

SELECT BOARD MEETING

Monday, September 30, 2024

6:30 pm

Nowak Room, Town Offices

10 Front Street, Exeter, NH 03833

REGULAR BUSINESS MEETING BEGINS AT 7:00 PM

Virtual Meetings can be watched on Ch 22 or Ch 98 and YouTube.

To access the meeting, click this link: <https://us02web.zoom.us/j/82176425503>

To access the meeting via telephone, call: +1 646 558 8656 and enter the Webinar ID: 821 7642 5503

Please join the meeting with your full name if you want to speak.

Use the "Raise Hand" button to alert the chair you wish to speak. On the phone, press *9.

More instructions for how to access the meeting can be found here:

<https://www.exeternh.gov/townmanager/virtual-town-meetings>

Contact us at extvg@exeternh.gov or 603-418-6425 with any technical issues.

AGENDA

1. Call Meeting to Order
2. Board/Committee/Commission Interviews
 - a. Trustees of the Robinson Fund
 - b. Tax Exemption and Credit Advisory Committee
 - c. Budget Recommendations Committee
3. Public Comment
4. Proclamations/Recognitions
5. Approval of Minutes
 - a. Regular Meeting: September 16, 2024
6. Appointments/Resignations
7. Discussion/Action Items
 - a. Exeter BSA Eagle Scout Project Update – James Haney, Troop 323
 - b. Swasey Parkway Trustees Joint Meeting
 - c. Exeter Public Library Request for Additional FY24 Funding
 - d. Preliminary FY25 Budget Presentation
8. Regular Business
 - a. Tax Abatements, Veterans Credits & Exemptions
 - b. Permits & Approvals
 - c. Town Manager's Report
 - d. Select Board Committee Reports
 - e. Correspondence
9. Review Board Calendar
10. Non-Public Session
11. Adjournment

Niko Papakonstantis, Chair
Select Board

Posted 9/27/24 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.

AGENDA SUBJECT TO CHANGE

Board Interviews



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

SB Interview
9/30/24
6:30 pm
CONFIRMED

**Statement of Interest
Boards and Committee Membership**

Committee Selection: WILLIAM ROBINSON TRUST FUND

New Re-Appointment Regular Alternate

Name: NICK DRINKER Email: NDRINKER@COMCAST.NET

Address: 26 FRANKLIN ST., EXETER NH Phone: 603-686-6409
03833

Registered Voter: Yes No

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

SEE ATTACHED

CANDIDATE FOR VACATED BOARD POSITION

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 Select Board only for the position specified above and not for subsequent vacancies on the same board; 2. The Town Manager and Select Board 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 Select Board
- 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: [Signature] Date: 9-24-24

To be completed by Select Board upon appointment:

Date Appointed: _____ Term Ending: _____ Full: _____ Alternate: _____



From: Nick Drinker sndrinker@comcast.net
Subject:
Date: September 24, 2024 at 12:25 PM
To: Exeter Select Board

Dear Exeter Select Board,

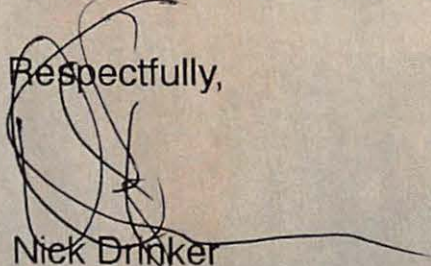
Thank you for considering me for a vacant position on the William Robinson Trust Fund Board of Trustees.

It would be an honor to join fellow Exeter citizens on the board to award scholarships to deserving students.

I have been an Exeter resident for nearly forty years and have seen three children go through and graduate from the SAU 16 and now have four grandchildren enrolled. I have served on multiple volunteer boards in Exeter and the Seacoast area and have always been a passionate fan of the Exeter students in the classroom and in athletics.

Our school district is lucky to have Mr. Robinson's generosity still helping its students and I would be proud to assist in upholding that tradition.

Respectfully,



Nick Drinker
Exeter, NH
603-686-640



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

Interview
Monday, Sept. 30, 2024
6:40 pm
CONFIRMED

Statement of Interest
Boards and Committee Membership

Committee Selection: Tax Exemption and Credit Advisory

New Re-Appointment Regular Alternate Committee

Name: Christine Sautter Email: cjsautter@comcast.net

Address: 3 Cullen Way Phone: 603 858-0838

Registered Voter: Yes No

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

I have a background working in Economic Development, working for the state of NH and two municipalities. I also have a number of years working as a volunteer for the budget committee.

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

Signature: [Handwritten Signature] Date: 9/16/24

To be completed by Select Board upon appointment:

Date Appointed: _____ Term Ending: _____ Full: _____ Alternate: _____



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

Interview
September 30, 2024
6:50 PM
CONFIRMED

Statement of Interest Boards and Committee Membership

Committee Selection: BUDGET COMMITTEE

New Re-Appointment Regular Alternate

Name: STEVEN OSBORNE Email: SOSBORNE@OUTLOOK.COM

Address: 35 PRENTISS WAY Phone: 603-617-6417

Registered Voter: Yes No

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

RESIDENT OF NEW HAMPSHIRE SINCE 1985.
BACKGROUND IN BUSINESS ADMINISTRATION AND
PROJECT MANAGEMENT IN BOTH PUBLIC AND
PRIVATE SECTORS. USAF VETERAN. SIMPLY
LOOKING FOR A WAY TO CONTRIBUTE.
PLEASE SEE ATTACHED RESUME.

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

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

Signature: Steven E. Osborne Date: 9/4/24

To be completed by Select Board upon appointment:

Date Appointed: _____ Term Ending: _____ Full: _____ Alternate: _____

Steven Osborne

Greater Boston • (603) 617-6417 • scosborne@outlook.com

Clearance: Active Secret

Relevant Experience

CGI GROUP

Project Manager – Senior Consultant
2022 to PRES

- Program Support/Project Management support Department of Homeland Security
- (HSIN) Homeland Security Information Network
- (IMDE) Integrated Multi-Domain Enterprise
- Risk Management, Master Schedule, Communications Lead
- Training and Executive Steering Committee Lead
- Maestro, Jira, Confluence Project Management Tools
- Member of Management Consulting and Organizational Change Management Groups
- CGI Lead for Veterans and Military Member Resource Group
- Assisted with two awarded CGI proposals
- Technical Writing for:
 - Business Process Re-Engineering (BPR) and
 - Lean Six Sigma
- Overall Proposal proofreading and editing support

Support Manager
2017 to 2022

- Special Issuance Agency, Washington DC
- National Passport Center, Portsmouth, NH
- San Francisco Passport Agency, San Francisco, CA
- Various projects and assignments through the Department of State
- Responsible for processing thousands of Passports and Visas daily
- Leading team projects in Production, Assembly, Processing, Customer Service
- Adjudication Support, Fraud, Document Prep, and Quality Control
- TDIS-PD and PRISM operating systems.
- Management Consulting and Change Management Groups
- Recipient of NPC Annual Mission Impact Award
- ISO 9001 Certifications

SC OSBORNE CONSULTING, LLC
Senior Management Consultant
2014 to 2017

- Management and Business Consulting
- Specializing in regional and national business organizations
- Services included support for operations, sales, marketing, infrastructure
- Labor, financials, training, and customer service
- Mentored and trained numerous current and future Managers, Directors, and Leaders
- Oversaw multiple projects including new facility openings

ENCORE - PSAV

Regional Vice President of Operations
2007 to 2014

- Drove operational excellence and sales performance across two divisions for this international event technology company
- Managed more than 30 contracted facilities, coordinating a large staff across five islands
- Monitored and delivered efficiencies through logistics, professional development, and relationship building
- Enhanced technical training, while improving customer satisfaction scores
- Integrated new proprietary CRM to increase efficiency and improve customer follow-up
- Consistently increased revenue and profitability by securing new contracts and cultivating relationships through existing network of clientele

Certifications and Training

- Prosci Change Management Certification
- PMP Certification
- Lean Six Sigma Black Belt Certification

Education

- Southern New Hampshire University (Magna Cum Laude) Bachelor of Science in Operations and Project Management
- Liberty University (MBA Candidate)

Skills

Jira, Confluence, Microsoft Suite, Microsoft Project, Project Management, Change Management, Lean Six Sigma, ADKAR, DMAIC, PDCA, TDIS, Prism

Military Experience

United States Air Force Veteran, Portsmouth, NH
Journeyman Crew Chief - Strategic Aircraft

Approval of Minutes

**Select Board Meeting
Monday September 16, 2024
6:40 PM
Nowak Room, Town Offices
Draft Minutes**

1. Call Meeting to Order

Members present: Chair Niko Papakonstantis, Vice-Chair Molly Cowan, Clerk Julie Gilman, Dan Chartrand, Nancy Belanger, Town Manager Russ Dean, and Assistant Town Manager Melissa Roy were present at this meeting. The meeting was called to order by Mr. Papakonstantis at 7 PM.

2. Board Interviews

- a. Michael Drunsic for the Energy Committee
- b. Donald Cloutier for the Budget Recommendations Committee

3. Police Department - Swearing In

- a. Police Chief Stephan Poulin introduced Taylor Sheehan and Town Clerk Andie Kohler swore him in as a Patrol Sergeant.

4. Public Comment

- a. Mr. Papakonstantis thanked town staff and volunteers for their work during the September 10 primary election, as well as the voters who came out.
- b. Mr. Papakonstantis said the Exeter Masonic Lodge had a breakfast honoring the Police and Fire Departments and presented the Chiefs with a Community Builders award.

5. Proclamations/Recognitions

- a. Mr. Papakonstantis read the Constitution Week proclamation from the Daughters of the American Revolution (DAR):

Whereas it is the privilege and duty of the American people to commemorate the two hundred and thirty-seventh anniversary of the drafting of the Constitution of the United States of America with appropriate ceremonies and activities;

And whereas Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week;

Now, therefore, I, Niko Papakonstantis, Select Board Chair of the Town of Exeter, do hereby proclaim the week of September 17 through 23, as Constitution Week in the Town of Exeter, and I urge all citizens to study the Constitution and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves.

In witness whereof, I have hereunto set my hand and caused the Seal of the Town of Exeter to be affixed this 16th day of September of the year of our Lord Two Thousand and Twenty-Four.

6. Approval of Minutes

a. Regular Meeting: September 3, 2024

MOTION: Ms. Belanger moved to approve the Select Board minutes of September 3, 2024 as presented. Ms. Gilman seconded. The motion passed 5-0.

7. Appointments

MOTION: Ms. Belanger moved to appoint Don Cloutier to the Budget Recommendations Committee. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Belanger moved to appoint Michael Drunsic to the Energy Committee; this committee has no term. Ms. Gilman seconded. The motion passed 5-0.

MOTION: Mr. Chartrand moved to accept the resignation of voting member Kyle Welch and alternate member Valorie Fanger from the Conservation Commission, reappointing Kyle Welch to an alternate position with a term to expire on 4/2025 and reappointing Valorie Fanger to a voting member position with a term to expire on 4/2027. Ms. Gilman seconded. The motion passed 5-0.

8. Discussion/Action Items

a. E911 Address Changes – Meeting Place Drive

Deputy Fire Chief Jason Fritz was present to discuss a proposed address change on Meeting Place Drive. He said the numbering there is inconsistent with E911 Standards. We needed to give a number to the new bank and water tower. We decided to renumber the street.

Mr. Papakonstantis asked if it would be a risk to defer the renumbering until after the election. Deputy Chief Fritz said he didn't think it would be an issue.

Robin Patria of 6 Meeting Place Drive said the bank faces Epping Road but became 2 Meeting Place. They want to change the bank's number to 3 and our building will be 29. We have a lot of people with medical issues that have medical supplies and prescriptions delivered. They don't use technology. To get these things changed is cumbersome. She doesn't want to miss out on the election. 911 has no problem getting there now. There's more to it than just changing an address at the post office. She said she started a petition, which she presented to the Board.

Sally Ward of 72 Park Street said she understands the concern. The numbers were changed on Park Street and it took at least 2 years for the delivery services to get it straight.

Edward Patria of 6 Meeting Place Drive said medical support and Law Enforcement know where we are. The mail delivery services, FedEx, UPS, etc, have drivers that aren't familiar with the area, and they're going to have trouble

making deliveries to the new addresses. He asked the Board to take a stronger look at the change.

Mr. Papakonstantis suggested deferring this discussion until after the election or after the end of the year to hear additional testimony.

Robin Patria said [Meeting Place owner] Avesta was notified by certified notice, but we were never brought in.

Mr. Chartrand asked if the town has had an address change with this density of population. Deputy Chief Fritz said no. Chief Pizon said Park Street was the largest change to date. In that case, we had numbers mixed in with each other. This would be the largest change. If this change were to take place, Jason [Fritz] will take care of changing almost all addresses, such as voting and mailing address. The personal bills will still be the residents' responsibility. The water tower threw a monkey wrench into it because by law it has to have an address. We have to follow the NH addressing standards.

Jules Stringos of 6 Meeting Place Drive said it's misleading that when she called about this, she was told not to worry because the town would do the notifying, but it's only utilities and things like that. This is the equivalent of moving. There are at least 15 places we have to call to update.

Charles Ryan of 6 Meeting Place Drive said he's been there 5 years. When he moved, he filled out a change of address form, but immediately all the junk mail and some regular mail was sent to apartment 101, which he never lived in.

Mr. Papakonstantis brought the discussion back to the Board.

Mr. Chartrand said given the density of population associated with this change, we have to plan this very carefully. He has tried to find addresses in Meeting Place and it's very difficult because they're not in the right order. It's important to fix that. Residents are used to it but that doesn't mean it's correct.

Ms. Belanger asked about the notification process. Deputy Chief Fritz said we dealt with the property owner, Avesta, and the owner of the bank. It's up to Avesta to reach out to their tenants. Mr. Papakonstantis asked if we could put together a team to walk through and talk to the residents, and Deputy Chief Fritz said he did that this morning.

Ms. Belanger asked if there could be a sign that shows the old numbers as well. Deputy Chief Fritz said if it's approved, they would be required to renumber the buildings per the standard. He added that we've volunteered to make signs like that.

Mr. Papakonstantis suggested bringing this back in January 2025.

Robin Patria asked that the residents be notified directly. Ms. Roy asked if we want this to come back for discussion in January or to make the change effective in January. Mr. Papakonstantis said we should do more due diligence and have additional discussion.

Mr. Papakonstantis suggested a motion to defer accepting the new numbering of the buildings on Meeting Place Drive until further review and setting up a date in January 2025 for the Board

MOTION: Mr. Chartrand moved to defer accepting the new numbering of the buildings on Meeting Place Drive as recommended by the E911 Committee until further study can be done and a review by the Select Board; the implementation would be no sooner than January 2025. Ms. Belanger seconded. The motion passed 5-0.

b. ALS Update – Chief Justin Pizon

Chief Pizon said there was an update from the Hospital that was alarming. On Monday, September 9, he got a call from a medic with some news from the Hospital. The paramedics with Advanced Life Support were told they were going to be dissolved by September 20. He reached out to the person who oversees ALS and found out that they get called to intercept 3,000 times a year. The official notification came the following day. He felt like it was the classic rug-pulling. We don't use ALS much in Exeter, only 9 times since 2023, but they have rapid sequence intubation [RSI] which we don't have. He looked at the contract and there was a 90-day notification clause in the contract. It was pushed forward to the Attorney General's Office, who met with Beth Israel Lahey's attorneys, who decided to honor the 90 days, December 20. There are discussions to suspend this indefinitely. There is \$375M that Beth Israel Lahey said they would invest in community hospital programs, so towns are trying to use some of that money to keep ALS going. Most of the other communities that touch us do not have Paramedics on staff, so what does that mean for the Exeter Fire Department? We're not going to be available for 3,000 callouts a year. Regardless of what happens with ALS, this is a wakeup call for other agencies to come up with a solid plan for the future to rely less on the Hospital.

Ms. Belanger asked for more information about "intercept." Chief Pizon said ALS doesn't have an ambulance. They respond by getting on an ambulance. They drive out and if that's canceled, they have no way to bill.

Ms. Belanger said if they do discontinue this, will we have a better understanding of how it will affect Exeter and the surrounding communities? Chief Pizon said Exeter has a Paramedic working 24/7, 365 days a year. He [the Chief] will have to make decisions on when we say yes and when we say no.

Ms. Gilman said we are part of the mutual aid group with surrounding towns. Did we not do that with Paramedics? Chief Pizon said the State of NH does not recognize EMS as an essential service. Our mutual aid agreements are for Fire services. We do have a mass emergency plan where we might bring in ambulances from other communities.

Mr. Chartrand said we used this ALS service 9 times since the beginning of 2023. The impact on our residents is minimal. It impacts us because we would be in demand if this went away. Our resources would be stretched thinner or we would have to say no more often. This State has traditionally over-relied on not-for-profits to provide services that are provided by the State in other States. New ownership has come in and said this is not sustainable. Chief Pizon said the

communities were willing to help make that more sustainable, whether that means paying a flat fee or half for canceled intercepts.

Ms. Cowan said 9 people are not nothing.

Chief Pizon said we're investigating becoming RSI credentialed.

Ms. Cowan asked if there's anything the Board can do to be helpful.

There are other [Hospital] offices that are closing. Mr. Dean said there's a coalition of Managers working on this to get proper notice with the Attorney General.

c. Tree Committee Update –

Eileen Flockhart and Sally Ward of the Tree Committee gave a presentation on their progress. Ms. Ward said we had a goal to plant 8 trees, but by the end of the year we will have planted 12. DPW does the heavy lifting of planting the trees. The Tree Committee reaches out to our partners. We also have maintenance of trees, such as watering and pruning, and sometimes relocation. This year we'll be doing a tree inventory using an app that Rockingham Planning Commission helped us with. We'll recruit volunteers from town. Our goal is to have an accurate tree inventory for the center of town. We're also identifying sites for future plantings. We're interested in increasing the diversity of trees and planting native trees.

Ms. Belanger asked about the acronyms EOY (End of Year) and ISA (International Society of Arborists) in their presentation.

Kristin Murphy said regarding the tree inventory, \$10,000 was set aside in the budget for tree projects. We got a contract with Rockingham Planning Commission and they built this inventory. This wouldn't be just a document sitting on a shelf. Dakota Bailey created it using Survey123, an ArcGIS Software with a free app. You just walk along a street and answer some questions about the trees. There will be a public dashboard that will allow the DPW to see what trees need to be pruned or find other data. There's a page about participating on the town website.

Ms. Flockhart said we had a tree inventory from 2017 but it didn't give us a lot of overall information. We're looking at our goals for 2025. We'd like to plant 10 - 12 new trees. We'll label tree plantings. We want the trees to be successful.

Ms. Ward said we've continued our work with Tree City USA and have received growth awards for continuing to add to our work each year.

Ms. Belanger asked how you determine the height of a tree. The Tree Committee members said it's not exact, it's more like "under 10 feet," "over 20 feet."

Ms. Belanger asked about maintenance. Mr. Dean said it's up to DPW. We have a \$25,000 line item in that budget for tree maintenance. Ms. Flockhart said sometimes tree maintenance for the DPW is just "take this branch down before it kills somebody." The town might consider hiring a part-time Arborist to consult with them in the future.

Mr. Papakonstantis asked about what Dover is doing. Ms. Murphy said our approach was modeled after Strafford Planning did for Dover. RPC could pull the information and formatting from SRPC and use it. You get “tree stewards” of a street that walk down and enter the information. We talked a lot about the tree canopy and equity. The Tree Committee is excellent at identifying places for future plantings. Once we have a robust data set, it will be obvious where we can expand our canopy.

Ms. Flockhart discussed new plantings going in on Water Street.

d. Public Hearing – Comcast Franchise Amendment – Attorney Kate Miller

MOTION: Ms. Belanger moved to open the public hearing on the Comcast franchise amendment. Ms. Gilman seconded. The motion passed 5-0.

Mr. Papakonstantis read the notice of the hearing:

The Exeter Select Board hereby gives notice of a public hearing pursuant to NH RSA 53-C: 3-a, on the proposed amendment to the cable television franchise agreement between the Town of Exeter, NH and Comcast of Maine/New Hampshire, Inc. on Monday, September 16, 2024 at 7:00 p.m., in the Exeter Town Offices, Nowak Room, 10 Front Street, Exeter, New Hampshire. The proposed amendment is available for review at the Town Clerk's Office, Town Office, 10 Front Street, Exeter, NH, during the hours the Town Clerk's Office is open.

Mr. Papakonstantis asked for public comment, but there was none.

MOTION: Ms. Belanger moved to close the public hearing. Ms. Gilman seconded. The motion passed 5-0.

Attorney Kate Miller said there's an existing cable franchise in Exeter, to which we negotiated some amendments. The Cable industry is in a time of change, with a lot of subscribers “cutting the cord” with cable. We're at a point where we don't have competition in the cable TV business, but a lot of competition in the streaming services. We would be happy if another cable company came in, but none have decided to do that. We think in 10 years the cable companies will shed the TV part of their business and only host the internet services. We proposed extending the franchise agreement for 10 years, into 2034. The reason is to ensure that Comcast won't walk away earlier. Some folks prefer to get their content in the cable TV format, so requiring the company to provide service in Exeter for 10 years will maintain that. The town is eligible for free cable service in school and municipal buildings. We updated the exhibit list with the locations; if any are going to move in the next few years, the service will move with them. The other high priority is to get one of our local access channels in HD. Right now it does not look as clear and crisp as the other content on TV.

We will not have to lose any of the other channels; there will be an additional channel in HD, which may be a mix of all the programming.

MOTION: Ms. Belanger moved to execute an amendment to the cable TV franchise, which will include obtaining one HD channel for Exeter TV and to carry the current franchise agreement for 10 years, and to further authorize the Town Manager or their designee to sign the agreement. Ms. Cowan seconded. The motion passed 5-0.

e. Finance Quarterly Report

Finance Director Corey Stevens presented the mid-year Finance report. These are the June 30 results for General, Water, and Sewer Funds. This did not include revolving funds, which he will discuss at the end of the year.

The General Fund had a budget of \$22.9M. At June 30 we recognized \$10.3M in revenue and \$10M in expenses. The total operating revenue was 45% of the overall 2024 budget. We collected \$7M in property taxes and \$3M from our other operating revenues. Property taxes were billed at \$31.4M in May. 77% of that is for the schools and county, and 23% or \$7.3M for the town. That was collected 85% as of June 30 and 93% as of July 30. For Operating Income, building permits fees were less than 2023, with a YOY decline of \$214,000 in the first 6 months. Last year was busy for permits, with some high-dollar projects. Income from Departments was \$167,000 less than June 2023. There were one-time reimbursements in 2023 and adjustments made to some lines. Interest income is strong at \$290,000, well ahead of budget expectation.

In General Fund Expenses, we had operating expenses of \$10M, or 44% of budget. The spending rate is similar to 2023. Hiring efforts have continued to improve this year, but wage and benefits spending still lags. The General Government budget was 48% spent. The Town Clerk's office had 2 vacant positions and HR had a vacant PT position. The Finance group was fully staffed in 2024; any variances are due to timing of expenditures. The Planning Group was 46% spent; the Building Department continues to try to hire an Electrical Contractor. In Public Safety, the Police Department was 47% spent, with 1 open position in staff position and 2 in Dispatch. The Fire Department was 47% spent. The new Fire Chief is taking a cautious approach in his first year. The EMS Revolving Fund had a revenue of \$390,000 and expenses of \$233,000.

The DPW had mid-year spending consistent with 2023, at 33% spent. We hired a new DPW Director and GIS Coordinator, but many positions remain open. The DPW General Expense spending lagged behind budget expectations mid-year. The Snow Removal budget was 79% spent, compared to 113% in 2023. In General Maintenance, the \$100,000 budget was 25% spent, but there are plans for that budget.

Mr. Papakonstantis asked how many job openings they had in Public Works. Ms. Roy said 9, but we made 2 offers this week. Steve [Cronin] is working hard to chip away at it.

Mr. Stevens said in Welfare and Human Services, we hired a new Administrator in June, so the wages and benefit lines were unspent. Direct Relief

was up \$7,000 over mid-year 2023. Human Services was 100% spent by mid-year; we made contributions to our service organizations in one-time payments rather than quarterly.

In Parks and Rec, Parks continues to work with a small labor force and relies on Contracted Services, which budget was 60% spent. Mr. Papakonstantis asked if there is saving in Contracted Services with the robots, and Mr. Stevens said it's too early to tell.

The Library budget was 57% spend by mid-year. They requested accelerated payment on the Library Services line, which is 100% paid out.

There was a Debt Service increase of \$572,000 in 2024. There is new debt related to the Westside Drive project and the solar array. There is \$60,000 in retiring debt.

The Water Fund budget was \$4.96M. Revenue was 45% of budget, and expenses were 34% of budget. Water rates increased by 15% this year. The total operating revenue was \$299,000 more than 2023, or a 15% increase. Consumption has dropped 2.6% year over year. Expenses were at 34% of budget, compared to 46% in 2023. Capital Outlay was spent in 2023 by mid-year, this year we've barely eaten into it. Water and Sewer continue to struggle with attracting job candidates. The debt service is largely paid in the 2nd half of the year. The Water Fund had a \$500,000 net surplus.

The Sewer Fund budget was \$7.5M, less than a 1% increase over 2023. Revenue was 47% of budget, and expenses were 19%. The Sewer rates increased 4% this year. Total operating revenue collected was \$110,000 more than 2023, a 3% increase. Sewer Collection dropped 3.2%. The town expects to receive a large grant toward Sewer Debt Service from the State Aid Grant. Operating expenses were 19% of budget, which is in line with historical spending. This area also had open positions. In General Sewer expenses, any differences are due to timing. Each year, Sewer operations runs a surplus. Water/Sewer Receivables were \$1.2M as of June 30.

Mr. Papakonstantis asked what we have left in ARPA funds. Mr. Stevens said we have \$42,000, with \$12,000 committed to design work in Swasey Park. The funds have to be obligated by the end of the year.

9. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

- i. Mr. Dean said there is a form sent in from the NH DRA [Department of Revenue Administration] when they observe our revaluation process. It was in line with their expectations. No action from the Board is necessary.

b. Permits & Approvals

- i. Mr. Papakonstantis said the Exeter Area General Federation of Women's Clubs requested to place small lawn signs along the roadsides in the Exeter area with a larger sign at Guinea and Hampton Road, to advertise the Yuletide Fair Saturday at Stratham Cooperative Middle School on November 23, 2024. This will be the 45th year for this event.

MOTION: Ms. Belanger moved to approve the Exeter Area General Federation of Women's Clubs request to place small 21x18" signs along the roadsides in the Exeter area as well as a larger sign at Guinea Road and Hampton Road between the dates of November 17 and November 24, 2024, advertising the Women's Clubs Yuletide Fair held at Stratham CMS held on November 23, 2024. Ms. Gilman seconded. The motion passed 5-0.

ii. ADA Compliant Curb Ramps

Mr. Dean said this is part of our ADA compliance program. It will be a project at the Library to install curb cuts and concrete ramps. The request is for \$13,740 from the ADA Capital Reserve fund.

MOTION: Ms. Belanger moved to authorize the withdrawal of \$13,740 from the ADA Capital Reserve Fund for the installation of ADA compliant curb ramps at the Exeter Public Library driveway on String Bridge. Ms. Gilman seconded. The motion passed 5-0.

iii. Overnight Parking Permits

Mr. Dean said folks will be allowed to register different vehicles on the same permit, but there will still only be one permit per applicant. Ms. Belanger asked why this would be changed. Mr. Dean said we have had situations where people come in with multiple vehicles and they'd like to be able to switch the permit. This is on Pleasant Street across from the Library. There is a lot of multi-unit housing there. There are 8 spaces, and permits are first-come first-serve. The Police Department has signed off on this. It will be a placard, not a sticker. Mr. Papakonstantis asked that this discussion be brought back on September 30.

c. Town Manager's Report

- i. Correspondence includes the funding applications for COAST, TASC, and Rockingham County Meals on Wheels. We don't have a home for evaluating those requests so they're before the Board. He will be bringing funding recommendations forward later.
- ii. Regarding EEE [Eastern Equine Encephalitis], we've begun adulticiding mosquitos. We're paying attention to the threat. Mr. Papakonstantis said Madison Bailey, our Health Officer, has done an excellent job of communicating on this.
- iii. Exeter Public Library had an issue with their wall. The repair cost \$30,000. He met with the Director to talk about funding options. The Library is experiencing budget issues because of the wall and they've asked for assistance. This wasn't an insurable expense; it was deemed regular wear-and-tear by Primex. The Library proposed taking \$15,000 from the Maintenance Projects budget, which he would want to bring to the Board.

Ms. Belanger said she would like to know the consequence of deferring this to their next year's budget. Mr. Dean said if the Library

needs to fund this on their own, they would be overbudget and would have to shut down services at the end of the year. They came to us after the fact. Mr. Chartrand said they should have come to us before the fix. There should be different rules going forward.

Mr. Papakonstantis said we've been requesting an audience with the Trustees for quite some time, but we're now scheduled to meet. They've come to us with the promise that it could affect library services at the end of the year. He'd like to hear the Trustees' side of the story. We can come back on the 30th, after this meeting.

Ms. Belanger said we don't have any say about the budget for the Library. She would like to know if they set aside emergency funds.

d. Select Board Committee Reports

- i. Ms. Belanger attended the Planning Board September 12. 50 Linden Street had 3 residential condo units approved. She recused herself on two applications. 165A Kingston Road, a subdivision request, was approved. The Rugg Property came to the Planning Board; she will be recusing herself in case it becomes a Select Board issue. There were no votes or public comment. She attended a Housing Advisory Committee meeting on September 13. They tabled some discussions because Dave Sharples was away. They discussed a project in Dover that used transfer development rights; the developer agreed to come speak at the next HAC meeting. Exeter Senior Council is doing a resource fair October 22nd at 17 Hampton Road.
- ii. Ms. Gilman attended an Energy Committee meeting. They talked about promoting the Exeter Electric Vehicle Car Expo on September 29 and the opt-up electricity competition. The Window Dressers program is going to take place in January. The Heritage Commission Demolition Review Committee is looking at 112 Front Street next Wednesday on-site.
- iii. Ms. Cowan had a Water/Sewer Advisory Committee meeting on September 11. They took up 6 abatement requests. Mr. Chartrand said he wasn't notified of the meeting. He is on the committee now.
- iv. Mr. Chartrand had a Conservation Commission meeting but he worked at the polls instead, so he had no report.
- v. Mr. Papakonstantis said the Tree Committee met Tuesday but it was to prepare the presentation. The next meeting will be a site walk on the Parkway.
- vi. Ms. Belanger said the public should listen to and watch the Exeter Biweekly reports. Friday's report featured Oliva, Bob Glowacky's baby girl.

e. Correspondence

- i. The correspondence discussed in the Town Manager's report
- ii. The NHMA legislative bulletin

10. Review Board Calendar

- a. The next meetings are September 30, October 15, October 28, November 12, November 25, December 9, and December 23. The BRC kick-off is October 2nd.

11. Non-Public Session

MOTION: Ms. Belanger moved to enter into non-public session under RSA 91-A3II(a). Ms. Gilman seconded. In a roll call vote, the motion passed 5-0. The meeting entered non-public at 9:27 PM.

MOTION: Ms. Belanger moved to seal the minutes until negotiations are completed. Ms. Gilman seconded. The motion passed 5-0.

12. Adjournment

MOTION: Ms. Belanger moved to adjourn. Ms. Gilman seconded. The motion passed 5-8. The Select Board adjourned at 10:06 pm.

Respectfully Submitted,
Joanna Bartell
Recording Secretary

Appointments/Resignations

William Robinson Board of Trustees
PO Box 1074
Newfields, NH 03856

May 7, 2024

Subject: Resignation from Trustee Role

Dear Trustees,

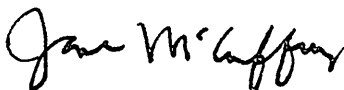
Unfortunately, I must tender my resignation as a trustee, effective June 30, 2024. Throughout our collaboration, I have found immense fulfillment in our collective efforts to provide scholarship assistance to underprivileged students. Witnessing the transformative impact of our support on their educational journeys has been extremely rewarding.

However, I am unable to continue in my current capacity. I am deeply grateful for the opportunity to serve alongside you. Your commitment to this cause has been truly inspiring, and I will always cherish the memories of our work together.

Although I must step down, I am comforted to know that Robinson Fund will continue to make a meaningful difference in the lives of deserving students. I eagerly anticipate hearing about the progress of future endeavors, including the Educational Grant Program.

Thank you once again for the privilege of working with you. I extend my sincerest wishes for your continued success. Please do not hesitate to contact me if there is anything I can do to assist in the future.

With warm regards,



Jane McCaffery

Discussion/Action Items

BSA Eagle Scout Project Update

Town
of
Exeter



Pam McElroy <pmcelroy@exeternh.gov>

Eagle Scout Project- Flag Retirement box

2 messages

James Haney <haneyj3410@gmail.com>

Mon, Sep 2, 2024 at 3:35 PM

To: pmcelroy@exeternh.gov

Good Afternoon Select Board,

Its James Haney again. I'm following up with your request. When I went to the eagle scout board they did not want me to use an USPS mail box. I found a new box that is commercial that comes with a design. I wanted to share it with you to get your approval for the design.



[Box Website](#)

Thank you,

James Haney

Pam McElroy <pmcelroy@exeternh.gov>
To: James Haney <haneyj3410@gmail.com>

Tue, Sep 3, 2024 at 8:23 AM

Thank you James. I will forward your message to the Select Board.

Have a good day.

Pam

[Quoted text hidden]

--

Pam McElroy

Town of Exeter

Senior Executive Assistant, Town Manager's Office

603-773-6102

Human Services Administrator

603-773-6116



Joint Swasey Parkway Trustees Meeting



EXETER PUBLIC WORKS DEPARTMENT

13 NEWFIELDS ROAD • EXETER, NH • 03833-3792 • (603) 773-6157 • FAX 772-1355

www.exeternh.gov/publicworks • publicworks@exeternh.gov

TO: Russ Dean, Town Manager

FROM: Stephen Cronin, Public Works Director

DATE: September 27, 2024

RE: Temporary Turnaround for Swasey Parkway

As requested, the Public Works Department evaluated potential options for implementing a temporary turnaround on Swasey Parkway. The limits of the public way, two-way traffic flow, the need for vehicles to safely reverse direction, vehicle size and speed, pedestrian access and safety, parking, parkway use, emergency access, cost, and constructability were all considered as part of the evaluation process. Given the many constraints that the existing road width presents, a circular turnaround, approximately 1,000 linear feet south of the Newfields Road entrance, is proposed that will include:

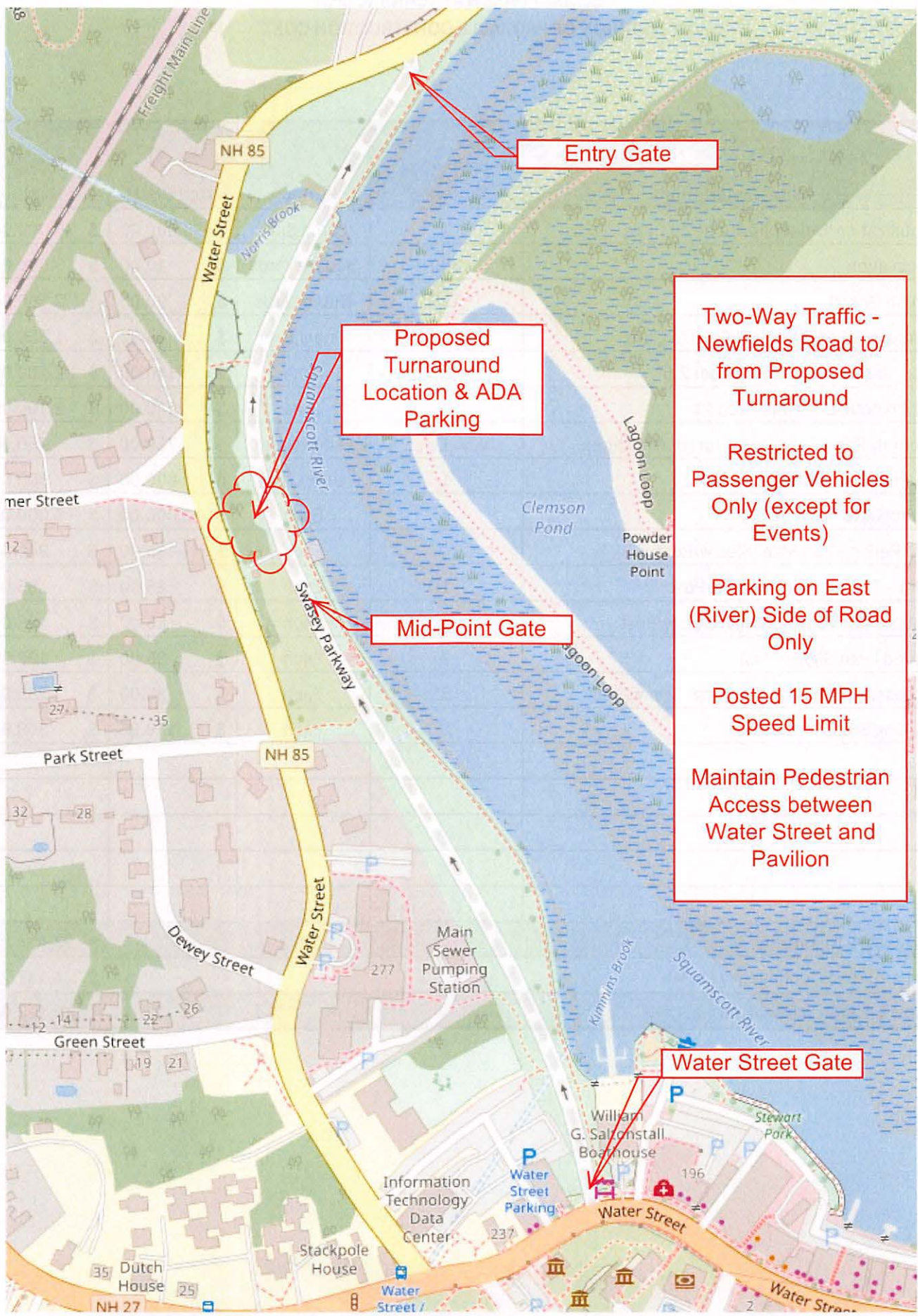
- The establishment of curb cut to create the entrance to the turnaround.
- Construction of an approximately 12-foot wide driveway from the curb cut to the existing maintenance shed driveway.
- Construction of ADA accessible parking adjacent to the existing driveway.
- Installation of swing gates in three locations: the Newfields Road entrance, the Water Street entrance, and just south of the proposed turnaround.
- Signage and pavements markings to inform drivers and delineate parking.

Under this option, two-way traffic to-and-from Newfields Road to the turnaround would be permitted. Normal vehicle access would be restricted to passenger vehicles only and a 15-mph speed limit would be posted. Parking would be permitted for approximately 800-feet along the east (river) side of the public road, three ADA accessible parking spaces would be created off the new turnaround, and a 15-mph speed limit would be posted. The remaining road surface, from the turnaround to the Water Street, would remain open to pedestrians. It is assumed that, under normal conditions, the swing gates at Water Street and south of the turnaround would be closed at all times.

This temporary solution would provide for the quickest possible re-opening of the public way to vehicles and allow for a flexible, low-cost way to test the efficacy of a permanent turnaround. Additionally, this approach enables us to recognize and address any unforeseen challenges and complete work related to the Swasey Parkey Coastal Resiliency Grant before committing to permanent changes. Per your suggestion, the Police and Fire Departments were consulted on this proposal and did not express any concerns relative to access or response time. A sketch of the proposed turnaround, a map showing the turnaround and gate locations, and a preliminary cost estimate are attached for your reference.

Accessible
Parking - 3
Spaces





Entry Gate

Proposed Turnaround Location & ADA Parking

Mid-Point Gate

Two-Way Traffic - Newfields Road to/from Proposed Turnaround

Restricted to Passenger Vehicles Only (except for Events)

Parking on East (River) Side of Road Only

Posted 15 MPH Speed Limit

Maintain Pedestrian Access between Water Street and Pavilion

Water Street Gate

**SWASEY PARKWAY TURNAROUND
OPINION OF PROBABLE CONSTRUCTION COST**

Item Description	Estimated Quantity	Unit	Unit Cost	Total Cost
Mobilization/Demobilization	1	Lump Sum	\$ 8,000.00	\$ 8,000.00
Excavation	300	Square Yards	\$ 10.00	\$ 3,000.00
Crush Gravel	125	Cubic Yards	\$ 20.00	\$ 2,500.00
Remove & Reset Vertical Granite Curb	30	Linear Feet	\$ 45.00	\$ 1,350.00
Bituminous Concrete - Binder 2.5"	15	Tons	\$ 140.00	\$ 2,100.00
Bituminous Concrete - Top 2"	15	Tons	\$ 140.00	\$ 2,100.00
Monthly Price Adjustment for HMA Mixtures	1	Allowance	\$ 750.00	\$ 750.00
Loaming and Seeding	1	Lump Sum	\$ 800.00	\$ 800.00
Swing Gate	3	Each	\$ 2,000.00	\$ 6,000.00
"No Parking This Side" Sign w/Post	4	Each	\$ 85.00	\$ 340.00
"Not a Through Way" Sign w/Post	1	Each	\$ 85.00	\$ 85.00
"Passenger Vehicles Only" Sign w/Post	1	Each	\$ 85.00	\$ 85.00
Speed Limit Sign w/Post	2	Each	\$ 95.00	\$ 190.00
Accessible "Reserved Parking" Sign w/Post	3	Each	\$ 85.00	\$ 255.00
Parking Stops	3	Each	\$ 119.95	\$ 359.85
Sub-Total Construction				\$ 27,914.85
Construction Contingency (15%)				\$ 4,187.23
Total Estimated Construction Cost				\$ 32,102.08

Exeter Public Library Request for Additional FY24 Funding



TOWN OF EXETER, NEW HAMPSHIRE

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

www.exeternh.gov

TO: SELECTBOARD, AND TOWN MANAGER RUSSELL DEAN
FROM: FINANCE DIRECTOR, COREY STEVENS
SUBJECT: LIBRARY BUDGET UPDATE
DATE: SEPTEMBER 30, 2024

I was asked to provide an update on the September 18th meeting with the Library Director and Trustee Chair. The meeting was attended by Hope Godino, Library Director, Kathy Corson, Trustee Chair, Niko Papakonstantis, Select Board Chair, Russ Dean, Town Manager, Melissa Roy, Assistant Town Manager, and myself. The meeting was in response to a request from the Library for additional FY24 funding.

For some context, in past years the Town has turned back any Library budget surplus to the Library at year-end. Last year I did some research on budgetary surpluses which lead me to question this practice. We then sought two legal opinions, both of which confirmed the Library surplus is to be treated the same as any other department under RSA 32:7. Under this RSA, General Fund surpluses are returned to fund balance at year-end. As I understand it, the Town Manager then notified the Library Director that the Town was considering not turning back any FY23 surplus based on these opinions.

In July of this year, the Finance Department noticed that the Library may go over budget on their wage lines at the current rate of spending. The Finance Department reached out to the Library to make them aware of the concern. Shortly thereafter I met with the Assistant Library Director, Julia Lantern, to review the analysis. At the conclusion of the meeting, Julia indicated she would work on the issue with Hope.

In August, the Library Director requested a meeting with the Town Manager to discuss a retaining wall project that began in the fall of 2023. As I understand it, the Director indicated that the Library needed assistance in paying for the now completed project. The project had caused a financial strain on the Library as a result of not receiving prior year budget surplus.

As previously noted, we met with Library representatives on September 18th. The retaining wall project was explained, and the Library again asked if the Town would be able to share in the cost. Additionally, we spoke about the potential budget shortfall reviewed with Julia in July and how it fit into their overall FY24 budget picture. Hope indicated the Library was working on a solution to the potential shortfall. The Library Chair also proposed the idea of creating a reserve to fund

future maintenance and/or capital needs. The meeting concluded with the Board Chair agreeing to bring the Library's financial request back to the Select Board for discussion.

After the meeting on September 18th, the Library delivered a check to the Finance Department which was intended to cover the estimated shortfall in wages for FY24.

The Town received correspondence on September 26th from the Library Chair stating that the Library is no longer requesting financial assistance from the Town for the retaining wall project. The Chair further indicated there would be no cuts to Library programs as a result of this or the estimated wage shortfall.

As of the date of this memo, it is the Town's understanding that these two issues are resolved and no further funding is needed.

Corey



Russ Dean <rdean@exeternh.gov>

Library Board of Trustees

Kathy Corson <kathykcorson@gmail.com>

Wed, Sep 25, 2024 at 4:03 PM

To: Niko Papakonstantis <npapakonstantis@exeternh.gov>

Cc: H F Godino <deweyexeter1@comcast.net>, Russell Dean <rdean@exeternh.gov>

Dear Nikko,

I regret that I couldn't be at the Selectboard meeting on the 9/30 as I am out of town but in light of the recent article in the Newsletter and in sharing the Selectboard's video where the Board discussed our library, I thought I would convey the thoughts of our Board of Trustees in this email. We had our regularly scheduled meeting on Tuesday the 24th of September. After Hope presented the current state of this year's budget at our meeting, the board found that we do not anticipate any "shortfall" in our budget.

As you are aware, the library is one of the most important buildings in our vibrant town. We look forward to the Selectboard's positive support of us in the future. In all honesty, the Board was disappointed in the tone that your board took towards the Trustees and the library staff. Before airing your concerns in a public forum we would appreciate establishing an open dialogue between the two elected boards. On a very positive note we are thrilled to have opened up the lines of communications between boards and look forward to more in the future. We have the same goals of making our community the best that it can be.

In the coming weeks the library will be working on a 2025 Warrant Article to establish a Non Capital Reserve Fund for the repairs, maintenance and capital reserve projects that will pop up in the coming years. As discussed at our meeting last night we will be putting together a facility assessment plan so that as a Board we can better anticipate repairs needed for our 1984 building as well as unanticipated repairs. We hope that the Selectboard will support us in this effort. Our recent renovation, while extensive, did not address all of our future needs.

Thank you for your time and we look forward to your continued support.

Kathy Corson

Preliminary FY25 Budget Presentation

2025 Exeter Preliminary Town Budget

September 30th, 2024

To the Exeter Select Board,

Attached you will find the Town of Exeter preliminary budget request for Fiscal Year 2025. The fiscal year addressed in this budget begins on January 1st, 2025 and ends December 31st, 2025. The total FY25 General Fund preliminary budget request is \$23,887,679, an increase of 4.49%, or \$1,026,817, over the FY24 approved budget of \$22,860,862.

I would like to acknowledge the efforts of Assistant Town Manager/Human Resources Director Melissa Roy, Finance Director Corey Stevens, Senior Accountant Laura Zogopoulos, and all Town departments, in preparation of this budget. This budget represents the beginning of the FY25 budget process that will conclude approximately 5 ½ months from now, on Tuesday, March 11th, 2025.

Overview

The FY25 Operating Budget Request covers three major funds (General, Water, Sewer) plus warrant articles and any proposed bond issues. Items that propose funding by warrant articles and bonding are described in the Town's Capital Improvement Program FY25-30, as adopted by the Planning Board.

TOWN GOVERNMENT BUDGET PROCESS, VALUES AND TAX RATES

Exeter functions under the SB2 form of government. The Town adopted this form of government in 1996. The operating budget, including any bonds and warrant articles, is prepared by the Town Manager and Town Departments in August, and via customary practice, submitted to the Select Board the third week of September. This preliminary budget is then referred to the Budget Recommendations Committee, who hold budget meetings with Town Departments through their subcommittee process in late September and early October. The full Budget Recommendations Committee meets in October and November, and presents final recommendations on the budget to the Select Board in late November. The budget is then reviewed and finalized in December by the Select Board in preparation for the annual budget and bond hearings required by RSA 40:13. The public hearing on the 2025 operating budget and bonds (including the default budget) is scheduled for January 21st, 2025. After the budget and bond hearings, the budget and bonds (in the form of the Town Warrant) is sent to Deliberative Session for discussion and possible amendment by voters. The Deliberative Session takes place Saturday, February 1st, 2025 at the Exeter High School Auditorium. The final budget, including any bonds and warrant articles, is voted on the second Tuesday in March as part of the Town election. The 2025 Town Warrant will contain the total Town fiscal plan for the 2025 fiscal year.

If the operating budget does not pass at the Town and school elections, a default budget goes into effect and becomes the operating budget for the fiscal year. The combination of the operating budget and approved warrant articles, less anticipated revenues, drives the ultimate tax levy required for the year.

At the time of budget adoption, the Town’s fiscal year is already two and a half months old as the new fiscal year begins on January 1st. Prior to March voting, the Town operates on a “base budget” for the first 2 ½ months of the fiscal year until the voters approve the new budget.

The Water and Sewer Fund operating budgets are approved separately from the Town operating budget as their own articles, and like the general fund operating budget, the Water and Sewer operating budgets have their own default budgets.

The Town’s Capital Improvement Program (CIP) includes all non-recurring capital requests in excess of \$75,000. These items can be funded through the budget, warrant articles, or bond articles, depending on the request, and the recommendation of the Select Board and Town Manager. Any bond article proposal over \$100,000 requires 60% voter approval (3/5) and requires a public hearing under RSA 33-8-a. The bond hearing is advertised in December of each year and is held the third Tuesday in January under RSA 40:13, concurrent with the hearings on the Town operating budgets.

Overview – Five Year Tax Rate Trend

The table below shows the last five years of the Town share of the tax rate versus the overall tax rate. At this time, Town spending represents 22.56% of the total tax rate. The rest of the tax rate is made up of local schools (Lincoln and Main Street School budgets), the Exeter Region Cooperative School District assessment (Grades 6-12), and the Rockingham County tax.

Property Tax Rate – Town Share – Last 5 years

Year	Municipal Tax Rate	Overall Property Tax Rate per 1,000 value	Town as % of Total Rate
2024	TBD	TBD	TBD
2023	\$6.23/1,000	\$26.78/1,000	22.56%
2022	\$5.96/1,000	\$24.75/1,000	23.30%
2021	\$5.79/1,000	\$24.01/1,000	23.29%
2020	\$5.91/1,000	\$24.49/1,000	24.13%

The 22.56% percent share of the total rate does not include the cost of overlay (reserve for property tax abatements) or the veteran’s credit program, which represent approximately 20 cents of the overall \$6.23/1,000 rate. The cost of the veteran’s credits program (\$500 per eligible property) and overlay for abatements is added to the Town side of the operating tax levy to

generate the total Town share of tax rate. The New Hampshire Department of Revenue Administration sets the Town’s tax rate in late October /early November each year.

Net Taxable Value – Last 5 years – Town of Exeter

Year	Net Taxable Value	% Increase over Prior Year	\$ Value increase over prior year
2024	TBD		
2023	2,242,007,713	.17%	\$3,844,870
2022	2,238,162,843	.89%	\$19,741,949
2021	2,218,420,894	1.01%	\$22,213,212
2020	2,196,207,682	.98%	\$21,217,258

Exeter’s tax base consists of over 6,600 residential and commercial properties representing over 2.7 billion dollars in value. The Town has 383.7 million dollars of value in non-taxable value in land and buildings (federal government, non-profits, conservation land), and exempts another 40 million dollars annually in various property tax value exemptions (disabled, elderly, blind). Exeter’s three largest taxpayers, Riverwoods, Phillips Exeter Academy, and Exeter Hospital, each have a non-taxable component. Of note is that 2024 is a scheduled revaluation year for the Town, and with a current assessment ratio close to 60%, property values will increase significantly in 2024. This value increase will result in a tax rate decrease for the Town share of the rate.

Community Snapshot – Population Estimates, Values & Tax Rates

City/Town	Population 2023 Estimate	2023 Net Taxable Value w/utilities	2023 Total Tax Rate	Municipal Rate
Exeter	16,263	2,242,007,713	\$26.78/1,000	\$6.23/1,000
Durham	15,069	1,856,713,268	\$20.48/1,000	\$5.75/1,000
Dover	33,360	5,7565,354,530	\$18.70/1,000	\$6.69/1,000
Laconia	17,293	3,962,320,174	\$13.91/1,000	\$5.79/1,000
Newmarket	9,534	1,006,662,399	\$29.49/1,000	\$6.79/1,000
Hampton	16,460	3,953,299,000	\$16.75/1,000	\$5.98/1,000
Bedford	23,784	6,121,158,432	\$14.80/1,000	\$3.29/1,000
Portsmouth	22,918	6,577,145,132	\$16.13/1,000	\$7.17/1,000
Londonderry	27,534	6,308,922,276	\$15.65/1,000	\$3.47/1,000

Sources: NH Department of Business and Economic Affairs, July 2024; NHDRA Completed Municipal Tax Rates, 2023

In conclusion, it can be stated that Exeter has similar service needs to many of the communities listed in the above table, but generally less of a valuation base to support these services.

GENERAL FUND BUDGET

The FY25 General Fund preliminary budget is a 4.49% increase, or \$1,026,817, over the FY24 budget. This budget increase is due to several factors including wage and benefit increases, restoration of full funding of paving in the general fund DPW budget, solid waste contractual increases, and a request for two new positions, Human Resources Director and Senior Coordinator. All of these items are discussed in greater detail in this budget document.

Town General Fund Budgets – Last 5 years

Year	Town Budget	% Increase over Prior Year	\$ Increase over Prior Year
2025	\$23,887,679	4.49%	\$1,026,817
2024	\$22,860,862	7.20%	\$1,534,582
2023	\$21,326,280	4.61%	\$939,278
2022	\$20,387,002	2.49%	\$495,920
2021	\$19,891,082	1.46%	\$285,545

The Town General Fund budget provides services to the community and is organized by Department function. These services include General Government, Finance, Planning & Development, Public Safety, Public Works, Welfare & Human Services, Parks & Recreation, Other Culture & Recreation, and the Exeter Public Library. The General Fund also contains the Debt Service & Capital budget, and the Benefits & Taxes budget.

Exeter has an active and engaged population that interacts with Town government, facilities, and programs in many different ways. In addition, many volunteer boards support the Town government structure and are responsible for many key decisions of the Town in areas of general government, land use, sustainability, water production and treatment, sewage treatment and disposal, economic development, and capital improvements. The Town does not have a charter. The Town website (exeternh.gov) shows the large number of boards, committees, and commissions that make up a part of Town government, whether acting in a formal statutory role, or in an advisory capacity to the Select Board. Staff time and resources are dedicated in many instances to supporting the Town committee structure, in areas of land use, budget, general governance, and public works.

