

**Select Board Meeting
Monday, March 30th, 2020, 7:00 p.m.**

REMOTE VIA ZOOM

See Document "Town Meetings Go Virtual With Zoom Meeting" with instructions on how to participate

1. Call Meeting to Order
2. Public Comment
3. Proclamations/Recognitions
 - a. Proclamations/Recognitions
4. Approval of Minutes
 - a. Regular Meeting: March 16th, 2020
5. Appointments
6. Discussion/Action Items
 - a. Epping Road TIF Contract: VHB
 - b. 2020 MS-232 Report of Appropriations
 - c. COVID-19 Updates
7. Regular Business
 - a. Tax Abatements, Veterans Credits & Exemptions
 - b. Permits & Approvals
 - c. Town Manager's Report
 - d. Select Board Committee Reports
 - e. Correspondence
8. Review Board Calendar
9. Non-Public Session
10. Adjournment

Niko Papakonstantis, Chair

Select Board

Posted: 3/27/20 Town Office, Town Website

Due to the current situation with the COVID-19 Pandemic, the Town of Exeter is offering its meetings via Zoom. Members of the public are encouraged to attend and can do so by following information provided in the Board packet. This document is called "Town Meetings Go Virtual with Zoom Meeting."



TOWN OF EXETER, NEW HAMPSHIRE

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Town Meetings Go Virtual with Zoom Meeting



The Town of Exeter, NH will be hosting board and committee meetings virtually with a platform called **Zoom Meeting**. This platform allows the public to join via webcam, computer audio, or telephone to view and participate in the meeting.

To use Zoom, you will need a computer with a microphone or headset, a smart phone, or you can use a telephone.

To use a computer:

1. Click: <https://us04web.zoom.us/j/2080582669>
2. Follow the prompts to download the program and sign up for a free account.
3. The program will prompt you to connect video and audio from your computer. You don't have to use a camera, but a microphone is required to hear audio and speak to the board.
4. You can also connect audio via phone at this point; to watch on the computer and hear audio on your phone.

To use the smartphone app:

1. Head to the [Google](#) or [Apple](#) appstore on your smartphone.
2. Search for and download the “**Zoom Cloud Meetings**” app. Follow the prompts to set up an account.
3. Once in the app, click the “**Join**” button at the top of the app.
4. When it asks for a “Meeting ID,” enter “**208-058-2669**”, type in your full name, and click join.
If you do not wish to have your video turned on. Toggle the video off below before clicking join.

To call in with a telephone:

1. Call **1-646-558-8656**
2. Enter the Meeting ID: **208-058-2669** followed by #. For the “Participant ID” press #.

When joining a meeting you will automatically be muted. To speak, wait for the chair to ask for public comment and unmute yourself only when speaking. On a computer or the smartphone app, the mute button will look like a microphone. On a telephone, press *9 to unmute/mute your audio. To leave a meeting on a PC or smartphone, hit “leave meeting” in the bottom right. On a phone, simply hangup.



**STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR**

CHRISTOPHER T. SUNUNU
Governor

**STATE OF NEW HAMPSHIRE
BY HIS EXCELLENCY
CHRISTOPHER T. SUNUNU, GOVERNOR**

Emergency Order #12 Pursuant to Executive Order 2020-04

Temporary modification of public access to meetings under RSA 91-A

Pursuant to Section 18 of Executive Order 2020-04 it is hereby ordered, effective immediately, that:

1. Pursuant to Executive Order 2020-04, paragraph 8 provides: "State and local government bodies are permitted and encouraged to utilize the emergency meeting provisions of RSA 91-A to conduct meetings through electronic means while preserving, to the extent feasible, the public's right to notice of such meetings and ability to observe and listen contemporaneously."
2. Pursuant to Emergency Order #2 issued pursuant to Executive Order 2020-04, gatherings of fifty people or more are prohibited.
3. To implement these orders and recommendations, the requirement in RSA 91-A:2, III(b), that a quorum of a public body be physically present unless immediate action is imperative, is waived for the duration of the State of Emergency declared in Executive Order 2020-04.
4. To further implement these orders and recommendations, the requirement in RSA 91-A:2, III(c), that each part of a meeting of a public body be audible or otherwise discernible to the public "at the location specified in the meeting notice as the location of the meeting," is waived for the duration of the State of Emergency declared in Executive Order 2020-04 so long as the public body:
 - a) Provides public access to the meeting by telephone, with additional access possibilities by video or other electronic means;
 - b) Provides public notice of the necessary information for accessing the meeting;
 - c) Provides a mechanism for the public to alert the public body during the meeting if there are problems with access; and
 - d) Adjourns the meeting if the public is unable to access the meeting.

Given under my hand and seal at the Executive Chambers in Concord, this 23rd day of March, in the year of Our Lord, two thousand and twenty, and the independence of the United States of America, two hundred and forty-four.


GOVERNOR OF NEW HAMPSHIRE



**STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR**

CHRISTOPHER T. SUNUNU
Governor

**STATE OF NEW HAMPSHIRE
BY HIS EXCELLENCY
CHRISTOPHER T. SUNUNU, GOVERNOR**

Emergency Order #16 Pursuant to Executive Order 2020-04

Temporary prohibition on scheduled gatherings of 10 or more attendees

Pursuant to section 18 of Executive order 2020-04, it is hereby ordered, effective immediately, that:

1. In accordance with updated CDC guidelines, the following activities are hereby prohibited within the State of New Hampshire:

Scheduled gatherings of 10 people or more for social, spiritual and recreational activities, including but not limited to, community, civic, public, leisure, faith based, or sporting events; parades; concerts; festivals; conventions; fundraisers; and similar activities. This prohibition does not apply to the General Court, day-to-day operations of for profit or not for profit organizations and State Government, or gatherings for urgent medical purposes such as blood drives or meetings of medical personnel to discuss efforts to combat the COVID-19 pandemic.

2. Section 1 of Emergency Order #2 is hereby superseded by this Order.
3. The Division of Public Health shall enforce this Order and if necessary may do so with the assistance of State or local police.
4. This Order shall remain in effect until Monday, April 6, 2020.

Given under my hand and seal at the Executive Chambers in Concord, this 23rd day of March, in the year of Our Lord, two thousand and twenty, and the independence of the United States of America, two hundred and forty-four.

GOVERNOR OF NEW HAMPSHIRE

Minutes

Select Board Meeting
Monday March 16th, 2020
Town Offices, Nowak Room
Draft Minutes

1. Call Meeting to Order

Members present: Julie Gilman [attending remotely], Molly Cowan, Lovey Roundtree Oliff, Daryl Browne, Niko Papakonstantis, and Russ Dean were present at this meeting. The meeting was called to order by Ms. Cowan, the Acting Chair, at 7 PM.

2. Swearing in of Elected Officials

- a. Town Moderator Paul Scafidi swore in the newly elected officials.

3. Select Board Reorganization

MOTION: Ms. Cowan nominated Niko Papakonstantis to serve as Select Board Chair. Ms. Gilman seconded. By a roll call vote, all were in favor.

MOTION: Mr. Papakonstantis nominated Molly Cowan as Vice-Chair of the Select Board. Ms. Oliff seconded. By a roll call vote, all were in favor.

MOTION: Mr. Papakonstantis nominated Julie Gilman to serve as Clerk of the Select Board. Ms. Cowan seconded. By a roll call vote, all were in favor.

4. Department Updates: Fire/EMS, Police, DPW

Mr. Papakonstantis said that town officials have been working to determine how best to keep the town safe in light of the COVID-19 crisis.

Mr. Dean said they are in uncharted waters. They have been coordinating resources and ideas through numerous meetings. They are working on social distancing and taking extra cautionary measures. The Town Offices will likely be closing, and some government services will be going virtual.

Assistant Fire Chief Eric Wilking said things are changing quickly. He encouraged the public to follow the CDC and the NH DHHS for the best and most timely information. Social distancing and good hygiene are critical. He asked residents who feel that they have symptoms not to go to the hospital, but to contact their PCP and stay at home unless otherwise directed. Two ambulances are ready to roll, but there have been very few calls related to symptoms like that of the Corona virus. There's been no increase in the volume of calls, which is about 10 - 12 a day. One employee is out on long-term injury, but there is a probationary employee starting tomorrow. They are confident in being able to continue their response. The Fire Department is borrowing an electrostatic cleaning machine from the school district, in order to disinfect the back of the ambulances quickly. They are very well stocked on gloves, and moderately well stocked on gowns and masks. They're running low on sanitizer and pre-moistened sanitizing wipes; they are using disinfectant sprays instead.

Mr. Papakonstantis asked how confident they are that they can replace supplies once they use them, and also if he could advise folks at home how they can best check

on seniors that may be alone. Mr. Wilking said he doesn't have a huge comfort level that durable supplies will be available. The supply chains are doing a better job but they haven't caught up yet. In the short term, they're in good shape. For the senior population, they are in contact with each of the senior homes in the area to identify seniors who haven't been able to get out or are suffering from shortages.

Ms. Cowan asked him to give advice about utility shutoffs. Mr. Wilking said that he's not part of those discussions, but if someone is experiencing a shutoff, to contact the town for help. Everything they're hearing is that no one will be left behind.

Mr. Browne asked whether the public can make their own disinfectant. Mr. Wilking said Ms. Kohler arranged a hand sanitizer mix for the town for the election, as she was unable to purchase premade sanitizer. Mr. Browne asked what measures small businesses in town should take if they haven't decided to close. Mr. Wilking said that wasn't his place to say. He expects that foot traffic downtown will be greatly reduced. Mr. Dean said Darren Winham has taken on the role of business liaison during this process. They haven't had a shutdown order other than bars and restaurants, so things are still fluid.

Ms. Oliff asked if the town has had any conversations with supermarkets about excessive purchasing. Mr. Dean said not yet, but probably within the next few days they will coordinate with supermarkets. They've been more focused on the public health and safety side to this point. Mr. Wilking said if purchasing supplies reduces peoples' anxiety about protecting their family, they're not going to stop that. They've been assured by the grocery stores and wholesalers that there is no shortage, and the supply chains will continue to function.

Police Chief Stephan Poulin said the Police Department's main concern is staffing. The Dispatch Center is asking screening questions on calls per the CDC. They're asking the public to call rather than come in if there is a concern, but the lobby is currently open. If the public has questions regarding the Corona virus, they should call 211, and only call 911 if they need urgent help. He added that the department has mutual aid agreements with surrounding communities, so if there is an issue there will be help.

Jay Perkins, the Highway Superintendent, spoke on behalf of the Public Works Director. They're also concerned with staffing, but right now doing ok. They're doing a lot of cleaning, and have some PPE in stock. Ms. Cowan asked if they expect any changes to trash pickup, and Mr. Perkins said not at this time. Ms. Oliff asked what will happen if residents have trouble obtaining blue bags. Mr. Perkins said he heard that one store ran out of blue bags, but the supplier is operating at full function. If there were a real shortage, that would be a question for the Town Manager.

Mr. Dean discussed current town closures, including the Library and the Senior Center. They are planning to close the Town Offices and encourage people to do business online. He recommends that if Boards don't have to meet, they shouldn't plan on meeting until May 1. He has been meeting with representatives of other town organizations, such as PEA, on their plans. He is concerned about Human Services issues increasing, and they are working with Saint Vincent de Paul on coordinating services.

Ms. Oliff expressed concern for families who do not feel home is a safe place to be because of other people in the home. Chief Poulin said if anyone feels unsafe they can call the Police and they will respond. They can also reach out to a victims' advocate group such as Safe Haven.

5. Public Comment

a. There was no public comment at this meeting.

6. Proclamations/Recognitions

a. There were no proclamations/recognitions at this meeting.

7. Approval of Minutes

a. Regular Meeting: March 2, 2020

MOTION: Ms. Cowan moved to approve the minutes of March 2, 2020 as submitted. Mr. Papakonstantis seconded. By a roll call vote, Ms. Cowan, Ms. Gilman, and Mr. Papakonstantis voted yay, and Ms. Oliff and Mr. Browne abstained as they were not present at that meeting. The motion passed 3-0-2.

8. Appointments

a. There were no appointments at this meeting.

9. Discussion/Action Items

a. Review Town Ballot Voting Results

Mr. Dean said the Town Election was last Tuesday, and every article on the warrant passed other than Article 4, the Rec Park project. The budgets were approved by 65% or more. They haven't yet discussed next steps for the Rec Park. They don't have a timeline for Lincoln Street Parking yet, but it's in the queue.

b. Paving Recommendation 2020

Jay Perkins said they received a good offer on paving from a long-time town contractor. If the price of liquid asphalt continues to go down, the pricing will be revised to reflect that.

MOTION: Ms. Cowan moved to extend the contract with Bell & Flynn for the paving. Mr. Papakonstantis seconded. By a roll call vote, all were in favor.

c. TAP Easement Vote

Dave Sharples, the Town Planner, said that they've had two public hearings on the easements required for the TAP project, and now they can vote on acquiring the easements. This is the last step in executing the easements.

MOTION: Ms. Cowan moved to authorize the Town Manager to execute any and all documents to acquire the land and easements shown on the easement plan by Hoyle, Tanner and Associates dated 2/21/2020 that are necessary to complete the Transportation Alternatives Program sidewalk project, Federal project #X-A004(611) on Epping Road, Winter Street, and Spring Street. Ms. Gilman seconded. By a roll call vote, all were in favor.

d. Select Board Representatives to Town Committees

The Board was in consensus on all of the following appointments:
Planning Board: Ms. Cowan, with Mr. Browne as the alternate.

Rec Advisory Board: Ms. Cowan, with Ms. Oliff as the alternate.
Conservation Commission: Ms. Gilman will continue to be the representative, with Mr. Browne as the alternate.
The Economic Development Commission representative is usually the chair of the Select Board, so Mr. Papakonstantis will serve in this role.
Heritage Commission: Ms. Gilman
Historic District Commission: Ms. Gilman
Rockingham Planning Commission: Ms. Gilman attends as the State Rep, so can also serve as the representative from the Select Board.
Swasey Parkway Trustees: Ms. Oliff
Communications Advisory Committee: Mr. Browne
E911 Committee: Ms. Cowan
Energy Committee: Ms. Gilman will continue to serve as representative.
Facilities Committee: Mr. Browne
Housing Advisory Committee: Ms. Oliff
River Advisory Committee: Mr. Papakonstantis
Sustainability Advisory Committee: Mr. Papakonstantis
Water/Sewer Advisory Committee: Ms. Cowan

Mr. Papakonstantis said he plans to bring forward a proposal a Cultural Commission soon. Mr. Dean said if there are changes they want to make to the list of committees, other than the ones created by statutory process, there can be a review. Mr. Browne said he thought they should consider the Facilities Committee, and it will be on a future agenda.

10. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

MOTION: Ms. Cowan moved to approve a Veterans Credit in the amount of \$500 for 75/17/33. Mr. Papakonstantis seconded. By a roll call vote, all were in favor.

MOTION: Ms. Cowan moved to approve an Elderly Exemption in the amount of \$236,251 for 95/64/267 and 95/64/338. Mr. Papakonstantis seconded. By a roll call vote, all were in favor.

MOTION: Ms. Cowan moved to approve an Elderly Exemption in the amount of \$152,251 for 65/124/10, 89/14 and 87/14/15A. Ms. Gilman seconded. In a roll call vote, Mr. Browne abstained, and the motion passed 4-0-1.

