

**Exeter Board of Selectmen Meeting
Monday, May 9th, 2016, 6:50 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter, NH**

1. Call Meeting to Order
2. Board Interviews –Heritage Commission
3. Bid Awards –Line Marking
4. Public Comment
5. Minutes & Proclamations
 - a. Proclamations/Recognitions – 2016 ‘Top Dog’ Winner – Town Clerk
 - b. Minutes: April 25th, 2016
6. Appointments – Planning Board, HDC, Concom
7. Discussion/Action Items
 - a. New Business
 - i. David Canada, Stratham Selectman re: Water/Sewer
 - ii. 2016 Citizen’s Petition Article – Travel Lanes Update
 - iii. Quarterly Financial Report
 - iv. Epping Road Water Tank Service Contract Proposal - USG
 - v. Memorial Day Parade Update
 - vi. County Commissioners Meeting May 25th
 - b. Old Business
 - i. TBD
8. Regular Business
 - a. Tax, Water/Sewer Abatements & Exemptions
 - b. Permits & Approvals
 - c. Town Manager’s Report
 - d. Selectmen’s Committee Reports
 - e. Correspondence
9. Review Board Calendar
10. Non Public Session
11. Adjournment

Daniel Chartrand, Chairman
Exeter Selectboard

Posted: 5/6/16 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



LOCAL RIVER MANAGEMENT ADVISORY COMMITTEE NOMINEE FORM



New Hampshire Rivers Management and Protection Program

RSA 483:8-a

Please complete both sides of this form and email to riversprogram@des.nh.gov. Please type "NOMINEE FORM" and nominee's name in the subject line. Forms can also be sent by mail to: Rivers Coordinator, NHDES, 29 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095. For questions please contact the Rivers Coordinator at 271-2959.

Nominee Information

Nominee Name: DAVID O'HEARN		Date: 5-3-2016
Street Address: 9 HALE ST		
Town: EXETER, NH		Zip Code: 03833
Phone (home): 603-772-0613	Phone (cell): 603-770-3905	Phone (work): 603-395-9276
Email: dohearn@wt&nh.com		

Nomination Information

Type of Appointment -	<input checked="" type="checkbox"/> New Appointment	<input type="checkbox"/> Reappointment
River Name: SANAMSCOTT		
Type of Representation -	Municipality:	Other:
Please state your interest(s) in serving on the Local River Management Advisory Committee:		
<input type="checkbox"/> Local Government	<input checked="" type="checkbox"/> Conservation	<input type="checkbox"/> Agriculture
<input type="checkbox"/> Business	<input checked="" type="checkbox"/> Recreation	<input type="checkbox"/> Riparian Landowners
<input type="checkbox"/> Other, please specify: _____		

Board of Selectmen or Authorized Signature(s) – REQUIRED (e-signature acceptable)

Name:	Title:
Name:	Title:
Name:	Title:

Note: By statute, the Commissioner of NHDES appoints the Local River Management Advisory Committee (LAC) members for each Designated River from nominees submitted by the local governing bodies through which the Designated River flows (RSA 483:8-a)

Additional Information

Please include a short description of your relevant background knowledge of local river-related issues or general river management and protection:

LIFE LONG EXETER RESIDENT, GREW UP ON THE BANKS OF WHEELWRIGHT CREEK.
 GREAT BAY LOBSTER MAN FOR 20 YEARS
 EEL TRAPPER - SOFT SHELL CLAM DIGGER
 NO FORMAL RIVERMANAGEMENT TRAINING,
 ALL TRAINING HANDS ON.

Most Local Advisory Committees engage in a variety of activities. Reviewing those activities listed below, please check those that are of most interest to you:

- Grant Writing
- Public Education
- Committee Administration
- Event Organization
- Public Relations
- Management Plan Preparation/Implementation
- Other, please specify: _____

Most Local Advisory Committees meet monthly. In some cases they may meet more frequently to complete specific tasks, while in other cases your attendance may not be required at all meetings. Please check one of the boxes below to indicate your availability to attend regularly scheduled meetings:

- I can attend monthly meetings on most weeknights
- I can attend monthly meetings only if scheduled on a specific weeknight
- I can only attend a limited number of monthly meetings
- I cannot attend monthly meetings, but am willing to complete tasks on behalf of the Committee

For NHDES Office Use Only

LAC Chair and Nominee have been contacted regarding nomination on (date):

LAC Member List and Contacts Database updated (date):

RMPP Staff recommends appointment to Commissioner -

Approve RMPP staff: _____ Date: _____

Appointment letter and information packet sent on (date):

Appointment confirmation sent to municipality and LAC Chair on (date):



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

Statement of Interest Boards and Committee Membership

Committee Selection: Heritage Commission

New Re-Appointment Regular Alternate

Name: Maura Fay Email: maurafay@gmail.com
Address: 13 Forest St Exeter Phone: 603-289-9742

Registered Voter: Yes No

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

I have always had an interest in town history. I would like to be involved in protecting + preserving what makes this town unique so that future generations can enjoy it as well.

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

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

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

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

Signature: Maura Fay Date: 5/1/2016

**Draft Minutes
Exeter Board of Selectmen
April 25, 2016**

1. Call Meeting to Order:

Chairman Dan Chartrand called the meeting to order at 6:45 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chair Julie Gilman, Selectman Don Clement, Selectwoman Nancy Belanger, and Selectwoman Anne Surman. Town Manager Russell Dean was also present.

2. Board Interviews:

The Chair announced that the Board was moving to the Wheelwright Room to conduct interviews, which occurred at 6:46 pm. [The interviews were not included in these minutes at the decision of the Chair.] The Board returned to public session in the Nowak Room at 6:57 pm for the regular session.

Chair Chartrand announced that the Board had conducted interviews of highly qualified candidates for Conservation Commission and Historic District Commission, which the Board would take up in a few weeks.

The Chair then raised an issue of the election of the Board Chair at the last session, regarding the process which may not have had a proper second of the nomination of Mr. Chartrand as Chair. He requested that the Board conduct the election again, which was done by Vice Chair Ms. Gilman. Ms. Gilman asked for anyone who is interested in Chair, to put their name on the table. Mr. Chartrand stated that he was interested in serving as Chair. Mr. Clement discussed the process and stated that he saw no reason to put his name on the table for Chair again. Ms. Belanger moved to elect Mr. Chartrand as Chair and Mr. Clement seconded. There was no discussion and the vote was unanimous to elect Mr. Chartrand as Chair. Chair Chartrand thanked Mr. Clement for identifying the issue early so as to avoid possible greater problems over time.

3. Bid Awards:

The Chair said that Great Dam Removal Project and Line Marking Project are on the agenda tonight. Mr. Dean stated that Line Marking is not being heard tonight. The Chair postponed that matter.

a. Great Dam Removal Project:

The Chair stated that the bids for this project were opened a week ago with himself, the Vice Chair, the Town Manager, the Town Engineer, Paul Vlasich and two of the bidders present at the opening.

Paul Vlasich, Town Engineer presented the bid situation, stating that all interested contractors were pre-qualified, based on an RFQ issued in February, then advertised. There was a qualification meeting. In Mid-March there were 7 requests for bid packages submitted and 5 of the contractors were deemed qualified after review. There was a mandatory pre-bid meeting and 3 contractors appeared for that and all submitted bids on April 18th. The bid process was broken up into components of the base bid of dam removal and stream restoration, with alternatives identified for the water intake at the Phillips

Exeter Academy ("PEA") property, deemed Alternative 'A', and Alternative 'B', to return to the River next year and shift rocks that may have moved due to flows, etc., as required by the Wetlands Program. And Alternative C added a dry hydrant at the end of Franklin St.

There is not enough money to cover the base bid plus all the alternatives, only the base bid plus stream restoration and the first year of activities. There are requirements for fish monitoring through Section 106-Cultural Resources Division. The remaining money will cover the base bid and the first year activities only. The rest of the Sect 106 monitoring requirements and Alternatives will be an additional \$150K more than is currently budgeted. Alternative C, the dry hydrant, will be an additional \$154,000 and the Fire Department is in agreement that we do not need to do that at this time. The packet materials explain all this.

The recommendation is to award the bid to SumCo Eco-contracting, LLC, as low bidder at \$873,900, to cover the base bid and first year activities, per the submission. If the Town can find the extra money, through grants or otherwise, we would like to do the rest too, but can't at this time, as explained in the material.

Ms. Surman inquired about the low bidder's experience and Mr. Vlasich responded that they were properly pre-qualified and highly recommended by both VHB and NOAA. There was then discussion on how the money overage occurred, which involved items not part of the original scope of work. That discussion then moved to the dry hydrant and Mr. Vlasich said the Fire Department concluded that it would be fine without it for now, as a skimmer at the boat launch area, where suction isn't on bottom of river, would be okay.

Ms. Gilman stated that the remaining work excluding dry hydrant, Alts A and B and stream adjustments as well as Sect 106 stipulations are all things that we have to get funding for as they are requirements. Mr. Vlasich agreed.

The Chair then asked if there was any public input.

Harry Thayer, Liberty Lane - raised a question on the total amount available. Discussion resolved that the presented amounts were part of the existing grant, except for the excepted alternative amounts as discussed. Mr. Thayer then asked about monitoring the fish flow. Who for, how long do it and cost to taxpayers? Mr. Vlasich responded that it is referred to as the "fish cage". Early in the NOAA grant process, it became clear they needed to have fish counts using a fish cage and they asked us if we could come up with one and we believe we could by this time next year. Not sure if it is to be permanent, but Fish and Game will do some future fish counts after the first year.

[There was no further public comment.]

Mr. Dean stated that the Town is going to keep those alternatives, especially the water intake component, on the list of things that need to be done. Mr. Clement then moved that the Town award the dam removal and stream restoration project to low bidder SumCo Eco-contracting, LLC, for \$873,900. Ms. Gilman seconded the motion. There was no further discussion, and the motion passed unanimously.

[The Line Marking bid matter was postponed.]

4. Public Comment:

Town Clerk Andrea Kohler stated that the last day to register dogs is April 30th, but it's a Saturday, so this Friday, April 29th, is the last day. This can be done during regular business hours of 8:15 am to 4 pm, or online at ExeterNH.gov/Town Clerk. Also, Apr 30th is the last day to submit entries for the Top Dog Contest, so those too must be in by Friday. Lastly she stated that the Town Clerk's Office is considering changing office hours. There's a survey on our website for that. Please let the Clerk know, which you can do online at: ExeterNH.gov/Town Clerk. The survey will be online until the end of June.

[There was no other public comment]

5. Minutes & Proclamations:

a. [There were no proclamations]

b. Minutes of April 11, 2016:

Ms. Gilman said one thing needed to be clarified, at page 3, second paragraph, where Ms. Bryant is speaking, not sure what the reference to "local" was. The Chair stated it was a reference to buying local. There was discussion on the policy of buying locally if all things are equal and it was decided to amend the minutes there to state "local focus"

Ms. Surman identified a typo at page one: 'the' to 'he'

Hearing no other amendments to the minutes of 4/11 or discussion of them, the Chair asked if there was a motion to approve those minutes. Ms. Gilman moved approval as amended and Ms. Belanger seconded. The motion passed unanimously.

6. Appointments:

The Chair stated that appointments will be taken up later on the agenda.

7. Discussion/Action Items:

a. New Business:

i. Recreation Park Concept Plan Presentation:

Mr. Dean stated that the town has been working with Parks/Rec on needs assessment from 2014, regarding discussions for updating the Rec Park, which has been part of the Master Plan from 2002. UNH identified needs in a report. He made a disclosure that he serves as a coach in one of the leagues and sits on that league's board.

There was a presentation of the proposal for the Rec Park improvements pursuant to the packet of information provided to the Board by Mike Favreau, Director of Exeter Parks and Recreation. There was approval for \$15K to study the recreation park and whether the 8 acres was usable. The original rec building dates to 1848. In 1985 it was converted to Rec use. Building issues include no gym space, no handicapped access, lack of sports storage, lack of space for grounds-keeping equipment, which is under a canvas tent. The needs study of 2015 showed Parks and Rec building

was inadequate and the Dept. needed more space. Parks and Recreation is second only to the schools as a reason that people come to Exeter and/or stay here if already here. The current building is assessed at \$462,400, the land 118,800, and the total is \$581,200. The pictorials indicated the area, acquired in 1974, as 26 acres total, and about 8 acres undeveloped area. The pool needs work, the tennis courts have been completely redone. Playground needs upgrades. Parking is a huge issue on weekends especially, due to changeovers. Summer parking is at a premium-gridlock parking. There's a shortage of good field space in Exeter. These all drive upgrades needed. 90% of responses were in favor of field and playing space as important to very important. [There was then discussion of 1974-79 value/costs.]

The UNH study stresses improvements to maintain partnerships in community. Rec/Parks is looking to partner with other groups where all would benefit. All tolled there are 3,157 children participating and that's greater than the high school and middle school combined. Camps sell out very quickly, in just hours or sometimes minutes. The vast majority are at Rec Park, nearly a thousand kids. The department moved to a revolving fund in 2005, all revenue in/all expenses out. He presented the lists of expenses and improvements that came out of the revolving fund over the years, just under \$400,000. This proposal is for a much needed expansion. He presented the various proposed changes/additions and upgrades to implement. Included are a lighted baseball field for tournaments with an amphitheater seating, a multipurpose turf field which has an advantage of extended period of use seasonally, for about 11 months. Parking would be increased by 75 spaces. Two tennis courts would be lost due to adding in needed water and sewer.

Various aspects of the proposal were discussed. The playground is not on town property-that would have to be addressed. The playground is 18 years old. There was then discussion on the status of the playground and equipment, that it wouldn't last another 20 years. The building needs a gym due to program needs. Want to expand senior citizen programs there, into a multipurpose area. The gym takes up a big chunk of the proposed facility, with an office area, multipurpose area (which would be ideal for senior citizen programs. He discussed outside renderings and changes and presented a breakdown of the high cost, with the biggest amount for site work and driveway/parking at \$850K. The turf field is \$1.5 million, the baseball field is \$550k, the spray pad/pool deck is to be relocated at \$50K, utilities at \$350K, other improvement costs, with whole site development at \$4 million and the building at \$3.9 million, so about \$8 million total.

As for paying for it, bonding is possible, the Land and Water Conservation Fund, major league baseball and other groups, impact fees of about \$100-150K. We would have engineering and design work to do. Impact fees are at about \$36K now, but projects in the works might increase that to just under \$200K in rec impact fees that could be used for engineering, etc. We could consider sponsorship/naming rights, which we are aware can be controversial, but we should explore it. Other means might be public/private partnerships, donations. If it were bonded without any grants or anything, it would be about \$128 per year assessed to each taxpayer.

Next step is to work with groups and this board to tweak plan, address phasing issues, and CIP preparation for Planning Board review. We want to do all that and then report back to the board later in summer.

Wayne Demers, with Exeter Youth Lacrosse Association then stated that they have been working with Park/Rec for 15 years, spend \$15K per year renting other folks' turf space, but would rather put it toward this project. The season is short. We have 50 youth with Park/Rec and 350 kids from SAU towns, but it's growing every year.

Mike LaNigra, President of Exeter Junior Baseball and Softball League stated that they have 468 kids from five communities, use 11-12 fields, with 100% softball/baseball use, by 40 softball teams. We lost Walsh Field for parking. Mr. Clement initiated some discussion on Walsh Field and its loss for playing. Mr. Thayer said it seems that the school is reneging on the Walsh Field situation and then asked about another new gym, as there are 8 already in town.

[There were no other public comments.]

Mr. Dean: then gave some supportive comments and perspectives. There was then discussion on the 8 acre piece and the loss of the tennis courts as well as the track program and amphitheater aspect. Ms. Gilman stated that it all comes back to funding. Mr. Clement suggested the project be phased over years. There are other expensive costs. There was discussion on the new gym component and other elements. There was also discussion on the cost of phasing the project over years, with it adding significant additional financing costs probably close to \$1 million if delayed three years. Chair Chartrand thanked all participants, then commented that in a low interest environment as now, it might be a smart play to do it all at once given interest rates but that was something to be worked out. He stated the board would like to see this matter back in July for more progress.

ii. 2016 Paving Proposal-Bell & Flynn-packet letter from DPW and Bell & Flynn

Mr. Dean stated that the proposal is for a one year extension of the current paving agreement. There are three categories. Main surface course work at \$69.90/ton, which is the main component, the surface course would be \$1/ton higher than that and the downtown surface course would remain at \$71.90/ton from 2015. The paving plan is attached and it's proposed to do a number of streets around the town, in addition to Water and Front Streets.

The Chair asked for any board comments. Mr. Clement responded that the town has been many many years working with Bell & Flynn, they are in town, satisfactory work done with great pride.

[There were no other board comments.]

Mr. Clement moved to award the contract to Bell & Flynn for bituminous concrete paving at the prices stated. The motion was seconded by Ms. Surman. The motion passed unanimously.