Three Year Budget Comparison

The table below shows the three-year trend for Town departments by function.

<u>Function</u>	<u>FY23 Approved</u>	<u>FY24 Approved</u>	<u>FY25 Request</u>	<u>\$ change '25/'24</u>	<u>% change '25/'24</u>
General Government	1,320,922	1,541,800	1,645,210	103,410	6.71%
Finance	710,155	770,998	801,949	30,951	4.01%
Planning/Building/Econ Dev	751,237	765,823	788,348	22,525	2.94%
Police	3,710,098	3,952,128	4,084,171	132,043	3.34%
Fire/EMS/Emergency Mgmt.	4,091,172	4,235,231	4,206,447	-28,784	-0.68%
Dispatch	436,862	478,265	467,706	-10,559	-2.21%
Health	154,260	129,899	140,242	10,342	7.96%
Public Works – General Fund	4,577,216	4,639,346	4,915,951	276,605	5.96%
Maintenance - Garage	1,294,634	1,243,241	1,303,186	59,945	4.82%
Welfare/Human Services	183,587	242,419	276,013	33,594	13.86%
Parks/Recreation	614,506	688,829	773,447	84,618	12.28%
Other Culture/Recreation	34,000	34,500	36,500	2,000	5.80%
Public Library	1,172,320	1,185,689	1,259,054	73,365	6.19%
Debt Service/Capital	1,772,346	2,424,260	2,357,912	-66,348	-2.74%
Benefits and Taxes	502,966	528,434	831,543	303,109	57.36%
Total General Fund	21,326,280	22,860,862	23,887,679	1,026,817	4.49%

General Budget Discussion

FY25 Budget – Wages and Benefits

Wage Discussion The FY25 budget includes a 3.0% step adjustment plus a 2.0% COLA adjustment to non union wages. This increase is an attempt to stay competitive in today’s labor market. All other FY25 wages are subject to collective bargaining and will be the results of union contract settlements proposed to the voters in spring of 2025.

Health Insurance The Town offers family, 2-person, and single plan health insurance to eligible full-time employees. The Town is a member of HealthTrust. The Trust is a pooled risk program covering over 50,000 public employees (including school districts) statewide. For the purposes of the FY25 budget, a 10% increase over FY24 has been included in the preliminary budget. FY25 health rates will be set in October 2024 by the HealthTrust Board of Directors. Rates are determined based on claims experience and the overall pool rating. Exeter is in the over 50 member group, and like each community and school district, the Town receives an individual rating. The Town’s rating for FY24 was a 10% increase for all plan offerings. Health insurance contributions by plan vary by bargaining unit. Current contributions for non union employees are 79/21% for Blue Choice POS plan, and 86/14% for the Access New England

HMO Plan. Police Union contribution effective July 1st, 2024 is 80/20 for Blue Choice POS plan, and 83/17% for Access Blue New England. Fire Union contribution effective July 1st, 2024 is 79/21 for Blue Choice POS plan, and 85/15 for Access Blue New England. SEIU contribution effective July 1st, 2024 is 85/15 for Access Blue New England plan. The Blue Choice plan will be phased out by the HealthTrust effective December 31st, 2024.

Dental Insurance Dental insurance for eligible employees is provided through HealthTrust. An increase of 2.0% has been forecast for the FY25 budget. The rating for dental insurance is done at the same time as the health insurance rating, and budgets will be adjusted accordingly when rates are known.

Retirement The Town’s full-time employees participate in the New Hampshire Retirement System. The system classifies employees as either Group 1 (administrative and public works) or Group 2 (Police/Fire). Rates applied to payroll are: Group 1 employees: 13.53% January through June 2025; 12.75% July through December 2025, Group 2 employees: Police 31.28% January through June 2025; 30.95% July through December 2025; Fire 30.35% January through June 2025; 29.15% July through December 2025. Group 1 employees participate in Social Security (6.2% of payroll), while Group 2 employees are not social security eligible.

FY25 Budget Notes

Below is a summary of FY25 General Fund budgets by Department. These budgets will be adjusted once FY25 costs for health insurance, dental insurance, long term disability insurance, life insurance, worker’s compensation, property/liability, and unemployment are known for FY25.

GENERAL GOVERNMENT

Select Board - (5 Elected) – FY25 Budget Request \$22,462, decrease of \$6 or -.03% under FY24 budget. The Select Board are the Town’s elected governing body. The role of the Select Board is to manage the prudential affairs of the Town, including recommending the final budget to go before the Town deliberative session. Each Board member is compensated \$3,000 per year, and the Chair is compensated \$4,000 per year. In FY25, all expense line items have remained at FY24 levels.

Town Manager - (3 FTEs) – FY25 Budget Request \$444,390, increase of \$129,715, or 41.22% over FY24 budget. The Town’s executive and day to day chief administrative functions are exercised through the Town Manager. The Town Manager’s Office also provides administrative support to the Town’s many boards and committees created by RSA, Town Meeting, or the Select Board, including the Budget Recommendations Committee, Swasey Parkway Trustees, Transportation Committee, Facilities Committee, Communications Advisory Committee, Housing Advisory Committee, and Water/Sewer Advisory Committee, among others. The Town Manager’s Office produces all packets and information for the Select Board,

oversees preparation of the annual Town budget, and supervises most Town departments. The Assistant Town Manager provides operations support as well as supervision over the Welfare Office, Communications Department, Parks/Recreation Department, and Human Resources.

The Town Manager's FY25 budget includes three (3) FT personnel: Town Manager, Assistant Town Manager (ATM), and Senior Executive Assistant. FY25 budget changes include allocating the Assistant Town Manager 100% to the Town Manager's budget. In 2023, the Town hired a consultant to review, analyze and make recommendations on the organizational structure of Exeter's town government. Moving ATM to the Town Manager's budget and expanding the ATM role was one result of this analysis. In addition, the following line items have been adjusted from FY24 to FY25: conferences/rooms/meals, from \$3,000 to \$6,500; Dues, from \$17,500 to \$18,600; Mobile Communications is a new line in FY25 at \$1,400. In addition, the line item for phone reimbursement has been reduced from \$1,560 to zero reflecting the Town Manager now utilizing a Town issued phone.

Human Resources – (2 FTE, 1 PTE) – FY25 Budget Request: \$200,375, decrease of \$6,289 or -3.04% under FY24 budget. The proposed Human Resources office FY25 budget includes a FT Human Resources Director, a FT Human Resources Generalist, and a PT Human Resources Assistant. The FT Human Resources Director is a new position, a result of splitting off the Assistant Town Manager position from Human Resources. The Human Resources office is primarily responsible for coordinating interviewing, hiring and on-boarding of all Town employees, administering union contracts and Town benefit programs, and performing general personnel administration. This includes administration of health, dental, and life insurance programs, retirement benefits, evaluations, leave accruals and payroll, compensation changes, and benefit changes.

Transportation – (assessment only) – FY25 Budget Request: \$1, increase of \$0 over FY24 budget. The transportation account includes \$1 as a placeholder for FY25. In FY19, the budget for COAST was moved to the transportation fund (COAST FY25 request is \$32,172, an increase of \$6,412, or 25%, over the FY24 approved amount of \$25,760). This placeholder of \$1.00 has remained in the event any transportation expenses are charged to the general fund in FY25.

Legal – (Contracted Services) – FY25 Budget Request: \$100,000, increase of \$0 or 0.00% increase over FY24 budget. The Town is represented by Mitchell Municipal Group (MMG) for general counsel. The Town contracts with attorney Tom Closson (nhlaborlaw.net) for collective bargaining, labor and personnel issues. McLane Middleton is utilized for environmental issues, and DTC Lawyers are special counsel in cable TV matters. Each firm charges various rates and the FY25 budget has been proposed for funding at \$100,000 for general legal work throughout the year. Each fund is charged for legal services based on work done in those areas (general, water, sewer, CATV, TIF fund).

Information Technology – (2 FTEs) – FY25 Budget Request: \$379,106, increase of \$33,523, or 9.70% over FY24 budget. The IT Department is staffed by two full time personnel: the IT Coordinator and Network Administrator. The IT Department oversees IT issues Town wide and manages the Town’s IT infrastructure. The Department is also responsible for managing the Town wide phone system. In addition, the Department updates and upgrades Town software, manages the IT security platforms, manages credit/debit card acceptance, permitting software, and GIS needs. FY25 budget changes include an increase to computer software of \$9,450, from \$16,800 to \$26,250. This represents a doubling of the antivirus software costs and also software has been moved from internet services to this account. The FY25 contracted services account has been increased by \$38,000 to account for a moving of fire and police hardware and software support costs to the IT Department. FY25 GIS Software has been reduced by \$4,200 from \$7,100 to \$2,900 representing a reallocation of the costs for MapsOnline. The internet services line has been increased by \$5,798 to \$33,675. This increase will fund a transition of the Town’s email services from Google to Microsoft. Included in the cost will be the ability to license Office, and gain security features that Microsoft has available but Google does not. IT phone utilization has decreased by \$8,850 to \$32,400 from \$41,250. This decrease is due to the efforts of the IT Department in 2024 to track down and cancel any unused POTS lines (savings estimate approximately \$2,000 monthly). Email archiving/filtering has been decreased by \$5,850 from \$7,425 to \$1,575. This decrease is due to removing email archiving from our plan and only archiving social media accounts. FY25 IT Software Agreement decreased by \$801 to \$5,479 from \$6,280. AngelCam service and Amazon Prime service have been added to these lines. Travel reimbursement has been increased by \$250 from \$250 to \$500 to pay for travel to GovTech Digital conferences in North Woodstock, VT and quarterly IT meetings in Concord. FY25 Computer Replacement includes 9 laptops, 10 desktops, 2 docking stations, and 8 monitors. Total budget for FY25 in this category is \$19,000, a decrease of \$400. FY25 IT Capital Equipment has been reduced by \$2,120, from \$4,020 to \$1,900 to reflect fewer security camera replacement needs in FY25 compared with FY24.

Media Communications – (.5 FTE) – FY25 Budget Request: \$69,410, increase of \$3,719, or 5.66% over FY24 budget. The Media Communications Department was formally established in FY24. The Media Communications Coordinator’s salary and benefits are split 50/50 with the Cable TV Access Fund. The FY25 equipment purchase budget includes \$1800 for the purchase of equipment to conduct podcasting via Exeter TV.

Trustees of Trust Funds - (3 Member Board, Elected) – FY25 Budget Request: \$891, increase of \$0, or 0.00% over FY24 budget. The Trustees of Trust Funds are an elected three-member board that oversees all Town and school trust funds created under RSA 31 and capital reserve funds created via RSA 35. The Chair of the Trustees is paid a stipend of \$828 each year. This stipend is part of the general government budget.

Town Moderator – (2 PT Elected) – FY25 Budget Request: \$673, decrease of \$678, or - 50.19% under FY24 budget. The Town Moderator is an elected position charged with

elections oversight and Town Meeting oversight. The Moderator acts as the Chair of the Town Meeting. The Moderator budget is decreased for FY25 due to there being fewer elections in FY25.

Town Clerk - (4 FTE including 1 FT Elected) – FY25 Budget Request: \$406,669, decrease of \$53,036, or -11.54%, under FY24 budget. The Town Clerk's Office services include registering motor vehicles, ORVs, and boats, performing vital records research, dog licensing, records retention, Town Meeting coordination and ballot preparation, and elections oversight (working with the Checklist Supervisors, Select Board, and the Town Moderator). The Town Clerk's Office also sells stickers to residents for the transfer station, including bulky stickers, electronics stickers, as part of the Town's solid waste program. The FY25 budget has been reduced mainly due to turnover in personnel, with a change in benefits for the new personnel compared to prior personnel. The overall health insurance is most impacted, being reduced by \$46,728. Wages have been reduced by \$4,203, and General Expenses for FY25 have been increased by \$1,096 (\$600 in bank fees, \$140 in dues, and \$356 in the software agreement account).

Elections/Registration – (0 FTE, PT Elected) – FY25 Budget Request - \$21,233, decrease of \$3,538, or -14.28%, under FY24 budget. The Elections/Registration budget covers election and Town Meeting costs outside the Moderator's wages. The Elections budget covers wage costs for poll workers, checklist supervisors, as well as expenses of postage, printing, coding, collating, and voting machine maintenance. There will be one election in FY25 and the Town continues to budget for 1 special election each year.

FINANCE

Finance - (3 FTE) – FY25 Budget Request: \$393,521, increase of \$23,388, or 6.32% over FY24 budget. The Finance Department executes day to day budget implementation and fund accounting, payroll processing, accounts payable, Town audit preparation, single audit act compliance, state and Town financial reporting, general ledger management, and cash management. The Finance Department manages several different Town funds: General, Water, Sewer, EMS revolving, CATV revolving, Parks/Recreation revolving, Police Detail Fund, Planning Fund, Heritage Fund, and many other capital reserve, expendable trust, and escrow funds. The FY25 budget includes an increase in wages of \$28,467. A portion of this increase is attributable to the Finance Director. As a result of the 2023 organizational analysis, several additional departments (Assessing, Tax and IT) now report directly to the Finance Director rather than the Town Manager. The increase in responsibilities for the Finance Director led to a reclassification of this position beginning in the 4th quarter of 2024. Other notable budgetary changes include: a reduction in audit fees of \$1,995; a reduction in contracted services of \$6,175 related to GASB 74/75 reporting; dues reduction of \$300; an increase in the Munis software agreement of \$950 to account for annual cost escalations.

Treasurer - (0 PT FTE) – FY25 Budget Request: \$9,545, decrease of \$147, -1.52% under FY24 budget. The Town Treasurer is paid a stipend of \$8,864 per year. The Treasurer works closely with the Finance Department performing cash reconciliations and managing cash flow, weekly cash disbursements, and bank account management. The Town Treasurer is a statutory position required by RSA 41:29. The current Treasurer is Susan Penny, who works to support the Finance office.

Tax Collection - (2 FTE) – FY25 Budget Request: \$130,908, increase of \$10,297, or 8.54%, over FY24 budget. The Tax/Water/Sewer Office is located in the Town Offices at 10 Front Street, and collects all property tax revenue and water/sewer revenue for the Town, including property taxes for the local school district, Exeter Regional Cooperative School District, and SAU16. In addition, the tax/water/sewer office administers all property tax deeding and lien issues, coordinates bankruptcy filings, creates payment plans for residents with delinquent water and sewer accounts, coordinates the semi-annual tax billing process in May and November, and compiles the MS-61 report of the Tax Collector required by the NHDRA. FY25 budget changes include an increase in wages of \$8,481 resulting from the newly hired Deputy Tax Collector as well as annual wage increases; an increase in benefits of \$1,213. General Expenses changes include: \$580 increase in bank fees for a change to check scanning software; \$1,000 increase in Education in preparation for the new Deputy Tax Collector; \$2,000 increase in Postage to align with current rates; \$2,170 increase in Tax Billing Services for upgraded resident interface property tax software from Munis.

Assessing - (1 FTE, plus contracted services). FY25 Budget Request: \$267,975, decrease of \$2,587, or -.96%, under FY24 budget. The Assessing Department has 1 FT position, of Tax Assessor. The office is supported by a contracted services agreement with MRI. The MRI contract primarily performs measuring and listing services, covers the office when the Assessor is not present, and processes various applications for abatements and credits as required. The Assessing Department is responsible for administering the assessment of all real and personal property (over 6,600 parcels residential and commercial), processing abatements, all credit and exemption programs, map/lot/building database management, and deed management/recording. The Assessing office acts as a resource to local real estate agents and property owners, and performs a variety of functions regarding land use for other Town departments such as Planning, Economic Development and Public Works. FY25 budget changes include wage increases of \$4,545 or 5.1%, benefits increase of \$573 or 1.4%, and expense decreases of -5.6%. Primary expense increases are the assessor services contract with MRI which is increasing \$4,300 or 4.5%. Decreases include postage from \$5,300 to \$1,000 (\$4,300 reduction, non-revaluation year) and the revaluation line is decreased by \$10,000 from \$10,000 to zero dollars (Riverwoods revaluation is complete using FY24 funds).

PLANNING & DEVELOPMENT

Planning - (2 FTE, 1 PTE) – FY25 Budget Request \$318,294, increase of \$17,120, or 5.68%, over FY24 budget. The Planning Department is staffed by two FT and one PT personnel including the FT Town Planner, who provides technical support and guidance to the Planning Board, including overseeing the Town’s technical review committee, site plan review process, lot line adjustments, and conditional use permit issuance. FY25 budget changes include wage increases of \$14,235 or 6.6%. The Planning Director’s wage classification was changed as part of the organizational analysis discussed under the Town Manager’s budget. Benefits increases amounted to \$2,057, or 4.4%. General expenses are increased \$828 or 2.3%.

Economic Development - (1 FTE) – FY25 Budget Request \$173,493, increase of \$5,633, or 3.4%, over FY24 budget. Economic Development’s primary responsibilities include working with current and prospective businesses and property owners to expand and improve upon the Town’s commercial tax base and enhance overall economic development within the Town. The Department administers the TIF District on Epping Road, oversees RSA 79-E applications for qualifying districts, and works to promote Exeter as a business destination. This Department also interacts frequently with Federal, State and other local officials to further the goals of economic development for Exeter. FY25 budget changes include wage increases of \$5,495 or 5.1%, benefit increases of \$586 or 1.1%, and expense decreases of \$448 or -10.2%. Expense decreases are due to office supplies being reduced from \$500 to \$1, and travel reimbursement increasing from \$600 to \$650.

Inspections/Code Enforcement – (2 FTE) – FY25 Budget Request \$279,451, decrease of \$374, or -0.13%, under FY24 budget. The Building Department has a full time Building Inspector/Code Enforcement Officer, plus a full time Deputy Code Enforcement Officer. The Deputy CEO also supports the Planning Department. The Electrical Inspector part-time position was defunded in the FY24 budget as it has been vacant for over three years. The Building Inspector is currently receiving a stipend for performing these duties. FY25 budget changes include increases in wages of \$8,775 or 4.9%, increases in benefits of \$851 or 1.0%, and a reduction of \$10,000 in general expenses. The general expense reduction comes from the contracted services line which was increased in FY24 in hopes of hiring an outside contractor for inspection services.

Land Use Boards and Committees

The Planning/Building Department also supports several volunteer land use boards, committees and commissions in their missions including the Zoning Board of Adjustment, Planning Board, Conservation Commission, Historic District Commission, and Heritage Commission. This support comes in the form of processing applications, making zoning determinations, reviewing site plans, and attending committee meetings.

Zoning Board of Adjustment, Historic District Commission, Conservation Commission, Heritage Commission - (0 FTE, Recording Secretary assistance).

FY25 Budget Requests:

Conservation Commission \$9,794, increase of \$239, or 2.50%, over FY24 budget;

Renewable Energy Expense, \$1, or 0% over FY24 budget.

ZBA \$4,262, decrease of \$114, or -2.6% over FY24 budget;

HDC \$1,557, decrease of \$366, or -19.0% under FY24 budget;

Heritage Commission \$1,496, increase of \$387, or 34.9% over FY24 budget;

These budgets pay for recording secretaries for each board and committee, along with grant matching funds (Historic District Commission), land administration (Conservation Commission), public notices (all). The Conservation Commission budget also includes funds for conservation land management, including mowing and trail maintenance.

PUBLIC SAFETY

Police Department – (29 FTE, 2 PTE) – FY25 Budget Request \$4,084,171, increase of \$132,043, or 3.34%, over FY24 budget.

The FY25 budget for the Police Department reflects continued funding of 29 FT and 2 PT personnel. The Police Department budget is broken out into three divisions: Administration, Staff, and Patrol. FY25 changes in the Police budget include an increase of \$96,450, or 4.1%, in wages, from \$2,372,509 to \$2,468,959. Wage adjustments do not include any union negotiated wages which will be part of a warrant article on the 2025 Town Warrant. FY25 benefit changes are increased from \$1,291,370 to \$1,343,723, an increase of \$52,353, or 4.1%. FY25 general expenses are decreased \$16,760, or -5.8%. Most of this decrease is due to the computer support contract for the Police Department now falling under IT. Increases under general expenses include accreditation: \$766; Dry cleaning: \$1,600; Education/training: \$3,000; Grant matching: \$2,168; and Uniforms: \$2,530. Reductions include equipment purchase: \$2,167; software agreement: \$1,312; and computer maintenance/service contract: \$16,833.

Fire/Emergency Management Department -- (33 FTE) – FY25 Budget Request - \$4,206,447, decrease of -\$28,784, or -0.68%, under FY24 budget.

The FY25 budget request for the Fire Department/EMS Department represents funding of 28 firefighters, 7 per shift, available for call response. The Department administrative structure includes a Fire Chief, an Assistant Chief, two Deputy Chief positions, and an Office Manager. FY25 budget changes include an increase of \$40,397 in FT wages, from \$2,218,998 to \$2,259,395, this is an increase of 1.8%. Wage adjustments do not include any union negotiated wages which will be part of a warrant article on the 2025 Town Warrant. FY25 expense increases include Breathing Apparatus: \$165; Communications Equipment: \$358; Education/Training: \$737, Fire Prevention Supplies: \$100; General Equipment Repair: \$650; Software Agreement: \$2,810, and Vehicle Maintenance: \$1,245.

PUBLIC SAFETY SHARED SERVICES

Dispatch – (6 FTE) – FY25 Budget Request \$467,706, decrease of \$10,559, or -2.21%, under FY24 budget.

The Town's Dispatch center functions 24 hours per day and 7 days per week. The general phone number 603-772-1212 connects to Dispatch. The Department fielded over 12,150 calls in 2023 including over 2,872 E911 calls. Dispatch is responsible for dispatching E-911 calls, as well as non emergency calls for both Fire and Police. A full roster includes six (6) full time dispatchers including a Dispatch Supervisor. One Dispatcher is charged to the EMS Fund. The General Fund Dispatch budget includes five (5) full time personnel. FY25 budget increases in dispatch include wage increases of \$18,968, from \$275,478 to \$294,446. This is a 6.9% increase, mainly

due to overtime increases. Benefits have decreased \$29,527 due to plan changes in health insurance. Expenses are level funded at \$31,675.

Health – (1 FTE) – FY25 Budget Request - \$140,242, increase of \$10,342, or 7.96%, over FY24 budget.

The Health budget includes funding for 1 FT Health Officer who works out of the Fire Department. This position is responsible for all food licensing, enforcing sanitary codes, and all public health issues under state law and local ordinance. FY25 wage increases total \$3,669 or a 5.1% increase. Payroll taxes/benefits are increased \$477 or 3.0% over FY24. FY25 expenses include increases in postage: \$46; Travel reimbursement: \$280, conf/room/meals: \$430, and Education/training: \$5,441. The Town is supporting the Health Officer's pursuit of her Masters Degree in this area.

PUBLIC WORKS – GENERAL FUND

The Public Works General Fund budget includes eight separate functions: Administration & Engineering, Highways & Streets, Snow Removal, Solid Waste, Street Lights, Stormwater, Maintenance/Garage, and Town Buildings (utilities, maintenance, projects).

Administration and Engineering (6 FTE) – FY25 Budget Request: \$588,852, increase of \$15,112, or 2.63%, over FY24 budget. This Division provides primary oversight and administrative and engineering support to the other Public Works divisions and also oversees all capital projects which originate through DPW, including water/sewer projects. The Division also manages the overall Department including DPW contracts, personnel management, payroll, customer service, sticker sales, etc. The Division also supports various committees such as the River Advisory Committee, Water/Sewer Advisory Committee, and works closely with State and Federal agencies on a variety of different regulatory issues. The division also provides staff support to the Planning Board and Planning office as part of the Town's Technical Review Committee. This Committee reviews all development projects under the purview of the Planning Board. FY25 expense increases include \$39,472 in wages, from \$633,363 to \$672,835, a 6.2% increase due to hiring the GIS Coordinator and DPW Director positions at a higher Grade/step.

Highways/Streets - (12 FTE) – FY25 Budget Request: \$2,147,770, increase of \$146,574, or 7.32% over FY24 budget. The FY25 Highways & Streets budget includes FT wage increases of \$7,486, or .9%, over FY24. Payroll taxes/benefits are increased by \$12,723 due to plan changes. On the expense side, FY25 expenses total \$229,601. This is a decrease of \$18,635, or - 7.5%, from FY24 budget. Expense increases include phone reimbursement: \$400; Safety Equipment: \$1,000, and Vehicle Maintenance: \$10,000. Reductions include Tree maintenance: \$30,535. This drop represents a one-time capital item that was purchased in 2024. The overall FY25 capital outlay budget for Highway is budgeted at \$745,000. In this scenario the paving budget would be restored to \$700,000 for FY25 after being reduced (and offset by road aid) in 2024.

Snow Removal - (0 FTE, Overtime plus Contracted Services) – FY25 Budget Request: \$289,511, decrease of \$25,185, or -8.0% under FY24 budget. The FY25 snow and ice budget is a decrease of \$25,185, or -8.0% over FY24. This budget is generally difficult to predict based on winter weather each year. The Town has a snow/ice deficit fund which it pulls from to offset general fund deficits related to the snow/ice removal operations budget. It is proposed in the FY25 budget to appropriate \$25,000 additional from budget surplus (fund balance) to the Snow/Ice Deficit Fund to guard against overages in this account.

Solid Waste - (1 PT Employee, plus OT for Highway employees assigned to the transfer station on weekends) – FY25 Budget Request: \$1,650,458, increase of \$162,104, or 10.89%, over FY24 budget. The Solid Waste program includes a collections and disposal contract with Waste Management, and the operation of the transfer station at Cross Road in Exeter. Revenues from blue bag sales and recycling bins, as well as stickers and transfer station permits, offset a portion of the Solid Waste budget. Current rates are \$2.50 for a large blue bag.

FY25 changes include an inflation increase in the solid waste contract totaling \$112,180 or 9.4%. In addition, PT wages have been increased by \$1,213 or 5.1%.

Street Lights (0 FTE, expenses only) – FY25 Budget Request: \$147,000, decrease of \$22,000, or -13.02%, under FY24 budget. The Town has 695 street lights in the street light account and is responsible for paying the electric bills for these lights under a tariff system. In FY19, the Town successfully converted the inventory of street lights to LED and completed a purchase of the system from Unitil. This was expected to result in a level budget for a period of 5 years and savings thereafter once the system cost is paid off. FY24 was the last year of the payoff. The traffic light maintenance line item is reduced by \$2,000 from \$9,000 to \$7,000. This account pays for emergency repairs of traffic lights.

Stormwater - (0 FTE, contracted services) – FY25 Budget Request: \$92,360, increase of \$0, or 0.00% over FY24 budget. The Stormwater budget includes primary expenses related to MS4 permit compliance as well as the Town's LTCP (Long Term Control Plan) for nitrogen. The expenses itemized in this budget include contracted services paid to engineering firms for reports due to the EPA on MS4 and AOC compliance issues. The FY24 budget is level with FY23.

PUBLIC WORKS – MAINTENANCE

Maintenance - General - (4 FTE, 1 PTE) – FY25 Budget Request \$578,668, increase of \$40,774 or 7.58% over FY24 budget. The Town Maintenance General Division is part of the Public Works Department. The Maintenance Superintendent oversees general Town building maintenance. The FY25 budget includes funding for four full time positions and one part time position. This results in a net increase in wages for the FY25 Maintenance budget of \$10,940, or 3.6%. Payroll taxes/benefits are increased by \$934, or .8%. FY25 general expenses have been increased by \$28,900. Of this amount \$23,500 is for cleaning services to more accurately

account for current clean building efforts. The fire safety line is increased \$9,000 to continue to meet Department of Labor mandates on safety. Overall, the General Maintenance budget is increased \$40,774, or 7.6% over FY24.

Town Buildings – (0 FTE, Utility and Maintenance Expenses) – FY25 Budget Request \$320,632, increase of \$17,021, or 5.61%, over FY24 budget. The FY25 Town Buildings budget includes expenses for maintenance, electricity, natural gas, and water/sewer bills for all town buildings. Facilities include Town Hall, Town Office, DPW Complex, Public Safety Complex, Senior Center, Parks/Recreation Building, 4 Hampton Road, and 10 Hampton Road. This budget also includes the Swasey Parkway, Swasey Bandstand, 47 Front Street building, and Train Station expenses. Town electric rates will remain favorable for FY25 as the Town is in a contract paying .0747 per kwh. Natural gas rates have been increasing in recent years – the current rates are 9.84 per MMBTU. This pricing is good through October 2024. Water/sewer billing to Town buildings is based on current water/sewer rates.

Maintenance Projects – (0 FTE, Maintenance Projects) – FY25 Budget Request \$100,000, increase of \$0, or 0.00% over FY24 budget. The FY25 Maintenance Projects budget is proposed to be level funded at \$100,000. The Maintenance Projects budget supports projects outside the regular building maintenance budget. Projects are smaller capital outlay projects and involve multiple Town facilities.

Maintenance - Garage - (3 FTE) – FY25 Budget Request \$303,886, increase of \$2,150, or .71% over FY24 budget. The FY25 Garage budget includes funding for wage increases of \$2,590, or 1.0%. Overall this budget is up \$2,150, or .71%, over FY24 budget, with most expense lines level funded from FY24.

WELFARE/HUMAN SERVICES

Welfare/Human Services (1 PTE) – FY25 Budget Request - \$276,013, increase of \$33,594, or 13.86%, over FY24 budget. The FY25 Welfare and Human Services budget includes the new PT position of Welfare Human Services Administrator. The FY25 budget also includes increases in the following budget categories: Wages \$7,189 or 18.1%; Benefits \$550 or 18.1%; Rent, \$25,000, or 55.6%; Electricity \$2,000 or 33.3%. Welfare needs are ever increasing, the Town is statutorily responsible for filling these needs should an applicant qualify for assistance. The Human Services Funding Committee is recommending agency funding at \$97,910 for FY25, a decrease of \$415 from FY24 levels.

PARKS/RECREATION

Recreation - (4 FTE) – FY25 Budget Request \$489,520, increase of \$52,272, or 11.95%, over FY24 budget. The Recreation budget includes 4 full-time positions of Recreation Director,

Assistant Director, Recreation Coordinator, and Office Manager. FY25 budget changes include \$30,336 in wage changes, primarily due to the addition of a Senior Coordinator position. Total wage increases are 10.1%. Payroll taxes and benefits have been increased by \$21,936, or 17.0%, over FY24 – due primarily to health plan changes. Expenses for Recreation have been level funded at \$7,450 for FY25.

Parks - (2 FTE) – FY25 Budget Request \$283,927, increase of \$32,346, or 12.86% over FY24 budget. The Parks budget includes 1 full-time Parks Foreman and 1 full-time Laborer. The FY25 Parks wage budget is increased by \$2,567, or 2.4%. FY25 payroll taxes/benefits are increased by \$29,479 to account for a health insurance plan change. FY25 expenses are increased by \$300 to support a greater amount of parks maintenance in the Town than is currently being provided.

The overall Parks/Recreation budget for FY25 is \$773,447, an increase of \$84,618, or 12.3%, over the FY24 budget.

OTHER CULTURE/RECREATION

Other Culture/Recreation. The Other Culture and Recreation FY25 budget is \$36,500. This budget includes the following requests. Many of these budgets support traditional community events held in Exeter:

1. Christmas Lights: \$5,000. These funds go to offset costs related to hanging lights, Unitil electric bill, garlands, and holiday decorations associated with the annual holiday season light display.
2. Holiday Parade: \$4,500. These funds support the Town’s annual Holiday Parade. The funds represent an annual Town contribution and go to offset parade costs including bands, police details, etc..
3. Summer Concerts - Sponsored by Parks/Recreation on Swasey Parkway. Thursdays in the summer : \$9,000 requested. The budget has been level funded for FY25.
4. Exeter Brass Band. These are payments to members of the band for their summer concert series held each Monday in July: \$4,000.
5. Veterans Activities - This budget supports the annual Memorial Day Parade and Veterans Activities: \$4,000.
6. Parks/Recreation Fireworks - \$10,000. The Parks/Recreation Department sponsors a fireworks display each year to coincide with the American Independence Festival. Cost of the display is estimated at \$10,000 for FY25. This \$2,000 increase is the first in many years for fireworks.

LIBRARY

Library (11 FTE, 14 PTE) – FY25 Budget Request - \$1,259,054, increase of \$73,365, or 6.19% over FY24 budget.

The FY25 Library budget reflects funding for 11 FT employees and 14 part time employees. The budget also includes funds for purchasing books, maintenance contracts, utilities, technology, and supplies. The FY25 budget is put forward by the Library Trustees. Main activities at the Library in FY25, in addition to their broad amount of regularly offered programs to all ages, will include the fourth year operation of the newly renovated library. Public services are increased by \$30,000 for a new total budget of \$217,500. This account pays for all operating expenses at the library including utilities and book purchases.

DEBT SERVICE AND CAPITAL

Debt Service - General Fund – FY25 Budget Request \$1,948,573, a decrease of \$120,699, or -5.8%, under FY24 budget. The General Fund carries debt service on long term bonds for large capital projects. FY25 debt service retirements include the Great Dam Removal and the Rec Park Development Engineering. A BAN interest payment of \$171,150 has been budgeted for the new police station/fire substation. Debt service principal is decreased by \$215,404, or -15.0%. Debt service interest is decreased \$76,446 or -12.1%.

MISCELLANEOUS

Fire Protection – General Fund – FY25 Budget Request \$100,000, an increase of \$0 over FY24 budget. The fire protection fee paid by the General Fund to the Water Fund was increased to \$100,000 two years ago. Underwood Engineers has conducted a study which concluded the General Fund is not keeping up with needed allocations to the Water Fund for fire protection in the Town's water system. The \$100,000 figure is a start toward something greater as budget allows.

Vehicles Replacement/Leases – FY25 Budget Request \$296,317, an increase of \$47,822, or 19.2%, over FY24 budget. The Vehicles/Replacement and Leases budget includes all current vehicle replacements and leases on heavy equipment. See CIP page 80 for the most recent lease/purchase schedule. The lease/purchase schedule includes replacements of Engines 4 and 5 in the Fire Department, Fire Department SCBA replacements, Sidewalk Tractor replacement in the Highway Department, and the Police Department lease on the patrol motorcycle. The budget for FY25 is increased by two police cruisers being reinstated to the budget as opposed to a warrant article as was the case in FY24.

BENEFITS AND TAXES

BENEFITS AND TAXES – FY25 Budget Request \$831,543, increase of \$303,109, or 57.36% over FY24 budget.

The FY25 Benefits and Taxes budget includes the health insurance reserve (10.0% estimated cost increase totaling \$272,572), the health insurance buyout program (employees taking the buyout receive 30% of the Town's savings), dental and life insurance reserve (2.0% increase), and flexible spending fee reserve (the Town pays the administrative fee to encourage enrollment in the program). The unemployment budget is proposed at \$2,364, worker's compensation budget proposed at \$258,394, and property/liability insurance budget proposed at \$88,441 are also part of this budget. The Town participates in the Primex CAP program which caps increases in property/liability insurance and worker's compensation to not more than 6%. The Library budget is apportioned the Library share of the worker's compensation, property/liability, and unemployment budgets. In addition, allocations are made for these budgets to the Water and Sewer Funds.

Total General Fund Budget: \$23,887,679, increase of \$1,026,817, or 4.49%, over FY24 budget.

BOND ARTICLES - GENERAL FUND

Pickpocket Dam Removal - \$2,100,000. See page 22 of the CIP for explanation.

Linden Street Bridge Supplemental Funding - \$1,257,900. See page 21 of the CIP for explanation.

New Fuel Island – DPW Complex - \$575,000. See page 2 of the CIP for explanation.

Street Sweeper – Great Bay Nitrogen Reduction Program - \$395,000. See page 18 of the CIP for explanation.

WARRANT ARTICLES – CAPITAL IMPROVEMENT PROGRAM (CIP)

Front at Pine and Linden Streets - \$250,000 (\$150,000 sewer fund/excess bond proceeds, \$100,000 general fund). See page 16 of the CIP for explanation.

Transfer Station Improvements - \$100,000. See page 4 of the CIP for explanation.

Parks Improvement Fund - \$100,000. Split 50% with Rec. Revolving Fund. See page 6 of the CIP for explanation.

ADA Capital Reserve Fund - \$25,000. See page 7 of the CIP for explanation.

WARRANT ARTICLES – LEASE/PURCHASE PROPOSALS

Replace Dump Truck #33 - \$160,000. See page 64 of the CIP for explanation.

Replace Sidewalk Tractor #58 - \$225,000. See page 68 of the CIP for explanation.

Parks/Recreation ADA Accessible Van - \$120,000. See page 62 of the CIP for explanation.

WARRANT ARTICLES – FUND BALANCE (CIP)

Snow & Ice Deficit Fund - \$75,000.

Sick Leave Trust Fund - \$100,000.

Fire Replace Utility 1 - \$71,355. See page 52 of the CIP for explanation.

Public EV Charging Facility - \$120,000. See page 8 of the CIP for explanation.

Styrofoam Recycling Unit - \$80,000. See page 10 of the CIP for explanation.

Raynes Barn Fire Alarm Unit - \$12,815.

Sportsman's Club Clean-up - \$45,000. To address issues raised by NH Dept. Env. Services.

Sesquicentennial Fund - \$5,000. To prepare for the sesquicentennial celebration.

Succession Plan Fund - \$25,000. To fund the transition of retiring, long-term employees.

DEFERRALS

BUDGET SUMMARY

Total General Fund Appropriations

FY25 Preliminary Budget: \$23,887,679

FY25 Warrant Articles (Non-Fund Balance General Fund): \$409,250

Total FY25 Preliminary: \$24,296,929

Total FY24 General Fund Appropriations: \$22,985,862

Total \$ Appropriations over FY24: \$1,311,067

Total % Appropriations over FY24: 5.70%

Tax Impact: cents per 1,000 of valuation: 37 cents per 1,000

FY25 GENERAL FUND REVENUES

The Town has limited revenues to apply to offset the general fund budget. The main categories of revenue include vehicle registration revenues, the cable television franchise fee, building permits, interest on taxes and penalties, and intergovernmental revenue (highway block grant aid, and meals and rooms tax distributions). A table summarizing FY25 budget revenue estimates is below:

Description	Actual Revenue FY23	Estimated Revenue FY24	Estimated Revenue FY25
Interest and Penalties	\$141,712	\$169,800	\$150,000
Current Use Tax	60,150	325,000	300,000
Yield Tax Revenue	573	5,000	5,000
Payment In Lieu Of Taxes	39,633	43,000	40,000
Excavation Tax	0	500	500
Other Tax Revenue	4,754	4,800	4,800
Motor Vehicle Permits	3,301,939	3,250,000	3,275,000
Building Permits & Fees	570,723	350,000	350,000
General Town Clerk Revenue & Franchise Fees	167,979	135,500	100,000
General Revenue Sharing	0	0	0
Meals and Rooms Tax Revenue	1,525,873	1,500,000	1,500,000
State Highway Block Grant	310,825	310,825	310,825
State Grant Revenues	15,265	25,000	25,000
FEMA Reimbursements	3,046	0	0
Income From Departments	1,177,391	1,165,000	1,205,000

Sale of Town Property – Other	4,705	1,000	1,000
Interest Income	281,407	300,000	200,000
Total Rental/Misc Income	26,904	31,350	31,350
Transfers In EMS Fund	261,570	261,570	245,000
Excess Bond Revenues	105,116	93,970	75,000
Use of Fund Balance	\$300,000	\$600,000	\$300,000
Total Revenues	\$8,299,565	\$8,572,315	\$8,118,475

ENTERPRISE FUNDS

Water and Sewer Funds

The total Water Fund budget request is \$4,517,198 a decrease of \$445,576, or -8.98%, from FY24. The total Sewer Fund budget request is \$8,115,464, an increase of \$625,033, or 8.34% over FY24.

The Water and Sewer Fund budgets fund all operations, maintenance, capital and debt service for the Town's water and sewer systems. Approximately three quarters of the Town's population are on the public water and sewer system.

The Water and Sewer Funds receive all revenue through water and sewer fees, not the property tax. Residents are billed quarterly for water/sewer services. There are three districts throughout the system, resulting in one bill being issued each month (4 bills x 3 districts = 12 bills per year).

Budget Overview

Water and Sewer Funds – FY25 Budget Request

Fund	FY24	FY25	% Increase/Decrease	
Water Fund	\$4,962,773	\$4,517,198	-8.98%	
Sewer Fund	\$7,490,430	\$8,115,464	8.34%	
Total Water-Sewer Funds	\$12,453,203	\$12,632,662	1.44%	

WATER FUND

WATER FUND

<u>Program Area</u>	<u>FY23 Approved Budget</u>	<u>FY24 Approved Budget</u>	<u>FY25 Preliminary Budget</u>	<u>\$ Differential</u>	<u>% Differential</u>
Administration	\$506,236	\$537,491	\$576,642	\$39,151	7.28%
Billing/Collections	195,191	211,744	215,603	3,859	1.82%
Water Distribution	1,007,816	954,024	944,816	-9,208	-0.97%
Water Treatment	933,759	1,028,751	1,140,270	111,519	10.84%
Debt Service	1,431,038	1,640,513	1,427,932	-212,581	-12.96%
Capital Outlay	475,330	590,250	211,935	-378,315	-64.09%
Approp. Reserves					
Totals	\$4,549,370	4,962,773	4,517,198	-\$445,576	-8.98%

Water Administration – FY25 Budget \$576,642, increase of \$39,151, or 7.28%, over FY24 budget. The Water Fund administration budget includes indirect and direct support from general municipal departments (Town Manager, Assistant Town Manager, IT, Human Resources) along with DPW administrative overhead (Director, Town Engineer, Assistant Engineer, Engineering Technician, GIS Technician, Office Manager). It also includes the Water/Sewer Assistant Manager position, and temporary wages for seasonal personnel who serve the Water/Sewer Department. FY25 budget changes in Water Administration include an increase of \$32,187 in wage allocations; an increase of \$5,823 in payroll taxes/benefits changes; an increase of \$4,230 in property and fleet insurance; and the reduction in the employee wellness program of \$2,500. Overall general expenses in Water Administration are increased by \$39,151 over the FY24 budget.

Water Billing – FY25 Budget \$215,603, increase of \$3,859, or 1.82%, over FY24 budget. The Water Billing budget includes administration of the billing and collections program from the Collections Department located at the Town office, and the billing program managed by the DPW Water Department. This budget includes allocations for the DPW Utilities Clerk, and DPW Billing Clerk. It also includes financial support allocations of the Finance Director, Senior Accountant, Human Resources and Accounting Specialist, Deputy Tax Collector, and Collections Specialist. FY25 Water Billing changes include an increase of \$7,030 in wage allocations, an increase of \$1,060 in payroll taxes/benefits, and an decrease of \$4,231 in general expenses. General expense decreases are related to GASB compliance: \$1,435 decrease; phone utilization: \$1,475 decrease; and the Munilink software agreement: \$187 increase. Audit fees have been reduced by \$1,000 due to being in year two of a three year agreement with the Town’s new audit firm.

Water Distribution – FY25 Budget \$944,816, decrease of \$9,208, or -0.97%, under FY24 budget. The Water Distribution budget covers operating costs related to the distribution system, meter replacements, pump station maintenance, and storage tanks. FY25 budget changes in Water Distribution include an increase of \$121 in wage changes, and a decrease of \$519 in payroll taxes/benefits changes. Water Distribution general expenses are decreased by \$8,810 or -1.6%. Increases include tank maintenance: \$3,240, and building maintenance: \$3,250, equipment maintenance: \$500. Decreases include Fire Alarm Communication: \$1,400, GIS Software: \$13,000, and Natural Gas: \$1,000. Overall general expenses are decreased by \$8,810.

Water Treatment – FY25 Budget \$1,140,270, increase of \$111,519, or 10.84%, over FY24 budget. The Water Treatment budget covers operating and maintenance costs for the groundwater facility on Lary Lane (GWTP), and the surface water treatment plant on Portsmouth Avenue (SWTP). The FY25 Water Treatment budget includes the first full year of the costs of a new operator position. Overall wages are up \$53,464, or 15.6%. Water Treatment benefits are increased \$25,445 or 12.5%. Expense increases include Building Maintenance: \$3,000, Property taxes: \$350, Chemicals: \$30,860, and Phone Lease Alarms: \$1,000. Expense decreases are Fire Alarm Communication: \$100. Overall expenses are increased by \$32,610.

Water Debt Service – FY25 Budget \$1,427,932, decrease of \$212,581, or -12.96%, under FY24 budget. FY25 changes to Water Debt Service include a decrease in principal payments of \$159,578 and interest payments of \$53,003. These projects include Main and Lincoln Street waterlines, Salem Street Design, and Westside Drive Design.

Capital Outlay – FY25 Budget \$211,935, decrease of \$378,315, or -64.09%, under FY24 budget. The Water Capital Outlay account includes funds for capital projects and vehicles/equipment in the system that are funded through the budget. The FY25 capital outlay budget includes the third year of the clarifier/filter replacement and maintenance contract: \$29,463; Gilman Well Rehabilitation/Repairs: \$60,000; Cross Road Water Storage Tank cleaning: \$40,000, GWTP Filter Media Replenishment: \$30,000; Epping Road Storage Tank Mixer Replacement: \$50,000.

WATER FUND BOND ARTICLES AND OTHER APPROPRIATIONS

The following projects would be included in the 2025 Town Meeting warrant as SRF (State Revolving Fund) loans.

Groundwater Development: \$6,800,000. See page 35 of the CIP for details.

SEWER FUND

Sewer Fund

<u>Program Area</u>	<u>FY23 Approved Budget</u>	<u>FY24 Approved Budget</u>	<u>FY25 Preliminary Budget</u>	<u>\$ Differential</u>	<u>% Differential</u>
Administration	\$515,470	\$566,755	\$608,277	\$41,522	7.33%
Billing/Collections	191,614	208,169	212,028	3,859	1.85%
Sewer Collection	810,564	717,012	743,865	26,853	3.75%
Sewer Treatment	1,639,664	1,635,020	1,687,230	52,210	3.19%
Debt Service	4,209,659	4,192,568	4,675,128	482,560	11.51%
Capital Outlay	152,331	170,906	188,936	18,030	10.55%
Totals	7,519,302	7,490,430	8,115,464	625,033	8.34%

Sewer Administration – FY25 Budget \$608,277, increase of \$41,522 or 7.33%, over FY24

budget. The Sewer Fund Administration budget includes indirect and direct support from general municipal departments (Town Manager, Assistant Town Manager, IT, Human Resources) along with DPW administrative overhead (Director, Town Engineer, Assistant Engineer, Engineering Technician, GIS Technician, Office Manager). It also includes the Water/Sewer Assistant Manager position, and temporary wages for seasonal personnel who serve the Water/Sewer Department. FY25 budget changes in Sewer Administration include \$32,187 in wage increases from General Fund allocations, and \$5,823 in payroll taxes/benefits increases from General Fund allocations. The overall general expense budget in Sewer Administration is an increase of \$3,512, or 2.9%. Property insurance has increased \$6,371, or 7.0%.

Sewer Billing – FY25 Budget \$212,028, increase of 3,859, or 1.85%, over FY24 budget.

The Sewer Billing budget includes administration of the billing and collections program from the Collections Department located at the Town office, and the billing program managed by the DPW Water/Sewer Department. This budget includes allocations for the DPW Utilities Clerk, and DPW Billing Clerk. It also includes financial support allocations of the Finance Director, Senior Accountant, Human Resources and Accounting Specialist, Deputy Tax Collector, and Collections Specialist. The FY25 Sewer Billing budget includes an increase of \$7,030 in wages, and an increase of \$1,060 in payroll taxes/benefits. General expenses are decreased by \$4,231 or -8.0%. Decreases include allocations for audit fee decreases, and phone utilization decreases.

Sewer Collection – FY25 Budget \$743,865, increase of 26,853, or 3.75%, over FY24 budget.

The Sewer Collection budget covers operating costs related to the collections system, pumping stations, inflow/infiltration abatement, and manhole maintenance. The FY25 Sewer Collection budget includes wage increases of \$121 or 0%. Payroll taxes/benefits are decreased by \$518 or -.4%. Expense increases include Building Maintenance: \$3,250; Vehicle Maintenance: \$2,000;

Pump & Control Maintenance: \$5,000, and GIS Software: \$2,000; and Electricity: \$15,000. Overall general expenses are increased by \$27,250, or 9.1%.

Sewer Treatment – FY25 Budget \$1,687,230, increase of \$52,210, or 3.19%, over FY24 budget. The Sewer Treatment budget includes all facility costs of treatment at the WWTF. FY25 increases include wage increases of \$42,154, or 11.5%. This represents the first full year of the sixth operator position approved in the FY24 budget. Payroll taxes and benefits are increased \$39,956, or 16.7%. Expense increases include Equipment Maintenance: \$30,000. Expense decreases include Mobile Communications: \$400; Uniforms: \$700; Solids Handling: \$25,000, Natural Gas: \$12,500, Electricity: \$20,000, and Gas Monitoring: \$1,300. Overall general expenses are decreased \$29,900.

Sewer Debt Service – FY25 Budget \$4,675,128, increase of \$482,560, or 11.5%, over FY24 budget. In FY25, the Sewer Fund Debt Service budget will include the sixth payment on the new Wastewater Facility. The FY25 debt service budget includes a principal and interest payment on the sewer siphon project. The total Debt Service principal increase is \$460,165, while interest is increased by \$22,395 for a net increase in the overall Debt Service budget of \$482,560.

Sewer Capital Outlay – FY25 Budget \$188,936, increase of \$18,030, or 10.5%, over FY24 budget. The Sewer Capital Outlay FY25 budget includes \$50,000 for a Fine Bubble Aeration Blower Repair; and \$50,000 for a Centrifuge 6,000 hour service check up.

SEWER FUND BOND ARTICLES AND OTHER APPROPRIATIONS

Clemson Pond Cleaning and Inspection: \$500,000. This project would be paid for using excess bond proceeds from the Lagoon Sludge cleaning project.

Wastewater Treatment Facility Effluent Flume Repair: \$245,000. This project would be paid using excess bond proceeds from the Lagoon Sludge cleaning project.

Front/Linden/Pine Sewer & Drainage Replacement: \$150,000. This project would be paid for using excess bond proceeds from the Salem Street Utilities project.

REVOLVING FUNDS

The Town has three Revolving Funds which are non-appropriated funds. This means the funds are managed by the respective departments with revenues coming from fees. The Town uses each revolving fund to support the specific service associated with the fund. The three funds are Recreation Revolving Fund, EMS Revolving Fund and Cable Television Access Fund. These funds provide funding for various programs and services outside the general fund and therefore have no impact on property taxes. The primary revenues for the Recreation Revolving Fund are program revenues and special events (including the annual Powder Keg Festival). The EMS Fund primary revenue is ambulance charges for services. The Cable Television Access Revolving Fund primary revenue is cable franchise fees.

The current cable franchise fee generates approximately \$265,000 per year in gross revenues, with a portion of those revenues allocated to the general fund. In FY25, revenues are estimated at \$233,300 for the CATV fund, and \$793,600 for the EMS Revolving Fund. Recreation Revolving Fund revenues for FY25 have been estimated at \$771,000. Offsetting expenses are budgeted at \$208,270 for the CATV fund, \$530,765 for the EMS fund, and \$708,980 for the Recreation Revolving Fund.

As always, I would like to thank the Town Departments for their efforts and diligence on their FY25 budget submittals. I look forward to working with the Select Board and Budget Recommendations Committee in the coming months.