MOTION: Ms. Cowan moved to approve an Elderly Exemption in the amount of \$183,751 for 68/6/421. Mr. Papakonstantis seconded. In a roll call vote, Mr. Browne abstained, and the motion passed 4-0-1.

MOTION: Ms. Cowan moved to approve a Blind Exemption in the amount of \$15,000 for 96/15. Mr. Papakonstantis seconded. By a roll call vote, all were in favor.

MOTION: Ms. Cowan moved a denial of abatements in the following properties: 73/13/1, 113/5, 95/64/37. Mr. Papakonstantis seconded. In a roll call vote, Ms. Cowan and Mr. Papakonstantis voted yay, and Mr. Browne, Ms. Oliff, and Ms. Gilman abstained; the motion failed 2-0-3.

The Board reviewed the reasons provided for the abatement denial recommendations in the packet.

MOTION: Ms. Gilman moved to reconsider the motion for denial of abatements. Mr. Browne seconded. In a roll call vote, all were in favor.

MOTION: Ms. Cowan moved to approve an abatement in the amount of \$709.74 for 83/39. Mr. Papakonstantis seconded. By a roll call vote, Mr. Browne abstained and the motion passed 4-0-1.

MOTION: Ms. Cowan moved to approve an abatement in the amount of \$30.25 for 68/6/115. Mr. Papakonstantis seconded. By a roll call vote, Mr. Browne abstained and the motion passed 4-0-1.

MOTION: Ms. Cowan moved to approve an abatement in the amount of \$451.44 for 24/5. Mr. Papakonstantis seconded. By a roll call vote, Mr. Browne abstained and the motion passed 4-0-1.

Mr. Dean said the next abatement involved an error in a plan used for assessment; a piece of a basement, at 400 square feet, was incorrectly attributed to Mr. Leach. The assessor's position was that the property was recently sold at a price which far exceeds both the incorrect and the corrected valuation, so they recommend denying the abatement. Ms. Oliff said she would like to table this issue until the next meeting.

MOTION: Ms. Gilman moved to table the question until the next meeting. Ms. Cowan seconded. By a roll call vote, all were in favor.

Mr. Dean said that in the last issue, Mr. Peeke of the MCM Realty Trust said he never received his first tax bill from the town. They couldn't substantiate that, but recommended waiving the interest, which is about \$1,500. Ms. Gilman said in the past they've taken the position that the burden to remember to pay taxes is on the owner, not the town.

MOTION: Ms. Cowan moved to deny the motion of waiving the interest for Mr. Peeke. Mr. Papakonstantis seconded. By a roll call vote, all were in favor.

- b. Permits & Approvals
- c. Town Manager's Report
 - i. Mr. Dean said the election and the Corona Virus situation have been taking most of his time. He has a meeting of the Health Trust tomorrow fully electronically, under the emergency 91A rules approved by the Governor.
- d. Select Board Committee Reports

- i. Ms. Cowan attended the Housing Advisory Committee, where they are somewhat stalled on their project on multifamily housing. In the Water/Sewer Advisory Committee, they talked through a number of abatements; she encourages the public to follow up on any high usage alerts immediately to avoid big bills.
 - ii. Ms. Gilman had no meetings. She asked Ms. Cowan if she could present to the Housing Advisory Committee regarding upcoming bills on affordable housing. Ms. Cowan suggested she reach out to Nancy Belanger, the chair of the committee.
 - iii. Mr. Papakonstantis said the Planning Board meeting was cancelled.
- e. Correspondence
 - i. The annual report from the Exeter Sportsman's Club.

11. Review Board Calendar

- a. The next meetings are March 30, April 13, and April 27. If there's a need to meet in the meantime due to the ongoing crisis, they will make arrangements.

12. Non-Public Session

- a. There was no non-public session at this meeting.

13. Adjournment

MOTION: Ms. Cowan moved to adjourn. Mr. Browne seconded. All were in favor, and the meeting adjourned at 9 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary

Epping Road TIF Contract: VHB



**AGREEMENT
FOR PROFESSIONAL SERVICES
BETWEEN
VANASSE HANGEN BRUSTLIN, INC.
AND
TOWN OF EXETER**

**ROUTE 27 (EPPING ROAD) CORRIDOR STUDY
VHB CONTRACT NO. 84103.17**

MARCH 19, 2020

This Agreement details of the services to be performed, timing of the services, and compensation of the engagement between the Town of Exeter, hereinafter called the "Client," and Vanasse Hangen Brustlin, Inc. (VHB) for a corridor study to be conducted along Epping Road (NH Route 27) in Exeter, New Hampshire.

PROJECT DESCRIPTION

At Town Meeting in March 2015, Town of Exeter voters established a 587-acre tax increment financing (TIF) district along Epping Road (NH Route 27) that extends for approximately 2 miles from Beach Hill Extension southerly to Brookside Drive. The Epping Road TIF District was formed to stimulate economic development along the underdeveloped or undeveloped portions of the corridor by providing specific funding for infrastructure improvements (e.g., roadways, water, and sewer). The implementation of the infrastructure improvements is envisioned to encourage additional development, which would then generate tax dollars to directly pay off the cost of those improvements. Warrant Article 24 is currently before the Town of Exeter to vote on during the March 10, 2020 Town Meeting to adopt the provisions of the Epping Road Tax Increment District Financing Plan Amendment (dated January 7, 2020), which allocates the use of tax increments for retirement of bonds and notes as outlined in the plan amendment to support a corridor study of Epping Road and provide funding for needed improvements along the corridor due to anticipated development.

SCOPE OF SERVICES

As part of this agreement, VHB will provide traffic engineering and transportation planning services by preparing a corridor study along Epping Road within the TIF District. The primary focus of the corridor study will be on identifying multimodal operational and safety deficiencies, as well as generating preliminary engineering and design recommendations. VHB will validate the current roadway and intersection deficiencies identified by Town of Exeter Planning Department and provide recommendations for short-term and long-term measures to improve transportation efficiency and safety.

VHB has prepared this document to outline the overall scope of services, as currently understood, that VHB will complete as part of the efforts on identifying transportation solutions to address congestion and



safety related to existing and potential future deficiencies along the Epping Road corridor. A detailed summary of each component of the scope is presented below.

1.0 MEETINGS WITH TOWN OFFICIALS

VHB will meet with Town of Exeter officials to have initial discussions on the goals and objectives of the project, identify local traffic concerns, confirm study area coverage, and obtain any available background information and/or project materials to be provided by the Town.

In addition to the kick-off meeting with Town officials to discuss project issues and define study locations, VHB will attend up to three additional coordination meetings with Town staff to present findings and discuss concerns. One of these coordination meetings with Town officials would also include NHDOT officials to discuss potential recommendations along the state-maintained portions of the Epping Road corridor within the study area (i.e., between Beach Hill Extension southerly to Cronin Road).

2.0 EXISTING CONDITIONS

2.1 Field Reconnaissance

VHB will perform preliminary reconnaissance during weekday morning and weekday evening commuter peak periods to record notable operational and safety deficiencies on the roadway network and at intersections within the study area. VHB will review geometric conditions and any notable sight distance issues. VHB will observe traffic operations (vehicle queues) at intersections and validation of signal timing, phasing, and operational functionality of signal equipment.

2.2 Base Mapping

The goal of the base mapping effort will be to develop up-to-date topographic and environmental resources and constraints appropriate for the conceptual design and alternative evaluation.

VHB will coordinate with geographic information system (GIS) staff from New Hampshire Department of Transportation (NHDOT), Rockingham Planning Commission (RPC), and the Town of Exeter to obtain available base mapping resources to support the study efforts. This information will be combined with existing resource information, previous studies, plans, and additional GIS information available from other sources. This mapping information will be supplemented by reconnaissance level fieldwork to generally confirm the existing topography and identify possible design constraints and issues that may not be readily identifiable from a review of the base plans or GIS database. The enhanced study area map will serve as the foundation for the macro-scale feasibility screening and evaluation of the proposed alternatives under consideration.



2.3 Project GIS Compilation

Available geospatial information will be assembled and organized as an ArcGIS Geodatabase, which will form the basis for a project base map. It is anticipated that the following information would be available for incorporation into the Geodatabase:

- 2015 high resolution aerial photography;
- Two-foot contour intervals;
- National Wetlands Inventory/ Hydric Soils;
- Properties on the State and/or National Register of Historic Places;
- The NRCS Rockingham county soil survey;
- Federal Emergency Management Agency (FEMA) Digital Flood Insurance Rate Maps showing floodway and floodplain boundaries;
- Tax map data showing approximate property lines and rights-of-way (if available electronically);
- Aquifers/Surface Waters/Streams/Surficial Geology;
- NH Wildlife Action Plan habitats;
- Land Cover Data;
- Conservation Land;
- Wells/ Public Water Supplies/ Water Quality; and
- Hazardous Waste Sites (NHDES and/or OneStop).

These data will be collected prior to any fieldwork to aid our efforts to confirm the presence or absence of environmental resources in the project area.

2.4 Traffic Volume Data

Initially, the eight intersection locations listed below have been identified for possible traffic data sampling. These locations have been discussed with Town officials. VHB will engage a traffic count vendor to collect turning movement counts (TMCs) during the weekday morning commuter peak period (7:00-9:00 AM) and the weekday evening commuter peak period (4:00-6:00 PM).

1. Epping Road and NH Route 101 westbound ramps
2. Epping Road and NH Route 101 eastbound ramps
3. Epping Road and Continental Drive



4. Epping Road and Industrial Drive (north)
5. Epping Road and Industrial Drive (south)
6. Epping Road and Meeting Place Drive
7. Epping Road and Brookside Drive
8. Epping Road, Brentwood Road (NH Route 111A), and Columbus Avenue

In addition, automatic traffic recorders (ATRs) will be deployed to collect continuous traffic volume and vehicular speed data for two weekdays along Epping Road between Continental Drive and Industrial Drive (north).

2.5 Existing Traffic Volumes

Using available traffic volume data from other sources, as well as the traffic counts outlined in Task 2.4, VHB will establish base year traffic volume networks for the weekday morning and weekday evening peak hours. For planning studies, average annual traffic volume conditions are evaluated to determine if traffic signals are warranted (as per Manual on Uniform Traffic Control Devices [MUTCD] methodologies). Therefore, seasonal factors available through nearby NHDOT count stations will be used to adjust the March 2020 traffic counts to average month traffic volume conditions.

2.6 Existing Conditions Operational Analyses

VHB will conduct an operational analysis of the existing corridor at the study area intersections (see Task 2.4). The evaluation will include a determination of levels of service, delay, and volume-to-capacity ratios. Computer model simulations will be verified by field observations.

VHB will use micro simulation and animation models such as the Synchro/SimTraffic software programs to model the traffic operating conditions along the Epping Road corridor. The simulations will be particularly useful at public presentation when comparing potential alternative solutions.

2.7 Crash Evaluation

VHB will obtain most recent (5-year) vehicle crash data from the Exeter Police Department and evaluate the crash history within the study area identified collectively with the Town. The data will be reviewed and summarized to determine the nature, frequency, severity, and location of incident experience along the corridor.



3.0 FUTURE CONDITIONS

3.1 Future Year No-Build Traffic Volumes

VHB will work with Town of Exeter and RPC staff to develop future traffic volumes within the study area based on regional growth expectations as well as identifying specific parcels and opportunities for development and redevelopment within the study area. Based on this assessment, VHB will develop the 2030 weekday morning and evening peak hour traffic volume networks.

3.2 Future Year No-Build Operational Analysis

VHB will perform capacity analysis for the eight intersections to assess future traffic volume operations without improvements. Analyses will be performed for the weekday morning and weekday evening commuter peak hours.

3.3 Conceptual Improvement Plan

VHB will collaborate with Town of Exeter officials in identifying deficient locations along the Epping Road corridor and discuss potential improvement alternatives to be considered in alleviating operational and/or safety issues. VHB will develop a conceptual plan depicting potential improvements along the Epping Road corridor study area based on the information gathered and the analysis generated (Tasks 2.1 through 3.2):

- **Short-term measures** will focus on low cost improvements that can be readily implemented by the Town. These measures could include signage, pavement markings, signal timing adjustment, enforcement by safety officers, and regulatory restrictions.
- **Longer-term measures** could include measures such as:
 - Reconfiguration of intersections
 - Widening intersections to provide dedicated turns lanes
 - Installation of traffic signals or roundabouts
 - Changing traffic circulation patterns through easements and frontage roads

The above will consider, in a general way, an assessment of related right-of-way and wetland impacts. These improvements will be depicted on aerial imagery.

3.4 Future Year Build Traffic Volumes

VHB will reassign traffic volumes as needed to develop 2030 weekday morning and weekday evening peak hour traffic volume networks that incorporate the improvements depicted on the conceptual improvement plan.



3.5 Future Year Build Operational Analysis

Similar to that conducted for the Existing and future year No-Build, traffic operational analyses will be conducted at the study area intersections with the recommended improvements implemented. Capacity, level of service, queuing, and turn and signal warrant analyses will be conducted where appropriate. The results of the analyses will be summarized in tabular format.

4.0 DOCUMENTATION

4.1 Technical Report

VHB will prepare a concise technical report documenting findings and recommendations of the traffic operations along Epping Road corridor. Budgetary level programmatic estimates of probable construction costs will be developed for recommended capital improvements.

4.2 Cost Estimate

VHB will prepare cost estimates for the potential improvements depicted on the conceptual plan (see Task 3.3). The estimates will be based on the latest NHDOT published average weighted unit prices. The inclusion of potential BMP's, utility relocations, ITS, and other large project elements will be included in the estimates provided that the information is available.

EXCLUSIONS

Services not included under this agreement are as follows:

- Attendance at meetings beyond the upset limit identified within this agreement
- Traffic data collection and analysis beyond those identified within this agreement
- Preparation of permit applications
- On- or off-site field survey
- Preliminary or final engineering design for site access or roadway improvements
- Construction services

The Scope of Services for this Agreement is inclusive only of those tasks herein specified. Should additional services be required, VHB will prepare an amendment to this agreement that includes the scope and fee associated with the specific tasks. VHB will not perform work outside of the scope defined herein without written permission of the client.



SCHEDULE

The above Scope of Work assumes a six (6) week schedule commencing with the notice to proceed.

COMPENSATION

VHB will perform the Scope of Services contained in this Agreement on a Time and Materials basis plus expenses for a not to exceed fee of \$100,000. In addition to the labor compensation, VHB shall be reimbursed for expenditures made specifically for the project such as: printing and reprographics; travel and subsistence; computer charges; telephone charges; shipping, postage, and courier service charges; purchase of maps or similar documents; etc. These direct expenses will be billed at cost plus 10%. If subconsultants and subcontractors are engaged by VHB for this project, and are therefore under contract to VHB, their services will be invoiced at 1.10 times their actual cost. This adjustment covers the additional expense of coordination/administration.

VANASSE HANGEN BRUSTLIN, INC. AUTHORIZATION

By: *Robin Bousa*
Print: Robin Bousa
Title: Managing Director
Date: 3/19/2020

CLIENT AUTHORIZATION

The Town of Exeter agrees the Scope of Services, Compensation, Schedule, and Terms and Conditions of Agreement (attached hereto and acknowledged as being received). These Terms and Conditions are consistent with those mutually agreed to as part of the Exeter Intersection Studies contract authorized by the Exeter Town Engineer dated February 19, 2020. Together they constitute the entire Agreement between Vanasse Hangen Brustlin, Inc. and the Town of Exeter.