The Chair asked if there was any discussion and Ms. Gilman responded that they needed an end date. Mr. Dean suggested May 1, 2017. Mr. Clement amended his motion to add the date of May 1, 2017, and Ms. Surman amended her second as well. The motion passed unanimously.

iii. Board/Committee Appointments

The Chair explained that the expiring board appointments are effective as of 4/30. He discussed the appointment sheet format and the Conservation Commission's documentation and its explanations. The Chair then asked that appointments tonight be

motions and seconds where there is only one applicant. If there are two applicants, there should be nominations and then majority votes on that, then appointment motions on those.

There was discussion on possibly holding off on the Planning Board appointments because those applicants want to discuss it amongst themselves. One might be satisfied with the alternate position. The Chair pressed for moving it forward. Others agreed with holding off on the appointment. There should be written recommendations from the other boards. There was clarification that the Selectmen appoint the members of those boards and that it will hold off any final decisions for two weeks but both applicants will appear before the Select-board at that time for consideration and a decision. There was discussion on the amount of time the ConCom put in on its recommendations and that the Planning Board was likely to do the same thing later this week. The Chair then ruled that the Selectmen would proceed tonight on all appointments except the full member term expiring April 30th 2019 being vacated by Ken Knowles.

The Chair stated that the spread sheet of potential volunteers that the board-members have is a list of people who have assented to serve in those positions. He then entertained motions for appointments starting with the Arts Committee. Ms. Belanger moved the following appointments, seconds following each name and position below, all without discussion unless noted below:

Arts Committee, for full member term expiring Apr 30, 2019: Marissa Vitolo. Mr. Clement seconded. The appointment was approved unanimously.

Arts Committee, for full member term expiring Apr 30, 2019: Karen Noonan. Mr. Clement seconded. The appointment was approved unanimously.

Conservation Commission, for full member, term expiring Apr 30, 2017: Alyson Eberhardt. Ms. Gilman seconded. The appointment was approved unanimously.

Conservation Commission, for full member, term expiring Apr 30, 2018: Bill Campbell. Ms. Gilman seconded. The appointment was approved unanimously.

Conservation Commission, for full member, term expiring Apr 30, 2018: Virginia Raub. Mr. Clement seconded. The appointment was approved unanimously.

Conservation Commission, for full member, term expiring Apr 30, 2019: Andrew Koff. Ms. Gilman seconded. The appointment was approved unanimously.

Conservation Commission, for full member, term expiring Apr 30, 2019: Carlos Guindon. Mr. Clement seconded. The appointment was approved unanimously.

Exeter Economic Development Commission, for full member, term expiring Apr 30, 2019: John Mueller. Ms. Gilman seconded. There was discussion on the length of term for this position. The appointment was approved unanimously.

Exeter Economic Development Commission, for full member, term expiring Apr 30, 2019: Dan Gutstein. Ms. Surman seconded. The appointment was approved unanimously.

Exeter Economic Development Commission, for full member, term expiring Apr 30, 2019: Ian Smith. Ms. Surman seconded. The appointment was approved unanimously.

Exeter Housing Authority, for full member, term expiring Apr 30, 2021: Pam Gjettum. Ms. Surman seconded. The appointment was approved unanimously.

Exeter Housing Authority, for full member, term expiring Apr 30, 2021: Renee O'Barton. Ms. Surman seconded. The appointment was approved unanimously.

Exeter Planning Board, for full member, term expiring Apr 30, 2018: Gwen English. Mr. Clement seconded. The appointment was approved unanimously.

Rockingham Planning Commission, for alternate member, term expiring Apr 30, 2019: Lang Plumer. Mr. Clement seconded. The appointment was approved unanimously.

Water and Sewer Advisory Committee, for full member, term expiring Apr 30, 2019: Jim Tanis. Mr. Clement seconded.
The appointment was approved unanimously.

Zoning Board of Adjustment, for full member, term expiring Apr 30, 2019: Laura Davies. Ms. Gilman seconded. The appointment was approved unanimously.

The Chair stated that the other full member Planning Board Appointment would be taken up at the next meeting.

Mr. Clement raised an appointments issue regarding committee members who miss 60% of their board's meetings that they may be asked by the Selectboard to step down. The Planning Board moved its chair write a letter to the Selectmen regarding that issue. The Chair said it had not and that they will await that correspondence from the Chair of the Planning Board.

Ms. Gilman then pointed out that the Heritage Commission position appointment wasn't addressed. She moved to appoint Peter Smith as a regular voting member of the Heritage Commission for a term ending Apr 30, 2019. Mr. Clement seconded. The appointment was approved unanimously.

b. Old Business:

i. Lease/Purchase Resolution-Vehicles

Mr. Dean stated that what is needed from the board is Schedule No. 05, Exhibit E, Lessee Resolution, to be read into the minutes by an officer or member of the board for vehicle purchases under Article 21.

Ms. Belanger, Clerk, then read the full resolution into the record and it is hereby fully incorporated herein by reference to the Selectboard's session packet for 4/25/16, at page E-1, but modified to be dated 4/25/16, per discussion of the board.

There was discussion on whose name goes on which lines and that was clarified by Mr. Dean, who is the "authorized individual(s)" to be listed on both lines under Section 2 of the resolution.

Ms. Gilman made a motion to approve and adopt Schedule 05, Exhibit E, Lessee Resolution of the Master Lease Purchase Agreement dated as of October 1, 2011 between Tax-Exempt Leasing Corp. as Lessor and the Town of Exeter as Lessee, as read into the record in full this evening and referenced above, and to authorize the Town Manager to sign the document as required. Ms. Surman seconded it. After discussion on signatories, Ms. Gilman amended her motion to add "and the Chairman of the Board of Selectmen to also sign the resolution document as necessary." Ms. Surman amended her second in accordance with the amended motion. There was no further discussion. The motion was approved unanimously.

Mr. Dean advised that the leases that the board does are pursuant to the Master Lease Agreement with Tax Exempt Leasing Corp and this is an FYI on that-these resolutions simply add vehicles to that prior list.

Mr. Clement then raised two more items under old business: first, an abatement request with an opinion of counsel, and members of the board wanted to see that opinion. The Chair responded that he is bringing that matter up later under new board calendar matters, so Mr. Clement deferred. Secondly, he inquired about the status of the annual Town Manager evaluation. The Chair stated that the TM's self-evaluation is done and he is moving to distribute that to the board on Friday, 4/29 in confidential sealed envelopes, and it should come back to the Chair on Friday, May 13, 2016.

[There was no further old business.]

8. Regular Business:

a. Tax, Water/Sewer Abatements & Exemptions

Ms. Belanger, as Clerk, moved the following list item by item, as set forth in the Selectboard's packets for April 25, 2016, and the respective matters were seconded as noted below. There was no discussion on any motion unless specifically noted below and all matters without discussion passed unanimously per the motions and votes taken thereon:

Disability Exemptions:

<u>Map/Lot/Unit:</u>	<u>Location:</u>	<u>Amount:</u>	<u>Second by:</u>
103/13/1	1 Deep Meadows	\$125,000	Mr. Clement
32/12/29	29 Beech Hill MH Park	Denied	Ms. Gilman
95/64/318	46 Hilton Ave	\$125,000	Ms. Gilman

Veteran's Credit:

<u>Map/Lot/Unit:</u>	<u>Location:</u>	<u>Amount:</u>	<u>Second by:</u>
52/58	Leary Ct	\$500	Mr. Clement

Abatements:

<u>Map/Lot/Unit:</u>	<u>Location:</u>	<u>Amount:</u>	<u>Second by:</u>
103/13/11	11 Deep Meadows Pk	\$1040.46	Mr. Clement

There was board discussion on this matter, Mr. Clement stated that there are seven requests in this list for this same unit. The Chair asked Mr. Dean for any input and Mr. Dean stated that he could not speak to it and suggested that the board hold it without a decision until it can be looked into for more information. The Chair then asked that the motion to approve and the second be withdrawn. Ms. Belanger withdrew her motion and Mr. Clement withdrew his second. Mr. Dean stated that the reason for seven entries might be multiple uses or new qualifying event(s) for certain exemptions or abatements. [These seven matters were then held by the board without further action until more information could be provided.] The Clerk then continued with the list of motions:

Abatements (continued):

<u>Map/Lot/Unit:</u>	<u>Location:</u>	<u>Amount:</u>	<u>Second by:</u>
85/47	Ridgewood Terrace	\$418.86	Ms. Gilman

Elderly Exemptions:

<u>Map/Lot/Unit:</u>	<u>Location:</u>	<u>Amount:</u>	<u>Second by:</u>
104/79/108	108 Robinhood Dr	Denial	Mr. Clement
104/79/808	808 Nottingham Dr	\$152,251	Ms. Gilman
104/79/605	605 Canterbury Dr	\$152,251	Ms. Gilman
74/15	212 Front St	\$152,251	Ms. Gilman

Jeopardy Taxes:

<u>Map/Lot/Unit:</u>	<u>Location:</u>	<u>Amount:</u>	<u>Second by:</u>
55/45	11 Allard St	\$2788.97	Ms. Gilman
54/6/2	48 Oak St Extension	\$896.45	Ms. Gilman

Jeopardy Taxes (continued):

<u>Map/Lot/Unit:</u>	<u>Location:</u>	<u>Amount:</u>	<u>Second by:</u>
103/13/11	11 Deep Meadows Pk	\$40.87	Ms. Gilman

b. Permits & Approvals:

Chair Chartrand asked for motions and Ms. Gilman moved that the board grant the request by Donna Cisewski, Human Resources Director, to use the Town Hall main floor on October 5, 2016, from 10 am to 2 pm for a Health and Benefits Fair. Mr. Clement seconded the motion. There was no discussion and the motion passed unanimously.

c. Town Manager's Report

Mr. Dean reported good news on the downtown sidewalk project, progress continues. He also met with colleagues from Durham, Newmarket and Stratham, and there is to be a joint intern for this summer to be shared by all four towns, on one day per week and they will figure out the fifth day. It will look into the cost of joint purchasing, assessing functions and the like.

Mr. Dean then advised that on 4/21 he attended the groundbreaking for the PEA for its new arts center. Also on 4/21 the water & sewer rate study was commenced and it was a long session with MSFG consultant. They are looking for input on it, regarding anything including tier grade system and impact fees to billing and the capital program going forward, the amounts that are paid in the various tiers: one, two, three; challenges with master meters on multiple buildings and such. They discussed PEA as the largest customer and what they bring to table and the diversity of accounts there. For upcoming events, there are the following:

- 4/29: HealthTrust meeting in concord
- 4/30: goal setting session with the board
- 5/2: 24 front street Chamber of Commerce Business Loft 5-7 pm open house, all invited.
- 5/5: ribbon cutting at St Vincent DePaul-10 am for facility opening
- 5/7: Kids Day at Swasey parkway

The other report is the opening of Lexie's in a few weeks.

d. Selectboard's Committee Reports

The Chair stated that he had asked that a report prototype for committee reports be in the packets to be used for written reports and it will be standard from now on. Use it if you want to submit reports ahead of time. For paper submissions, they are needed by the Friday before any given session, by 1:30-2 pm. Mr. Clement then initiated discussion on a possible electronic template and the Town Manager said they will provide one so they can be done and submitted electronically.

Mr. Clement gave his report on the activities of the Planning Board, which had conditionally approved the PEA south campus plan on final relocation of tennis courts, performing arts center, existing cage, new field house and parking. The approval went through for drainage, site plan and for a sidewalk from Court Street to Chadwick St and that will be in there.

He reported that the Rockingham Planning Commission met last week with a discussion from the coastal group on: sea level rise, a draft report was in Selectboard mailboxes. If any comments on that, please get them in to Cliff Sinnott. The matter is still open for comments for a while yet. This week the Planning Board will meet and discuss the Master Plan Steering Committee with 12 candidates for that Committee and there will be board members on that Steering Committee as well.

Ms. Gilman then asked if this board should appoint a member to that Steering Committee as well. Mr. Clement advised that he is already a member and Chair Chartrand made a motion that the Vice Chair, Julie Gilman, be the Selectboard's representative on the MP Steering Committee. Ms. Belanger seconded the motion. There being no discussion, it passed unanimously.

Ms. Gilman reported that the Heritage Commission met at the Historical Society and HDC had a number of applications for membership and there were 2 projects by Phillips Exeter Academy, one for a new cross walk on Front St, which is a great idea, with laser projection at bollards and a flashing light for pedestrians to alert traffic to crossing pedestrians. Also, the second project is the Tattersall House, which is the little white house that is on Water Street, it has been decrepit for a while now and the PEA is going to be refurbishing it for their future home for the summer School Program. The American Independence Museum wants to put in a new stair from Water St up to the museum and the area with railroad ties holding soil back will all become a formal stair case with landings.

Ms. Belanger reported on the Housing Committee meeting on 4/8. There is a charge to discuss information from the Town Planner regarding rental averages. They will look at all of it broadly and are meeting next on May 13 at 8:30 am.

Ms. Surman reported that the Conservation Commission held a discussion on April 12 regarding the board's reorganization and the trails committee regarding construction and there will be an upcoming open forum on progress and impacts. There is also a seacoast regional conservation group that meets once a month, next one is 6/13 at 8:30. Someone will be going to that to learn what other communities are doing. Also, on 5/4 Exeter High School will host a free public forum on healthy lawns. The next ConCom meeting is 5/10.

Ms. Gilman added one last item, regarding the all boards meeting, where they had talked about finding educational opportunities for board and commission member. She saw something on National Association of Preservation Commissions and they are having a single day training session for boards and committees. Only \$95 but in Wisconsin on 6/2.

The Chair reported that he met with the Economic Development Commission on 4/12, bulk of that meeting was the same report that this board heard the night before. He did attend the PEA groundbreaking which was very impressive. It was attended by Ms. Gilman, Town Manager, the Town Planner, Doug Eastman, Exeter CEO, and himself. Nice words about their relationship with the Town were said and it was nice to hear that. He said he also attended a League of Conservation Voters session on 4/21 related to solar projects in town, facilities reports to tighten up energy usage. Derry has a town energy use committee and that would be great to do here. I will also make a public commitment to Ms. Belanger to move quickly to finish populating the Exeter Housing Committee.

Mr. Dean raised the Downtown Economic Development Session last week, and the Chair replied that he had attended it with Selectman Clement and it was very well attended, with a lot of good input about the downtown and initiatives/hopes and desires were discussed, in terms of it being the town's "front porch." There are sessions every two weeks and the next one is 5/4 at 6 pm with a topic of Portsmouth Ave.

Mr. Dean reported that he has gone around town with the Planner and seen needs and improvements and are identifying them for the Planning Board's CIP.

Mr. Clement then added TM and he had gotten a notice today that WISE, received an environmental merit award from the EPA for preserving the environment, which will be awarded on 5/10 in Boston at Faneuil Hall. The group is diverse with state and community members from Exeter, Stratham and Newfields. He wanted to specifically recognize Exeter contributors: Jennifer Perry, Paul Vlasich, former Planner Sylvia Von Aulock, and Kristen Murphy, and hopefully was not forgetting anyone from Exeter. They all played an important role in gaining the EPA award.

[There were no other committee reports]

e. Correspondence:

The Chair stated the Town received a letter from Big Brothers/Big Sisters thanking it for the donation that was approved in March. There was also a letter from Margaret Matick who is stepping down from the ConCom.

9. Review Board Calendar:

The Chair reminded the board that there is a meeting this Saturday at 9 am in Town Hall for a goal-setting session. Next Monday, 5/2, I want to schedule a non-meeting meeting to discuss our attorney's opinion on the Riverwood's abatement matter. Since the COC meeting starts that night at 7 pm, he suggested the board meet at 6 pm so as to attend that later. This meeting would be to review the attorney's opinion but not to discuss it. If all available, I would ask our attorney to attend that evening on a different topic.

Mr. Clement stated that he respectfully disagrees since the board is the approving authority so he doesn't see that a non-meeting meeting is warranted. [There was then discussion on the process.] The Chair stated that this is how it is being handled and he appreciated the input. Ms. Surman then stated that she wanted to see the opinion beforehand. The Chair asked the TM about the process. Mr. Dean responded that the opinion is privileged information and if board-members want to see it, that's fine but it can't be disseminated as it is attorney/client privilege. The Chair stated that he is being careful not to waive that privilege in this matter. Mr. Clement said the statute is very clear on board waivers of abatements. The Chair responded that there is going to be a "non-meeting meeting", and he hoped that all can attend. He will take all opinions under advisement and see if he can disseminate that opinion to the member before that meeting.

Ms. Surman asked if it's to be a non-meeting meeting, will there be a public meeting following it? The Chair said that it's to get information to the board without the privilege being waived. Ms. Surman stated that if this board wanted a legal opinion, it should have asked TM to get a legal opinion, but now she feels the board is "behind the 8-ball." The Chair stated that he understood but doesn't know if he agrees with that. [There ensued some discussion to clarify positions on the matter.] The Chair then asked who could make the Monday meeting. Mr. Clement said he wasn't sure and would let the Chair know. The remaining members all stated that they could attend. There is another Selectboard meeting the following Monday 5/9 at 7 pm.

Mr. Clement then made a request under general items to review the employee vehicle use policy. The Chair said it will be soon but perhaps not on 5/9.