Respectfully submitted,

Russ Dean
Town Manager

Town of Exeter						
2025 Comparison Budgets: Preliminary						
Prepared: September 19, 2024						
Version #1						
					2025 Prelim Budget vs. 2024 Budget \$ Increase/-(Decrease)	2025 Prelim Budget vs. 2024 Budget %- Difference
DEPARTMENT	2023 Actual	2024 Budget	2024 Actual	2025 Preliminary Budget		
General Fund Appropriations						
General Government						
Select Board	50,080	22,468	10,405	22,462	(6)	-0.03%
Town Manager	271,116	314,675	160,763	444,390	129,715	41.22%
Human Resources	168,174	206,664	90,992	200,375	(6,289)	-3.04%
Transportation	-	1	-	1	-	0.00%
Legal	75,168	100,000	58,310	100,000	-	0.00%
Information Technology	322,559	345,583	145,641	379,106	33,523	9.70%
Media Communications	-	65,691	28,871	69,410	3,719	5.66%
Trustees of Trust Funds	891	891	891	891	(0)	-0.04%
Town Moderator	861	1,351	780	673	(678)	-50.19%
Town Clerk	382,622	459,705	153,876	406,669	(53,036)	-11.54%
Elections/Registration	11,440	24,771	15,372	21,233	(3,538)	-14.28%
Total General Government	1,282,912	1,541,800	665,901	1,645,210	103,410	6.71%
Finance						
Finance/Accounting	321,498	370,133	196,484	393,521	23,388	6.32%
Treasurer	9,542	9,692	4,771	9,545	(147)	-1.52%
Tax Collection	100,626	120,611	55,926	130,908	10,297	8.54%
Assessing	245,192	270,562	145,468	267,975	(2,587)	-0.96%
Total Finance	676,859	770,998	402,649	801,949	30,951	4.01%
Planning & Development						
Planning	270,522	301,174	143,190	318,294	17,120	5.68%
Economic Development	159,555	167,860	80,931	173,493	5,633	3.36%
Inspections/Code Enforcement	249,815	279,825	129,330	279,451	(374)	-0.13%
Conservation Commission	6,301	9,555	1,592	9,794	239	2.50%
Renewable Energy Expense	-	1	-	1	-	0.00%
Zoning Board of Adjustment	4,635	4,376	1,653	4,262	(114)	-2.61%
Historic District Commission	308	1,923	230	1,557	(366)	-19.02%
Heritage Commission	893	1,109	578	1,496	387	34.90%
Total Planning & Development	692,029	765,823	357,503	788,348	22,525	2.94%

Town of Exeter 2025 Comparison Budgets: Preliminary Prepared: September 19, 2024 Version #1						
DEPARTMENT	2023 Actual	2024 Budget	2024 Actual	2025 Preliminary Budget	2025 Prelim Budget vs. 2024 Budget \$ Increase/- (Decrease)	2025 Prelim Budget vs. 2024 Budget %- Difference
Public Safety						
Police	3,733,162	3,952,128	1,876,041	4,084,171	132,043	3.34%
Fire	4,080,978	4,235,231	1,959,193	4,206,447	(28,784)	-0.68%
Dispatch	391,762	478,265	190,209	467,706	(10,559)	-2.21%
Health	131,750	129,899	65,452	140,242	10,343	7.96%
Total Public Safety	8,337,652	8,795,523	4,090,895	8,898,566	103,043	1.17%
Public Works - General Fund						
Administration & Engineering	106,395	573,740	155,006	588,852	15,112	2.63%
Highways & Streets	1,952,058	2,001,196	614,875	2,147,770	146,574	7.32%
Snow Removal	377,671	314,696	249,397	289,511	(25,185)	-8.00%
Solid Waste Disposal	1,432,155	1,488,354	609,151	1,650,458	162,104	10.89%
Street Lights	142,251	169,000	68,148	147,000	(22,000)	-13.02%
Stormwater	51,317	92,360	1,437	92,360	-	0.00%
Total Public Works - General Fund	4,061,846	4,639,346	1,698,014	4,915,951	276,605	5.96%
Maintenance						
General	504,775	537,894	222,017	578,668	40,774	7.58%
Town Buildings	292,985	303,611	180,253	320,632	17,021	5.61%
Maintenance Projects	81,792	100,000	15,851	100,000	-	0.00%
Mechanics/Garage	196,915	301,736	98,813	303,886	2,150	0.71%
Total Maintenance	1,076,467	1,243,241	516,933	1,303,186	59,945	4.82%
Welfare & Human Services						
Welfare	189,556	144,094	88,180	178,103	34,009	23.60%
Human Services	98,610	98,325	98,325	97,910	(415)	-0.42%
Total Welfare & Human Services	288,166	242,419	186,505	276,013	33,594	13.86%
Parks & Recreation						
Recreation	389,327	437,248	215,051	489,520	52,272	11.95%
Parks	229,370	251,581	137,101	283,927	32,346	12.86%
Total Parks & Recreation	618,696	688,829	352,151	773,447	84,618	12.28%
Other Culture/Recreation						
Other Culture/Recreation	17,565	18,500	5,989	18,500	-	0.00%
Special Events	16,170	16,000	11,493	18,000	2,000	12.50%
Total Other Culture/Recreation	33,735	34,500	17,482	36,500	2,000	5.80%

Town of Exeter						
2025 Comparison Budgets: Preliminary						
Prepared: September 19, 2024						
Version #1						
DEPARTMENT	2023 Actual	2024 Budget	2024 Actual	2025 Preliminary Budget	2025 Prelim Budget vs. 2024 Budget \$ Increase/- (Decrease)	2025 Prelim Budget vs. 2024 Budget %- Difference
Public Library						
Library	1,099,877	1,185,689	679,795	1,259,054	73,365	6.19%
Total Library	1,099,877	1,185,689	679,795	1,259,054	73,365	6.19%
Debt Service & Capital						
Debt Service	1,497,586	2,069,272	318,454	1,948,573	(120,699)	-5.83%
Vehicle Replacement/Lease	203,683	248,495	203,683	296,317	47,822	19.24%
Misc. Expense	(4,685)	100,004	55,987	100,004	-	0.00%
Cemeteries	-	1	-	1	-	0.00%
Capital Outlay - Other	7,509	6,488	3,672	13,017	6,529	100.63%
Total Debt Service & Capital	1,704,093	2,424,260	581,796	2,357,912	(66,348)	-2.74%
Benefits & Taxes						
Health Insurance Buyout/Sick Leave/Flex Spending	247,849	192,152	130,362	185,154	(6,998)	-3.64%
Insurance Reserves	-	-	-	277,190	277,190	
Unemployment	2,320	2,341	2,341	2,364	23	0.98%
Worker's Compensation	232,159	246,089	246,089	258,394	12,305	5.00%
Insurance	177,323	82,852	92,363	88,441	5,589	6.75%
Employee Wellness	-	5,000	-	-	(5,000)	-100.00%
Wage Reclassifications	-	-	-	20,000	20,000	
Total Benefits & Taxes	659,651	528,434	471,155	831,543	303,109	57.36%
Total GF Operating Budget	20,531,985	22,860,862	10,020,779	23,887,679	1,026,817	4.49%

Town of Exeter						
2025 Comparison Budgets: Preliminary						
Prepared: September 19, 2024						
Version #1						
DEPARTMENT	2023 Actual	2024 Budget	2024 Actual	2025 Preliminary Budget	2025 Prelim Budget vs. 2024 Budget \$ Increase/- (Decrease)	2025 Prelim Budget vs. 2024 Budget %- Difference
Water Fund						
Administration	427,020	537,491	226,979	576,642	39,151	7.28%
Billing and Collection	172,778	211,744	106,877	215,603	3,859	1.82%
Distribution	771,061	954,024	359,425	944,816	(9,208)	-0.97%
Treatment	902,565	1,028,751	473,183	1,140,270	111,519	10.84%
Debt Service	1,431,038	1,640,513	522,203	1,427,932	(212,581)	-12.96%
Capital Outlay	476,589	590,250	5,000	211,935	(378,315)	-64.09%
Appropriations from Reserves	20,000	-	-	-	-	
Total WF Operating Budget	4,201,051	4,962,773	1,693,667	4,517,198	(445,576)	-8.98%
Sewer Fund						
Administration	454,683	566,755	251,323	608,277	41,522	7.33%
Billing and Collection	168,478	208,169	102,964	212,028	3,859	1.85%
Collection	522,772	717,012	233,838	743,865	26,853	3.75%
Treatment	1,282,092	1,635,020	683,634	1,687,230	52,210	3.19%
Debt Service	4,209,659	4,192,568	118,614	4,675,128	482,560	11.51%
Capital Outlay	48,949	170,906	7,294	188,936	18,030	10.55%
Appropriations from Reserves	67,134	-	468,938	-	-	
Total SF Operating Budget	6,753,767	7,490,430	1,866,606	8,115,464	625,033	8.34%

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GENERAL FUND									
General Government									
Select Board									
01413010	51000	SB- Sal/Wages Elected	16,250	16,000	8,000	16,000	-	0.0%	\$3K each 4-Select Person, \$4K for 1- Chair Person
		Salaries Total	16,250	16,000	8,000	16,000	-	0.0%	
1413010	52120	SB- Life Insurance	42	42	19	36	(6)	-14.3%	
01413010	52200	SB- FICA	1,008	992	496	992	-	0.0%	Based on wages: 6.2%
01413010	52210	SB- Medicare	236	232	116	232	-	0.0%	Based on wages: 1.45%
		Benefits Total	1,285	1,266	631	1,260	(6)	-0.5%	
01413010	55055	SB- Consulting Services	28,999	100	-	100	-	0.0%	Expenses related to tax deeded properties, other services
01413010	55050	SB- Conf/Room/Meals	-	100	-	100	-	0.0%	NHMA seminars, mileage reimbursement
01413010	55106	SB- Equipment Purchase	-	1	-	1	-	0.0%	Placeholder for equipment needs
01413010	55267	SB- Signs	-	1	-	1	-	0.0%	
01413010	55273	SB- Special Expense	3,545	5,000	1,774	5,000	-	0.0%	Proclamations, recognitions, special events for committees, E911 Committee activities, memberships
		General Expenses Total	32,544	5,202	1,774	5,202	-	0.0%	
		Select Board Total	50,080	22,468	10,405	22,462	(6)	0.0%	
Town Manager									
01413011	51110	TM- Sal/Wages FT	196,448	229,369	113,352	378,721	149,352	65.1%	3 FT: Town Mgr, Assistant TM and Executive Assistant plus reclassification of ATM salary for increased management responsibilities
01413011	51200	TM- Sal/Wages PT	4,454	12,500	2,359	6,122	(6,378)	-51.0%	2 PT: Recording secretaries @ \$19.44 per hour (SB/BRC/Advisory meetings),
		Salaries Total	200,902	241,869	115,711	384,843	142,974	59.1%	Vacation repl for Ex Asst
01413011	52100	TM- Health Insurance	48,883	57,606	28,803	50,139	(7,467)	-13.0%	
01413011	52110	TM- Dental Insurance	3,554	3,978	1,989	5,077	1,099	27.6%	
01413011	52120	TM- Life Insurance	201	184	96	288	104	56.5%	
01413011	52130	TM- LTD Insurance	1,128	959	494	1,842	883	92.1%	
01413011	52200	TM- FICA	11,963	14,996	6,883	23,860	8,864	59.1%	Based on wages: 6.2%
01413011	52210	TM- Medicare	2,798	3,507	1,610	5,580	2,073	59.1%	Based on wages: 1.45%
01413011	52300	TM- Retirement Town	27,078	31,034	15,337	49,727	18,693	60.2%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
		Benefits Total	95,605	112,264	55,212	136,513	24,249	21.6%	
01413011	55050	TM- Conf/Room/Meals	3,287	3,000	25	6,500	3,500	116.7%	ICMA/MMANH/Primex conference, seminars; increased hotel costs; add ATM
01413011	55058	TM- Contract Services	-	1	1,750	1	-	0.0%	FY24 is appraisal by Primex
01413011	55088	TM- Dues	15,853	17,500	17,284	18,600	1,100	6.3%	NHMA (townwide), ICMA (TM/ATM), MMANH (TM/ATM) annual dues
01413011	55091	TM- Education/Training	-	300	-	2,300	2,000	666.7%	ICMA/MMANH/Primex conference, seminars
01413011	55106	TM- Equipment Purchase	194	300	-	300	-	0.0%	Small equipment
01413011	55171	TM- Legal/Public Notices	2,800	700	595	700	-	0.0%	Budget/bond notices, public hearings, CDBG hearings
01413011	55190	TM - Mobile Communications	-	-	301	1,000	-	-	Cell phone for Sr. Exec Assistant, Town Manager, Asst Town Manager
01413011	55198	TM - Office Equipment Leases	14,983	13,000	6,642	13,000	-	0.0%	Pitney Bowes Postage & Folding Machines; Canon printer \$253.87/mo; Great America Brother printers \$111.90/mo (TM only)
01413011	55200	TM- Supplies	3,232	4,500	1,907	4,500	-	0.0%	Supplies for town offices (paper, etc.)
01413011	55212	TM - Phone Reimbursement	1,410	1,560	115	-	(1,560)	-100.0%	Phone reimbursement (TM, EA) - discontinued 2024
01413011	55224	TM- Postage	276	300	42	300	-	0.0%	TM office postage; postage rates have increased to 69 cents/letter
01413011	55246	TM- Reference Material	-	100	-	100	-	0.0%	NHMA, ICMA publications
01413011	55291	TM- Subscriptions	232	250	238	325	75	30.0%	Exeter News-Letter, Google Storage
01413011	55302	TM- Town Report Expense	3,176	3,500	3,526	3,600	100	2.9%	Printing of annual Town Report (Select Print Solutions)

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01413011	55308	TM- Travel Reimbursement	576	700	-	500	(200)	-28.6%	Mileage reimbursement for TM/ATM/EA
		General Expenses Total	46,019	45,711	32,425	51,726	6,015	13.2%	
01413011	55998	TM- Due from Water Fund	(35,705)	(42,585)	(21,292)	(64,346)	(21,761)	51.1%	12.5% Water Fund Offset
01413011	55999	TM- Due from Sewer Fund	(35,705)	(42,585)	(21,292)	(64,346)	(21,761)	51.1%	12.5% Sewer Fund Offset
		Due from Water/Sewer Funds	(71,409)	(85,169)	(42,585)	(128,692)	(43,523)	51.1%	
		Town Manager Total	271,116	314,675	160,763	444,390	129,715	41.2%	
Human Resources									
01415515	51110	HR- Sal/Wages FT	153,653	174,534	85,114	142,981	(31,553)	-18.1%	2 FT: HR Director (9 mos); HR Generalist
01415515	51200	HR- Sal/Wages PT	-	23,992	4,561	27,333	3,341	13.9%	PT position
		Salaries Total	153,653	198,526	89,674	170,314	(28,212)	-14.2%	
01415515	52100	HR- Health Insurance	18,288	19,346	9,673	40,949	21,603	111.7%	
01415515	52110	HR- Dental Insurance	3,177	3,088	1,544	2,591	(497)	-16.1%	
01415515	52120	HR- Life Insurance	225	184	96	168	(16)	-8.7%	
01415515	52130	HR- LTD Insurance	860	903	513	540	(363)	-40.2%	
01415515	52200	HR- FICA	9,442	12,309	5,555	10,559	(1,749)	-14.2%	Based on wages: 6.2%
01415515	52210	HR- Medicare	2,208	2,879	1,299	2,470	(409)	-14.2%	Based on wages: 1.45%
01415515	52300	HR- Retirement Town	21,170	23,614	11,516	18,666	(4,948)	-21.0%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
		Benefits Total	55,369	62,323	30,197	75,943	13,620	21.9%	
01415515	55050	HR- Conf Rooms/Meals	3,252	1,320	80	1,350	30	2.3%	Director - IPMA-HR
01415515	55055	HR- Consulting Services	2,950	-	-	-	-	-	
01415515	55088	HR- Dues	700	1,334	717	930	(404)	-30.3%	SHRM, IPMA-HR, ANHPEHRA IPMA-HR Conference Registration, NHMA Conference Registration, Training for new director and generalist
01415515	55091	HR- Education/Training	1,118	2,800	-	6,000	3,200	114.3%	Annual Labor Employment Conference,
01415515	55097	HR- Employee Relations	566	1,500	540	1,500	-	0.0%	Employee Service and Recognition, annual gatherings
01415515	55099	HR- Employee Notices	553	1,500	-	1,000	(500)	-33.3%	
01415515	55106	HR- Office Equipment Purchase	-	350	-	1,000	650	185.7%	Office Set up for new HR Director
01415515	55190	HR-Mobile Communications	810	613	111	462	(151)	-24.6%	HR Director Mobile Phone - 38.53/mo
01415515	55200	HR- Office Supplies	1,114	400	501	1,000	600	150.0%	To set up a new staff
01415515	55224	HR- Postage	199	230	37	240	10	4.3%	
01415515	55226	HR- Pre-Employment Screening	3,276	600	210	2,000	1,400	233.3%	Currently, PD is conducting screening but not sustainable
01415515	55246	HR- Reference Materials	-	100	-	100	-	0.0%	
01415515	55270	HR Software Agreement/Contract	-	180	-	-	(180)	-100.0%	
01415515	55308	HR- Travel Reimbursement	39	100	-	100	-	0.0%	
		General Expenses Total	14,577	11,027	2,196	15,682	4,655	42.2%	
01415515	55998	HR- Due from Water Fund	(27,713)	(32,606)	(15,538)	(30,782)	1,824	-5.6%	12.5% Water Fund Offset
01415515	55999	HR- Due from Sewer Fund	(27,713)	(32,606)	(15,538)	(30,782)	1,824	-5.6%	12.5% Sewer Fund Offset
		Due from Water/Sewer Funds	(55,426)	(65,212)	(31,076)	(61,564)	3,648	-5.6%	
		Human Resources Total	168,174	206,664	90,992	200,375	(6,289)	-3.0%	

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Transportation									
01419919	55040	GG - Transportation	-	1	-	1	-	0.0%	Request from COAST bus service to come from Transportation Fund 05
		Transportation Total	-	1	-	1	-	0.0%	
Legal									
01415320	55170	GG- Legal Expense	75,168	100,000	58,310	100,000	-	0.0%	Professional legal services for Mitchell Municipal Group and other legal advisors
		Legal Total	75,168	100,000	58,310	100,000	-	0.0%	
Information Technology									
01415025	51110	IT- Sal/Wages FT	192,215	199,751	97,411	189,367	(10,384)	-5.2%	2 FT: IT Coordinator; Network Administrator
		Salaries Total	192,215	199,751	97,411	189,367	(10,384)	-5.2%	
01415025	52100	IT- Health Insurance	17,484	13,229	-	28,803	15,574	117.7%	
01415025	52110	IT- Dental Insurance	959	2,984	284	3,978	994	33.3%	
01415025	52120	IT- Life Insurance	228	138	96	192	54	39.1%	
01415025	52130	IT - LTD Insurance	876	920	474	898	(22)	-2.4%	
01415025	52200	IT- FICA	11,649	12,385	6,006	11,741	(644)	-5.2%	Based on wages: 6.2%
01415025	52210	IT- Medicare	2,724	2,896	1,405	2,746	(151)	-5.2%	Based on wages: 1.45%
01415025	52300	IT- Retirement Town	26,497	27,026	13,180	24,870	(2,156)	-8.0%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
		Benefits Total	60,418	59,578	21,445	73,228	13,650	22.9%	
01415025	55048	IT- Computer Software	21,060	16,800	8,225	26,520	9,720	57.9%	See Narrative
01415025	55058	IT- Contract Services	8,000	8,000	1,350	46,000	38,000	475.0%	See Narrative
01415025	55088	IT- Dues	424	424	435	450	26	6.1%	See Narrative
01415025	55091	IT- Education/Training	2,626	3,000	48	3,000	-	0.0%	See Narrative
01415025	55106	IT- Equipment Purchase	139	600	-	600	-	0.0%	See Narrative
01415025	55136	IT- GIS Software	2,860	7,100	-	2,900	(4,200)	-59.2%	See Narrative
01415025	55159	IT- Internet Services	26,277	27,878	8,418	33,675	5,798	20.8%	12.5% allocated to Water/Sewer Funds each; See Narrative
01415025	55190	IT- Mobile Communications	-	960	154	960	-	0.0%	See Narrative
01415025	55195	IT- Network Supplies	9,309	6,200	113	6,200	-	0.0%	See Narrative
01415025	55200	IT- Office Supplies	1,581	1,500	1,373	1,000	(500)	-33.3%	See Narrative
01415025	55213	IT- Phone Utilization	32,470	41,250	18,133	32,400	(8,850)	-21.5%	12.5% allocated to Water/Sewer Funds each; See Narrative
01415025	55383	IT- Email Archiving	7,336	7,425	-	1,575	(5,850)	-78.8%	12.5% allocated to Water/Sewer Funds each; See Narrative
01415025	55270	IT- Software Agreement	2,265	6,280	-	5,479	(801)	-12.8%	See Narrative
01415025	55308	IT- Travel Reimbursement	44	250	154	500	250	100.0%	
		General Expenses Total	114,391	127,667	38,404	161,259	33,593	26.3%	
01415025	57003	IT- CO- Computers	10,790	19,400	17,149	19,000	(400)	-2.1%	See Narrative
01415025	57006	IT- CO- Equipment	248	4,020	3,648	1,900	(2,120)	-52.7%	See Narrative
		Capital Outlay Total	11,037	23,420	20,797	20,900	(2,520)	-10.8%	
01415025	55998	IT- Due from Water Fund	(27,751)	(32,416)	(16,208)	(32,824)	(408)	1.3%	12.5% Water Fund Offset
01415025	55999	IT- Due from Sewer Fund	(27,751)	(32,416)	(16,208)	(32,824)	(408)	1.3%	12.5% Sewer Fund Offset
		Due from Water/Sewer Funds	(55,502)	(64,832)	(32,416)	(65,648)	(816)	1.3%	
		Information Technology Total	322,559	345,583	145,641	379,106	33,523	9.7%	

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Media Communications									
01419902	51110	COM- Sal/Wages FT Salaries Total	-	38,387	18,720	40,330	1,943	5.1%	Split 50/50 with CATV Fund
			-	38,387	18,720	40,330	1,943	5.1%	
01419902	52100	COM- Health Insurance		14,402	5,334	14,402	1	0.0%	
01419902	52110	COM- Dental Insurance		550	275	550	1	0.1%	
01419902	52120	COM- Life Insurance		46	24	48	2	4.3%	
01419902	52200	COM- FICA		2,380	1,107	2,500	120	5.1%	Based on wages: 6.2%
01419902	52210	COM- Medicare		557	259	585	28	5.1%	Based on wages: 1.45%
01419902	52300	COM- Retirement Town Benefits Total		5,194	2,533	5,295	101	1.9%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
				23,127	9,531	23,380	253	1.1%	
01419902	55002	COM- Advertising		1,000	-	500	(500)	-50.0%	Facebook Ads, Physical Posters, Flyers, etc.
01419902	55048	COM- Computer Software		1,740	540	1,800	60	3.4%	Online software (MailChimp, Canva, etc.) see narrative for details
01419902	55050	COM- Conf/Room/Meals							
01419902	55088	COM- Dues		160	-	180	20	12.5%	Membership to the National Association of Government Communicators, slight increase in price
01419902	55091	COM- Education/Training		887	-	900	13	1.5%	UNH Digital Marketing Classes, costs per class have gone up over last year with anticipated increase for FY25 by \$10-15 per class
01419902	55106	COM- Equipment Purchase				1,800	1,800		Podcasting equipment
01419902	55190	COM- Mobile Communications		390	80	400	10	2.6%	50% CATV, 50% Media Communications - used for communicating with Town Manager's office and other departments during the day and out of normal office hours - used for managing Town Social Media Accounts
01419902	55200	COM- Office Supplies							
01419902	55291	COM- Subscriptions				120	120		Podbean yearly subscription
		General Expenses Total	-	4,177	620	5,700	1,523	36.5%	
		Media Communications Total	-	65,691	28,871	69,410	3,719	5.7%	
Trustee of Trust Funds									
01413030	51000	TT- Sal/Wages Elected Salaries Total	828	828	828	828	-	0.0%	Wages for Trustee of Trust funds
			828	828	828	828	-	0.0%	
01413030	52200	TT- FICA	51	51	51	51	-	0.0%	Based on wages: 6.2%
01413030	52210	TT- Medicare	12	12	12	12	-	0.0%	Based on wages: 1.45%
		Benefits Total	63	63	63	63	(0)	-0.5%	
		Trustee of Trust Funds Total	891	891	891	891	(0)	0.0%	
Town Moderator									
1414040	51000	MO- Sal/Wages Elected Salaries Total	800	1,255	725	625	(630)	-50.2%	2 deliberative, 1 election, 1 special election
			800	1,255	725	625	(630)	-50.2%	
01414040	52200	MO- FICA	50	78	45	39	(39)	-50.2%	Based on wages: 6.2%
01414040	52210	MO- Medicare	12	18	11	9	(9)	-50.2%	Based on wages: 1.45%
		Benefits Total	61	96	55	48	(48)	-50.0%	
		Town Moderator Total	861	1,351	780	673	(678)	-50.2%	

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Town Clerk									
01414051	51110	TC- Sal/Wages FT	229,525	252,988	87,412	248,785	(4,203)	-1.7%	Includes 1 FT Town Clerk 1 FT Deputy TC + 2 FT Asst Clerks
01414051	51300	TC- Sal/Wages OT	708	1,000	1,059	1,000	-	0.0%	OT for Deputy TC and Assistant Clerks
01414051	51400	TC- Longevity Pay	1,050	-	-	-	-	-	
		Salaries Total	231,283	253,988	88,471	249,785	(4,203)	-1.7%	
01414051	52100	TC- Health Insurance	64,712	107,075	26,827	80,347	(46,728)	-43.6%	
01414051	52110	TC- Dental Insurance	5,900	7,066	1,636	4,756	(2,310)	-32.7%	
01414051	52120	TC- Life Insurance	263	230	77	240	10	4.3%	
01414051	52130	TC- LTD Insurance	818	761	385	744	(17)	-2.2%	
01414051	52200	TC- FICA	13,464	15,747	5,119	15,487	(261)	-1.7%	Based on wages: 6.2%
01414051	52210	TC- Medicare	3,149	3,683	1,197	3,622	(61)	-1.7%	Based on wages: 1.45%
01414051	52300	TC- Retirement Town	31,892	34,365	11,275	32,802	(1,563)	-4.5%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
		Benefits Total	120,198	168,927	46,515	117,998	(50,929)	-30.1%	
01414051	55017	TC- Bank Fees	-	-	-	600	600		\$50/month for check scanner
01414051	55049	TC- Computer Supplies	98	1,200	-	1,200	-	0.0%	toner cartridges, validator ribbons, calculator ribbons, paper
01414051	55050	TC- Conf/Room/Meals	2,466	3,000	197	3,000	-	0.0%	Mandatory Fall Conf, Spring Reg, TC Certification Training, NECTCA Conference, NEMCI&A Certification, Clerkworks Training, Election Training, IIMC Conference, Cost of Rooms/Meals have increased
01414051	55084	TC- Dog Tags	760	800	-	800	-	0.0%	Dog tags, Cost of tags & Shipping have increased
01414051	55088	TC- Dues	55	360	-	500	140	38.9%	IIMC-\$310; NHCTCA-\$100; NEACTC-\$85.00
01414051	55091	TC- Education/Training	852	3,000	225	3,000	-	0.0%	Registration Fees for Mandatory Fall Conf, Spring Regional, TC Certification Training, NECTCA Conf, NEMCI&A Certification, Elections, IIMC Conference (increasing the certification levels of clerks)
01414051	55106	TC- Equipment Purchase	1,406	2,000	190	2,000	-	0.0%	Computers, printers, copiers, office furniture
01414051	55190	TC- Mobile Communications	-	-	305	1,000	-	0.0%	\$78.18 p/mth x 12 mths \$940.00
01414051	55198	TC- Office Equipment Lease	4,761	4,000	1,789	4,000	-	0.0%	Great America Financial Serv.- 3 printers; Leaf - 1 Sharp printer
01414051	55199	TC- Office Equip Maintenance	559	480	-	480	-	0.0%	Validators, Mobile printers used for elections, copy paper, general office supplies, envelopes All supplies & shipping has increased
01414051	55200	TC- Office Supplies	2,511	2,500	2,045	2,500	-	0.0%	dog civil forfeiture letters, letters & forms, weekly State work, monthly Vital work, weekly MV registrations Certified postage has increased to \$9.64, law allows \$7 for cert mail. Postage in general has increased.
01414051	55224	TC- Postage	5,946	6,000	4,797	6,000	-	0.0%	
01414051	55241	TC- Record Retention	2,572	2,500	-	2,500	-	0.0%	Book Restoration
01414051	55270	TC- Software Agreement/Contract	9,002	9,650	9,342	10,006	356	3.7%	Interware Development Contract for MV, Boats, Vitals, Transfer Station Permits, Credit Cards, Reports, Support, Dogs On-line prgm, CC machines Cost of contract and support increased
01414051	55308	TC- Travel Reimbursement	153	1,300	-	1,300	-	0.0%	Mandatory Fall Conf, Spring Reg, TC Certification Training, NECTCA Conference, NEMCI&A Certification, Clerkworks Training, Election Training, IIMC Conference Cost of gas has increased
		General Expenses Total	31,141	36,790	18,889	38,886	1,096	3.0%	
		Town Clerk Total	382,622	459,705	153,876	406,669	(53,036)	-11.5%	

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Elections									
01414052	51000	EL- Sal/Wages Elected	353	3,040	2,903	3,520	480	15.8%	Supervisors of the Checklist - 1 mandated election, 2 deliberative, 1 special election, 3 mandatory sessions p/election
01414052	51210	EL- Sal/Wages Temp Salaries Total	2,508	7,384	2,408	2,688	(4,696)	-63.6%	Ballot Clerks for 1 mandated election, 1 special election
			2,861	10,424	5,311	6,208	(4,216)	-40.4%	
01414052	52200	EL- FICA	177	646	329	385	(261)	-40.4%	Based on wages: 6.2%
01414052	52210	EL- Medicare Benefits Total	42	151	77	90	(61)	-40.4%	Based on wages: 1.45%
			219	797	406	475	(322)	-40.4%	
01414052	55002	EL- Advertising	-	150	-	150	-	0.0%	Legal Notices
01414052	55200	EL- Office Supplies	505	1,500	1,753	1,500	-	0.0%	Copy paper, envelopes, general office supplies, and all supplies needed for election, poll pad receipt paper
01414052	55224	EL- Postage	244	5,000	308	2,500	(2,500)	-50.0%	Mandated by SOS, sending absentee ballots and any other letters required to be sent by the Checklist Sups
01414052	55322	EL- Voting Expenses	6,637	3,000	6,544	6,500	3,500	116.7%	Mandated by SOS to pay for coding, printing, collating, shipping costs and any other Special Town Elections held by the Town Cost of printing coding & shipping has increased.
01414052	55323	EL- Voting Machines Maint. General Expenses Total	975	3,900	1,050	3,900	-	0.0%	Mandated by the State of NH for servicing and maintaining of the Accuvote Machines, \$3,000 software maintenance on new polling pads
			8,361	13,550	9,655	14,550	1,000	7.4%	
01414052	57006	EL- CO- Equipment Capital Outlay Total	-	-	-	-	-	-	4 new ballot tabulators, 36 new voting booths (ARPA funding)
		Elections Total	11,440	24,771	15,372	21,233	(3,538)	-14.3%	
		Total General Government	1,282,912	1,541,800	665,901	1,645,210	103,410	6.7%	

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Finance Department									
Finance/Accounting									
01415001	51110	FI- Sal/Wages FT Salaries Total	247,596	268,034	130,710	296,501	28,467	10.6%	3 FT: Finance Dir, Sr Accountant, HR/Payroll Accountant - 5% annual increase over 2024, plus reclassification of Director's salary for increased management responsibilities with AS, TX and IT.
			247,596	268,034	130,710	296,501	28,467	10.6%	
01415001	52100	FI- Health Insurance	45,581	50,139	25,069	50,139	-	0.0%	
01415001	52110	FI- Dental Insurance	3,493	3,657	1,829	3,657	-	0.0%	
01415001	52120	FI- Life Insurance	325	275	144	288	13	4.7%	
01415001	52130	FI- LTD Insurance	914	903	462	882	(21)	-2.3%	
01415001	52200	FI- FICA	14,866	16,618	7,844	18,383	1,765	10.6%	Based on wages: 6.2%
01415001	52210	FI- Medicare	3,477	3,886	1,834	4,299	413	10.6%	Based on wages: 1.45%
01415001	52300	FI- Retirement Town Benefits Total	34,129	36,265	17,685	38,932	2,667	7.4%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
			102,784	111,744	54,867	116,580	4,836	4.3%	
01415001	55014	FI- Audit Fees	12,562	28,995	17,110	27,000	(1,995)	-6.9%	Annual and Single Audits Fees - Year 2 of 3-Year fee schedule. Allocated 50/25/25% between GF, Water & Sewer - Total \$54K
01415001	55017	FI- Bank Fees	5,514	5,000	2,264	6,000	1,000	20.0%	480/mo based on 2024 average thru July - plus small increase for move to ACH vendor payment method
01415001		FI- Bond Rating				4,500	4,500		NEW - Cost to obtain an Issuer Level (Indicative) bond rating - number confirmed with Moody's
01415001	55050	FI- Conf/Room/Meals	64	500	163	500	-	0.0%	Conferences/Meals for Finance Staff - Maintaining same budget as 2024
01415001	55058	FI- Contract Services	1,090	6,600	4,150	425	(6,175)	-93.6%	GASB 74/75 valuation disclosure for annual financial audit. 50% GF; 25% Water; 25% Sewer (only need statement disclosure in 2025)
01415001	55088	FI- Dues	368	925	-	625	(300)	-32.4%	Covers audit/accounting, government finance, and payroll memberships: AICPA: 350; NHGFOA: 85; GFOA: 195
01415001	55091	FI- Education/Training	745	4,000	794	4,000	-	0.0%	Training and Education for 3 Finance staff - Maintaining same budget as 2024 plus absorb any Treasurer costs
01415001	55190	FI- Mobile Communications			153	960			Town cell phone implemented in 2024
01415001	55198	FI- Office Equipment Leases	1,078	1,130	230	450	(680)	-60.2%	New contract - \$37.30/mo
01415001	55200	FI- Supplies	4,326	4,000	1,191	4,000	-	0.0%	Maintain PY budget level - folders, check stock, envelopes, paper, tax forms, deposit tickets, kitchen/office supplies
01415001	55224	FI- Postage	2,134	2,350	1,274	2,500	150	6.4%	Based on average monthly spend thru July '24
01415001	55270	FI- Software Agreement	29,447	31,050	31,050	32,000	950	3.1%	Munis Software Agreement @ 5% increase over 2024 actual - LESS one Munis service no longer needed as of Fall 2024
01415001	55308	FI- Travel Reimbursement	336	750	-	750	-	0.0%	Travel for 3 Finance staff - Maintaining same budget as 2024 plus absorb any Treasurer costs
		General Expenses Total	57,663	85,300	58,379	83,710	(1,590)	-1.9%	
01415001	55998	FI- Due from Water Fund	(43,273)	(47,472)	(23,736)	(51,635)	(4,163)	8.8%	12.5% Water Fund Offset
01415001	55999	FI- Due from Sewer Fund	(43,273)	(47,472)	(23,736)	(51,635)	(4,163)	8.8%	12.5% Sewer Fund Offset
		Due from Water/Sewer Funds	(86,546)	(94,944)	(47,472)	(103,270)	(8,326)	8.8%	
		Finance/Accounting Total	321,498	370,133	196,484	393,521	23,388	6.3%	

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Treasurer									
01415002	51000	TR- Sal/Wages Elected Salaries Total	8,864	8,864	4,432	8,864	-	0.0%	Wages PT Treasurer
			8,864	8,864	4,432	8,864	-	0.0%	
01415002	52200	TR- FICA	550	550	275	550	-	0.0%	Based on wages: 6.2%
01415002	52210	TR- Medicare Benefits Total	129	129	64	129	-	0.0%	Based on wages: 1.45%
			678	678	339	679	1	0.1%	
01415002	55088	TR- Dues	-	50	-	1	(49)	-98.0%	Moved to Finance Dues line
01415002	55091	TR- Education/Training General Expenses Total	-	100	-	1	(99)	-99.0%	Absorbed into Finance budget
			-	150	-	2	(148)	-98.7%	
		Treasurer Total	9,542	9,692	4,771	9,545	(147)	-1.5%	
Tax Collection									
01415003	51110	TX- Sal/Wages FT	105,589	121,515	59,204	130,196	8,681	7.1%	2 FT: Deputy Tax Collector, Collections Specialist
01415003	51300	TX- Sal/Wages OT Salaries Total	179	300	65	100	(200)	-66.7%	
			105,767	121,815	59,269	130,296	8,481	7.0%	
01415003	52100	TX- Health Insurance	31,096	30,118	15,059	30,041	(77)	-0.3%	
01415003	52110	TX- Dental Insurance	1,719	1,668	834	1,668	-	0.0%	
01415003	52120	TX- Life Insurance	189	138	72	144	6	4.3%	
01415003	52200	TX- FICA	6,154	7,553	3,466	8,078	526	7.0%	Based on wages: 6.2%
01415003	52210	TX- Medicare	1,439	1,766	811	1,889	123	7.0%	Based on wages: 1.45%
01415003	52300	TX- Retirement Town Benefits Total	14,573	16,482	8,019	17,117	635	3.9%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
			55,150	57,724	28,261	58,937	1,213	2.1%	
01415003	55017	TX- Bank Fees	-	200	-	780	580	290.0%	Tax Online ACH \$15/monthly + Resident Access software + Check scanner
01415003	55050	TX- Conf/Room/Meals	160	200	-	200	-	0.0%	Conferences for UIC (NH Tax Collector Association)
01415003	55058	TX- Contract Services	-	1	-	1	-	0.0%	Coverage for Collections Clerk
01415003	55073	TX- Deeded Property	-	2,000	-	2,000	-	0.0%	Expenses related to Tax deeded properties - 4th qtr
01415003	55088	TX- Dues	40	40	-	40	-	0.0%	NHTC Dues - no increase
01415003	55091	TX- Education/Training	120	1,000	470	2,000	1,000	100.0%	Training and workshops - new Deputy Tax Collector in Q4 2024
01415003	55170	TX- Legal Expenses	-	2,000	-	2,000	-	0.0%	Legal services for liens, deeds and bankruptcies, if any
01415003	55198	TX- Office Equipment Leases	2,155	2,200	460	1,900	(300)	-13.6%	Great American lease - \$75/mo. + New check scanner (1x fee in '25)
01415003	55200	TX- Supplies	1,438	1,900	853	1,900	-	0.0%	Paper, Ink, Envelopes, Storage Boxes, printer
									Mailing delinquency, lien, and deed notices, tax bills. Increase due to postage
01415003	55224	TX- Postage	9,488	11,500	5,835	13,500	2,000	17.4%	increases
01415003	55247	TX- Registry of Deeds	721	1,000	431	1,000	-	0.0%	Liens & deeds recordings at Registry of Deeds - postage increase
01415003	55297	TX- Tax Billing Services	3,208	3,300	1,820	5,470	2,170	65.8%	Processing fees and materials for tax bills. New Resident Access software
01415003	55298	TX- Tax Lien/Deeded Searches	4,150	5,500	3,614	5,500	-	0.0%	Maintain prior year budget level for certified mail and notice fees
		General Expenses Total	21,480	30,841	13,282	36,291	5,450	17.7%	
01415003	55998	TX- Due from Water Fund	(40,886)	(44,885)	(22,442)	(47,308)	(2,423)	5.4%	25% Water Fund Offset
01415003	55999	TX- Due from Sewer Fund	(40,886)	(44,885)	(22,442)	(47,308)	(2,423)	5.4%	25% Sewer Fund Offset
		Due from Water/Sewer Funds Total	(81,771)	(89,770)	(44,885)	(94,616)	(4,846)	5.4%	
		Tax Collection Total	100,826	120,611	55,926	130,908	10,297	8.5%	

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Assessing									
01415005	51110	AS- Sal/Wages FT	83,729	89,821	43,802	94,366	4,545	5.1%	1 FT: Assessor
01415005	51210	AS- Sal/Wages Temp	-	1	-	1	-	0.0%	
		Salaries Total	83,729	89,822	43,802	94,367	4,545	5.1%	
01415005	52100	AS- Health Insurance	19,396	21,336	10,668	21,336	-	0.0%	
01415005	52110	AS- Dental Insurance	1,050	1,099	550	1,099	-	0.0%	
01415005	52120	AS- Life Insurance	108	92	48	96	4	4.3%	
01415005	52130	AS- LTD Insurance	757	718	369	701	(17)	-2.4%	
01415005	52200	AS- FICA	5,451	5,569	2,561	5,851	282	5.1%	Based on wages: 6.2%
01415005	52210	AS- Medicare	1,275	1,302	599	1,368	66	5.1%	Based on wages: 1.45%
01415005	52300	AS- Retirement Town	11,543	12,153	5,926	12,391	238	2.0%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
		Benefits Total	39,580	42,269	20,721	42,842	573	1.4%	
01415005	55050	AS- Conf/Room/Meals	-	50	-	50	-	0.0%	Meetings rooms & meals
01415005	55058	AS- Contract Services	97,387	96,200	49,175	100,500	4,300	4.5%	Assessor contract with MRI - contractual increase
01415005	55088	AS- Dues	290	290	50	290	-	0.0%	IAAO & NHAO dues
01415005	55091	AS- Education/Training	25	650	650	675	25	3.8%	Course or seminar
01415005	55106	AS- Equipment Purchase	-	1	-	1	-	0.0%	Small equipment
01415005	55128	AS- Fuel	-	1	-	1	-	0.0%	Assessor position
01415005	55171	AS- Legal/Public Notices	-	50	-	50	-	0.0%	Public Notices in news media
01415005	55180	AS- Mapping	4,930	5,300	2,000	5,300	-	0.0%	Yrly updates \$4,000 & Building placement \$20.00 per bdg
01415005	55198	AS- Office Equipment Lease	1,078	1,078	230	1,078	-	0.0%	Printer Lease, \$69.80/mo
01415005	55200	AS- Supplies	23	300	81	300	-	0.0%	Toner, envelopes, general supplies
01415005	55224	AS- Postage	1,079	5,300	562	1,000	(4,300)	-81.1%	Sales questionnaires and cyclical letters
01415005	55247	AS- Registry of Deeds	-	50	27	50	-	0.0%	Plans, deeds and recording fees
01415005	55250	AS- Revaluation	-	10,000	9,000	-	(10,000)	-100.0%	Independent Appraiser for Riverwoods in 2024
01415005	55270	AS- Software Agreement	17,071	19,200	19,169	21,470	2,270	11.8%	Vision contract \$9,916 web fee \$4,458 cloud fee \$7,095
01415005	55308	AS- Travel Reimbursement	-	1	-	1	-	0.0%	Use of personal car - 1 employee
		General Expenses Total	121,884	138,471	80,944	130,766	(7,705)	-5.6%	
		Assessing Total	245,192	270,562	145,468	267,975	(2,587)	-1.0%	
		Total Finance	676,859	770,998	402,649	801,949	30,951	4.0%	

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Planning & Development									
Planning									
01419101	51110	PL- Sal/Wages FT	176,270	188,707	92,025	201,918	13,211	7.0%	2 FT: Town Planner; 1 FT Conservation/Sustainability Planner plus reclassification of Director salary for increased management responsibilities 1 Admin Asst @ 20 hr/wk; Recording Sec @ \$19.44 per hr
01419101	51200	PL- Sal/Wages PT	23,023	28,601	11,398	29,625	1,024	3.6%	
		Salaries Total	199,293	217,308	103,424	231,543	14,235	6.6%	
01419101	52100	PL- Health Insurance							
01419101	52110	PL- Dental Insurance	1,900	3,978	995	3,978	-	0.0%	
01419101	52120	PL- Life Insurance	216	184	96	192	8	4.3%	
01419101	52130	PL- LTD Insurance	991	928	473	907	(21)	-2.3%	
01419101	52200	PL- FICA	12,356	13,473	6,412	14,356	883	6.6%	Based on wages: 6.2%
01419101	52210	PL- Medicare	2,890	3,151	1,500	3,357	206	6.6%	Based on wages: 1.45%
01419101	52300	PL- Retirement Town	24,286	25,532	12,451	26,513	981	3.8%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
		Benefits Total	42,639	47,246	21,927	49,303	2,057	4.4%	
01419101	55050	PL- Conf/Room/Meals	209	800	400	800	-	0.0%	APA Conference, Seminars/training. Covers 2 FT employees, 1 PT
01419101	55058	PL- Contract Services	-	1	-	1	-	0.0%	
01419101	55088	PL- Dues	13,127	13,442	13,494	13,650	208	1.5%	Rockingham Planning Commission annual dues and APA dues.
01419101	55091	PL- Education/Training	90	500	-	500	-	0.0%	Seminars/Training for planning staff, board members
									Annual support and maintenance for building permit/zoning software. Paid annually in the fall.
01419101	55136	PL- GIS Software	3,300	3,500	-	3,500	-	0.0%	No grants targeted at this time but to be ready if one comes along. The HDC Grant Matching line was reduced to \$1 so that any needed grant matching funds could come from this line item.
01419101	55138	PL- Grant Matching	2,458	2,500	-	2,500	-	0.0%	Placeholder for third party inspection as needed
01419101	55155	PL- Inspection Services	-	1	-	1	-	0.0%	Primarily for Planning Board cases but also covers Planning dept.
01419101	55171	PL- Legal/Public Notices	1,860	2,000	984	2,000	-	0.0%	Hasn't been spent in prior years due to in-house capabilities
01419101	55180	PL- Mapping	-	1	-	1	-	0.0%	New cell phone for Planning Director
01419101	55190	PL- Mobile Communications	-	-	301	605	605		Misc office supplies. Covers Planning & Building depts.
01419101	55200	PL- Office Supplies	711	2,000	567	2,000	-	0.0%	Provide source of funding for Clean Energy NH membership, annual Local Energy Solutions conference, & attendance at New England Municipal Sustainability meetings
01419101	55384	PL- Sustainability Expense	1,150	1,250	-	1,250	-	0.0%	Covers Planning and Building departments as well as Planning Board packages and administration of cases.
01419101	55224	PL- Postage	5,154	4,000	885	4,000	-	0.0%	Used for large printing jobs such as Zoning Ordinance
01419101	55227	PL- Printing	-	400	388	400	-	0.0%	Includes Exeter Newspaper and Registry Review, RSA books and other reference material
01419101	55246	PL- Reference Material	439	425	422	440	15	3.5%	May be used for follow up on the recommendations of the downtown parking, traffic, and pedestrian study, the bike and pedestrian master plan, or other needs as they arise.
01419101	55289	PL- Studies	-	5,000	-	5,000	-	0.0%	To cover mileage for staff to attend training, workshops, meetings, etc.
01419101	55308	PL- Travel Reimbursement	93	800	398	800	-	0.0%	
		General Expenses Total	28,590	36,620	17,839	37,448	828	2.3%	
		Planning Total	270,522	301,174	143,190	318,294	17,120	5.7%	

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Economic Development									
01465207	51110	ED- Sal/Wages FT	101,702	108,602	52,961	114,097	5,495	5.1%	1 FT: ED Director
		Salaries Total	101,702	108,602	52,961	114,097	5,495	5.1%	
01465207	52100	ED- Health Insurance	26,279	28,907	14,454	28,803	(104)	-0.4%	
01465207	52110	ED- Dental Insurance	1,900	1,989	995	1,989	-	0.0%	
01465207	52120	ED- Life Insurance	108	92	48	96	4	4.3%	
01465207	52130	ED- LTD Insurance	926	868	443	847	(21)	-2.4%	
01465207	52200	ED- FICA	5,872	6,733	3,045	7,074	341	5.1%	Based on wages: 6.2%
01465207	52210	ED- Medicare	1,373	1,575	712	1,654	80	5.1%	Based on wages: 1.45%
01465207	52300	ED- Retirement Town	14,021	14,694	7,166	14,981	287	2.0%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
		Benefits Total	50,480	54,858	26,862	55,444	586	1.1%	
01465207	55050	ED- Conf/Room/Meals	-	200	-	200	-	0.0%	Classes complete
01465207	55055	ED- Consulting Services	2,105	2,500	900	2,500	-	0.0%	Consulting (property appraisals, marketing, etc.)
01465207	55091	ED- Education/Training	3,053	-	-	1	1		Classes complete
01465207	55190	ED- Mobile Communications	598	600	208	600	-	0.0%	Cell Phone for ED Director
01465207	55200	ED- Office Supplies	-	500	-	1	(499)	-99.8%	Limited need - printer, paper, pens, ink, etc.
01465207	55308	ED -Travel Reimbursement	1,816	600	-	650	50	8.3%	
		General Expenses Total	7,373	4,400	1,108	3,952	(448)	-10.2%	
		Total Economic Development	159,555	167,860	80,931	173,493	5,633	3.4%	
Inspections & Code Enforcement									
01424002	51110	BI- Sal/Wages FT	169,110	178,410	87,066	187,185	8,775	4.9%	2 FT: Building Inspector, Deputy CEO
01424002	51200	BI- Sal/Wages PT	-	1	-	1	-	0.0%	Unfiled position pulled in 2024, was: 1 PT: Electrical Insp. (24 Hrs/Wk)
		Salaries Total	169,110	178,411	87,066	187,186	8,775	4.9%	
01424002	52100	BI- Health Insurance	38,932	42,825	21,413	42,671	(154)	-0.4%	
01424002	52110	BI- Dental Insurance	2,016	2,199	1,099	2,199	-	0.0%	
01424002	52120	BI- Life Insurance	182	184	48	96	(88)	-47.8%	
01424002	52130	BI- LTD Insurance	880	818	414	799	(19)	-2.3%	
01424002	52200	BI- FICA	10,562	11,061	5,444	11,606	544	4.9%	Based on wages: 6.2%
01424002	52210	BI- Medicare	2,470	2,587	1,273	2,714	127	4.9%	Based on wages: 1.45%
01424002	52300	BI- Retirement Town	23,319	24,139	11,780	24,579	440	1.8%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
		Benefits Total	78,361	83,813	41,471	84,664	851	1.0%	
01424002	55091	BI- Education/Training	-	250	-	250	-	0.0%	NE Building Officials Association Conference
01424002	55058	BI- Contracted Services	-	15,000	-	5,000	(10,000)	-66.7%	Inspection services
01424002	55088	BI- Dues	105	300	30	300	-	0.0%	RNI and NHBOA Dues
01424002	55128	BI- Fuel	1,110	950	531	950	-	0.0%	Fuel for BI
01424002	55190	BI- Mobile Communications	598	600	207	600	-	0.0%	Cell Phone for BI
01424002	55308	BI- Travel Reimbursement	300	500	-	500	-	0.0%	Mileage for Electrical inspector
01424002	55319	BI- Vehicle Maintenance	230	1	26	1	-	0.0%	
		General Expenses Total	2,344	17,601	793	7,601	(10,000)	-56.8%	
		Inspections & Code Enf Total	249,815	279,825	129,330	279,451	(374)	-0.1%	

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Conservation Commission									
01461105	51200	CC- Sal/Wages PT	578	504	282	600	96	19.0%	Recording secretaries @ \$19.44/hr
01461105	51210	CC- Sal/Wages Temp	-	2,520	-	2,530	10	0.4%	Interns 2@12/hr, 15 hrs/wk for 7 wks
		Salaries Total	578	3,024	282	3,130	106	3.5%	
01461105	52200	CC- FICA	36	187	17	194	7	3.5%	Based on wages: 6.2%
01461105	52210	CC- Medicare	8	44	4	45	2	3.5%	Based on wages: 1.45%
		Benefits Total	44	231	22	239	8	3.3%	
01461105	55051	CC- Conservation Land Administration	1,502	2,050	412	2,050	-	0.0%	Covers costs for outreach activities (Spring Tree program, pollinator projects, star gazing event, etc), trail maintenance (bridge, signs, paint, etc) and conservation land administration work such as property monitoring and maintenance needs like invasive brush removal, and supplies such as tools, gloves and equipment.
01461105	55058	CC- Contract Services	975	1,000	-	1,000	-	0.0%	Small contracts for Raynes repairs
01461105	55088	CC- Dues	1,200	1,200	875	1,200	-	0.0%	For board to join related organizations: ESRLAC (\$150), NHACC (\$900), SELT (\$150)
01461105	55091	CC- Education/Training	178	250	-	250	-	0.0%	Training for board members and/or Cons/Sust planner (NHACC-3 members and other workshops)
01461105	55171	CC- Legal/Public Notices	-	50	-	50	-	0.0%	Covers approx 1 legal notice typ in newspaper
01461105	55224	CC- Postage	-	20	-	20	-	0.0%	Mailings to ConCom members (mostly elect distr)
01461105	55247	CC- Registry of Deeds	-	30	1	30	-	0.0%	Fee for registry of deeds (typically printing plans, deeds)
01461105	55254	CC- Roadside Mowing	1,825	1,700	-	1,825	125	7.4%	Mowing White, Perry, Irvine and 1/2 of Morrisette. This is paid out Oct-Dec
		General Expenses Total	5,680	6,300	1,288	6,425	125	2.0%	
		Conservation Commission Total	6,301	9,555	1,592	9,794	239	2.5%	
Renewable Energy Expense									
01419118	55547	ENR- Renewable Energy Expense	-	1	-	1	-	0.0%	Potential Grant Matching
		General Expenses Total	-	1	-	1	-	0.0%	
		Renewable Energy Expense	-	1	-	1	-	0.0%	
Zoning Board of Adjustment									
01419103	51200	ZO- Sal/Wages PT	666	907	250	800	(107)	-11.8%	Recording secretaries @ \$19.44 per hour
		Salaries Total	666	907	250	800	(107)	-11.8%	
01419103	52200	ZO- FICA	41	56	15	50	(7)	-11.8%	
01419103	52210	ZO- Medicare	10	13	4	12	(2)	-11.8%	
		Benefits Total	51	69	19	62	(7)	-10.6%	
01419103	55091	ZO- Education/Training	-	200	-	200	-	0.0%	Min. training allotment for board members
01419103	55171	ZO- Legal/Public Notices	2,837	1,200	300	1,200	-	0.0%	Expenses are estimated for ZBA case administration (majority of costs paid by applicant)
01419103	55224	ZO- Postage	1,081	2,000	1,084	2,000	-	0.0%	
		General Expenses Total	3,918	3,400	1,384	3,400	-	0.0%	
		Zoning Total	4,635	4,376	1,653	4,262	(114)	-2.6%	

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Historic District Commission									
01419104	51200	HD- Sal/Wages PT	210	740	185	400	(340)	-45.9%	Recording secretaries @ \$19.44 per hour
		Salaries Total	210	740	185	400	(340)	-45.9%	
01419104	52200	HD- FICA	13	46	11	25	(21)	-45.9%	Based on wages: 6.2%
01419104	52210	HD- Medicare	3	11	3	6	(5)	-45.9%	Based on wages: 1.45%
		Benefits Total	16	57	14	31	(26)	-45.2%	
01419104	55050	HD-Conf Rooms/Meals	-	200	-	200	-	0.0%	
01419104	55088	HD- Dues	-	50	-	50	-	0.0%	Min. amt for dues associated with various organizations work with HDCs
01419104	55091	HD- Education/Training	-	200	-	200	-	0.0%	min. training allotment for board members
01419104	55138	HD- Grant Matching	-	1	-	1	-	0.0%	CLG (Certified Local Government) Grant match. We intend to apply for a CLG but will utilize in-kind match.
01419104	55171	HD- Legal/Public Notices	-	100	-	100	-	0.0%	
01419104	55224	HD- Postage	82	350	31	350	-	0.0%	Expenses are estimated for HDC case administration
01419104	55227	HD- Printing	-	125	-	125	-	0.0%	Printing needs for HDC as they arise
01419104	55246	HD- Reference Material	-	100	-	100	-	0.0%	
		General Expenses Total	82	1,126	31	1,126	-	0.0%	
		Historic District Commission Total	308	1,923	230	1,557	(366)	-19.0%	
Heritage Commission									
01419106	51200	HC- Sal/Wages PT	777	740	537	1,100	360	48.6%	Recording secretaries @ \$19.44 per hour
		Salaries Total	777	740	537	1,100	360	48.6%	
01419106	52200	HC- FICA	48	46	33	68	22	48.6%	Based on wages: 6.2%
01419106	52210	HC- Medicare	11	11	8	16	5	48.6%	Based on wages: 1.45%
		Benefits Total	59	57	41	84	27	48.3%	
01419106	55058	HC- Contract Services	-	1	-	1	-	0.0%	
01419106	55088	HC- Dues	-	50	-	50	-	0.0%	
01419106	55091	HC- Education/Training	-	200	-	200	-	0.0%	Min. training allotment for board members
01419106	55138	HC- Grant Matching	-	1	-	1	-	0.0%	
01419106	55224	HC- Postage	-	25	-	25	-	0.0%	Expenses are estimated for Heritage Commission case administration
01419106	55227	HC- Printing	-	35	-	35	-	0.0%	
		General Expenses Total	-	312	-	312	-	0.0%	
01419106	55347	Transfer Out	57	-	-	-	-	-	Year End Balance Transfer
			57	-	-	-	-	-	
		Heritage Commission Total	893	1,109	578	1,496	387	34.9%	
		Total Planning & Development	692,029	765,823	357,503	788,348	22,525	2.9%	