By: _____
Print: _____
Title: _____
Date: _____



STANDARD TERMS AND CONDITIONS. The engagement of VHB by Client is under the following terms and conditions. These terms and conditions are an integral part of the collective Agreement between Client and VHB.

SCOPE OF SERVICES. VHB shall perform the services set forth in the attached Scope of Services. Requests for additional services and any associated fee adjustment must be authorized in writing before additional services can begin.

PERFORMANCE STANDARDS. VHB's services require decisions that are not based upon science, but rather upon judgmental considerations. In the performance or furnishing of professional services hereunder, VHB, and those it is responsible for, shall exercise the degree of skill and care ordinarily exercised by similarly practicing professionals performing similar services under similar conditions in the same locality ("Standard of Care"). VHB shall be entitled to rely on the accuracy and completeness of data, reports, surveys, requirements, and other information provided by Client.

SCHEDULE. VHB shall perform its services as set forth in the Scope of Services as expeditiously as consistent with the Standard of Care and the orderly progress of the Work. VHB shall not be responsible for failure to perform or for delays in the services arising out of factors beyond the reasonable control or without the fault or negligence of VHB.

PAYMENT. The fee estimate for the proposed Scope of Services is valid for 60 days from the date of Proposal. All schedules set forth in the attached Scope of Services commence upon receipt of a signed Agreement and, if requested, a retainer. Retainers will be applied to the last invoice. ~~A RETAINER OF \$[] IS REQUIRED BEFORE SERVICES WILL COMMENCE.~~

Invoices will be rendered monthly and are due upon receipt. Any invoice unpaid more than 30 days after date of invoice will bear interest at 1-1/2 percent per month.

If Client fails to pay any invoice within 45 days of the date of invoice, VHB may, without waiving any other claim or right against Client or incurring any liability for delay, suspend the services until VHB has been paid in full. Sealed plans, final documents, reports, and attendance at meetings/hearings will not be provided unless payment for services is current.

If VHB is performing services for Client under multiple projects, payments must be current on all projects for services hereunder to continue. Client acknowledges VHB's right to suspend services and withhold plans and documents, as provided above, if any payments are overdue. If services are suspended for 30 days or longer, upon resuming services VHB shall be entitled to expenses incurred in the interruption and resumption of its services. If

services are suspended for 90 days or longer, VHB shall be entitled to expenses incurred in the interruption and resumption of its services and fees for remaining services shall be equitably adjusted.

The parties agree to coordinate invoices to assure timely payment. At minimum, VHB's project manager and Client's representative will confer as often as necessary about any issues involving invoicing and collections. Client's representative will contact VHB's project manager forthwith upon receipt of an invoice about any questions or issues concerning invoiced amounts. If Client's representative and VHB's project manager are unable to resolve any questions or issues, Client's representative will line item any disputed or questionable amount and pay VHB. VHB, at its option, may revise and resubmit disputed amounts at a later date.

~~Should it become necessary to utilize legal or other resources to collect any or all monies rightfully due for services rendered under this Agreement, VHB shall be entitled to full reimbursement of all such costs, including reasonable attorneys' fees, as part of this Agreement.~~

OWNERSHIP OF WORK PRODUCT. All work products (whether in hard or electronic form) prepared by VHB pursuant to the Agreement are instruments of service with respect to the Project and are not authorized, intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other Project. Any reuse by Client or a third person or entity authorized by Client without written verification or adaptation by VHB for the specific application will be at Client's sole risk and without liability or legal exposure to VHB. ~~Client shall release, defend, indemnify and hold harmless VHB from all claims, damages, losses and expenses, including attorneys' fees, arising out of or resulting therefrom.~~ Any such verification or adaptation will entitle VHB to additional compensation at rates to be agreed upon by VHB and Client, third person, or entity seeking to reuse said documents.

Client recognizes that information recorded on or transmitted as electronic media, including CADD documents ("Electronic Documents") is subject to undetectable alteration, either intentional or unintentional, due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, the Electronic Documents are provided to Client for informational purposes only and are not represented as suitable for any use or purpose.

VHB retains the copyright in all work products produced in connection with this Agreement, unless otherwise agreed to in writing by an authorized VHB representative. VHB licenses to Client on a non-exclusive basis the use of work products produced solely in connection with this Agreement. The license



may be revoked for any failure of Client to perform under this Agreement.

CERTIFICATIONS. VHB shall not be required to sign any documents, no matter by whom requested, that would result in VHB having to certify, guarantee or warrant the existence of conditions whose existence VHB cannot wholly ascertain. Any certification provided by VHB shall be so provided based on VHB's knowledge, information, and belief subject to the preceding sentence, and shall reflect no greater certainty than VHB's professional opinion developed through and consistent with the Standard of Care. VHB shall be compensated for any work necessary to assess project compliance with regulatory standards for purposes of such certification.

INSURANCE. VHB agrees to carry the following insurance during the term of this Agreement:

- Workmen's Compensation and Employer's Liability Insurance in compliance with statutory limits
- Comprehensive General Liability Insurance including Products Completed, Contractual, Property, and Personal Injury coverage with combined single limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate
- Professional Liability Insurance with a limit of \$1,000,000 per claim and in the aggregate
- Automobile Liability Insurance including non-owned and hired automobiles with a combined single limit of \$1,000,000 per occurrence

Certificates of insurance will be furnished upon request. If Client requires additional insurance coverage, and it is available, Client agrees to reimburse VHB for such additional expense.

INDEMNITY.

A. Indemnity for Claims Arising from the Provision of Professional Services

As it applies to Claims arising from the provision of the VHB's professional services, VHB shall indemnify and save harmless the Client and its officers and employees from any claims, damages, losses, litigation, expenses, reasonable counsel fees and personal injuries and/or property losses sustained by any person or entity ("Claims"), to the extent such Claims are caused by the negligent acts, errors or omissions of the VHB, its employees, or subcontractors in connection with the Project, and/or under this Agreement. There is no duty to defend under this Section A Indemnity obligation.

B. Indemnity for Claims Unrelated to the Provision of Professional Services

As it applies to Claims unrelated to the provision of the VHB's services, i.e., automobile and general liability claims, VHB shall defend, indemnify and save harmless the Client and its officers

and employees from any claims, damages, losses, litigation, expenses, reasonable counsel fees and personal injuries and/or property losses sustained by any person or entity ("Claims"), to the extent such Claims are caused by the acts, errors or omissions of the VHB, its employees, or subcontractors in connection with the Project, and/or under this Agreement.

~~Client and VHB shall at all times indemnify and save harmless each other, their officers, and employees on account of damages, losses, expenses, reasonable counsel fees, and compensation arising out of any claims for damages, personal injuries and/or property losses sustained by any person or entity, to the extent caused by the negligent acts, errors or omissions of the indemnifying party, its employees, or subcontractors in connection with the Project, and/or under this Agreement.~~

~~Client agrees to the fullest extent permitted by law, to indemnify and hold harmless VHB, its officers, employees and subconsultants from and against any and all claims, suits, demands, liabilities costs including reasonable attorneys' fees, and defense costs caused by, arising out of, or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products, or material that exist on, about, or adjacent to the job site.~~

LIMITATION ON VHB'S RESPONSIBILITY AND JOBSITE SAFETY.

VHB will not be responsible for the acts or omissions of contractors or others at the Site, except for its own subcontractors and employees. Neither the professional activities of VHB nor the presence of VHB or its employees or subconsultants at a project site shall relieve the other parties on this project of their obligations, duties, and, including, but not limited to, construction means, methods, sequence, techniques, or procedures necessary for performing, superintending, and coordinating the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. VHB and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. Client agrees that Contractor shall be solely responsible for job site safety and warrants that this intent shall be carried out in Client's contract with Contractor.

~~**ALLOCATION OF RISK.** In recognition of the relative risks and benefits of the Project to both Client and VHB, the risks have been allocated such that Client agrees that to the fullest extent permitted by law, VHB's total liability in the aggregate to Client and any persons or entities claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project and/or this Agreement from any cause or causes, including, but~~



~~not limited to, VHB's negligence, errors, omissions, strict liability, statutory liability, indemnity obligation, breach of contract or breach of warranty shall not exceed the limits of insurance required under this Agreement (\$1,000,000), higher of \$50,000 (fifty thousand dollars), or ten (10) percent of the compensation actually paid to VHB. Client and VHB may agree to a higher limitation of liability for an increased fee.~~

DISPUTE RESOLUTION. All questions in dispute under this Agreement shall be submitted to non-binding mediation as a condition precedent to the institution of legal proceedings. On the written notice of either party to the other of the election to submit any dispute under this Agreement to mediation, each party shall designate their representative and shall meet within ten (10) days after the service of the notice. The parties shall then attempt to resolve the dispute within ten (10) days of meeting. Should the parties be unable to agree on a resolution of the dispute, then the parties shall proceed with mediation in accordance with the mediation rules of the American Arbitration Association. The cost of mediation shall be borne equally by both parties. This Agreement shall be governed and construed in accordance with the laws of the State of New Hampshire.

~~**LEGAL SUPPORT.** To the extent VHB is required to respond to any dispute resolution process, including, but not limited to, requests for document production, discovery or a request to appear in any deposition or legal proceeding, which is related to the Scope of Services but does not arise out of VHB's negligent acts, errors or omissions, Client shall compensate VHB for all costs incurred by VHB, including reasonable attorneys' fees.~~

DESCRIPTIVE HEADINGS AND COUNTERPARTS. The headings contained in this Agreement are for convenience of reference only and shall not constitute a part hereof, or define, limit or in any way affect the meaning of any of the terms or provisions hereof. This Agreement may be executed in two or more counterparts, and any party hereto may execute any such counterpart, which, when executed and delivered, shall be deemed to be an original and all of such counterparts taken together shall be deemed to be one and the same instrument.

EXCLUSIVE REMEDIES. ~~In the event that any dispute is not remedied through the alternative dispute resolution procedures set forth herein, all claims, actions, and rights of action arising from or relating in any way to this Agreement or the services performed thereunder, whether in contract, tort, indemnity and all other rights of action whatsoever, shall be filed in a court of competent jurisdiction within the applicable statute of limitations three years of the completion of such services, or all such claims, actions and rights of action shall be waived. Recovery under this Agreement shall be limited by the parties' agreement on Allocation of Risk and the remainder of this section.~~

Notwithstanding any other provision of this Agreement, neither party shall be liable to the other for any liquidated, incidental, special, indirect or other consequential damages incurred, regardless of the nature of the cause or whether caused by Client or VHB, or their employees, subconsultants, or subcontractors. Consequential damages include, without limitation, loss of use, loss of profits, loss of production, or business interruption; however, the same may be caused.

~~VHB and Client waive all claims against each other arising out of or related to this Agreement or the services to the extent that losses, damages, and liabilities associated with such claims have been compensated by the proceeds of property insurance or any other insurance policy.~~

VHB makes no warranties or guarantees, express or implied, under this Agreement or any other contract document with respect to its provision of professional services. In entering into this Agreement, Client has relied only upon the representations set forth in this Agreement. No verbal warranties, representations, or statements shall be considered a part of this Agreement or a basis upon which Client relied in entering into this Agreement.

NO THIRD PARTY BENEFICIARIES. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either Client or VHB. In addition, nothing herein shall be construed as creating a contractual relationship between Client and any VHB employee, representative, or consultant. Client agrees that in the event of a dispute regarding this Agreement or the services rendered by VHB hereunder, Client shall only seek recourse against VHB and waives any right to pursue a claim against VHB's individual directors, officers or employees.

~~VHB's commitments as set forth in this Agreement are based on the expectation that all of the services described in this Agreement will be provided. In the event Client later elects to reduce VHB's Scope of Services, Client hereby agrees to release, hold harmless, defend, and indemnify VHB from any and all claims, damages, losses or costs associated with or arising out of such reduction in services.~~

SEVERABILITY. The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

TAXES. Any taxes or fees, enacted by local, state, or federal government and based on gross receipts or revenues, will be invoiced to and payable by Client as an additional amount due under this Agreement.



PROJECT SPECIFIC PROVISIONS. To the extent the Scope of Services involves any of the following services/geographies, the following general provisions apply accordingly:

AMERICANS WITH DISABILITIES ACT (ADA). Client understands and agrees that ADA standards are evolving and subject to varying, potentially contradictory interpretations and applications. VHB will use its reasonable professional efforts and judgment to interpret applicable ADA requirements and other federal, state and local laws, rules, codes, ordinances, and regulations as they apply to the project. VHB cannot and does not warrant or guarantee that Client's Project will comply with all ADA requirements or ADA interpretations or other applicable regulatory interpretations.

~~**CLIMATE CHANGE/FLOOD ANALYSIS.** Consultant shall not be responsible or liable for any damages, losses, litigation, expenses, counsel fees and compensation arising out of any claims, damages, personal injuries and/or property losses related to climate change flooding conditions whether directly or indirectly due to flood water damage, and Client shall at all times indemnify and hold harmless VHB, its respective officers, agents and employees on account of any related claims, damages, losses, expenses and counsel fees related thereto.~~

CONSTRUCTION PHASE SERVICES

SITE VISITS. VHB shall make periodic site visits upon the request of Client or as otherwise agreed in writing by Client and VHB for the limited purpose of determining whether work is in general conformance with VHB's plans and specifications. Such visits are not intended to be an exhaustive check or a detailed inspection of Contractor's work. VHB shall not supervise or have control over Contractor's work nor have any responsibility for construction ways, means, methods, techniques, sequences, or procedures selected by Contractor nor for Contractor's safety precautions or programs in connection with the Work.

SHOP DRAWINGS. VHB's review and approval of submittals such as shop drawings, product data, samples, and other data, shall be for the limited purpose of checking for conformance with the design concept and the information in VHB's documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades, or construction safety precautions, all of which are the sole responsibility of Contractor and other unrelated parties. Review of a specific item shall not indicate that VHB has reviewed the entire assembly of which the item is a component. VHB shall not be responsible for any deviations from VHB's documents or other documents that are not brought to the attention of VHB in writing by Contractor. VHB shall not be required to review partial submissions or those for which submission of correlated items have not been received.

GEOTECHNICAL SERVICES. Client understands that VHB does not perform geotechnical services directly and, if requested, will retain a geotechnical subconsultant on behalf of Client, and VHB shall rely on the accuracy and completeness of data furnished as if the geotechnical services were contracted directly through Client.

TANK INSPECTION. Client will provide VHB with available underground storage tank (UST) documentation as necessary. VHB assumes that the documentation and site plans will be in order, be complete and meet regulatory compliance standards. VHB's inspection services are to fulfill regulatory requirements and do not include invasive testing or equipment calibration and testing. Accordingly, Client expressly agrees that VHB shall have no liability for equipment functioning or malfunctioning, product releases or spills.

