wireless

ADDRESS OF SITE PLAN: 152 Zion Hill Road

TAX MAP/LOT NUMBERS: Map 26, Lot 6381

AGENDA DATES: 10/13/15, 10/27/15, 11/10/15

LOCATION:

**Town Hall
33 Geremonty Drive
Salem, NH 03079**

TIME: 7:00 PM

DESCRIPTON OF PROPOSAL: 100 ft. tall personal wireless service facility (cell phone tower)

The purpose of this notice is to advise you that the Salem planning Board has scheduled public hearings for the described proposal noted above. In most instances, there are two or more hearings; but occasionally, matters may be handled in one hearing. Agendas are posted in the Town Hall several days before meetings, and abutters are encouraged to check these or call the office to confirm agenda items prior to attending.

Abutters often play a crucial role by providing information and helping the Planning Board evaluate plans, so you are encouraged to call the Planning Office if you have any concerns or comments, view the plans at Town Hall, submit written comments, attend the meeting, or watch the meeting on local cable channel 23.



Ross A. Moldoff
Planning Director



Town of Seabrook Planning Board

PO Box 456, Seabrook, NH 03874 603-474-5605
planningboard@seabrookNH.org

Public Notice

The Seabrook Planning Board will hold a public hearing at **6:30 PM** on **Tuesday October 6, 2015** at the **Seabrook Town Hall** in order to consider a proposal by Cellco Partnership dba Verizon Wireless to erect a 160-foot high tower, aka a personal wireless services facility, on Town-owned property adjacent to the Fire Station at 87 Centennial Street.

NH RSA 12-K requires notice to NH municipalities within a 20-mile radius from which the tower will be visible. However, rather than attempt to make that calculation, the Town of Seabrook opted to notify all NH municipalities within a 20-mile radius.

Copies of the proposal are available for public inspection at the Seabrook Town Hall.

Jason Janvrin, Chair
Seabrook Planning Board

09/21/15

Town Manager's Office

SEP 28 2015

Received

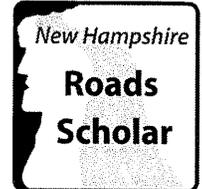


University of
New Hampshire

Technology Transfer Center
Kingsbury Hall #W220
33 Academic Way
Durham, NH 03824
V: 603.862.2826 / 800-423-0060 (NH only)
F: 603.862.0620
TTY: 7.7.7 (Relay NH)
www.t2.unh.edu

September 25, 2015

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



Re: Roads Scholar Program

Dear Sirs and Madams:

It is our pleasure to inform you that Joshua Hamel has achieved the status of **Master Roads Scholar**. The T² Center has created the Roads Scholar Program to recognize various achievement levels in our educational program for people who work in public works.

Master Roads Scholar is the milestone **fourth achievement level** of six levels in the Roads Scholar Program. It is distinguished from the other levels by requiring the completion of 100 contact hours, including the requirements for Roads Scholar Two, which are: 20 hours in technical areas, 5 hours in supervision, 5 hours in environmental, and 10 hours in safety. The additional 60 hours required for this level are at the learner's discretion. The usual training session yields five hours of contact, therefore an individual must typically attend **twenty one-day workshops** to reach the level Joshua has completed.

On behalf of the Technology Transfer Center, I am pleased to notify you of the extra effort and commitment that Joshua has demonstrated in order to achieve this status. He deserves to be congratulated for his persistence and drive to maintain a leading edge in the field of local road maintenance and construction.

Sincerely,

Amy Begnoche
LTAP Director

/acb

cc: Joshua Hamel

The UNH Technology Transfer Center is sponsored by the Federal Highway Administration and the New Hampshire Department of Transportation. One of the missions of the Technology Transfer Center is to provide educational support for the people who build and maintain the nation's infrastructure.