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Police Department									
Police									
	51110	Sal/Wages FT	1,863,250	1,966,070	926,384	2,036,094	70,024	3.6%	29 FT (Chief, Deputy, Sergeants, Lieutenant, Officers, Admin)
	51111	Sal/Wages Shift Differential	13,831	13,520	7,563	17,300	3,780	28.0%	Per Police CBA
	51121	Sal/Wages Incentive	12,094	3,000	480	2,500	(500)	-16.7%	Per Police CBA
	51123	Sal/Wages Bonus	13,913	-	-	-	-	-	2023/24 retention bonus program - funded by ARPA
	51130	Personal Replacement OT	1,590	18,825	11,050	19,749	924	4.9%	Overtime for Personal Leave Replace and Fitness day
	51150	Vacation Replacement OT	51,945	48,837	18,158	50,043	1,206	2.5%	Cost to cover the replacement of officers on vacation
	51200	Sal/Wages PT	48,357	95,022	51,877	96,633	1,611	1.7%	1 Auxiliary Officer who teaches DARE spring/fall, part time officer who is the prosecutor Encompasses multiple types of overtime such as SERT, training, added shift coverage, staying late for reports, etc. State has increased mandated training by 8 hours to 24 hours for each officer.
	51300	Sal/Wages OT	123,343	91,927	68,589	102,345	10,418	11.3%	For hires before 1/1/2010 only
	51400	Longevity Pay	1,800	1,200	-	1,250	50	4.2%	Cost to cover the replacement of officers on sick leave
	51410	Sick Replacement OT	26,084	23,857	8,549	22,020	(1,837)	-7.7%	Contract item
	51420	Holiday Pay	70,671	66,924	8,090	68,544	1,620	2.4%	Contract item - \$1000 stipend for being an instructor (4 instructors)
	51425	Firearm Incentive	-	3,000	-	2,500	(500)	-16.7%	Contract item - Field Training Officer Incentive, 1 hr of OT per shift while training a new officer - 2 open positions to train at approx. 12 week period
	51430	Field Training Incentive OT	-	7,997	-	5,125	(2,872)	-35.9%	Comfort Dog @ 2.5 hrs a week overtime, plus Case law @ 3 hrs a week OT for new Police canine, the rest is supported 100% by a grant (\$32,000)
	51435	Canine OT	5,418	5,600	2,951	12,415	6,815	121.7%	Per Police CBA - stipends for having a college degree
	51450	Education Incentive	14,042	16,500	-	16,000	(500)	-3.0%	To cover periods when officers are at training. State increased mandated training to 24 hours for each officer.
	51440	Training Coverage - OT	17,454	10,230	6,234	16,441	6,211	60.7%	
		Salaries Total	2,263,793	2,372,509	1,109,926	2,468,959	96,450	4.1%	
	52100	Health Insurance	441,532	520,619	268,244	543,215	22,596	4.3%	
	52110	Dental Insurance	35,078	40,584	20,074	44,352	3,768	9.3%	
	52120	Life Insurance	1,669	1,515	788	1,584	69	4.6%	
	52130	LTD Insurance	1,092	959	488	960	1	0.1%	
	52200	FICA	9,110	10,248	4,658	10,590	342	3.3%	Based on wages: 6.2%
	52210	Medicare	31,737	34,401	15,515	35,800	1,399	4.1%	Based on wages: 1.45%
	52300	Retirement Town	21,308	22,363	10,847	22,436	73	0.3%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
	52310	Retirement Police	656,554	660,681	305,419	684,786	24,105	3.6%	Based on wages: 31.28% Jan-Jun; 30.95% Jul-Dec
		Benefits Total	1,198,080	1,291,370	626,033	1,343,723	52,353	4.1%	
	55001	Accreditation	6,483	6,483	6,482	7,249	766	11.8%	Guardian Tracking increase to \$2,049 and PowerDMS document management software yearly account renews in August increased to \$5,200 - is necessary to continue towards CALEA accreditation.
	55035	Chiefs Expenses	1,149	1,200	512	1,200	-	0.0%	Covers empl. awards, retirements, dept meetings, hosting meals
	55043	Community Relations	6,875	7,500	3,552	4,500	(3,000)	-40.0%	Plaques, dare, crime prevention items includes NNO yearly, Halloween safety, Child badges, safety seats.
	55045	Vehicle Computer Equipment	5,805	5,805	-	5,805	-	0.0%	crUISer laptop account to replace as needed includes installs and mounts/antenna
	55047	Computer Maintenance/Service Contract	17,940	21,318	8,970	4,485	(16,833)	-79.0%	Certified Computer Solutions contract expires 3/2025. \$1,495 a month for three months. The new IT services will be budgetted by Town IT.
	55050	Conf/Room/Meals	-	3,000	3,685	3,000	-	0.0%	Professional Development training conferences for the Chief and Deputy Chief.
	55057	Prosecutor Service	499	-	-	-	-	-	IACP convention, courses, etc.
	55087	Dry Cleaning	10,800	10,800	5,400	12,400	1,600	14.8%	Moved to PT Wage line in 2024 Contractual item cost

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	55088	Dues	9,005	8,993	5,000	8,993	-	0.0%	Yearly dues for SERT, NENA 911, NESPIN, Child Advocacy Center, and professional association memberships, NNEPAC
	55091	Education/Training	19,942	17,000	10,119	20,000	3,000	17.6%	Training course costs/meal reimbursement for the entire department (including civilians). Increase in mandated training hours per officer
	55106	Equipment Purchase	43,220	44,537	28,425	42,370	(2,167)	-4.9%	Any equipment not covered under another line item. Mountain bike parts, stop stick replacement, flashlights, furniture/boards, Taser cartridges, less lethal tools. Also includes TASER 5-year annual installments of \$22,129 and cruiser cameras contract of \$4,654 yearly.
	55128	Fuel	35,620	43,420	20,664	39,908	(3,512)	-8.1%	Fuel for patrol vehicles using monthly average at the rate of \$2.84 ESTIMATE 14,052 gallons a year
	55133	General Expenses	5,131	7,500	818	7,500	-	0.0%	Towing charges, patrol enforcement supplies radar replacements, speed signs, promotional testing materials, hiring costs includes polygraph, medical, and psychological testing, Livescan fee, etc.
	55138	Grant Matching	-	-	-	2,168	2,168		Match needed for state grant on a portable radar sign and a stealth traffic counter/radar for neighborhood roads State paying \$6,504
	55160	Investigation	564	5,000	1,684	5,000	-	0.0%	Covers drug investigation costs and equipment
	55190	Mobile Communications	4,170	3,904	2,207	3,904	0	0.0%	AT&T FirstNet department cell and laptop modem plan- n-all mobile comms expense lines (Staff, Detectives, and Patrol) into this one single line item.
	55193	Munitions	15,446	15,700	14,201	15,700	-	0.0%	This line item also includes firearms items and ammo for training and equipment for bean bag shotguns and simulated shooting drills protective gear, and includes the cost of both lethal and less lethal ammunition, gun accessories and cleaning, targets, range fees, etc.
	55199	Office Equipment Maintenance	5,724	5,725	2,170	5,725	-	0.0%	Maintenance contract of 6 machines including: copier printers and all service, parts, and labor
	55200	Office Supplies	12,569	11,800	4,532	11,800	-	0.0%	Department wide office supplies
	55224	Postage	1,073	1,000	511	1,000	-	0.0%	Postage costs for mailings
	55270	Software Agreement	21,208	27,314	5,753	26,002	(1,312)	-4.8%	Central Square IMC (Tritech) \$19,912, DTS scheduling software \$4,640, and Frontline FTO management \$1,450.
	55314	Uniforms	17,024	16,200	9,261	18,730	2,530	15.6%	Cost for uniforms and uniform related equipment for 40 employees - includes bullet proof vest replacements @ 4 per year and cost increase to \$834 each, addition of outer carriers at \$344 each (plus replacement of vests due to attrition) and contractual clothing allowance for staff division of \$400 ea./year.
	55319	Vehicle Maintenance	22,008	21,000	3,661	21,000	-	0.0%	Covers repair costs for 19 vehicles
	55390	Comfort Dog Expenses	8,658	2,000	2,144	2,000	-	0.0%	Dog food, vet bills, equipment - this is OFFSET TO \$0 with UFO fundraising
	55321	Veterinarian Service	75	750	30	750	-	0.0%	UFO Contract with SPCA (\$750), unforeseen animal vet charges, rabies testing
	55104	Veterinarian Equipment	300	300	300	300	-	0.0%	ACO equipment, splitting the cost of online dog Licensing Lookup software managed by Town Clerk
		General Expenses Total	271,289	288,249	140,082	271,489	(16,760)	-5.8%	
		Total Police Department	3,733,162	3,952,128	1,876,041	4,084,171	132,043	3.3%	

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Fire Department									
	51110	Sal/Wages FT	2,112,614	2,218,998	1,092,759	2,259,395	40,397	1.8%	33 FT
	51121	Sal/Wages Incentive	16,550	18,585	-	19,470	885	4.8%	Negotiated in CBA
	51123	Sal/Wages Bonus	38,000	-	-	-	-	-	2023/24 retention bonus program - funded by ARPA
	51150	Vacation Replacement OT	18,407	11,669	7,266	19,038	7,369	63.2%	Overtime for Vacation Leave Replacement
	51200	Sal/Wages PT	-	9,939	918	15,132	5,193	52.2%	1 PT: Emergency Management Director - 24 hrs. Monthly - 8 months in FY24
	51300	Sal/Wages Call Back OT	81,189	93,876	36,232	84,244	(9,632)	-10.3%	Overtime for emergency recall and other off-duty details
	51130	Personal Replacement OT	12,572	8,569	2,108	13,919	5,350	62.4%	Overtime for Personal Leave Replacement
	51400	Longevity Pay	1,850	1,950	-	1,950	-	0.0%	For employees hired prior to 1/1/2006
	51410	Sick Replacement OT	28,166	15,291	6,175	24,943	9,652	63.1%	Overtime for Sick Replacement
	51420	Holiday Pay	109,908	113,074	2,635	115,626	2,552	2.3%	Holiday pay (12 holidays @ 12hrs)
	51600	Sal/Wages On Call	56	2,500	37	500	(2,000)	-80.0%	PT On-Call salaries
		Salaries Total	2,419,312	2,494,451	1,148,130	2,554,217	59,766	2.4%	
	52100	Health Insurance	532,500	579,394	276,388	539,314	(40,080)	-6.9%	
	52110	Dental Insurance	41,428	43,957	21,594	44,847	890	2.0%	
	52120	Life Insurance	3,440	3,029	1,544	3,120	91	3.0%	
	52130	LTD Insurance	1,065	959	483	960	1	0.1%	
	52200	FICA	3,079	4,301	1,725	4,678	377	8.8%	Based on wages: 6.2%
	52210	Medicare	33,531	36,170	15,835	37,036	867	2.4%	Based on wages: 1.45%
	52300	Retirement Town	7,061	7,704	3,757	7,855	151	2.0%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
	52320	Retirement Fire	730,884	736,009	350,379	736,646	637	0.1%	Based on wages: 30.35% Jan-Jun; 29.15% Jul-Dec
		Benefits Total	1,352,988	1,411,523	671,704	1,374,456	(37,067)	-2.6%	
	55019	Breathing Apparatus	5,922	5,450	5,236	5,615	165	3.0%	Breathing apparatus testing and repairs & air compressor certification and repairs
	55035	Chiefs Expenses	793	750	99	750	-	0.0%	expenses for meetings, dinners
	55038	Cistern Maintenance	899	900	-	-	(900)	-100.0%	Cistern & dry hydrant maintenance
	55041	Command Supplies	3,415	5,000	1,231	5,000	-	0.0%	Emergency Operations Center supplies during drills, exercise and incidents, including food, office supplies, & training material
	55042	Communications Equipment	10,959	11,154	4,007	11,512	358	3.2%	2 way radio (mobile and portable); RAVE Mobile Safety - Emergency Community Notification (Reverse 911)
	55043	Community Relations	4,992	5,000	2,080	1,000	(4,000)	-80.0%	Annual cost for Social Media Consultant and Community Relations Specialist.
	55224	Postage	86	250	40	200	(50)	-20.0%	Postage for General FD, Fire Prevention, new candidate hiring, etc.
	55058	Contract Services	17,190	21,318	8,595	4,298	(17,020)	-79.8%	50% of annual contracted Computer & IT support for the Public Safety Complex. Shared cost with Police Department. 3 months in 2025.
	55087	Dry Cleaning	226	250	182	-	(250)	-100.0%	Dry cleaning of chief officer uniforms & Class "A" dress uniforms. Discontinuing this line.
	55088	Dues	7,975	9,227	8,255	9,227	-	0.0%	Annual Association Dues with multiple organizations
	55091	Education/Training	8,867	16,913	9,149	17,650	737	4.4%	Tuition for college classes, fire certifications and education supplies.
	55106	General Equipment Purchase	45,027	45,000	12,839	45,000	-	0.0%	Necessary firefighting equipment purchases & replacement
	55123	Fire Prevention Supplies	5,193	6,722	3,223	6,822	100	1.5%	NFPA annual membership & Fire Prevention & Investigation Supplies
	55128	Fuel	18,638	21,214	7,960	19,950	(1,264)	-6.0%	Gas and diesel fuel for all fire department vehicles, Plus 800 gallon tank at fire station
	55132	General Equipment Repair	3,678	3,450	1,819	4,100	650	18.8%	Small tool & equipment repair
	55133	General Expenses	3,642	3,620	319	3,600	(20)	-0.6%	Background investigations, Water, Emergency scene rehab. supplies, etc.
	55144	Hazmat Supplies	1,695	2,686	365	2,686	-	0.0%	Hazardous materials monitoring equipment, clean up and control supplies.
	55149	Hose Replacement	5,660	5,812	2,670	5,800	(12)	-0.2%	Fire hose replacement and repair.
	55151	Hydrant Maintenance Fee	20,280	-	-	-	-	-	Hydrant Maintenance Fee to Water Dept. (moved to GG)
	55190	Mobile Communications	4,918	6,095	2,215	6,095	-	0.0%	Cell phone plan and data usage for staff cars, engines, and fire prevention
	55199	Office Equipment Maintenance	2,738	2,660	888	2,450	(210)	-7.9%	Lease Agreements/Service Contacts (copier & time clock)

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Org	Object	Description	2023 Actual	2024 Budget	2024 Actual: June	2025 Preliminary Budget	2025 Prelim Budget vs. 2024 Budget \$ Increase/-(Decrease)	2025 Prelim Budget vs. 2024 Budget %-Difference	Explanation
	55200	Office Supplies	2,424	2,500	328	2,300	(200)	-8.0%	Office Supplies for entire Fire Department (except Health)
	55214	Physicals	1,526	1,700	113	1,700	-	0.0%	Pre-employment physicals for new hires
	55050	Conf/Room/Meals	1,179	4,500	1,196	4,000	(500)	-11.1%	Examples include - New England Chiefs, FDIC conference, IAFC - FRI International, IMT Annual Conference.
	55230	Protective Equipment	42,362	54,082	31,646	21,000	(33,082)	-61.2%	Turnout gear replacement (4 sets in '25), inspection & repairs. 1-YEAR REDUCTION
	55237	Radio Repairs/Maintenance	4,757	5,740	798	5,700	(40)	-0.7%	Maint. & programming FD Portable & Mobile Radios, Annual service contract with 2-Way Communications
	55270	Software Agreement	10,489	11,149	10,363	13,959	2,810	25.2%	All annual software agreements for IMC data collection & dispatching, GeoTeamz mobile data terminals, eDispatch firefighter notification, and Knox Box Cloud Service + \$2,200 GeoTeamz price increase for 2025
	55282	Building Supplies	3,156	3,500	848	3,500	-	0.0%	Laundry & misc bldg. cleaning supplies
	55308	Travel Reimbursement	-	1,195	-	1,195	-	0.0%	Travel reimbursement for use of personal vehicle to attend meetings, briefings and training.
	55314	Uniforms	26,440	26,661	9,321	26,661	-	0.0%	Uniforms for 32 FT employees, 2 Call members
	55319	Vehicle Maintenance	41,604	42,255	13,575	43,500	1,245	2.9%	Vehicle Maintenance, Inspections, Tires, Annual Pump and Aerial Testing and Certifications, Plymo-Vent Exhaust Capture System
	55264	Shelter Equipment	-	1	-	1	-	0.0%	Agreement with SAU16 to provide shelter food/supplies
	55095	Emergency Management Equipment	1,950	2,500	-	2,500	-	0.0%	Upgrades to EOC Audio-Visual equipment, and on scene materials (replacement cones, barricades, signage, barriers)
	55119	FEMA Reimb -Force Labor	-	1	-	1	-	0.0%	FEMA line if needed
	55118	FEMA Reimb - Force Equip	-	1	-	1	-	0.0%	FEMA line if needed
		General Expenses Total	308,678	329,256	139,359	277,773	(51,483)	-15.6%	
	57006	Capital Outlay	-	1	-	1	-	0.0%	\$1 place holder if grant funds become available
		Capital Outlay Total	-	1	-	1	-	0.0%	
		Total Fire Department	4,080,978	4,235,231	1,959,193	4,206,447	(28,784)	-0.7%	

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Public Safety Shared Services									
Dispatch									
01429905	51110	PDD- Sal/Wages FT	193,292	233,513	88,775	242,606	9,093	3.9%	5 FT Staff in General Fund budget. 1 FT in EMS Fund budget
01429905	51111	PDD- Sal/Wages Shift Differential	3,704	4,160	1,633	3,755	(405)	-9.7%	Per Police CBA
01429905	51121	PDD- Sal/Wages Incentive Reg	4,059	500	170	500	-	0.0%	Per Police CBA
01429905	51123	PDD- Sal/Wages Retention Bonus	2,087	-	-	-	-	-	2023/24 retention bonus program - funded by ARPA
01429905	51130	PDD- Personal Replacement OT	-	4,505	4,442	4,259	(246)	-5.5%	Overtime for Personal Leave Replacement
01429905	51150	PDD- Vacation Replacement OT	13,820	7,544	5,136	10,561	3,017	40.0%	Overtime for Vacation Leave Replacement
01429905	51200	PDD- Sal/Wages PT	543	2,500	-	2,500	-	0.0%	Reduced budget for one at several shifts a month
01429905	51300	PDD-Sal/Wages OT	17,063	4,836	10,022	10,008	5,172	106.9%	Covers cost in emergencies and regular coverage added \$3,000
01429905	51410	PDD-Sick Replacement OT	1,794	1,739	2,152	2,218	479	27.5%	Covers OT for Dispatchers out sick
01429905	51420	PDD-Holiday Pay	10,188	10,791	2,071	11,300	509	4.7%	contract item
01429905	51430	PDD-Sal/Wages FTO Incentive	-	3,390	-	3,489	99	2.9%	contract item
01429905	51450	PDD-Education Incentive	2,208	2,000	-	3,250	1,250	62.5%	contract item
		Salaries Total	248,760	275,478	114,400	294,446	18,968	6.9%	
01429905	52100	PDD-Health Insurance	66,359	105,239	40,330	74,811	(30,428)	-28.9%	
01429905	52110	PDD-Dental Insurance	4,908	7,635	3,102	5,684	(1,951)	-25.6%	
01429905	52120	PDD-Life Insurance	231	230	92	240	10	4.3%	
01429905	52200	PDD-FICA	15,460	17,080	6,900	18,256	1,176	6.9%	Based on wages: 6.2%
01429905	52210	PDD-Medicare	3,609	3,994	1,614	4,269	275	6.9%	Based on wages: 1.45%
01429905	52300	PDD-Retirement Town Benefits Total	33,645	36,934	15,402	38,325	1,391	3.8%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
			124,213	171,112	67,440	141,585	(29,527)	-17.3%	
01429905	55105	PDD-Equipment Maintenance	16,479	25,325	8,098	25,325	-	0.0%	2-way comms maintenance/service contracts, Acorn VS logger. Contracts paid at the end of the year. Dispatch 4G failovers
01429905	55108	PDD-Equipment Repair	1,815	5,800	-	5,800	-	0.0%	Uncovered replacement/repair costs for dispatch items and radio equipment and portable radios, cross agency
01429905	55256	PDD-Phone Repairs/Service	495	550	270	550	-	0.0%	Dispatch center phone repairs, Firstnet emergency phone service, updates, sonicwall fee.
		General Expenses Total	18,789	31,675	8,368	31,675	-	0.0%	
		Dispatch Total	391,762	478,265	190,209	467,706	(10,559)	-2.2%	

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Health									
01441105	51110	FH- Sal/Wages FT	56,822	72,509	35,360	76,178	3,669	5.1%	1 FT: Health Officer
		Salaries Total	56,822	72,509	35,360	76,178	3,669	5.1%	
01441105	52100	FH- Health Insurance	19,639	-	-	-	-	-	
01441105	52110	FH- Dental Insurance	1,425	569	-	569	-	0.0%	
01441105	52120	FH- Life Insurance	90	92	48	96	4	4.3%	
01441105	52200	FH- FICA	3,325	4,496	2,192	4,723	227	5.1%	Based on wages: 6.2%
01441105	52210	FH- Medicare	778	1,051	513	1,105	53	5.1%	Based on wages: 1.45%
01441105	52300	FH- Town Retirement	7,672	9,810	4,784	10,002	192	2.0%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
		Benefits Total	32,927	16,018	7,537	16,495	477	3.0%	
01441105	55293	FH- Supplies	291	600	261	600	-	0.0%	Health Inspection and office supplies
01441105	55224	FH- Postage	31	50	32	96	46	92.0%	Health Dept. mailings
01441105	55055	FH- Consulting	-	1	-	1	-	0.0%	
01441105	55190	FH- Mobile Communications	996	996	349	996	-	0.0%	Phone plan & mobile data terminal usage for Health Officer
01441105	55191	FH- Mosquito Control	37,000	34,500	17,250	34,500	-	0.0%	Mosquito control maintenance contract costs
01441105	55270	FH- Software Agreement	2,600	2,640	2,640	2,640	-	0.0%	Relevant FoodCode Pro forms and reporting
01441105	55308	FH- Travel Reimbursement	117	200	220	480	280	140.0%	Mileage reimbursement for Health Officer
01441105	55050	FH- Conf/Room/Meals	874	795	167	1,225	430	54.1%	Training, Meeting and Seminars for Health Officer
01441105	55088	FH- Dues	90	90	90	90	-	0.0%	Health Dept. dues & memberships
01441105	55091	FH- Education/Training	-	1,500	1,545	6,941	5,441	362.7%	Approved college classes for the new Health Officer
		General Expenses Total	42,000	41,372	22,555	47,569	6,197	15.0%	
		Health Total	131,750	129,899	65,452	140,242	10,343	8.0%	
		Total Public Safety Shared Services	523,511	608,164	255,661	607,948	(216)	0.0%	

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Public Works - General Fund									
Administration & Engineering									
01431101	51110	PWA- Sal/Wages FT	285,265	632,441	193,901	671,940	39,499	6.2%	7 FT: Director, Town Eng, Eng Tech, Office Mgr, Office Clerk, Asst Engineer, GIS Coord. Currently there are 2 open positions. 1- PT-recording secretary for River Committee @ \$19.44/hr
01431101	51200	PWA- Sal/Wages PT	9,377	222	213	195	(27)	-12.2%	
01431101	51300	PWA- Sal/Wages OT	635	700	265	700	-	0.0%	
		Salaries Total	295,278	633,363	194,379	672,835	39,472	6.2%	
01431101	52100	PWA- Health Insurance	51,564	136,300	24,945	118,164	(18,136)	-13.3%	
01431101	52110	PWA- Dental Insurance	3,971	11,613	2,657	10,193	(1,420)	-12.2%	
01431101	52120	PWA- Life Insurance	291	551	160	624	73	13.2%	
01431101	52130	PWA- LTD Insurance	94	959	432	960	1	0.1%	
01431101	52200	PWA- FICA	17,578	39,269	11,732	41,716	2,447	6.2%	Based on wages: 6.2%
01431101	52210	PWA- Medicare	4,111	9,184	2,744	9,756	572	6.2%	Based on wages: 1.45%
01431101	52300	PWA- Retirement Town Benefits Total	38,412	85,664	26,271	88,327	2,663	3.1%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
			116,021	283,539	68,941	269,740	(13,799)	-4.9%	
01431101	55003	PWA- Drug/Alcohol Testing	779	1,200	187	1,200	-	0.0%	Contract w/Access; required (per USDOT) random testing for all CDL holders & screening new hires
01431101	55050	PWA- Conf/Room/Meals	2,435	3,000	-	3,000	-	0.0%	National or regional conf 60% Dir, Town Eng; 100% Maint Supt, Hwy Supt @ \$1,200 ea.
01431101	55058	PWA- Contracted Services	810	1	-	1	-	0.0%	Moved to CIP
01431101	55088	PWA- Dues	748	700	100	1,270	570	81.4%	Dues: APWA \$995, NHPWA \$100, Mutual Aid \$25; Licenses: PE 2@150/2 yr
01431101	55091	PWA- Education/Training	-	2,000	289	2,000	-	0.0%	Education and training for staff (NHMA, NHDES, NEPW Association)
01431101	55128	PWA- Fuel	368	1,500	1,123	1,500	-	0.0%	Dir & Eng vehicles \$2.84/gal
01431101	55133	PWA- General Expenses	878	1,200	348	1,000	(200)	-16.7%	Meal reimbursement during extended operations per Director's determination increased from \$8 to \$12
01431101	55158	PWA- Insurance Deductible	4,966	1	-	1	-	0.0%	Damage repairs on insurance claims
01431101	55181	PWA- Master Fuel Account	(11,367)	1	(2,728)	1	-	0.0%	Bulk fuel delivery charges less dept allocations; for 109 vehicles
01431101	55190	PWA- Mobile Communications	1,038	1,200	846	1,300	100	8.3%	60% Director, Town Engineer & Asst Engineer; 100% Highway, MiFi (Engineering)
01431101	55200	PWA- Office Supplies	7,440	10,000	3,399	10,000	-	0.0%	Gen office supplies \$6500; Eng supplies \$3500: plotter paper & ink, field books, Town Standards, scanning plans; 60% of copier billing
01431101	55224	PWA- Postage	306	500	260	550	50	10.0%	General day to day mailings
01431101	55237	PWA- Radio Repairs	-	600	-	300	(300)	-50.0%	4 Desk sets, 6 portables, 42 vehicle units
01431101	55238	PWA- Radio Replacement	-	1,000	-	500	(500)	-50.0%	Digital repeater to communicate with Fire & Police
01431101	55319	PWA- Vehicle Maintenance	18	600	230	600	-	0.0%	Dir & Eng vehicles
		General Expenses Total	8,420	23,503	4,055	23,223	(280)	-1.2%	
01431101	55998	PWA- Due from Water Fund	(156,662)	(183,333)	(56,185)	(188,473)	(5,140)	2.8%	20% Water Fund offset
01431101	55999	PWA- Due from Sewer Fund	(156,662)	(183,333)	(56,185)	(188,473)	(5,140)	2.8%	20% Sewer Fund offset
		Due from Water/Sewer Funds Total	(313,324)	(366,666)	(112,369)	(376,946)	(10,281)	2.8%	
		Administration & Engineering Total	106,395	573,740	155,006	588,852	15,112	2.6%	

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Highways and Streets									
									12 FT - Highway Supt., General Foreman, 2 Foreman, 5 HEO, 1 Truck Driver, 2
01431202	51110	HWY- Sal/Wages FT	693,885	751,574	338,994	755,320	3,746	0.5%	Laborers
01431202	51210	HWY- Sal/Wages Temp	284	1	-	1	-	0.0%	Intern, Summer/Fall laborer
01431202	51121	HWY- Sal/Wages Incentive Reg	2,750	2,750	-	2,750	-	0.0%	Per SEIU CBA
01431202	51300	HWY- Sal/Wages OT	22,482	20,000	7,726	20,000	-	0.0%	Emergency ops, callouts, flood watch, voting/traffic control
01431202	51310	HWY- Sal/Wages Stand-By	7,280	7,280	3,640	10,920	3,640	50.0%	After hours on-call status, \$210/wk
01431202	51400	HWY- Longevity Pay	6,850	7,050	-	7,150	100	1.4%	6 FT per union contract
		Salaries Total	733,532	788,655	350,360	796,141	7,486	0.9%	
01431202	52100	HWY- Health Insurance	177,378	180,623	92,271	196,671	16,048	8.9%	
01431202	52110	HWY- Dental Insurance	11,578	16,048	6,201	14,269	(1,779)	-11.1%	
01431202	52120	HWY- Life Insurance	657	597	289	624	27	4.5%	
01431202	52200	HWY- FICA	43,548	48,897	20,699	49,361	464	0.9%	Based on wages: 6.2%
01431202	52210	HWY- Medicare	10,185	11,435	4,841	11,544	109	0.9%	Based on wages: 1.45%
01431202	52300	HWY- Retirement Town	102,226	106,705	47,404	104,559	(2,146)	-2.0%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
		Benefits Total	345,572	364,305	171,704	377,028	12,723	3.5%	
01431202	55013	HWY- Asphalt Reclamation	-	5,000	-	5,000	-	0.0%	1x reduction of \$5K in 2024 - Grinding & screening to recycle asphalt and concrete into reusable product. Screening compost and sand
01431202	55020	HWY- Bridge Repairs	5,000	5,500	-	5,500	-	0.0%	Maintenance and repair of 7 Town-owned bridges
01431202	55066	HWY- Culvert Repairs/Replacement	-	3,000	-	3,000	-	0.0%	1x reduction of \$1K in 2024 - Minor repairs, replace & clearing culverts (pipes & headers)
01431202	55071	HWY- Dam Maintenance	570	2,500	-	2,500	-	0.0%	Dam & abutment concrete & mechanical repairs at Pickpocket, Colcord, Sloans Brook
01431202	55072	HWY - Dam Registration	1,900	400	-	400	-	0.0%	Annual NHDES fees (due December) Sloans Brook
01431202	55091	HWY- Education/Training	2,210	1,500	695	1,500	-	0.0%	Classes, licensing (CDL, UNH Tech Transfer classes)
01431202	55096	HWY- Emergency Traffic Control	146	500	-	500	-	0.0%	Uniformed officer in high traffic, emergencies
01431202	55107	HWY- Equipment Rentals	4,361	4,500	400	4,500	-	0.0%	Rental of equipment not owned by Town: bulldozer, excavator, grader, screener
01431202	55128	HWY- Fuel	27,898	25,000	13,620	25,500	500	2.0%	Fuel for highway dept vehicles & equipment; contract price projected to be unleaded \$2.84/gal & diesel \$3.16/gal
01431202	55134	HWY- General Hand Tools	4,086	4,000	816	4,000	-	0.0%	Repl/repair hand tools: compacter, hand-saw, chainsaws, small power tools
01431202	55190	HWY- Mobile Communications	-	1	-	1	-	0.0%	moved to phone reimbursement
01431202	55212	HWY- Phone Reimbursement	2,410	2,400	544	2,800	400	16.7%	Cell Phone stipend for Supt + 3 Foremen (\$40/mo), On-Call Cell Phone (\$72/mo)
01431202	55257	HWY- Safety Equipment	7,471	5,000	1,466	6,000	1,000	20.0%	Hardhats, vests, eye protection, Technu, steel-toed boot repl \$185/yr per employee
01431202	55267	HWY- Signs	6,908	8,000	6,704	8,000	-	0.0%	Sign replacement for retro reflectivity, damages.
01431202	55285	HWY- Storm Drain Repair	2,802	6,000	1,278	6,000	-	0.0%	Repair drain castings, 1,305 catch basins
01431202	55286	HWY- Street Marking	33,744	35,000	2,872	35,000	-	0.0%	Fog lines, center lines, parking spaces (butyl rubber by contractor); crosswalks 2x yr
01431202	55287	HWY- Street Repairs/Maint	14,767	18,000	6,347	18,000	-	0.0%	Patching town roads & shoulder repair materials; includes asphalt, concrete, gravel
01431202	55310	HWY- Tree Maintenance	10,748	55,535	2,453	25,000	(30,535)	-55.0%	All trees in Town ROW & parks incl pruning, fertilizing & removal w/ licensed arborist; increasing demands for tree removal & pruning; additional street trees at Lincoln & presence of Emerald Ash Borer (EAB) - \$35K added in 2024 to establish Tree Committee budget
01431202	55314	HWY- Uniforms	9,495	7,400	3,087	7,400	-	0.0%	12 employees (Laundering, repair and replacement)
01431202	55319	HWY- Vehicle Maintenance	55,233	50,000	50,780	60,000	10,000	20.0%	Maintenance of all dept vehicles and equip
01431202	55337	HWY- Weed Control	8,000	9,000	-	9,000	-	0.0%	Along medians & curbing; contract w/licensed herbicide applicator, \$1K switch from Roundup to pre-emergent.

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		General Expenses Total	197,749	248,236	91,061	229,601	(18,635)	-7.5%	
01431202	55251	HWY-Road Paving/Maintenance	645,964	550,000	1,750	700,000	150,000	27.3%	Incl crack sealing, reconstruction, etc.
01431202	55067	HWY- Culvert Replacement	-	5,000	-	5,000	-	0.0%	1x reduction of \$5K in 2024 will be held for 2025 as well. Replace culverts and repair headers & outlets in Town roads.
01431202	55286	HWY- Sidewalks/Curbing	2,526	15,000	-	10,000	(5,000)	-33.3%	Sidewalks and curbing, minor repair & replacements
01431202	55284	HWY- Storm Drain Cleaning	26,715	30,000	-	30,000	-	0.0%	Annual clean 50% catch basins, material testing, MS4 permit compliance
01431202	57006	HWY- Capital Outlay-Equipment	-	-	-	-	-	-	
		Capital Outlay Total	675,205	800,000	1,750	745,000	145,000	24.2%	
		Highways & Streets Total	1,952,058	2,001,196	614,875	2,147,770	146,574	7.3%	
Snow Removal									
01431903	51300	PS- Sal/Wages - OT Snow	59,778	70,000	42,696	70,000	-	0.0%	Includes Mechanic
01431903	51200	PS- Salaries/Wages PT	65	1,733	1,890	1,815	82	4.7%	Snow cleanup
01431903	51350	PS- Sal/Wages - FEMA Storm Related OT	-	1	-	-	(1)	-100.0%	Expenses related to declared emergencies
		Salaries Total	59,843	71,734	44,586	71,815	81	0.1%	
01431903	52200	PS- FICA	3,710	4,448	2,760	4,453	5	0.1%	Based on wages: 6.2%
01431903	52210	PS- Medicare	868	1,040	645	1,041	1	0.1%	Based on wages: 1.45%
01431903	52300	PS- Retirement Town	9,184	9,471	5,768	9,198	(273)	-2.9%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
		Benefits Total	13,761	14,959	9,173	14,692	(267)	-1.8%	
01431903	55026	PS- Calcium Chloride	-	1	-	1	-	0.0%	Salt additive used during harsh temperatures in the winter
INCLUDE IN REQUEST FOR SNOW/ICE CAP. RES. IN 2025 - Hire contractors									
01431903	55061	PS- Contracted Snow Removal	-	25,000	-	1	(24,999)	-100.0%	w/10 wheelers to remove snow for safety downtown, Lincoln St, Portsmouth Ave.
01431903	55118	PS- FEMA Reimb Force Equip	-	1	-	1	-	0.0%	Expenses declared winter emergencies
01431903	55119	PS- FEMA Reimb Force Labor	-	1	-	1	-	0.0%	Expenses declared winter emergencies
01431903	55128	PS- Fuel	15,874	17,000	11,580	17,000	-	0.0%	Fuel for snow removal vehicles; contract price projected to be unleaded \$2.84/gal & diesel \$3.16/gal
01431903	55216	PS- Plow Damages	4,644	3,500	91	3,500	-	0.0%	Private property damage caused by snow plows
01431903	55217	PS- Plow/Spreader Repair	-	-	-	-	-	-	Moved to vehicle maintenance
01431903	55218	PS- Plowing	152,021	80,000	106,990	80,000	-	0.0%	Hired contractors to supplement Town staff to plow, salt & sand
01431903	55258	PS- Salt	105,304	80,000	66,928	80,000	-	0.0%	Deicer for Town roads, sidewalks, parking lots
01431903	55259	PS- Sand	309	2,000	876	2,000	-	0.0%	Purchase sand during winter months to spread along the town roads, sidewalks & parking lots
01431903	55319	PS- Vehicle Maintenance	25,915	20,500	9,174	20,500	-	0.0%	Repair snow plows and snow removal equipment
		General Expenses Total	304,066	228,003	195,638	203,004	(24,999)	-11.0%	
		Snow Removal Total	377,671	314,696	249,397	289,511	(25,185)	-8.0%	

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Solid Waste Disposal									
									1 PT @ 16 hrs/wk including transfer station winter schedule and weekend trash removal
01432304	51200	SW- Sal/Wages PT	21,202	23,962	11,254	25,175	1,213	5.1%	
01432304	51300	SW- Sal/Wages OT	1,223	4,000	316	4,000	-	0.0%	OT for Highway employees assigned to Transfer Station
		Salaries Total	22,425	27,962	11,570	29,175	1,213	4.3%	
01432304	52200	SW- FICA	1,390	1,734	717	1,809	75	4.3%	Based on wages: 6.2%
01432304	52210	SW- Medicare	325	405	168	423	18	4.3%	Based on wages: 1.45%
01432304	52300	SW-Retirement	76	541	-	526	(15)	-2.8%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
		Benefits Total	1,792	2,680	885	2,758	78	2.9%	
01432304	55018	SW- Blue Bags	40,133	78,000	92,473	120,000	42,000	53.8%	Includes vendor delivery to store; offset by revenue; projected production cost increase and spending trend adjustment
01432304	55023	SW- Bulky Waste Sticker			555				
01432304	55054	SW- Construction Debris	10,076	14,500	4,796	16,000	1,500	10.3%	Construction debris container at Transfer Station (WM contract)
01432304	55082	SW- Disposal/Recycling Contract	1,185,719	1,198,500	474,536	1,310,680	112,180	9.4%	5-year contract extension with WM runs June 2022 - May 2027, reflects 6.5% annual rates increase and anticipated fuel surcharges; recycled materials value highly variable (WM contract)
01432304	55086	SW- Brush Grinding	10,000	15,000	-	15,000	-	0.0%	1x reduction of \$5K in 2024 will be held for 2025 as well. Brush grinding & removal by contractor 2 to 3x per yr as space needs require (contracted Dirt Doctor thru 2025)
01432304	55091	SW- Education/Training	240	200	-	200	-	0.0%	Solid waste training
01432304	55092	SW- Electricity	1,608	2,000	858	2,000	-	0.0%	Transfer station building
01432304	55093	SW- Electronic Waste Expense	7,858	10,000	2,687	10,000	-	0.0%	Removal of electronic waste collected at Transfer Station, offset by sticker revenue
01432304	55127	SW- Freon Waste Expense	550		300				
01432304	55150	SW- Household Haz Waste Removal	48,605	30,000	-	35,000	5,000	16.7%	Cost of annual Oct event; Exeter share \$11,300 the rest offset by regional collection revenue & State grant
01432304	55163	SW- Landfill Monitoring	50,047	52,706	5,874	51,500	(1,206)	-2.3%	Gas and water quality testing, including PFAS & 1,4-dioxane at Cross Road landfill, (GZA = \$32,175, CEC = \$10,750, EA = \$9,781)
01432304	55173	SW- Licenses	61						
01432304	55186	SW- Metal Removal	1,075	1,500	125	1,500	-	0.0%	Hauling charge to remove metals & white goods
01432304	55201	SW- Operations Maintenance	3,531	6,000	2,260	6,000	-	0.0%	Mowing, materials and supplies at the Transfer Station (Security cameras and equipment)
01432304	55244	SW- Recycle Containers	25,985	26,000	-	26,000	-	0.0%	65 gal carts unit price \$75; offset by revenue
01432304	55293	SW- Supplies	2,739	1,500	1,902	2,500	1,000	66.7%	Stickers and garbage litter bags for Town & Public Works Offices to sell
01432304	55300	SW- Tire Disposal	228	2,000	320	1,000	(1,000)	-50.0%	Disposal of Town tires
01432304	55366	SW- Yard Waste	16,532	16,856	8,428	17,193	337	2.0%	Twice per year curbside collection- leaf and yard waste (WM contract)
01432304	55551	SW- Food Waste Compost Program	2,951	2,950	1,581	3,952	1,002	34.0%	Weekly collection at Transfer Station (Mr. Fox)
		General Expenses Total	1,407,939	1,457,712	596,696	1,618,525	160,813	11.0%	
		Solid Waste Disposal Total	1,432,155	1,488,354	609,151	1,650,458	162,104	10.9%	
Street Lights									
01431605	55092	PW- Electricity- Street Lights	135,760	160,000	67,084	140,000	(20,000)	-12.5%	All street lights in Town rights-of-way (Reduce for end of fixed fee commitment)
01431605	55303	PW- Traffic Light Maintenance	6,491	9,000	1,084	7,000	(2,000)	-22.2%	High St, Green St, Alum Dr, Holland Way, Continental Dr signals; controllers, loop detectors, bulbs, audibles & emergency vehicle pre-emption controllers
		General Expenses Total	142,251	169,000	68,148	147,000	(22,000)	-13.0%	
		Street Lights Total	142,251	169,000	68,148	147,000	(22,000)	-13.0%	

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Stormwater									
	1431118	55293		2,700		2,700	-	0.0%	Pet waste bags (Town Clerk & Highway), plotter supplies (ink, printheads, paper) Wet weather sample 134 outfalls/6 years ~ 22 outfalls/yr x \$700/outfall = \$15,400; outfall catchment investigations & remediation \$10,700; quarterly SWPPP inspections \$6k; AMP project TN changes \$6k; MS4 annual rpt \$6K;
01431118	55058	STW- Contracted Services	51,317	57,100	-	57,100	-	0.0%	public outreach \$4K, staff training (IDDE, PTAP) \$9K
01431118	55190	STW- Mobile Communications	-	480	-	480	-	0.0%	Tablet/mifi 12 months @ \$40/mo.
01431118	55291	STW- Subscriptions	-	4,080	-	4,080	-	0.0%	GPS, SmartNet, PeopleForms subscriptions
01431118	55293	STW- Supplies			1,437				
01431118	55386	STW- Catch Basin Replacement	-	28,000	-	28,000	-	0.0%	Replace 7 Catch basins @ \$4k each (MS4 Permit requirement)
		General Expenses Total	51,317	92,360	1,437	92,360	-	0.0%	
		Stormwater Total	51,317	92,360	1,437	92,360	-	0.0%	
		Subtotal before Maintenance	4,061,846	4,639,346	1,698,014	4,915,951	276,605	6.0%	

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Public Works - Maintenance									
General									
01419406	51110	PM- Sal/Wages FT	227,512	249,063	97,519	255,132	6,069	2.4%	4 FT Maint Supt, Custodian, 2 Maint Tech
01419406	51121	PM- Sal/Wages Incentive Reg	500						
01419406	51200	PM- Sal/Wages PT	36,436	39,155	16,891	41,136	1,981	5.1%	1 PT Custodian @ 34hr per week
01419406	51300	PM- Sal/Wages OT	6,300	7,000	962	7,000	-	0.0%	Emergencies, callouts
01419406	51310	PM- Sal/Wages Stand-By	5,060	7,280	3,640	10,920	3,640	50.0%	Pay for after hours on-call status, \$210/week
01419406	51400	PM- Longevity Pay	1,450	1,500	-	1,500	-	0.0%	1 FT per union contract
01419406	51450	PM- Sal/Wages Education Incentive	-	750	-	-	(750)	-100.0%	
		Salaries Total	277,258	304,748	119,012	315,688	10,940	3.6%	
01419406	52100	PM- Health Insurance	36,594	60,262	15,897	60,223	(39)	-0.1%	
01419406	52110	PM- Dental Insurance	3,147	4,756	1,384	4,756	-	0.0%	
01419406	52120	PM- Life Insurance	255	230	99	240	10	4.3%	
01419406	52200	PM- FICA	16,749	18,894	7,080	19,573	678	3.6%	Based on wages: 6.2%
01419406	52210	PM- Medicare	3,917	4,419	1,656	4,577	159	3.6%	Based on wages: 1.45%
01419406	52300	PM- Retirement Town	32,843	35,935	13,608	36,061	126	0.4%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
		Benefits Total	93,505	124,496	39,723	125,430	934	0.8%	
01419406	55048	PM- Computer Software	3,955	5,000	42	5,000	-	0.0%	People GIS work order system (CompleteFleet module) Town building roofs snow removal \$4K; contracted cleaning Town Offices \$34K; Rec Ctr 2x week \$14K; TH Offices (as required) & Public Restrooms \$6K; Sr. Center \$12K
01419406	55058	PM- Contract Services	83,005	46,500	29,235	70,000	23,500	50.5%	
01419406	55069	PM- Custodial Supplies	17,290	22,000	7,221	20,000	(2,000)	-9.1%	All Town buildings' paper & cleaning products
01419406	55091	PM- Education/Training	620	800	-	200	(600)	-75.0%	Continuing education requirements for License renewals Master Elect, Journeyman Plumber/Gas fitter. Education seminars Carpenter. Maintenance Dept vehicles (5); includes loaner vehicles to Town Departments;
01419406	55128	PM- Fuel	4,111	6,200	1,878	5,500	(700)	-11.3%	unleaded contract price projected to be \$2.84/gal
01419406	55173	PM- Licenses	85	300	-	300	-	0.0%	Licenses for Electrician and HVAC Plumber Tech
01419406	55176	PM- Maintenance Bid Materials	1,073	1,200	31	1,200	-	0.0%	Stock paint, putty, nails, screws
01419406	55178	PM- Maintenance Tools	1,618	3,000	296	3,000	-	0.0%	HVAC Tech, plumber, elec. tools, replenish drill bits, small power tools
01419406	55190	PM- Mobile Communications	240	600	119	300	(300)	-50.0%	Maint. Superintendent cell phone
01419406	55257	PM- Safety Equipment	1,624	2,000	552	2,000	-	0.0%	Fall protection, eye protection, steel-toed boot replacement \$185/yr
01419406	55314	PM- Uniforms	5,548	6,050	1,649	6,050	-	0.0%	Uniforms and cleaning for 5 Staff
01419406	55392	PM- Fire Safety	14,844	15,000	22,258	24,000	9,000	60.0%	Insp. & Maint. of fire alarm systems, emergency lighting & fire extinguishers
		General Expenses Total	134,012	108,650	63,281	137,550	28,900	26.6%	
		General Maintenance Total	504,775	537,894	222,017	578,668	40,774	7.6%	

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Town Buildings									
		Swasey Parkway- Sal/Wages PT	-	-	93	-	-	-	Recording Secretary for Swasey Parkway
		Swasey Parkway- FICA	-	-	6	-	-	-	Recording Secretary for Swasey Parkway
		Swasey Parkway- Medicare	-	-	1	-	-	-	Recording Secretary for Swasey Parkway
		Town Buildings-Water/Sewer Bills	23,331	17,835	8,184	18,835	1,000	5.6%	Water/Sewer bills for Town Buildings
		Town Buildings- Building Maintenance	82,608	79,500	47,741	94,000	14,500	18.2%	Building Maintenance for Town Buildings, Incl Swasey Parkway & Raynes Barn
		Town Buildings-Covid-19 Expenses	-	-	-	-	-	-	Covid-19 for Town Buildings
		Town Buildings- Natural Gas	66,814	75,850	42,928	72,250	(3,600)	-4.7%	Natural Gas for Town Buildings
		Town Buildings- Electricity	96,516	98,950	49,857	100,450	1,500	1.5%	Electricity for Town Buildings, Incl. Swasey Parkway & Raynes Barn
		Train Station- Supplies	980	3,800	153	3,000	(800)	-21.1%	Light fixtures, electrical breakers, signage
		Train Station- Platform Lease Liability	19,200	23,600	27,636	28,021	4,421	18.7%	Platform Lease Liability Insurance for Train Station
		Train Station- Platform Lease	3,537	4,076	3,655	4,076	0	0.0%	Platform Lease for Train Station
		Town Buildings Total	292,985	303,611	180,253	320,632	17,021	5.6%	
Maintenance Projects									
		Town owned building projects: Historical Society masonry repointing, door rehabilitation, & window UV treatments \$35K; Highway Garage Concrete Foundation Repair \$10K; 32 Court Street Electrical Panel Upgrade \$10K; Town Hall Roof Sealant \$25K; Town Office Roof Slate Inspection & Repair \$20K							
01419406	55177	PM- Maintenance Projects	81,792	100,000	15,851	100,000	-	0.0%	
		Total Maintenance Projects	81,792	100,000	15,851	100,000	-	0.0%	
		Town Maintenance/Buildings Total	879,553	941,505	418,120	999,300	57,795	6.1%	
Mechanics/Garage:									
01419415	51110	PG- Sal/Wages FT	114,209	171,090	59,797	173,680	2,590	1.5%	3 FT: 1 Mech foreman; 2 Mechanics
01419415	51300	PG- Sal/Wages OT	4,898	3,000	2,025	3,000	-	0.0%	Mechanic OT - 76 hours per year
01419415	51310	PG- Sal/Wages Standby Pay	2,220	-	-	-	-	-	
01419415	51121	PG- Sal/Wages Education/Training	750	750	-	750	-	0.0%	
		Salaries Total	122,077	174,840	61,822	177,430	2,590	1.5%	
01419415	52100	PG- Health Insurance	33,098	67,480	19,506	67,480	-	0.0%	
01419415	52110	PG- Dental Insurance	2,357	4,547	1,279	4,547	-	0.0%	
01419415	52120	PG- Life Insurance	67	138	45	144	6	4.3%	
01419415	52200	PG- FICA	7,194	10,840	3,715	11,001	161	1.5%	Based on wages: 6.2%
01419415	52210	PG- Medicare	1,682	2,535	869	2,573	38	1.5%	Based on wages: 1.45%
01419415	52300	PG- Retirement Town Benefits Total	16,827	23,656	8,573	23,311	(345)	-1.5%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
		Benefits Total	61,225	109,196	33,987	109,056	(140)	-0.1%	
01419415	55128	PG- Fuel	827	1,800	605	1,500	(300)	-16.7%	Mechanics shop truck & forklift
01419415	55129	PG- Fuel Dispensing System	2,982	4,000	-	4,000	-	0.0%	Fuel pumps, UST inspection, reporting equipment, 23 year old fuel island maintenance
01419415	55183	PG- Mechanics Tools	3,060	3,900	39	3,900	-	0.0%	Increase mechanics' allowance from \$500 to \$800/ea (hasn't increased since 2000); replace Town owned tools; rental
01419415	55316	PG- Vehicle Equipment Stock	4,920	5,000	1,087	5,000	-	0.0%	Fluids, filters, bulbs, nuts & bolts for all Town Departments
01419415	55319	PG- Vehicle Maintenance	1,824	2,000	1,273	2,000	-	0.0%	Maintenance Dept vehicles (5) + forklift
01419415	55338	PG- Weight Testing/Repair	-	1,000	-	1,000	-	0.0%	3 mechanic lifts certified testing & repair, 2 crane mounted electric hoists
		General Expenses Total	13,613	17,700	3,003	17,400	(300)	-1.7%	
		Mechanics/Garage Total	196,915	301,736	98,813	303,886	2,150	0.7%	
		Total Public Works	5,138,314	5,882,587	2,214,947	6,219,137	336,550	5.7%	

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Welfare & Human Services										
Welfare										
01444110	51110	WE- Sal/Wages FT	9,394	-	-	-	-	-		
01444110	51200	WE- Sal/Wages PT	-	39,651	-	46,840	7,189	18.1%	New PT Welfare/ Human Services Administrator (9 mos in 2024)	
		Salaries Total	9,394	39,651	-	46,840	7,189	18.1%		
01444110	52200	WE- FICA	547	2,458	-	2,904	446	18.1%	Based on wages: 6.2%	
01444110	52210	WE- Medicare	128	575	-	679	104	18.1%	Based on wages: 1.45%	
01444110	52300	WE- Retirement - Town	1,302	-	-	-	-	-	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec	
		Benefits Total	5,723	3,033	-	3,583	550	18.1%		
01444110	55025	WE - Direct Relief- Burial Expense	5,605	6,000	6,950	6,000	-	0.0%	Per RSA 165:27-a	
01444110	55075	WE - Direct Relief- Electricity	11,579	6,000	8,261	8,000	2,000	33.3%	Above RCA utility asst. May advocate w/other agencies	
01444110	55076	WE - Direct Relief-Food/Gas	27	250	-	250	-	0.0%	Grocery store gift cards if St. V de P not available.	
01444110	55077	WE - Direct Relief - Heat	10,240	7,000	2,030	6,000	(1,000)	-14.3%	Oil or gas/propane	
01444110	55078	WE - Direct Relief -Medical	5,182	5,000	1,132	5,000	-	0.0%	May advocate with other agencies.	
01444110	55079	WE - Direct Relief- Rent	124,216	45,000	54,916	70,000	25,000	55.6%	May advocate with other agencies	
01444110	55133	WE - Direct Relief Miscellaneous	2,144	4,400	1,363	4,000	(400)	-9.1%	DR not included in other lines (car repairs, daycare, etc.)	
01444110	55541	WE - Direct Relief- Hotel	14,703	27,000	13,128	27,000	-	0.0%	Shelters unavailable or children/elderly/handicapped.	
		Direct Relief Expenses Total	173,696	100,650	87,779	126,250	25,600	25.4%		
01444110	55050	WE- Conf/Room/Meals	365	200	146	200	-	0.0%	NHLWAA Quarterly & Annual Mtg	
01444110	55088	WE- Dues	40	40	40	40	-	0.0%	NHLWAA \$40	
01444110	55190	WE- Mobile Communications	150	180	15	400	220	122.2%	Town issued mobile phone	
01444110	55198	WE- Office Equipment Leases	-	-	-	450	450	-	New expense \$37.30 per month lease copier/printer/scanner	
01444110	55200	WE- Office Supplies	118	150	190	150	-	0.0%	notebooks, folders and desk supplies.	
01444110	55224	WE- Postage	29	40	10	40	-	0.0%	Client/state/agencies - postage	
01444110	55308	WE- Travel Reimbursement	42	150	-	150	-	0.0%	Local mtgs, NHMA Conf., NHLWAA Mtgs, Seminars	
		General Expenses Total	744	760	401	1,430	670	88.2%		
		Welfare Total	189,556	144,094	88,180	178,103	34,009	23.6%		
Human Services										
01444511	55360	HS- Human Services Funding	98,610	98,325	98,325	97,910	(415)	-0.4%	See separate list (Human Services Funding Committee)	
		Human Services Total	98,610	98,325	98,325	97,910	(415)	-0.4%		
		Total Welfare & Human Services	288,166	242,419	186,505	276,013	33,594	13.9%		