~~**LSP SERVICES — PROJECTS LOCATED IN MASSACHUSETTS.** In accordance with the Massachusetts General Laws Chapter 21E, the performance of the services contained in this Agreement may require the engagement of a Licensed Site Professional (LSP) registered with the Commonwealth of Massachusetts under Massachusetts General Law Chapter 21A and the regulations promulgated by the Massachusetts Department of Environmental Protection (MADEP) thereunder (collectively the LSP Program). These laws and regulations place upon the LSP certain professional obligations owed to the public, including in some instances a duty to disclose the existence of certain environmental contaminants to the MADEP. In the event that any site for which VHB has provided LSP services is audited by MADEP pursuant to the provisions of the Massachusetts Contingency Plan, VHB shall be entitled to additional compensation to provide such services as may be necessary to assist Client in its response to MADEP.~~

Client understands and acknowledges that in the event the LSP's obligations under the LSP Program conflict in any way with the terms and conditions of this Agreement or the wishes or intentions of Client, the LSP is bound by law to comply with the requirements of the LSP Program. Accordingly, Client recognizes that the LSP shall be immune for all civil liability resulting from any alleged and/or actual conflict with the LSP Program. Client also agrees to hold VHB and its LSP harmless for any claims, losses, damages, fines, or administrative, civil, or criminal penalties resulting from the LSP's fulfillment of its obligations under the LSP Program.

~~**PROJECTS LOCATED IN FLORIDA.** Florida Statutes Section 558.0035 (2013), an individual employee or agent may not be held individually liable for economic damages resulting from negligence occurring within the course and scope of this Agreement.~~

2020 MS232 Report of Appropriations



Report of Appropriations Actually Voted

Exeter

For the period beginning January 1, 2020 and ending December 31, 2020

Form Due Date: **20 Days after the Annual Meeting**

GOVERNING BODY CERTIFICATION

This is to certify that the information contained in this form, appropriations actually voted by the town/city meeting, was taken from official records and is complete to the best of our knowledge and belief. Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name	Position	Signature
Niko Papakonstantis	Chairman	
Molly Cowan	Vice Chairwoman	
Julie D. Gilman	Clerk	
Daryl Browne	Selectman	
Lovey Roundtree Oliff	Selectwoman	

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:
<https://www.proptax.org/>

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>



Appropriations

Account	Purpose	Article	Appropriations As Voted
General Government			
4130-4139	Executive	08	\$268,323
4140-4149	Election, Registration, and Vital Statistics	08	\$385,658
4150-4151	Financial Administration	08	\$963,748
4152	Revaluation of Property	08	\$1
4153	Legal Expense	08	\$80,000
4155-4159	Personnel Administration	08	\$528,599
4191-4193	Planning and Zoning	08	\$292,916
4194	General Government Buildings	08	\$1,190,139
4195	Cemeteries	08	\$1
4196	Insurance	08	\$63,379
4197	Advertising and Regional Association		\$0
4199	Other General Government		\$0
General Government Subtotal			\$3,772,764
Public Safety			
4210-4214	Police	08	\$3,322,994
4215-4219	Ambulance		\$0
4220-4229	Fire	08	\$3,798,226
4240-4249	Building Inspection	08	\$265,855
4290-4298	Emergency Management	08	\$53,685
4299	Other (Including Communications)	08	\$417,082
Public Safety Subtotal			\$7,857,842
Airport/Aviation Center			
4301-4309	Airport Operations		\$0
Airport/Aviation Center Subtotal			\$0
Highways and Streets			
4311	Administration	08	\$472,348
4312	Highways and Streets	08	\$2,112,946
4313	Bridges		\$0
4316	Street Lighting	08	\$170,340
4319	Other	08	\$334,555
Highways and Streets Subtotal			\$3,090,189
Sanitation			
4321	Administration		\$0
4323	Solid Waste Collection	08	\$1,304,764
4324	Solid Waste Disposal		\$0
4325	Solid Waste Cleanup		\$0
4326-4328	Sewage Collection and Disposal		\$0
4329	Other Sanitation		\$0
Sanitation Subtotal			\$1,304,764



Appropriations

Account	Purpose	Article	Appropriations As Voted
Water Distribution and Treatment			
4331	Administration		\$0
4332	Water Services		\$0
4335	Water Treatment		\$0
4338-4339	Water Conservation and Other		\$0
Water Distribution and Treatment Subtotal			\$0
Electric			
4351-4352	Administration and Generation		\$0
4353	Purchase Costs		\$0
4354	Electric Equipment Maintenance		\$0
4359	Other Electric Costs		\$0
Electric Subtotal			\$0
Health			
4411	Administration	08	\$135,010
4414	Pest Control	08	\$2,951
4415-4419	Health Agencies, Hospitals, and Other		\$0
Health Subtotal			\$137,961
Welfare			
4441-4442	Administration and Direct Assistance	08	\$73,052
4444	Intergovernmental Welfare Payments		\$0
4445-4449	Vendor Payments and Other	08	\$103,805
Welfare Subtotal			\$176,857
Culture and Recreation			
4520-4529	Parks and Recreation	08	\$562,592
4550-4559	Library	08	\$1,032,885
4583	Patriotic Purposes	08	\$15,000
4589	Other Culture and Recreation	08,26	\$18,500
Culture and Recreation Subtotal			\$1,628,977
Conservation and Development			
4611-4612	Administration and Purchasing of Natural Resources	08	\$10,039
4619	Other Conservation	20	\$50,000
4631-4632	Redevelopment and Housing		\$0
4651-4659	Economic Development	08	\$151,341
Conservation and Development Subtotal			\$211,380
Debt Service			
4711	Long Term Bonds and Notes - Principal	08	\$749,586
4721	Long Term Bonds and Notes - Interest	08	\$246,453
4723	Tax Anticipation Notes - Interest	08	\$1
4790-4799	Other Debt Service	08	\$59,100
Debt Service Subtotal			\$1,055,140



Appropriations

Account	Purpose	Article	Appropriations As Voted
Capital Outlay			
4901	Land		\$0
4902	Machinery, Vehicles, and Equipment	08,16,17,19,21	\$647,827
4903	Buildings		\$0
4909	Improvements Other than Buildings	05,06,13,14	\$1,925,000
Capital Outlay Subtotal			\$2,572,827
Operating Transfers Out			
4912	To Special Revenue Fund		\$0
4913	To Capital Projects Fund	11,12	\$350,000
4914A	To Proprietary Fund - Airport		\$0
4914E	To Proprietary Fund - Electric		\$0
4914O	To Proprietary Fund - Other		\$0
4914S	To Proprietary Fund - Sewer	10	\$7,686,605
4914W	To Proprietary Fund - Water	09	\$3,552,795
4915	To Capital Reserve Fund	15,18	\$160,000
4916	To Expendable Trusts/Fiduciary Funds	22,23	\$150,000
4917	To Health Maintenance Trust Funds		\$0
4918	To Non-Expendable Trust Funds		\$0
4919	To Fiduciary Funds		\$0
Operating Transfers Out Subtotal			\$11,899,400
Total Voted Appropriations			\$33,708,101

COVID 19 Information and Updates



**STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR**

CHRISTOPHER T. SUNUNU
Governor

**STATE OF NEW HAMPSHIRE
BY HIS EXCELLENCY
CHRISTOPHER T. SUNUNU, GOVERNOR**

Emergency Order # 17 Pursuant to Executive Order 2020-04

Closure of non-essential businesses and requiring Granite Staters to stay at home

WHEREAS, on Friday, March 13, 2020, the President of the United States declared a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak; and

WHEREAS, on Friday, March 13, 2020, the Governor issued Executive Order 2020-04, An order declaring a state of emergency due to the Novel Coronavirus (COVID-19); and

WHEREAS, on Friday, March 13, 2020, the Governor activated the Emergency Operations Center at the Incident Planning and Operations Center in Concord to assist in the State's response to the COVID-19 outbreak; and

WHEREAS, on Sunday, March 15, 2020, the Governor issued Emergency Order #1, instructing all New Hampshire schools to close and to transition to temporary and remote instruction; and

WHEREAS, on Monday, March 16, 2020, the Governor issued Emergency Order #2, temporarily prohibiting gatherings of 50 or more attendees and prohibiting onsite food and beverage consumption throughout the State; and

WHEREAS, on Monday, March 23, 2020, the first New Hampshire death resulting from COVID-19 occurred; and

WHEREAS, on Monday, March 23, 2020, the Governor issued Emergency Order #16, temporarily prohibiting scheduled gatherings of 10 or more attendees; and

WHEREAS, as of Thursday, March 26, 2020, the CDC reports 54,453 confirmed cases of COVID-19 have occurred in the United States with 737 deaths; and

WHEREAS, experts anticipate that while a high percentage of individuals affected by COVID-19 will experience mild flu-like symptoms, some will have more serious symptoms and require hospitalization, particularly individuals who are elderly or already have underlying chronic health conditions; and

WHEREAS, experts indicate that COVID-19 is most commonly spread from an infected symptomatic person to others through respiratory droplets, including:

- Through the air by coughing and sneezing;
- Close personal contact, such as touching or shaking hands;
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands.

WHEREAS, the CDC reports that COVID-19 may be spread before an infected person shows symptoms of the virus; and

WHEREAS, as of Thursday, March 26, 2020, the CDC reports 27 U.S. states are reporting some community spread of COVID-19, meaning people have been infected with the virus who may not have the usual risks of international travel or known contact with a confirmed case; and

WHEREAS, in the days since the Governor declared a State of Emergency, the COVID-19 outbreak in New Hampshire has expanded significantly; and

WHEREAS, the number of confirmed cases of COVID-19 continues to rise in the State: as of March 26, 2020, the Department of Health and Human Services, Division of Public Health Services has reported 158 cases of COVID-19, of which 33 are healthcare workers, 1 death, 16 hospitalizations; 650 individuals being monitored; 592 persons with tests pending at the Public Health Lab; and 9 of the 10 counties in the State have been impacted; and

WHEREAS, the Department of Health and Human Services, Division of Public Health has found that community-based transmission of COVID-19 continues to increase in the State and has been identified in the majority of counties; and

WHEREAS, state and local health and emergency response organizations must use all available preventative measures to combat the spread of COVID-19, which will require access to services, personnel, equipment, facilities, and other resources, potentially including resources beyond those currently available, to prepare for and respond to any potential cases and the spread of the virus; and

WHEREAS, if COVID-19 spreads in New Hampshire at a rate comparable to the rate of spread in other states and countries, the number of persons requiring medical care may exceed locally available resources, and controlling outbreaks minimizes the risk to the public, maintains the health and safety of the people of New Hampshire, and limits the spread of infection in our communities and within the healthcare delivery system; and

WHEREAS, it is imperative to prepare for and respond to suspected or confirmed COVID-19 cases in New Hampshire, to implement measures to mitigate the spread of COVID-19, and to prepare to respond to an increasing number of individuals requiring medical care and hospitalization.

Now therefore, pursuant to Section 18 of Executive Order 2020-04, it is hereby ordered, effective immediately, that:

1. The services identified in EXHIBIT A are hereby designated as “Essential Services.” Additional services may be designated as Essential and added to EXHIBIT A with

written approval of the Commissioner of Business and Economic Affairs and the Governor.

2. All businesses and other organizations that do not provide Essential Services shall close their physical workplaces and facilities to workers, customers, and the public and cease all in person operations as of 11:59 p.m. on March 27, 2020 and shall not re-open to workers, customers or the public or resume in person operations before 12:01 a.m. on May 4, 2020.
3. All businesses or other organizations providing Essential Services shall develop strategies, procedures and practices to allow for social distancing protocols consistent with guidance provided by the CDC and the Division of Public Health.
4. Beginning at 11:59 p.m. on March 27, 2020, New Hampshire citizens shall stay at home or in their place of residence with the following exceptions:
 - a) Leaving home to get fresh air or exercise, provided that social distancing protocols consistent with guidance from the Division of Public Health are observed;
 - b) Leaving home for outdoor recreation provided that appropriate social distancing protocols are observed and provided that such recreation complies with any limitations contained within Executive Order 2020-04 and any Emergency Orders issued pursuant to Executive Order 2020-04;
 - c) Leaving home to run essential errands such as going to the grocery store, pharmacy, laundromat, or fulfilling any other errands an individual determines to be essential for everyday needs;
 - d) Leaving home to visit a spouse, parent, or child;
 - e) Leaving home to provide care for another person;
 - f) Leaving home to go to the gas station;
 - g) Leaving home to order and pick up take-out food;
 - h) Receiving deliveries from Amazon, UPS, Fedex, the U.S. Postal Service, or any other deliveries;
 - i) Leaving home to receive essential medical care or essential medical services;
 - j) Leaving home for purposes of an individual's employment if the individual is employed at a business or organization that provides Essential Services or a business or organization to whom this Order does not apply pursuant to Sections 5-7; and
 - k) Leaving home for purposes of employment in cases where an individual is working remotely for a business that does not provide Essential Services.
5. This Order shall not apply to any K-12 schools within this State.
6. This Order shall not apply to State Government, local and county governments, local and county legislative bodies, the General Court, or the Judicial Branch.

7. This Order shall not apply to any church, synagogue, mosque, or other house of worship, provided that those organizations must still comply with Emergency Order #16.
8. The Division of Public Health and State or local police shall have the authority to enforce this Order.
9. This Order shall remain in effect until May 4, 2020.

Given under my hand and seal at the Executive Chambers in Concord, this 26th day of March, in the year of Our Lord, two thousand and twenty, and the independence of the United States of America, two hundred and forty-four.



GOVERNOR OF NEW HAMPSHIRE

EXHIBIT A to Emergency Order #17

State of New Hampshire – Governor Chris Sununu

Pursuant to Emergency Order #17 issued under Section 18 of Executive Order 2020-04, the State of New Hampshire has compiled a list of industry sectors that provide essential services and support to COVID-19 and the core missions of the State. Entities that fall under this guidance shall continue to operate with necessary staff to complete critical and essential functions. This information is based on federal guidance and amended to reflect the interest of New Hampshire's citizens and economy.

Those deemed essential will continue to have the ability to cross state borders for work related travel (e.g., traveling to and from work/home, transporting products to distribution facilities, etc.).

While the below Sectors are designated as essential, they are urged to follow social distancing protocols for employees in accordance with guidance from the Department of Public Health, including but not limited to:

1. Prohibiting all gatherings with more than 10 individuals
2. Keeping all personnel six feet apart
3. Encouraging employees to stay home when sick, and sending home those who report feeling ill or display symptoms

Businesses and organizations, essential or not, are encouraged to continue their operations through a remote means (ie., telework) that will not require employees, customers, or the public to report to the company or organization's physical facility.

The President of the United States has invoked the Defense Production Act. Under this act, the product line organizations and businesses may change to support the nation's mission in the fight against COVID-19.

The below list of sectors deemed essential and the supporting criteria will be reviewed throughout the length of the COVID-19 pandemic. This document is a living document. This information when reviewed and changed, will be re-disseminated and available on <https://www.nheconomy.com/covid19>.

Law Enforcement, Public Safety, First Responders

- Personnel in emergency management, law enforcement, Emergency Management Systems, fire, and corrections, including front line and management required to maintain operations
- Emergency Medical Technicians
- 911 call center employees, including telecommunicators, dispatchers and managers
- Information and Analysis Center employees
- Hazardous material responders from government and the private sector.
- Workers – including contracted vendors – who maintain digital systems infrastructure supporting law enforcement and emergency service operations.