Ms. Gilman stated that there needs to be a review of the board's policies and procedures soon as well.

10. Non-Public Session:

[There was no non-public session this evening.]

11. Adjournment:

There being no further business that evening, the Chair asked for a motion to adjourn, which was made by Ms. Belanger and seconded by Ms. Gilman. The session was adjourned at 9:46 pm by unanimous vote.

Respectfully submitted by David Pancoast, Recording Secretary

Appointments – May 9th, 2016

Planning Board

Full member, term expiring April 30th, 2019 (Applicants Lang Plumer, Kathy Corson)

Historic District Commission

Full member, term expiring April 30th, 2019 (Applicant Curtis Boivin)

Conservation Commission

Alternate member, term expiring April 30th, 2018 (Applicant Todd Piskovitz)



TOWN OF EXETER

Planning and Building Department

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

www.exeternh.gov

Date: April 29, 2016
To: Board of Selectmen
From: Kelly Bergeron, PB Chairwoman
Re: BOS Policy 2012-01 Appointed Town Committees

The Planning Board, at its April 14th, 2016 meeting voted unanimously to inform the Board of an alternate member's failure to attend board meetings over an extended period of time.

In accordance with the above-captioned policy, Section 5.0 , subsection 7., I am requesting that the Board consider removal of PB Alternate member Robert Mike-Meyer (with term expiration of 4/30/18) and appoint another alternate member to the Planning Board.

Kelly Bergeron



OFFICIAL BALLOT
ANNUAL TOWN ELECTION
EXETER, NEW HAMPSHIRE
MARCH 8, 2016

Annie J. Kohler
TOWN CLERK

ARTICLES CONTINUED

Article 25

By petition of Daniel W. Chartrand and others. "Shall a charter commission be established for the purpose of establishing a municipal charter?"

733
YES
NO
1155

Article 26

By petition of Herb Moyer and others. "To see if the town will urge: That the next President and Congress fight big money politics and restore government of, by, and for the people by championing the We the People agenda: 1. Ban Super PACs and overturn Citizens United; 2. Expose secret donors and require full transparency; 3. Ban bribes from big-money lobbyists and government contractors; 4. Establish small-donor, citizen funded elections; 5. End gerrymandering and modernize voter registration; 6. Close loopholes and enforce campaign finance laws.

1315
YES
NO
582

That the New Hampshire State Legislature support concrete legislation to enact the We the People agenda. The record of the vote approving this article shall be transmitted by written notice from the selectmen to the NH congressional delegation and to Exeter's state legislators, and to the President of the United States informing them of the instructions from their constituents within 30 days of the vote.

Article 27

On the petition of Andrew F. Hirst and others, due to the high increase in the cost of living in the past eight years to see if the town will vote: For the purpose of amending Article 43: from 2/2/08

1069
YES
NO
806

Which reads as follows:

"Shall the voters modify the elderly exemption from property tax in the Town of Exeter, based on assessment for qualified taxpayers, to be as follows: for a person 65 years of age and up to age 75 years, \$152,251; for a person; 75 years of age up to 80 years \$183,751; for a person 80 years of age and over \$236,251. To qualify person must have been a resident of New Hampshire for at least three (3) consecutive years, own the real estate individually or if owned by such person's spouse, they must be have been married to each other for at least five (5) consecutive years. In addition the taxpayer must have a net income of no more than \$40,426; or if married, a combine net income of not more than \$51,976; and own net assets not in excess of \$194,251; excluding the value of the persons residence. The combined net asset amount for married persons shall apply to a surviving spouse until the sale or transfer of the property by the surviving spouse or until the remarriage of the surviving spouse."

Amend to read as follows:

"Shall the voters modify the elderly exemption from property tax in the Town of Exeter, based on assessment for qualified taxpayers, to be as follows: for a person 65 years of age and up to age 75 years, \$152,251; for a person; 75 years of age up to 80 years \$183,751; for a person 80 years of age and over \$236,251. To qualify person must have been a resident of New Hampshire for at least three (3) consecutive years, own the real estate individually or if owned by such person's spouse, they must be have been married to each other for at least five (5) consecutive years. In addition the taxpayer must have a net income of no more than \$40,427; or if married, a combine net income of not more than \$51,977; and own net assets not in excess of \$194,251; excluding the value of the persons residence. The combined net asset amount for married persons shall apply to a surviving spouse until the sale or transfer of the property by the surviving spouse or until the remarriage of the surviving spouse."

Article 28

On petition of Joan E. Sullivan and others, to see if the Town will vote to: raise and appropriate the sum of \$175,000 for the purpose of adding brick paver enhancements to the downtown area sidewalk project. Recommended by the Board of Selectmen 2-0-2.

748
YES
NO
1310

Article 29

On petition of John M. Maull and others, to see if the Town will vote to place road markings (center yellow lines and side shadow lines) in a manner to enhance the safety of the motoring public and those using the town roads for bicycles, jogging and walking. This will involve adopting a 10 foot travel lane for vehicles (which has been shown to reduce vehicle speed) and placing shadow lines to provide room for safer use of the shoulders for pedestrians, joggers and cyclists.

1437
YES
NO
603

As background, narrower vehicle travel lanes on town roads encourage vehicles to travel at slower, safer speed. This enhances the safety of all and can require less speed enforcement. Currently the town is marking the travel lane at a 12-14 foot width in areas where the speed limit is 25 MPH. These wider travel lanes present the appearance of a high speed highway and encourage travel at a speed that exceeds the speed limit. The current wider travel lanes have left inadequate space outside the white "shadow" lines. Leaving more space outside of the vehicle travel lanes provides enhanced safety for walkers, joggers, citizens using scooters and bicycles. Many towns in New Hampshire have adopted this approach to enhance safety. This measure will not cost the town any more money than the placement of current lines; it will require a consistent focus on the part of the Exeter Highway Department to see that the lines are placed properly to enhance safety in our town.

YOU HAVE NOW COMPLETED VOTING

519
BOS

TOWN OF EXETER
10 FRONT STREET • EXETER, NH • 03833-3792 (603) 778-0591 • FAX 772-4709
www.exeternh.gov

TO: SELECT BOARD MEMBERS AND RUSS DEAN, TOWN MANAGER
FROM: DOREEN RAVELL, FINANCE DIRECTOR
SUBJECT: BUDGET VS ACTUAL RESULTS (UNAUDITED) AS OF 3/31/16 & 3/31/15
DATE: MAY 9, 2016

General Fund Budget vs. Actual Revenues and Expenses
First Quarter 2016 vs. 2015

General Fund Revenues

For the quarter ended, March 31, 2016, (“current year”) General Fund (“GF”) actual revenues are \$.998M versus \$1.15M as of March 31, 2015 (“prior year”). General fund revenues have decreased for the current year by \$ 155K or 15% over the prior year. Revenue variances are due to the HealthTrust refund of \$ 202K received in the first quarter of 2015, but not anticipated in 2016, decreases of \$95K in Building Permits and Fees over the prior year. Revenue decreases are partially offset by increases of \$55K in Income from Departments, \$ 70K in Motor Vehicle Permits and Fees and other various revenue sources of \$ 17K.

General Fund Expenditures

The overall General Fund expenditures have decreased by \$ 303K or 8% over the prior year. Current year GF expenditures are \$ 3.7M or 21% spent against budget compared to \$4M or 23% spent in the prior year. Items of note as of March 31, 2016 are:

- General Government Group Expenses (BOS, TM, HR, Legal, TC, EL, and MO) expenditures are unfavorable by \$ 11K or 6% over the prior year. The increases are related to Town Clerk and Elections Departments’ expenses being higher due to more elections and election preparation in the current year versus the prior year.
- Finance Group Expenses (Finance, Tax, Assessing and IT) have decreased over the prior year by \$ 4K or 2%. Decreases are mostly related to GASB Consulting Expenditures of \$ 4K in the prior year and none expended to date in the current year.
- Planning and Building Inspection Departments show decreased expenses of \$ 9K or 9% for the first quarter of 2016. A \$19K decrease is directly attributable to the vacancy of the Planning Director for the first 2 months of the first quarter of 2016. The decrease is offset by increases in the Building and Inspection Department for budgeted wage and benefit increases in 2016.
- Police Department expenditures have decreased by \$4K for the first quarter of the current year. The Staff Division’s expenses are down by \$ 16K which is directly related to a vacancy in the police staff since the fall of 2015. Some of the decrease is offset by a vacancy that was filled in the Patrol Division of \$ 3K, a \$ 5K increase in equipment maintenance and other budgeted wage and benefits increases of \$4K for the first quarter of 2016.

- Fire Department expenses have increased by \$17K or 2% over the prior year. Most of the increase relates to Suppression overtime of \$16K above the prior year. The overtime level is directly related to more call volume this year versus last year. Contracted and budgeted wage and benefits increases of \$ 1K also contribute to the increase in expenses for 2016.
- The overall Public Works budget has decreased by \$299K or 33%. The majority of the decrease is related to the Snow and Ice Budget which is \$286K less this March due to less major snowstorms in the first quarter 2016 versus the first quarter of 2015.
- DPW Administration and Engineering budget is up by \$ 15K or 31% due to contractual and budgeted wages and benefits costs, a \$ 9K increase in the fuel account which is a timing issue and increases of water/sewer fund allocations directly related to increased costs directly related to water and sewer functions.
- Solid Waste Disposal is down by \$ 18K and is due to less blue bags purchased in the current year.
- Street Lights have decreased by \$ 15K over the prior year due to lower electric rates.
- The Maintenance Department has a \$27K decrease of which \$ 19.8 is attributable to lower electricity costs in 2016 (discussed below), lower overtime of \$ 2K and lower PT Mechanic wages of \$ 6K due to a vacancy.
- Natural Gas expenditures have decreased by \$ 4K or 10% from the prior year 2015. These expenditures are \$ 41K in 2016 versus \$ 47K in the prior period.
- Electricity costs have decreased by \$51K or 31% town-wide over the prior year. Year-to-date electricity costs expended are \$ 115K in 2016 versus \$ 166K in the prior year. In general, most electricity accounts in Town decreased in total by \$ 62K except for electricity for the Sewer Treatment Plant which increased by \$11K.
- Fuel costs have decreased by \$ 14K over the prior year due to lower fuel contract rates. The 2016 fuel budget is expended by \$ 37K versus the prior period expended by \$ 51K.

General Fund Net Income/ (Deficit)

- General Fund Net (Deficit) as of March 31, 2016 has decreased by \$ 149K or 5% from the prior year. Deficits are common for the first quarter of the year, because property taxes, the largest source of the Town's revenue, are not billed until the second and fourth quarters of the year. All of the other facts affecting net income are described above in the revenue and expense sections.

Water Fund Budget vs. Actual Revenue and Expenditures

Water Fund Revenues

- Water Fund (“WF”) revenues for the current year have increased by \$ 17.8K or 3% over the prior year. The increase is due to slight increases in water consumption of \$14.5K, water service charges of \$ 2K, water impact fees of \$2.8K, water assessment fees of \$ 2.1K and other miscellaneous increases of \$1K offset by a \$ 4.6K decrease in water miscellaneous revenue.

Water Fund Expenses

- Water Fund expenses have decreased by \$ 47K or 8% versus the prior year. Below is a breakdown of expense increases and decreases by division within the Water Department.
- Water Administration expenses have decreased by \$4.5K or 3% below the prior year. Decreases are mostly due to a drop in legal expense of \$.8K and legal notices of \$ 4K offset by other increases and decreases.
- Water Billing & Collection expenses have increased over the prior year by \$4.5K or 14%. Increases are directly related to increases in budgeted wages, benefits and taxes.
- Water Distribution expenses have decreased by \$32K or 18% below the prior year due to decreases in overtime wages of \$9 K, road repairs of \$ 4K, system maintenance of \$18K and electricity of \$3.5K below the prior year and offset by other various increases and decreases .
- Water Treatment expenses have decreased by \$ 6K or 4% below the prior year. Decreases are mainly due to less chemicals of \$13K, lab testing of \$ 3.5K electricity of \$ 17.5K offset by an increase in natural gas of \$3K, equipment maintenance of \$ 2.5, lab supplies of \$ 3K, software of \$ 2K and wages, taxes and benefits of \$ 16.8K. The large variance in the wages taxes and benefits is due to one extra payroll week in the current quarter versus the prior quarter.
- Water Debt Service expenses have decreased by \$ 10K or 18% due to the declining interest amortization of second year bond interest payments for waterline projects on Lincoln & Main Streets and the Water Meter Project.
- Water Capital Outlay has increased slightly over the prior year by \$ 1.5K

Water Fund Net Income/ (Deficit)

- Water Fund Net Income for the current year has increased by \$65K or 147% from the prior year. All of the factors affecting net income are described above in the revenue and expense sections.

Sewer Fund Budget vs. Actual Revenues and Expenditures

Sewer Fund Revenues

- Sewer Fund (“SF”) revenues for the current year have decreased slightly by \$3K or 1% over the prior year. Sewer usage charges are down by \$ 11K and are offset by slight increases in sewer impact fees of \$ 5K, sewer assessment fees of \$ 1.8K and industrial pre-treat of \$ 1.5 plus/minus other smaller variables.

Sewer Fund Expenses

- Sewer Fund expenses have increased by \$9.5K or 2% over the prior year.
- Sewer Administration expenses have increased by \$2K or 2% in the current year. The increase is related to budgeted wage increases of \$ 6.4 and property insurance increases of \$ 6.9 offset by an \$8K decrease in consulting expenses, \$2.3K in education and training and other various decreases of \$1K.
- Sewer Billing & Collection expenses have increased by \$ 1.7K or 6% over the prior year. Increases are directly related to budgeted increases in wages, benefits, taxes, phone utilization and computer software.
- Sewer Collection expenses have decreased by \$15.8K or 12% which is mostly attributable to decreases of overtime wages by \$ 3K, pump control maintenance of \$ 4K, road repairs of \$2.3K, building maintenance of \$ 2.5K, licenses of \$1K and electricity, natural gas and fuel of \$9.9K offset by increases in manhole maintenance of \$6.7K
- Sewer Treatment expenses have increased by \$37.6K or 9% and is mostly due to increases in outfall dredging, equipment maintenance, lab testing and electricity.
- Sewer Fund Debt Service has decreased by \$ 7.6K or 9% due to declining interest balances of older interest on debt and second year interest payments for sewer line projects on Lincoln & Main Streets.
- Capital Outlay has increased by \$ 11K or 100% for the first quarter of 2016 and is mostly due to timing capital purchases in 2016 versus 2015.

Sewer Fund Net Income/ (Deficit)

- Sewer Fund Net Income has decreased by \$ 12.7K or 17% versus the prior year. Current year net income is \$ 59.8K versus prior year net income of \$ 72.5K. All of the factors affecting net income are described above in the revenue and expense sections

Revolving Funds - Budget vs. Actual Revenues and Expenses

EMS Revolving Fund

- EMS Revolving Revenue has increased by \$119.6K or 369% over the prior year. The reason for the large swing in EMS revenue is the change to a new third party billing company, Comstar, in the prior year. It took a great amount of time for Comstar to get all of the ambulance billing transitioned over from the previous third party biller, insurance companies and Medicare/Medicaid.
- Wages, taxes and benefits have increased by \$ 21K or 58% in the current year due to \$15.7K or 107% uptick in EMS overtime and corresponding increases in taxes and benefits of \$ 5.3K.
- General Expenses have decreased \$ 16.9K or 39% and is due to the payoff of the ambulance lease in 2015 with a payment that was due in the first quarter of \$ 30.9K. The decrease is offset by increases in emergency medical supplies of \$ 9.9K, contracted training of \$3.8K and other various increases and decreases of \$.3K.
- Net income has increased by \$ 116K in 2016 from -\$48K in 2015 versus \$68K in 2016. Increased net income is mainly due to higher revenue received in the first quarter of March 2016 versus March 2015.

Cable Television Revolving Fund (“CATV”)

- CATV revenues are zero for both of the first quarters ended March 31, 2016 and 2015. The timing of the first quarterly payment from Comcast has typically been in the second quarter in the month of May.
- Wages and benefits have decreased in the current year by \$ 5.5K or 36% due to the departure of a part-time, 29 hour per week CATV employee earning more hourly than current staff.
- General expenses appear to be up in 2016 by \$ 10.3K or 77%. However, it is the timing of the billing and payment for the E-Channel Assessment from the SAU 16 that is causing the variation. The full E-Channel Assessment of \$21.8K was billed and paid in the first quarter of 2016, but in the prior year the billing and payment had been split into two payments: a payment of half in the first quarter and half in the second quarter.
- Net Deficit has increased by \$4.7K or 16% over the prior year. A deficit is typical in the CATV fund for first quarter of any year due to Comcast revenues not being received until the second quarter of each year.