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Parks & Recreation									
Recreation									
01452001	51110	PR- Sal/Wages FT	266,943	300,458	146,412	315,873	15,415	5.1%	4 FT: Director, Asst. Director, Rec Coord, Office Manager Senior Coordinator: \$27.08 per hour, 29 Hours a week, 30 weeks with Hospital contributing \$5,200, 20% of the total salary from grant
01452001	51200	PR- Sal/Wages PT Salaries Total	266,943	300,458	146,412	330,794	30,336	10.1%	
01452001	52100	PR- Health Insurance	53,727	60,883	30,442	78,942	18,059	29.7%	
01452001	52110	PR- Dental Insurance	3,448	3,657	1,829	4,188	531	14.5%	
01452001	52120	PR- Life Insurance	417	321	192	384	63	19.6%	
01452001	52130	PR- LTD Insurance	902	842	428	823	(19)	-2.3%	
01452001	52200	PR- FICA	16,457	18,628	8,702	20,509	1,881	10.1%	Based on wages: 6.2%
01452001	52210	PR- Medicare	3,849	4,357	2,035	4,797	440	10.1%	Based on wages: 1.45%
01452001	52300	PR- Retirement Town Benefits Total	36,775	40,652	19,809	41,633	981	2.4%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
			115,574	129,340	63,437	151,276	21,936	17.0%	
01452001	55088	PR- Dues	697	800	770	800	-	0.0%	NHRP/NRPA/NEPA Dues for Department Staff.
01452001	55224	PR- Postage	-	150	-	150	-	0.0%	Mailings
01452001	55293	PR- Supplies	1,261	1,500	1,500	1,500	-	0.0%	Level Funded, Office supplies: pens, paper, ink and other supplies
01452001	55542	PR- Senior Services	4,851	5,000	2,932	5,000	-	0.0%	Level Funded
		General Expenses Total	6,810	7,450	5,202	7,450	-	0.0%	
		Recreation Total	389,327	437,248	215,051	489,520	52,272	12.0%	
Parks									
01452002	51110	PK- Sal/Wages FT	90,201	102,511	49,951	105,078	2,567	2.5%	2 FT (Foreman and Laborer)
01452002	51200	PK- Sal/Wages Temp	-	-	-	-	-	-	
01452002	51300	PK- Sal/Wages OT Salaries Total	4,502	4,500	1,224	4,500	-	0.0%	OT for 2 FT Employees
			94,703	107,011	51,175	109,578	2,567	2.4%	
01452002	52100	PK- Health Insurance	7,217	10,544	5,272	39,012	28,468	270.0%	
01452002	52110	PK- Dental Insurance	407	1,668	284	2,558	890	53.4%	
01452002	52120	PK- Life Insurance	68	92	48	96	4	4.3%	
01452002	52200	PK- FICA	5,795	6,635	3,115	6,794	159	2.4%	Based on wages: 6.2%
01452002	52210	PK- Medicare	1,355	1,552	729	1,589	37	2.4%	Based on wages: 1.45%
01452002	52300	PK- Retirement Town Benefits Total	13,044	14,479	6,924	14,399	(80)	-0.5%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
			27,886	34,969	16,372	64,448	29,479	84.3%	
01452002	55033	PK- Chem Toilet Rental	2,260	2,300	2,110	2,300	-	0.0%	Level Funded for 2025
01452002	55058	PK- Contract Services	68,908	69,350	41,671	69,350	-	0.0%	Mulching, Fertilization and Irrigation
01452002	55106	PK- Equipment Purchase	-	1	-	1	-	0.0%	
01452002	55108	PK- Equipment Repairs	1,133	850	85	850	-	0.0%	Level Funded for 2025
01452002	55109	PK- Equipment Supplies	7,780	7,800	3,962	7,800	-	0.0%	Level Funded, Typical use is Flags, field paint, keys and locks, lumber misc.
01452002	55128	PK- Fuel	4,770	4,200	2,467	4,200	-	0.0%	Level Funded for 2025
01452002	55164	PK- Landscaping Supplies	12,664	14,500	11,609	14,500	-	0.0%	Level Funded for 2025
01452002	55239	PK- Park Maintenance	5,938	7,000	4,975	7,000	-	0.0%	Level Funded for 2025
01452002	55267	PK- Signs	670	700	700	500	(200)	-28.6%	Fewer Signs this year
01452002	55314	PK- Uniforms	662	900	250	900	-	0.0%	Level funded, Shoes, shirts, pants
01452002	55319	PK- Vehicle Maintenance	1,996	2,000	1,726	2,500	500	25.0%	We have some items on our two parks trucks that needs to be address as the parts have been on backorder.
		General Expenses Total	106,781	109,601	69,554	109,901	300	0.3%	
		Parks Total	229,370	251,581	137,101	283,927	32,346	12.9%	
		Total Parks & Recreation	618,696	688,829	352,151	773,447	84,618	12.3%	

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Other Culture & Recreation									
Other Culture & Recreation									
01452004	55036	OC- Christmas Lights	5,065	5,000	213	5,000	-	0.0%	Churchill's greenery, Unutil electric bill
01452004	55037	OC- Christmas Parade	4,500	4,500	176	4,500	-	0.0%	Parade costs including bands, Police detail, etc.
01452004	55292	OC- Summer Concerts	8,000	9,000	5,600	9,000	-	0.0%	Summer concerts in Swasey Parkway-level funded
		Other Culture & Recreation Total	17,565	18,500	5,989	18,500	-	0.0%	
Special Events									
01452005	55112	SE- Exeter Brass Band	4,158	4,000	-	4,000	-	0.0%	Payments to brass band performers
01452005	55320	SE- Veteran's Activities	4,012	4,000	3,493	4,000	-	0.0%	Memorial Day flags, Vets Day flags, Lunch
01452005	55006	SE- Fireworks	8,000	8,000	8,000	10,000	2,000	25.0%	Fireworks for AIM Festival, cost of fireworks have gone up and a need for police detail to keep residents from walking in shooting zone.
		Special Events Total	16,170	16,000	11,493	18,000	2,000	12.5%	
		Total Other Culture & Recreation	33,735	34,500	17,482	36,500	2,000	5.8%	
Public Library									
Library									
01455001	51110	LB- Sal/Wages FT	567,940	600,845	294,613	640,598	39,753	6.6%	9 FT Employees
01455001	51200	LB- Sal/Wages PT	96,257	130,000	63,864	138,000	8,000	6.2%	PT Employees
		Salaries Total	664,197	730,845	358,477	778,598	47,753	6.5%	
01455001	52100	LB- Health Insurance	94,853	114,260	57,131	103,478	(10,782)	-9.4%	
01455001	52110	LB- Dental Insurance	5,746	6,538	3,269	5,969	(569)	-8.7%	
01455001	52120	LB- Life Insurance	468	505	240	432	(73)	-14.5%	
01455001	52130	LB- LTD Insurance	1,128	959	494	960	1	0.1%	
01455001	52140	LB- Health Insurance Buyout	8,075	2,920	1,606	3,212	292	10.0%	
01455001	52200	LB- FICA	40,334	45,312	21,551	48,273	2,961	6.5%	Based on wages: 6.2%
01455001	52210	LB- Medicare	9,433	10,597	5,040	11,290	692	6.5%	Based on wages: 1.45%
01455001	52300	LB- Retirement Town	83,117	81,294	39,531	84,113	2,819	3.5%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
01455001	52500	LB- Unemployment Comp	175	176	176	176	-	0.0%	Primex estimate
01455001	52600	LB- Workers Comp Insurance	3,067	3,251	3,250	3,414	163	5.0%	Primex estimate (5% increase YOY)
01455001	55172	LB- Liability Insurance	1,431	1,531	1,531	1,639	108	7.1%	Primex estimate (7% increase YOY)
		Benefits Total	247,827	267,344	133,819	262,956	(4,388)	-1.6%	
01455001	55233	LB- Public Services	187,854	187,500	187,500	217,500	30,000	16.0%	Appropriation for general Library expenses paid directly by Library
		General Expenses Total	187,854	187,500	187,500	217,500	30,000	16.0%	
		Total Library	1,099,877	1,185,689	679,795	1,259,054	73,365	6.2%	

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Debt Service & Capital									
Debt Services									
01471121	58003	Epping Rd Water Tank	105,000	105,000	-	105,000	-	0.0%	2028 Final payment
01471121	58004	Great Dam Removal	155,000	155,000	-	-	(155,000)	-100.0%	2024 Final payment
01471121	58007	Sidewalk Program	55,000	55,000	-	54,700	(300)	-0.5%	2025 Final payment
01471121	58008	Linden St. Bridge/Culvert	70,000	65,000	-	64,700	(300)	-0.5%	2025 Final payment
01471121	58026	Lincoln Street Ph#2	97,188	97,188	-	97,188	-	0.0%	2032 Final payment
01471121	58029	Court Street Culvert	111,253	111,253	-	111,253	-	0.0%	2027 Final payment
01471121	58031	String Bridge Rehabilitation	60,000	-	-	-	-	-	2023 Final payment
01471121	58034	Rec Park Development	45,000	45,000	-	-	(45,000)	-100.0%	2024 Final payment
01471121	58035	Salem St. Utility Design & Engin	5,077	5,077	-	-	(5,077)	-100.0%	2024 Final payment
01471121	58037	Library Renovations/Addition	254,825	255,000	-	255,000	-	0.0%	2035 Final payment
01471121	58043	Salem St. Utility Improvements	56,441	56,441	-	55,451	(990)	-1.8%	2036 Final payment
01471121	58044	Recreation Center Building	111,100	111,100	-	111,100	-	0.0%	2032 Final payment
01471121	58045	Westside Drive Design & Engin	-	8,737	-	-	(8,737)	-100.0%	2029 Final payment ESTIMATE
01471121	58049	Solar Array at Cross Road	-	239,164	-	239,164	-	0.0%	2043 Final payment
01471121	58050	Intersection Imprv Program	-	72,274	-	72,274	-	0.0%	2033 Final payment
01471121	58051	Westside Drive Construction	-	55,482	-	55,482	0	0.0%	2038 Final payment (Bond only, excludes SRF)
		GF Debt Service Principal Total	1,125,884	1,436,716	-	1,221,312	(215,404)	-15.0%	
01472122	58514	Epping Rd Water Tank Interest	27,459	22,188	11,094	16,917	(5,271)	-23.8%	2028 Final payment
01472122	58515	Great Dam Removal Interest	15,810	7,905	3,953	-	(7,905)	-100.0%	2024 Final payment
01472122	58518	Sidewalk Program Interest	4,893	3,401	1,700	1,696	(1,705)	-50.1%	2025 Final payment
01472122	58519	Linden St. Bridge/Culvert	5,666	4,021	2,010	2,006	(2,015)	-50.1%	2025 Final payment
01472122	58527	Lincoln Street Ph#2	45,678	40,722	20,361	35,765	(4,957)	-12.2%	2032 Final payment
01472122	58528	Court Street Culvert	28,369	22,696	11,348	17,022	(5,674)	-25.0%	2027 Final payment
01472122	58530	String Bridge Rehabilitation	3,060	-	-	-	-	-	2023 Final payment
01472122	58534	Rec Park Development	4,590	2,295	1,148	-	(2,295)	-100.0%	2024 Final payment
01472122	58535	Salem St. Utility Design & Engin	518	259	129	-	(259)	-100.0%	2024 Final payment
01472122	58537	Library Renovations/Addition	138,351	125,355	62,678	112,350	(13,005)	-10.4%	2035 Final payment
01472122	58543	Salem St. Utility Improvements	35,811	32,933	16,466	30,054	(2,879)	-8.7%	2036 Final payment
01472122	58544	Recreation Center Building	61,698	50,995	25,497	45,329	(5,666)	-11.1%	2032 Final payment
01472122	58545	Westside Drive Design & Engin	-	874	-	-	(874)	-100.0%	2029 Final payment ESTIMATE
01472122	58549	Solar Array at Cross Road	-	238,287	121,097	222,183	(16,104)	-6.8%	2043 Final payment
01472122	58550	Intersection Imprv Program	-	37,474	19,044	33,174	(4,300)	-11.5%	2033 Final payment
01472122	58551	Westside Drive Construction	-	43,151	21,929	39,614	(3,537)	-8.2%	2038 Final payment (Bond only, excludes SRF)
		GF Debt Service Interest Total	371,702	632,556	318,454	556,110	(76,446)	-12.1%	
01472323	58501	GF- TAN Interest	-	1	-	1	-	0.0%	Reserve for Tax Anticipation Note
		TAN Interest Total	-	1	-	1	-	0.0%	
01472424	58500	GF- BAN Interest	-	-	-	171,150	171,150		Estimated Interest on BAN (Police Station with Fire Substation)
		BAN Interest Total	-	-	-	171,150	171,150		
		Debt Services Total	1,497,586	2,069,272	318,454	1,948,573	(120,699)	-5.8%	

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Miscellaneous									
01419417	55081	GG- Disaster Repairs - Insured	-	1	-	1	-	0.0%	
01419417	55224	GG- Postage	(5,156)	1	5,292	1	-	0.0%	Town-wide postage reserve
01419417	55060	GG- Cash Over/Short	7	1	(2)	1	-	0.0%	Town-wide cash over/short in-house collections
01419417	55189	GG- Misc Expense	464	1	697	1	-	0.0%	Internal audit entry
01419417	55151	GG- Fire Protection	-	100,000	50,000	100,000	-	0.0%	Fire Protection System Fee (moved from Fire Budget in 2024)
		General Expenses Total	(4,685)	100,004	55,987	100,004	-	0.0%	
Vehicle Replacement									
01419416	57005	GG- CO - Leases	203,683	248,495	203,683	164,317	(84,178)	-33.9%	See separate list
01419418	57012	GG- CO - Vehicles	-	-	-	132,000	132,000		See separate list
		Capital Outlay Total	203,683	248,495	203,683	296,317	47,822	19.2%	
Cemeteries									
01419500	57000	GG-CO-Cemeteries	-	1	-	1	-	0.0%	
			-	1	-	1	-	0.0%	
Capital Outlay-Other									
01419900	55361	GG- CO- Land Acquisition/Purchase	-	1	-	1	-	0.0%	
01419900	57006	GG- CO- Equipment	7,509	6,486	3,672	13,015	6,529	100.7%	Vehicle Data Gathering (AA Tracking) - includes 3% escalator and an increase in the number of DPW vehicles tracked.
01419900	57014	GG-CO-Exeter Sportsman Club	-	1	-	1	-	0.0%	
		Capital Outlay Total	7,509	6,488	3,672	13,017	6,529	100.6%	
		General Government Total	206,507	354,988	263,343	409,339	54,351	15.3%	
		Total Debt Service & Capital	1,704,093	2,424,260	581,796	2,357,912	(66,348)	-2.7%	
Benefits & Taxes									
Payroll Taxes & Benefits									
		GG- Health Insurance Reserve	-	-	-	272,572	272,572		10% increase YOY General Fund, Water Fund, Sewer Fund
		GG- Dental Insurance Reserve	-	-	-	4,167	4,167		2% increase YOY General Fund, Water Fund, Sewer Fund
		GG- Life Insurance Reserve	-	-	-	213	213		2% increase YOY General Fund, Water Fund, Sewer Fund
		GG- LTD Insurance Reserve	-	-	-	238	238		2% increase YOY General Fund, Water Fund, Sewer Fund
01415535	52140	GG- Insurance Buyout	154,402	177,360	82,812	171,258	(6,102)	-3.4%	Health Insurance Buyout
01415535	52200	GG- FICA	4,786	10,996	2,517	10,618	(378)	-3.4%	Based on buyout: 6.2%
01415535	52210	GG- Medicare	2,265	2,572	1,225	2,483	(88)	-3.4%	Based on buyout: 1.45%
01415536	52150	GG-Retirement/ Sick Leave Buyout	81,278	1	42,949	1	-	0.0%	Use funds in Sick Leave CRF
01415536	52200	GG-FICA	3,388	1	-	1	-	0.0%	Retirement/ Sick Leave Buyout
01415536	52210	GG- Medicare	1,179	1	623	1	-	0.0%	Retirement/ Sick Leave Buyout
01415531	55125	GG- Flexible Spending Fees	553	1,221	237	792	(429)	-35.1%	Fees for employees FSA account
01415531	55098	GG- Employee Wellness	-	5,000	-	-	(5,000)	-100.0%	Employee wellness needs beyond those provided by the Town's health insurance carrier. Hold until program is further developed
01415531	55371	GG- Wage Reclassifications	-	-	-	20,000	20,000		Wage adjustments/classifications during the year
		Payroll Taxes & Benefits Total	247,849	197,152	130,362	482,344	285,192	144.7%	
Unemployment									
01415533	52500	GG- Unemployment Comp	2,320	2,341	2,341	2,364	23	1.0%	Primex estimate (1% increase YOY)
		Unemployment Total	2,320	2,341	2,341	2,364	23	1.0%	

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Worker's Compensation									
01415537	52600	GG- Workers Comp Insurance	232,159	246,089	246,089	258,394	12,305	5.0%	Primex estimate (5% increase YOY)
		Worker's Compensation Total	232,159	246,089	246,089	258,394	12,305	5.0%	
Insurance									
01419614	55124	GG- Fleet Insurance	8,825	9,443	9,443	10,104	661	7.0%	Primex estimate (7% increase YOY)
01419614	55157	GG- Insurance Deductible	1,000	3,000	-	3,000	-	0.0%	Town has \$1K deductible per occurrence
01419614	55158	GG- Ins Reimbursed Repairs	20,961	1	12,512	1	-	0.0%	
01419614	55172	GG- Liability Insurance	146,538	70,408	70,408	75,336	4,928	7.0%	Primex estimate (7% increase YOY)
		Insurance Total	177,323	82,852	92,363	88,441	5,589	6.7%	
		Total Benefits & Taxes	659,651	528,434	471,155	831,543	303,109	57.4%	
		Total General Fund	20,531,985	22,860,862	10,020,779	23,887,679	1,026,817	4.49%	

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Warrant Articles/Other									
01500000	59090	Parks & Rec CRF		75,000		100,000			CIP pg.6 - Continued investment in capital reserve fund established in 2019
01500000	59017	Sick Leave Expendable Trust Fund		100,000		100,000			Sick Leave Capital Reserve - (GF Fund Balance)
01500000	59049	Snow/Ice Deficit Fund		50,000		75,000			Snow/Ice Deficit Non-Capital CRF - (GF Fund Balance)
01500000		ADA Improvements CRF		50,000		25,000			CIP pg.7 - Continued investment in ADA improvements in Town
01500000		Front/Pine Linden Street Drainage		-		100,000			CIP pg.16 - Replacement of drainage infrastructure (from prior bond proceeds)
01500000		Transfer Station Improvements		-		100,000			CIP pg.4 - General improvements to site flow
01500000		Dump Truck #33 - Replacement		-		40,000			CIP pg.64 - Proposed as lease/purchase - \$160K with first yr. pmt. of \$40K
01500000		Sidewalk Tractor #58 - Replacement		-		56,250			CIP pg.68 - Proposed as lease/purchase - \$225K with first yr. pmt. of \$56,250
01500000		P&R ADA Accessible Van - New		-		15,000			CIP pg.62 - Proposed as lease/purchase - 1/2 cost split with Rec. Rev. Fund - \$120K with first yr. pmt. of \$15,000 (\$30K total)
01500000		Fire Utility 1 Truck - Replacement		-		71,355			CIP pg.52 - (GF Fund Balance)
01500000		Public EV Charging Facility		-		120,000			CIP pg.8 - (GF Fund Balance)
01500000		Styrofoam Recycling Unit		-		80,000			CIP pg.10 - (GF Fund Balance)
01500000		Raynes Barn Improvements		-		12,815			Fire detection system for Raynes Barn (GF Fund Balance)
01500000		Sportsman's Club Clean-up		-		45,000			To address issues raised by NHDES
01500000		SQC Celebration CRF		-		5,000			To prepare for the sesquicentennial celebration
01500000		Succession Plan CRF		-		25,000			To fund the transition to new staff that replace retiring, long-term employees
01500000	59013	Exeter Police Association Agreement		-		TBD			Exeter Police Association CBA
01500000	59011	Exeter Professional Firefighters' Assoc.		-		TBD			Exeter Professional Firefighters' Association CBA
01500000	59045	SEIU 1984 Collective Bargaining		-		TBD			SEIU 1984 CBA
		Planet Playground Renovation		297,500		-			Prior Year CIP Item
		Sidewalk Replacement Fund		50,000		-			Prior Year CIP Item
		Water Street Reconstruction - Planning		100,000		-			Prior Year CIP Item
		Total Warrant Articles		722,500		970,420			
Borrowing/ Other									
		Pickpocket Dam Removal		-		2,100,000			CIP pg.22
		Linden St. Bridge Supplemental Funding		-		1,257,900			CIP pg.21
		Fuel Island Replacement at DPW		-		575,000			CIP pg.2
		Street Sweeper - Great Bay Nitrogen Prg.		-		395,000			CIP pg.18
		School Street Area Reconstruction		2,213,400		-			Prior Year CIP Item
		Police Complex with Fire Substation		17,522,500		-			Prior Year CIP Item
		Total Borrowing/Other		19,735,900		4,327,900	(15,408,000)	-78.1%	
		Total GF Warrant Articles/Other		20,458,400		5,298,320	(15,160,080)	-74.1%	
		Total General Fund Budget & Warrant Articles	20,531,985	43,319,262	10,020,779	29,185,999	(14,133,263)	-32.6%	

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WATER FUND									
Administration									
02433021	51110	WA- Sal/Wages FT	228,172	293,347	105,442	325,121	31,774	10.8%	2 FT W/S Mgr & Asst Mgr Split 50/50, and GF allocations
02433021	51200	WA- Sal/Wages PT	-	3,043	-	3,456	413	13.6%	GF allocation
02433021	51210	WA- Sal/wages Temp	3,417	3,500	-	3,500	-	0.0%	PT Seasonal Employee 50/50 W&S Split
		Salaries Total	231,589	299,890	105,442	332,077	32,187	10.7%	
02433021	52100	WA- Health Insurance	49,919	67,336	17,826	67,422	86	0.1%	Allocations from GF
02433021	52110	WA- Dental Insurance	4,150	5,568	1,690	5,483	(85)	-1.5%	Allocations from GF
02433021	52120	WA- Life Insurance	257	265	83	302	37	14.0%	Allocations from GF
02433021	52130	WA- LTD Insurance	589	540	270	602	62	11.5%	Allocations from GF
02433021	52140	WA - Health Insurance Buyout	641	2,377	1,188	2,377	-	0.0%	Allocations from GF
02433021	52200	WA- FICA	14,160	18,593	6,477	20,589	1,996	10.7%	Based on wages: 6.2%
02433021	52210	WA- Medicare	3,311	4,348	1,505	4,815	467	10.7%	Based on wages: 1.45%
02433021	52300	WA- Retirement Town	32,039	39,690	14,165	42,678	2,988	7.5%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
02433021	52600	WA- Workers Comp Insurance	5,144	5,453	5,453	5,725	272	5.0%	Primex estimate (5% increase YOY)
		Benefits Total	110,211	144,170	48,658	149,993	5,823	4.0%	
02433021	55293	WA- Supplies	2,842	4,500	1,088	4,500	-	0.0%	20% of general office supplies, copy costs, batteries; 50% of meter records maintenance; 50% Supplies/maint. multi-function plotter
02433021	55055	WA- Consulting Services	3,407	10,000	4,791	10,000	-	0.0%	Lead service line continued work (Federal requirement). Water System Hydraulic Model updates.
02433021	55124	WA- Fleet Insurance	414	443	443	474	31	7.0%	Primex estimate (7% increase YOY)
02433021	55228	WA- Property Insurance	56,482	60,435	60,435	64,665	4,230	7.0%	Primex estimate (7% increase YOY)
02433021	55157	WA- Insurance Deductible	1,000	1	-	1	-	0.0%	Line item for insurance deductible
02433021	55158	WA- Insurance Reimbursed Repairs	12,424	1	-	1	-	0.0%	Damage repairs on insurance claims
02433021	55170	WA- Legal Expense	-	1	-	1	-	0.0%	Legal expenses wellhead negotiations, administrative orders
02433021	55190	WA- Mobile Communications	144	800	184	800	-	0.0%	20% Director, Town Engineer, Asst Engineer cellphones, 50% W/S Manager
02433021	55002	WA- Advertising	-	250	-	250	-	0.0%	Bid packages, Requests for Proposals
02433021	55227	WA- Printing	2,843	3,000	3,000	3,000	-	0.0%	Annual Consumer Confidence Rpt (CCR) & postage
02433021	55171	WA- Legal/Public Notices	-	3,000	-	3,000	-	0.0%	Notice of main flushing, Public Hearings, violations, lead service inventory inquiries
02433021	55050	WA- Conf Rooms/Meals	783	3,500	-	2,880	(620)	-17.7%	Annual national conference Dir, Eng 20%, WS Mgr & Asst. Mgr 50%
02433021	55091	WA- Education/Training	4,881	5,000	2,940	5,000	-	0.0%	Treatment, Distribution & Backflow required CEUs & dues
02433021	55098	WA- Employee Wellness	-	2,500	-	-	(2,500)	-100.0%	Employee wellness needs beyond those provided by the Town's health insurance carrier. Hold until program is further developed
		General Expenses Total	85,219	93,431	72,880	94,572	1,141	1.2%	
		Administration Total	427,020	537,491	226,979	576,642	39,151	7.3%	

**Town of Exeter
2025 Water Fund Budget: Preliminary**

Prepared: September 19, 2024

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Org	Object Description	2023 Actual	2024 Budget	2024 Actual: June	2025 Preliminary Budget	2025 Prelim Budget vs. 2024 Budget \$ Increase/-(Decrease)	2025 Prelim Budget vs. 2024 Budget % Difference	Explanation
Billing								
02433124	51110 WB- Sal/Wages FT	80,186	89,762	44,781	96,142	6,380	7.1%	1 FT Utilities Clerk (50/50 split W&S) & GF Allocations
02433124	51200 WB- Sal/Wages PT	4,539	13,819	2,395	14,519	700	5.1%	1 PT Utilities Clerk 24 hrs/wk (50/50 split W&S)
02433124	51300 WB- Sal/Wages OT	-	75	38	25	(50)	-66.7%	Allocations from GF
	Salaries Total	84,725	103,656	47,214	110,686	7,030	6.8%	
02433124	52100 WB- Health Insurance	28,438	28,031	14,015	28,012	(19)	-0.1%	Allocations from GF
02433124	52110 WB- Dental Insurance	1,919	1,869	934	1,869	-	0.0%	Allocations from GF
02433124	52120 WB- Life Insurance	108	92	46	96	4	4.3%	Allocations from GF
02433124	52130 WB - LTD Insurance	119	113	56	110	(3)	-2.7%	Allocations from GF
02433124	52200 WB- FICA	5,115	6,427	2,849	6,863	436	6.8%	Based on wages: 6.2%
02433124	52210 WB- Medicare	1,196	1,503	666	1,605	102	6.8%	Based on wages: 1.45%
02433124	52300 WB- Retirement Town	11,049	12,155	6,064	12,632	477	3.9%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
02433124	52600 WB- Workers Comp Insurance	1,199	1,271	1,271	1,334	63	5.0%	Primex estimate (5% increase YOY)
	Benefits Total	49,144	51,461	25,903	52,521	1,060	2.1%	
02433124	55200 WB- Supplies	2,844	3,250	1,032	3,000	(250)	-7.7%	Water bill processing, ink cartridges, paper, letterhead, pens, etc - based on historical
02433124	55224 WB- Postage	5,701	6,325	5,026	6,325	-	0.0%	Certified shut-off notices - based on review of historical spend
02433124	55055 WB- Consulting Services	-	1,650	1,650	215	(1,435)	-87.0%	Allocation of actuarial costs for GASB compliance. Split 50/25/25 GF/W/S (only need statement disclosure in 2025) Annual and Single Audits Fees - Year 2 of 3-Year fee schedule. Allocated 50/25/25% between GF, Water & Sewer - Total \$54K
02433124	55014 WB- Audit Fees	6,250	14,500	8,555	13,500	(1,000)	-6.9%	
02433124	55213 WB- Phone Utilization	5,319	6,875	2,976	5,400	(1,475)	-21.5%	12.5% allocation of IT cost
02433124	55159 WB- Internet Services	729	4,646	968	5,613	967	20.8%	12.5% allocation of IT internet services (website)
02433124	55383 WB- Email Filtering/Archiving	1,113	1,238	-	263	(975)	-78.8%	12.5% allocation of IT cost
02433124	55270 WB- Software Agreement	16,954	17,893	13,553	18,080	187	1.0%	1/2 Munilink UB Software Maintenance (3% incr for 8 mo.) & Munis Allocation @ 5% increase (projected)
02433124	55308 WB- Travel Reimbursement	-	250	-	-	(250)	-100.0%	Previously was for munis PACE training travel
	General Expenses Total	38,909	56,627	33,760	52,396	(4,231)	-7.5%	
	Water Billing Total	172,778	211,744	106,877	215,603	3,859	1.8%	

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Distribution									
02433222	51110	WD- Sal/Wages FT	157,370	236,716	80,547	238,607	1,891	0.8%	8 FT split 50/50 Water Distribution/Sewer Collection
02433222	51300	WD- Sal/Wages OT	18,649	21,000	8,830	21,000	-	0.0%	Avg's OT rate = \$35/hr, 600 hours; for WD/SC/WWTP/PS (calls from dispatch or SCADA alarms)
02433222	51310	WD- Sal/Wages Stand-By	844	7,280	1,820	5,460	(1,820)	-25.0%	Pay for after hours on-call status, 1 employee at \$210/week split 50/50 WD/SC
02433222	51400	WD- Longevity Pay	181	2,150	-	2,200	50	2.3%	4 FT per union contract, split 50/50 WD/SC
02433222	51121	WD-Sal/Wages Education/Training	-	1,125	-	1,125	-	0.0%	
		Salaries Total	177,045	268,271	91,197	268,392	121	0.0%	
02433222	52100	WD- Health Insurance	34,326	74,334	15,816	74,334	-	0.0%	
02433222	52110	WD- Dental Insurance	2,024	4,936	834	4,936	-	0.0%	
02433222	52120	WD- Life Insurance	128	184	62	192	9	4.6%	
02433222	52140	WD - Health Insurance Buyout	6,655	1,606	803	1,606	0	0.0%	
02433222	52200	WD- FICA	11,030	16,633	5,529	16,640	8	0.0%	Based on wages: 6.2%
02433222	52210	WD- Medicare	2,579	3,890	1,293	3,892	2	0.0%	Based on wages: 1.45%
02433222	52300	WD- Retirement Town	25,291	36,297	12,339	35,254	(1,043)	-2.9%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
02433222	52600	WD- Workers Comp Insurance	9,561	10,135	10,135	10,641	506	5.0%	Primex estimate (5% increase YOY)
		Benefits Total	91,594	148,014	46,810	147,495	(519)	-0.4%	
02433222	55022	WD- Building Maintenance	5,845	7,000	7,167	10,250	3,250	46.4%	9 water pumping stations/wells; PW campus analysis
02433222	55105	WD- Equipment Maintenance	5,478	5,000	361	5,500	500	10.0%	Pumps, generators, misc equipment
02433222	55252	WD- Road Repairs	8,789	25,000	2,645	25,000	-	0.0%	Trench patch, materials, crushing; replacing deteriorating service saddles
02433222	55319	WD- Vehicle Maintenance	9,943	10,000	6,999	10,000	-	0.0%	15 vehicles/equipment, 4 trailers split 50/50 WD/SC
02433222	55296	WD- System Maintenance	53,476	60,000	20,048	60,000	-	0.0%	5 Hydrant assemblies, risers, service saddles, curbstops, pipe, valve boxes, other parts; 100 hydrant maintenance @ \$220 (\$22K); 100 valves turning @ \$100/valve (\$10K)
02433222	55059	WD- Tank Maintenance	115,072	102,089	51,854	105,329	3,240	3.2%	Tank maintenance & rehab programs - 1 MG Hampton Rd \$37,300/yr; 1.5 MG Epping Rd Tower \$68,029/yr
02433222	55173	WD- Licenses	839	800	15	800	-	0.0%	Distribution licenses exams/renewals \$50/ea
02433222	55190	WD- Mobile Communication	1,390	1,600	542	1,600	-	0.0%	4 MiFi's (50%); tablet
02433222	55545	WD- Fire Alarm Communication	4,180	3,500	875	2,100	(1,400)	-40.0%	Pump station fire alarms for Gilman, Lary, & Stadium - \$175/qr ea.
02433222	55134	WD- General Hand Tools	932	1,800	191	1,800	-	0.0%	Contract w/Fleet Screen & Convenient MD; USDOT required Drills, bits, taps, dies, ratchet wrenches
02433222	55003	WD- Drug/Alcohol Testing	245	900	80	500	(400)	-44.4%	random testing for all CDL holders & screening new hires
02433222	55257	WD- Safety Equipment	1,344	4,000	388	4,000	-	0.0%	Contract w/Fleet Screen & Convenient MD; USDOT required
02433222	55314	WD- Uniforms	2,363	2,400	640	2,400	-	0.0%	random testing for all CDL holders & screening new hires
02433222	55136	WD- GIS Software	25,635	25,000	17,992	12,000	(13,000)	-52.0%	PPE incl hardhats, gloves, Tyvek suits, respirators
02433222	55188	WD- Metering & Back Flow	162,490	163,000	51,411	163,000	-	0.0%	Per union contract, 8 split 50/50 WD/SC
02433222	55235	WD- Pump Station & Towers	5,303	24,450	6,544	24,450	-	0.0%	Neptune handheld and software agreement with TI-Sales \$6,000 (50% W/S); PeopleGIS asset management modules \$5,000, Upgrades & Support \$4,000
02433222	55194	WD- Natural Gas	9,284	12,000	6,993	11,000	(1,000)	-8.3%	Rebuild/replace meters to AWWA accuracy specifications, 400 meters >10 yrs old \$140k; brass meter parts \$15k; testing, repair & replace backflow devices \$8k, brass fittings
									Pumps, I/O cards, check valve rebuilds, fuses/breakers
									Heating/generator fuel; new generators at new well buildings

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02433222	55092 WD- Electricity	77,139	75,000	40,088	75,000	-	0.0%	Water Pumping Stations and towers; 3 wells	
02433222	55128 WD- Fuel	12,677	14,200	6,587	14,200	-	0.0%	Vehicles & equipment fuel	
	General Expenses Total	502,423	537,739	221,418	528,929	(8,810)	-1.6%		
	Water Distribution Total	771,061	954,024	359,425	944,816	(9,208)	-1.0%		

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Treatment									
02433523	51110	WT- Sal/Wages FT	267,541	306,231	136,841	337,310	31,079	10.1%	5 FT (First FY of Treatment Operator)
02433523	51300	WT- Sal/Wages OT	55,734	19,075	28,218	45,000	25,925	135.9%	
02433523	51310	WT- Sal/Wages Stand-By	7,280	14,560	3,640	10,920	(3,640)	-25.0%	Pay for after hours on-call status, 1 employee at \$210/week
02433523	51400	WT- Longevity Pay	1,800	1,900	-	2,000	100	5.3%	2 FT per union contract
02433523	51121	WT-Sal/Wages Education/Training	1,500	1,500	-	1,500	-	0.0%	
		Salaries Total	333,855	343,266	168,699	396,730	53,464	15.6%	
02433523	52100	WT- Health Insurance	92,722	113,671	49,718	127,827	14,156	12.5%	
02433523	52110	WT- Dental Insurance	5,989	7,171	3,088	8,166	995	13.9%	
02433523	52120	WT- Life Insurance	245	207	96	240	33	15.9%	
02433523	52200	WT- FICA	20,261	21,282	10,159	24,597	3,315	15.6%	Based on wages: 6.2%
02433523	52210	WT- Medicare	4,738	4,977	2,376	5,753	775	15.6%	Based on wages: 1.45%
02433523	52300	WT- Retirement Town	46,012	46,444	22,825	52,108	5,664	12.2%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
02433523	52600	WT- Workers Comp Insurance	9,559	10,132	10,132	10,639	507	5.0%	Primex estimate (5% increase YOY)
		Benefits Total	179,527	203,885	98,395	229,330	25,445	12.5%	
02433523	55022	WT- Building Maintenance	10,952	12,000	7,243	15,000	3,000	25.0%	3 buildings @ SWTP & GWTP
02433523	55368	WT- Basin/Lagoon Cleaning	-	5,000	-	5,000	-	0.0%	SWTP clearwell cleaning, GWTP basin cleanings
02433523	55105	WT- Equipment Maintenance	45,913	45,000	12,819	45,000	-	0.0%	Equipment repair & replacement: flow meter; valves; pumps; motors; blowers; chemical feed systems; valves; process instrumentation & analyzers
02433523	55294	WT- Supplies Lab Equip	30,646	30,000	19,632	30,000	-	0.0%	Laboratory & field equipment reagents; instrumentation calibration & verification
02433523	55055	WT- Consulting	2,500	30,000	-	30,000	-	0.0%	Process-related engineering services (ex: nitrification); Part-Time Water Treatment Supervisor
02433523	55270	WT- Software Equip/Contracted Srv	6,153	10,000	-	10,000	-	0.0%	VT SCADA/Telemetry, Hydraulic Model H2O Map On-Call Support Services
02433523	55173	WT- Licenses	400	1,000	-	1,000	-	0.0%	Required training for licensing; professional development; master electrician 15 hr training
02433523	55190	WT- Mobile Communication	1,093	2,600	463	2,600	-	0.0%	WTP Ops. Supr. & On-call cellphones, 1 WTP lpad for SCADA
02433523	55545	WT- Fire Alarm Communication	-	1,500	-	1,400	(100)	-6.7%	SWTP/GWTP fire alarms - \$175/qtr ea.
02433523	55257	WT- Safety Equipment	1,130	1,500	201	1,500	-	0.0%	Boots, gloves, hard hats, eye & hearing protection
02433523	55314	WT- Uniforms	2,223	2,600	811	2,600	-	0.0%	Per union contract, 4 Operators
02433523	55271	WT- Software Services	8,457	11,000	5,189	11,000	-	0.0%	VT SCADA, Mission SCADA, XL Reporter annual software maintenance agreements
02433523	55072	WT- Dam Registrations	1,500	3,000	-	3,000	-	0.0%	Annual NHDES Dam registration fees: Reservoir & Pickpocket (high hazard) - \$1500 ea
02433523	55229	WT-Property Taxes	466	400	308	750	350	87.5%	Skinner Springs in Stratham, CDX easement for Summer St, Pickpocket Dam in Brentwood now tax exempt
02433523	55161	WT- Lab testing	19,632	40,000	6,661	40,000	-	0.0%	SDWA Compliance & Water Quality Analysis: bacteria, organic carbon, volatile & synthetic, quarterly PFOA/PFAS \$4,500/qtr, 30 Lead & Copper samples, chloramines
02433523	55034	WT- Chemicals	154,726	170,000	92,659	200,860	30,860	18.2%	Water treatment chemicals: ammonium sulfate, sodium hypochlorite, ferric chloride, polyaluminum chloride, sodium hydroxide, carbon, sodium bi-carbonate, potassium permanganate, polyphosphohate

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02433523	55194	WT- Natural Gas	18,955	27,500	13,274	25,000	(2,500)	-9.1%	Heating/generator fuel
02433523	55092	WT- Electricity	78,491	80,000	42,923	80,000	-	0.0%	Pumps, lights, etc.
02433523	55128	WT- Fuel	1,714	3,000	1,168	3,000	-	0.0%	Water Treatment vehicles
02433523	55211	WT- Phone Lease Alarms	4,232	5,500	2,737	6,500	1,000	18.2%	Alarm Lines: AT&T(SMS Text) \$1500/YR, Comcast \$3200/YR,
		General Expenses Total	389,183	481,600	206,089	514,210	32,610	6.8%	Consolidated \$1800/YR
		Water Treatment Total	902,565	1,028,751	473,183	1,140,270	111,519	10.8%	

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Debt Service								
02471125	58024 Water Tank SRF	222,514	229,972	-	237,681	7,709	3.4%	2028 Final payment
02471125	58010 Water Line- Main & Lincoln Sts	120,000	120,000	-	-	(120,000)	-100.0%	2024 Final payment
02471125	58012 Portsmouth Ave Waterline	15,268	-	-	-	-	-	2023 Final payment
02471125	58023 Lary Lane GWTP SRF	237,479	242,133	242,133	246,879	4,746	2.0%	2036 Final payment
02471125	58027 Lincoln Street Phase #2	9,593	9,593	-	9,593	-	0.0%	2032 Final payment
02471125	58028 Court Street Culvert	3,747	3,747	-	3,747	-	0.0%	2027 Final payment
02471125	58032 Washington Street	55,000	55,000	-	55,000	-	0.0%	2028 Final payment
02471125	58035 Salem St. Utility Design & Engin	25,385	25,385	-	-	(25,385)	-100.0%	2024 Final payment
02471125	58036 Surface Water Plant TTHM Treatment	88,241	88,241	88,241	88,241	-	0.0%	2034 Final payment
02471125	58038 Groundwater Sources	105,000	105,000	-	105,000	-	0.0%	2025 Final payment
02471125	58042 Salem St. Utility Improvements	139,706	139,706	-	137,255	(2,451)	-1.8%	2036 Final payment
02471125	58047 Groundwater Exploration	88,900	88,900	-	88,900	-	0.0%	2036 Final payment
02471125	58048 Westside Drive Design & Engin	-	24,197	-	-	(24,197)	-100.0%	2029 Final payment ESTIMATE
02471125	58052 Groundwater Source Development	-	95,069	-	95,069	-	0.0%	2028 Final payment
02471125	58051 Westside Drive Construction	-	63,063	-	63,063	0	0.0%	2038 Final payment (Bond only, excludes SRF)
	Water Debt Service Principal Total	1,110,832	1,290,006	330,375	1,130,428	(159,578)	-12.4%	
02472126	58524 Water Tank SRF	48,233	40,774	-	33,065	(7,709)	-18.9%	2028 Final payment
02472126	58502 Water Line- Main & Lincoln Sts	12,240	6,120	3,060	-	(6,120)	-100.0%	2024 Final payment
02472126	58504 Portsmouth Ave Waterline	817	-	-	-	-	-	2023 Final payment
02472126	58522 Lary Lane GWTP SRF	74,153	69,499	69,499	64,753	(4,746)	-6.8%	2036 Final payment
02472126	58525 Lincoln Street Phase #2	4,509	4,020	2,010	3,530	(490)	-12.2%	2032 Final payment
02472126	58529 Court Street Culvert	956	764	382	573	(191)	-25.0%	2027 Final payment
02472126	58531 Washington Street	16,065	13,260	6,630	10,455	(2,805)	-21.2%	2028 Final payment
02472126	58535 Salem St. Utility Design & Engin	2,589	1,295	647	-	(1,295)	-100.0%	2024 Final payment
02472126	58536 Surface Water Plant TTHM Treatment	6,578	5,639	5,639	4,699	(940)	-16.7%	2034 Final payment
02472126	58538 Groundwater Sources	16,065	10,710	5,355	5,355	(5,355)	-50.0%	2025 Final payment
02472126	58542 Salem St. Utility Improvements	88,642	81,517	40,759	74,392	(7,125)	-8.7%	2036 Final payment
02472126	58547 Groundwater Exploration	49,358	40,795	20,397	36,261	(4,534)	-11.1%	2036 Final payment
02472126	58548 Westside Drive Design & Engin	-	2,420	-	-	(2,420)	-100.0%	2029 Final payment ESTIMATE
02472126	58552 Groundwater Source Development	-	24,647	12,525	19,394	(5,253)	-21.3%	2028 Final payment
02472126	58551 Westside Drive Construction	-	49,047	24,926	45,027	(4,020)	-8.2%	2038 Final payment (Bond only, excludes SRF)
	Water Debt Service Interest Total	320,206	350,507	191,829	297,504	(53,003)	-15.1%	
	Debt Service Total	1,431,038	1,640,513	522,203	1,427,932	(212,581)	-13.0%	

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Capital Outlay									
02490027	55318	CO- Capital Outlay - Leases	15,329	-	-	-	-		See separate lease schedule
02490027	57006	CO- Capital Outlay - Equipment	-	22,500	-	1,935	(20,565)	-91.4%	Allocation of Vehicle Data Gathering (AA Tracking) system
02490027	57009	CO- Capital Outlay - Vehicle	-	26,750	-	-	(26,750)	-100.0%	See separate lease schedule
02490027	55361	CO- Capital Outlay - Land Acquisition/Purchase	-	-	-	-	-		
02490027	57015	CO- Water System Capital	461,260	541,000	-	210,000	(331,000)	-61.2%	SWTP Filter/Clarifier Maintenance \$29,463 (YR3 of contract); Gilman Well Rehabilitation \$60,000; Cross Road Water Storage Tank Cleaning \$40,000, * GWTP Filter Media Replenishment \$30,000; Epping Road Storage Tank Mixer Replacement \$50,000
02490027	57016	WF- Capital Outlay - WTP	-	-	5,000	-	-		
		Capital Outlay Total	476,589	590,250	5,000	211,935	(378,315)	-64.1%	
Water Appropriations from Reserves									
02490100	55010	WF- Approp frm Res Rate Study	20,000	-	-	-	-		
		Approp. from Reserves Total	20,000	-	-	-	-		
		Water Fund Total	4,201,051	4,962,773	1,693,667	4,517,198	(445,576)	-9.0%	

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WF -Warrant Articles/Borrowing									
02500000		Groundwater Source Development		-		6,800,000			CIP pg.35
		SEIU 1984 Collective Bargaining		-		TBD			SEIU 1984 CBA
		School Street Area Reconstruction		1,692,800		-			Prior Year CIP Item
		Surface Water Treatment Plant - Design		500,000		-			Prior Year CIP Item
		Total Warrant Articles/Borrowing		2,192,800		6,800,000	4,607,200	210.1%	
		Total Water Fund with WAR	4,201,051	7,155,573	1,693,667	11,317,198	4,161,624	58.2%	

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SEWER FUND									
Administration									
03432031	51110	SA- Sal/Wages FT	227,832	293,347	105,442	325,121	31,774	10.8%	2 FT W/S Mgr & Asst Mgr Split 50/50, and GF allocations
03432031	51200	SA- Sal/Wages PT	-	3,043	-	3,456	413	13.6%	GF allocation (HR Assistant move to FT)
03432031	51210	SA- Sal/Wages Temp	3,417	3,500	-	3,500	-	0.0%	PT Seasonal Employee 50/50 W&S Split
		Salaries Total	231,249	299,890	105,442	332,077	32,187	10.7%	
03432031	52100	SA- Health Insurance	49,442	67,336	17,826	67,422	86	0.1%	Allocations from GF
03432031	52110	SA- Dental Insurance	4,150	5,568	1,690	5,483	(85)	-1.5%	Allocations from GF
03432031	52120	SA- Life Insurance	253	265	83	302	37	14.0%	Allocations from GF
03432031	52130	SA- LTD Insurance	589	540	270	602	62	11.5%	Allocations from GF
03432031	52140	SA- Health Insurance Buyout	641	2,377	1,188	2,377	-	0.0%	Allocations from GF
03432031	52200	SA- FICA	14,146	18,593	6,477	20,589	1,996	10.7%	Based on wages: 6.2%
03432031	52210	SA- Medicare	3,308	4,348	1,505	4,815	467	10.7%	Based on wages: 1.45%
03432031	52300	SA- Retirement Town	31,993	39,690	14,165	42,678	2,988	7.5%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
03432031	52600	SA- Workers Comp Insurance	5,144	5,453	5,453	5,725	272	5.0%	Primex estimate (5% increase YOY)
		Benefits Total	109,666	144,170	48,658	149,993	5,823	4.0%	
									20% of general office supplies, copy costs, batteries; 50% of meter records maintenance; 50% supplies/maint. multi-function
03432031	55293	SA- Supplies	3,004	4,500	915	4,500	-	0.0%	plotter
03432031	55224	SA- Postage	2,331	2,000	1,452	2,200	200	10.0%	Postage allocation, IPP notices and MOR reports
03432031	55055	SA- Consulting Services	12,700	5,000	-	5,000	-	0.0%	Process-related engineering services
03432031	55124	SA- Fleet Insurance	818	876	876	937	61	7.0%	Primex estimate (7% increase YOY)
03432031	55228	SA- Property Insurance	85,065	91,018	91,017	97,389	6,371	7.0%	Primex estimate (7% increase YOY)
03432031	55158	SA-Insurance Reimbursed Repairs	1,548	1	-	1	-	0.0%	Damage repairs on insurance claims
03432031	55170	SA- Legal Expense	5,216	7,500	-	7,500	-	0.0%	Legal expenses related to EPA permit issues
03432031	55190	SA- Mobile Communications	144	800	184	800	-	0.0%	20% Director, Town Engineer, Asst Engineer cellphones, 50% W/S Manager
03432031	55002	SA- Advertising	591	500	-	500	-	0.0%	Bid packages, requests for proposals
									Annual national conference Dir, Eng 20%, WS Mgr & Asst. Mgr
03432031	55050	SA- Conf Rooms/Meals	583	3,500	-	2,880	(620)	-17.7%	50%
03432031	55091	SA- Education/Training	1,769	4,500	2,780	4,500	-	0.0%	Wastewater treatment and collections training
									Employee wellness needs beyond those provided by the Town's
03432031	55098	SA- Employee Wellness	-	2,500	-	-	(2,500)	-100.0%	health insurance carrier. Hold until program is further developed
		General Expenses Total	113,768	122,695	97,223	126,207	3,512	2.9%	
		Administration Total	454,683	566,755	251,323	608,277	41,522	7.3%	

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Billing								
03432134	51110 SB- Sal/Wages FT	79,908	89,762	44,488	96,142	6,380	7.1%	1 FT Utilities Clerk (50/50 split W&S) & GF Allocations
03432134	51200 SB- Sal/Wages PT	3,793	13,819	1,963	14,519	700	5.1%	1 PT Utilities Clerk 24 hrs/wk (from 16 hrs/wk PRYR) (50/50 split W&S)
03432134	51300 SB- Sal/Wages OT	-	75	38	25	(50)	-66.7%	Allocations from GF
	Salaries Total	83,701	103,656	46,489	110,686	7,030	6.8%	
03432134	52100 SB- Health Insurance	28,329	28,031	14,016	28,012	(19)	-0.1%	Allocations from GF
03432134	52110 SB- Dental Insurance	1,904	1,869	934	1,869	-	0.0%	Allocations from GF
03432134	52120 SB- Life Insurance	108	92	46	96	4	4.3%	Allocations from GF
03432134	52130 SB - LTD Insurance	119	113	56	110	(3)	-2.7%	Allocations from GF
03432134	52200 SB- FICA	5,053	6,427	2,804	6,863	436	6.8%	Based on wages: 6.2%
03432134	52210 SB- Medicare	1,182	1,503	656	1,605	102	6.8%	Based on wages: 1.45%
03432134	52300 SB- Retirement Town	11,011	12,155	6,024	12,632	477	3.9%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
03432134	52600 SB- Workers Comp Insurance	1,199	1,271	1,271	1,334	63	5.0%	Primex estimate (5% increase YOY)
	Benefits Total	48,905	51,461	25,808	52,521	1,060	2.1%	
03432134	55200 SB- Supplies	2,773	3,250	965	3,000	(250)	-7.7%	Water bill processing, ink cartridges, paper, letterhead, pens, etc - based on historical
03432134	55224 SB- Postage	2,000	2,750	2,000	2,750	-	0.0%	Postage for sewer bills - based on review of historical spend.
03432134	55055 SB- Consulting Services	270	1,650	1,650	215	(1,435)	-87.0%	Allocation of actuarial costs for GASB compliance. Split 50/25/25 GF/W/S (only need statement disclosure in 2025)
03432134	55014 SB- Audit Fees	6,250	14,500	8,555	13,500	(1,000)	-6.9%	Annual and Single Audits Fees - Year 2 of 3-Year fee schedule.
03432134	55213 SB- Phone Utilization	5,319	6,875	2,976	5,400	(1,475)	-21.5%	Allocated 50/25/25% between GF, Water & Sewer - Total \$54K
03432134	55247 SB- Registry of Deeds	26	-	-	-	-	-	12.5% allocation of IT cost
03432134	55159 SB- Internet Services	729	4,646	968	5,613	967	20.8%	Sewer Lien Releases
03432134	55383 SB- Email Archiving	1,113	1,238	-	263	(975)	-78.8%	12.5% allocation of IT internet services (website)
03432134	55270 SB- Software Agreement	17,254	17,893	13,553	18,080	187	1.0%	12.5% allocation of IT cost
03432134	55308 SB- Travel Reimbursement	-	250	-	-	(250)	-100.0%	1/2 Munilink UB Software Maintenance (5% incr for 8 mo.) & Munis Allocation @ 7% increase (projected)
03432134	55091 SB- Education & Training	140	-	-	-	-	-	Previously was for munis PACE training travel
	General Expenses Total	35,872	53,052	30,667	48,821	(4,231)	-8.0%	Previously was for munis travel
	Sewer Billing Total	168,478	208,169	102,964	212,028	3,859	1.9%	