Food and Agriculture

- Workers supporting groceries, pharmacies, florists, and other retail, including farmers markets and farm stands, that sells food and beverage products, including liquor stores
- Restaurant carry-out and quick serve food operations, including beer and wine curbside and takeout - Carry-out and delivery food employees
- Food manufacturer employees and their supplier employees—to include those employed in food processing facilities; livestock, poultry, seafood slaughter facilities; pet and animal feed processing facilities; human food facilities producing by-products for animal food; beverage production facilities, including breweries, wineries, and distilleries; and the production of food packaging
- Farm workers to include those employed in animal food, feed, and ingredient production, packaging, distribution, and retail; manufacturing, packaging, and distribution of veterinary drugs; truck delivery and transport; farm and fishery labor needed to produce our food supply domestically
- Farm workers and support service workers to include those who field crops, beekeeping; commodity inspection; fuel ethanol facilities; storage facilities; and other agricultural inputs
- Workers supporting the seafood and fishing industry
- Commercial and residential landscaping services, including golf courses.
- Employees and firms supporting food, feed, and beverage distribution, including warehouse workers, vendor-managed inventory controllers and blockchain managers
- Workers supporting the sanitation of all food manufacturing processes and operations from wholesale to retail
- Company cafeterias - in-plant cafeterias used to feed employees; food service workers in residential schools with students who are unable to leave campus
- Workers in food testing labs in private industries and in institutions of higher education
- Food banks
- Nurseries, greenhouses, garden centers, and agriculture supply stores
- Workers essential for assistance programs and government payments
- Employees of companies engaged in the production of chemicals, medicines, vaccines, and other substances used by the food and agriculture industry, including pesticides, herbicides, fertilizers, minerals, enrichments, and other agricultural production aids

- Animal agriculture workers to include those employed in veterinary health; manufacturing and distribution of animal medical materials, animal vaccines, animal drugs, feed ingredients, feed, and bedding, etc.; transportation of live animals, animal medical materials; transportation of deceased animals for disposal; raising of animals for food; animal production operations; slaughter and packing plants and associated regulatory and government workforce
- Organizations and workers responsible for the care and custody of animals, pets and livestock
- Workers who support the manufacture and distribution of forest products, including, but not limited to timber, paper, and other wood products
- Employees engaged in the manufacture and maintenance of equipment and other infrastructure necessary to agricultural production and distribution

Health Care/ Public Health / Human Services

- Workers providing COVID-19 testing; Workers that perform critical clinical research needed for COVID-19 response
- Medical Professionals and caregivers (e.g., physicians, dentists, psychologists, mid-level practitioners, nurses and assistants, infection control and quality assurance personnel, pharmacists, physical and occupational therapists and assistants, social workers, speech pathologists and diagnostic and therapeutic technicians and technologists, other providers of mental and behavioral health care, personal care attendants, home health aides and home care workers)
- Hospital and laboratory personnel (including accounting, administrative, admitting and discharge, engineering, epidemiological, source plasma and blood donation, food service, housekeeping, medical records, information technology and operational technology, nutritionists, sanitarians, respiratory therapists, etc.)
- Workers in other medical facilities (including Ambulatory Health and Surgical, Blood Banks, Medical Clinics, Community Mental Health Centers, Methadone/OBOT Clinics, 24 hour Diversionary and Residential Behavioral Health Providers, Comprehensive Outpatient rehabilitation, End Stage Renal Disease, Health Departments, Home Health care, Hospices, Hospitals, Nursing Facilities, Rest Homes, Assisted Living Residences, Organ Pharmacies, Procurement Organizations, Psychiatric Residential, Residential Treatment Schools, Rural Health Clinics and Federally Qualified Health Centers and Community Health Centers, State Hospitals)
- Workers in other 24/7 community resident services serving children and youth, and individuals with developmental, intellectual, physical and/or cognitive disabilities
- Workers in recovery centers and sober homes
- Manufacturers, technicians, logistics and warehouse operators, and distributors of or necessary to the supply chain of medical equipment, personal protective equipment (PPE), medical gases, pharmaceuticals, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing, disinfecting or sterilization supplies, and tissue and paper towel products
- Public health / community health workers, including those who compile, model, analyze and communicate public health information

- Blood and plasma donors and the employees of the organizations that operate and manage related activities
- Workers that manage health plans, billing, and health information, who cannot practically work remotely
- Workers who conduct community-based public health functions, conducting epidemiologic surveillance, compiling, analyzing and communicating public health information, who cannot practically work remotely
- Workers performing cybersecurity functions at healthcare and public health facilities, who cannot practically work remotely
- Workers conducting research critical to COVID-19 response
- Workers performing security, incident management, and emergency operations functions at or on behalf of healthcare entities including healthcare coalitions, who cannot practically work remotely
- Workers who support food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, such as those residing in shelters
- Pharmacy employees necessary for filling prescriptions
- Workers performing mortuary services and workers at funeral homes, crematoriums, and cemeteries
- Workers who coordinate with other organizations to ensure the proper recovery, handling, identification, transportation, tracking, storage, and disposal of human remains and personal effects; certify cause of death; and facilitate access to mental/behavioral health services to the family members, responders, and survivors of an incident

Energy

Electricity industry:

- Workers who maintain, ensure, or restore the reliable generation, transmission, and distribution of electric power, including call centers, utility workers, reliability engineers and fleet maintenance technicians
- Workers needed for safe and secure operations at nuclear generation
- Workers at generation, transmission and electric blackstart facilities
- Workers at Reliability Coordinator (RC), Balancing Authorities (BA), and primary and backup Control Centers (CC), including but not limited to independent system operators, regional transmission organizations, and balancing authorities
- Mutual assistance personnel
- IT and OT technology staff – for EMS (Energy Management Systems) and Supervisory Control and Data Acquisition (SCADA) systems, and utility data centers; Cybersecurity engineers; cybersecurity risk management
- Vegetation management crews and traffic workers who support
- Environmental remediation/monitoring technicians
- Instrumentation, protection, and control technicians

Petroleum workers:

- Petroleum product storage, pipeline, marine transport, terminals, rail transport, road transport
- Crude oil storage facilities, pipeline, and marine transport
- Petroleum refinery facilities
- Petroleum security operations center employees and workers who support emergency response services
- Petroleum operations control rooms/centers
- Petroleum drilling, extraction, production, processing, refining, terminal operations, transporting, and retail for use as end-use fuels or feedstocks for chemical manufacturing
- Onshore and offshore operations for maintenance and emergency response
- Retail fuel centers such as gas stations and truck stops, and the distribution systems that support them

Natural and propane gas workers:

- Natural gas transmission and distribution pipelines, including compressor stations, and road transport
- Underground storage of natural gas
- Natural gas processing plants, and those that deal with natural gas liquids
- Liquefied Natural Gas (LNG) facilities
- Natural gas security operations center, natural gas operations dispatch and control rooms/centers natural gas emergency response and customer emergencies, including natural gas leak calls
- Drilling, production, processing, refining, and transporting natural gas for use as end-use fuels, feedstocks for chemical manufacturing, or use in electricity generation
- Propane gas dispatch and control rooms and emergency response and customer emergencies, including propane leak calls
- Propane gas service maintenance and restoration, including call centers
- Processing, refining, and transporting natural liquids, including propane gas, for use as end-use fuels or feedstocks for chemical manufacturing
- Propane gas storage, transmission, and distribution centers

Steam workers:

- Workers who support steam distribution companies' provision of district heating and any electric generation
- Workers who support steam distribution companies' dispatch and control rooms and emergency response and customer emergencies, including steam leak calls
- Workers who support steam distribution companies' service maintenance and restoration, including call centers
- Workers who support steam distribution companies' storage, transmission, and distribution centers

Waste and Wastewater

Employees needed to operate and maintain public and private drinking water and wastewater/drainage infrastructure, including:

- Operational staff at water authorities
- Operational staff at community water systems
- Operational staff at wastewater treatment facilities
- Workers repairing water and wastewater conveyances and performing required sampling or monitoring
- Operational staff for water distribution and testing
- Operational staff at wastewater collection facilities
- Operational staff and technical support for SCADA Control systems
- Chemical disinfectant suppliers for wastewater and personnel protection
- Workers that maintain digital systems infrastructure supporting water and wastewater operations

Transportation and Logistics

- Employees supporting or enabling transportation functions, including dispatchers, maintenance and repair technicians, warehouse workers, truck stop and rest area workers, and workers that maintain and inspect infrastructure (including those that require cross-border travel)
- Employees of firms providing services that enable logistics operations, including cooling, storing, packaging, and distributing products for wholesale or retail sale or use
- Mass transit workers, including contracted vendors providing transportation and maintenance services to public transit authorities
- Workers critical to operating rental car companies and Transportation Network Companies (TNCs) that facilitate continuity of operations for essential workforces, and other essential travel
- Workers responsible for operating dispatching passenger, commuter and freight trains and public transportation and buses and maintaining rail and transit infrastructure and equipment
- Maritime transportation workers - port workers, mariners, equipment operators
- Truck drivers who haul hazardous and waste materials to support critical infrastructure, capabilities, functions, and services
- Bicycle repair shops
- Automotive sales, repair and maintenance facilities
- Workers who respond to and clear traffic crashes, including contracted vendors and dispatchers
- Manufacturers and distributors (to include service centers and related operations) of packaging materials, pallets, crates, containers, and other supplies needed to support manufacturing, packaging staging and distribution operations
- Postal and shipping workers, to include private companies
- Workers who support moving and storage services
- Employees who repair and maintain vehicles, aircraft, rail equipment, marine vessels, and the equipment and infrastructure that enables operations that encompass movement of cargo and passengers

- Air transportation employees, including air traffic controllers, ramp personnel, aviation security, and aviation management and other workers – including contracted vendors – providing services for air passengers
- Workers who support the maintenance and operation of cargo by air transportation, including flight crews, maintenance, airport operations, and other on- and off- airport facilities workers

Public Works

- Workers who support the operation, inspection, and maintenance of essential dams, locks and levees
- Workers who support the operation, inspection, and maintenance of essential public works facilities and operations, including roads and bridges, water and sewer main breaks, fleet maintenance personnel, construction of critical or strategic infrastructure, traffic signal maintenance, emergency location services for buried utilities, maintenance of digital systems infrastructure supporting public works operations, and other emergent issues
- Workers – including contracted vendors – involved in the construction of critical or strategic infrastructure including public works construction, airport operations, water, sewer, gas, electrical, nuclear, oil refining and other critical energy services, roads and highways, public transportation, solid waste collection and removal, municipal transfer stations, and internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services)
- Workers such as plumbers, electricians, exterminators, inspectors and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, construction sites and projects, and needed facilities
- Support, such as road and line clearing and utility relocation, to ensure the availability of needed facilities, transportation, energy and communications
- Support to ensure the effective removal, storage, and disposal of residential and commercial solid waste and hazardous waste
- Licensed site clean-up professionals and other workers addressing hazardous spills, waste sites, and remediation.
- Workers who support the operation, maintenance and public safety of state parks, forests, wildlife management areas, water supply protection lands, and other critical natural resources.
- Workers who support storm clean-up operations (e.g., foresters).

Communications and Information Technology

Communications:

- Maintenance of communications infrastructure- including privately owned and maintained communication systems- supported by technicians, operators, call-centers, wireline and wireless providers, cable service providers, satellite operations, undersea cable landing stations, Internet Exchange Points, and manufacturers and distributors of communications equipment

- Workers who support radio, television, and media service, including, but not limited to front line news reporters, studio, and technicians for newsgathering and reporting
- Workers at Independent System Operators and Regional Transmission Organizations, and Network Operations staff, engineers and/or technicians to manage the network or operate facilities
- Engineers, technicians and associated personnel responsible for infrastructure construction and restoration, including contractors for construction and engineering of fiber optic cables
- Installation, maintenance and repair technicians that establish, support or repair service as needed
- Central office personnel to maintain and operate central office, data centers, and other network office facilities
- Customer service and support staff, including managed and professional services as well as remote providers of support to transitioning employees to set up and maintain home offices, who interface with customers to manage or support service environments and security issues, including payroll, billing, fraud, and troubleshooting
- Dispatchers involved with service repair and restoration

Information Technology:

- Workers who support command centers, including, but not limited to Network Operations Command Center, Broadcast Operations Control Center and Security Operations Command Center
- Data center operators, including system administrators, HVAC & electrical engineers, security personnel, IT managers, data transfer solutions engineers, software and hardware engineers, and database administrators
- Client service centers, field engineers, and other technicians supporting critical infrastructure, as well as manufacturers and supply chain vendors that provide hardware and software, and information technology equipment (to include microelectronics and semiconductors) for critical infrastructure
- Workers responding to cyber incidents involving critical infrastructure, including medical facilities, SLTT governments and federal facilities, energy and utilities, and banks and financial institutions, and other critical infrastructure categories and personnel
- Workers supporting the provision of essential global, national and local infrastructure for computing services (incl. cloud computing services), business infrastructure, web-based services, and critical manufacturing
- Workers supporting communications systems and information technology used by law enforcement, public safety, medical, energy and other critical industries
- Support required for continuity of services, including janitorial/cleaning personnel

Other Community-Based Essential Functions

- Workers to ensure continuity of building functions, including local and state inspectors and administrative support of inspection services who are responsible for the inspection of elevators, escalators, lifts, buildings, plumbing and gas fitting, electrical work, and other safety related professional work

- Security staff to maintain building access control and physical security measures
- Residential and commercial janitorial and cleaning services
- Elections personnel
- Trade Officials (FTA negotiators; international data flow administrators)
- Weather forecasters
- Workers that maintain digital systems infrastructure supporting other critical government operations
- Workers at operations centers necessary to maintain other essential functions
- Workers who support necessary credentialing, vetting and licensing operations for transportation workers including holders of Commercial Drivers Licenses
- Workers who are critical to facilitating trade in support of the national, state and local emergency response supply chain
- Educators and staff supporting public and private emergency childcare programs, including remote learning and facilitating distance learning among residential schools for students with disabilities, K-12 schools, colleges, and universities, provision of school meals, or performing other essential student support functions, if operating under rules for social distancing
- Workers at hotel and commercial lodging facilities
- Construction Workers who support the construction, operation, inspection, and maintenance of construction sites and construction projects (including housing construction)
- Workers that provide services for or determine eligibility for public benefits such as subsidized health care, food and feeding programs, residential and congregate care programs, shelter, in-home supportive services, child welfare, juvenile justice programs, adult protective services and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals (including family members)
- Professional services (such as legal and accounting services) and payroll and employee benefit services, when necessary to assist in compliance with legally mandated activities and critical sector services or where failure to provide such services during the time of the order would result in significant prejudice
- Commercial retail stores that supply essential sectors, including convenience stores, pet supply stores, auto supplies and repair, hardware and home improvement, and home appliance retailers
- Laundromats, dry cleaning, and laundry services
- Workers and instructors supporting academies and training facilities and courses for the purpose of graduating students and cadets that comprise the essential workforce for all identified critical sectors
- Workers at places of worship

Manufacturing

- Manufacturing companies, distributors, and supply chain companies producing and supplying materials and products for industries that include, but are not limited to, pharmaceutical, technology, biotechnology, healthcare, chemicals and sanitization, waste pickup and disposal, agriculture, food and beverage, transportation, energy, steel and steel products, petroleum and fuel, construction, gun and related products (including

associated retail), operations of dams, water and wastewater treatment, national defense, communications, as well as products used by other essential businesses and operations

Hazardous Materials

- Workers at nuclear facilities, workers managing medical waste, workers managing waste from pharmaceuticals and medical material production, and workers at laboratories processing test kits
- Workers who support hazardous materials response and cleanup
- Workers who maintain digital systems infrastructure supporting hazardous materials management operations

Financial Services

- Banks, financial services institutions, credit unions, insurance, payroll, regional development corporations, and accounting services
- Workers who are needed to process and maintain systems for processing financial transactions and services (e.g., payment, clearing, and settlement; wholesale funding; insurance services; and capital markets activities)
- Workers who are needed to provide consumer access to banking and lending services, including ATMs, and to move currency and payments (e.g., armored cash carriers)
- Workers who support financial operations, such as those staffing data and security operations centers

Chemical

- Workers supporting the chemical and industrial gas supply chains, including workers at chemical manufacturing plants, workers in laboratories, workers at distribution facilities, workers who transport basic raw chemical materials to the producers of industrial and consumer goods, including hand sanitizers, food and food additives, pharmaceuticals, textiles, and paper products.
- Workers supporting the safe transportation of chemicals, including those supporting tank truck cleaning facilities and workers who manufacture packaging items
- Workers supporting the production of protective cleaning and medical solutions, personal protective equipment, and packaging that prevents the contamination of food, water, medicine, among others essential products
- Workers supporting the operation and maintenance of facilities (particularly those with high risk chemicals and/or sites that cannot be shut down) whose work cannot be done remotely and requires the presence of highly trained personnel to ensure safe operations, including plant contract workers who provide inspections
- Workers who support the production and transportation of chlorine and alkali manufacturing, single-use plastics, and packaging that prevents the contamination or supports the continued manufacture of food, water, medicine, and other essential products, including glass container manufacturing

Defense Industrial Base

- Workers who support the essential services required to meet national security commitments to the federal government and U.S. Military. These individuals, include but are not limited to, aerospace; mechanical and software engineers, manufacturing/production workers; IT support; security staff; security personnel; intelligence support, aircraft and weapon system mechanics and maintainers
- Personnel working for companies, and their subcontractors, who perform under contract to the Department of Defense providing materials and services to the Department of Defense, and government-owned/contractor-operated and government-owned/government-operated facilities

Special Note

If the function of your business is not listed above, but you believe that it is essential or it is an entity providing essential services or functions, you may request designation as an essential business.