Recreation Revolving Fund (“RR”)

- Recreation Revolving Fund Revenues have increased by \$52K or 28 % over the prior year. The revenue increase is due to greater Program Revenue of \$ 42.4K, Swimming Revenue of \$ 4K and a new Sponsorship Revenue category of \$ 6.1K. Program revenue increased due to expansion of the number of registrants permitted to the Teen Camp Program and slightly increased fees for other camp/swim programs. Contributors to sponsorship revenue are: Convenient MD, Sweetheart Dance, Granite State Track, Lacrosse and Flag Football.
- Wages, taxes and benefits have increased slightly over the prior year by .6K. General expenses have increased by \$ 14.6K or 55% over the prior year. The three major drivers of these expenses are Capital Outlay for the playground site evaluation and assessment of \$ 9.9K, Special Event Expense of \$4K and Rec Program Expense of \$ 4K. These increases are offset by decreases in bank card fees of \$ 2K and trip expenses of \$ 1.2K.
- Net income has increased by \$36.8K or 23% for the current year from \$ 157.2K in the prior year to \$ 194K in the current year. Revenue increases is the main driver affecting the bottom line for the Recreation Revolving Fund.

Town of Exeter
 General Fund Revenues & Expenses (unaudited)
 As of March 31, 2016 and March 31, 2015

DRAFT

Description	Current Year Budget vs Actual				Prior Year Budget vs Actual				Comparison of Actuals		Notes
	2016 Budget	Actual as of 3/31/16	BVA Favorable/ (Unfavorable) Variance	BVA Favorable/ (Unfavorable) % Variance	2015 Budgeted Revenue	Actual Revenue 3/31/15	BVA Favorable/ (Unfavorable) Variance	BVA Favorable/ (Unfavorable) % Variance	2016 vs 2015 \$ Variance	2016 vs 2015 % Variance	
Property Tax Revenue	\$ 12,013,709	\$ 25,087	\$ (11,988,622)	0.2%	\$ 12,383,664	\$ 4,767	\$ (12,377,897)	0.04%	20,320	81%	Includes property tax less overpay, plus jeopardy, yield, current use and PILOT taxes, penalties and interest. 1st half of property taxes will be billed in the 2nd quarter.
Motor Vehicle Permit Fees	2,400,000	645,725	(1,754,275)	27%	2,200,000	575,663	(1,624,337)	26%	70,062	11%	Motor vehicle registration and fees
Building Permits & Fees	150,000	32,634	(117,366)	22%	170,000	127,843	(42,157)	75%	(95,209)	-292%	Fees charged by Building & Code Enforcement
Other Permits and Fees	204,950	18,023	(186,927)	9%	150,000	16,830	(133,170)	11%	1,193	7%	Includes GF portion of Cable TV & Vital Statistics Fees
From the Federal Government	610,960	-	-	0%	-	-	-	0%	-	0%	2016-Fisheries Habitat Conservation Program Office (HCPO)
Meals & Rooms Tax Revenue	691,760		(691,760)	0%	696,839		(696,839)	0%	-	0%	Meals & Rooms Revenue received from the State in December each year
State Highway Block Grant	268,800	56,110	(212,690)	21%	290,000	50,234	(239,766)	17%	5,876	10%	Federal Highway Grant Received quarterly
Other State Grants/Reimbursements	29,696	2,125	(27,571)	7%	9,000	2,125	(6,875)	24%	-	0%	Railroad Tax, RERP, Other Miscellaneous State Grants
Income from Departments	950,000	210,331	(739,669)	22%	950,000	155,093	(794,907)	16%	55,238	26%	General Revenues charged by Town Departments
Sale of Town Property	350	-	(350)	0%	10,000	-	(10,000)	0%	-	0%	Includes sale of deeded property on Exeter Road
Interest Income	1,000	356	(644)	36%	1,000	331	(669)	33%	25	7%	Interest income earned on bank accounts
Other Miscellaneous Revenues	22,075	7,300	(14,775)	33%	25,000	7,222	(17,778)	29%	78	1%	Town Rental Property, Donated Property and Town Hall rental income
Healthtrust Refund	-	-	-	0%		201,923	201,923	100%	(201,923)	-100%	Refunds of health and dental premiums paid by Town (used to lower tax rate in 2015) None expected in 2016
Revenue Transfers In/Out	233,435	-	(233,435)	0%	339,902	10,000	(329,902)	3%	(10,000)	-100%	Transfers in from Trustee of Trust Funds for Sick Trust/ Other Transfers
Total General Fund Revenues	\$ 17,576,735	\$ 997,691	\$ (15,968,084)	6%	\$ 17,225,405	\$ 1,152,031	\$ (16,072,374)	7%	(154,340)	-15%	1st Half of 2016 property taxes to be billed in second quarter 2016
Appropriations for Warrant Articles	391,099	27,009	364,090	7%	550,239	27,724	522,515	5%	(715)	-3%	Includes Human Services, FD and DPW union contracts, but not Capital Projects
Gross Revenues	\$ 17,967,834	\$ 1,024,700	\$ (15,603,994)	6%	\$ 17,775,644	\$ 1,179,755	\$ (15,549,859)	7%	(155,055)	-15%	Decrease of General Fund Revenues over prior year

Town of Exeter
 General Fund Revenues & Expenses (unaudited)
 As of March 31, 2016 and March 31, 2015

DRAFT

General Fund Expenditures	Current Year				Prior Year				Comparison		Notes
	2016 Budgeted Expenses	Actual Expenses 03/31/16	BVA Favorable/ (Unfavorable) Variance	% Spent	2015 Budgeted Expenses	Actual Expenses 3/31/15	2014 BVA (Favorable)/ (Unfavorable) Variance	BVA Favorable/ (Unfavorable) \$ Variance	2016 vs 2015 \$ Variance	2016 vs 2015 % Variance	
Total General Government	\$ 810,980	\$ 190,159	\$ 620,821	23.45%	\$ 762,374	\$ 178,818	\$ 583,556	23.46%	11,341	6%	BOS, TM,HR, IT, TC, Elections, TTF, Transportation and Legal Expenses
Total Finance	774,735	169,823	604,912	21.92%	757,554	173,829	583,725	22.95%	(4,006)	-2%	Finance, Treasurer, Tax Collection & Assessing
Total Planning & Building	505,345	93,987	411,358	18.60%	487,931	103,095	384,836	21.13%	(9,108)	-9%	Planning, Building, Conservation and other Commissions
Total Economic Development	136,911	29,513	107,398	21.56%	125,862	31,509	94,353	25.03%	(1,996)	-6%	Salary, benefits for new EDC position (2014)
Total Police	3,794,930	809,281	2,985,649	21.33%	3,647,486	813,252	2,834,234	22.30%	(3,971)	0%	Police Admin, Staff, Patrol, Communications Salaries,Benefits and General Expenses
Total Fire	3,729,714	838,792	2,890,922	22.49%	3,659,673	821,106	2,838,567	22.44%	17,686	2%	Includes wages, taxes, benefits and general expenses of the Fire Administration, Suppression, Health and Emergency Management Departments. Ambulance OT,benefits, taxes and expenses are included in the Ambulance Revolving Fund.
Total Public Works	3,670,129	608,681	3,061,448	16.58%	3,561,558	907,700	2,653,858	25.49%	(299,019)	-33%	Includes wages, benefits and general expenses of Public Works: Administration,Highway, Solid Waste, Street Lights and Snow Removal Departments.
Total Maintenance	1,058,218	209,022	849,196	19.75%	1,062,223	235,681	826,542	22.19%	(26,659)	-11%	Includes wages, benefits, taxes, maintenance projects and related expenses of Maintenance Dept and Mechanic's Garage.
Total Welfare	64,666	8,643	56,023	13.37%	86,436	18,078	68,358	20.91%	(9,435)	-52%	Wages and Benefits of Welfare Director and Direct Relief Expenses
Total Parks & Recreation	486,003	110,666	375,337	22.77%	458,806	93,284	365,522	20.33%	17,382	19%	Includes P&R wages, benefits and general expenses. Summer staff in rec revolving fund.
Total Other Culture/Recreation	45,451	6,639	38,812	14.61%	45,300	4,933	40,367	10.89%	1,706	35%	Patriotic Purposes, Holiday Parade, Brass Band
Total Library	927,413	163,980	763,433	17.68%	898,407	206,926	691,481	23.03%	(42,946)	-21%	Library Wages & Benefits and Library Expense Budget Allocation
Total Debt Service & Capital	1,157,399	139,089	1,018,310	12.02%	1,276,652	128,798	1,147,854	10.09%	10,291	8%	All General Fund Debt Service Principal and Interest
Total Benefits & Taxes	414,841	323,754	91,087	78.04%	395,143	287,976	107,167	72.88%	35,778	12%	Payroll, Health Buyouts, W/C, U/C and Insurance
Total General Fund Expenses	\$ 17,576,735	\$ 3,702,029	\$ 13,874,706	21.06%	\$ 17,225,405	\$ 4,004,985	\$ 13,220,420	23.25%	\$ (302,956)	-8%	Total of all General Fund Expenses
Appropriation for Warrant Articles	\$ 391,099	\$ 27,009	\$ 270,935	6.9%	\$ 550,239	\$ 27,724	\$ 522,515	5.0%	(715)	-3%	Includes Human Services, PD union contract, transfers out to CRF and non-cr, sidewalk and culvert projects for 2015
Expenses After Warrant Articles	\$ 17,967,834	\$ 3,729,038	\$ 14,145,641	21%	\$ 17,775,644	\$ 4,032,709	\$ 13,742,935	23%	(303,671)	-8%	General Fund and Warrant Article Expense Decrease
Net Income/ (Deficit)	\$ -	\$ (2,731,347)	\$ (1,458,353)	100.0%	\$ -	\$ (2,880,678)	\$ (1,806,924)	100.0%	\$ 149,331	5%	Net increase of revenues over expenses compared to prior year

Town of Exeter
Water Fund Revenues & Expenses (unaudited)
As of March 31, 2016 and March 31, 2015

DRAFT

Description	Current Year				Prior Year				Comparison of Actuals		Notes
	2016 Budget	Actual Revenue 3/31/16	BVA Favorable/ (Unfavorable) Variance	BVA Favorable/ (Unfavorable) % Variance	2015 Budgeted Revenue	Actual Revenue 3/31/15	BVA Favorable/ (Unfavorable) Variance	BVA Favorable/ (Unfavorable) % Variance	2016 vs 2015 \$ Variance	2016 vs 2015 % Variance	
Water Fund Revenues	\$ 2,975,555	\$ 555,510	\$ (2,420,045)	19%	\$ 2,791,462	\$ 537,702	\$ 17,808	3%	\$ 17,808	3%	Water Consumption Fees, Service Charges, Impact Fees and Misc. Fees
Water Fund Expenditures											
Water Administration	\$ 386,447	\$ 136,525	\$ 249,922	35.3%	\$ 367,790	\$ 141,002	\$ 226,788	161%	\$ (4,477)	-3%	Staff Administration Wages & General Expenses
Water Billing	\$ 142,358	\$ 36,925	\$ 105,433	25.9%	\$ 132,733	\$ 32,460	\$ 100,273	309%	\$ 4,465	14%	Billing Wages and associated expenses
Water Distribution	\$ 822,081	\$ 150,699	\$ 671,382	18.3%	\$ 658,035	\$ 182,929	\$ 475,106	260%	\$ (32,230)	-18%	Water Distribution Wages and Expenses
Water Treatment	\$ 741,065	\$ 162,267	\$ 578,798	21.9%	\$ 739,035	\$ 168,652	\$ 570,383	338%	\$ (6,385)	-4%	Water Treatment Wages and Expenses
Water Fund Debt Service	\$ 808,604	\$ 46,774	\$ 761,830	5.8%	\$ 821,369	\$ 56,767	\$ 764,602	1347%	\$ (9,993)	-18%	Debt Service for Water Fund
Water Fund Capital Outlay	\$ 75,000	\$ 1,462	\$ 73,538	1.9%	\$ 72,500	\$ -	\$ 72,500	-100%	\$ 1,462	0%	Includes vehicles, WTP maintenance and capital
Total Water Fund Expenses	\$ 2,975,555	\$ 534,652	\$ 2,440,903	18.0%	\$ 2,791,462	\$ 581,810	\$ 2,209,652	380%	\$ (47,158)	-8%	Water Fund Expenses
Net Income/ (Deficit)	\$ -	\$ 20,858	\$ 20,858	100.0%	\$ -	\$ (44,108)	\$ 2,227,460	-5050%	\$ 64,966	-147%	Net Increase/(Decrease) Revenue over Expenses

Town of Exeter
 Sewer Fund Revenues & Expenses (unaudited)
 As of March 31, 2016 and March 31, 2015

DRAFT

Description	Current Year				Prior Year				Comparison of Actuals		Notes
	2016 Budget	Actual Revenue 3/31/16	BVA Favorable/ (Unfavorable) Variance	BVA Favorable/ (Unfavorable) % Variance	2015 Budgeted Revenue	Actual Revenue 3/31/15	BVA Favorable/ (Unfavorable) Variance	BVA Favorable/ (Unfavorable) % Variance	2016 vs 2015 \$ Variance	2016 vs 2015 % Variance	
Sewer Fund Revenues	\$ 2,400,549	\$ 506,720	\$ (1,893,829)	21%	\$ 2,496,622	\$ 509,833	\$ (1,986,789)	20%	\$ (3,113)	-1%	Service Charges, Impact and Assesment Fees and Wastewater Grant
Sewer Fund Expenditures											
Sewer Administration Expense	346,779	118,288	228,491	34%	349,190	116,268	232,922	33%	\$ 2,020	2%	Sewer Admin wages and expenses
Sewer Billing Expense	142,358	30,215	112,143	21%	132,733	28,545	104,188	22%	1,670	6%	Sewer Billing wages and expenses
Sewer Collection Expense	708,309	110,576	597,733	16%	655,988	126,354	529,634	19%	(15,778)	-12%	Sewer collection wages and expenses
Sewer Treatment Expense	467,636	102,585	365,051	22%	490,187	84,943	405,244	17%	17,642	21%	Sewer treatment waggas and expenses
Sewer Fund Debt Service Expense	658,388	73,687	584,701	11%	642,765	81,247	561,518	13%	(7,560)	-9%	Sewer Fund Debt Service
Sewer Fund Capital Outlay Expense	77,079	11,546	65,533	15%	225,759	-	225,759	0%	11,546	-100%	Vehicles, Leases, and I/I Abatement for 2015
Total Sewer Fund Expenses	2,400,549	446,897	1,953,652	19%	2,496,622	437,357	2,059,265	18%	9,540	2%	Total Expenses have increased over the prior year
Net Income/(Deficit)	-	59,823	59,823	100%	-	72,476	72,476	100%	(12,653)	-17%	Net Increase/(decrease) of Revenue over Expenses

Town of Exeter
 CATV Revolving Fund- Revenue & Expenses (unaudited)
 As of March 31, 2016 and March 31, 2015

DRAFT

Description	Current Year				Prior Year				Comparison of Actuals		Notes
	2016 Budgeted Revenue	Actual 3/31/16	BVA Favorable/ (Unfavorable) \$ Variance	BVA Favorable/ (Unfavorable) %	2015 Budgeted Revenue	Actual 3/31/15	BVA Favorable/ (Unfavorable) \$ Variance	BVA Favorable/ (Unfavorable) %	2016 vs 2015 \$ Variance	2016 vs 2015 % Variance	
CATV Revenue	\$ 147,250		\$ (147,250)	0%	\$ 140,000		\$ (140,000)	0%	\$ -	0%	50% of Comcast Revenue to General Fund and 50% to CATV Fund
CATV Expenses											
Wages, Taxes & Benefits	\$ 64,129	\$ 10,016	\$ 54,113	16%	\$ 61,143	\$ 15,638	\$ 45,505	26%	\$ (5,622)	-36%	20% of IT Director Salary, PT Wages, payroll taxes, NHRS and insurance
General Expenses	\$ 69,620	\$ 23,798	\$ 45,822	34%	\$ 67,321	\$ 13,467	\$ 53,854	20%	10,331	77%	Includes annual E-Channel Assessment
Total Expenses	\$ 133,749	\$ 33,814	\$ 99,935	25%	\$ 128,464	\$ 29,105	\$ 99,359	23%	4,709	16%	Total of all expenses
Net Income/(Deficit)	\$ 13,501	\$ (33,814)	\$ (47,315)	-250%	\$ 11,536	\$ (29,105)	\$ (40,641)	-252%	\$ (4,709)	16%	Net Decrease of Revenue over Expenses

Town of Exeter
 Recreation Revolving Fund Revenues & Expenses (unaudited)
 As of March 31, 2016 and March 31, 2015

DRAFT

Description	Current Year			Prior Year			Comparison of Actuals		Notes
	2016 Budgeted Revenue	Actual 3/31/16	BVA Favorable/ (Unfavorable) \$ (Unfavorable) % Variance	2015 Budgeted Revenue	Actual 3/31/15	BVA Favorable/ (Unfavorable) \$ (Unfavorable) % Variance	2016 vs 2015 \$ Variance	2016 vs 2015 % Variance	
Total Revenue	\$ 488,812	\$ 240,226	\$ (248,586) -51%	\$ 488,200	\$ 188,163	\$ (300,037) 39%	\$ 52,063	28%	Special Events, Program, Pool and Trip Revenue
Wages, Taxes & Benefits	\$ 158,100	\$ 4,861	\$ 153,239 3%	\$ 173,603	\$ 4,206	\$ 169,397 2%	\$ 655	16%	Camp Salaries and OT for Rec Coordinator
General Expenses	\$ 296,500	\$ 41,361	\$ 255,139 14%	\$ 328,060	\$ 26,723	\$ 301,337 8%	\$ 14,638	55%	Expenses related to pool, camp and trips
Total Rec Revolving Expenses	\$ 454,600	\$ 46,222	\$ 408,378 10%	\$ 501,663	\$ 30,929	\$ 470,734 6%	\$ 15,293	49%	Total Wages, Taxes, Benefits and General Expenses
Net Income/(Deficit)	\$ 34,212	\$ 194,004	\$ 159,792 567%	\$ (13,463)	\$ 157,234	\$ 170,697 -1168%	\$ 36,770	23%	Net Increase of revenues over expenses versus prior year.