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Collection									
03432532	51110	SC- Sal/Wages FT	155,796	236,716	78,433	238,607	1,891	0.8%	8 FT split 50/50 WD/SC
03432532	51300	SC- Sal/Wages OT	640	21,000	283	21,000	-	0.0%	WD/SC/WWTP/PS (calls from dispatch or SCADA alarms)
03432532	51310	SC- Sal/Wages Stand-By	844	7,280	1,820	5,460	(1,820)	-25.0%	Pay for after hours on-call status, 1 employee at \$210/week split 50/50 WD/SC
03432532	51400	SC- Longevity Pay	-	2,150	-	2,200	50	2.3%	8 FT per union contract split 50/50 WD/SC
03432532	51121	SC- Education/Training	-	1,125	-	1,125	-	0.0%	
		Salaries Total	157,280	268,271	80,536	268,392	121	0.0%	
03432532	52100	SC-Health Insurance	34,103	74,334	15,816	74,334	-	0.0%	
03432532	52110	SC- Dental Insurance	2,020	4,936	834	4,936	-	0.0%	
03432532	52120	SC- Life Insurance	126	184	62	192	9	4.6%	
03432532	52140	SC - Health Insurance Buyout	6,655	1,606	803	1,606	0	0.0%	
03432532	52200	SC- FICA	9,807	16,633	4,872	16,640	8	0.0%	Based on wages: 6.2%
03432532	52210	SC- Medicare	2,294	3,890	1,140	3,892	2	0.0%	Based on wages: 1.45%
03432532	52300	SC- Retirement Town	22,586	36,297	10,906	35,254	(1,043)	-2.9%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
03432532	52600	SC- Workers Comp Ins	9,559	10,132	10,132	10,639	507	5.0%	Primex estimate (5% increase YOY)
		Benefits Total	87,149	148,011	44,565	147,493	(518)	-0.4%	
03432532	55022	SC- Building Maintenance	7,252	10,000	2,877	13,250	3,250	32.5%	10 pumping stations, PW campus analysis
03432532	55105	SC- Equipment Maintenance	4,428	5,000	927	5,000	-	0.0%	consumables; repairs; cutting heads
03432532	55211	SC- Phone Lease Alarms	98	-	-	-	-	-	
03432532	55252	SC- Road Repairs	350	10,000	-	10,000	-	0.0%	Sewer trench paving; compaction test requirements, service repairs at mains
03432532	55153	SC- I/I Abatement	-	5,000	-	5,000	-	0.0%	Maint., catch basin & sump pump removal, smoke & dye testing
03432532	55369	SC- Pipe Relining	-	5,000	-	5,000	-	0.0%	Relining vitrified clay, RCP
03432532	55319	SC- Vehicle Maintenance	9,715	10,000	2,343	12,000	2,000	20.0%	10 vehicles, 3 trailers, split 50/50 with water dist
03432532	55140	SC- Grit Removal	664	2,750	-	2,750	-	0.0%	Transport of gravel, sand, etc. to Waste Management
03432532	55543	SC- CSO Monitoring	13,500	13,500	4,500	13,500	-	0.0%	Maintenance fee for Combined Sewer Overflow (CSO) \$ 13.5K annual contract for monitoring NPDES public notification of CSO events
03432532	55179	SC- Manhole Maintenance	55,241	50,000	7,866	50,000	-	0.0%	Manholes, piping & service repairs (reduced \$20k in FY24 due to staffing shortages)
03432532	55236	SC- Pump & Control Maintenance	25,508	30,000	5,311	35,000	5,000	16.7%	Maintain 22 sewer pumps; wear rings, impellers, shaft couplings, seals
03432532	55173	SC- Licenses	399	850	15	850	-	0.0%	19 certifications for 16 individuals in sewer collection; 1/2 master electrician (due in Nov)
03432532	55190	SC- Mobile Communications	1,819	1,780	542	1,780	-	0.0%	4 MiFi's (50%), 2 tablets
03432532	55003	SC- Drug/Alcohol Testing	149	500	178	500	-	0.0%	Contract w/Fleet Screen & Convenient MD; USDOT required random testing for all CDL holders & screening
03432532	55545	SC- Fire Alarm Communication	700	1,500	1,575	1,500	-	0.0%	Main Pump Station fire alarm, Webster Pump Station
03432532	55257	SC- Safety Equipment	2,669	2,750	467	2,750	-	0.0%	PPE & tools for new asbestos pipe OSHA standards, confined space equip. maint.
03432532	55314	SC- Uniforms	2,363	2,400	640	2,400	-	0.0%	7 split 50/50 WD/SC
03432532	55136	SC- GIS Software	4,893	10,000	8,413	12,000	2,000	20.0%	Neptune handheld and software agreement with Ti-Sales \$6,000 (50% W/S); PeopleGIS asset management modules \$5,000, Upgrades & Support \$4,000
03432532	55260	SC- SCADA Software	2,133	3,000	203	3,000	-	0.0%	VT SCADA/Telemetry, On-Call Support Services

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03432532	55301	SC- Tools	300	2,500	335	2,500	-	0.0%	Sewer augers, CCTV parts
03432532	55194	SC- Natural Gas	12,443	15,000	6,793	15,000	-	0.0%	Heat & generator fuel
03432532	55092	SC- Electricity	121,044	105,000	59,168	120,000	15,000	14.3%	Heat, lights, pumps, etc.
03432532	55128	SC- Fuel	12,677	14,200	6,587	14,200	-	0.0%	Diesel, propane, gasoline for vehicles, equipment and pumping stations
		General Expenses Total	278,342	300,730	108,738	327,980	27,250	9.1%	
		Collection Total	522,772	717,012	233,838	743,865	26,853	3.7%	

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	Treatment								
03432633	51110	ST- Sal/Wages FT	236,662	331,804	126,199	367,128	35,324	10.6%	6 FT (First FY of Treatment Operator)
03432633	51200	ST- Salaries/Wages PT			16,620				
03432633	51300	ST- Sal/Wages OT	17,876	19,000	8,753	19,000	-	0.0%	average OT rate = \$36.95/hr, 514 hours
03432633	51310	ST- Sal/Wages Stand-By	7,000	14,560	3,640	21,840	7,280	50.0%	After hrs on-call status, 2 employees at \$210/wk
03432633	51400	ST- Longevity Pay	850	900	-	950	50	5.6%	1 FT per union contract
03432633	51121	ST- Education/Training	1,750	1,750	-	1,250	(500)	-28.6%	
		Salaries Total	264,138	368,014	155,211	410,168	42,154	11.5%	
03432633	52100	ST- Health Insurance	90,744	141,814	50,383	171,144	29,330	20.7%	
03432633	52110	ST- Dental Insurance	5,900	9,160	3,293	11,934	2,774	30.3%	
03432633	52120	ST- Life Insurance	216	252	93	288	36	14.3%	
03432633	52200	ST- FICA	15,431	22,817	9,076	25,430	2,614	11.5%	Based on wages: 6.2%
03432633	52210	ST- Medicare	3,609	5,336	2,123	5,947	611	11.5%	Based on wages: 1.45%
03432633	52300	ST- Retirement Town	36,238	49,792	18,367	53,878	4,086	8.2%	Based on wages: 13.53% Jan-Jun; 12.75% Jul-Dec
03432633	52600	ST- Workers Comp Insurance	9,561	10,135	10,135	10,641	506	5.0%	Primex estimate (5% increase YOY)
		Benefits Total	161,698	239,306	93,470	279,262	39,956	16.7%	
03432633	55022	ST- Building Maintenance	8,926	11,000	3,259	11,000	-	0.0%	3 high exposure buildings; 6 new bldgs & 4 large process tanks Equipment repair & replacement: chem feed pumps; flow meters; motorized valves; aerators; centrifuges (2); RAS/WAS pumps (6), UV Bulbs, Ballasts & wiper motors (\$50k); DO, ORP & TN probes replacement (\$15k); Atlas Copco, Solarbee circulator maint. contract
03432633	55105	ST- Equipment Maintenance	98,788	100,000	28,760	130,000	30,000	30.0%	invasive species control in lagoons from 2x to 3x/yr
03432633	55337	ST- Weed Control	2,243	4,500	-	4,500	-	0.0%	Cleaning & Inspection on plant outfall
03432633	55204	ST- Outfall Dredging	3,000	6,000	-	6,000	-	0.0%	Industrial pre-treatment permit renewals w/monitoring (Typ. 5/YR)
03432633	55154	ST- Industrial Pre-treat	9,733	15,000	1,360	15,000	-	0.0%	Inter-lagoon sluice gates/piping, wires, etc.
03432633	55220	ST- Pond/Lagoon Maintenance	1,193	2,000	-	2,000	-	0.0%	Required training for licensing; professional development; master electrician 15 hr training
03432633	55173	ST- Licenses	569	1,000	50	1,000	-	0.0%	WWTP Ops. Sup. & On-call cellphones, 1 MiFi for SCADA backup
03432633	55190	ST- Mobile Communications	1,157	3,000	565	2,600	(400)	-13.3%	WWTF fire alarms and SCADA alarms, 2 ATT Cellular Alarm Dialers, Comcast
03432633	55545	ST- Alarm Communications	4,243	8,000	1,212	8,000	-	0.0%	Contract w/Fleet Screen & Convenient MD; USDOT required random testing for all CDL holders & screening new hires
03432633	55003	ST- Drug/Alcohol Testing	20	500	110	500	-	0.0%	PPE, gas monitors, Tyvek suits, gloves, confined space equip. maint.
03432633	55257	ST- Safety Equipment	2,277	3,500	738	3,500	-	0.0%	Uniforms for 5 WWTP operators
03432633	55314	ST- Uniforms	2,751	3,700	1,392	3,000	(700)	-18.9%	VT SCADA & maintenance agreement
03432633	55260	ST- SCADA Software/Hardware	6,966	7,500	2,851	7,500	-	0.0%	Annual NHDES Dam registration fees: WWTP Outfall & Clemson Pond - \$750 ea
03432633	55072	ST- Dam Registration	1,500	1,500	-	1,500	-	0.0%	CSO testing, GBTN Permit testing, NPDES EPA effluent testing (PFAS/PFOA, Arsenic), groundwater monitor report, Great Bay & river monitoring from PREP \$75k & TN annual report; Biosolids monitoring (PFAS/PFOA including car washes)
03432633	55161	ST- Lab Testing	115,016	120,000	90,316	120,000	-	0.0%	

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03432633	55034	ST- Chemicals	107,857	130,000	43,764	130,000	-	0.0%	polymer, magnesium hydroxide, & supplemental carbon
									Biweekly centrifuge solids generation & weekly disposal at Turnkey; July 2024 price increase (\$145 to \$155/ton); July 2025
03432633	55373	ST- Solids Handling	262,867	325,000	131,962	300,000	(25,000)	-7.7%	price increase (\$155 to \$164/ton)
03432633	55194	ST- Natural Gas	15,236	30,000	8,908	17,500	(12,500)	-41.7%	Building heat
03432633	55092	ST- Electricity	206,796	250,000	117,523	230,000	(20,000)	-8.0%	Aerators, lights, recirc. & chem feed pumps; increase in rate
03432633	55128	ST- Fuel	5,120	5,400	2,184	4,100	(1,300)	-24.1%	WWTP vehicles: pick-up w/ptow, SUV, front end loader, UTV
03432633	55131	ST- Gas Monitoring	-	100	-	100	-	0.0%	Hydrogen sulfide monitoring
		General Expenses Total	856,256	1,027,700	434,953	997,800	(29,900)	-2.9%	
		Sewer Treatment Total	1,282,092	1,635,020	683,634	1,687,230	52,210	3.2%	

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Debt Service									
03471135	58009	Jady Hill Phase II	130,000	130,000	-	130,000	-	0.0%	2032 Final payment
03471135	58013	Portsmouth Av Sewerline	79,732	-	-	-	-	-	2023 Final payment
03471135	58011	Sewerline Lincoln & Main Sts	15,000	15,000	-	-	(15,000)	-100.0%	2024 Final payment
03471135	58025	Lincoln Street Ph#2	53,219	53,219	-	53,219	-	0.0%	2032 Final payment
03471135	58035	Salem St. Utility Design & Engin	24,538	24,538	-	-	(24,538)	-100.0%	2024 Final payment
03471135	58033	Wastewater Treatment Plant	2,620,678	2,620,678	-	2,620,678	-	0.0%	2039 Final payment
03471135	58040	SWTP Lagoon Sludge Removal	145,000	145,000	-	145,000	-	0.0%	2036 Final payment
03471135	58041	Salem St. Utility Improvements	88,853	88,853	-	87,294	(1,559)	-1.8%	2036 Final payment
03471135	58046	Westside Drive Design & Engin	-	8,737	-	-	(8,737)	-100.0%	2029 Final payment ESTIMATE
03471135	58053	Court Street Pump Station	-	76,056	-	76,055	(1)	0.0%	2028 Final payment
03471135	58051	Westside Drive Construction	-	19,757	-	19,757	-	0.0%	2038 Final payment (Bond only, excludes SRF)
3471135		Squamscott River Sewer Siphons	-	-	-	510,000	510,000	-	2034 Final payment
		Sewer Debt Service Principal Total	3,157,020	3,181,838	-	3,642,003	460,165	14.5%	
03472136	58520	Jady Hill Phase II	31,879	27,350	20,175	23,150	(4,200)	-15.4%	2032 Final payment
03472136	58505	Portsmouth Ave Sewerlins	4,266	-	-	-	-	-	2023 Final payment
03472136	58503	Sewerline Lincoln & Main Sts	1,530	765	383	-	(765)	-100.0%	2024 Final payment
03472136	58526	Lincoln Street Ph#2	25,013	22,299	11,149	19,585	(2,714)	-12.2%	2032 Final payment
03472136	58535	Salem St. Utility Design & Engin	2,503	1,251	626	-	(1,251)	-100.0%	2024 Final payment
03472136	58533	Wastewater Treatment Plant	838,617	786,203	-	733,790	(52,413)	-6.7%	2039 Final payment
03472136	58540	SWTP Lagoon Sludge Removal	92,455	85,060	42,530	77,665	(7,395)	-8.7%	2036 Final payment
03472136	58541	Salem St. Utility Improvements	56,376	51,845	25,922	47,313	(4,532)	-8.7%	2036 Final payment
03472136	58546	Westside Drive Design & Engin	-	874	-	-	(874)	-100.0%	2029 Final payment ESTIMATE
03472136	58553	Court Street Pump Station	-	19,717	10,020	15,515	(4,202)	-21.3%	2028 Final payment
03472136	58551	Westside Drive Construction	-	15,366	7,809	14,107	(1,259)	-8.2%	2038 Final payment (Bond only, excludes SRF)
03472136		Squamscott River Sewer Siphons	-	-	-	102,000	102,000	-	2034 Final payment
		Sewer Debt Service Interest Total	1,052,639	1,010,730	118,614	1,033,125	22,395	2.2%	
		Debt Service Total	4,209,659	4,192,568	118,614	4,675,128	482,560	11.5%	
Capital Outlay									
03490237	57010	CO- Capital Outlay - Leases	15,329	106,655	-	87,001	(19,654)	-18.4%	See separate Lease schedule
		CO- Capital Outlay - Land	-	-	-	-	-	-	
03490237	55361	Acquisition/Purchase	-	1	-	-	(1)	-100.0%	
03490237	57006	CO- Capital Outlay - Equipment	-	22,500	-	1,935	(20,565)	-91.4%	Allocation of Vehicle Data Gathering (AA Tracking) system
			-	-	-	-	-	-	Fine Bubble Aeration Blower Repair (\$50k), Centrifuge 6,000 HR
03490237	57017	CO- Capital Outlay- WWTP	33,620	15,000	7,294	100,000	85,000	566.7%	Service (\$50,000)
03490237	57009	CO- Capital Outlay - Vehicle	-	26,750	-	-	(26,750)	-100.0%	See separate Lease schedule
		Capital Outlay Total	48,949	170,906	7,294	188,936	18,030	10.5%	
Sewer Appropriations from Reserves									
03490363	55010	SF- Approp from Res Rate Study	20,000	-	-	-	-	-	
03490363	55540	SF-Approp frm Reserves-Siphons	47,134	-	468,938	-	-	-	
		Sewer Appropriations from Reserves Total	67,134	-	468,938	-	-	-	

Town of Exeter 2025 Sewer Fund Budget: Preliminary Prepared: September 19, 2024							Version #1		
Org	Object	Description	2023 Actual	2024 Budget	2024 Actual: June	2025 Preliminary Budget	2025 Prelim Budget vs. 2024 Budget \$ Increase/-(Decrease)	2025 Prelim Budget vs. 2024 Budget %- Difference	Explanation
		Sewer Fund Total	6,753,767	7,490,430	1,866,606	8,115,464	625,033	8.3%	
		Warrant Articles/Borrowing							
03500000		Front/Pine Linden Street Drainage		-		150,000			CIP pg.16 - Replacement of drainage infrastructure (from prior bond proceeds)
03500000		Clemson Pond Cleaning & Insp.		-		500,000			CIP pg.29 (from prior bond proceeds)
03500000		WWTP Effluent Flume Repair		-		245,000			CIP pg.33 (from prior bond proceeds)
03500000		SEIU 1984 Collective Bargaining				TBD			SEIU 1984 CBA
		School Street Area Reconstruction		2,603,800		-			Prior Year CIP Item
		Webster Ave Pump Station		213,300		-			Prior Year CIP Item
		Total Warrant Articles/Borrowing	-	2,817,100	-	895,000	(1,922,100)	-68.2%	
		Total Sewer Fund with WAR	6,753,767	10,307,530	1,866,606	9,010,464	(1,297,067)	-12.6%	

Town of Exeter									
Public Works Maintenance-Town Buildings									
2025 General Fund Budget: Preliminary									
Prepared: September 19, 2024									
									Version #1
Org	Object	Description	2023 Actual	2024 Budget	2024 Actual: June	2025 Preliminary Budget	2025 Prelim Budget vs. 2024 Budget \$ Increase/- (Decrease)	2025 Prelim Budget vs. 2024 Budget %- Difference	Explanation
Recreation Center									
01419407	55022	Parks& Rec- Building Maintenance	10,988	6,000	4,489	10,000	4,000	66.67%	Pool House, Court St bldg & garage
01419407	55092	Parks & Rec- Electricity	11,920	12,000	4,341	12,000	-	0.0%	Supply- UMG fixed contract price \$0.09998 per kwh expires 10/31/25
01419407	55194	Parks & Rec- Natural Gas	7,491	7,550	4,509	7,550	-	0.0%	Supply new Direct Energy- fixed price contract \$7.89 /MMBTU thru 10/25
01419407	55326	Parks & Rec-Water/Sewer Bills	2,251	1,000	247	1,000	-	0.0%	Court St bldg & garage, Town House Common
		General Expenses Total	32,650	26,550	13,585	30,550	4,000	15.1%	
		Recreation Center Total	32,650	26,550	13,585	30,550	4,000	15.1%	
Town Hall									
01419408	55022	Town Hall- Building Maintenance	12,221	10,000	8,082	12,000	2,000	20.0%	Restrooms, heating system, lighting, doors, locks
01419408	55092	Town Hall- Electricity	7,793	8,500	4,319	8,500	-	0.0%	Supply- UMG fixed contract price \$0.09998 per kwh expires 10/31/25
01419408	55194	Town Hall- Natural Gas	11,645	14,200	7,491	14,200	-	0.0%	Supply new Direct Energy- fixed price contract \$7.89 /MMBTU thru 10/25
01419408	55326	Town Hall- Water/Sewer Bills	1,825	2,000	464	2,000	-	0.0%	Water/Sewer rate increases
		General Expenses Total	33,483	34,700	20,356	36,700	2,000	5.8%	
		Town Hall Total	33,483	34,700	20,356	36,700	2,000	5.8%	
Town Office									
01419409	55022	Town Office- Building Maintenance	8,704	12,000	9,784	12,000	-	0.0%	HVAC, fans, lighting, carpet cleaning, electrical circuits, doors, locks, office configs
01419409	55092	Town Office- Electricity	15,373	16,000	9,187	16,000	-	0.0%	Supply- UMG fixed contract price \$0.09998 per kwh expires 10/31/25
01419409	55194	Town Office- Natural Gas	6,641	6,500	4,534	6,500	-	0.0%	Supply new Direct Energy- fixed price contract \$9.84/MMBTU thru 10/24 (previous Sprague contract \$0.5690/therm); Delivery- Unutil
01419409	55326	Town Office- Water/Sewer Bills	1,543	1,300	325	1,300	-	0.0%	Water/Sewer rate increases
		General Expenses Total	32,262	35,800	23,830	35,800	-	0.0%	
		Town Office Total	32,262	35,800	23,830	35,800	-	0.0%	
Senior Center									
01419410	55022	Sr Center -Building Maintenance	4,218	4,000	373	3,500	(500)	-12.5%	Heating system, air conditioners, lighting, plumbing & electrical
01419410	55092	Sr Center- Electricity	4,119	5,000	2,090	5,000	-	0.0%	Supply- UMG fixed contract price \$0.09998 per kwh expires 10/31/25
01419410	55194	Sr Center - Natural Gas	4,021	4,500	2,521	4,000	(500)	-11.1%	Supply new Direct Energy- fixed price contract \$9.84/MMBTU thru 10/24 (previous Sprague contract \$0.5690/therm); Delivery- Unutil
01419410	55326	Sr Center- Water/Sewer Bills	3,200	1,100	288	2,100	1,000	90.9%	Water/Sewer rate increases
		General Expenses Total	15,558	14,600	5,273	14,600	-	0.0%	
		Senior Center Total	15,558	14,600	5,273	14,600	-	0.0%	
Safety Complex									
01419411	55022	SC- Building Maintenance	15,482	14,000	4,910	17,000	3,000	21.4%	HVAC, vehicle exhaust, lighting, carpeting, electrical, plumbing, 10 - 12' high overhead doors, 24/7 operation
01419411	55092	SC- Electricity	34,943	33,000	17,821	35,000	2,000	6.1%	Supply- UMG fixed contract price \$0.09998 per kwh expires 10/31/25
01419411	55194	SC- Natural Gas	15,751	16,500	9,596	15,500	(1,000)	-6.1%	Supply new Direct Energy- fixed price contract \$7.89 /MMBTU thru 10/25
01419411	55326	SC- Water/Sewer Bills	8,963	8,500	5,713	8,500	-	0.0%	Water/Sewer rate increases
		General Expenses Total	75,140	72,000	38,039	76,000	4,000	5.6%	
		Safety Complex Total	75,140	72,000	38,039	76,000	4,000	5.6%	

Town of Exeter									Version #1
Public Works Maintenance-Town Buildings									
2025 General Fund Budget: Preliminary									
Prepared: September 19, 2024									
Org	Object	Description	2023 Actual	2024 Budget	2024 Actual: June	2025 Preliminary Budget	2025 Prelim Budget vs. 2024 Budget \$ Increase/- (Decrease)	2025 Prelim Budget vs. 2024 Budget % Difference	Explanation
DPW Complex									
01419412	55022	DPW Complex- Building Maintenance	13,346	14,000	9,538	20,000	6,000	42.9%	HVAC, unit heaters, lighting, electrical, 16 - 12' overhead doors, waste oil furnace, well pump, wash bay, admin building, hwy/maint garages, salt barn; PW campus analysis
01419412	55092	DPW Complex- Electricity	15,153	15,000	8,377	15,500	500	3.3%	Supply- UMG fixed contract price \$ 0.9998 per kwh expires 10/31/25
01419412	55194	DPW Complex Natural Gas	18,781	22,100	12,364	20,000	(2,100)	-9.5%	Supply new Direct Energy- fixed price contract \$7.89 /MMBTU thru 10/25
01419412	55326	DPW Complex- Water/Sewer Bills	3,184	2,700	881	2,700	-	0.0%	Water/Sewer rate increases
		General Expenses Total	50,464	53,800	31,159	58,200	4,400	8.2%	
		DPW Complex Total	50,464	53,800	31,159	58,200	4,400	8.2%	
10 Hampton Road									
01419420	55022	PR 10 Hampton Rd- Building Maintenance	2,935	3,000	658	3,000	-	0.0%	This is still a best estimate for yr. 2 - comparable to Senior Ctr
01419420	55092	PR 10 Hampton Rd- Electricity	3,235	5,000	1,584	3,000	(2,000)	-40.0%	This is still a best estimate for yr. 2 - comparable to Senior Ctr
01419420	55194	PR 10 Hampton Rd- Natural Gas	2,484	4,500	1,913	4,500	-	0.0%	Supply new Direct Energy- fixed price contract \$7.89 /MMBTU thru 10/25
01419420	55326	PR 10 Hampton Rd- Water/Sewer Bills	2,282	1,100	266	1,100	-	0.0%	This is still a best estimate for yr. 2 - comparable to Senior Ctr
		PR 10 Hampton Road	10,936	13,600	4,421	11,600	(2,000)	-14.7%	
Train Station									
01419413	55092	Train Station-Electricity	723	2,000	367	2,200	200	10.0%	Supply- UMG fixed contract price \$ 0.9998 per kwh expires 10/31/25
01419413	55293	Train Station- Supplies	980	3,800	153	3,000	(800)	-21.1%	Light fixtures, ice melt, electrical breakers, signage
01419413	55326	Train Station- Water/Sewer Bills	83	135	-	135	-	0.0%	Water for Train Station (seasonal)
01419413	55546	Train Station- Liability Insurance	19,200	23,600	27,636	28,021	4,421	18.7%	Platform Lease Liability for Train Station (from GG Liability Ins.)
		General Expenses Total	20,985	29,535	28,156	33,356	3,821	12.9%	
01419413	55305	Train Station- Platform Lease	3,537	4,076	3,655	4,076	0	0.0%	Platform Lease for Train Station
		Capital Outlay Total	3,537	4,076	3,655	4,076	0	0.0%	
		Train Station Total	24,522	33,611	31,812	37,432	3,821	11.4%	
Swasey Parkway									
01458908	51200	SP- Swasey Pkwy Sal/Wages PT			93		-		
01458908	52200	SP- Swasey Pkwy -FICA			6		-		
01458908	52210	SPSwasey Pkwy-Medicare			1		-		
01458908	55092	SP- Swasey Pkwy- Electricity	950	950	720	950	-	0.0%	Electricity
01458908	55295	SP- Swasey Pkwy Maintenance	10,000	10,000	9,130	10,000	-	0.0%	Mowing and maintenance
		Swasey Parkway Total	10,950	10,950	9,950	10,950	-	0.0%	
Other Town Structures									
01419414	55015	OTS-Bandstand Maintenance	25	1,000	-	1,000	-	0.0%	Historic icon, specialty lighting
01419414	55092	OTS-Electricity-Other Town Bldgs	2,308	1,500	1,051	2,300	800	53.3%	Supply- UMG fixed contract price \$ 0.9998 per kwh expires 10/31/25
01419414	55147	OTS-Historical Society Bldg Maintenance	4,423	3,000	751	3,000	-	0.0%	heating system, air conditioner, lighting, electrical, plumbing, interior repairs
01419414	55225	OTS-Powder House Maintenance	85	1,000	-	1,000	-	0.0%	ground and exterior lighting fixtures, flag, pole (subject to vandalism)
01419414	55268	OTS-Simpson Estate Maintenance	-	1,000	-	1,000	-	0.0%	major maintenance
01419414	55372	OTS-Raynes Barn Building Maintenance	179	500	26	500	-	0.0%	Maintenance - Transferred from Con Comm
		General Expenses Total	7,020	8,000	1,828	8,800	800	10.0%	
		Other Town Structures Total	7,020	8,000	1,828	8,800	800	10.0%	
01419406	55177	PM- Maintenance Projects	81,792	100,000	15,851	100,000	-	0.0%	
		Total Maintenance Projects	81,792	100,000	15,851	100,000	-	0.0%	
		Town Buildings/Maintenance Total	374,777	403,611	196,103	420,632	17,021	4.2%	

**Town of Exeter
Leases/Vehicles
2025 General Fund Budget: Preliminary**

<u>General Fund</u>			<u>2025</u>
<u>Obj</u>	<u>Object</u>	<u>Leases</u>	
01419416	57005	GG- CO - Leases	-
			72,363
			51,271
			2,100
			38,583
			E-One Pumper Fire Truck, Lease ends 2024
			E-One Pumper Fire Truck, Lease ends 2031
			SCBA Fire Equipment. Lease ends in 2028
			Patrol Motorcycle
			Sidewalk Tractor, Lease ends 2027
		Total GF Leases	<u><u>164,317</u></u>

<u>Vehicle Purchases</u>			
01419418	57012	GG- CO - Vehicles	132,000
			2 new cruisers and outfitting
		Total GF Vehicle purchases	<u><u>132,000</u></u>
		Sub-Total GF	<u><u>296,317</u></u>

<u>Town wide Vehicle Replacements</u>			
Warrant Article			
		Total GF WAR Vehicle Repl	<u><u>-</u></u>
		Total GF	<u><u>296,317</u></u>

<u>Water Fund</u>			<u>2025</u>
<u>Obj</u>	<u>Object</u>	<u>Vehicle Purchases</u>	
02490027	55318	WF- CO - Leases	
		Total WF Leases	<u><u>-</u></u>
02490027	57009	WF-CO- Capital Outlay - Vehicle	
		Total WF Vehicle purchases	<u><u>-</u></u>
		Total WF	<u><u>-</u></u>

<u>Sewer Fund</u>			<u>2025</u>
<u>Obj</u>	<u>Object</u>	<u>Leases</u>	
03490237	57010	SF- CO - Leases	87,001
			Vactor Truck, Lease ends 2029
		Total SF Leases	<u><u>87,001</u></u>
		Vehicle Purchases	
03490237	57009	SF-CO- Capital Outlay - Vehicle	
		Total SF Vehicle purchases	<u><u>-</u></u>
		Total SF	<u><u>87,001</u></u>

Tax Abatements, Veteran's Credits & Exemptions

Permits & Approvals



TOWN OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 778-0591 • FAX 777-1514

www.exeternh.gov

MEMORANDUM

TO: Russ Dean
Town Manager

DATE: August 30, 2024

FROM: Pam McElroy
Senior Executive Assistant

RE: Winter Overnight Parking Permits
Pleasant Street

Exeter winter overnight parking on Pleasant Street is permitted December 1st - March 15th through an in person, first-come, first-served application process beginning on November 1st each year. Eight (8) parking spaces are permitted on Pleasant Street. Neighborhood residents who do not receive a permit, or have more than one vehicle per household, are directed to the municipal lots behind the Town Office Building, where 34 winter overnight parking spaces are available on a first-come, first-served basis.

Winter overnight parking applications and permits for Pleasant Street, as well as Ordinances 101.3, 102.2, 102.6, 110.2 and 110.3, have been reviewed by me, Police, Fire, Public Works - Highway, and the Planning Department. Taking into account accessibility of emergency vehicles, including snowplows, the attached updated drafts of the application and permit are requested for approval by the Select Board for the 2024 – 2025 winter season and moving forward.



Town of Exeter, NH
10 Front Street
Exeter, NH 03833
Phone: 773-6102 Fax: 777-1514

Winter Parking Permit Application

Accepted annually on November 1st

Pursuant to Ordinances 101.3, 102.2, 102.6, 110.2, 110.3 Winter Parking Permit allows vehicle(s) listed below (within the same household) to park in the designated, as marked, Pleasant Street area only; overnight from December 1, 2024 to March 15, 2025. Limited spaces (8) are available and are based on a first come first served basis. Original signed permit must be placed in the windshield of the vehicle for easy viewing.

Applicant Information:

Name: _____ Address: _____

Email: _____ Phone: _____

Vehicle Information:

Plate #: _____ State: _____ Registered To: _____

Description: _____

Plate #: _____ State: _____ Registered To: _____

Description: _____

Plate #: _____ State: _____ Registered To: _____

Description: _____

***If a snow emergency is declared by the Town of Exeter, you will be required to move your vehicle and will not be permitted to use the assigned parking space until the snow emergency has been lifted.**

This permit is issued for the purpose indicated above and shall be valid only during the times/dates indicated.

Applicant Signature Date

Window permit issued: _____ By: _____ Date: _____



TOWN OF EXETER, NH PLEASANT STREET WINTER PARKING PERMIT

Pursuant to: Exeter Town Ordinances 101.3, 102.2, 102.6, 110.2, 110.3

This parking permit allows vehicle(s) listed below (within the same household) to park in the designated, as marked, Pleasant Street area only; overnight from December 1, 2024 through March 15, 2025. Permit to be placed inside the vehicle so it can be easily viewed through the windshield of the vehicle.

If a snow emergency is declared by the Town of Exeter, you will be required to move your vehicle and will not be permitted to use the assigned parking space until the snow emergency has been lifted.

This permit is issued for the purpose indicated above and shall be valid only during the times/dates indicated on this permit.

Location: Pleasant Street, Exeter

Vehicle Registered To:
Vehicle Plate #:
Vehicle Description:

Vehicle Registered To:
Vehicle Plate #:
Vehicle Description:

Vehicle Registered To:
Vehicle Plate #:
Vehicle Description:

Start Date: December 1, 2024 End Date: March 15, 2025

Date Issued

Signature

Permit #

Westside Drive	Both sides of street, 180 feet east of the intersection of Front Street.
Woodlawn Circle	West side, 440 feet from Chestnut Street intersection.

101.3 Winter Parking

All night parking is permitted on Pleasant Street provided proper application is made to the office of the Town Manager and permit is issued in compliance with rules established by the Board of Selectman & Town Manager. All night parking is permitted in designated areas, as marked, in Town Lots (Water St., Kossuth/Front streets, Train Station and Center Street) without a permit. Winter parking ban is December 1 through March 15 each year. For questions regarding snow removal, contact DPW or Police Dispatch.

101.4 Parking Prohibited

It shall be unlawful to park a boat trailer, utility trailer or camper in any municipal parking lot between the hours of 12:00 midnight and 6:00AM with the exception of the parking allowed under Section 103.8.

102 Restricted Parking

It shall be unlawful for any person to stop, stand or park a motor vehicle contrary to any of the following provisions of this section unless otherwise directed by a Police Officer.

102.2 Winter Parking Ban

Within the Town of Exeter, from December 1 to March 15, no parking is permitted on any public street between 12 midnight and 6:00AM. Refer to 101.3 for parking areas in town's R-O-W.

102.3 Parks and Commons

In any town-owned park, common, playground or recreational area between the hours of 9:00PM and 6:00AM

102.4 School Hours Restrictions

On the following streets during the normal school hours: Linden Street. West side from a point 200 feet south of Gill Street to the intersection of Gary Lane.

102.5 Public Safety Complex

Parking lot unless on official public safety business.

102.6 Snow Emergency

In the event of a predicted or on-going severe winter snowstorm requiring enhanced actions maintaining snow plowing and/or removal as deemed necessary by the DPW Director, a "Snow Emergency" shall be called by the Police Chief. The Chief shall contact the news media, including local radio station(s) to notify the public that a ban exists and shall specify the start of the

snow emergency and shall estimate when same will be called off. It shall be unlawful for any person having the custody and/or control of any vehicle to park or cause the same to be parked within the public R-O-W during a snow emergency. Vehicles interfering with snow plowing and/or removal operations shall be towed and stored at the owner's expense.

102.7 Emergency/Special Event Temporary Parking Restrictions

The Chief of Police is authorized and empowered, in coordination with the Town Manager, to make and enforce temporary parking regulations to cover emergencies, special conditions and special events.

103 Limited Parking

It shall be unlawful for any person to stop, stand or park a motor vehicle contrary to the time restriction in this section unless otherwise directed by a Police Officer.

103.1 Two – Hour Parking Limit

Center Street	Both sides of street from Water Street to the municipal parking lot.
Front Street	Center Isle at the Bandstand: Westerly side from Water Street to the driveway of Congregational Church. Easterly side from Water to Court Street. Northerly side of the street beginning 20 feet from the corner of Spring Street and running approximately 220 feet southwest along Front Street.
Lincoln Street	Westerly side of street beginning 175 feet from the corner of Main Street and running approximately 530 feet Southwest along Lincoln Street.
Spring Street	From William's Court south 100' to Front Street, on east side.
String Bridge	Both sides from Water to Chestnut in 60' of spaces allowed opposite Library.
Water Street	Both sides from Clifford Street to Main Street except between Center Street and Town Hall driveway.

103.2 Two – Hour Parking Limit School Hours

103.3 One – Hour Parking Limit

Franklin Street	In front on Long Block on the northerly side.
Front Street	North side of street for a distance of 80 feet west of Railroad Avenue.

103.4 One – Hour Parking Limit School Hours

Gill Street	North side of Gill Street (extension) from Gill Street to 50' from Linden. Entire east side from Front Street.
Linden Street	West side of street from Front Street to Gill Street.

103.5 30 – Minute Parking Limit School Hours

Linden Street	West side in the designated spaces.
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103.6 30 – Minute Parking Limit

Bow Street	South side adjacent to the Public Safety Complex.
Front Street	Monday through Saturday: North side from the driveway of First Congregational Church to Center Street. South side from Court Street to 5 spaces east of driveway of the U.S. Post Office. In front of 148-152 Front Street, south side.
Front Street	During State and Federal Elections, Primary and General. Center Isle at the Bandstand; Westerly side from Water Street to the driveway of Congregational Church. Easterly side from Water to Court Street.

103.7 15 – Minute Parking Limit

Front Street	South side, 4 spaces east of Post Office entrance, Monday through Saturday.
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103.8 Restricted Parking – Vehicles with boat trailers

Robert H. Stewart Park	4 designated spaces reserved for vehicles w/boat trailers between April 1st and November 5th.
------------------------	---

103.9 Restricted Parking – Motorcycle Parking Only

Front Street	1 designated space in front of 14 Front (up to 2 motorcycles)
Water Street	1 designated space in front of 55 Water St. (1 motorcycle only)
Water Street	1 designated space on southerly side of municipal parking lot (up to 3 cycles)

103.10 Robert H. Stewart Park: Parking space at island to Boat Launch for Harbor Master.

110 Penalties

A person violating any provision of Chapter 1 of the Traffic Code shall be punished by a fine of not more than one hundred (\$100) dollars for each offense, except that optional procedures set forth in Section 110.1 may be used in lieu of court proceedings for violations of Chapter 1.

110.1 Procedures in Paying Penalties for Extended Time Parking Tickets

The operator or owner may, within 72 hours of the time when a notice of a violation of Chapter 1 was attached to the vehicles, pay to the Clerk of the Exeter Police Department by mail or personal appearance the sum of ten (\$10.00) dollars, for the first offense, as a penalty in lieu of court proceedings, except in reference to 101.1 (t) where the penalty is a minimum of two hundred fifty (\$250.00) dollars per offense (eff. 1/1/04). In the case of a second offense in the same day, the fine shall be fifteen (\$15.00) dollars and in the case of a third offense in the same day, the fine shall be twenty-five (\$25.00) dollars.

Failure by the operator or owner to make such payment will result in a second written notice of the violation. Failure by the operator or owner to make such payment within five (5) days after the second notice is sent, may result in the issuance of a summons to the operator to appear in Exeter District Court to answer to charges of violating the ordinance.

110.2 Owner Responsibility

A person shall not allow, permit or suffer a vehicle registered in his name to stop, stand or park in violation of any ordinances of the Town of Exeter controlling the stopping, standing or parking of vehicles and the owner or person in whose name such vehicle is registered shall be held prima-facie responsible for such violation.

110.3 Towing

The Police Department is authorized to remove and tow away, or have removed and towed away by commercial towing service, any abandoned vehicle, or other vehicle illegally parked in a place where it creates or constitutes a traffic hazard, blocks the use of a fire hydrant, blocks the use of a driveway, either public or private, or obstructs or may obstruct snow removal operations in a safe place, and shall be restored to the owner or operator upon payment of all fees for towing and storage.



EXETER PUBLIC WORKS DEPARTMENT

13 NEWFIELDS ROAD • EXETER, NH • 03833-3792 • (603) 773-6157 • FAX 772-1355

www.exeternh.gov/publicworks • publicworks@exeternh.gov

TO: Exeter Select Board

FROM: Stephen Cronin, Public Works Director

DATE: September 26, 2024

RE: Contract – Hazardous Household Waste Collection Program

SUGGESTED MOTION:

Motion to approve a two-year contract with Tradebe Environmental Services, LLC in the amount of \$76,243.45 for the Exeter Area Household Hazardous Waste Collection Program, and to further authorize the Town Manager to sign the associated contract documents.

The Rockingham Planning Commission (RPC) has organized regional Household Hazardous Waste (HHW) Collection Programs for communities in central Rockingham County since the mid 1980's. The objectives of the programs are to:

- Provide convenient options for residents to safely and properly dispose of HHW.
- Utilize Contractor services in the most cost-effective manner possible.
- Maximize first-time participants and minimize repeat participants through education efforts.
- Accept a wide array of HHW while encouraging alternative disposal methods for universal wastes.
- Discourage actions that lead to unsafe disposal of HHW.

Each year, in October, Exeter partners with RPC to manage and host a regional HHW Collection event for the communities of Exeter, East Kingston, Epping, Newfields, Seabrook, South Hampton, and Stratham. Municipal assessments are levied on each Town based on the participating community's population. In addition, residential participants are assessed a user fee to cover a portion of the remaining costs associated with the event. In calendar year 2023, a total of 389 households participated in the HHW Collection event. The event manifested a total of 24,047 pounds of waste, including 5,950 pounds of non-hazardous waste and 18,097 pounds of hazardous waste. The HHW Collection event is a tremendous asset to the region, preventing waste from ending up in the municipal waste stream or disposed of directly into the environment.

On behalf of the participating communities, RPC negotiated a proposed two-year contract with Tradebe that includes a fixed set-up fee of \$5,500 per event and a per vehicle price of \$80. This is a change from prior contracts, where pricing varied based on quantity and five waste categories: ignitable, reactive, toxic, corrosive, and non-hazardous. The new pricing structure

allows for simpler invoicing and cost projection, leading to greater budget predictability for each community and quicker cost share collection for Exeter. A copy of the proposed contract, an estimate of 2024 cost sharing, and historical summary of participation and waste collected have been attached for reference.

CONTRACT FOR SERVICES

between

Tradebe Environmental Services, LLC

and

The Town of Exeter, NH

for

**Exeter Area Household Hazardous Waste Collection Program
Towns of Exeter, Stratham, Newfields,
East Kingston, Epping, Seabrook
and South Hampton
to be held October 19, 2024**

CONTRACTED SERVICES AGREEMENT

--EXHIBITS--

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CONTRACT FOR SERVICES
between
Tradebe Environmental Services, LLC
and
The Town of Exeter, NH
for the Exeter Area Household Hazardous Waste Collection Program
Towns of Exeter, Stratham, Newfields, East Kingston, Epping, Seabrook
and South Hampton on October 19, 2024

The agreement dated this 19th day of September, 2024, by and between the **Town of Exeter** ("TOWN") and **Tradebe Environmental Services, LLC** ("THE CONTRACTOR"), states as follows:

WHEREAS, the TOWN desires to operate a one-day Exeter Area Household Hazardous Waste (HHW) Collection, including the towns of Exeter, Stratham, Epping, Newfields, East Kingston, Seabrook and South Hampton to provide a safe, convenient place where residents from those communities can dispose of hazardous wastes;

WHEREAS, The TOWN desires to hire a professional contractor knowledge and experienced in conducting such a Program;

WHEREAS, THE CONTRACTOR has represented that it possesses the technical expertise, capacity, staffing and all necessary licenses and permits to conduct such a program.

WITNESSETH:

Now, therefore, in consideration of the mutual promises and benefits of this Agreement, TOWN and THE CONTRACTOR, agree as follow:

1. **EMPLOYMENT OF THE CONTRACTOR**: The TOWN agrees to hire THE CONTRACTOR, and THE CONTRACTOR agrees to act as the TOWN's contractor to service the Program.
2. **SCOPE OF SERVICES**: THE CONTRACTOR shall perform in a professional manner the services identified herein and further specified in the proposed work plan (see Exhibit D).
 - a. THE CONTRACTOR shall have present at the collection site ("Site"), located at the Exeter Public Works Garage, Newfields Road (NH Route 85), Exeter, N.H., on October 19, 2024, an employee or agent of THE CONTRACTOR trained in the identification of all hazardous and acutely hazardous wastes (collectively "Wastes") (as defined by New Hampshire and Federal Laws and Regulations) and such additional employees or agents of THE CONTRACTOR and such materials and equipment as are necessary to handle, containerize, and where applicable, label, load, store, and transport such wastes out of the Site in a manner conforming to New Hampshire and Federal Laws and Regulations.

THE CONTRACTOR shall accept Wastes, for transportation and disposal from the Site, only from such individuals as are designated by the Commission's representative at the site as being residents of the towns of: Exeter, Stratham, Newfields, East Kingston,

Epping, Seabrook and South Hampton and only in such amounts as are approved by such representative.

- b. Except as provided in Paragraph c below, THE CONTRACTOR disclaims all responsibility for and assumes no liability for the following Wastes which it will neither handle at the site nor accept for disposal:

Asbestos, Creosote, Compressed Gas Cylinders, Explosives and Shock Sensitive Materials and Ammunition, Unknown Materials, Radioactive Materials, Infectious or Biologically Active Materials, or other materials that the CONTRACTOR on-site Project Manager deems unacceptable.

- c. While the TOWN or its agents shall advise participants against bringing latex paint and small gas cylinders to the collection, the Town reserves the right to accept them on a case-by-case basis.

- d. THE CONTRACTOR shall have full responsibility for management and operation of the Collection. The services it will provide will include the following:

- 1) Provide for all Wastes to be stored or transported by appropriately licensed transporters to appropriately licensed processing and/or disposal facilities.
- 2) Supply complete manifest documentation to the TOWN for all materials transported through and including final disposal.
- 3) Provide all required reporting to the NH DES, and assume responsibility for continued compliance with all environmental and safety regulations.

- e. THE CONTRACTOR shall be deemed to be the "generator" (for purposes of New Hampshire and Federal Laws and Regulations) of all agreed upon wastes accepted by THE CONTRACTOR at the Site from residents of the participating Municipalities.

- f. THE CONTRACTOR shall transport all agreed upon wastes which it has accepted from participants at the Site out of the Site prior to 4:00 P.M., on the day the collection takes place.

- g. THE TOWN will provide or arrange for the delivery and disposal of a roll-off container for the material generated at the collection.

- h. The CONTRACTOR will provide a liner for the roll-off waste container used at the collection.

3. LICENSES: THE CONTRACTOR certifies that on the day of the collection, it shall have:

- a. A valid Environmental Protection Agency identification number for generation, transportation, and storage of hazardous and acutely hazardous wastes;
- b. All required licenses to generate, transport, treat, store and dispose of hazardous and acutely hazardous wastes;

- c. A vehicle identification device for each vehicle used by THE CONTRACTOR to transport wastes away from the Site;
- d. Authorization from the Interstate Commerce Commission and the appropriate state agency to operate as a common carrier;
- e. All other state and federal permits and licenses necessary to legally transport wastes in intrastate and interstate commerce.

4. INSURANCE:

THE CONTRACTOR shall procure and maintain, at its expense during the terms of this Agreement, at least the following insurance covering the services to be performed under this Agreement.

- a. Worker's Compensation insurance as provided for in New Hampshire General Statutes, for all employees for the facility and all volunteers, and all employees of any subcontractor.
- b. Comprehensive general liability in the amount of \$2,000,000 per occurrence with a \$2,000,000 annual aggregate combined limit.
- c. Automobile liability insurance (covering property and bodily injury) in the amount of \$2,000,000 per occurrence combined single limit.
- d. Environmental Impairment Liability for sudden and accidental occurrence, in the amount of \$10,000,000 per occurrence and \$10,000,000 aggregate annually, with an MCS-90 endorsement for hazardous materials transportation in the amount of \$5,000,000.
- e. Contractor's Pollution Liability in the amount of \$10,000,000 per occurrence and aggregate.
- f. Liability insurance for claims resulting from bodily injury or death and property damage evidenced by a Certificate of Insurance naming the TOWN as Certificate Holder;

5. WARRANTY; TITLE TO WASTE:

- a. THE CONTRACTOR warrants that it understands the currently known hazards and suspected hazards which are presented to persons, property and the environment by the transportation, treatment and disposal of Wastes. THE CONTRACTOR further warrants that it will perform all services under this Agreement in a safe, efficient, and lawful manner using industry-accepted practices, and in full compliance with all applicable New Hampshire and Federal Laws and Regulations. THE CONTRACTOR shall have the right to close the Site at any time if, in the opinion of THE CONTRACTOR, safety concerns warrant closing the Site.

- b. Title to all identified Wastes accepted by THE CONTRACTOR at the site of the TOWN's service area for transport and disposal by THE CONTRACTOR shall pass directly from such residents to THE CONTRACTOR at the time of acceptance.
 - c. The TOWN represents and warrants to CONTRACTOR that:
 - i. the description of and specifications pertaining to its Wastes in the waste profile sheet is and at all times will be true and correct in all material respects, and Wastes tendered to CONTRACTOR will at all times, including, without limitation, at the time of recertification of the Wastes, conform to the description and specifications contained in the waste profile sheet;
 - ii. the TOWN has made available all information it has regarding the Wastes and if the TOWN receives information that the Wastes described in a waste profile sheet present, or may present, a hazard or risk to persons or the environment not reasonably disclosed in the waste profile sheet, the TOWN will promptly report such information to CONTRACTOR;
 - iii. if the TOWN is not the Generator of the Wastes (as defined in 40 CFR 260.10), the TOWN has all necessary authority to enter into this Agreement with respect to the Wastes;
 - iv. the TOWN is under no legal restraint which prohibits the transfer of possession of such Wastes to CONTRACTOR;
 - v. the TOWN shall comply with all applicable statutes, ordinances, laws, orders, rules and regulations, and shall provide CONTRACTOR a safe work environment for services performed on any premises owned or controlled by the TOWN; and
 - v. if CONTRACTOR requests that work areas be secured, the TOWN will be responsible for securing such work areas and for preventing anyone other than CONTRACTOR personnel from entering the designated work areas.
6. RECORDS AND ACCOUNTS:
- a. Between the Effective Date and the date three (3) years after the Completion Date, the Contractor shall keep detailed accounts of all expenses incurred in connection with the Services, including but not limited to, costs of administration, transportation, insurance, materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
 - b. Between the Effective Date and the date three (3) years after the Completion Date, at a mutually agreeable time during the Contractor's normal business hours, and as often as the TOWN shall demand, the Contractor shall make available to the TOWN all records pertaining to matters covered by this agreement. The Contractor shall permit the TOWN to examine, and reproduce records relating to all matters covered by this

agreement at the TOWN's expense. As used in this paragraph, "CONTRACTOR" includes all persons, natural or fictional, controlled by, or under common ownership with, the entity identified as the Contractor in paragraph 1 of these general provisions.

7. **INDEMNIFICATION**: THE CONTRACTOR shall at all times indemnify, hold harmless and defend the TOWN and all participating Municipalities and the Rockingham Planning Commission, their officials, officers, boards, agents, volunteers, and employees from and against any and all liabilities, claims, penalties, fines, forfeitures, suits and the costs and expenses incident thereto (including clean-up costs under CERCLA, costs of defense, settlement, and reasonable attorney's fees) which may be alleged against the TOWN, their office and said officers, Municipal boards, agents, and employees and the Rockingham Planning Commission boards, agents, Commission members, volunteers, and employees may incur, become responsible for, or pay out as a result of death or bodily injury and occurrences to any person, destruction or damage to any property, contamination of or adverse effects on the environment, or any violation or alleged violation of contamination of or adverse effects on the environment, or any violation of alleged violation of governmental laws, regulations or orders, to the extent caused negligent act of THE CONTRACTOR or any employees or agent of THE CONTRACTOR, in the performance of this Agreement. The obligation of THE CONTRACTOR to indemnify hereunder is conditioned upon its receipt of reasonable notice of any claim which may result in indemnification and upon THE CONTRACTOR having the right to defend all proceedings and actions with counsel of its own selection.

Nothing herein is intended to indemnify a party for any loss or damage caused by or resulting from its own negligence. In the event that such loss or damage is caused by or results from the joint negligence of the parties, each party shall pay its proportionate share of such loss or damage.

IN NO EVENT SHALL EITHER PARTY BE RESPONSIBLE TO THE OTHER FOR CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL OR PUNITIVE DAMAGES IN CONNECTION WITH THIS AGREEMENT, WHETHER BASED IN CONTRACT, TORT, STRICT LIABILITY, STATUTE, OR OTHERWISE. CONTRACTOR'S TOTAL LIABILITY ON ANY CLAIM OF ANY KIND FOR ANY LOSS OR DAMAGE ARISING OUT OF OR IN CONNECTION WITH OR RESULTING FROM THIS AGREEMENT OR FROM THE PERFORMANCE OR BREACH THEREOF SHALL IN NO CASE EXCEED ONE MILLION DOLLARS (\$1,000,000.00).

8. **EXCUSE OF PERFORMANCE**: The TOWN's obligation to deliver and THE CONTRACTOR'S obligation to accept for servicing any waste pursuant to this agreement may be suspended by either party in the event of: act of God, war, riot, fire, explosion, accident, flood, sabotage, lack of adequate fuel, power, raw material, labor, containers, or transportation facilities; compliance with governmental requests, laws, regulations, orders or actions; revocation or modification of governmental permits or other required licenses or approvals; breakage or failure of machinery or apparatus; national defense requirements or other event beyond the reasonable control of such party; labor trouble, strike, lockout or injunction (provided that neither party shall be required to settle a labor dispute against its own best

judgment); which prevent the delivery, transportation, acceptance, treatment, or incineration or disposal of the waste. In the event of one or more of these occurrences, the time of the performance and contract period of this agreement may be extended by mutual written agreement of the parties.

9. **COMPENSATION AND PAYMENT:** the TOWN agrees to pay THE CONTRACTOR for its services in accordance with the prices set forth in (Exhibit B). THE CONTRACTOR agrees to forward the invoices as expeditiously as possible following the collection day. Payment terms are expected to be net thirty (30) days from THE CONTRACTOR invoice. The TOWN is responsible for furnishing proof to THE CONTRACTOR of any questions concerning the invoices.
10. THE CONTRACTOR is and shall perform this agreement as an independent contractor, and as such, shall have and maintain complete control over all of its employees and operations. Neither THE CONTRACTOR nor anyone employed by it shall be, represent, act, and purport to act, or be deemed to be the agent, representative, volunteers, employee or servant of the TOWN or the Rockingham Planning Commission.
11. THE CONTRACTOR further agrees to the following provisions:
 - a. That THE CONTRACTOR shall handle all household hazardous waste collected at the project Site and readied for transportation, as hazardous wastes, and shall comply with all state and federal laws and regulations governing hazardous wastes, including but not limited to, the provisions of RSA 147-A and the hazardous waste rules He-P 1905, readopted as subtitle ENV-WM Chapters 100-1000, as amended, involving hazardous waste safety standards, transportation requirements, and requirements for proper generation, treatment, storage and disposal of hazardous wastes provided that the NH Department of Environmental Services' payment of funds to the TOWN shall not be construed as a waiver of any past, present or future rights, claim, or cause of action related to the performance of this agreement or the enforcement of any applicable Federal Law. Said requirements shall include RSA 147-A, He-P, and those of the state(s) through which and to which the waste has been sent;
 - b. That THE CONTRACTOR shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, comprehensive public liability insurance against all claims of bodily injuries, death, or property damage, in amounts and terms complying with at a minimum, all applicable state requirements for hazardous waste transporters, NH Administrative Code, ENV-WM 352.01 (d), as amended. Such policies shall comply, in form and substance, with all applicable provisions of the New Hampshire Liability Insurance Act, RSA Chapter 412, and the rules hereunder;
 - c. That THE CONTRACTOR shall adhere to a work plan (Exhibit D) and a Site Safety Plan (Exhibit E), such plans to be reviewed by the NH Department of Environmental Services and to be set forth as exhibits within the contract;

- d. That the NH Department of Environmental Services may exercise its authority to modify, suspend or terminate that Project if it decides that the Project poses a threat to human health or the environment; and
- e. That it is understood that through the State's approval and/or payment of Grant Monies for the Project, the State, including the NH Department of Environmental Services, Waste Management Division, officers and employees, assumes no liability regarding this Project, including, but not limited to, liability for injury, death or property damage that might arise during or from this Project during or from the State's conduct of its hazardous waste management program under RSA 147-A and B and ENV-WM Chapter 100-1000, as amended. Further, THE CONTRACTOR shall defend, indemnify and hold harmless the TOWN, the State, their officers or employees, from and against any and all claims, liabilities, or penalties asserted against the Town, the State, their officers and employees by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the act or omissions of the Municipalities, Commission, the State, or any persons participating in the Project. Nothing in this agreement shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of the agreement.

