

**Select Board Meeting**  
**Monday, April 27<sup>th</sup>, 2020, 6:40 p.m.**  
**REMOTE VIA ZOOM**

**How to Participate:**

Virtual Meetings can be watched on Channel 22 and on ExeterNH.TV

To participate in public comment via Zoom, click the link attached to this Select Board Meeting.

To participate via telephone, call: +1 646 558 8656; enter Webinar ID: 859 0153 0654

1. Call Meeting to Order
2. Board Interviews – Planning Board, Conservation Commission
3. Bid Openings – Sludge Disposal, Wastewater Treatment Facility
4. Public Comment
5. Proclamations/Recognitions
  - a. Proclamations/Recognitions – Municipal Clerks Week May 3-9, 2020
6. Approval of Minutes
  - a. Regular Meeting: April 13<sup>th</sup>, 2020
7. Appointments
8. Discussion/Action Items
  - a. Board and Committee Appointments/Reappointments
  - b. E911 Committee Recommendations: Acorn Way, Sparrow Lane
  - c. COVID 19 Updates – Governors Orders
9. Regular Business
  - a. Tax Abatements, Veterans Credits & Exemptions
  - b. Permits & Approvals
  - c. Town Manager's Report
  - d. Select Board Committee Reports
  - e. Correspondence
10. Review Board Calendar
11. Non-Public Session
12. Adjournment

**Niko Papakonstantis, Chair**  
**Select Board**

Posted: 4/24/20 Town Office, Town Website

Persons may request an accommodation for a disabling condition in order to attend this meeting. It is asked that such requests be made with 72 hours notice.

**AGENDA SUBJECT TO CHANGE**



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

**Statement of Interest  
 Boards and Committee Membership**

Committee Selection: Planning Board

New  Re-Appointment  Regular  Alternate

Name: Nancy Belanger Email: NBelanger41@jka.com

Address: 1 Mill St., Apt 2 B, Exeter NH 03833 Phone: (603) 502-7346

Registered Voter: Yes  No

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

*I am a life long resident of Exeter. I served (1) term on the Select Board who served 3 years on our Budget Recommendations Committee and have been elected to serve my 4<sup>th</sup> year to begin the fall. I am also the current Chair of our Housing Advisory Committee. As a Select Board member during the time our Master Plan was revised, I am aware of the importance of that document and also have various professional + life experiences that I believe will be of value to serve on the Planning Board. I am available to attend meetings and to serve as an alternate or Regular Member.*

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

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

After submitting this application for appointment to the Town Manager:

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

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

Signature: Nancy A. Belanger Date: April 8 2020

To be completed by Select Board upon appointment:

Date Appointed: \_\_\_\_\_ Term Ending: \_\_\_\_\_ Full: \_\_\_\_\_ Alternate: \_\_\_\_\_



---

## Applicant Form - Conservation Commission

2 messages

---

**Nicholas Campion** <campion.n@gmail.com>

Fri, Mar 27, 2020 at 7:41 AM

To: pmcelroy@exeternh.gov

Good morning Pam,

I hope you are well during this crazy time. I have attached to this email my applicant form for an alternate position with the Conservation Commission, as well as my resume. Please let me know if you have any questions or issues with the attachments.

Thank you and be well!

Nick

Nick Campion  
75 Newfields Rd.  
Exeter, NH 03833  
603.793.9584

---

### 2 attachments

 **board\_committee\_application - n.campion.pdf**  
125K

 **Resume - N. Campion.pdf**  
130K

---

**Pam McElroy** <pmcelroy@exeternh.gov>

Fri, Mar 27, 2020 at 9:11 AM

To: Nicholas Campion <campion.n@gmail.com>

Good morning Nick.

I'll forward your application and resume to the Town Manager. He'll schedule you for a date and time to be interviewed by the Select Board - I'll call or email you to confirm you'll be available.

Thank you for your interest in the Conservation Commission position.

Have a good day.

[Quoted text hidden]

--

*Pam McElroy*

**Town of Exeter**

Executive Assistant, Town Manager's Office

603-773-6102

Human Services Administrator

603-773-6116



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

**Statement of Interest  
Boards and Committee Membership**

Committee Selection: Conservation Commission

New  Re-Appointment  Regular  Alternate

Name: Nick Campion Email: campion.n@gmail.com

Address: 75 Newfields Road Phone: 603-793-9585

Registered Voter: Yes  No

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

Interested in protecting Exeter's natural resources, sustainability initiatives, and public education efforts.

Experienced in serving on the Raynes Farm Stewardship Committee; Received multiple LWCF grant awards; Worked on multiple Open Space & Recreation Plans.

Qualifications – resume attached.