Requests by businesses to be designated an essential function should only be made if they are NOT covered by the guidance.

These requests should be submitted to essential@nheconomy.com and include basic contact information and a brief justification.



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Call FOR Covid-19 Supplies

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New Hampshire companies and manufacturers with the capacity to meet the critical demand COVID19 is placing on the nation's healthcare centers can now connect with the State of New Hampshire for coordination.

The State seeks companies that can donate or produce lab, testing or diagnostic supplies, personal protection equipment (PPE), or medical expertise.

"New Hampshire companies are nimble, innovative and ready to produce for critically needed supplies in the fight against COVID19," said Gov. Chris Sununu. "This portal will help us assess the capabilities of companies and make sure their products reach the medical professionals who need them."

Business and Economic Affairs (BEA) Commissioner Taylor Caswell said he wants to hear from companies that can immediately produce PPEs, including N95 and medical face masks; surgical gowns; face shields; ventilators; latex gloves, and swabs.

"I've already heard from dozens of companies who are ready to adapt and adjust their operations to provide the protection, equipment and knowledge base to stop the spread of COVID19," he said. "I am confident our companies can make a significant contribution to this effort."

On www.nheconomy.com/covid19, companies will find a link to a list of the needed products and links to the Center for Disease Control guidelines for their production. BEA will work with companies to coordinate and facilitate distribution.

Like Sign Up to see what your friends like.

This entry was posted on Wednesday, March 25th, 2020 at 3:12 pm and is filed under [NH Business Matters](#). You can follow any responses to this entry through the [RSS 2.0 feed](#). You can [leave a response](#), or [trackback](#) from your own site.

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[Business Help](#)[COVID-19 Supplies Needed](#)[Get Updates](#)

COVID-19 Business Resources

The New Hampshire Department of Business and Economic Affairs (BEA) is actively monitoring the evolving situation with regard to the threat the coronavirus (COVID-19) presents to our state. The health, safety and well-being of all residents and businesses is a top-priority and the actions the Governor has taken to limit the community spread of COVID-19 have not been taken lightly.

[GOVERNOR'S EXECUTIVE ORDERS](#)[ESSENTIAL BUSINESSES](#)[STATE RESOURCES](#)[FEDERAL RESOURCES](#)[UNEMPLOYMENT / LAYOFFS](#)[LOANS AND GRANTS](#)

EMPLOYEE/PUBLIC HEALTH

Business Help

Submit your online inquiry

[Ask a Question](#)

COVID-19 Supplies Needed

Looking for businesses to produce PPE products

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COVID-19 ESSENTIAL SERVICES

EXHIBIT A OF THE ORDER OF THE GOVERNOR ASSURING CONTINUED OPERATION OF ESSENTIAL SERVICES IN THE COMMONWEALTH, CLOSING CERTAIN WORKPLACES AND PROHIBITING GATHERINGS OF MORE THAN 10 PEOPLE

March 23, 2020

Governor Charlie Baker issued an emergency order requiring all businesses and organizations that do not provide "COVID-19 Essential Services" to close their physical workplaces and facilities to workers, customers and the public as of Tuesday, March 24th at noon until Tuesday, April 7th at noon. These businesses are encouraged to continue operations remotely.

The Baker-Polito Administration issued a list of designated businesses and other organizations that provide essential services and workforces related to COVID-19 that shall continue to operate brick and mortar facilities during this two-week time period. This list is based on federal guidance and amended to reflect the needs of Massachusetts' unique economy. While these businesses are designated as essential, they are urged to follow social distancing protocols for workers in accordance with guidance from the Department of Public Health.

Businesses and organizations not on the list of essential services are encouraged to continue operations through remote means that do not require workers, customers, or the public to enter or appear at the brick-and-mortar premises closed by the order.

Restaurants, bars, and other establishments that sell food and beverage products to the public are encouraged to continue to offer food for take-out and by delivery if they follow the social distancing protocols set forth in Department of Public Health guidance continue operations. On-premises consumption of food or drink is prohibited.

HEALTHCARE / PUBLIC HEALTH / HUMAN SERVICES

- Workers providing COVID-19 testing; Workers that perform critical clinical research needed for COVID-19 response
- Medical Professionals and caregivers (e.g., physicians, dentists, psychologists, mid-level practitioners, nurses and assistants, infection control and quality assurance personnel, pharmacists, physical and occupational therapists and assistants, social workers, speech pathologists and diagnostic and therapeutic technicians and technologists, other providers of mental and behavioral health care, personal care attendants, home health aides and home care workers)
- Hospital and laboratory personnel (including accounting, administrative, admitting and discharge, engineering, epidemiological, source plasma and blood donation, food service, housekeeping, medical records, information technology and operational technology, nutritionists, sanitarians, respiratory therapists, etc.)
- Workers in other medical facilities (including Ambulatory Health and Surgical, Blood Banks, Medical Clinics, Community Mental Health Centers, Methadone/OBOT Clinics, 24 hour Diversionary and Residential Behavioral Health Providers, Comprehensive Outpatient rehabilitation, End Stage Renal Disease, Health Departments, Home Health care, Hospices, Hospitals, Nursing Facilities, Rest Homes, Assisted Living Residences, Organ Pharmacies,

March 23, 2020

COVID-19 Essential Services

Procurement Organizations, Psychiatric Residential, Residential Treatment Schools, Rural Health Clinics and Federally Qualified Health Centers and Community Health Centers, State Hospitals, and licensed medical marijuana retailers)

- Workers in other 24/7 community resident services serving children and youth, and individuals with developmental, intellectual, physical and/or cognitive disabilities
- Manufacturers, technicians, logistics and warehouse operators, and distributors of or necessary to the supply chain of medical equipment, personal protective equipment (PPE), medical gases, pharmaceuticals, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing, disinfecting or sterilization supplies, and tissue and paper towel products
- Public health / community health workers, including those who compile, model, analyze and communicate public health information
- Blood and plasma donors and the employees of the organizations that operate and manage related activities
- Workers that manage health plans, billing, and health information, who cannot practically work remotely
- Workers who conduct community-based public health functions, conducting epidemiologic surveillance, compiling, analyzing and communicating public health information, who cannot practically work remotely
- Workers performing cybersecurity functions at healthcare and public health facilities, who cannot practically work remotely
- Workers conducting research critical to COVID-19 response
- Workers performing security, incident management, and emergency operations functions at or on behalf of healthcare entities including healthcare coalitions, who cannot practically work remotely
- Workers who support food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, such as those residing in shelters
- Pharmacy employees necessary for filling prescriptions
- Workers performing mortuary services and workers at funeral homes, crematoriums, and cemeteries
- Workers who coordinate with other organizations to ensure the proper recovery, handling, identification, transportation, tracking, storage, and disposal of human remains and personal effects; certify cause of death; and facilitate access to mental/behavioral health services to the family members, responders, and survivors of an incident

LAW ENFORCEMENT, PUBLIC SAFETY, FIRST RESPONDERS

- Personnel in emergency management, law enforcement, Emergency Management Systems, fire, and corrections, including front line and management required to maintain operations
- Emergency Medical Technicians
- 911 call center employees, including telecommunicators, dispatchers and managers
- Fusion Center employees
- Hazardous material responders from government and the private sector.
- Workers – including contracted vendors – who maintain digital systems infrastructure supporting law enforcement and emergency service operations.

FOOD AND AGRICULTURE

- Workers supporting groceries, pharmacies and other retail, including farmers markets and farm stands, that sells food and beverage products, including liquor stores
- Restaurant carry-out and quick serve food operations - Carry-out and delivery food employees

COVID-19 Essential Services

- Food manufacturer employees and their supplier employees—to include those employed in food processing (packers, meat processing, cheese plants, milk plants, produce, etc.) facilities; livestock, poultry, seafood slaughter facilities; pet and animal feed processing facilities; human food facilities producing by-products for animal food; beverage production facilities; and the production of food packaging
- Farm workers to include those employed in animal food, feed, and ingredient production, packaging, and distribution; manufacturing, packaging, and distribution of veterinary drugs; truck delivery and transport; farm and fishery labor needed to produce our food supply domestically
- Farm workers and support service workers to include those who field crops; commodity inspection; fuel ethanol facilities; storage facilities; and other agricultural inputs
- Workers supporting the seafood and fishing industry
- Employees and firms supporting food, feed, and beverage distribution, including warehouse workers, vendor-managed inventory controllers and blockchain managers
- Workers supporting the sanitation of all food manufacturing processes and operations from wholesale to retail
- Company cafeterias - in-plant cafeterias used to feed employees; food service workers in residential schools with students who are unable to leave campus
- Workers in food testing labs in private industries and in institutions of higher education
- Workers essential for assistance programs and government payments
- Employees of companies engaged in the production of chemicals, medicines, vaccines, and other substances used by the food and agriculture industry, including pesticides, herbicides, fertilizers, minerals, enrichments, and other agricultural production aids
- Animal agriculture workers to include those employed in veterinary health; manufacturing and distribution of animal medical materials, animal vaccines, animal drugs, feed ingredients, feed, and bedding, etc.; transportation of live animals, animal medical materials; transportation of deceased animals for disposal; raising of animals for food; animal production operations; slaughter and packing plants and associated regulatory and government workforce
- Organizations and workers responsible for the care and custody of animals, pets and livestock
- Workers who support the manufacture and distribution of forest products, including, but not limited to timber, paper, and other wood products
- Employees engaged in the manufacture and maintenance of equipment and other infrastructure necessary to agricultural production and distribution

ENERGY

Electricity industry:

- Workers who maintain, ensure, or restore the reliable generation, transmission, and distribution of electric power, including call centers, utility workers, reliability engineers and fleet maintenance technicians
- Workers needed for safe and secure operations at nuclear generation
- Workers at generation, transmission and electric blackstart facilities
- Workers at Reliability Coordinator (RC), Balancing Authorities (BA), and primary and backup Control Centers (CC), including but not limited to independent system operators, regional transmission organizations, and balancing authorities
- Mutual assistance personnel

COVID-19 Essential Services

- IT and OT technology staff – for EMS (Energy Management Systems) and Supervisory Control and Data Acquisition (SCADA) systems, and utility data centers; Cybersecurity engineers; cybersecurity risk management
- Vegetation management crews and traffic workers who support
- Environmental remediation/monitoring technicians
- Instrumentation, protection, and control technicians

Petroleum workers:

- Petroleum product storage, pipeline, marine transport, terminals, rail transport, road transport
- Crude oil storage facilities, pipeline, and marine transport
- Petroleum refinery facilities
- Petroleum security operations center employees and workers who support emergency response services
- Petroleum operations control rooms/centers
- Petroleum drilling, extraction, production, processing, refining, terminal operations, transporting, and retail for use as end-use fuels or feedstocks for chemical manufacturing
- Onshore and offshore operations for maintenance and emergency response
- Retail fuel centers such as gas stations and truck stops, and the distribution systems that support them

Natural and propane gas workers:

- Natural gas transmission and distribution pipelines, including compressor stations, and road transport
- Underground storage of natural gas
- Natural gas processing plants, and those that deal with natural gas liquids
- Liquefied Natural Gas (LNG) facilities
- Natural gas security operations center, natural gas operations dispatch and control rooms/centers natural gas emergency response and customer emergencies, including natural gas leak calls
- Drilling, production, processing, refining, and transporting natural gas for use as end-use fuels, feedstocks for chemical manufacturing, or use in electricity generation
- Propane gas dispatch and control rooms and emergency response and customer emergencies, including propane leak calls
- Propane gas service maintenance and restoration, including call centers
- Processing, refining, and transporting natural liquids, including propane gas, for use as end-use fuels or feedstocks for chemical manufacturing
- Propane gas storage, transmission, and distribution centers

Steam workers:

- Workers who support steam distribution companies' provision of district heating and any electric generation
- Workers who support steam distribution companies' dispatch and control rooms and emergency response and customer emergencies, including steam leak calls
- Workers who support steam distribution companies' service maintenance and restoration, including call centers
- Workers who support steam distribution companies' storage, transmission, and distribution centers

COVID-19 Essential Services

WATER AND WASTEWATER

Employees needed to operate and maintain public and private drinking water and wastewater/drainage infrastructure, including:

- Operational staff at water authorities
- Operational staff at community water systems
- Operational staff at wastewater treatment facilities
- Workers repairing water and wastewater conveyances and performing required sampling or monitoring
- Operational staff for water distribution and testing
- Operational staff at wastewater collection facilities
- Operational staff and technical support for SCADA Control systems
- Chemical disinfectant suppliers for wastewater and personnel protection
- Workers that maintain digital systems infrastructure supporting water and wastewater operations

TRANSPORTATION AND LOGISTICS

- Employees supporting or enabling transportation functions, including dispatchers, maintenance and repair technicians, warehouse workers, truck stop and rest area workers, and workers that maintain and inspect infrastructure (including those that require cross-border travel)
- Employees of firms providing services that enable logistics operations, including cooling, storing, packaging, and distributing products for wholesale or retail sale or use
- Mass transit and passenger rail workers, including contracted vendors providing transportation and maintenance services to public transit authorities
- Workers critical to operating rental car companies and Transportation Network Companies (TNCs) that facilitate continuity of operations for essential workforces, and other essential travel
- Workers responsible for operating dispatching passenger, commuter and freight trains and public transportation and buses and maintaining rail and transit infrastructure and equipment
- Maritime transportation workers - port workers, mariners, equipment operators
- Truck drivers who haul hazardous and waste materials to support critical infrastructure, capabilities, functions, and services
- Automotive repair and maintenance facilities
- Workers who respond to and clear traffic crashes, including contracted vendors and dispatchers
- Manufacturers and distributors (to include service centers and related operations) of packaging materials, pallets, crates, containers, and other supplies needed to support manufacturing, packaging staging and distribution operations
- Postal and shipping workers, to include private companies
- Workers who support moving and storage services
- Employees who repair and maintain vehicles, aircraft, rail equipment, marine vessels, and the equipment and infrastructure that enables operations that encompass movement of cargo and passengers
- Air transportation employees, including air traffic controllers, ramp personnel, aviation security, and aviation management and other workers – including contracted vendors – providing services for air passengers
- Workers who support the maintenance and operation of cargo by air transportation, including flight crews, maintenance, airport operations, and other on- and off- airport facilities workers

COVID-19 Essential Services

PUBLIC WORKS

- Workers who support the operation, inspection, and maintenance of essential dams, locks and levees
- Workers who support the operation, inspection, and maintenance of essential public works facilities and operations, including roads and bridges, water and sewer main breaks, fleet maintenance personnel, construction of critical or strategic infrastructure, traffic signal maintenance, emergency location services for buried utilities, maintenance of digital systems infrastructure supporting public works operations, and other emergent issues
- Workers – including contracted vendors – involved in the construction of critical or strategic infrastructure including public works construction, airport operations, water, sewer, gas, electrical, nuclear, oil refining and other critical energy services, roads and highways, public transportation, solid waste collection and removal, and internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services)
- Workers such as plumbers, electricians, exterminators, inspectors and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, construction sites and projects, and needed facilities
- Support, such as road and line clearing and utility relocation, to ensure the availability of needed facilities, transportation, energy and communications
- Support to ensure the effective removal, storage, and disposal of residential and commercial solid waste and hazardous waste
- Licensed site clean-up professionals and other workers addressing hazardous spills, waste sites, and remediation.
- Workers who support the operation, maintenance and public safety of state parks, forests, wildlife management areas, water supply protection lands, and other critical natural resources.
- Workers who support storm clean-up operations (e.g., foresters).