Town Manager's Office

SEP 30 2015

Received

ROCKINGHAM

PLANNING
COMMISSION

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

September 29, 2015

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

RE: Dues Request for 2016

Dear Ms. Gilman:

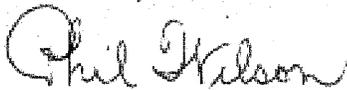
I am writing to thank you for Exeter's continued support and membership in the Rockingham Planning Commission and to provide you with updated information as you budget for membership for the coming year. Our services are available to Exeter and the other towns in the region through continued financial support in the form of dues paid by our member communities. Local dues provide our most important source of funding. They support the core operation of the agency and allow us to match grant funding from other sources.

Our dues request from Exeter for the coming year will be \$11,827. This is calculated based on the 2014 Office of Energy and Planning population estimate for Exeter of 14,385 and a dues rate of .97 cents per capita.

Attached for your information is our adopted work program for the current fiscal year and narrative summary of some of the regional and local projects that we are presently working on.

The dues support we receive is more important than ever. As always, we are grateful for your support and participation in the Commission and eager to assist your town. If you would like to discuss this request or any other aspect of RPC membership or the work we are doing, please feel free to call me at 964-2124, or call Cliff Sinnott, our Executive Director, at the RPC office at 778-0885. We will be pleased to meet with you at your request and convenience.

Sincerely,



Phil Wilson
Chairman

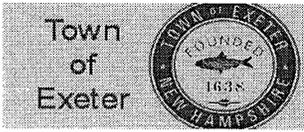
cc: Kelly Bergeron, Planning Board Chair
Russell Dean, Town Manager
Gwen English, Don Clement, Langdon Plumer and Katherine Woolhouse, RPC Commissioners

Town Manager's Office

Encl.

OCT 02 2015

Received



Russ Dean <rdean@exeternh.gov>

Bicycle/Pedestrian committee

Anush Hansen <anush.hansen@gmail.com>
To: Russell Dean <rdean@exeternh.gov>

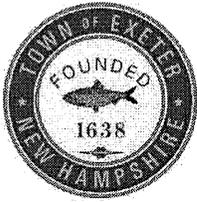
Fri, Oct 2, 2015 at 8:47 AM

Hi Russ,

I'm writing to ask about the process for establishing a new town committee. I think with the various resources, issues and opportunities in Exeter regarding pedestrian/bicycle access, safety, and healthy living/active living promotion, that it could be really valuable to bring together a group of residents on a regular basis to discuss these issues. There are many towns in NH that have a bike/ped committee, and I think with Exeter being such a vibrant, active, family-friendly community, that is attracting more and more young families, that having a committee in Exeter could be a fantastic asset.

Does adding a new committee require a vote by the Board of Selectmen? If it's not possible to establish a new committee, are there spin-off advisory groups for the existing committees (ie conservation, planning, etc)? If you could share the process with me that would be great!

Thank you,
Anush



Town of Exeter Boards, Commissions & Committees Appointment Application

Committee Selection:

1st Choice: Cable Advisory Committee 2nd Choice: _____

Name: Frank Ferraro

Address: 3 Greenleaf Drive, Exeter

Email: fferraro2010@gmail.com

Phone: _____ Cell: 603-957-8051

Please describe your interest in serving on this committee.

I am the Executive Producer of the Exeter Community Affairs television program, Next Stop Exeter, that is shown on EXTV. I have been extensively involved in EXTV working with Doug York. I also reviewed and commented on the Public Access TV Policy when it was being developed several years ago. I am also familiar with the current cable franchise agreement and the process that the previous committee went through.

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

I have experience in contract negotiations and I am the Executive Producer of an Exeter Public Access TV program working closely with Doug York. I served as Selectman for 3 years and was the Selectmen's rep on the Planning Board and the W&S Advisory Committee. Selectman Clement and I worked on procuring the contractor for the development of the current town website.

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

No Conflicts

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

After submitting this application for appointment to the Town Manager:

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

Signature: Frank Ferraro Date: 9/22/2015

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