Ambulance Revolving Fund - Revenues & Expenses (unaudited)

As of March 31, 2016 and March 31, 2015

	Current Year				Prior Year				Comparison of Actuals		
	2016 Budgeted Revenue	Actual 3/31/16	BVA Favorable/ (Unfavorable) \$ Variance	BVA Favorable/ (Unfavorable) % Variance	2015 Budgeted Revenue	Actual 3/31/15	BVA Favorable/ (Unfavorable) \$ Variance	BVA Favorable/ (Unfavorable) % Variance	2016 vs 2015 \$ Variance	2016 vs 2015 % Variance	
EMS- Ambulance Transport Revenue	\$ 445,612	\$ 151,991	\$ (293,621)	-34%	\$ 445,612	\$ 32,440	\$ (413,172)	-7%	\$ 119,551	369%	Ambulance Transport Revenue
Wages, Taxes & Benefits	\$ 186,676	\$ 57,649	\$ 129,027	31%	\$ 186,595	\$ 36,570	\$ 150,025	20%	\$ 21,079	58%	Includes Wages for 1 Dispatcher and Ambulance OT for Supression Dept
General Expenses	\$ 139,905	\$ 26,145	\$ 113,760	19%	\$ 143,204	\$ 43,064	\$ 100,140	30%	\$ (16,919)	-39%	Includes Ambulance Lease \$ 62K
Total Expenses	\$ 326,581	\$ 83,794	\$ 242,787	26%	\$ 329,799	\$ 79,634	\$ 250,165	24%	4,160	5%	Total of All Expenses
Net Income/(Deficit)	\$ 119,031	\$ 68,197	\$ (50,834)	57%	\$ 115,813	\$ (47,194)	\$ (163,007)	-41%	\$ 115,391	245%	Net increase of Revenue over Expenses

Town of Exeter
 Analysis of Property Tax/Liens Receivable
 As of 3/31/16 and 3/31/15

DRAFT

<u>Type</u>	<u>Bill Year</u>	<u>Balance Outstanding as of 03/31/16</u>	<u>Balance Outstanding as of 03/31/15</u>	<u>\$ Change</u>	<u>% Change</u>
Lien	2007	1,212	1,212	-	0.0%
Lien	2008	-	8	8	0%
Lien	2009	1,417	2,865	1,448	102%
Lien	2010	5,256	52,185	46,929	893%
Lien	2011	12,819	94,123	81,304	634%
Lien	2012	19,484	175,719	156,235	802%
Lien	2013	146,546	257,376	110,830	76%
Lien	2014	244,272	683,155	438,883	180%
Subtotal		\$ 431,006	\$ 1,266,643	\$ 835,637	194%
Tax	2015	485,592		(485,592)	N/A
Subtotal		\$ 485,592	\$ -	\$ (485,592)	N/A
Grand Total		\$ 916,598	\$ 1,266,643	\$ 350,045	

As of March 31, 2016, 98.8% of 2015 property taxes billed were paid.

DRAFT

Town of Exeter
 Analysis of Accounts Receivable Aging - Water & Sewer
 March 31, 2016 vs March 31, 2015

	Current	31-60 Days	61-90 Days	Over 90 Days	Total	Percent Over 90 Days
As of 3/31/16	\$ 448,049	\$ 15,974	\$ 19,323	\$ 148,676	\$ 632,022	24%
As of 3/31/15	\$ 441,361	\$ 21,365	\$ 14,093	\$ 133,957	\$ 610,776	22%
Increase/(Decrease)	\$ 6,688	\$ (5,391)	\$ 5,230	\$ 14,719	\$ 21,246	10%

Accounts receivable over 90 days represents 24% of the total W/S receivables balance as of 3/31/16.
 The overall A/R balance has decreased by 10% since 3/31/15.

Current Year					
Breakdown of Water/Sewer Accounts Receivable Outstanding by Year: As of March 31, 2016					
Year	Water	Sewer	Total		
2008		226	226	0%	0%
2009	(11)	125	114	0%	0%
2010	(270)	173	(97)	0%	0%
2011	1,412	75,433	76,845	17%	17%
2012	217	40,087	40,304	9%	9%
2013	252	608	860	0%	0%
2014	1,063	1,836	2,899	1%	1%
2015	23,278	22,684	45,962	10%	10%
*2016	234,495	230,414	464,909	105%	105%
Total	260,436	141,172	632,022	142%	142%

Prior Year					
Breakdown of Water/Sewer Accounts Receivable Outstanding by Year: As of March 31, 2015					
Year	Water	Sewer	Total		
2008	(414)	(115)	(529)	0%	0%
2009	4	140	144	0%	0%
2010	(270)	173	(97)	0%	0%
2011	1,411	75,433	76,844	17%	17%
2012	403	40,306	40,709	9%	9%
2013	959	957	1,916	0%	0%
2014	23,266	24,541	47,807	11%	11%
*2015	213,649	230,333	443,982	100%	100%
Total	239,008	371,768	610,776	138%	138%

* Includes current month billing



MEMO

To: Russ Dean, Town Manager

Cc: Jennifer Perry, DPW Director;

From: Michael Jeffers, W&S Managing Engineer *mj*

Date: May 4, 2016

Ref: Request for Board Approval/Signature of Utility Service Group Co., Inc. for Epping Road Water Tank Long Term Maintenance Contract.

The Water & Sewer Department requests that the Board of Selectmen review and approve the acceptance of a contract with *Utility Service Group Co., Inc.* This contract was vetted by both Mitchell Municipal Group and PRIMEX with minor requested edits made by USG to their satisfaction. I confirmed *sole source vendor status* with the Town's three primary consultants. In fall of 2015 the DPW staff, the Water & Sewer Advisory Committee and the Budget Committee (full and W/S sub-committee) reviewed the asset management proposal for the Epping Road 1.5 million gallon elevated water tank and were in favor. This nine year old tank previously has not had any maintenance excepting the addition of a new mixer last fall following the first ever draining and interior washout. The last two inspections reported paint "chalking", meaning that paint comes off on your fingers like chalk off a chalk board. This is an early sign of paint degradation leading to failure.

This contract is an “asset management” contract and all services and risk management commence upon full execution of the contract. It is ten (10) years in duration with the first seven (7) years’ fees at \$116,723 annual cost. A quarterly payment option is available following the first 2016 lump sum payment. Then for years 8, 9 and 10 the annual fee would be \$64,789. Major tasks include total exterior overcoat paint job with interior touchup in year 1 (2016) and in year 10 another total exterior overcoat paint job, a visual inspection report every three years as required by NHDES and interior washings.

The FY 16 water budget includes the first annual fee of \$116,723 in line #02-4322-0622-4372, WD-Contracted Maintenance. Please note this line includes \$102,448 for a continued third year contract for Hampton Rd Tank Rehabilitation also with USG. This line item was specifically intended for contracts with *Utility Service Group Co., Inc.*, (USG) who is currently the sole source vendor for single unit water tanks asset management services in the northeast.

To confirm sole source status, the following were contacted:

- 1) Wright-Pierce Engineering/Water Division, Chris Berg, PE-Mr. Berg stated that contracted asset management of infrastructure is gaining popularity in the utility industry, but in the northeast, to date, these services are being offered only to large water companies and metropolitan areas as there must be a minimum number of large tanks. Utility Services is the first and only vendor to offer these services for a single smaller water tank(s).
- 2) Weston & Sampson Engineers, Chris Perkins, PE, Program Manager-Mr. Perkins said that for inspection and program management work his firm competes with USG and he knows them well. He concurs that currently USG is the only vendor offering long term contract full service rehabilitation/inspection/maintenance to smaller utilities such as the Town of Exeter. His company hopes to offer similar programs in the future but currently does not. Weston & Sampson was the Town’s ground water treatment plant design/construction consultant.
- 3) Underwood Engineering, Michael Unger, PE-Mr. Unger also had the same observations as to USG being the only vendor currently offering asset

management long term contracts to the smaller New England water systems such as Exeter. Underwood was the design and construction consultant for the Epping Road water tank.



Utility Service Co., Inc.

Water Tank Maintenance Contract

Owner: Town of Exeter
Exeter, New Hampshire

Tank Size/Name: 1,500,000 Composite Fluted – Epping Road Tank

Location: Epping Road

Date Prepared: April 6, 2016



WATER TANK MAINTENANCE CONTRACT

This Contract entered into by and between the Town of Exeter, whose business address is 13 Newfields Road, Exeter, New Hampshire 03833 (hereinafter referred to as "the Owner") and Utility Service Co., Inc., whose business address is 1230 Peachtree Street NE, Suite 1100, Atlanta, GA 30309 (hereinafter referred to as "the Company").

Therefore, in consideration of the mutual promises contained herein and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Owner and the Company, the parties agree as follows:

The Owner agrees to engage the Company to provide the professional service needed to maintain its 1,500,000 gallon water storage tank located at Epping Road, Exeter, New Hampshire 03833 (hereinafter "tank").

1. Company's Responsibilities. This Contract outlines the Company's responsibility for the care and maintenance of the above described water storage tank. Care and maintenance include the following:

- A. The Company will annually inspect and service the tank. The tank and tower will be thoroughly inspected to ensure that the structure is in a sound, watertight condition.
- B. Every fourth year, beginning with the first washout/inspection, the tank will be completely drained and cleaned to remove all mud, silt, and other accumulations that might be harmful to the tank or its contents. After cleaning is completed, the interior will be thoroughly inspected and disinfected prior to returning the tank to service; however, the Owner is responsible for draining and filling the tank and conducting any required testing of the water. A written report will be mailed to the Owner after each inspection.
- C. The Company shall furnish engineering and inspection services needed to maintain and repair the tank and tower during the term of this Contract. The repairs include: steel parts, expansion joints, water level indicators, sway rod adjustments, and manhole covers/gaskets.

D. The Company will clean and repaint the interior and/or exterior of the tank at such time as complete repainting is needed. The need for interior painting is to be determined by the thickness of the existing liner and its protective condition. When interior repainting is needed, procedures as outlined in A.W.W.A.-D102 specifications for cleaning and coating of potable water tanks will be followed. Only material approved for use in potable water tanks will be used on any interior surface area. The need for exterior painting is to be determined by the appearance and protective condition of the existing paint. At the time the exterior requires repainting, the Company agrees to paint the tank with the same color paint and to select a coating system which best suits the site conditions, environment, and general location of the tank. When painting is needed, all products and procedures will be equal to, or exceed the requirements of the State of New Hampshire, the American Water Works Association, and the Society for Protective Coatings as to surface preparation and coating materials.

E. A lock will be installed on the roof hatch of the tank.

F. The Company will provide emergency services, when needed, to perform all repairs covered under this Contract. Reasonable travel time must be allowed for the repair unit to reach the tank site.

G. The Company will furnish pressure relief valves, if requested by the Owner, so that the Owner can install the valves in its water system while the tank is being serviced.

H. The Company will furnish current certificates of insurance coverage to the Owner.

I. Chemical Clean Service.

1. During the washout/inspections, the Company will apply an NSF 60 approved chemical cleaning agent to the interior walls and floor surfaces of the Tank to treat mineral build-up and bio-film that form on the interior tank surfaces.

J. Mixing System Service.

1. The Company will inspect and service the active mixing system when the tank is drained for washout inspections. The active mixing system will be thoroughly inspected to ensure that the active mixing system is good working condition. The Company shall furnish engineering and inspection services needed to maintain and repair the active mixing system during the term of this Contract.

2. The Owner shall be responsible for draining the tank if determined necessary by the Company due to operational problems with the mixing system. The provisions of Section 1.B shall be followed in this circumstance.

K. In the event that the Owner will not release the tank for service or is the cause of unreasonable delay in the performance of any service herein, the Company reserves the right to renegotiate the annual fees, and the Owner agrees to renegotiate the annual fees in good faith. In addition, the Owner hereby agrees that the Company can replace a washout inspection with a visual inspection, ROV inspection, or UAV inspection without requiring modification of this Contract.

2. Contract Price/Annual Fees. The tank shall receive an exterior renovation and interior dry touch up prior to the end of Contract Year 1. The tank shall receive an interior renovation prior to the end of Contract Year 4. The first seven (7) annual fees shall be \$116,723.00 per Contract Year. The annual fee for Contract Year 8 shall be \$64,789.00. Each anniversary thereafter, the annual fee shall be adjusted to reflect the current cost of service. The adjustment of the annual fee shall be limited to a maximum of 5% annually. All applicable taxes are the responsibility of the Owner and are in addition to the stated costs and fees in this Contract. A "Contract Year" shall be defined as each consecutive 12-month period following the first day of the month in which the Contract is executed by the Owner and each subsequent 12-month period thereafter during the time the Contract is in effect. For example, if a contract was signed by an Owner on April 17, 2012, Contract Year 1 for that contract would be April 1, 2012 to March 31, 2013, and Contract Year 2 for that contract would be April 1, 2013 to March 31, 2014 and so on.

3. Payment Terms. The annual fee for Contract Year 1, plus all applicable taxes, shall be due and payable upon completion of the initial exterior and interior dry touch up. Each subsequent annual fee, plus all applicable taxes, shall be due and payable on the first day of each Contract Year, thereafter. (Note: Due to the length of time that it takes to perform the initial renovation project, it is possible that two (2) annual fees could fall within one budget year for the Owner). Furthermore, if the Owner elects to terminate this Contract prior to remitting the first seven (7) annual fees, then the balance for work completed shall be due and payable within thirty (30) days of the Company's receipt of the Owner's Notice to Terminate. In the event that Owner fails to raise and appropriate the necessary annual fees required herein, the Owner may terminate this Contract upon 30 days' written notice to the Company.

4. Structure of Tank. The Company is accepting this tank under program based upon its existing structure and components. *Any modifications to the tank, including antenna installations, shall be approved by Utility Service Co., Inc., prior to installation and may warrant an increase in the annual fee.*

5. Environmental, Health, Safety, or Labor Requirements. The Owner hereby agrees that future mandated environmental, health, safety, or labor requirements as well as changes in site conditions at the tank site which cause an increase in the cost of tank maintenance will be just cause for modification of this Contract. Said modification of this Contract will reasonably reflect the increased cost of the service with a newly negotiated annual fee.

The work performed under this Contract is subject to prevailing wages, and the workers who are performing work under this Contract are to be paid no less than the prevailing hourly rate of wages as set by the appropriate authority. Any future work performed by workers under this Contract will be subject to the wage determination of the appropriate authority which is in effect when the work is performed. However, the Owner and the Company hereby agree that if the prevailing wage rates for any job or trade classification increases by more than 5% per annum from the effective date of this Contract to the date in which any future work is to be performed under this Contract, then the Company reserves the right to re-negotiate the annual fee(s) with the Owner. If the Company and the Owner cannot agree on re-negotiated annual fee(s), then: (1) the Company will not be obligated to perform the work and (2) the Company will not be obligated to return past annual fee(s) received by the Company beyond the pro rata amount due to the date of the annual fee non-agreement.

6. Excluded Items. This Contract does NOT include the cost for and/or liability on the part of the Company for: (1) containment of the tank at anytime during the term of the Contract; (2) disposal of any hazardous waste materials; (3) resolution of operational problems or structural damage due to cold weather; (4) repair of structural damage due to antenna installations or other attachments for which the tank was not originally designed; (5) resolution of operational problems or repair of structural damage or site damage caused by physical conditions below the surface of the ground; (6) negligent acts of Owner's employees, agents or contractors; (7) damages, whether foreseen or unforeseen, caused by the Owner's use of pressure relief valves; (8) repairs to the foundation of the tank; (9) any latent defects of the tank or its components (i.e., corrosion from the underside of the floor plates or corrosion in areas not accessible to maintain); or (10) other conditions which are beyond the Owner's and Company's control, including, but not limited to: acts of God and acts of terrorism. Acts of terrorism include, but are not limited to, any damage to the tank or tank site which results from unauthorized entry of any kind to the tank site or tank.