12. EVENT OF DEFAULT:

- a. Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
 - 1) failure to perform the Services satisfactorily or on schedule; or,
 - 2) failure to submit any report required hereunder; or,
 - 3) failure to maintain, or permit access to, the records required hereunder; or,
 - 4) failure to perform any of the other covenants and conditions of this agreement.
- b. Upon occurrence of any Event of Default, the TOWN may take any one, or more, or all, of the following actions:
 - 1) give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this agreement, effective two (2) days after giving the Contractor notice of termination; and,
 - 2) give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this agreement and ordering that the portion of the Contract Price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as

the TOWN determines that the Contractor has cured the Event of Default shall never be paid to the Contractor; and,

- 3) set off against any other obligation the TOWN may owe to the Contractor any damages the TOWN suffers by reason of any Event of Default; and,
- 4) treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

13. TERMINATION:

- a. In the event of an early termination of this agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Services performed, and the Contract Price earned, to and including the date of termination.
- b. In the event of termination of these general provisions, the approval of a Termination Report by the TOWN shall entitle the Contractor to receive that portion of the Contract Price earned to and including the date of termination.

14. CONFLICT OF INTEREST: No representative, officer or employee of the TOWN or of the governing body of the locality or localities in which the Services are to be performed, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such Services, shall participate in any decision relating to this agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this agreement or the proceeds thereof.

15. LIMITED WAIVER: Any waiver by either party of any provision or condition of this agreement shall not be construed or decreed agreement, nor a waiver of a subsequent breach of the same provision or condition, unless such waiver be expressed in writing by the party to be bound.

16. AMENDMENT: This agreement may be amended, waived or discharged only by instrument in writing signed by the parties hereto and only after approval of such amendment.

17. Any notice or other communication given under this agreement shall be in writing and addressed or delivered to the following:

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

For: Tradebe Environmental Services, LLC
Curtis Russell,
Director of Proposals Management
1433 E. 83rd Ave., Ste. 200
Merrillville, IN 46410

18. ASSIGNMENT: Neither this agreement nor any rights or obligations of THE CONTRACTOR hereunder shall be assigned by THE CONTRACTOR to another entity without prior approval from the TOWN and State of NH. THE CONTRACTOR may subcontract its obligations hereunder, provided that any subcontractor shall be fully qualified and licensed as required by applicable law and this agreement. If this is to take place, THE CONTRACTOR will acquire
19. THE CONTRACTOR agrees to remove all its materials and equipment from the Site and restore the Site to its original condition before finally departing from the collection Site on the day of the collection.
20. INCORPORATION OF ADDITIONAL EXHIBITS: Exhibits A, B, C, D and E their provisions are incorporated herein.
25. ENTIRE AGREEMENT: This agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
26. EFFECTIVE DATE; COMPLETION OF SERVICES:
- a. This Agreement and all obligations of the parties hereunder, shall become effective immediately upon signing of the contract (hereinafter referred to as "the Effective Date").
 - b. Except as otherwise specifically provided for herein, all Services, including all reports required by this agreement, shall be completed in their entirety prior to October 19, 2024, (hereinafter referred to as "the Completion Date").

IN WITNESS WHEREOF, the parties hereto have executed this agreement by their duly authorized representatives.

In the Presence of:

FOR TRADEBE ENVIRONMENTAL SERVICES, LLC

Emily Ann M. Scott
Witness

BY:  Curtis Russell

TITLE: Director of Proposal Management

DATE: 09/19/2024

In the Presence of:

FOR THE TOWN OF EXETER

Witness

BY: _____

TITLE: _____

DATE: _____

EXHIBIT A

Scope of Services

1. The Contractor shall successfully carry out a household hazardous waste pickup operation at the following:

**Exeter Public Works Garage
Newfields Road (NH Route 85)
Exeter, N.H.**

**Saturday, October 19, 2024
8:00 a.m. to 12:00 p.m**

It shall consist of the Contractor (1) receiving household hazardous wastes, hazardous wastes being defined in He-P 1905.03 of the N.H. Hazardous Waste Rules (except as noted in the paragraph below); (2) segregating, analyzing when necessary, bulking if appropriate, containerizing, and labeling said wastes; (3) loading said wastes into properly placarded vehicles; (4) discarding consumer waste containers into a fully lined waste roll-off container; (5) transporting said wastes to a permitted hazardous waste treatment or disposal facility; (6) restoring the Site to its original condition before finally departing from the collection Site on the day of the collection.

All hazardous wastes shall be transported by the Contractor in accordance with the uniform shipping manifest system, as set forth in He-P 1905.04.

The Contractor disclaims all responsibility for and assumes no liability for the following Wastes which it will neither handle at the site nor accept for disposal:

Compressed Gas Cylinders, Explosives or Shock Sensitive Materials and
Ammunition, Unknown Materials, Radioactive Materials, Infectious or
Biologically Active Materials.

2. The Contractor's operation shall be conducted solely by Contractor employees or agents with sufficient knowledge and experience, and shall be carried out with appropriate and sufficient quantities of equipment and with adequate safety devices. Such equipment shall include, as a minimum, those items set forth in **Exhibits D and E**.
3. The Contractor shall cooperate with the officials of the Towns of Exeter, Stratham, Newfields, East Kingston, Epping, Seabrook and South Hampton with the Rockingham Planning Commission in the operation.
4. The Contractor shall adhere to all appropriate safety procedures, including those set forth in **Exhibit E** and shall properly handle, package, containerize, label, load, and transport all hazardous wastes accepted during the operation in a manner approved by the State of New Hampshire Department of Environmental Services.
5. The Contractor shall have present at the primary site a Project Manager/Safety Officer responsible for directing the Contractor's operation. This person shall report to the Town of Exeter's designated Project Manager and shall coordinate the project's activities with said

Project Manager. The Contractor shall also have present at the primary site an employee or agent of the Contractor trained in chemical identification of all hazardous and acutely hazardous wastes as defined in the N.H. Hazardous Waste Rules, He-P 1905 and all Federal Laws and Regulations that apply. The Contractor shall also have present a sufficient number of employees or agents to handle, containerize, label, load and transport wastes for treatment or disposal at a permitted hazardous waste facility. Each of the above specified persons shall be sufficiently experienced to properly carry out the operation.

6. The Contractor shall accept wastes only from individuals as designated by the Town of Exeter's Project Manager at the site, and only in such amounts as are approved by said Project Manager.
7. The Contractor shall be deemed to be the "generator" (for purposes of State and Federal laws and regulations) of all wastes accepted by the Contractor at the site. Title to all hazardous wastes accepted by the Contractor at the site shall pass directly from depositors to the Contractor at the time of acceptance.
8. The Contractor shall transport out of the collection site prior to 4:00 p.m. on the day of collection all wastes accepted by the Contractor unless otherwise agreed to by the Town of Exeter.
9. The Contractor certifies that, on the day of collection, it shall have:
 - a) a valid Environmental Protection Agency identification number;
 - b) a valid N.H. permit to transport hazardous and acutely hazardous wastes, or that the Contractor has a subcontractor who has a valid N.H. permit to transport hazardous and acutely hazardous wastes;
 - c) proper vehicle identification for each vehicle used by the Contractor or Contractor's agent to transport waste from the site; and
 - d) appropriate hazardous waste manifest forms.
10. The Contractor shall make every effort to consolidate all collected materials in such a manner as to provide the Town of Exeter with the most cost effective method of transporting and disposing of the waste material. Lab-packed containers will be kept to a minimum whenever possible. Waste Wranglers, or similar, should be used to the extent possible for recycling paint.
11. The Town of Exeter and the Contractor each has the authority to terminate the operation if either determines that the operation poses a threat to human health or the environment. Under such a circumstance, the Town of Exeter shall be obligated to reimburse the Contractor solely for the Contractor's expenses incurred until the time of termination as well as for the Contractor's authorized delivery of any hazardous wastes collected as of the time of termination.
12. The Contractor shall supply and have available at the appropriate site on the cleanup day all equipment and personnel necessary to perform the tasks included in the "Work Plan - Household Hazardous Waste Cleanup Day" which is attached to and becomes part of this contract as **Exhibit D**.

13. The Contractor shall be responsible for fulfilling the requirements of the "Site Safety, Spill Response, and Emergency Evacuation Plan" which is attached to and becomes part of this contract as **Exhibit E**.

EXHIBIT B

Contract Price

The total contract price for services rendered including set up and disposal costs shall be as determined by the price list on the following page.

2024 Contractor Price List

Rockingham Planning Commission HHW Fall 2024 Pricing				
A	Event Set-up Fee/Per Event			\$5,500.00
	Price per Vehicle			\$80.00
B	Waste Description	Container Size		
1	Straight Fluorescent Bulbs	4ft box		\$151.77
2	Compact/Incandescent Bulbs	Each		\$1.35

2025 Contractor Price List

Rockingham Planning Commission HHW Fall 2025 Pricing				
A	Event Set-up Fee/Per Event			\$5,500.00
	Price per Vehicle			\$80.00

EXHIBIT C

Other Special Conditions

1. The Contractor warrants that it understands the currently known or suspected hazards which are presented to persons, property and the environment by transport, treatment and disposal of wastes. The contractor further warrants that it shall perform all services under this contract in a safe, efficient, expeditious, and lawful manner using industry-accepted practices in full compliance with all applicable New Hampshire and Federal laws and regulations.
2. The Contractor certifies that on the day of the collection, it shall have:
 - ◇ A valid Environmental Protection agency identification number for generation, transportation, and storage of hazardous and acutely hazardous wastes;
 - ◇ All required licenses to generate, transport, treat, store and disposal of hazardous and acutely hazardous wastes;
 - ◇ A vehicle identification device for each vehicle used by the Contractor to transport wastes away from the Site;
 - ◇ Authorization from the Interstate Commerce Commission and the appropriate state agency to operate as a common carrier; and
 - ◇ Liability insurance for claims resulting from bodily injury or death and property damage evidenced by a Certificate of Insurance naming the Commission and Town of Exeter as Certificate Holders.

EXHIBIT D

Work Plan

Exeter Area Household Hazardous Waste Collection Project Exeter, Stratham, Newfields, East Kingston, Epping, Seabrook and South Hampton N.H., October 19, 2024

The following work plan describes how the Town of Exeter and its Contractor shall handle the household hazardous waste cleanup activities on the cleanup day.

Material Flow

Tradebe will furnish all the labor, packing, transportation and disposal needs required by the Town under the requirements and Scope of Work requested in the RFP.

Tradebe will provide all necessary equipment, onsite staff, supplies and transportation services for the Town of Exeter from our 10 day transfer facility in Newington, NH. All waste collected at the event will be transported back to Newington at the end of the day. Newington is located just 21 miles northeast of Exeter and staff from Newington will meet with the Town prior to the event to discuss our work approach and view the event location prior to setup.

Tradebe Treatment and Recycling Northeast, LLC

410 Shattuck Way

Newington, New Hampshire 03801

Phone: 888-276-0885

EPA ID#: NHD980521843

Tradebe's trained chemists and lab pack technicians will be present during the HHW collection day to fulfill all of the segregating and packing duties. Tradebe's Account Manager will work with the Town's personnel to develop final plans for this event. As requested in the RFP, for regulatory purposes, Tradebe will assume generator status for the collected HHW and will be responsible for waste from the time of collection until said waste is properly disposed of at our facility. Tradebe already has the necessary permits and licenses to fulfill this purpose. Tradebe will work with the Town to compile an agreed upon HHW schedule. On the Saturday HHW event, Tradebe will secure and remove all material by 4:00PM.

Tradebe understands that the Municipality will provide the following services for the HHW collection event:

- Security for the site;
- Control of traffic;
- Screening of participants;
- Stand-by fire, medical, and hazmat emergency crews;
- Comfort facilities for on-site workers;
- Advertising for the event
- 30 yard Roll-off

Tradebe will work to safely and efficiently unload the participants' vehicles in a friendly and professional manner. Tradebe's on-site personnel will have a clear understanding of hazardous chemicals and will be able to answer questions from residents.

As the vehicle pulls into the unloading lane, the participant will be asked to put their car in the park position and remain in the vehicle. The unloader(s) will inspect the load for any leaking containers or unacceptable material and notify the customer if any are found. If any potentially dangerous items (i.e. explosive, radioactive, and bio hazardous) are discovered, a chemist will be called over to inspect the material and determine the best course of action.

The unloader(s) will then carefully remove all acceptable material and place it on a plastic cart. If a waste item is determined to be too heavy or large for the unloading cart, the unloader(s) will request that a drum cart or forklift be used to transport the waste item to the appropriate workstation. The chemist will segregate and help pack waste that is collected. Any lab pack material (items requiring special attention) will be packed by a qualified chemist.

Tradebe will ask that the participant identify any unlabeled material found in the vehicle. This information will immediately be written on the container with a permanent marker. If it cannot be identified, the material will be taken to the screening area for analysis.

Tradebe will be able to bulk on-site used oils, antifreeze, and flammable liquids into 55 gallon drums. A bulking station will be set up away from the receiving area where cars will be coming through. The bulking stations will be setup on spill pads and will be grounded in order to avoid any static electricity sparks from generating. A spill response kit containing a shovel and Oil-Dry will be on hand in case of any accidental spill. Based on our experience at hundreds of HHW events, bulking of oil-based paint in cans and latex paint in cans is counterproductive and not an efficient use of labor resources due to the non-pourable nature of most oil-based paint and latex paint in cans which are typically brought to HHW events.

Tradebe will provide assistance to the Town in identifying any unknowns they come across during their waste receiving process.

Tradebe's chemists will sample and test the waste materials utilizing Tradebe's Unknown Testing Procedures. From the field analysis, Tradebe's chemists should be able to determine hazard class and proper packaging protocol.

The procedures are only completed in the presence of other trained chemists for safety purposes. Chemists will don appropriate safety gear (which may include respirators) while performing the tests. Tradebe's Unknown Testing Procedures aid our qualified field personnel in the verification and subsequent acceptance of unknown materials encountered during on-site operations. Tradebe's field chemists can test for the following:

- Physical Appearance
- pH
- Flammability
- Water Reactivity
- Cyanide
- Sulfides
- Peroxides
- Oxidizers
- Qualitative PCB Screen

Most of these procedures were instituted in the original lab-pack manual and have been used successfully without a safety related incident over the course of ten years (over 200,000 samples). These screening procedures, in whole or in part, may be used to provide insight to a material's chemical characteristics. Tradebe's field chemists can often identify the waste material without having to perform these unknown field tests. Less than 10% of all containers initially identified as "Unknown" are actually packaged and shipped as characterized unknowns. The field personnel use their knowledge of chemicals as well as information from the resident to identify the waste material.

Equipment: The Contractor shall provide adequate and necessary equipment to ensure safety and swift flow and re-packaging of waste. The Contractor shall provide or make arrangements, prior to the Collection, with the Exeter Director of Public Works for the provision of traffic cones, stop signs. In addition, the following shall be supplied by the Contractor as necessary (not that two garage bays will be available to provide cover for the collection and analysis areas):

The equipment and supplies provided by Tradebe will meet the requirements of all federal, state, and local codes and regulations.

Packaging Supplies:

- Drums (Steel/Poly/Fiber) (5,15,30, and 55 gallon sizes)
- Cubic Yard Boxes
- Rolls of Tape
- Drum Liners
- Paper Work (Manifests, Profile sheets, Land Bans, Drum Inventory Forms, etc.)
- Reference Materials (40 CFR, 49 CFR, Chemical Dictionary)
- 85 Gallon Over Packs
- Pallets
- Vermiculite
- DOT/EPA Labels & Markings

Safety Equipment:

- ABC Fire Extinguishers
- First Aid Kits
- Respirators
- Nitrile Gloves
- Safety Glasses
- Caution Tape
- Spill Station (Broom, Shovel, 55 Gallon drum, and a bag of oil dry)
- Metal-X Fire Extinguishers
- Tyvek Suits (Poly Coated)
- Steel-toe shoes
- Latex Gloves
- Full Face Shield
- Portable Eyewash Station

Miscellaneous Supplies:

- Scales
- Drum Carts
- Unknown Test Kits
- Paint Sticks/Markers
- Grounding Straps
- Oil Dry
- Pallet Jacks
- Spark Proof Tools
- Air Horn
- Roll-off liner

It shall be the responsibility of the Contractor's Project Manager/Safety Officer to develop and coordinate site specific evacuation plans. Predetermined evacuation routes shall be designated by

the Contractor's Project Manager/Safety Officer after consultation with the on-scene fire department and the Site Project Manager.

The Contractor shall have full responsibility for management and operation of the Collection. The services it will provide will include the following:

- ◇ Provide for all Wastes to be stored or transported by appropriately licensed transporters to appropriately licensed processing and/or disposal facilities.
- ◇ Supply complete manifest documentation to the Commission for all materials transported through and including final disposal.
- ◇ Provide all required reporting to DES, and assume responsibility for continued compliance with all environmental and safety regulations.

Exeter Area Household Hazardous Waste Collection Site Plan



EXHIBIT E

Site Safety, Spill Response and Emergency Evacuation Plan

It is extremely important that in the handling of household hazardous wastes, extreme caution be taken to prevent any accidents, spills or fires. With unprotected citizens on or near the site, serious consequences could result from any mishap. The Contractor's Project Safety Officer shall therefore be required to implement this safety plan and provide assurances that all -- Contractor, Town of Exeter, Town of Stratham, Town of Newfields, Town of East Kingston, Town of Epping, Town of Seabrook and Town of South Hampton personnel, including volunteers, are familiar with the safety precautions, spill cleanup procedures, and evacuation steps. The Contractor's Safety Office is also responsible for notifying and coordinating spill, release or fire response with the Exeter Fire Department and with the Site Project Manager.

Emergency Response Plan

Tradebe shall contain, control, and clean up any spills occurring during collection, packaging or storing HHW to protect the public health and environment. Our Safety, Spill and Emergency Plan is presented below.

Safety, Spill, and Emergency Plan

If any chemicals are spilled while Tradebe is on-site, Tradebe's Technical Field Personnel will serve as the initial emergency responders. Tradebe's field personnel are fully trained on the proper procedures for responding to small chemical spills and fires. Tradebe will keep the following information at the work site:

- Emergency Response Guidelines (Actions to be taken)
- Emergency Response Contacts and Telephone Numbers (Site Safety Plan)
- A Map to the nearest medical facility

Emergency Equipment

The following equipment will be available for an emergency response situation:

Internal Communication and Alarm System

Telephones should be located on-site within easy access of all areas where an emergency incident may arise. The telephone will be used in an emergency situation to call 911 and to communicate with the appropriate outside agencies.

Emergency Eye Wash

Emergency eyewash will be present on-site.

First Aid Supplies

First aid kits will be available on-site.

Fire Prevention System

Fire extinguishers will be present on-site and within easy access of all areas where an emergency incident may arise. All fire extinguishers are inspected on a regular basis and recharged annually.

Spill Kit

The spill kit will contain a broom, shovel, and absorbent material.

Emergency Response Guidelines

Unplanned releases fall into two categories: either an Incidental Release or an Emergency Response. Tradebe personnel will respond to incidental releases, nuisance spills, or minor releases of hazardous substances where the substance can be absorbed, neutralized, or otherwise controlled at the time of release. Incidental releases are limited in quantity, exposure potential, and toxicity and clearly do not present a significant safety or health risk to the personnel assigned to cleaning up the release.

Upon determining that the release is containable and controllable, the specified Tradebe Emergency Response Coordinator (ERC) will implement the following clean-up action plan. During clean-up procedures, all reasonable measures will be taken to ensure that the fires, explosions, and releases do not occur, recur, or spread to other areas. A small spill includes drips and splashes that cover a small surface area—less than one square foot with estimated volumes less than one (1) pint.

A moderate spill includes splashes that cover a surface area greater than one square foot and with estimated volumes of less than one-half (1/2) gallon of material.

The following procedures will be performed by the Emergency Response Coordinator (ERC) and other trained Tradebe personnel in the event of an Incidental release.

1. Small fire
 - a. Stay upwind and out of low areas.
 - b. Eliminate ignition sources
 - c. Move the appropriate firefighting equipment to the area; extinguish the fire.
 - d. Using a shovel, transfer the spent material to a lined drum (or equivalent container) and seal the container.
 - e. Ensure that the recovered waste or contaminated material is properly stored in a container storage unit.
 - f. Decontaminate the area, equipment, and personnel.
2. Chemical Spill
 - a. Eliminate all ignition sources and secure the area.
 - b. Don the proper personal protective equipment.
 - c. Move unaffected chemicals out of the area, if no hazard is involved.
 - d. Contain the spill to prevent the spill from spreading. Use Damming, Diking and/or absorbent materials to stop the spread of the spilled materials.
 - e. Absorb the spilled materials with absorbents, including Vermiculite, Ultrasorb, or spill pillows.
 - f. Using a broom and shovel, transfer the spent material to a lined drum (or equivalent container) and seal the container.
 - g. Ensure that the recovered waste or contaminated material is properly stored in a container in the storage unit.
 - h. Decontaminate the area, equipment and personnel.

3. Solvent or Oil Spills
 - a. Eliminate all ignition sources and secure the area.
 - b. Don the proper personal protective equipment.
 - c. Move unaffected chemicals out of the area, if no hazard is involved.
 - d. Contain the spill to prevent the spill from spreading. Use Damming, Diking and/or absorbent materials to stop the spread of the spilled materials.
 - e. Absorb the spilled materials with absorbents, including Vermiculite, Ultrasorb, or spill pillows.
 - f. Using a broom and shovel, transfer the spent material to a lined drum (or equivalent container) and seal the container.
 - g. Ensure that the recovered waste or contaminated material is properly stored in a container in the storage unit.
 - h. Decontaminate the area, equipment and personnel.

The Emergency Action Plan shall be implemented in the event of the following situation:

1. Fire
 - a. The fire could generate the release of toxic fumes.
 - b. The fire could spread and ignite materials at other locations.
 - c. The fire could spread off-site.
 - d. The use of fire suppressant materials could cause contaminated run-off.
2. Explosion
 - a. An imminent danger exists which could cause an explosion, resulting in extreme heat and gas generation.
 - b. An imminent danger exists which could ignite materials at other locations.
 - c. An explosion could occur which could release toxic fumes.
3. Unplanned Release of Hazardous Waste
 - a. The release of flammable liquids or vapors could create a potential fire or explosion hazard.
 - b. The release could contain toxic liquids and/or fumes.
 - c. The release has the potential to contaminant air, soil, or surface water.

In the event of an emergency situation requiring the implementation of the Emergency Action Plan, the Emergency Response Coordinator (ERC) assumes the lead role in responding to the emergency and will call the 911 emergency number and implement site control and evacuation, if necessary. This of course includes local police and fire department emergency response personnel.

Transportation Spill Guidelines

In the event of an on-the road spill or other emergency, the driver will follow these procedures:

- A. Remain in the unit and warn all pedestrians and motorists to stay away from the spill area.

Point out to them the danger involved and have someone call the police or fire department.
- B. Upon the arrival of the police or fire department, the driver will inform them of what kind of material has been spilled and request the area be blocked off to both pedestrians and vehicles to prevent property damage or any serious personal injury. The driver will request

the first responder, fire, or police personnel to protect the area while the driver reports to a facility Emergency Coordinator.

C. The Emergency Coordinator will gather the following information from the driver and relay it to the National Response Center and the appropriate State agency

1. Name of person reporting the incident.
2. Name, address, and identification number of the transporter.
3. Phone number where person reporting can be reached.
4. Date, time, and location of the incident.
5. The extent of injuries, if any.
6. Classification, name, and quantity of hazardous materials, wastes involved, if such information is available.
7. Type of incident and nature of hazardous materials/wastes involved, if such information is available.
8. For each waste product involved provide:
 - a. Name and identification number of generator.
 - b. Product shipping, hazardous class and UN or NA number.
 - c. Estimated quantity of material spilled.
 - d. If possible, the extent of contamination to land, water, or air.
9. Shipping name, hazard class, and identification of any other material carried.

D. Specific actions to be taken at the scene of the spill are:

1. Containment - the critical problem is to prevent the escape of any spilled liquid or solid into the ground or into a storm or sanitary sewer. A barrier must be erected immediately to prevent the escape of spilled materials/waste liquids, using whatever material is at hand, even a dirt curb, to prevent the spread of the spill. Containment of solids will be dependent on wind and weather conditions. Use the tarpaulin in the vehicle or plastic (available at most supply stores), if conditions are wet and windy. Simultaneously, the sources of the spill or leak must be located and controlled, e.g., a drum plugged or taped, turned upside down.

The possibility of evacuation should be considered in the event of a major spill (e.g., a collision with another vehicle or a loaded trailer that is turned over, with subsequent container(s) rupturing). Major concerns involve ignitable wastes that may catch fire and possibly explode or generate toxic fumes. If fire threatens or actually occurs, personnel should be evacuated a distance of at least a half-mile as recommended by the Emergency Response Guidebook. If no fire threatens, and no container(s) has ruptured, a distance of 50 to 100 ft. should suffice.

If the shipping description is known (refer to the manifest) find the name in your Emergency Response Guidebook in the blue pages and turn to the Corresponding Guide Number (orange top page – last 1/3 of book).

If the shipping description is not known, check the placard on the vehicle for an "UN" or "NA" number, look up the number in the yellow pages and refer to the Corresponding Guide Number, or contact the generator of the waste for safety data.

2. Cleanup - with containment effected and the spillage source controlled, cleanup is the next step. If the spill is contained on an impervious paved surface, material should be absorbed onto a compatible material (e.g., sand, diatomaceous earth). Any of a number of commercial absorbent inert materials may be used, but make sure they are compatible with the waste and will not cause a reaction. If the spillage has reached earth, all contaminated dirt should be collected into drums or bags for disposal at an EPA approved site.

If any spilled waste has reached the ground, the contaminated soil will be removed. The extent of contamination will be determined by sampling the spill area. A qualified laboratory will analyze the sample. Sampling techniques, chain-of-custody requirements, and analytical methods will follow approved procedures such as those outlined in SW-846. Any soil exhibiting contamination above the local background level will be removed to an appropriate permitted disposal site.

EMERGENCY EQUIPMENT:

Each tractor carries the following emergency equipment stored in sturdy aluminum box:

- Gloves
- Goggles
- Slicker Suit
- Hazorb (4 pillows)
- Shovel
- Full-face Respirator
- Boots
- DOT Emergency response Guidebook
- Skin & Eye Neutralization Solution
- Emergency Reflective Triangles (3)

Each Tractor Also Carries:

- First Aid Kit
- Flares
- Ten (10)-pound ABC Fire Extinguisher

Two steps remain once the immediate emergency aspects of a spill have been taken care of:

Decontamination – a truck or trailer exposed to a leak or spill will be decontaminated at the site in order to prevent any further release to the extent that it can be transported (or move under its own power) to an authorized facility capable of further decontamination if necessary.

Equipment will be decontaminated in the following manner:

Each item used will be placed in an open head container and thoroughly rinsed with a compatible solvent or cleaning compound. The residue or wash water will then be drained into a tight head

container, sealed, and disposed of in accordance with Federal and State Regulations at an authorized disposal site.

Clothing – Contaminated clothing will be placed with the cleanup residue and disposed of in accordance with Federal and State Regulations at an authorized disposal site. If clothing is reusable, then it will be decontaminated properly and the residue added to the other waste.

Notification – The Department of Transportation, Director of Hazardous Materials Registration, Materials and Transportation Bureau, Washington, DC 10590 will be notified, in writing, of the occurrence and nature of the incident and a copy will be submitted to the proper Environmental Management Facility.

Site Safety Plans

Tradebe will prepare a site-specific Safety Plan for the HHW Event. Tradebe will ensure the on-site employees are familiar with the approved Safety Plan.

Exeter Area Household Hazardous Waste Event

Event Date: October 19, 2024

COST SHARE ESTIMATE (400 Vehicles)

Community	Cost Share Assessment	RPC Management (Minus \$15 per Vehicle Fee)	HHW Collection & Disposal (Tradebe)	Non-Hazardous Waste Disposal (WM)	Fluorescent Bulb Collection & Disposal (Tradebe)	Total Event Cost	NHDES Grant	Total Cost Share per Community
East Kingston	5.5%	\$ 294.15	\$ 2,048.40	\$ 68.08	\$ 67.94	\$ 2,478.57	\$ (455.07)	\$ 2,023.50
Epping	16.6%	\$ 894.84	\$ 6,231.47	\$ 207.12	\$ 206.68	\$ 7,540.11	\$ (1,384.38)	\$ 6,155.73
Exeter	36.0%	\$ 1,937.53	\$ 13,492.53	\$ 448.47	\$ 447.50	\$ 16,326.03	\$ (2,997.50)	\$ 13,328.53
Newfields	3.9%	\$ 211.59	\$ 1,473.45	\$ 48.97	\$ 48.87	\$ 1,782.88	\$ (327.34)	\$ 1,455.54
Seabrook	18.7%	\$ 1,006.47	\$ 7,008.85	\$ 232.96	\$ 232.46	\$ 8,480.74	\$ (1,557.09)	\$ 6,923.66
South Hampton	2.0%	\$ 106.87	\$ 744.19	\$ 24.74	\$ 24.68	\$ 900.48	\$ (165.33)	\$ 735.15
Stratham	17.3%	\$ 933.56	\$ 6,501.11	\$ 216.08	\$ 215.62	\$ 7,866.37	\$ (1,444.29)	\$ 6,422.08
	100.0%	\$ 5,385.00	\$ 37,500.00	\$ 1,246.43	\$ 1,243.75	\$ 45,375.18	\$ (8,331.00)	\$ 37,044.18

Hazardous Household Waste Collection 2018-2023

	2018	2019	2020	2021	2022	2023	Min	Max	Avg
Households	448	433	613	333	367	389	333	613	431
Waste									
Ignitable	17,877	8,160	10,530	14,280	9,066	15,972	8,160	17,877	12,648
Reactive	1	-	-	10	-	-	-	10	2
Toxic	2,281	2,400	4,000	6,800	75	1,400	75	6,800	2,826
Corrosive	976	300	1,706	2,152	106	725	106	2,152	994
Non-hazardous	1,904	-	11,260	-	6,045	5,950	-	11,260	4,193
Total Pounds Waste Collected	23,039	10,860	27,496	23,242	15,292	24,047	10,860	27,496	20,663
Pounds Per Household	51	25	45	70	42	62	25	70	49
Community	2018	2019	2020	2021	2022	2023	Min	Max	Avg
East Kingston	34	14	31	10	14	23	10	34	21
Epping	42	51	26	39	24	35	24	51	36
Exeter	167	181	168	94	163	132	94	181	151
Newfields	45	18	36	29	30	27	18	45	31
Seabrook	20	12	15	22	25	23	12	25	20
South Hampton	14	4	12	11	17	16	4	17	12
Stratham	126	153	148	129	94	132	94	153	130
TOTAL Participation	448	433	436	334	367	388	334	448	401

OFFICE OF HIGHWAY SAFETY GRANT AGREEMENT

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

GENERAL PROVISIONS

Grant Agreement Title: **EXETER PD Highway Safety Grant** Grant Agreement #: **25-058**

1. Identification and Definitions.

1.1. State Agency Name New Hampshire Department of Safety Office of Highway Safety		1.2. State Agency Address 33 Hazen Drive, Room 208 Concord, NH 03305	
1.3. Subrecipient Name Exeter Police Department		1.4. Subrecipient Address 20 Court St Exeter, NH 03833	
Chief of Police Name: Stephan Poulin Grant Contact Name: Lt. Devin West		Chief of Police email: spoulin@exeternh.gov Grant Contact's email: dwest@exeternh.gov	
1.4.1 Subrecipient Type (State Govt, City/Town Govt, County Govt, College/University, Other (Specify)) Town Government		1.4.2 UEI # Y7KKYN9JFBK1 Exp Date: 05/13/2025 <input checked="" type="checkbox"/> Verified UEI screen shot is valid - Date Stamped	
1.5. Subrecipient Phone # 603-733-6140	1.6. Effective Date 10/01/2024	1.7. Completion Date 09/30/2025	1.8. Grant Limitation \$ 17,225.46 <small>(Total amount of Federal funds obligated to the Subrecipient (2 CFR § 200.331(a)(1)(vii))</small>
1.9. Grant Officer for State Agency James Gilbert/Stephen Fisher		1.10. State Agency Telephone Number 603-271-2021/603-271-6708	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b." "RSA Chapter 37 - Chairman of Selectmen, Town Manager, Mayor, County Commissioners.			
1.11. Subrecipient Signature 1 _____ Subrecipient Signature 2 _____ Subrecipient Signature 3 _____		1.12. Name & Title of Subrecipient Signor 1 _____ Name & Title of Subrecipient Signor 2 _____ Name & Title of Subrecipient Signor 3 _____	
1.13. Acknowledgment: State of New Hampshire, County of _____, on / / , before the undersigned officer, personally appeared the person(s) identified in block 1.12., known to me (or satisfactorily proven) to be the person(s) whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal) _____		1.13.2 Name & Title of Notary Public or Justice of the Peace _____	
1.14 State Agency Signature 1 X _____ Date: _____		1.15 Name & Title of State Agency Signor 1 Robert L. Quinn, Commissioner - or Designee NH Department of Safety	
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By: _____ Assistant Attorney General, On: / /			
1.17. Approval by Governor and Council (if applicable) By: _____ On: / /			

2. **SCOPE OF WORK** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:55-63, the Subrecipient identified in block 1.3 (hereinafter referred to as "the Subrecipient"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

3. **AREA COVERED** Except as otherwise specifically provided for herein, the Subrecipient shall perform the Project in, and with respect to, the State of New Hampshire. 4. **EFFECTIVE DATE: COMPLETION OF PROJECT**

4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.17), or upon signature by the State Agency as shown in block 1.15.

4.2 Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").

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

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

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

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

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

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

6. **COMPLIANCE BY SUBRECIPIENT WITH LAWS AND REGULATIONS** In connection with the performance of the Project, the Subrecipient shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Subrecipient, including the acquisition of any and all necessary permits.

7. **RECORDS and ACCOUNTS**

7.1. Between the Effective Date and the date three (3) years after the Completion Date the Subrecipient shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.

7.2. Between the Effective Date and the date three (3) years after the Completion Date, at any time during the Subrecipient's normal business hours, and as often as the State shall demand, the Subrecipient shall make available to the State all records pertaining to matters covered by this Agreement. The Subrecipient shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Subrecipient" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Subrecipient in block 1.3 of these provisions.

8. **PERSONNEL**

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

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

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

9. **DATA: RETENTION OF DATA: ACCESS**

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

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

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

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

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

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

11. **EVENT OF DEFAULT: REMEDIES**

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

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

11.1.2 Failure to submit any report required hereunder; or

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

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

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

- 11.2.1 Give the Subrecipient a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Subrecipient notice of termination; and
- 11.2.2 Give the Subrecipient a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Subrecipient during the period from the date of such notice until such time as the State determines that the Subrecipient has cured the Event of Default shall never be paid to the Subrecipient; and
- 11.2.3 Set off against any other obligation the State may owe to the Subrecipient any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

12. TERMINATION

- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Subrecipient shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.
 - 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Subrecipient to receive that portion of the Grant amount earned to and including the date of termination.
 - 12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Subrecipient from any and all liability for damages sustained or incurred by the State as a result of the Subrecipient's breach of its obligations hereunder.
 - 12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Subrecipient hereunder, the Subrecipient, may terminate this Agreement without cause upon thirty (30) days written notice.
13. CONFLICT OF INTEREST No officer, member or employee of the Subrecipient, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. SUBRECIPIENT'S RELATION TO THE STATE In the performance of this Agreement the Subrecipient, its employees, and any subcontractor or subgrantee of the Subrecipient are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Subrecipient nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. ASSIGNMENT AND SUBCONTRACTS The Subrecipient shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Subrecipient other than as set forth in EXHIBIT B without the prior written consent of the State.
16. INDEMNIFICATION The Subrecipient shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Subrecipient or subcontractor, or subgrantee or other agent of the Subrecipient. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

17. INSURANCE AND BOND

- 17.1. The Subrecipient shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
 - 17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and
 - 17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
 - 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
18. WAIVER OF BREACH No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Subrecipient.
19. NOTICE Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
20. AMENDMENT This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required or by the signing State Agency.
21. CONSTRUCTION OF AGREEMENT AND TERMS This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intend of the parties hereto.
22. THIRD PARTIES The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
23. ENTIRE AGREEMENT This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

EXHIBIT A
SPECIAL PROVISIONS

U.S. Department of Transportation/NHTSA Grant Conditions:

As a result of participating in Federal highway safety grant programs administered by National Highway Traffic Safety Administration (NHTSA) and the US Department of Transportation (USDOT), highway safety subrecipients are required to comply with the following documents:

- Subrecipients agree to comply with all applicable elements of NHTSA's Memorandum: Use of NHTSA Highway Safety Grant Funds for Certain Purchases May 18, 2016 and found at the following Web link.: <https://www.nhtsa.gov/highway-safety-grants-program/resources-guide>. Subrecipients should pay particular attention to the sections on (1) allowable costs for equipment, travel, training, and consultant services; and (2) unallowable costs for equipment, facilities and construction, training and program administration.
- Subrecipients agree to comply with all applicable elements of 2 CFR 200 - the **Uniform Administrative Requirement for Grants, Cost Principles, and Audit Requirements** as promulgated by the U.S. Department of Transportation. This document is found at the following Web link <https://www.nhtsa.gov/highway-safety-grants-program/resources-guide> .
- Subrecipients agree to comply with all applicable Federal basic and incentive grant program requirements as outlined in the **Highway Safety Grant Management Manual** found at the following Web link: <https://www.nhtsa.gov/highway-safety-grants-program>. This document provides information on each of the grant programs.

The following additional provisions apply to highway safety subrecipients as a result of certifications and assurances provided to NHTSA by State Highway Safety Offices in their Highway Safety Plan:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4 Highway Safety Act of 1966, as amended
- Sec. 1906, Pub. L. 109-59, as amended by Sec. 25024 Pub. L. 117-58
- 23 CFR part 1300 Uniform Procedures for State Highway Safety Grant Programs
- 2 CFR part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 CFR part 1201 Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- **49 CFR part 21** (*entitled Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- **28 CFR section 50.3** (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 et seq.), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) prohibit discrimination on the basis of sex);

- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (preventing discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (requiring that recipients of Federal financial assistance provide meaningful access for applicants and beneficiaries who have limited English proficiency (LEP));
- **Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities through the Federal Government** (advancing equity across the Federal government); and
- **Executive Order 13988, Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation** (clarifying that sex discrimination includes discrimination on the grounds of gender identity or sexual orientation).

The preceding statutory and regulatory cites hereinafter are referred as the “Acts” and “Regulations,” respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in § 21.23(b) and (e) of 49 CFR part 21 will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

“The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT Order 1050.2A)⁽¹⁾ in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

POLITICAL ACTIVITY (HATCH ACT)

(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to subrecipients as well as States)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

(applies to subrecipients as well as States)

Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA ACT

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

Certification on Conflict of Interest

(Applies to Subrecipients as Well as States)

General Requirements

No employee, officer or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept or approve, or to take part in negotiating, making, accepting or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
 - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
 - b. The code or standards shall establish penalties, sanctions or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

Disclosure Requirements

No State or its subrecipient, including its officers, employees or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.

2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may

(a) terminate the award, or

(b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.

3. Conflicts of interest that require disclosure include all past, present or currently planned organizational, financial, contractual or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

(applies to subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

As a result of participating in Federal highway safety grant programs administered by National Highway Traffic Safety Administration (NHTSA) and the US Department of Transportation (USDOT), highway safety subrecipients are required to understand and comply with the following additional applicable Part 2 CFR 200 statutes and regulations:

§ 2 CFR 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.

§ 2 CFR 200.317 Procurements by states.

§ 2 CFR 200.318 General procurement standards.

§ 2 CFR 200.319 Competition.

§ 2 CFR 200.320 Methods of procurement to be followed.

§ 2 CFR 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

§ 2 CFR 200.322 Domestic preferences for procurements.

§ 2 CFR 200.323 Procurement of recovered materials.

§ 2 CFR 200.340 Termination.

§ 2 CFR 200.414 Indirect (F&A) costs.

Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

I understand that failure to comply with applicable Federal statutes and regulations may subject State officials to civil or criminal penalties and/or place the State in a high risk grantee status in accordance with 2 CFR 200.

I sign these Certifications and Assurances based on personal knowledge, after appropriate inquiry, and I understand that the Government will rely on these representations in awarding grant funds.

Authorized Contract Signatory: _____ Date: _____

Signors Printed Name: _____

EXHIBIT B
SCOPES OF WORK & PERFORMANCE MEASURES

Scope of Work
Speed Enforcement

Year over year, among other factors, speed is a leading primary cause of fatal and serious injury crashes in the State of New Hampshire. To have the greatest impact, among other areas of enforcement, local law enforcement should utilize Speed Enforcement funding in focused efforts to enforce speed limits in areas where state and local data identifies the locations, days and times that speed violations and crashes are occurring. **For additional grant requirements please familiarize yourself with the section of the grant agreement titled, "Exhibit B - Grant Requirements and Information".**

- The locations as well as days and times of the Speed Enforcement overtime patrols shall support the problem statement identified in the grant application.
- Grant funded overtime patrols should be no more than 4 hours in duration. These hours shall be run consecutively without interruption.
- If the last stop of a grant-funded patrol results in an arrest that requires the patrol to exceed 4-hours, OHS will consider payment, after review of the dispatch log and (PAR) Patrol Activity Report. The dispatch log must show the arrest as the last stop of the patrol, as well as showing the time the arrest was cleared.
- The NHOHS has an expectation that Officers/Deputies shall have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol periods. Contacts are required to be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour are made during a grant funded patrol, an explanation must be provided as to why in the note section of the (PAR) Patrol Activity Report.
- To maximize grant funded efforts, patrols must consist of **one grant-funded Officer per cruiser**; however, multiple cruisers may be out at one time.
- All vehicles stopped should be visually checked for violations of the Child Passenger Restraint law. The total number of visual checks and any action taken should be noted on the (PAR) Patrol Activity Report.
- The NHOHS program manager may, in consultation and conjunction with the Chief of Police, at their discretion, authorize adjustments in the duration of patrols and focus efforts, in both location and area of enforcement, to help maximize the potential for success in meeting objectives and achieving overall goals.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

EXHIBIT B
Scope of Work
DUI Enforcement

Impaired Driving is a leading primary cause of fatal and serious injury crashes in the State of New Hampshire. In order to have the greatest impact, local law enforcement should utilize Impaired Driving Enforcement funding in focused efforts aimed at removing the impaired driver from New Hampshire's roadways, in areas where state and local data identifies the locations, days and times that DUI related crashes and arrests are occurring. **For additional grant requirements please familiarize yourself with the section of the grant agreement titled, "Exhibit B - Grant Requirements and Information".**

- The locations as well as time and days of the Impaired Driving enforcement overtime patrols shall support the problem statement identified in your grant application.
- *DUI Enforcement patrols including DUI Saturation patrols should be no less than **4 hours**, and no more than **6 hours** in duration. These hours shall be run consecutively without interruption.*
- If the last stop of a grant-funded patrol results in an arrest that requires time in excess of a 4-hour or 6-hour scheduled patrol, OHS will consider payment, after review of the dispatch log and (PAR) Patrol Activity Report. The dispatch log must show the arrest as the last stop of the patrol as well as showing the time the arrest was cleared.
- With **written**, pre-approval from the Office of Highway Safety, Officers may conduct 6-hour Sobriety Check Points.
- The NHOHS has an expectation that Officers shall have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol periods. Contacts are required to be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour are made during a grant funded patrol, an explanation must be provided as to why in the note section of the (PAR) Patrol Activity Report.
- To maximize grant funding, patrols must consist of one granted-funded Officer per cruiser; however, multiple cruisers may be out at one time.
- All vehicles stopped should be visually checked for violations of the Child Passenger Restraint law. The total number of visual checks and any action taken should be noted on the (PAR) Patrol Activity Report.
- The NHOHS program manager may, in consultation and conjunction with the Chief of Police, at their discretion, authorize adjustments in the duration of patrols and focus efforts in a location, to help maximize the potential for success in meeting objectives and achieving overall goals.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

EXHIBIT B
Scope of Work
Distracted Driving Enforcement

Distracted Driving enforcement patrols should focus on enforcing **New Hampshire’s Hands-Free Electronic Device Law**. Patrols should remain vigilant for any other moving violations, such as lane usage, following too closely, move over, reckless driving, which may be the result of other forms of driver distraction and potentially negligent behavior. **For additional grant requirements please familiarize yourself with the section of the grant agreement titled, “Exhibit B - Grant Requirements and Information”.**

- The locations as well as time and days of the distracted driving overtime patrols shall support the problem statement identified in your grant application.
- Distracted driving patrols should be no more than 4-hours in duration. These hours shall be run consecutively without interruption.
- If the last stop of a grant-funded patrol results in an arrest that requires the patrol to exceed 4-hours, OHS will consider payment, after review of the dispatch log and (PAR) Patrol Activity Report. The dispatch log must show the arrest as the last stop of the patrol as well as showing the time the arrest was cleared.
- The NHOHS has an expectation that Officers shall have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol periods. Contacts are required to be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour are made during a grant funded patrol, an explanation must be provided as to why in the note section of the (PAR) Patrol Activity Report.
- To maximize grant funding, patrols must consist of one granted-funded Officer per cruiser; however, multiple cruisers may be out at one time. **Exception:** Two Officer per cruiser when utilizing a spotter (one Officer in the cruiser and one Officer outside the cruiser), when conducting strategic Distracted Driving enforcement patrols. **Note:** when conducting distracted driving patrols using a spotter, focus will be on effective enforcement rather than the stops/hour requirement. The spotter will note this on his/her (PAR) Patrol Activity Report.
- All vehicles stopped should be visually checked for violations of the Child Passenger Restraint law. The total number of visual checks and any action taken should be noted on the (PAR) Patrol Activity Report.
- The NHOHS program manager may, in consultation and conjunction with the Chief of Police, at their discretion, authorize adjustments in the duration of patrols and focus efforts in a location, to help maximize the potential for success in meeting objectives and achieving overall goals.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

EXHIBIT B
Scope of Work
High Visibility Mobilizations
Seatbelt Mobilization

This **Seatbelt Mobilization** coincides with the National “Click It or Ticket” campaign. In NH the purpose of this Seatbelt mobilization is to enforce the Child Restraint Law for anyone under 18 years of age, as well as to educate unbelted occupants 18 years and older regarding the importance of wearing seatbelts.

- This mobilization is required to be conducted during the following timeframe: **Monday May 19, 2025 - Sunday June 1, 2025. At least 4 hours of Occupant Protection enforcement must be conducted during the KICKOFF date - Monday May 19, 2025.**
- It is highly recommended that Officers/Deputies conducting the Seatbelt Mobilization complete an Online training course; “Occupant Protection/Child Passenger”, sponsored by Police Standards and Training.
- Patrols must be conducted during daylight hours at locations such as elementary schools, high schools, shopping centers, and/or locations where drivers and passengers up to the age of 18 are known to frequent.
- Grant funded overtime patrols should be no more than 4 hours in duration. These hours shall be run consecutively without interruption.
- If the last stop of a grant-funded patrol results in an arrest that requires the patrol to exceed 4-hours, OHS will consider payment, after review of the dispatch log and Patrol Activity Report (PAR). The dispatch log must show the arrest as the last stop of the patrol as well as showing the time the arrest was cleared.
- The NHOHS has an expectation that Officers/Deputies shall have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol periods. Contacts are required to be supported by written or electronic records maintained at the Police Department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour are made during a grant funded patrol, an explanation must be provided as to why in the note section of the (PAR) Patrol Activity Report.
- To maximize grant funding, patrols must consist of one granted-funded Officer/Deputy per cruiser; however, multiple cruisers may be out at one time. **Exception:** Two Officers/Deputies per cruiser when utilizing a spotter (one Officer/Deputy in the cruiser and one Officer/Deputy outside the cruiser) when conducting strategic Occupant Protection enforcement patrols. **Note:** When using a spotter technique, focus will be on effective enforcement rather than the stops/hour requirement. The spotter will note this on his/her (PAR) Patrol Activity Report.
- All vehicles stopped should be visually checked for violations of the Child Passenger Restraint law. The total number of visual checks and any action taken should be noted on the (PAR) Patrol Activity Report.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

EXHIBIT B
Scope of Work
High Visibility Mobilizations
IMPAIRED DRIVING MOBILIZATION

Impaired Driving is a leading primary cause of fatal and serious injury crashes in the State of New Hampshire. In order to have the greatest impact, local law enforcement should utilize Impaired Driving Mobilization funding in focused efforts aimed at removing the impaired driver from New Hampshire’s roadways, in areas where state and local data identifies the locations, days and times that DUI related crashes and arrests are occurring and where the greatest likelihood of finding impaired drivers exists. For additional grant requirements please familiarize yourself with the section of the grant agreement titled, “Exhibit B - Grant Requirements and Information”.

Note: Only unspent funds from the first Impaired Driving Mobilization campaign may be rolled over to the second Impaired Driving Mobilization campaign or vice versa. Please e-mail your Field Representative at HWYSAFETYMAIL@dos.nh.gov, *in advance*, if a mobilization effort will not be conducted.

- Participation in these **TWO** national **IMPAIRED DRIVING MOBILIZATIONS** is required to be conducted during the following timeframes:

First Mobilization: Wednesday December 11, 2024 – Wednesday January 01, 2025. At least 6 hours of Impaired Driving enforcement per Department must be conducted during the KICKOFF date – Wednesday December 11, 2024.

Second Mobilization: Friday August 15, 2025 – Monday September 1, 2025. At least 6 hours of Impaired Driving enforcement per Department must be conducted during the KICKOFF date – Friday August 15, 2025.

- **IMPAIRED DRIVING MOBILIZATION** patrols should be no less than 4 hours, and no more than **6 hours** in duration. These hours shall be run consecutively without interruption.
- If the last stop of a grant-funded patrol results in an arrest that requires time in excess of a 4-hour or 6-hour scheduled patrol, OHS will consider payment, after review of the dispatch log and (PAR) Patrol Activity Report. The dispatch log must show the arrest as the last stop of the patrol as well as showing the time the arrest was cleared.
- With written approval from the NH Office of Highway Safety, Officers may conduct 6-hour Sobriety Check Points.
- The NHOHS has an expectation that Officers shall have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol periods. Contacts are required to be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour are made during a grant funded patrol, an explanation must be provided as to why in the note section of the (PAR) Patrol Activity Report.
- To maximize grant funding, patrols must consist of one granted-funded Officer per cruiser; however, multiple cruisers may be out at one time.
- All vehicles stopped should be visually checked for violations of the Child Passenger Restraint law. The total number of visual checks and any action taken should be noted on the (PAR) Patrol Activity Report.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

EXHIBIT B
Scope of Work
High Visibility Mobilizations
Distracted Driving Mobilization

Distracted Driving Mobilization enforcement patrols should focus on enforcing **New Hampshire’s Hands-Free Electronic Device Law**, as well as other activities that occur behind the wheel that cause the driver to be distracted. Officers should remain vigilant for any other moving violations, such as lane usage, following too closely, move over, reckless driving, which may be the result of other forms of driver distraction and potentially negligent behavior. For additional grant requirements please familiarize yourself with the section of the grant agreement titled, “Exhibit B - Grant Requirements and Information”.

- This mobilization is required to be conducted during the following timeframe: ***Thursday April 10, 2025 – Monday April 14, 2025. At least 4 hours of Distracted Driving mobilization enforcement per department must be conducted during the KICKOFF date - Thursday April 10, 2025.***
- The locations as well as time and days of the distracted driving overtime patrols shall support the problem statement identified in your grant application.
- Distracted driving patrols should be no more than **4-hours** in duration. These hours shall be run consecutively without interruption.
- If the last stop of a grant-funded patrol results in an arrest that requires the patrol to exceed 4-hours, OHS will consider payment, after review of the dispatch log and (PAR) Patrol Activity Report. The dispatch log must show the arrest as the last stop of the patrol as well as showing the time the arrest was cleared.
- The NHOHS has an expectation that Officers shall have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol periods. Contacts are required to be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour are made during a grant funded patrol, an explanation must be provided as to why in the note section of the (PAR) Patrol Activity Report.
- To maximize grant funding, patrols must consist of one granted-funded Officer per cruiser; however, multiple cruisers may be out at one time. ***Exception:*** Two Officers per cruiser when utilizing a spotter (one Officer in the cruiser and one Officer outside the cruiser), when conducting strategic Distracted Driving enforcement patrols. ***Note:*** when conducting distracted driving patrols using a spotter, focus will be on effective enforcement rather than the stops/hour requirement. The spotter will note this on his/her (PAR) Patrol Activity Report.
- All vehicles stopped should be visually checked for violations of the Child Passenger Restraint law. The total number of visual checks and any action taken should be noted on the (PAR) Patrol Activity Report.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Scope of Work

Speed Enforcement Equipment

NOTE: All equipment that is \$10,000.00 or more individually must meet the "BUY AMERICA" requirement and receive prior written approval from the National Highway Traffic Safety Administration (NHTSA) before it can be purchased. The Office of Highway Safety shall be under no obligation to provide reimbursement to a grantee for equipment purchased outside of these requirements.

Purchased equipment must be installed and in use by July 1st for use in Quarter 4.

All equipment must be invoiced by May 31st. Equipment Reimbursements must be submitted no later than July 15th.

***Attorney General Final written approval must be given prior to purchase of equipment.**

EQUIPMENT AWARDED IS INDICATED BY AN "X" NEXT TO THE PROJECT

- Speed enforcement equipment grants available to current patrol enforcement grantees only.
- Funded patrol enforcement grants must be conducted in order to obtain current speed enforcement equipment:

- Speed Radar Display Trailer W/ Statistical Software and Costs of Initial Year
- X Movable Radar Speed Display Sign W/ Statistical Software and Costs of Initial Year
- Handheld LiDAR Unit
- In Car Radar Unit
- X Traffic Data Recording Device W/ Statistical Software and Costs of Initial Year

- Speed Enforcement Equipment shall be reimbursed at 75%.