COMMUNICATIONS AND INFORMATION TECHNOLOGY

Communications:

- Maintenance of communications infrastructure- including privately owned and maintained communication systems- supported by technicians, operators, call-centers, wireline and wireless providers, cable service providers, satellite operations, undersea cable landing stations, Internet Exchange Points, and manufacturers and distributors of communications equipment
- Workers who support radio, television, and media service, including, but not limited to front line news reporters, studio, and technicians for newsgathering and reporting
- Workers at Independent System Operators and Regional Transmission Organizations, and Network Operations staff, engineers and/or technicians to manage the network or operate facilities
- Engineers, technicians and associated personnel responsible for infrastructure construction and restoration, including contractors for construction and engineering of fiber optic cables
- Installation, maintenance and repair technicians that establish, support or repair service as needed
- Central office personnel to maintain and operate central office, data centers, and other network office facilities
- Customer service and support staff, including managed and professional services as well as remote providers of support to transitioning employees to set up and maintain home offices,

COVID-19 Essential Services

who interface with customers to manage or support service environments and security issues, including payroll, billing, fraud, and troubleshooting

- Dispatchers involved with service repair and restoration

Information Technology:

- Workers who support command centers, including, but not limited to Network Operations Command Center, Broadcast Operations Control Center and Security Operations Command Center
- Data center operators, including system administrators, HVAC & electrical engineers, security personnel, IT managers, data transfer solutions engineers, software and hardware engineers, and database administrators
- Client service centers, field engineers, and other technicians supporting critical infrastructure, as well as manufacturers and supply chain vendors that provide hardware and software, and information technology equipment (to include microelectronics and semiconductors) for critical infrastructure
- Workers responding to cyber incidents involving critical infrastructure, including medical facilities, SLTT governments and federal facilities, energy and utilities, and banks and financial institutions, and other critical infrastructure categories and personnel
- Workers supporting the provision of essential global, national and local infrastructure for computing services (incl. cloud computing services), business infrastructure, web-based services, and critical manufacturing
- Workers supporting communications systems and information technology used by law enforcement, public safety, medical, energy and other critical industries
- Support required for continuity of services, including janitorial/cleaning personnel

OTHER COMMUNITY-BASED ESSENTIAL FUNCTIONS AND GOVERNMENT OPERATIONS

- Workers to ensure continuity of building functions, including local and state inspectors and administrative support of inspection services who are responsible for the inspection of elevators, escalators, lifts, buildings, plumbing and gas fitting, electrical work, and other safety related professional work
- Security staff to maintain building access control and physical security measures
- Elections personnel
- Federal, State, and Local, Tribal, and Territorial employees who support Mission Essential Functions and communications networks
- Trade Officials (FTA negotiators; international data flow administrators)
- Weather forecasters
- Workers that maintain digital systems infrastructure supporting other critical government operations
- Workers at operations centers necessary to maintain other essential functions
- Workers who support necessary credentialing, vetting and licensing operations for transportation workers including holders of Commercial Drivers Licenses
- Workers who are critical to facilitating trade in support of the national, state and local emergency response supply chain
- Educators and staff supporting public and private emergency childcare programs, residential schools for students with disabilities, K-12 schools, colleges, and universities for purposes of facilitating distance learning, provision of school meals, or performing other essential student support functions, if operating under rules for social distancing

COVID-19 Essential Services

- Hotel workers
- Critical government workers, as defined by the employer and consistent with Continuity of Operations Plans
- Construction Workers who support the construction, operation, inspection, and maintenance of construction sites and construction projects (including housing construction)
- Workers that provide services for or determine eligibility for public benefits such as subsidized health care, food and feeding programs, residential and congregate care programs, shelter, in-home supportive services, child welfare, juvenile justice programs, adult protective services and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals (including family members)
- Workers in sober homes
- Professional services (such as legal and accounting services) and payroll and employee benefit services, when necessary to assist in compliance with legally mandated activities and critical sector services or where failure to provide such services during the time of the order would result in significant prejudice
- Commercial retail stores that supply essential sectors, including convenience stores, pet supply stores, auto supplies and repair, hardware and home improvement, and home appliance retailers
- Laundromats and laundry services
- Workers and instructors supporting academies and training facilities and courses for the purpose of graduating students and cadets that comprise the essential workforce for all identified critical sectors
- Workers at places of worship

CRITICAL MANUFACTURING

- Workers necessary for the manufacturing of materials and products needed for medical supply chains including personal protective equipment and hygiene products, transportation, energy, communications, food and agriculture, chemical manufacturing, nuclear facilities, the operation of dams, water and wastewater treatment, emergency services, and the defense industrial base.

HAZARDOUS MATERIALS

- Workers at nuclear facilities, workers managing medical waste, workers managing waste from pharmaceuticals and medical material production, and workers at laboratories processing test kits
- Workers who support hazardous materials response and cleanup
- Workers who maintain digital systems infrastructure supporting hazardous materials management operations

FINANCIAL SERVICES

- Workers who are needed to process and maintain systems for processing financial transactions and services (e.g., payment, clearing, and settlement; wholesale funding; insurance services; and capital markets activities)
- Workers who are needed to provide consumer access to banking and lending services, including ATMs, and to move currency and payments (e.g., armored cash carriers)
- Workers who support financial operations, such as those staffing data and security operations centers

COVID-19 Essential Services

CHEMICAL

- Workers supporting the chemical and industrial gas supply chains, including workers at chemical manufacturing plants, workers in laboratories, workers at distribution facilities, workers who transport basic raw chemical materials to the producers of industrial and consumer goods, including hand sanitizers, food and food additives, pharmaceuticals, textiles, and paper products.
- Workers supporting the safe transportation of chemicals, including those supporting tank truck cleaning facilities and workers who manufacture packaging items
- Workers supporting the production of protective cleaning and medical solutions, personal protective equipment, and packaging that prevents the contamination of food, water, medicine, among others essential products
- Workers supporting the operation and maintenance of facilities (particularly those with high risk chemicals and/or sites that cannot be shut down) whose work cannot be done remotely and requires the presence of highly trained personnel to ensure safe operations, including plant contract workers who provide inspections
- Workers who support the production and transportation of chlorine and alkali manufacturing, single-use plastics, and packaging that prevents the contamination or supports the continued manufacture of food, water, medicine, and other essential products, including glass container manufacturing

DEFENSE INDUSTRIAL BASE

- Workers who support the essential services required to meet national security commitments to the federal government and U.S. Military. These individuals, include but are not limited to, aerospace; mechanical and software engineers, manufacturing/production workers; IT support; security staff; security personnel; intelligence support, aircraft and weapon system mechanics and maintainers
- Personnel working for companies, and their subcontractors, who perform under contract to the Department of Defense providing materials and services to the Department of Defense, and government-owned/contractor-operated and government-owned/government-operated facilities

If the function of your business is not listed above, but you believe that it is essential or it is an entity providing essential services or functions, you may request designation as an essential business.

Requests by businesses to be designated an essential function should only be made if they are NOT covered by the guidance.

To request designation as an essential business, please click here:
<https://www.mass.gov/forms/essential-service-designation-request>

Any questions can be directed to covid19.biz@mass.gov.

Tax Abatements, Veterans Credits & Exemptions

List for Select Board meeting March 30, 2020

Veteran's Credit

Map/Lot/Unit	Location	Amount
86/59	27 Little Pine Lane	500.00

Elderly Exemption

Map/Lot/Unit	Location	Amount
104/79/310	310 Friar Tuck Dr	236,251
65/23	5 Douglass Way	236,251

Intent to Cut

Map/Lot/Unit	Location	Years of cut
28/19	25 Old Town Farm Rd	2020-2021
28/20	21 Old Town Farm Rd	2019-2020
28/20	21 Old Town Farm Rd	2020-2021

Abatement

Map/Lot/Unit	Location	Amount
60/9	8 Dogtown Road	127.99

Permits And Approvals

Correspondence

Town Manager's Office

MAR 23 2020

Received



March 19, 2020

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

Re: Xfinity TV - Postponement of Cartoon Network Moving to Digital Preferred Tier

Dear Chairman and Members of the Board:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. Given recent events impacting our customers and our community, the scheduled move of Cartoon Network to the Digital Preferred Tier on May 5, 2020 has been deferred. We will notify you and our customers further before making any changes to Cartoon Network.

If you have any questions, please feel free to contact me at Thomas_Somers@cable.comcast.com or 603.334.3603.

Very truly yours,

Jay Somers

Jay Somers, Sr. Manager
Government Affairs

March 6, 2020

Town of Exeter
Board of Selectmen
10 Front St
Exeter, NH 03833-2754

Dear Members of the Board,



I would like to thank you for your generous donation of \$750 on 03/6/20. Your commitment to Seacoast Family Promise is so important to our organization. When you support Seacoast Family Promise, you are part of something really special: a community dedicated to making our communities a better place to live and work, and a vision of hope for our children's futures.

Believing that our organization is a community asset helped us do some great work this year, like once again placing 100% of our families back in the community, self-sufficient, and your donation will ensure that we are able to provide quality services to the families we serve in the future.

For federal tax purposes, this letter acknowledges your contribution. Seacoast Family Promise is a NH 501 (c) (3), tax id # 02-0529881.



We hope we can count on your continued support.

With warmest regards,



Pati Frew-Waters, Executive Director

Town Manager's Office

MAR 20 2020

Received



The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner



March 16, 2020

Town Manager's Office

MAR 20 2020

Received

Select Board
10 Front Street
Exeter NH 03833

RE: Exeter Wastewater Treatment Facility

Dear Select Board:

The New Hampshire Department of Environmental Services (NHDES) is beginning a process to revise and readopt Env-Wq 305, Pretreatment of Industrial Wastewater rules (Rules). NHDES has reviewed the existing Rules and determined that certain revisions will allow for a more uniform and effective implementation of the Rules throughout the state, leading to enhanced industrial pretreatment outcomes for all stakeholders.

The contemplated revisions directly affect those municipalities in the state that own and operate publically owned treatment works (POTW), by adjusting how these municipalities regulate the industrial users that discharge wastewater to their POTW. Since this is the case, before NHDES begins the formal rulemaking process it is seeking comment from affected municipalities on the contemplated revisions.

Enclosed with this letter is an outline of the contemplated revisions to the Rules, and the anticipated benefits and impacts. Please review these revisions in the context of your particular municipality, and provide any comment to the undersigned within **ninety (90) days** of this letter. You will have another opportunity to comment on the Rules once the formal rulemaking process starts, but providing comments ahead of time will allow us to consider your views as we prepare the proposed text.

Sincerely,

Alexis Rastorguyeff, PE
Wastewater Engineering Bureau
Industrial Pretreatment Supervisor

Encl: Env-Wq 305 Rule Revision Matrix

Env-Wq 305 Rule Revision Matrix

Contemplated Revision	Potential Benefit/Impact
Revise Env-Wq 305.04(k) to read: "A requirement that any discharge permit issued shall include the conditions identified in Env-Wq 305.17(b)305.18;"	Clarity/None
Revise Env-Wq 305.18(c) to read: "The general and specific <i>conditions and</i> prohibitions from the sewer use ordinance that apply to the discharge;"	
Revise Env-Wq 305.18(l) to read: "Applicable definitions and special conditions from the sewer use ordinance;"	
Add Env-Wq 305.17(d): "The municipality shall provide the department a copy of the discharge permit issued to the indirect discharger in accordance with (c) above, and any subsequent renewal."	This will improve the tracking of active IU in non-approved municipalities; both by the municipality and DES. It is not uncommon for an IU in a small municipality to forget to renew the permit, especially when the IU or municipality undergoes changes in management staff.
Revise Env-Wq 305.10(a) to read: "...or changing any characteristics of the discharge, such as <i>discharge location</i> , pollutant concentration or characteristics, if such discharge:"	This will assure the municipality and DES is aware of changes of an IU location within a municipality, and help prevent expansions of IU operations flying under the radar.
Revise Env-Wq 305.18(c) to read: "The general and specific <i>conditions and</i> prohibitions from the sewer use ordinance that apply to the discharge, <i>from:</i> "	This will still rely on the municipality to be the lead in any regulatory action, but it will clearly require that the department's approval conditions be included in the discharge permit issued by the municipality.
Add Env-Wq 305.18(c)(1): "The sewer use ordinance; and"	
Add Env-Wq 305.18(c)(2): "The department's approval of the discharge request."	
Revise Env-Wq 305.04 <u>Municipal Sewer Use Ordinance</u> to read " <i>The municipality shall develop and maintain a sewer use ordinance. Subject to Env-Wq 305.07, in order to be approvable...</i> "	RSA 149-I:6 doesn't require a municipality to develop a SUO, it only allows it. As part of federal grant monies awarded back in the 80's for construction of POTWs, there was a requirement for an initial SUO in all affected municipalities; and all 13 federally approved pretreatment POTWs must have and maintain a SUO according to federal rules.
Add Env-Wq 305.18(q): "Notification that the state may take direct action against the indirect discharger to enforce the provisions of Env-Wq 305.01."	This will require that any permit issued by a municipality clearly indicate that the state could take primacy in permit enforcement. See RSA 485 A:5 IV

Env-Wq 305 Rule Revision Matrix

Contemplated Revision	Potential Benefit/Impact
Add Env-Wq 305.17(e): "The municipality shall enforce the conditions of the discharge permit in accordance with RSA 485-A:5 III."	This clarifies that the municipality needs to enforce the permit, in accordance with existing law.
Add Env-Wq 305.04(n): "A requirement that at least once a year the municipality sample and/or inspect the discharger for compliance with the discharge permit."	Complements Env-Wq 305.17(e) above.
Add Env-Wq 305.22: " <u>Discharge Request Submission, Processing, and Approvals: EPA Approved Pretreatment POTW</u> . Any applicant having an existing or proposed discharge to an EPA Approved Pretreatment POTW (Claremont, Concord, Derry, Dover, Jaffrey, Keene, Manchester, Merrimack, Milford, Nashua, Rochester, Somersworth - as ammended) shall comply with the applicable requirements of the respective POTW per 40 CFR 403."	Removes DES oversight of industrial users in these communities.
Revise Env-Wq 305.04(j) to read: "A requirement that each significant indirect discharger obtain a discharge permit in accordance with Env-Wq 305.10 through Env-Wq 305.16 <i>and</i> Env-Wq 305.22 , as applicable,".	