7. Termination. The Owner shall have the right to continue this Contract for an indefinite period of time providing payment of the annual fees is in accordance with the terms herein. This Contract is subject to termination by the Owner only if written notice of intent to terminate is received by the Company ninety (90) days prior to the date of termination. Notice of Termination is to be delivered by registered mail to Utility Service Co., Inc., Attention: Customer Service, P O Box 1350, Perry, Georgia 31069.

8. **Assignment.** The Owner may not assign or otherwise transfer all or any of its interest under this Contract without the prior written consent of the Company. If the Company agrees to the assignment, the Owner shall remain responsible under this Contract, until its assignee assumes in full and in writing all of the obligations of the Owner under this Contract. Any attempted assignment by Owner in violation of this provision will be void and of no effect.

9. **Indemnification.** THE COMPANY AGREES TO INDEMNIFY THE OWNER AND HOLD THE OWNER HARMLESS FROM ANY AND ALL CLAIMS, DEMANDS, ACTIONS, DAMAGES, LIABILITY, AND EXPENSE IN CONNECTION WITH LOSS OF LIFE, PERSONAL INJURY, AND/OR DAMAGE TO PROPERTY BY REASON OF ANY ACT, OMISSION, OR REPRESENTATION OF THE COMPANY OR ITS SUBCONTRACTORS, AGENTS, OR EMPLOYEES. IN TURN, THE OWNER AGREES TO INDEMNIFY THE COMPANY AND HOLD THE COMPANY HARMLESS FROM ANY AND ALL CLAIMS, DEMANDS, ACTIONS, DAMAGES, LIABILITY, AND EXPENSE IN CONNECTION WITH LOSS OF LIFE, PERSONAL INJURY, AND/OR DAMAGE TO PROPERTY BY REASON OF ANY ACT, OMISSION, OR REPRESENTATION OF THE OWNER OR ITS CONTRACTORS, AGENTS, OR EMPLOYEES. THE INDEMNIFICATION PROVIDED IN THIS PARAGRAPH DOES NOT AFFECT THE COMPANY'S LIMITATIONS OF LIABILITY SET FORTH IN OTHER PARAGRAPHS OF THIS CONTRACT.

10. **Assignment of Receivables.** The Company reserves the right to assign any outstanding receivables from this Contract to its Bank or other Lending Institutions as collateral for any loans or lines of credit.

11. **Miscellaneous Items.** No modifications, amendments, or alterations of this Contract may be made except in writing signed by all the parties to this Contract. No failure or delay on the part of any party hereto in exercising any power or right hereunder shall operate as a waiver thereof. The parties expressly warrant that the individuals who sign below are authorized to bind them.

12. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings, and agreement relating to the subject matter hereof, whether oral or written, and shall be interpreted and enforced under the laws of the State of New Hampshire.

13. **Visual Inspection Disclaimer.** This Contract is based upon a visual inspection of the Tank. The Owner and the Company hereby acknowledge and agree that a visual inspection is intended to assess the condition of the Tank for all patent defects. If latent defects are identified once the tank has been drained for repairs, the Owner agrees and acknowledges that the Company shall not be responsible to repair the latent defects unless the Owner and the Company renegotiate the annual fees. The definition of a "latent defect" shall be any defect of the Tank which is not easily discovered (e.g., corrosion of the floor plates, corrosion in areas not accessible to maintain, damage to the roof of the tank which is not clearly visible during the visual inspection, etc.).

This Contract is executed and effective as of the date last signed by the parties below.

OWNER:

Town of Exeter

By: _____

Title: _____

Print Name: _____

Date: _____

Witness: _____

Seal:

COMPANY:

Utility Service Co., Inc.

By: *D. Michael Buchanan*

Title: Deputy Chief Financial Officer

Print Name: D. Michael Buchanan

Date: April 6, 2016

Witness: *Lara Anderson*

Seal:

Rockingham County Commissioners

Thomas Tombarello, Chair
Kevin L. Coyle, Vice Chair
Kevin St. James, Clerk

119 North Road
Brentwood, NH 03833



Telephone: 603-679-9350
Facsimile: 603-679-9354

commissioners@
co.rockingham.nh.us

April 13, 2016

Dear Boards of Selectmen, Town Councils, and Town/City Administrators:

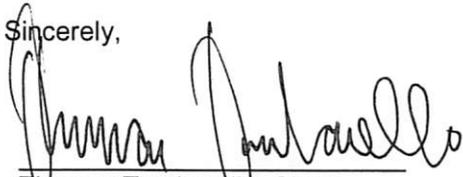
Last July, we invited you to meet with us to discuss topics relevant to the Towns and City in Rockingham County. Among the topics discussed were the County's dispatch services and the plan to centralize purchasing within the County's departments. Several representatives at that meeting indicated it would be beneficial to meet on a regular basis, to discuss current and future County services.

We would like to invite you to our next Town/City Forum, scheduled for Wednesday, May 25, 2016 at 6:00pm, in the Hilton Auditorium of the Rockingham County Nursing Home (117 North Road, Brentwood).

We are working to finalize the agenda and a report of the County's 2015 municipal services, which will be forthcoming. If there are specific topics you would like to discuss, please let us know. If you are able to send representatives from your Town/City, please RSVP with contact information to Laura Collins (lcollins@co.rockingham.nh.us) by Friday, May 13, 2016.

We look forward to meeting with you once again.

Sincerely,


Thomas Tombarello, Chair
Kevin L. Coyle, Vice Chair
Kevin St. James, Clerk

Town Manager

APR 18 2016

Received

List for Selectmen's meeting May 9, 2016

Abatements

Map/Lot	Location	Refund
64/12	26 Green Street	643.61
104/2	171 Court Street	1,478.77
70/116	187 High Street	574.65
32/29	11 Beech Hill Road	870.91
110/2/96	96 Exeter Elms CG	293.72
13/4	109 Beech Hill Road	Denial

Excavation Tax

Map/Lot	Location	Tax Amount
----------------	-----------------	-------------------

Intent to Cut

Map/Lot	Location
----------------	-----------------

List for Selectmen's meeting May 9, 2016

Water / Sewer Department Abatement's

Approval suggestion

<u>Name</u>	<u>Location</u>	<u>Amount</u>
-------------	-----------------	---------------

Disapproval suggestion

<u>Name</u>	<u>Location</u>	<u>Amount</u>
Judith Austin	10 Sanborn St.	\$413.21
Virginia Q. Taylor	40 Hampton Rd. D-6	\$192.46

Town of Exeter
Water/Sewer Abatement Request & Receipt Form

Please Print:

Full Name: Judith Austin
Mailing Address: 10 Sanborn Street
Exeter, NH 03833
Service/Property Address: Same as above

Today's Date: 4/5/16
Account Number: 212131800
Route Number: _____
Phone Number: 303-594-8881

Utility Abatement Requested for: Water _____ Sewer _____ Water & Sewer X
Date of Bill: 11/30/15 Billing Period from 12/15/15 to 3/21/16 Amount of Bill: \$909.69

Owner's reason for the abatement request (Please be as specific as possible): ***Unknown to me my grandson, age 3 turned on the outside spigot for my hose. Water ran for several days until this was discovered and corrected.***

Judith Austin
Signature of Applicant

4/5/2016
Date

Do not write below this line

Receipt Portion

Reviewed by: Matthew Berube Date of Review: 4/18/16
Comments: _____

Dept. of Public Works Recommendation: X Disapprove _____ Approve

~~W/S Advisory Committee Recommendation: _____ Disapprove _____ Approve~~

Board of Selectmen Recommendation: _____ Disapprove _____ Approve

Abatement Amount: \$ 413.21

New bill total: \$ 496.48

BOS Approval/Disapproval Signature: _____ Date: _____

Memo

Date: April 18, 2016

To: Russell Dean; Doreen Ravell

From: Michael Jeffers *mj*

RE: 10 Sanborn Street water & sewer bill (Abatement Request 4/5/16)

We received a request in April 2016, in reference to 10 Sanborn Street for high water and sewer usage on the water and sewer bill. The Town of Exeter did not perform a leak check at this time, or download any data from the meter. **We do not recommend abatement. The next step would be to remove the old meter for testing (per customer request), and install a new meter. Please note that tested older meters typically read lower than actual usage, a new meter more accurately records usage meaning water bills increase slightly.**

To grant abatement, the problem of excessive usage requires not only identifying the problem but also the documented correction of the problem. The intent of Selectmen's Policy 08-30 is to establish a one-time abatement, during any ten-year period, for up to half of the excess water consumption above normal consumption, due to an accidental, unpreventable water release. Selectmen's Policy 08-30 Line #1 partially states "In order to qualify for abatement, a customer's excess consumption must exceed the greater of 100% or 35,000 gallons above their normal average consumption. The customer must also prove that the deficiency responsible for leakage has been repaired or corrected", which the customer does meet the criteria, but has provided proof of the repair or correction. DPW does not recommend abatement due to *Selectmen's Policy 08-30 Adjustment Determination Procedure line #3* in the event the source or cause of the abnormally high consumption is related to a leak due to customer negligence such as the failure to maintain internal (private) plumbing fixtures in good repair and/or protect plumbing from freezing, the customer shall be held responsible for the entire bill. If an abatement is granted, DPW has calculated the abatement, and the Water & Sewer bill should be reduced by \$413.21 dollars, for a new bill total of \$496.48, according to the Selectmen's Policy 08-30 abatement calculations.

Town of Exeter



APR 13 2015

BY: _____

Water/Sewer Abatement Request Form

Please Print:

Full Name: JUDITH AUSTIN
Mailing Address: 10 SANBORN ST.
Exeter, NH 03833
Service/Property Address: 10 SANBORN ST
Exeter, NH 03833

Today's Date: 4/5/16
Account Number: 212131800
Route Number: _____
Phone Number: 3035948881

Utility Abatement Requested for: Water _____ Sewer _____ Water & Sewer X
Date of Bill: _____ Billing Period from 12/15/15 to 3/31/16 Amount of Bill: \$ 909.69

Owner's reason for the abatement request (Please be as specific as possible):
UNKNOWN TO ME MY GRANDSON, AGE 3 TURNED
ON OUTSIDE SPIGOT FOR MY HOSE. WATER RAN FOR
SEVERAL DAYS UNTIL THIS WAS DISCOVERED AND
CORRECTED.

Judith Austin
Signature of Applicant

4/5/16
Date

Signature of Billing Office

Date

Do not write below this line

Reviewed by: _____ Date of Review: _____

Comments: _____

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

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

Recommendation: _____ Disapprove _____ Approve Amount: \$ _____

Approval/Disapproval Signature: _____ Date: _____

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

Signature of Applicant

Date



**TOWN OF EXETER
WATER AND SEWER COLLECTION**

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

FOR PAYMENT QUESTIONS

(603) 773-6108

8:15 AM - 4:00 PM

Note to Residents:

NEW 2012 WATER & SEWER RATES EFFECTIVE AS OF APRIL 2012

Water

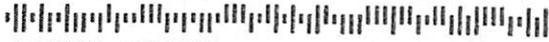
Tier 1: \$5.72 per 1,000 gallons of use up to 29,999.
Tier 2: \$6.21 per 1,000 gallons of use 30,000 to 194,999.
Tier 3: \$6.67 per 1,000 gallons of use 195,000 and above.
Service Fee: \$28.00 per quarter (no change).

Sewer

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

35 1 AV 0.388

P:35 / T:1 / S:



AUSTIN JUDITH
10 SANBORN ST
EXETER NH 03833-2318



BILL DETAILS 97 Days of Water Usage Previous Read Date: 12/15/2015 - Read Date: 03/21/2016

ACCOUNT NO.	BILLING PERIOD	BILLING CYCLE	METER READINGS		USAGE
			PREVIOUS	PRESENT	
212131800	12/15/2015 - 03/21/2016	Quarterly	82690	161210	78520

Your average daily use was 809.48 gallons
BILL DATE:
03/30/2016

BILLED TO:

SERVICE ADDRESS:
10 SANBORN STREET

Last Payment: \$95.00 made 12/28/2015

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

WATER CONSUMPTION	5.720		
WATER CONSUMPTION	6.210	\$	171.59
WATER SERVICE FEE		\$	301.32
SEWER CONSUMPTION	4.440	\$	28.00
SEWER CONSUMPTION	5.230	\$	133.20
SEWER SERVICE FEE		\$	253.76
		\$	28.00

TOTAL CURRENT CHARGES \$ 915.87
CREDIT \$ -6.18

TOTAL AMOUNT DUE \$ 909.69

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

PLEASE SEPARATE REMITTANCE STUB AT THIS PERFORATION AND RETURN WITH PAYMENT

REMITTANCE STUB



TOWN OF EXETER
WATER AND SEWER COLLECTION
10 FRONT STREET
EXETER, NH 03833-2792

SERVICE LOC: 10 SANBORN STREET
BILL#: 119343
ACCOUNT NO.: 212131800
AMOUNT DUE BY 04/29/2016 : \$909.69

MAKE CHECKS PAYABLE TO: TOWN OF EXETER
Please include your account number on your check.

CHECK HERE FOR ADDRESS CHANGES AND COMPLETE REVERSE SIDE.

AMOUNT ENCLOSED \$

AUSTIN JUDITH
10 SANBORN STREET
EXETER, NH 03833

TOWN OF EXETER
WATER AND SEWER COLLECTION
PO BOX 9520
MANCHESTER NH 03108-9520

10 Sanborn Street

Total Usage= 78,520 gallons

Previous 3 year 1st-Q usage average- (3,500 + + 8,510 + 3,590) / 3= 5,200 gallons

Excess above average- 73,320 gallons

Half of Excess gets abated- 36,660 gallons

What is Due vs Abatement?

Due

Half of excess	36,660	
Prev 1st-Q usage average	5,200	
	<hr/>	
	41,860	billable gallons

Tier 1--2015 rates

Water	29,999 gal * \$5.72/1000 gal =	\$171.59
Sewer	29,999 gal * \$4.44/1000 gal =	\$133.20
		<hr/>
		\$304.79

Tier 2--2015 rates

11,861 gal * 6.21/1000 gal =	\$73.66
11,861 gal * 5.23/1000 gal =	\$62.03
	<hr/>
	\$135.69

Total due= \$440.48

Abatement

Total water/sewer bill = \$909.69 - \$56.00 \$853.69 less service fees & certified mailing

Abate = \$853.69 - \$440.48= \$413.21

Abate = \$413.21

New Bill Total with service fees added back

\$440.48 + \$56.00= **\$496.48**

Meter History

Start Date 1/01/2013

Town of Exeter

PrintMeterHist

End Date 12/31/2099

Name: AUSTIN JUDITH

Acct#: 000212131800

Loc: 10 SANBORN STREET

Meter# 80096380

Read Date	Prev Read	Reading	Usage	Est
		Meter Total:	0	

Meter# 0086020570

Read Date	Prev Read	Reading	Usage	Est
9/04/2013	105,550	119,740	14,190	N
6/20/2013	95,450	105,550	10,100	N
3/21/2013	91,950	95,450	3,500	N
		Meter Total:	27,790	

Meter# 1834683895

Read Date	Prev Read	Reading	Usage	Est
3/21/2016	82,690	161,210	78,520	N
12/15/2015	79,460	82,690	3,230	N
9/16/2015	71,290	79,460	8,170	N
6/16/2015	60,200	71,290	11,090	N
3/18/2015	56,610	60,200	3,590	N
12/17/2014	48,640	56,610	7,970	N
9/17/2014	35,370	48,640	13,270	N
6/18/2014	21,960	35,370	13,410	N
3/18/2014	13,450	21,960	8,510	N
12/19/2013	2,270	13,450	11,180	N
9/23/2013	0	2,270	2,270	
		Meter Total:	161,210	
		Acct Total	189,000	

Town of Exeter
Water/Sewer Abatement Request & Receipt Form

Please Print:

Full Name: Virginia Q. Taylor
Mailing Address: 40 Hampton Rd D6
Exeter, NH 03833
Service/Property Address: Same as above

Today's Date: 1/2016
Account Number: 131375838
Route Number: _____
Phone Number: 603-976-8247

Utility Abatement Requested for: Water _____ Sewer _____ Water & Sewer X
Date of Bill: 11/30/15 Billing Period from 8/19/15 to 11/18/15 Amount of Bill: \$449.12

Owner's reason for the abatement request (Please be as specific as possible): ***toilet constantly running, replaced flapper.***

Virginia Q. Taylor
Signature of Applicant

1/2016 (received April 2016)
Date

Do not write below this line

Receipt Portion

Reviewed by: Matthew Berube Date of Review: 5/6/16
Comments: _____

Dept. of Public Works Recommendation: X Disapprove ___ Approve

W/S Advisory Committee Recommendation: ___ Disapprove ___ Approve

Board of Selectmen Recommendation: ___ Disapprove ___ Approve

Abatement Amount: \$ 192.46

New bill total: \$ 256.66

BOS Approval/Disapproval Signature: _____ Date: _____

Memo

Date: May 6, 2016

To: Russell Dean; Doreen Ravell

From: Michael Jeffers *mj*

RE: 40 Hampton Road D6 water & sewer bill (Abatement Request)

We received a request in April 2016, in reference to 40 Hampton Road D6 for high water and sewer usage on the water and sewer bill. The Town of Exeter did not perform a leak check at this time, or download any data from the meter. **We do not recommend abatement. The next step would be to remove the old meter for testing (per customer request), and install a new meter. Please note that tested older meters typically read lower than actual usage, a new meter more accurately records usage meaning water bills increase slightly.**

To grant abatement, the problem of excessive usage requires not only identifying the problem but also the documented correction of the problem. The intent of Selectmen's Policy 08-30 is to establish a one-time abatement, during any ten-year period, for up to half of the excess water consumption above normal consumption, due to an accidental, unpreventable water release. Selectmen's Policy 08-30 Line #1 partially states "In order to qualify for abatement, a customer's excess consumption must exceed the greater of 100% or 35,000 gallons above their normal average consumption. The customer must also prove that the deficiency responsible for leakage has been repaired or corrected", which the customer does meet the criteria, but has not provided proof of the repair or correction. DPW does not recommend abatement due to *Selectmen's Policy 08-30 Adjustment Determination Procedure line #3* in the event the source or cause of the abnormally high consumption is related to a leak due to customer negligence such as the failure to maintain internal (private) plumbing fixtures in good repair and/or protect plumbing from freezing, the customer shall be held responsible for the entire bill. If an abatement is granted, DPW has calculated the abatement, and the Water & Sewer bill should be reduced by \$192.46 dollars, for a new bill total of \$256.66, according to the Selectmen's Policy 08-30 abatement calculations.