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

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

After submitting this application for appointment to the Town Manager:

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

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

Signature:  Date: 3/27/2020

*To be completed by Select Board upon appointment:*

Date Appointed: \_\_\_\_\_ Term Ending: \_\_\_\_\_ Full: \_\_\_\_\_ Alternate: \_\_\_\_\_

## Nick Campion

75 Newfields Road  
Exeter, NH 03833

Phone: (603)-793-9584  
Email: [campion.n@gmail.com](mailto:campion.n@gmail.com)

### **PROFESSIONAL EXPERIENCE**

**Assistant Recreation Director & Program Manager** **2014 – Present**  
**Town of Danvers, MA**

- Assistant department manager in a selectman-manager municipality with a population of 27,000, a \$2.2 million combined recreation budget, 13 full-time/135 part-time recreational employees
- Plan, direct and manage all recreation programming and events for the Town of Danvers
  - 60+ programs and events, with 500+ sessions, enrolling 18,000+ participants
  - After school program serving 5 elementary schools, 290 children, 215 families
  - 165-acre Endicott Park with over 160,000 visitors annually
  - Provide Harbormaster's services to Danversport, home to 850+ vessels
- Develop cost effective measures to operate programs and events with fiscal responsibility
  - Collaborate with manager and constituents to compile comprehensive budget and CIP recommendations
  - Oversee tax appropriated budgets, gift accounts, and two revolving funds (53D & 53E 1/2)
  - Compile budget presentations for Town Manager, selectmen and finance committee
- Oversee and manage department projects, including application, oversight, and compliance of grants
  - Recreational assets and amenities inventory
  - Community recreational needs assessment study (in partnership with UNH)
  - Redevelopment of a waterfront recreational park
  - Design and development of a 40+ acre disc golf course
  - Design and construction of a dog park - \$300,000 grant (3 awards)
  - Historic hay barn renovation - \$1.0 million grant award
- Liaison with the school department and public works to permit fields and facilities
- Manage marketing and public relations through the department's webpage, social media, press releases, flyers, and brochures

**Recreation Supervisor** **2011 –2014**  
**City of Somersworth, NH**

- Directed and administered comprehensive and diversified recreational program offerings
- Coordinated and conducted soccer, basketball, track & field, and lacrosse leagues
- Hired, supervised and evaluated employees, including athletic coaches, seasonal employees, and office administration.
- Procured and administered grant funding for development of parks and programs
- Coordinated volunteer efforts for various park projects and athletic events

**Athletics Department Assistant, Lifeguard** **2010 – 2011**  
**Phillips Exeter Academy, Exeter, NH**

- Monitored fitness room and swimming programs
- Event and contest management at tournaments and matches

**Camp Counselor** **2010**  
**Camp Starfish, Rindge, NH**

- Fostered the growth of children with emotional, behavioral, learning and social challenges
- Taught swim instruction, facilitated free play, encouraged personal development

**PROFESSIONAL EXPERIENCE (Continued)**

**Senior Club Supervisor** 2007 – 2010  
**Weston Racquet Club, Waltham, MA**

- Proactively enrolled, scheduled, and facilitated members in matches, clinics, and social events
- Organized, monitored, supervised and conducted facility maintenance operations

**ADDITIONAL EMPLOYMENT EXPERIENCE**

**Guest Relations, Rentals Management** 2003 – 2007  
**Water Country, Portsmouth, NH**

**Recreation Department Intern** 2006 – 2007  
**Beverly Recreation Department, Beverly, MA**

**Athletic Director Intern** Winter 2004 – 2005  
**St. Thomas Aquinas, Dover, NH**

**Sports Management Intern** Winter 2003 – 2004  
**Seacoast United Soccer Club (SUSC), Hampton, NH**

**EDUCATION**

**Bachelor of Science** May 2007  
**Endicott College, Beverly, MA**

- Major: Sports Management
- Minor: Psychology

**Master of Public Administration** December 2019  
**University of New Hampshire**

- GPA: 3.97/4.0 scale
- Graduate of UNH Cooperative Extension Economic Development Academy

**PROFESSIONAL ASSOCIATIONS**

- International City/County Management Association (ICMA), 2016-Present
  - UNH Student Chapter Founder and President
- Northern New England Recreation & Parks, 2016-Present
  - Executive Board Committee Member, 2017-Present
- Massachusetts Recreation & Parks Association (MRPA), 2014-Present
  - Annual Conference Planning Committee, 2016-Present
- National Recreation and Parks Association (NRPA), 2014-Present
  - Certified Parks and Recreation Professional (CPRP), 2016-Present
- New Hampshire Recreation & Parks Association (NHRPA), 2010-2014
- State of NH Open Project Selection Process Advisory Panel for the Land and Water Conservation Fund grant program (LWCF), 2013-2014