Other Important Requirements

- Agencies shall follow all internal standard operating procedures in obtaining vendor quotes prior to submission of the OHS equipment grant application. Once a quote and vendor have been agency approved and submitted to the OHS, quotes/vendors shall not be changed.
- It is required that a speed enforcement effort be conducted in problem areas identified by data produced by radar trailers and or radar display signs. Departments shall contact the NHDOT for approval and follow the NHDOT work instructions document "Guideline for The Use of Driver Feedback Radar Devices (DFRD)"
- Speed Radar Display Trailers and Movable Radar Speed display signs shall include data collection software so that data can be viewed to address problem areas. Grantees agree to maintain software license after initial equipment purchased. Data collected from equipment shall be submitted to the Office of Highway Safety upon request.
- At the request of the New Hampshire Office of Highway Safety, Speed Radar Display Trailers and display signs, will be utilized during national or state mobilization efforts for highway safety messaging. Please obtain a photo showing placement for a specific location.
- Speed display signs shall be movable and not permanently fixed (i.e. permanently secured to a pole, etc.) to help address problem areas occurring on roads traversing through the community.
- Speed radar trailers and signs shall be moved regularly within the community to address areas of highway safety concern.
- Handheld LiDAR and in car radar equipment must only be used by those officers trained and certified in the use of such equipment.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

EXHIBIT B - cont.
Performance Measures
Enforcement Patrols

Speed Enforcement: In the FFY, in an effort to help reduce Speed related serious injury and fatal crashes within our patrol areas, we plan to increase the number of grants funded four (4) hour Speed patrols by 2%. Additionally, we plan to increase total vehicle stops by 2% in the FFY, and by also increasing speed summons by 2% in the FFY. Through this effort we expect to increase speed specific enforcement under this project by 2% in the FFY.

DUI Enforcement: In the FFY, in an effort to help reduce Impaired Driving related serious injury and fatal crashes by removing impaired drivers from the roads before they can cause a crash within our jurisdictional patrol areas, we plan to increase the number of grants funded six (6) hour DUI patrols by 2%. We plan to increase the number vehicle stops made in the FFY by 2%, with an increase in the number of patrols in the FFY which we expect to result in a 2% increase in DUI arrests, thus producing a DUI arrest rate increase by 2%.

Distracted Driving Enforcement: In the FFY, in an effort to help reduce Distracted Driving related serious injury and fatal crashes within our jurisdictional patrol areas, we will increase the number of grants funded four (4) hour Distracted Driving patrols by 2%. Additionally, we plan to increase total vehicle stops by 2% in the FFY, and also by increasing distracted driving summons by 2% in the FFY. Through this effort we expect to increase distracted driving specific enforcement under this project by 2% in the FFY.

Pedestrian Bicycle Enforcement: In the FFY, in an effort to help increase Pedestrian/Bicycle public awareness and safety and reduce Ped/Bike serious injury and fatal crashes within our jurisdictional patrol areas, we plan to increase the number of grants funded four (4) hour Ped/Bike patrols by 2%, during which we expect to make a 2% increase in Ped/Bike contacts. Additionally, we plan to increase total stops by 2% in the FFY, and by increasing these stops for Ped/Bike violations, summons will increase by 2% in the FFY. Through this effort we expect to increase Ped/Bike specific enforcement under this project by 2% in the FFY.

Seatbelt Mobilization: In the FFY, in an effort to help increase occupant protection public awareness and reduce unbelted fatalities and serious injuries among our youth within our jurisdictional patrol areas, we will conduct the Seatbelt Mobilization enforcement effort, to coincide with the national "Click It Or Ticket" campaign. During this High Visibility Enforcement effort, we plan to increase the number of grants funded four (4) hour Seatbelt Mobilization patrols by 2% in the FFY and increase the number of vehicles visually checked for child restraint law violations by 2% in the FFY. Additionally, we plan to increase the total number of vehicles stops and increase Occupant Protection stops by 2% in the FFY.

Impaired Driving Mobilization: In the FFY, in an effort to help reduce Impaired Driving related serious injury and fatal crashes by removing impaired drivers from the roads before they can cause a crash within our jurisdictional patrol areas. During these two High Visibility Enforcement impaired driving campaigns, we plan to increase the number of grants funded six (6) hour Impaired Driving patrols by 2%. We plan to increase the number vehicle stops made in the FFY by 2%, with an increase in the number of patrols in the FFY which we expect to result in a 2% increase in DUI arrests, thus producing a DUI arrest rate increase by 2%.

Distracted Driving Mobilization: In the FFY, in a further effort to help reduce Distracted Driving related serious injury and fatal crashes within our jurisdictional patrol areas. During this High Visibility Enforcement effort, we plan to increase the number of grants funded four (4) distracted driving mobilization patrols by 2% in the FFY. Additionally, we plan to increase the total number of Distracted Driving/Mobile Electronic Device vehicle stops by 2% in the FFY. Through this effort we expect to increase distracted driving specific enforcement under this project by 2% in the FFY.

Crash Reduction: Through the initiatives above we hope to realize a 2% reduction in the number Fatal, Serious Injury and total Crashes from the previous calendar year.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

EXHIBIT B – cont.
GRANT REQUIREMENTS AND INFORMATION

- Officers/Deputies funded during these overtime enforcement grants shall be dedicated in total to traffic law enforcement, except in the case of a criminal offense committed in the Trooper’s presence, in the case of response to a Trooper/officer in distress, or in the case of a riot where all available personnel must divert their attention.
- Officers/Deputies may pull over drivers for any driving offense during patrols. This includes, but is not limited to, suspected drunk driving, speeding, school bus violations, CPS violations, traffic light/stop sign running, and distracted driving.
- Nothing in this grant shall be interpreted as a requirement, formal or informal that a law enforcement officer issue a specified or predetermined number of summonses in pursuance of the department’s obligation associated with the grant.
- If an Officer/Deputy makes an arrest during the patrol shift but does not complete the arrest before the shift is scheduled to end, the Officer/Deputy can continue working under the grant to complete that arrest even if the time exceeds the scheduled patrol shift; however, the total request for reimbursement must not exceed the approved budget in the Grant Agreement.
- An Officer/Deputy who stops working a Highway Safety grant to assist with a Non-Highway Safety Grant related issue (i.e., crash, domestic dispute, criminal complaint, etc.), must not count such hours as hours worked on a Highway Safety Grant.
- Officers/Deputies will be reimbursed at an overtime rate of pay as established by their departments policies for hours worked during the enforcement patrols. Part-time Officer/Deputy will be reimbursed at their normal hourly rate of pay.
- The Patrol Activity Report (PAR) must be signed and dated by an authorized signatory (Police Chief or designee). Individuals working the enforcement patrol may not sign off on the (PAR) Patrol Activity Report for themselves and if the Chief Law Enforcement Officer (CLEO) works an overtime enforcement patrol, they must comply with 29 CFR Part 541 as it relates to “exempt employees”. This will require that the CLEO provide a waiver of 29 CFR, Part 541 from their governing body with any reimbursement requests in which the CLEO has worked. Additionally, the CLEO may not sign off on their own (PARS) Patrol Activity Reports or that of a spouse, child or sibling who may work an enforcement patrol.
- If weather impedes a particular enforcement detail, this should be noted on the Patrol Activity Report (PAR).
- Command staff may participate in and be compensated for enforcement details if acting in a traffic enforcement role rather than acting exclusively in a supervisory role overseeing officers engaged in traffic enforcement.
- Failure to comply with reporting requirements may result in non-reimbursement of funds or suspension of grant award.
- Non-participation or non-compliance with the performance measures may result in grant agreement suspension, termination and/non-reimbursement of expenses.
- Please E-mail your NH Highway Safety NHOHS Field Representative/Law Enforcement Liaison, in advance, if a mobilization effort cannot be conducted or if there are any other issues of concern @ hwysafetymail@dos.nh.gov
- The NHOHS program manager may, in consultation and conjunction with the Chief of Police, at their discretion, authorize adjustments in the duration of patrols and focus efforts in a location, to help maximize the potential for success in meeting objectives and achieving overall goals.

OTHER PROVISION - NH OFFICE OF HIGHWAY SAFETY

- In the event of any conflict or ambiguity between the provisions of the Subrecipient’s application and the provisions of the Office of Highway Safety Grant Agreement, including applicable EXHIBITS A and B, the provisions of the Grant Agreement shall govern.
- The New Hampshire Office of Highway Safety (OHS) will review all reports and certifications received to ensure compliance. If findings specific to Highway Safety Programs are detected within an agency’s Single Audit, appropriate action shall be taken to ensure that identified sub recipient risks are being timely and appropriately corrected.

Grantee Initials: _____

Date: _____

Grantee Initials: _____

Date: _____

Grantee Initials: _____

Date: _____

EXHIBIT C
Terms of Payment
Payment, Reimbursement Schedule, and Required Paperwork

- The Subrecipient agrees that the total payment by the State under this grant agreement within the Exhibit A.
- It is understood that all patrols will be conducted on an overtime basis. Part-time officers will be paid at their normal hourly rate.
- Reimbursements are due no later than 15 days after the close of the quarter. Due dates are as follows:
 1. **January 15th** for October-December (Quarter 1)
 2. **April 15th** for January-March (Quarter 2)
 3. **July 15th** for April-June (Quarter 3)
 4. **October 15th** for July-September (Quarter 4)
- See link for all the required forms - <https://www.nh.gov/hsafety/publications/index.htm>
- Over-Time enforcement patrol reimbursements shall include the following:
 1. Reimbursement Request Cover Letter (HS-1);
 2. Overtime Payroll Reimbursement Form (HS-20) for each project;
 3. Match Tracking Form (HS-22) for each project;
 4. Quarterly Summary Report (QSR) for each project;
 5. Patrol Activity Reports (PAR) for each project.
- Equipment reimbursements shall include the following:
 1. Reimbursement Request Cover Letter (HS-1);
 2. Copy of the detailed equipment paid invoice (with all Serial #'s);
 3. Match Tracking Form (HS-22);
 4. Copy of bank canceled check(s) front and back; and
 5. Final Equipment Report (HS-8E) for each vendor (with all Serial #'s included)
- Over-Time COB Grant reimbursements shall include the following:
 1. Reimbursement Request Cover Letter (HS-1);
 2. COB Grant Activity Overtime Payroll Reimbursement Form (HS-20) found within COB Grant Excel Workbook;
 3. COB Grant Activity Match Tracking Form (HS-22) found within COB Grant Excel Workbook;
 4. COB Grant Excel Workbook File updated with quarterly COB activity and related expenses.
 5. Copies of all COB Grant related invoices and/or receipts.
- If no enforcement patrols took place during the quarter, you are required to submit the Reimbursement Cover Letter (HS-1) indicating that you are not seeking reimbursement by placing \$0 in the projects where you were awarded funding.
- Failure to file required reports by the submission due dates can result in grant termination or denial of future grants.
- All publications, public information, or publicity released in conjunction with this project shall state "This project is being supported in part through a grant from the NH Office of Highway Safety, with Federal funds provided by the National Highway Traffic Safety Administration" or related social media tag provided by our office.
- Grant agreements shall terminate in the event funds are exhausted and/or not made available by the federal government for this program. If the grantee makes obligations in anticipation of receiving funds under this grant, the grantee does so at their peril and the State of New Hampshire will be under no obligation to make payments for such performance.

CASH MANAGEMENT

Cash drawdowns will be initiated only when actually needed for disbursement (i.e., as close as possible to the time of making disbursements). Cash disbursements and balances will be reported in a timely manner as required by NHTSA. 2 CFR Part 200.305.

For subrecipients, recipients must establish reasonable procedures to ensure the receipt of reports on subrecipients' cash balances and cash disbursements in sufficient time to enable them to prepare complete and accurate cash transactions reports to the awarding agency. Recipients must monitor cash drawdowns by their subrecipients to assure that they conform substantially to the same standards of timing and amount as apply to advances to the recipients. 2 CFR 200.305.

Failure to adhere to these provisions may result in the termination of draw-down privileges.

EXHIBIT C – continued

OFFICE OF MANAGEMENT AND BUDGET GRANT CONDITIONS

The following documents issued by the Office of Management and Budget (OMB) apply to all Federal grants regardless of the Federal Department making them available:

- **Audit Requirement of Federal Funds:** (2 CFR § 200.332(a)(5)) 2 CFR part 200, subpart F (formerly known as OMB Circular A-133) – These requirements apply to each non-profit organization, each institution of higher education, and local governments as a whole when they or one of their departments receives federal funds. Any non-profit organization, institution of higher education, or local government spending more than \$750,000 in federal funds from all sources within a 12-month period must have an audit performed on the use of the funds. OGR defines the 12-month period as July 1 to June 30. The following link provides the full text of this basic federal grant requirement: <https://www.nhtsa.gov/highway-safety-grants-program/resources-guide>.
- **Cost Principles for Federal Grants to State and Local Governments**
 - 2 CFR 200 subpart E – These requirements apply only to state and local government subrecipients. These regulations list and define general categories of costs that are both allowable and unallowable. Examples include the following:
 - The cost of alcoholic beverages is unallowable.
 - Costs incurred by advisory councils are allowable.
 - Audit costs are allowable.
 - Compensation costs are allowable so long as they are consistent with that paid for similar work in other activities of the local government.
 - Entertainment costs are unallowable.
 - Equipment costs are allowable with the prior approval of the HSO. Equipment having a useful life of more than one year or a current per-unit fair market value of \$5,000 or more must be tracked. When replacing equipment purchased with federal funds, the equipment to be replaced may be used as a trade-in or can be sold with the proceeds used to offset the cost of the replacement equipment. In addition, during the period of the contract with HSO, insurance on the equipment is allowable.
 - Travel costs are allowable if pre-approved by the HSO and so long as they are consistent with those normally allowed in like circumstances for non-federally funded activities.
- **Cost Principles for Federal Grants to *Non-Profit Organizations and Institutions of Higher Education*** - These requirements apply to only the non-profit and higher education sub recipients. These document list and define general categories of costs that are allowable and unallowable. The link below provides the full text of these two basic federal grant requirements.
 - eCFR :: 2 CFR Part 200 Subpart E -- Cost Principles

I sign these Grant Requirements based on personal knowledge, after appropriate inquiry, and I understand that the Government will rely on these representations in reimbursing grant funds.

Authorized Contract Signatory: Date:

Signors Printed Name: Signors Title:

EXHIBIT C

OHS Grant Award		
Project Titles	Federal Budget	Minimum Match Required
SPEED ENFORCEMENT	\$2,900.00	\$725.00
DUI ENFORCEMENT	\$2,700.00	\$675.00
DISTRACTED DRIVING ENFORCEMENT	\$1,600.00	\$400.00
PEDESTRIAN BICYCLE ENFORCEMENT	\$0.00	\$0.00
SEATBELT MOBILIZATION	\$850.00	\$212.50
IMPAIRED DRIVING MOBILIZATION	\$1,700.00	\$425.00
DISTRACTED DRIVING MOBILIZATION	\$850.00	\$212.50
E-CRASH EQUIPMENT(MDT)	\$0.00	\$0.00
E-CRASH EQUIPMENT (Printers/Ext. Scanners/Ext. Receivers/Hardware Firewall/CAD-RMS Software)	\$0.00	\$0.00
SPEED EQUIPMENT	\$6,625.46	\$2,208.49
C.A.R. EQUIPMENT	\$0.00	\$0.00
C.A.R. TRAINING	\$0.00	\$0.00
EMERGENCY MEDICAL SERVICES	\$0.00	\$0.00
Community Outreach & Betterment (COB) Grant	\$0.00	\$0.00
Total <small>Total amount Federal funds obligated to the subrecipient, (2 CFR § 200.331(a)(1)(vii) Project Costs: 80% Federal Funds, 20% Applicant Share (Minimum Match Required).</small>	\$ 17,225.46	\$4,858.49

Awarding Agency: Office of Highway Safety (OHS)		
Federal Awarding Agency: National Highway Traffic Safety Administration (NHTSA), US DOT NHTSA Region 1 55 Broadway, RTV-8E Cambridge, MA 02142		
Budget period (new) –	10/01/2024 to 09/30/2025	
Is This a Research and Development Project: NO	Is Indirect Costs Applicable to This Grant	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

EXHIBIT C - continued

Project Titles, PSP & Task, ALN, and FAIN Numbers (FFY25)

SPEED ENFORCEMENT

PSP & Task 25-02-04 402/Bil/Sup

ASSISTANCE LISTING NUMBER: 20.600

FAIN Number (Subaward): 69A37522300004020NHO, 69A37523300004020NHO, 69A37524300004020NHO, 69A37525300004020NHO, 69A3752230S4020NHO, 69A3752330S4020NHO, 69A3752430S4020NHO, 69A3752530S4020NHO

DUI ENFORCEMENT

PSP & Task 25-07-04 402/Bil/Sup

ASSISTANCE LISTING NUMBER: 20.600

FAIN Number (Subaward): 69A37522300004020NHO, 69A37523300004020NHO, 69A37524300004020NHO, 69A37525300004020NHO, 69A3752230S4020NHO, 69A3752330S4020NHO, 69A3752430S4020NHO, 69A3752530S4020NHO

DISTRACTED DRIVING ENFORCEMENT

PSP & Task 25-04-04 402/Bil/Sup

ASSISTANCE LISTING NUMBER: 20.600

FAIN Number (Subaward): 69A37522300004020NHO, 69A37523300004020NHO, 69A37524300004020NHO, 69A37525300004020NHO, 69A3752230S4020NHO, 69A3752330S4020NHO, 69A3752430S4020NHO, 69A3752530S4020NHO

PEDESTRIAN BICYCLE ENFORCEMENT

PSP & Task 25-06-04 402/Bil/Sup

ASSISTANCE LISTING NUMBER: 20.600

FAIN Number (Subaward): 69A37522300004020NHO, 69A37523300004020NHO, 69A37524300004020NHO, 69A37525300004020NHO, 69A3752230S4020NHO, 69A3752330S4020NHO, 69A3752430S4020NHO, 69A3752530S4020NHO

SEATBELT MOBILIZATION

PSP & Task 25-01-04 402/Bil/Sup

ASSISTANCE LISTING NUMBER: 20.600

FAIN Number (Subaward): 69A37522300004020NHO, 69A37523300004020NHO, 69A37524300004020NHO, 69A37525300004020NHO, 69A3752230S4020NHO, 69A3752330S4020NHO, 69A3752430S4020NHO, 69A3752530S4020NHO

IMPAIRED DRIVING MOBILIZATION

PSP & Task 25-07-11 402/Bil/Sup

ASSISTANCE LISTING NUMBER: 20.600

FAIN Number (Subaward): 69A37522300004020NHO, 69A37523300004020NHO, 69A37524300004020NHO, 69A37525300004020NHO, 69A3752230S4020NHO, 69A3752330S4020NHO, 69A3752430S4020NHO, 69A3752530S4020NHO

DISTRACTED DRIVING MOBILIZATION

PSP & Task 25-04-11 402/Bil/Sup

ASSISTANCE LISTING NUMBER: 20.600

FAIN Number (Subaward): 69A37522300004020NHO, 69A37523300004020NHO, 69A37524300004020NHO, 69A37525300004020NHO, 69A3752230S4020NHO, 69A3752330S4020NHO, 69A3752430S4020NHO, 69A3752530S4020NHO

E-CRASH EQUIPMENT

PSP & Task 25-03-06 402/Bil/Sup

ASSISTANCE LISTING NUMBER: 20.600

FAIN Number (Subaward): 69A37522300004020NHO, 69A37523300004020NHO, 69A37524300004020NHO, 69A37525300004020NHO, 69A3752230S4020NHO, 69A3752330S4020NHO, 69A3752430S4020NHO, 69A3752530S4020NHO

SPEED EQUIPMENT

PSP & Task 25-02-04 402/Bil/Sup

ASSISTANCE LISTING NUMBER: 20.600

FAIN Number (Subaward): 69A37522300004020NHO, 69A37523300004020NHO, 69A37524300004020NHO, 69A37525300004020NHO, 69A3752230S4020NHO, 69A3752330S4020NHO, 69A3752430S4020NHO, 69A3752530S4020NHO

EMERGENCY MEDICAL SERVICES

PSP & Task 25-10-04 402/Bil/Sup

ASSISTANCE LISTING NUMBER: 20.600

FAIN Number (Subaward): 69A37522300004020NHO, 69A37523300004020NHO, 69A37524300004020NHO, 69A37525300004020NHO, 69A3752230S4020NHO, 69A3752330S4020NHO, 69A3752430S4020NHO, 69A3752530S4020NHO

COMMUNITY OUTREACH & BETTERMENT (COB) Grant

PSP & Task 25-09-03 402/Bil/Sup

ASSISTANCE LISTING NUMBER: 20.600

FAIN Number (Subaward): 69A37522300004020NHO, 69A37523300004020NHO, 69A37524300004020NHO, 69A37525300004020NHO, 69A3752230S4020NHO, 69A3752330S4020NHO, 69A3752430S4020NHO, 69A3752530S4020NHO

Town Manager Report

Select Board Committee Reports

Correspondence

66 Main Street, Suite B
Plymouth, NH 03264

International Drive
Portsmouth, NH



Telephone: (603) 279-0352
Toll Free: (866) 501-0352

all@mrgov.com
www.mrigov.com

Monthly Project Status Report, Exeter NH- September 2024

Project Phase (1)	Start Up Status: Complete
Project Phase (2)	Revaluation Process Status: Complete
Project Phase (3)	Database Preparation Status: Complete
Project Phase (4)	Commercial Valuation Status: Complete
Project Phase (5)	Error Reports Status: Complete
Project Phase (6)	Town Approval (Preliminary Values) Status: Complete
Project Phase (7)	Informal Review Hearings Status: Complete
Project Phase (8)	Town Approval (Final Values)
Status: In Process	Reviewing values and data; Schedule to be on the 10/15 Select Board meeting

Town Approval & Informal Review Hearings| Hearings took place from 8/26/2024 through 9/2/2024. Although appointments were originally scheduled to conclude on 9/2/2024, we extended the appointment timeframe through 9/4/2024. In total, there were 346 appointments scheduled. Of the appointments, 324 were for residential-type properties and 22 were for commercial properties. Some appointments contained multiple properties. Of the appointments scheduled, 218 (63%) were for in-person appointments, 100 (29%) were for phone appointments, and 28 (8%) were for Zoom appointments.

Town Final Approval & Next Steps| We have reviewed all hearing cards and have conducted a full review of the database. Excluding the utilities, the total taxable valuation has changed 1%, from \$3,720,083,528 to \$3,681,849,175, after the informal review hearings. The final values, including any remaining changes, will be provided to the town for the Selectboard Meeting.

Everyone who scheduled a hearing or had a value change as part of the revaluation hearing process, will receive a second notice of final value. A final notice draft will be provided. Once values are finalized, we will roll over the “reval” database to become the new “live” file in the Vision CAMA system, update assessed values on vision online, and will conduct a final save for assessment year 2024.

If you have any questions or concerns about the revaluation project, please do not hesitate to contact us.

Sincerely,

Michelle McDonald

Paul McKenney-Municipal Resources, Inc.





September 20, 2024

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

Dear Members of the Board:

As part of our ongoing commitment to keeping you and our customers informed about changes to Xfinity TV services, we wanted to update you that Comcast will be discontinuing the use of CableCARDS with Comcast-issued equipment on October 24, 2024.

Customers are receiving advance notice of this change via bill message.

Please do not hesitate to contact me should you have any questions. For your convenience I can be reached at **Bryan_Christiansen@comcast.com**.

Very truly yours,

Bryan Christiansen

Bryan Christiansen, Director
Government & Regulatory Affairs

Exeter at High Risk for EEE



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Transfer Station

Transfer Station Permit Reminder: As stated in the Town Ordinance (chapter 11 - 1101.1) Transfer Station permits must be affixed to the windshield, on the inside lower left corner, of each resident's vehicle. This allows the attendant to validate entry and improve traffic flow.

EXETER TRANSFER STATION HOURS

TUESDAY: 9:00 AM - 1:00 PM
 FRIDAY: 9:00 AM - 2:30 PM
 SATURDAY: 9:00 AM - 2:30 PM

Please plan your arrival 15 minutes before closing

To use the transfer station you must be a resident or property owner in the Town of Exeter.

Permits may be purchased at the Town Offices or from Public Works.

Penalty For Unlawful Dumping:
Fines and Prosecution
Pursuant to RSA 150-B:2

Transfer Station located at 9 Cross Road, Exeter NH 03833

Transfer Station Information

2024 Transfer Station permits (\$20) are available for purchase! Permits and stickers are available to purchase from the Public Works Office, Town Office, or through the Town web service. Once you check out you will receive confirmation, and **stickers and permits are mailed to you.**

[Click here to purchase Transfer Station permits and disposal stickers](#)

A printable version of our Solid Waste program can be found in the attachment below. To utilize the Transfer Station you must be a resident or property owner in Exeter. Please have proper identification ready when entering (residents: a driver's license or for property owners: a tax bill).

Some items require the purchase of a permit, item sticker, or both. The cost of disposing of many items can add up! Local charitable organizations (Goodwill, Salvation Army, etc.) will gladly accept gently used items. For bulky

trips, it may be cost-effective to utilize the Raymond Transfer Station (603-895-6273).

To buy a Permit you must be a resident or property owner in Exeter and show ID at the Town Office. License plate numbers are required for permits. The yearly permit must be affixed to the lower corner of the car's windshield on the driver's side.

Calendar year permits: \$20

5-Day permit: \$5

For questions email: Publicworks@exeternh.gov

Transfer Station Hours:

Tuesday 9:00 am - 1:00 pm

Friday & Saturday 9:00 am - 2:30 pm

October 15th - December 15th Transfer Station Hours:

Tuesday 9:00 am - 1:00 pm

Friday 9:00 am - 2:30 pm

Saturday 8:00 am - 2:30 pm

Sunday Noon - 4:00 pm

Address and Directions

9 Cross Road

Exeter, NH 03833

From the Bandstand, drive from downtown on Front Street. Front Street (Route 111) becomes Kingston Road. Continue on Kingston Road (Route 111) to 9 Cross Road (on the right). The Transfer Station will be approximately 1/4 mile on the left. **STOP for the attendant** to check your vehicle for hazardous waste or other banned materials.

Items that can be dropped off at NO COST with proper ID:

- Used oil - not mixed with any other substance including gas or antifreeze
- Leaves - if bagged biodegradable brown paper bags must be used
- Christmas Trees - tinsel, lights, and ornaments must be removed
- Books - Bay State Book bin (617)203-1797
- Calculators
- Cell phones for Soldiers - any cell phones, ipads, tablets, mp3 players - used or broken, including device chargers
- Compost with [Mr. Fox Composting](#) bins at the Transfer Station

Items that require a Transfer Station permit:

- Brush - Landscapers/Contractors will need to purchase load tickets per trip. Load tickets must be purchased in advance at the Public Works Office. There is no limit to the number of tickets contractors can purchase.
 - Small load: Up to a full-size pick-up truck or single axle trailer \$25.00 (each load)
 - Large load: One-ton truck or double axle trailer \$50.00 (each load)
- White goods - (non-refrigerant) appliances, washer, dryer, paper shredders, etc.
- Metals - ferrous: steel, iron, bicycles, metal grills, snow blowers and lawn mowers (with gas and oil removed)
- Metals - non-ferrous: aluminum, copper, brass, etc.
- Wood - no painted or treated, no larger than 4' in length, no plywood, T-111 or particle board
- Ash - wood or coal stove ash
- Propane tanks - #20 or less
- Recyclable materials - plastics labeled #1, #2, & #5. Please follow guidelines for recyclables.
- Household Trash - must be in Exeter Blue Bags
- Batteries - Rechargeable (not household) only (automobile, toy, and tool batteries) - see Battery document below
- Mercury-containing thermometers, thermostats, electric switches, mercury button cell batteries, and fluorescent lights. These items can also be collected on Hazardous Waste Day.

Items that require both stickers and permits:

Disposal stickers (Electronic, Construction, & Appliance) can be purchased at the Town Office, Public Works Office, or Arjay's Ace Hardware. Disposal stickers can also be purchased [online](#) as well.

Construction Debris Bags and Town of Exeter Blue trash bags can be purchased at the Public Works Office and Arjay's Ace Hardware.

Electronics (\$10)

Due to the hazardous materials in most electronic goods, they must be disposed of with care. A \$10 electronics sticker can be purchased at the Town Office or Public Works for the disposal of any electronic goods at the Transfer Station. Best Buy and Staples have electronic recycling programs for most electronics.

These items include:

- Computers - monitors, hard drives, printers , laptops, tablets, battery packs or battery back-ups.
- Televisions
- Scanners, copy, and fax machines

Freon (Appliance) sticker - \$10

- Refrigerators - Doors, non-metal parts (bins, shelves) MUST BE removed and placed in blue trash bags. Metal components can be placed in the metal dumpster.
*Check the Unitil link below for updates on their periodic refrigerator rebate program.
- Freezers
- Air Conditioners
- Water Coolers
- Dehumidifiers

Construction Debris - \$8 (each item)

Small quantities of construction debris can be disposed of at the Transfer Station with the appropriate bag or sticker. Town Office and Public Works have Construction Stickers to purchase; Arjay's Ace Hardware has both Construction Bags and Stickers. For large loads, we recommend utilizing the Raymond Transfer Station as they allow non-residents to use the facility and charge by weight.

Construction Bags (\$8 each): small items: drywall, shingles, insulation, etc.

Liquids must be solidified.

Construction Stickers (\$8 each): doors, windows, toilets, sinks, bundled wood (treated/painted) or carpet.

Items NOT Accepted at the Transfer Station

- **Bulky Items** - (couch, mattress, etc.) if you utilize blue bag pick-up, 1 Bulky item can be picked up per week (\$5 bulk sticker)
- **Hazardous Waste** - Usually on a Saturday in October hosted by Rockingham Planning at the DPW Complex
- **Tires** - Raymond Transfer station (603-895-6273) will accept tires for a fee or check with local tire dealers
- **Antifreeze, brake fluid, or other auto chemicals** - collected on Hazardous Waste Day

- **Asbestos**
- **Sharps/Syringes** - "Sharps by mail systems" can be purchased at your local pharmacy for safe disposal or place sharps in a durable plastic bottle such as a laundry detergent bottle. Once the jug is 3/4 full, write SHARPS on it, tape the lid so it will not accidentally open, and dispose of in your household trash.
- **Pharmaceuticals** - Exeter PD now has a prescription drop off box in the lobby

Free for Residents

- Compost
- Wood Chips

Contact [Public Works](#) for availability.

Waste Management Dumpster Bag

A Waste Management dumpster bag (link below) is another great option if you have a lot of items to dispose of. The dumpster bag can hold up to 3,300 pounds of debris. The bags can be purchased at stores such as Home Depot and Lowe's for \$30*. Once you fill the bag notify Waste Management to pick it up! It's that easy! Waste Management fees for pick-up are about \$270 - price may vary.

Click any thumbnail image to view a slideshow



SUPPORTING DOCUMENTS

- [Mr. Fox Information \(209 KB\)](#)
- [Batteries \(761 KB\)](#)
- [How do I dispose of...? Item list A-Z \(722 KB\)](#)

WEB LINKS

[Managing My Waste - NH Dept. of Environmental Services](#)
[Raymond Transfer Station](#)
[Recycling](#)
[Unitil Rebates and Incentives](#)
[Waste Management Dumpster Bag Information](#)

Public Works

FOLLOW US



CONTACT INFORMATION

Public Works

13 Newfields Road
 Exeter, NH 03833
 (603) 773-6157

PublicWorks@exeternh.gov

[Edit Contact Details](#)

[View Full Contact Details](#)

UPCOMING EVENTS

Household Hazardous Waste Day - Registration Required
 10/19/2024 - 8:00am

TOWN OF EXETER SOLID WASTE

Where do I dispose ...?



Sep-24

	<i>Can I leave curbside with my Blue Bags?</i>	<i>Can I bring to the Transfer Station?</i>	<i>Do I need a Transfer Station permit?</i>	<i>Do I need any additional stickers?</i>
Aerosol cans (paint, hairspray, cleaners) empty with cap removed can be recycled	Yes in Blue Bag or Recycle	Yes	Yes	N/A
Air conditioner	No	Yes	Yes	Appliance \$10
Aluminum (foil, pie plates, trays)	Yes, Recycle	Yes	Yes	N/A
Anti freeze	Dispose of on Hazard waste day (usually held in October)			
Appliances with refrigerant (doors, bins, shelves removed & put in blue bag)	No	Yes	Yes	Appliance \$10
Asbestos	Dispose of on Hazard waste day (usually held in October)			
Ash (from wood or coal)	No	Yes	Yes	No
Asphalt	ERRCO accepts, 270 Exeter Rd, Epping, NH 679-2626			
Auto Battery (with terminals duct taped)	No	Yes	Yes	No
Batteries: Rechargeable (not household) only (automobile, toy, and tool batteries)	No	Yes	Yes	No
Batteries: linthium/Button cell(tape the ends)	Yes	no	no	no
Batteries: Household Alkaline	Yes	no	no	no
Baseboard (each bundle)	No	Yes	Yes	Construction Debris Sticker \$8
Bicycle	No	Yes	Yes	No
Bins/shelves from white goods	Yes in Blue Bag	Yes	Yes	N/A
Blue Bags for rubbish	Yes	Yes	Yes	No
Books	Yes in Blue Bag	Donation bin	No	N/A
Box Spring	Yes, 1 Item per week	No	N/A	Bulky Sticker \$5
Brake fluid	Dispose of on Hazard waste day (usually held in October)			
Bricks (red, patio, concrete)	ERRCO accepts, 270 Exeter Rd, Epping, NH 679-2626			
Brush (leaves, tree branches/limbs, bushes, shrubs, stumps). Must be less than 6" diameter, less than 4' long	No	Yes	Yes	Contractors must purchase load tickets prior to dumping
Bulbs - flourescent *boxed/taped for safety	No	Yes	Yes	No
Bulky Items	Yes, 1 Item per week	No	N/A	Bulky Sticker \$ 5
Calculators	No	Yes	Yes	N/A
Cardboard	Yes in recycle bin, break down 2x2 feet	Yes	Yes	N/A
Carpet (wall to wall, not to exceed 75lbs)	No	Yes	Yes	Construction Debris Sticker \$8 each
Carpet Cleaner (similar to vacuume)	Yes, in Blue Bags	Yes	Yes	No
Cell phones	No	Yes	No	Donated to Veterans
CDs/DVDs	Yes in Blue Bag	Yes	Yes	No, must be in blue bag
Chainsaw	No	Yes, drain all fluids	Yes	No
Chair	Yes, 1 Item per week	No	N/A	Bulky Sticker \$5
Chemicals- household, pool	Dispose of on Hazard waste day (usually held in October)			

	<i>Can I leave curbside with my Blue Bags?</i>	<i>Can I bring to the Transfer Station?</i>	<i>Do I need a Transfer Station permit?</i>	<i>Do I need any additional stickers?</i>
Chest	Yes, 1 Item per week	No	N/A	Bulky Sticker \$5
Christmas Lights	Yes, in Blue Bag	Yes, in Blue Bags	Yes	No
Christmas Trees - REAL (Decorations removed)	Yes on specific scheduled day	Yes	No	No
Christmas Trees (FAKE)	No	Yes	Yes	Construction Bag \$8
Clothes, shoes	Yes in Blue Bag	In blue bag	Yes	N/A
Coffee Makers	Yes, in Blue Bags	Yes	Yes	No
Compost (see Mr. Fox Compost below)	No	Yes	No	No
Computer monitors, hard drive, printer	No	Yes	Yes	Electronic Waste \$10
Concrete	ERRCO accepts, 270 Exeter Rd, Epping, NH 679-2626			
Construction Debris (Not a truckload)	No	Yes	Yes	Construction Bag or Sticker \$8 each bundle
Copy Machine	No	Yes	Yes	Electronic Waste \$10
Couch (sectionals 1 bulk sticker per piece)	Yes, 1 Item per week	No	N/A	Bulky Sticker \$5
CPAP Machines	Yes, in Blue Bags	In blue bag	Yes	No
Crib	Yes, 1 Item per week	No	N/A	Bulky Sticker \$5
Dehumidifier (bins removed)	No	Yes	Yes	Appliance \$10
Desk	Yes, 1 Item per week	No	N/A	Bulky Sticker \$5
Digital Alarm Clocks	Yes, in Blue Bags	Yes	Yes	No
Dirt	ERRCO accepts, 270 Exeter Rd, Epping, NH 679-2626			
Dishes, Pyrex, Ceramic	Yes in Blue Bags	Yes	Yes	No
Dishwashers	No	Yes	Yes	No
Door (each)	No	Yes	Yes	Construction Debris Sticker \$8
Drywall	No	Yes	Yes	Construction Debris Bag \$8
DVDs/CDs	Yes in Blue Bags	Yes	Yes	No, must be in blue bag
Electronic scales	Yes in Blue Bags	Yes	Yes	No
Fans	Yes in Blue Bags	Yes	Yes	No
Fax Machine	No	Yes	Yes	Electronic Waste \$10
Fire extinguisher	Yes, must be empty	Yes	Yes	No
Fish Tanks 20 gal to 55 gal	Yes, 1 Item per week			Bulky Sticker \$ 5
Food containers (#1, 2, 5 ~ no food debris)	Yes, Recycle	Yes	Yes	No
Food containers (not clean)	Yes in Blue Bags	Yes	Yes	No
Freezer (doors, bins, shelves removed)	No	Yes	Yes	Appliance \$10
Gasoline	Dispose of on Hazard waste day (usually held in October)			
Glass bottles or jars (any color)	Yes, Recycle	Yes	Yes	No
Grass clipping	No	Yes	No	No
Grill	No	Yes	Yes	No
Hazardous Waste	Dispose of on Hazard waste day (usually held in October)			
Household cleaners	Dispose of on Hazard waste day (usually held in October)			
Household Trash	Yes in Blue Bags	Yes	Yes	No
Humidifier (bins removed)	No	Yes	Yes	Appliance \$10

	<i>Can I leave curbside with my Blue Bags?</i>	<i>Can I bring to the Transfer Station?</i>	<i>Do I need a Transfer Station permit?</i>	<i>Do I need any additional stickers?</i>
Insulation	No	Yes	Yes	Construction Debris Bag \$8
Junk mail/envelopes	Yes, Recycle	Yes	Yes	No
Laptop, battery pack	No	Yes	Yes	Electronic Waste \$10
Lawn mowers, riding mowers	No	Yes, drain all fluids	Yes	No
Leaves/Grass (must be in biodegradable bags) 12 bag limit per residence	Only on scheduled days, twice per year	Yes	No	No
Light Bulbs (see Mercury for florescents)	No	Yes	Yes	No
Luggage/Suitcases	Yes, or bulk sticker	In blue bag	Yes	Bulky Sticker \$5 (curbside only), if not in blue bag
Magazines/Catalogs	Yes, Recycle	Yes	Yes	No
Mattress	Yes, 1 Item per week	No	N/A	Bulky Sticker \$5
Mercury: thermometers, thermostats, electrical switches, mercury button cell batteries, florescent light bulbs, CFL bulbs	No	Yes	Yes	No
Metal cans (aluminum, steel, tin)	Yes in recycle bin	Yes	Yes	No
Metals: Ferrous (iron, lawn mowers, metal grills, snow blowers, steel, wrought iron)	No	Yes, drain all fluids	Yes	No
Metals: Non-Ferrous (aluminum, brass, copper)	No	Yes	Yes	No
Microwave Ovens	No	Yes	Yes	Electronic Waste \$10
Milk/juice jugs or cartons #1,2, or 5	Yes in recycle bin	Yes	Yes	No
Mirrors/Glass tables	Yes broken up in blue bag	Yes	Yes	Construction Debris \$8
Newspapers	Yes in recycle bin	Yes	Yes	No
Oil (used AUTO. Must be in clear/semi-clear container with tight lid - labeled "Used Oil". Cannot be mixed with other waste/liquids)	No	Yes	No	N/A
Oil (heating)	No	No	N/A	N/A
Paint- oil based, varnish, turpentine, paint thinner	Dispose of on Hazard waste day (usually held in October)			
Paint (water based or latex) Dry out	Yes in Blue Bags MUST BE SOLID	Yes	Yes	No
Paper (all colors, staples and paper clips ok)	Yes in recycle bin	Yes	Yes	No
Paper bags	Yes in recycle bin	Yes	Yes	No
Paperboard (cereal and shoe boxes)	Yes in recycle bin	Yes	Yes	No
Particle Board, Plywood	No	Yes	Yes	Construction Debris \$8
Patio furniture	Yes, 1 Item per week	Yes, if mostly metal	Yes	Bulky sticker \$5 (curbside)
Pharmaceuticals	No	No	N/A	N/A
Phonebooks	Yes in recycle bin	Yes	Yes	No
Plastic bags	Yes in Blue Bags	Yes	Yes	No
Plastic bottles, jugs, or tubs #1, 2, & 5	Yes in recycle bin	Yes	Yes	No
Plastics, unmarked (laundry baskets, chairs, toys)	Yes in Blue Bags	Yes	Yes	No
Printers, scanners	No	Yes	Yes	Electronic Waste \$10

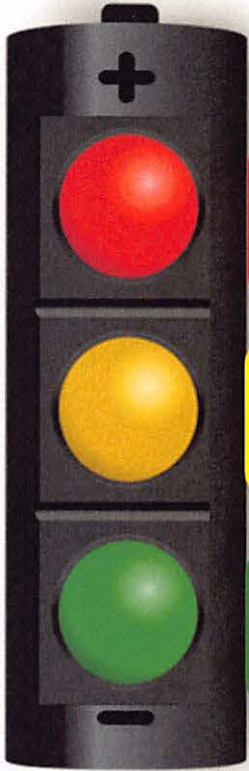
	<i>Can I leave curbside with my Blue Bags?</i>	<i>Can I bring to the Transfer Station?</i>	<i>Do I need a Transfer Station permit?</i>	<i>Do I need any additional stickers?</i>
Propane or Gas Tanks (20 lbs or less)	No	Yes	Yes	No
Road flares	Dispose at Hazardous Waste Day	No	N/A	No
Recyclables	Yes in recycle bin	Yes	Yes	No
Refrigerator (doors removed)	No	Yes	Yes	Appliance \$10
Rug (NOT carpet, must be rolled)	Yes, 1 Item per week	No	N/A	Bulky Sticker \$5
Sharps/Syringes	Yes in biohazard container or detergent bottle, marked sharps with top taped/sealed	In blue bag	Yes	No
Shingles- asphalt	No	Yes	Yes	Construction Debris Bag or Sticker \$8
Shingles- wood, natural or untreated	No	Yes	Yes	No
Sink	No	Yes	Yes	Construction Debris \$8
Snow blowers	No	Yes, drain fluids	Yes	No
Space Heaters	No	Yes	Yes	No
Stoves	No	Yes	Yes	No
Strollers	Yes, 1 Item per week	No	N/A	Bulky Sticker \$5
Styrofoam/foam packaging	Yes in Blue Bags	Yes	Yes	No
Sump pump	No	Yes fluids drained	Yes	No
Table	Yes, 1 Item per week	No	N/A	Bulky Sticker \$5
Televisions	No	Yes	Yes	Electronic Waste \$10
Tires	No	No	N/A	N/A
Toaster Ovens	Yes, in Blue Bags	Yes	Yes	No
Toilet	No	Yes	Yes	Construction Debris \$8
Treadmills	No	Yes	Yes	No
Vacuum cleaners	Yes, in Blue Bags or Transfer Station	Yes	Yes	No
Washer/dryers	No	Yes	Yes	No
Water Coolers	No	Yes	Yes	Appliance \$10
Water Heaters	No	Yes	Yes	No
Weed Trimmer	No	Yes	Yes	No
Window (each)	No	Yes	Yes	Construction Debris \$8
White Goods: (non-refrigerated) washers, dryers, dishwashers, stoves, water heaters	No	Yes	Yes	No
Wood, brush, wood pallets (must be under 4 feet & no wider than 6 inches, no paint, or stain)	No	Yes	Yes	No
Wood that is painted, pressure treated or stained, Particle board, All plywood (max 75lbs & be lifted by 2 people)	No	Yes	Yes	Construction Debris \$8

	<i>Can I leave curbside with my Blue Bags?</i>	<i>Can I bring to the Transfer Station?</i>	<i>Do I need a Transfer Station permit?</i>	<i>Do I need any additional stickers?</i>
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Other Information

<p>Leaf Pickup - Waste Management picks up leaves curbside twice each year (12 bag limit per residence)</p>	<p>Raymond Transfer Station 104 Prescott RD, Raymond NH Visit:</p>
<p>Christmas Tree Pickup - Done by DPW, one specific week, on regular trash day</p>	<p>www.raymondnh.gov/solid-waste or call 895-6273</p>
<p>Where to Buy</p>	<p>Accepts large loads of bulk items, with fees charged by the pound, or per Item</p>
<p><u>Online:</u> You can purchase disposal stickers or Transfer Station Permit ahead of time online (www.exeternh.gov/publicworks). These are mailed to you, plan ahead!</p>	<p>Staples has recycling programs for electronics.</p>
<p><u>Blue Bags for Curbside Trash Pick-up</u> : DPW Office, Arjays's Ace Hardware (55 Lincoln St), Convenient Grocer (201 Front St), Deep Meadow Variety (93 Linden St), Extra Mart (72 Main St), Gerry's Variety (66 Lincoln St), Hannaford, Market Basket (Epping/Stratham), Shaw's.</p>	<p>Recycle Construction & Demolition Material Epping Resource Recycling Facility (ERRCO) www.errco.com - 603-679-2626</p>
<p><u>Bulky Stickers for Curbside Pick-Up</u> : Public Works Office or Town Office</p>	<p>Mr. Fox Composting at the Transfer Station</p>
<p><u>Transfer Station Permit</u> : Public Works or Town Offices</p>	<p><u>Compostable items include:</u> All food scraps from plates, Meat, fat, & meat bones, Eggshells, Bread, Dairy Products, Seafood (including shellfish), Fruits & Vegetables (pits & nuts too), Coffee grounds & filters, Soiled pizza boxes, Wooden stirrers, Sugar packets, Brown paper napkins & towels, Wax paper liners, Tea bags (staples removed) and tea, Muffin wax paper wrappers, Flowers and floral trimmings, Corks, All corn based cups & utensils, Plastic PLA#7, and Certified BPI packaging</p>
<p><u>Appliance, Construction, and Electronic Stickers</u> : Arjay's Ace Hardware, Public Works or Town Offices</p>	
<p><u>Construction Debris Bags</u> : Arjay's Ace Hardware or Public Works Office</p>	
<p>Hazardous Waste Day is held on a Saturday in October. Rockingham Planning Com. 603-778-0885</p>	

Take CHARGE of your Batteries!



Stop!

Do you have batteries, or items containing batteries, you need to dispose of?



Caution!

What types of batteries are they?

Go!

Find out how to dispose of these items properly!

Stop!



Rechargeable batteries and items containing rechargeable batteries should NOT be thrown in the trash or recycle bin.

If terminals touch metal, or another battery, or if the battery becomes damaged, it could cause a FIRE!



Caution!
Know your batteries

Some single-use alkaline (non-rechargeable) batteries can be disposed of in the trash.



All types of batteries can still contain a charge so it's best to put tape over both the positive and negative terminals or bag each battery individually.



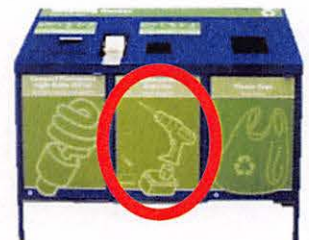
www.des.nh.gov

Go!

Recycle/Dispose

Dispose of batteries properly!

Rechargeable batteries are recyclable when done properly. Many town transfer stations and retail outlets offer battery recycling. To find a location near you, search Earth 911 or call2recycle. If recycling is not possible at your transfer station, check with hardware, office supply and specialty battery stores.





Food Waste Composting is coming to Exeter!



The Exeter Public Works Department has announced that beginning on **March 16th 2021** residents will be able to bring household kitchen waste to the Transfer Station on Cross Road during regular hours. There will be special 64 gallon covered carts dedicated to food waste composting.

Transfer Station hours: Tuesday 9am – 1pm, Friday & Saturday 9am – 2:30pm

Residents will be required to provide their own container (pail/bucket) which can be purchased at any local hardware or home improvement store. Compostable paper or corn based (green) bags provided by the resident are optional. Plastic bags, biodegradable bags, and foam are NOT allowed. The Town is not selling buckets or bags at this time.

There is NO charge to participate in the Food Waste Composting program.



Mr. Fox Composting of Eliot Maine will be collecting food waste at the Transfer Station and hauling it to their facility for composting. For more information please visit: exeternh.gov/publicworks

With composting, nothing needs to be sorted or separated.

All acceptable items for commercial composting can be placed in the same container.

Acceptable Items for Commercial Composting

- | | |
|---|---|
| <ul style="list-style-type: none"> • All food scraps from plates • Meat, fat, & meat bones • Eggshells • Bread • Dairy Products • Seafood (including shellfish) • Fruits & Vegetables (pits & nuts too) • Coffee grounds & filters • Soiled pizza boxes • Wooden stirrers | <ul style="list-style-type: none"> • Sugar packets • Brown paper napkins & towels • Wax paper liners • Tea bags (staples removed) and tea • Muffin wax paper wrappers • Flowers and floral trimmings • Corks • All corn based cups & utensils • Plastic PLA#7 • Certified BPI packaging |
|---|---|

*If it is not on the list it is **NOT** compostable. Learn more at MrFoxComposting.com*

Suggested Optional Items:



5 gallon pail w/lid



Stainless kitchen bin



Compostable bags (opt)

Exeter at High Risk for EEE



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Recycling

The Town of Exeter established a contract with Waste Management for curbside collection of recyclables. Exeter's blue recycling containers must be used for Waste Management to pick up recyclables. Any overflow must wait until the following week or drop off at the Transfer Station (permits required, \$20 for the calendar year). Recycle bins are available to purchase at the Public Works Office:

- **\$75** ~ 65 gallon totes (with a cover & wheels)
Cash, check - payable to Town of Exeter, or credit cards (\$2.50 or 2.99% whichever is greater fee applies to credit card sales)

Single Stream Recycling: All items can be placed in your recycling container together. No need to separate!

- Aluminum cans
- Plastic bottles and containers - #1, #2, #5 (caps on)
- Steel and tin cans
- Newspaper
- Glass food and beverage containers (caps off) brown, clear, or green

Let's get back to the basics of recycling.

Remember these three rules each time you recycle:



- Mail (mixed paper)
- Magazines
- Uncoated paperboard (ex. cereal boxes, food and snack boxes)
- Aerosol cans - cap removed (dispose in trash)
- Phone books
- Old corrugated containers/cardboard (uncoated)

Items that are NOT recyclable in our program (even if it has a recycle symbol):

- X Cardboard cartons (usually containing juice, milk, or broth)
- X Plastic bags and any bagged recycled materials #3, 4, & 7 (visit plasticfilmrecycling.org for ways to recycle these)
- X Mirrors
- X Light bulbs (bring to Transfer Station with a permit) or Arjay's Ace Hardware
- X Windows, dishes, Pyrex, ceramics, and porcelain
- X Unmarked plastics (toys, shelves, containers, chairs, etc.)
- X Styrofoam (even with a recycle symbol - not recyclable in our program)
- X Foam packaging #6
- X Unclean food containers (better to throw away than to create a pest problem)
- X Shredded paper

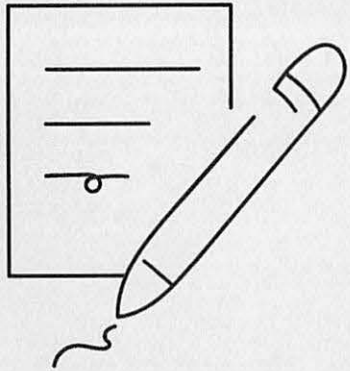
For items that are not recyclable, there could be ways to re-purpose or re-use the item. When in doubt, it is best to throw it out in your household trash.

For additional information visit Waste Management sites below!

Contamination Series - #1 Contamination (CC)

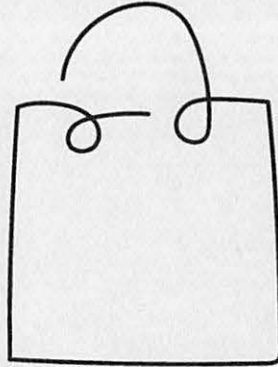


Recycle Your Clothes For FREE with Helpsy Home Pickup Service



SIGN UP

Go to helpsy.co/exeternh
to easily sign up for your
free home pickup



BAG UP

Clean out your closet and
bag your unwanted
clothing



PICK UP

Place your labeled bags by
your front door before
7 AM on your scheduled day

In order to help minimize our emissions impact, please only request a pickup when you have 3 or more bags.

We accept clothing, accessories, shoes, linens, blankets, quilts,
table linens, stuffed animals, curtains, and more!

To learn more please visit helpsy.co/exeternh

COLLECT Helpsy

Frequently Asked Questions

How do I schedule a home pickup?

The easiest way to schedule a home pickup is by completing the pickup request form at www.helpsy.co/pickup

I don't have access to the internet. How else can I schedule a home pickup?

Please call the Helpsy hotline at 800-244-6350 to schedule a home pickup.

Does it matter what kind of bags I put the clothes in?

Helpsy will accept any dry and clean clothing in any type of bag. It is helpful to label bags with "Helpsy."

Where should I leave my bags of clothing?

Please leave bags of clothing by your front door, on your porch, or near your mailbox or driveway. If a different location is needed, please use the "special instructions" section on the pickup request form to indicate the location.

When should I leave my bags of clothing outside?

Please leave clothing outside by 7 AM.

I need to give special instructions to the driver on where the bags of clothes will be. How do I do that?

Please fill out the special instructions section of the pickup request form to indicate the bags' location or any additional information.

I scheduled my home pickup, but I forgot to include the special instructions. What should I do?

Please call the Helpsy hotline at 800-244-6350 or email info@helpsy.co and include your name, address, date of the pickup and the special instructions.

If it's raining outside and I don't want to leave my bags outside all day, what can I do?

Please call the Helpsy hotline at 800-244-6350 or email info@helpsy.co.

Include your name, address, and date of the pickup. Additionally, our drivers will call the number you provided on the pickup form to let you know they have arrived if they do not see your bags outside.

How can I reschedule my home pickup?

Please call 800-244-6350 to reschedule.

No one came to pick up my bags. Who can I contact?

Please call 800-244-6350 or email info@helpsy.co.