Town of Exeter



Water/Sewer Abatement Request Form

Please Print:

Full Name: Virginia Q. Q. Taylor
Mailing Address: 40 Hampton Road, #D6
Exeter, NH 03833
Service/Property Address:

Today's Date: 1/2016
Account Number: 131375838
Route Number:
Phone Number: 603 976-8247

Utility Abatement Requested for: Water Sewer Water & Sewer
Date of Bill: Billing Period from to Amount of Bill: \$

Owner's reason for the abatement request (Please be as specific as possible): toilet constantly 6+ months running, replaced flapper

Signature of Applicant: Virginia Q. Taylor
Date: 1-2016
Signature of Billing Office:
Date:

Do not write below this line

Reviewed by: Date of Review:
Comments:

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

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

Total due=

Recommendation: Disapprove Approve Amount: \$

Approval/Disapproval Signature: Date:

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

Signature of Applicant: Virginia Q. Taylor
Date: 1/24/16

Meter History

Start Date

Town of Exeter

PrintMeterHist

End Date 12/31/2099

Name: TAYLOR VIRGINIA Q

Acct#: 000131375838

Loc: 40 HAMPTON ROAD

Meter# 1834508305

Read Date	Prev Read	Reading	Usage	Est
2/19/2016	91,170	129,060	37,890	N
11/18/2015	53,450	91,170	37,720	N
8/19/2015	35,840	53,450	17,610	N
5/19/2015	32,660	35,840	3,180	N
2/18/2015	31,450	32,660	1,210	N
11/19/2014	29,370	31,450	2,080	N
8/20/2014	27,540	29,370	1,830	N
5/20/2014	25,430	27,540	2,110	N
2/21/2014	3,480	25,430	21,950	N
11/19/2013	2,000	3,480	1,480	N
8/20/2013	0	2,000	2,000	Y
Meter Total:			129,060	
Acct Total			129,060	

40 Hampton Road D6

Total Usage= 37,720 gallons

Previous 2 year 4th-Q usage average- $(1,480 + 2,080) / 2 = 1,780$ gallons

Excess above average- 35,940 gallons

Half of Excess gets abated- 17,970 gallons

What is Due vs Abatement?

Due

Half of excess	17,970	
Prev 1st-Q usage average	<u>1,780</u>	
	19,750	billable gallons

Tier 1--2015 rates

Water	$19,750 \text{ gal} * \$5.72/1000 \text{ gal} =$	<u>\$112.97</u>
Sewer	$19,750 \text{ gal} * \$4.44/1000 \text{ gal} =$	<u>\$87.69</u>
		<u>\$200.66</u>

Total due= \$200.66

Abatement

Total water/sewer bill = \$449.12 - \$56.00 \$393.12 less service fees & certified mailing

Abate = \$393.12 - \$200.66= \$192.46

Abate = \$192.46

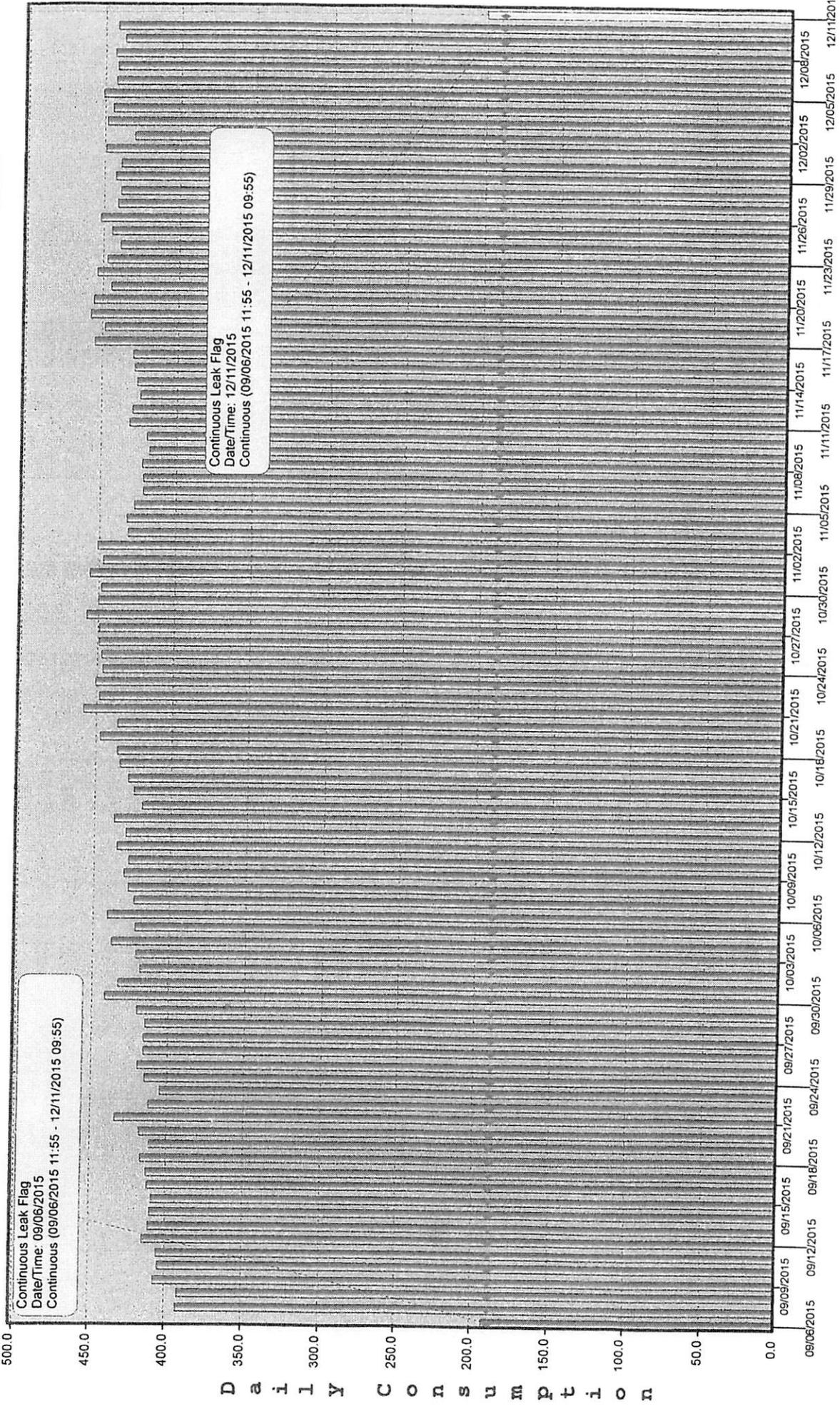
New Bill Total with service fees added back

\$200.66 + \$56.00= **\$256.66**

N_SIGHT ...00 Report
E-Coder R900I Data Logging Report
MIU#: 1834508305 Acct: Unknown Mtr #: 1834508305 Addr: 40 HAMPTON ROAD for 09/06/2015 through 12/11/2015, WATER, 5/8" - 1" T-10, GALLONS

DL

- Minor Reverse Flow Flag
- Major Reverse Flow Flag
- Intermittent Leak Flag
- Continuous Leak Flag



*All time intervals are represented in standard time.



**TOWN OF EXETER
WATER AND SEWER COLLECTION**

10 FRONT STREET
EXETER, NH 03833-2792

For Billing Questions: (603)773-6157 7:00am -3:00 pm
EMAIL: watersewerbilling@exeternh.gov

**FOR PAYMENT QUESTIONS
(603) 773-6108**

8:15 AM - 4:00 PM

Note to Residents:

NEW 2012 WATER & SEWER RATES EFFECTIVE AS OF APRIL 2012

Water

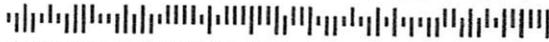
Tier 1: \$5.72 per 1,000 gallons of use up to 29,999.
Tier 2: \$6.21 per 1,000 gallons of use 30,000 to 194,999.
Tier 3: \$6.67 per 1,000 gallons of use 195,000 and above.
Service Fee: \$28.00 per quarter (no change).

Sewer

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

1148 1 AV 0.388

P:1148 / T:5 / S:



TAYLOR VIRGINIA Q
40 HAMPTON RD UNIT D6
EXETER NH 03833-4896



BILL DETAILS 91 Days of Water Usage Previous Read Date: 08/19/2015 - Read Date: 11/18/2015

ACCOUNT NO.	BILLING PERIOD	BILLING CYCLE	METER READINGS		USAGE
			PREVIOUS	PRESENT	
131375838	08/19/2015 - 11/18/2015	Quarterly	53450	91170	37720

Your average daily use was 414.51 gallons
BILL DATE:
11/30/2015

BILLED TO:

WATER CONSUMPTION	5.720	\$	171.59
WATER CONSUMPTION	6.210	\$	47.95
WATER SERVICE FEE		\$	28.00
SEWER CONSUMPTION	4.440	\$	133.20
SEWER CONSUMPTION	5.230	\$	40.38
SEWER SERVICE FEE		\$	28.00

SERVICE ADDRESS:
40 HAMPTON ROAD D6

Last Payment: \$234.36 made 09/14/2015

TOTAL CURRENT CHARGES	\$	449.12
PREVIOUS BALANCE	\$	0.00

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

TOTAL AMOUNT DUE \$ 449.12

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

PLEASE SEPARATE REMITTANCE STUB AT THIS PERFORATION AND RETURN WITH PAYMENT



**TOWN OF EXETER
WATER AND SEWER COLLECTION**
10 FRONT STREET
EXETER, NH 03833-2792

REMITTANCE STUB

SERVICE LOC: 40 HAMPTON ROAD D6
BILL#: 115450
ACCOUNT NO.: 131375838
AMOUNT DUE BY 12/31/2015 : \$449.12

MAKE CHECKS PAYABLE TO: TOWN OF EXETER
Please include your account number on your check.

AMOUNT ENCLOSED

\$

CHECK HERE FOR ADDRESS CHANGES AND COMPLETE REVERSE SIDE.

TAYLOR VIRGINIA Q
40 HAMPTON ROAD D-6
EXETER, NH 03833



TOWN OF EXETER
WATER AND SEWER COLLECTION
PO BOX 9520
MANCHESTER NH 03108-9520



State of New Hampshire Department of Revenue Administration

109 Pleasant Street
PO Box 1313, Concord, NH 03302-1313
Telephone (603) 230-5000
www.revenue.nh.gov



John T. Beardmore
Commissioner

MUNICIPAL AND PROPERTY
DIVISION
Stephan W. Hamilton
Director

David M. Cornell
Assistant Director

April 25, 2016

TOWN OF EXETER
OFFICE OF SELECTMEN
10 FRONT STREET
EXETER NH 03833

Dear Assessing Officials:

Earlier in 2016, you were notified of your town's 2015 sales-assessment weighted mean ratio. Since that time, the Department of Revenue Administration has completed the process of calculating the total equalized values for each municipality and unincorporated places throughout the state pursuant to RSA 21-J:3 XIII.

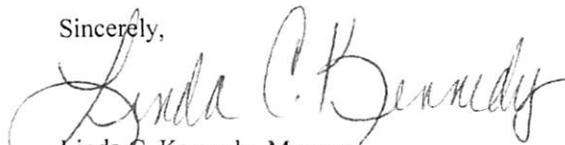
Two total equalized figures were calculated for each municipality: The "Total Equalized Valuation **Including** Utility Valuation and Railroad Monies Reimbursement" will be used to calculate your municipality's portion of the county tax and cooperative school district taxes, if applicable. The "Total Equalized Value **Not Including** Utility Valuation and Railroad Monies used to calculate each municipality's portion of the state education property tax.

In order to fulfill the requirements of RSA 21-J:3 XIII, adjustments have been made to the modified assessed valuation to bring such valuation to true and market value. Enclosed with this letter are informational sheets that summarize how each of the following figures was calculated.

Town Name: EXETER	Including Utility Valuation and Railroad Monies Reimbursement	Not Including Utility Valuation and Railroad Monies Reimbursement
2015 Modified Local Assessed Valuation	1,695,655,650	1,662,706,886
+ D.R.A. Inventory Adjustment	98,409,435	96,770,711
= 2015 Equalized Assessed Valuation	1,794,065,085	1,759,477,597
+ Equalized Payment in Lieu of Taxes	1,622,437	1,622,437
+ Equalized Railroad Tax	25,156	0
= 2015 Total Equalized Valuation	1,795,712,678	1,761,100,034
2015 Equalized Assessed Valuation	1,794,065,085	
+ Adjustment RSA 31-A (Shared Revenues)	0	
= Base Valuation for Debt Limits	1,794,065,085	

This letter is official notification of your 2015 Total Equalized Valuation(s). You have the right to appeal these valuations to the N.H. Board of Tax and Land Appeals pursuant to RSA 71-B:5 II. The appeal period is not extended due to any communication, either verbal or written, between the D.R.A. and a municipality regarding the total equalized valuations.

If you have any questions regarding the computation of your total equalized assessed valuation(s), please contact this office at 230-5950.

Sincerely,

Linda C. Kennedy, Manager
Equalization Bureau

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

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

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
2015 EQUALIZATION INFORMATION SHEET**

This informational sheet has been provided to explain and summarize the information contained in each municipality's notification of "Total Equalized Valuations," the appeal process, Assessing Standards Board, etc.

The following is a brief explanation of how each municipality's "Total Equalized Valuations" were calculated:

MODIFIED ASSESSED VALUATION: It may be helpful to refer to page 2 of the MS-L report provided by your municipality to the Department of Revenue Administration in the fall of 2015.

"GROSS LOCAL ASSESSED VALUATION" - Sum of all assessed values in the municipality

- Certain Disabled Veteran's: RSA 72:36-a
- Improvements to Assist Persons who are Deaf: RSA 72:38-b V
- Improvements to Assist Persons with Disabilities Exemption: RSA 72:37-a
- School Dining/Dormitory/Kitchen Exemption: RSA 72:23 IV (\$150,000 max per exemption)
- Water & Air Pollution Control Exemption: RSA 72:12-a

= **"MODIFIED ASSESSED VALUATION"**

- Blind Exemption: RSA 72:37
- Elderly Exemption: RSA 72:39-a & b
- Deaf Exemption: RSA 72:38-b
- Disabled Exemption: RSA 72:37-b
- Wood-Heating Energy System Exemption: RSA 72:70
- Solar Energy System Exemption: RSA 72:62
- Wind Powered Energy System Exemption: RSA 72:66
- Additional School Dining/Dormitory/Kitchen Exemption: RSA 72:23 IV (exemption amount > \$150,000).

= **"NET LOCAL ASSESSED VALUATION"** - The municipal, county, and local school tax rates are computed using the net local assessed valuation.

TAX INCREMENT FINANCE DISTRICTS (TIFS): RSA 162-K:10 III - The retained captured assessed value is added to the modified assessed value and will be equalized for all TIF districts created after 4/29/99. The original assessed value is used to set a municipality's tax rates.

DRA INVENTORY ADJUSTMENT: The sum of the adjustments of the modified local assessed valuation is divided into three categories.

Category 1: The total modified local assessed value of land (excluding land in current use, conservation restriction assessment, discretionary easements, and utilities), buildings and manufactured housing is equalized by the 2015 equalization ratio. This category includes discretionary preservation easements, taxation of farm structures and land under farm structures. The difference between the modified local assessed valuation of land, buildings and manufactured housing and the equalized value equals the DRA adjustment for land, buildings, and manufactured housing.

Category 2: An adjustment for land assessed at current use, conservation restriction assessment, discretionary easements values is made. This adjustment is calculated by dividing the total net local assessed valuation for land in these two categories by the 2014 equalization ratio to obtain the equalized value of current use, conservation restriction assessments and discretionary easements. If a municipality has had a full revaluation or cyclical revaluation as defined by Rev 601.16 and 601.24, a ratio of 100.0 is used.