**PUBLIC SERVICE & VOLUNTEER EXPERIENCE**

- Founding member and Vice President of the Friends of Exeter Parks & Recreation 501(c)(3), 2019
- Raynes Farm Stewardship Committee member - Exeter Conservation Committee, 2018-Present
- Riverside Elementary School Advisory Council Committee Member, 2015-Present
- Danvers Cares Coalition Committee Member, 2015-Present
- Volunteer at Camp Starfish, ROSO soccer, Somersworth Youth Connection, 2010-2014
- United Way team leader for the City of Somersworth, 2013
- Health & Safety Coordinator for the City of Somersworth, 2013
- Somersworth & Rollinsford Prevention Coalition, 2013-2014



**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**

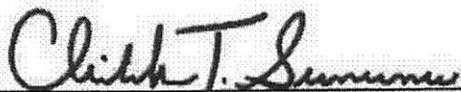
**Pursuant to section 18 of Executive order 2020-04, it is hereby ordered, effective immediately, that:**

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

## Board Interviews

**Bid Openings – Sludge Disposal**



## Proclamations and Recognitions

# Proclamation

May 3-9, 2020

## Municipal Clerks' Week

*Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and*

*Whereas, The Office of the Municipal Clerk is the oldest among public servants; and*

*Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and*

*Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and*

*Whereas, The Municipal Clerk serves as the information center on functions of local government and community; and*

*Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and*

*Whereas, It's most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk; and*

*Now, Therefore, We The Select Board of Exeter, do recognize the week of May 3 through May 9, 2020, as Municipal Clerks' Week, and further extend appreciation to our Municipal Clerk, Andrea Kohler, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020

By the Select Board of Exeter:

-----,

-----,

-----

## Minutes

**Select Board Meeting  
Monday April 13, 2020  
Remote meeting via Zoom  
Draft Minutes**

**1. Call Meeting to Order**

Members present: Julie Gilman, Molly Cowan, Lovey Roundtree Oliff, Daryl Browne, Niko Papakonstantis, and Russ Dean were present at this meeting via Zoom. The meeting was called to order by Mr. Papakonstantis at 7:05 PM.

Mr. Papakonstantis said that gatherings of 10 or more people currently pose a risk to our community. The Select Board meeting is imperative to maintaining the Town of Exeter public services, so per RSA 91-A:2(3)b, this meeting will be conducted without a quorum of this body being physically present in one location. He welcomed the members of the public attending remotely, and said the usual rules of conduct and decorum will apply. All votes will require a roll call vote.

**2. Public Comment**

- a. There was no public comment at this meeting.

**3. Proclamations/Recognitions**

**4. Approval of Minutes**

- a. Regular Meeting: March 30, 2020

**MOTION:** Ms. Gilman moved to approve the minutes of March 30, 2020 as submitted. Ms. Oliff seconded. By a roll call vote, all were in favor.

**5. Appointments**

- a. There were no appointments at this meeting.

**6. Discussion/Action Items**

**a. 2020 Board and Committee Appointments**

Mr. Papakonstantis said that some appointees' terms expire at the end of the month, but not all committee members have been approached about serving again yet. The Board should consider taking up the appointments at the next meeting, which is still prior to April 30th. The Board was in agreement.

Mr. Dean said the Select Board policy on appointments states that a person may serve on up to two Boards or Committees, but only one Land Use Board, although the BRC is not included in the two-Committee restriction. The Select Board once a year can have a discussion on the existing Committees and revise the list if necessary. Ms. Gilman said only allowing volunteers to serve on one Land Use Board is contrary to pending State law. Exeter had one volunteer who wanted to serve on both the Planning Board and ZBA. According to the State law, one person can serve on two Land Use Boards, but must recuse themselves in the second instance if the same case comes before both Boards. Mr. Dean said if the Select Board wants to make a more restrictive policy than State law, they're allowed to do that. They want to involve more people as volunteers, not fewer. Mr. Browne said if

it's a small Board, and one member must recuse themselves, they could have an issue getting a quorum. Ms. Gilman said a vote doesn't have to have a quorum, it just has to be a majority of those that are present.

Mr. Papakonstantis said that in Section 5 subsection 7 of Select Board Policy, Committee members that fail to attend 60% of the meetings should be removed from the position. He actually thinks is too low a bar, but asked how to better enforce the existing policy, which is not put into practice currently. They should open the absent members' positions up to other applicants. Mr. Dean said they could ask the Committee Chairs to give an annual report on attendance. Ms. Gilman said 60% was in consideration of volunteers having kids and other commitments. Ms. Cowan said the Water/Sewer Advisory meets so infrequently that if she missed one meeting she would be close to the limit. They do want to make sure there is continuity created by the members consistently being at the meetings.