BROWN and LAPOINTE, P.A.

ATTORNEYS AT LAW

SCOTT W. LAPOINTE

128 MAIN STREET
EPPING, NEW HAMPSHIRE 03042
TELEPHONE (603) 679-9903
FAX (603) 679-9906
scott@brownlapointe.com
www.brownlapointe.com

March 24, 2020

Darren Winham, Economic Development Director
Town of Exeter
10 Front Street
Exeter, NH 03833

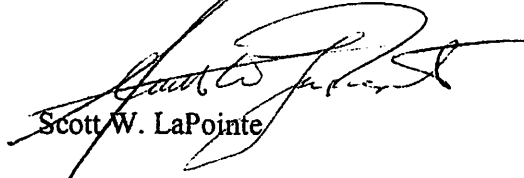
RE: 11-23 Water Street, Exeter, New Hampshire
Application for Community Revitalization Tax Relief

Dear Mr. Winham:

Enclosed please find Pairpoint Group, LLC's application for the Community Revitalization Tax Relief Incentive (RSA 79-E).

Our best information is that the structure burned and was removed in 1992 and therefore, we believe we may fit within the fifteen (15) year window. Please see RSA 79-E:2 VI (c) and RSA 79-E:13 II.

Very truly yours,



Scott W. LaPointe

SWL/km
Enclosures
Cc: Elliott Berkowitz



Town of Exeter, New Hampshire

Community Revitalization Tax Relief Incentive

Instructions to the Applicant:

The following documents contain everything you need to complete your application for tax relief to revitalize your building. Please read everything carefully. The application materials are based upon the requirements set forth by NH RSA 79-E. You will need to fill out the application, take part in a public hearing with the Board of Selectmen, and execute a covenant with the Town. If you have any questions with the application, the process, or what to expect, please call Town Manager at 603-778-0591 ext 102.

The Town of Exeter appreciates your interest in the Community Revitalization Tax Relief Incentive, and wishes you the best of luck with your application and restoration project.



Town of Exeter

Community Revitalization Tax Relief Incentive (RSA 79-E)

Application Form

Office Use Only
(do not write in shaded area)

Date Application Submitted: _____

Received by: _____

Building Information

Building Name (if any): N/A (vacant lot)

Building Address: 23 Water Street, Exeter, NH 03833

Eligible Zoning District WCC

Tax Map 72 Lot 39

Contact throughout this application process will be made through the applicant listed below. The property owner may designate an agent as the coordinator for the project. This person (the applicant) shall attend public hearings, will receive comments, recommendation, staff reports, and will communicate all case information to the other parties as required.

The Property Owner may act as the Applicant. If so, list under Applicant's Name, "Owner", and complete owner's information as requested.

Applicant's Name Pairpoint Group LLC

Owner's Name Pairpoint Group LLC

Address: PO Box 70

Address: PO Box 70

City/Town: Exeter State: NH Zip: 03833

City/Town: Exeter State: NH Zip: 03833

Phone ⁶⁰³ 772-9777 Fax: N/A

Phone ⁶⁰³ 772-9777 Fax: N/A

E-mail: erb@nancyphillips.com

E-mail: erb@nancyphillips.com

Existing Building Information:

Existing Uses (describe current use, size, and number of employees):

See attached

Gross Square Footage of Building: N/A Year Building was Built: 1860-1870

Is the building listed on or eligible for listing on the National Register of Historic Places? Yes No *

Is the building listed on or eligible for listing on the state register of historic places? Yes No *

Is the building located within and important to locally designated historic district? Yes No *

* This was true up to the time of their destruction by fire circa 1992

Project Description

Proposed Uses (describe use, size, and number of employees): See attached

Is this a change of use associated with this Project? Yes No

Will the project include new residential units? Yes No

If yes, please describe: See attached

Will the project include affordable residential units? Yes No

If yes, please describe: _____

Has an abatement application been filed or has abatement been awarded on this property within the past year?

Yes No

Will any state or federal grants be used with this project? Yes No

If yes, describe and detail any terms of repayment: _____

Replacement of Qualifying Structure

Does the project involve the replacement of a qualifying structure? Yes No

Former Structures were qualifying.

If yes, the owner shall submit with this application the following:

1. A New Hampshire division of historical resources individual resource inventory form, prepared by a qualified architectural historian.
2. A letter from the Exeter Historic District Commission that identifies any and all historical, cultural, and architectural value of the structure or structures that are property on which those structures are located.

Note: The application for tax relief shall not be deemed to be complete and the governing body shall not schedule the public hearing on the application for replacement of a qualifying structures as required under RSA 79-E:4, II until the inventory form and letter, as well as all other required information, have been submitted, if required.

Public Benefit (RSA 79:E -7)

In order to qualify for tax relief under this program, the proposed substantial rehabilitation must provide at least one of the public benefits listed below. Any proposed replacement must provide one or more of the public benefits listed below to a greater degree than would a substantial rehabilitation of the same qualifying structure.

Does the project provide the following public benefits?

(Check all that apply)

Enhances the economic vitality of the designated area. Yes No

If yes, please describe:

See attached

Enhances and improves a culturally or historically important structure Yes No

If yes, please describe:

See attached

Promotes development of the designated area, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B? Yes No

If yes, please describe:

See attached

It Increase residential housing in urban or town centers? Yes No

If yes, Please describe:

See attached

Other Issues and matters applicant deems relevant to this request? Yes No

If yes, please describe:

See attached

Substantial Rehabilitation

Describe the work to be done and estimated costs.

1. Attach additional sheets if necessary and any written construction estimates.
2. Attach any project narratives, plot plans, building plans, sketches, rendering, or photographs that will help explain this application.

Structural:

See attached

Estimated Cost:

Electrical:

Estimated Cost:

Plumbing/Heating:

Estimated Cost:

Mechanical:

Estimated Cost:

Other:

Estimated Cost:

Total Estimated Project Cost: \$ 2,075,000

Expected Project Start Date:

Expected Project Completion Date:

Applicant/Owner Signature

To qualify for this tax relief incentive, the cost the project must be at least 15% of the pre-rehabilitation assessed value or \$75,000, whichever is less.

I/we certify the estimated costs are reasonable and the costs of the project meet the above requirement.

Initial here: ERB _____

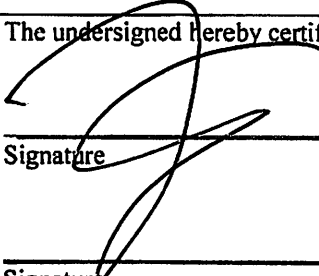
I/We understand that failure to meet his threshold or the listing unreasonable construction costs will result in the denial of the application and forfeiture of the application fee.

Initial here: ERB _____

I/We have read and understand the Community Revitalization Tax Relief Incentive, RSA 79-E, and am/are aware that this will be a public process including public hearing to be held to discuss the merits of this application and the subsequent need to enter into a covenant with the Town and pay all reasonable expenses associated with the drafting/recording of the covenant.

Initial here: ERB _____

The undersigned hereby certifies the foregoing information is true and correct;

 Pairpoint Group LLC
By: Elliott Berkowitz, manager 3/25/2020
Signature (printed name) Date

Signature _____ (printed name) Date

Signature _____ (printed name) Date

Signature _____ (printed name) Date

Signature _____ (printed name) Date

Substantial Rehabilitation: (Pg 5)

Structural: Preliminary estimates for entire structure: \$2,075,000.00.

Electrical, Plumbing/Heating: Due to the location of the lot and its proximity to Water Street, abutting structures and the Exeter River, the site has challenges which enhances construction costs.

Total Estimated Project Cost: \$2,075,000.00

Public Benefit: (Pg 4)

Enhances the economic vitality of the designated area?

YES.

Enhances and improves a culturally or historically important structure?

Present lot is vacant. Formerly historic structures, the revitalization of this lot shall restore a portion of Exeter's cultural and historic downtown.

It increases residential housing in urban or town centers?

YES. It increases residential housing. The project will provide additional residential housing in the town's center.

Other issues and matters applicant deems relevant to this request?

The full utilization of the vacant lot by the proposed building will enhance the economic vitality and esthetic appeal of the downtown area. The proposed building will be in keeping with the historic nature of the downtown and enhance both the cultural and historic appearance of the downtown.

The vacant lot is clearly underutilized and though the former historic structures are gone, the full utilization of the lot is clearly a public benefit.

Pairpoint Group LLC
P.O. Box 70
Exeter, NH 03833

Community Revitalization Tax Relief Incentive (RSA 79-E)

Attachment to Application

Project Description (Pg 3):

The uses shall consist of two (2) retail stores: one of 963 square feet and the other of 1,017 square feet. It is unknown as to the potential number of employees as this will be determined by the type of business occupant.

There shall be six (6) residential units, apartment 1 = 740 square feet, apartment 2 = 1,017 square feet, apartment 3 = 999 square feet, apartment 4 = 1,113 square feet, apartment 5 = 1,113 square feet, apartment 6 = 1,080 square feet.

The building will feature a 4-story elevator and will have a fire sprinkler/suppressant system per Exeter codes.

Will the project include new residential units?

Propose six (6) residential units.

Will the project include affordable residential units?

No.

Existing Building Information:

The vacant lot was formerly occupied by two (2) wooden buildings circa 1860 and circa 1870 which were both nominated for the National Register of Historic Places Inventory in 1984. *See attached Exhibit 1.*

The structures were later destroyed by fire in circa 1992 and the lots have been vacant since that time.

The two (2) individual lots were merged by the Town of Exeter on or about September 9, 2011. See Book 524, Page 2800 at the Rockingham County Registry of Deeds.

Proposed Uses:

The applicant proposes an eight (8) unit structure, two (2) street level retail units and six (6) residential apartments. See Plan entitled "Building Prepared by O'Sullivan Architects, Inc. September 17, 2018". *See attached as Exhibit 2.*

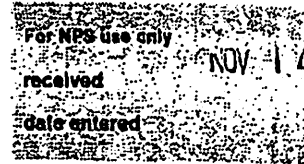
SEP 10 1984

NPS Form 10-820-a
(3-42)

OMB No. 1024-0018
Exp. 10-31-84

United States Department of the Interior
National Park Service

National Register of Historic Places
Inventory—Nomination Form

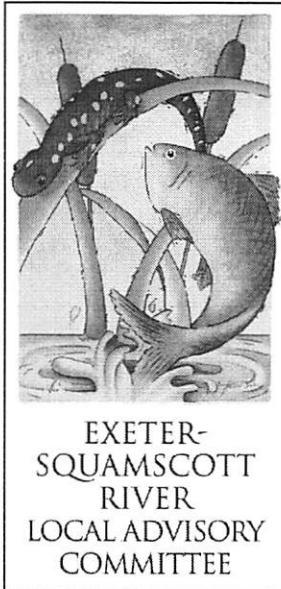


Continuation sheet Description 19 Item number 7 Page 10

34. Wooden Building, 23-25 Water Street: 2½ stories, 5x5 bays, post and beam structure, with the gable oriented toward the street. The front wall is rusticated with staggered quoins, a projecting cornice with returns, and evenly spaced shall scroll brackets. Window surrounds are two-over-two and consist of a plain wooden lintel supported by paneled pilasters and a plain sill with two wooden corbels beneath the pilasters. At street level are plate glass windows, a recessed central entry, six fluted pilasters and a projecting cornice supported by evenly spaced simple brackets. Italianate, c. 1860 (09-10;13;010). C
35. Wooden Commercial Building, 19-21 Water Street: 2½ story, 6x6 bay, low pitched gable roof concealed by a wooden parapet. The west storefront consisting of paired plate glass windows, a recessed entry, and a bracketed entablature over the storefront. The second floor contains six-over-one window sash. The east facade, contains plate glass windows, a shingled shed projection over the first floor facade, two-over-one window sash on the second floor, and six-over-six smaller attic windows. All windows have simple surrounds. Two doors are located in the center of the building, one with a six light transom. The entire building is sided with asphalt shingles. A simple wooden entablature runs across the front of the building beneath the parapet. Multiple additions have been attached to the rear of the building. Italianate Vernacular, c. 1870 (09-10;13;011). C
36. Wooden Building, 9-11 Water Street: 2½ story, 3x5 bay, gable oriented, clapboarded building. The center facade entry is flanked by two large display windows, each having a transom with two lights above. All windows have two over two sash with plain surrounds and architrave trim. The boxed cornice returns. A 2x2 bay flat roof single story projects off the rear. The entry to this ell is covered a shed roof porch supported by a square column which also supports an elliptical archway between it and the main block. Vernacular, c. 1870 (09-10;13;012). C
37. Wooden Building, 1-9 Water Street: 2½ story, 3x5 bay, structure with stone foundations, clapboards, plain cornerboards, and a pedimented gable oriented toward the street. A gable-roofed, 2½ story wing extends from the southwest corner of the building and a one story addition is attached to the wing. Windows are two-over-two with plain surrounds containing cornerblocks. The 2½ story wing and 1 story addition contains plate glass windows at street level. The addition has a plain parapet. Greek Revival, c. 1840 (09-10;13;013). C

(See Continuation Sheet 7-11)

EXH 1



**Meeting Notice and Agenda
Exeter-Squamscott River Local
Advisory Committee**

**Tuesday, March 31, 2020
7:00 pm – 8:00 pm
Via Zoom**

****Instructions on how to join
the meeting are at the end of this agenda*****

I. New Business

- A. Review and discuss an Underground Storage Tank permit application submitted to DES by Canis Newfields LLC for two new fuel tanks at 31 Rt. 108, Newfields. Applicant's agent is Huseyin Sevincgill, P.E. of GPI.
- B. February Meeting Minutes
- C. Correspondence

II. Old Business

- A. "Get Pumped" septic system maintenance outreach program
- B. Update on Pickpocket Dam

III. Other Business

IV. "For the Good of the River"

V. Adjourn

Instructions for ESRLAC members and the public on how to join this meeting:

Rockingham Planning is inviting you to a scheduled Zoom meeting.
Topic: Exeter-Squamscott River Local Advisory Committee Meeting
Time: Mar 31, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/849221203>

Meeting ID: 849 221 203

One tap mobile

+19292056099,,849221203# US (New York)

+13126266799,,849221203# US (Chicago)

Dial by your location

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

Meeting ID: 849 221 203

Find your local number: <https://zoom.us/j/ab64OyIMfE>

Please email Theresa Walker at theresawalker@comcast.net immediately if you are unable to hear the meeting or if you need assistance joining the meeting.

In the event the public is unable to access the meeting, we will adjourn the meeting and rescheduled it at that time.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd



WH1422 REV 03/20