The difference between the local assessed value of the land and the equalized value equals the DRA adjustment for current use, conservation restriction assessments and discretionary easements.

Category 3: A DRA adjustment for public utilities, as defined by RSA 83-F is made by comparing the market value of the utility as determined by the DRA to the net local assessed value of the utility. The difference between the assessed value and the market value equals the adjustment. The value of public utilities is not added into the "Total Equalized Value Not Including Utility Value or Equalized Railroad Taxes."

EQUALIZED ASSESSED VALUATION: The sum of the "modified local assessed valuation" plus the inventory adjustment. The equalized assessed valuation represents the equalized value of all "taxable" properties in a municipality.

PAYMENT IN LIEU OF TAXES: The equalized value for payments received in lieu of taxes includes State & Federal Forest Land Reimbursements, Recreation Land Reimbursements, Flood Land Reimbursements, and others.

RAILROAD TAX: The equalized value for monies received from the railroad tax. This figure is not included in the "Total Equalized Valuation Not Including Utility Values and Equalized Railroad Taxes."

TOTAL EQUALIZED VALUATIONS INCLUDING UTILITY VALUE AND EQUALIZED RAILROAD TAXES: The sum of the equalized assessed valuation, the equalized value of payments in lieu of taxes and the equalized value of the railroad tax monies.

The Total Equalized Valuation including the value of utilities and equalized value of railroad monies reimbursed to municipalities represents the equalized value of all property in a municipality including utilities and will be used to:

- Apportion county taxes for the 2016 tax year;
- Calculate state reimbursements, and;
- Apportion cooperative school taxes for the 2016 tax year;
- Calculate the state education tax for the 2017 tax year.

TOTAL EQUALIZED VALUATIONS NOT INCLUDING UTILITY VALUE AND EQUALIZED RAILROAD TAXES: The sum of the equalized assessed valuation and the equalized value of payments in lieu of taxes.

The 2015 "total equalized valuation not including utility and equalized value of railroad monies reimbursed to municipalities" will be used to apportion the state education property tax for the tax year 2017. The 2014 total equalized valuation not including utilities and the value of railroad monies reimbursed to municipalities will be used to apportion the state education property tax for the tax year 2016.

ADJUSTMENT RSA 31-A SHARED REVENUES: The equalized value of monies received from the shared revenues distributed pursuant to RSA 31-A. These values are NOT part of the "Total Equalized Valuation" of a municipality (*RSA 21-J:3 XIII change eff. 2002*). Meals and Rooms Tax revenues distributed to municipalities pursuant to RSA 78-A:26 are not equalized and, therefore, are not included in this amount. *RSA 31-A has been suspended for the biennium ending 6/30/2015 as provided by HB 2, 2013, 144:2) Therefore, no monies were equalized.*

BASE VALUATION FOR DEBT LIMITS - RSA 33:4-b: The sum of the equalized assessed valuation plus the equalized valuation of the shared revenues. The base valuation for debt limits is used to determine a municipality's, school district, or village district's bonding capacity. This figure is provided to municipalities, banks, bonding companies, and other interested parties who request a "Base Valuation for Debt Limit Certificate."

TOTAL EQUALIZED VALUATION: The total equalized valuation for each municipality does not include the equalized value of monies received from shared revenues. The base valuation for debt limit, however, does include the equalized value of monies received from shared revenues.

% PROPORTION TO COUNTY TAX: The percentage of proportion to \$1,000 of tax that is to be allocated to each town within the county comparing each municipality's total equalized value to the total equalized value of the county.

% PROPORTION TO STATE TAX: The percentage of proportion to \$1,000 of tax that is to be allocated to each town within the state by comparing the town's total equalized value to the total equalized value of the state.

LOCAL TAX RATE: The actual tax rate as calculated by the Department of Revenue Administration, Municipal and Property Division. The tax rate includes the municipal, county, local school and state education property tax rates.

EQUALIZATION RATIO: The 2015 equalization ratio as determined by a ratio study conducted by the Department of Revenue Administration's equalization staff. As a rule, the municipality's weighted mean ratio point estimate calculated to a tenth of 1% will be used to adjust the municipality's modified local assessed valuation.

If there were insufficient sales and/or it is determined that the weighted mean does not accurately reflect the level of assessment in a municipality, another ratio may be used.

FULL VALUE TAX RATE: The 2015 gross local property taxes to be raised as reported by the Department of Revenue Administration, Municipal & Property Division, divided by the total equalized valuation including utility values and equalized railroad taxes. This figure represents the estimated tax rate for a municipality if all the taxable property was assessed at 100% and includes the equalized value of properties for which a payment in lieu of property taxes is made.

APPEAL OF TOTAL EQUALIZED VALUATION

Municipalities were sent their 2015 Notification of Total Equalized Valuations on April 25, 2016.

Per RSA 71-B:5, II, any municipality aggrieved by the total equalized valuation as determined by the DRA must appeal to the Board of Tax and Land Appeals in writing within 30 days of the town's notification of the municipality's total equalized valuation.

The appeal period is not extended due to any communication, either verbal or written, between the DRA and a municipality regarding the total equalized valuation.

ASSESSING STANDARDS BOARD – RSA 21-J:14-a

The duties of the Assessing Standards Board (ASB) included:

- Review the procedures of the prior year's ratio studies conducted by the Department of Revenue Administration;
- Establish procedures for improving the ratio studies for the forthcoming property tax year;
- Develop standards for equalization; and
- Review, revise and approve the equalization manual published by the Department of Revenue Administration.

MUNICIPAL & PROPERTY DIVISION MONITORING STAFF

The Municipal & Property Division staff plays an active role working with towns on their ratio studies. Some of the services they provide include:

- Training municipal officials to data enter the assessment information electronically
- Reviewing the sales information with municipalities prior to the ratio setting process
- Explaining the meaning and significance of the statistics resulting from the ratio study process

“STATEWIDE EDUCATION PROPERTY TAX” WARRANT - RSA 76:8

Each municipality was sent a “statewide enhanced education tax” warrant for the tax year 2016 before December 15, 2015. The new 2015 total equalized valuation figures do not affect the warrant amounts because they were calculated using the 2014 total equalized values without utilities.

DRA WEBSITE - <http://www.nh.gov/revenue> Subcategories: NH Icon, Municipal & Property Division, Equalization, and choose Tax Year

The following items are available on the DRA website:

- Assessment Report - exemptions & tax credits for each municipality
- Blind Exemption Report
- Coefficient of Dispersion (COD) List
- Comparison of Full Value Tax Rates
- Current Use Report
- Debt Limit
- Elderly Exemption Report – Taxes Lost
- Equalization Survey including Utilities
- Equalization Survey not including Utilities
- Equalization Manual
- Median Ratio List
- Price Related Differential (PRD) List
- Property and Exclusion Codes
- Equalization Ratio List (Weighted Mean)
- Tables by County
- Veteran's Tax Credit Report

The 2015 Equalization Survey and associated reports should be completed and placed on the web by June 15, 2016. We invite you to take the opportunity to browse the website. Please let us know if you have any suggestions for documents you would like put on the website.

THANK YOU

I would like to take this opportunity to thank you for your cooperation with this year's equalization study and to invite you to make suggestions or express concerns regarding the equalization process. Questions regarding the equalization process in general or how specific numbers were calculated; please feel free to contact this office at 230-5950.



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Thomas S. Burack, Commissioner

April 28, 2016

Phillips Exeter Academy
c/o Mark F. Leighton
20 Main St.
Exeter, NH 03833

RE: File #2015-03023 - Phillips Exeter Academy - Exeter
Tax Map/Lot # 64 / 46

Dear Mr. Leighton:

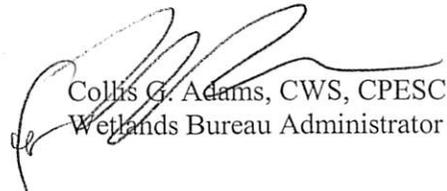
The Department of Environmental Services (DES) Wetlands Bureau has reviewed and approved the above referenced application to replace the existing floating docking system with an enlarged, main 16-foot by 150-foot floating dock, two (2) 5-foot by 16-foot finger docks extending from two (2) 5-foot by 20-foot docks to better accommodate the rowing teams on the Squamscott River with approximately 151-feet of shoreline frontage.

Any person aggrieved by this decision may appeal to the N.H. Wetlands Council ("Council") by filing an appeal that meets the requirements specified in RSA 482-A:10, RSA 21-O:14, and the rules adopted by the Council, Env-WtC 100-200. The appeal must be filed **directly with the Council within 30 days** of the date of this decision and must set forth fully **every ground** upon which it is claimed that the decision complained of is unlawful or unreasonable. Only those grounds set forth in the notice of appeal can be considered by the Council.

Information about the Council, including a link to the Council's rules, is available at <http://nhec.nh.gov/> (or more directly at <http://nhec.nh.gov/wetlands/index.htm>.) Copies of the rules also are available from the DES Public Information Center at (603) 271-2975.

Because of the type and classification of this project, the application must also be approved by the Governor and Executive Council. Upon completion of the appeal period, a copy of the file will be forwarded to the Governor and Executive Council for their consideration.

Sincerely,


Collis G. Adams, CWS, CPESC
Wetlands Bureau Administrator

CGA/emk

Enclosure: copy of decision

cc: Exeter Conservation Commission
Exeter Board of Selectmen
Luke Hurley, Gove Environmental Services, Inc.
Abutters

File #2015-03023 - Phillips Exeter Academy - Exeter

DECISION DATE: 04/27/2016

DECISION:

Replace the existing floating docking system with an enlarged, main 16-foot by 150-foot floating dock, two (2) 5-foot by 16-foot finger docks extending from two (2) 5-foot by 20-foot docks to better accommodate the rowing teams on the Squamscott River with approximately 151-feet of shoreline frontage.

CONDITIONS:

1. All work shall be in accordance with plans by Millennium Engineering, Inc. dated February 15, 2016 and revised through March 10, 2016 as received by the NH Department of Environmental Services (DES) on April 1, 2016.
2. This permit is not valid and effective until it has been recorded with the Rockingham County Registry of Deeds by the applicant. Prior to starting work under this permit, the permittee shall submit a copy of the recorded permit to the DES Wetlands Program by certified mail, return receipt requested.
3. This permit shall not preclude DES from initiating appropriate action if DES later determines that any of the structures depicted as "existing" on the plans submitted by or on behalf of the permitted were not previously permitted or grandfathered.
4. Not less than five state business days prior to starting work authorized by this permit, the permitted shall notify the DES Wetlands Program and the Exeter Conservation Commission in writing of the date on which work under this permit is expected to start.
5. Any further alteration of areas on this property that are subject to RSA 482-A jurisdiction will require a new application and further permitting.
6. All development activities associated with this project shall be conducted in compliance with applicable requirements of RSA 483-B and N.H. Code Admin. Rules Env-Wq 1400 during and after construction.
7. No person undertaking any activity shall cause or contribute to, or allow the activity to cause or contribute to, any violations of the surface water quality standards in RSA 485-A and Env-Wq 1700.
8. The seasonal structures, including but not limited to ramp and floats, shall be removed during the non-boating season and stored on the existing pier or in an upland location.

FINDINGS:

1. This is a major impact project per Administrative Rule Env-Wt 303.02(a) Projects in sand dunes, tidal wetlands, or bogs, except for repair of existing structures pursuant to Env-Wt 303.04(v).
2. The larger dock is necessary to safely accommodate the rowing teams, therefore, the need for the proposed impacts has been demonstrated by the applicant per Env-Wt 302.01.
3. The docking structures float throughout the tidal cycle and will not rest on the substrate, therefore, the applicant has provided evidence which demonstrates that this proposal is the alternative with the least adverse impact to areas and environments under the department's jurisdiction per Env-Wt 302.03.
4. The applicant has demonstrated by plan and example that each factor listed in Env-Wt 302.04(a) and (c), Requirements for Application Evaluation, has been considered in the design of the project.
5. No comments were submitted from the NHFG Nongame and Endangered Wildlife Program or the Natural Heritage Bureau.
6. The Exeter Conservation Commission "voted to recommend approval of this project."
7. NH PDA, Ports and Harbors, "examined the proposed site and found that the structure will have no negative effect on navigation in the channel."
8. The Exeter-Squamscott River Local Advisory Committee "voted in the affirmative to support the application as submitted."
9. In accordance with RSA 482-A:8, DES finds that the requirements for a public hearing do not apply as the permitted project is not of substantial public interest, and will not have a significant impact on or adversely affect the values of the riverine resource, as identified under RSA 482-A:1.

Town
of
Exeter



Russ Dean <rdean@exeternh.gov>

Fwd: Speeding on Bittersweet Lane - the problem is getting worse

1 message

Nancy Belanger <nbelanger@exeternh.gov>

Fri, May 6, 2016 at 12:53 PM

To: Russ Dean <rdean@exeternh.gov>, Dan Chartrand <dchartra@rcn.com>, Sheri Riffle <sriffle@exeternh.gov>

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

From: <twofrasers@comcast.net>

Date: May 5, 2016 5:42 PM

Subject: Fwd: Speeding on Bittersweet Lane - the problem is getting worse

To: <selectmen@exeternh.gov>

Cc:

Dear Selectmen,

I have forwarded the email I sent to Captain Poulin at the Exeter Police Department regarding the speeding on Bittersweet Lane, where my husband and I have resided since 2007.

In it I mentioned that there had been speedbumps installed years ago that greatly helped slow the traffic down. These were removed for some reason, and Captain Poulin advised that I bring this matter to your attention.

Is this something that can be considered for Bittersweet Lane before we have a death or injury due to the constant speeding? Please feel free to call either of us; Doug and Jane Fraser, at home at 772-3172 if you have questions.

Thank you for your time and attention,

Jane Fraser

From: "Stephan Poulin" <spoulin@exeternh.gov>

To: twofrasers@comcast.net

Sent: Thursday, May 5, 2016 8:57:11 AM

Subject: Re: Speeding on Bittersweet Lane - the problem is getting worse

Good morning Mrs. Fraser-

Thank you for the insight into this problem. I will have officers conduct directed radar patrols on that street. When would you say that you see the most violators (morning, mid-day, evening etc.)? Also I do recall the speed-bumps and I'm not sure why they were removed, however, that would be a question better posed towards the Public Works and Town Selectmen.

Please don't hesitate to reach back out to me if you continue to see problems such as these or if something new arises.

Captain Stephan R. Poulin*Patrol Division Commander**Exeter Police Department**20 Court St**Exeter, NH 03833**Dispatch: 603-772-1212**Office: 603-773-6138*

On Wed, May 4, 2016 at 6:41 PM, <twofrasers@comcast.net> wrote:

Captain Poulin,

I would like to draw your attention to the speeding problem on Bittersweet Lane. As there is a lot of construction downtown, people tend to use our street as an easy cut-through. I understand the temporary inconvenience, but the speeding is getting worse. I'm guessing that the majority of people are driving between 40 and 45 MPH, which is extremely dangerous.

There are no sidewalks on Bittersweet Lane, and our seniors (most with walkers or canes), school children, bike riders, skateboarders, people walking their dogs and those of us who have indoor/outdoor cats who often cross the street are all in danger. I strongly feel that it is not a question of **if** someone gets hurt or killed, it's a question of **when**.

My husband, Doug Fraser, often parks our vehicles on either side of the street (not opposite of each other) to slow people down. We have had many complaints about this, and a few have notified the police about it. Each time an officer has come by and spoken with my husband, they say the same thing; that the law is not being broken, nor is what we are doing dangerous. It is far **more** dangerous not to park the vehicles on the street; there have been a lot of near misses.

I appreciate that we have a street sign with the posted speed limit of 25 MPH, but with all respect that does nothing to slow people down. I understand that at one time there were a few speedbumps on Bittersweet Lane; I wish we could have them back to help slow people down. I am constantly amazed at how many people use our street as a racetrack; they can plainly see that this is a residential area.

I would be grateful if something could be done about this dangerous situation. Thank you for your attention.

Sincerely,

Jane Fraser

Town
of
Exeter



Russ Dean <rdean@exeternh.gov>

Meeting Today on Traffic Downtown

Russ Dean <rdean@exeternh.gov>

Fri, May 6, 2016 at 1:47 PM

To: Anne Surman <beautifuljoe@myfairpoint.net>, "Daniel W. Chartrand" <dchartra@rcn.com>, Don Clement <dclement43@comcast.net>, Julie Gilman <juliedgilman@comcast.net>, Nancy Belanger <nbelanger411@gmail.com>, Sheri Riffle <sriffle@exeternh.gov>

All,

Today a meeting was conducted between interested businesses on Water Street who had expressed concern about a lack of 2-way traffic on Water Street from the bandstand to Great Bridge, and the impacts it was having on their businesses.

After hearing the concerns and evaluating the situation, my understanding is DPW has agreed that certain modifications can be made to accommodate 2-way traffic in the affected area.

I will include this memo in the packet for any further discussion that may be needed on the subject Monday night.

Thank you,

Russ