The Board will consider the appointments at the next meeting.

**b. Article 25 Letter - Granite Bridge Pipeline**

Mr. Papakonstantis said this Citizen's Petition on the Granite Bridge Pipeline was approved at the recent town election. If passed, the Select Board was to write a letter opposing the Granite Bridge Project. He thanked the sponsors for their patience while the Select Board transitioned to meeting remotely; now they should go ahead and create the letter.

Stephanie Marshall of 7 Nelson Drive, one of the creators of the Citizen's Petition, this project is not likely to go away. Exeter has a key piece in the initial plans for a metering station. As a Citizen's Petition, this is non-binding to the town, but she asked that if Liberty Utilities comes back with a revised plan, they take into consideration the will of the people.

The meeting was interrupted at this point. Mr. Papakonstantis apologized to the public for the vandals who crashed the meeting. The police will investigate.

**c. Water Sewer Abatements - Discussion**

Mr. Papakonstantis said currently they offer a once-in-10 year abatement of water/sewer bills over the average, up to \$500. He, Ms. Cowan, Mr. Dean and Bob Kelly, the Water and Sewer Chair, discussed revising the policy to allow a greater abatement to those who can prove they didn't know they had a leak. It would still be a one time in 10 years abatement. The ratepayer would also have to prove to DPW that they've fixed the issue.

Ms. Cowan said that previously, the DPW would send an inspector to the house when higher than usual water usage was identified, but that's not safe with social distancing in practice. They're looking for ways to mitigate the risk while still being fair to the public.

Bob Kelly, the Chair of the Water/Sewer Committee, discussed the abatement requests. In March 2019, they revised the policy to give more latitude with abatements. Previously, if it was not the town's system leaking, the ratepayer was fully responsible, but that seemed draconian. It's usually accidental. There are many

requests that exceed \$500, some by people who can't afford to pay the bill. He suggested they abate 80-90% of the overage from an average bill, not 100%, since the resident should have some responsibility. This revised policy may cost the town \$15,000-25,000 per year, out of a \$4 million budget, which is a small price to pay to work with the ratepayers in light of this difficult time and the increase in the rates because of the town's debt service. The Water/Sewer Committee currently has three abatements to consider and the next meeting is scheduled for May. Mr. Papakonstantis asked if the rest of the Water/ Sewer Committee approves of this revision, and Mr. Kelly said yes, a majority of the members were in favor.

**MOTION:** Ms. Cowan moved that Select Board allow for a trial period of 90 days an 80-90% abatement of the amount that represents the overage of the four quarter average of their bill. This would be a one-in-ten-year abatement and would require the verification of the department that the issue has been addressed. Ms. Oliff seconded. By a roll call vote, all were in favor.

d. COVID 19 Updates

Assistant Fire Chief Wilking said as of Sunday, 985 NH residents had tested positive for COVID-19. The average is 50 a day, with a high of 81 and low of 31. There were only 35 new positives today, and he suggested that they may have reached a plateau. Rockingham County has had 345 total cases. The State is now providing town data, and Exeter has its 5th case. 23 NH residents have died due to COVID-19, of which three were in Rockingham County. He and James Murray coordinate daily with DHHS and other agencies. They're monitoring all Public Safety employees daily. No employee of the Fire Department has received a positive test, although three are quarantined due to exposure; they will be returning to work this week. The State has been working to create facilities for front line professionals who may need to be quarantined away from home, and there's an MOU with Hampton Inn in Exeter for 65 rooms for first responders, paid for by the state. The call volume remains down, at about 70% of normal. Their stock of PPE remains good but is beginning to be used. They may be a recipient of some of the 91,000 pounds of goods coming into NH. Sig Sauer has offered to donate a number of their N95 masks. He remains engaged with Exeter Hospital on setting up the surge site in Durham; it's ready and just waiting for the need. This facility would serve four area hospitals.

James Murray, the Town Health Officer, is working with food service establishments on meeting the Governor's requirements. He recommended issuing a provisional food service license to the 32 establishments in Exeter whose license renews in April, May, or June, allowing them to operate for up to 90 days without needing to pay their annual food service license. This may provide some relief to restaurants. Ms. Gilman asked if this fee is something they could forgive with federal money rather than deferring. Mr. Dean said they can discuss that in the planning of how to use the federal money. Mr. Browne said he'd rather see it be part of a larger strategy, rather than forgiving debts piecemeal. Ms. Oliff said she wants to ensure it's not just business owners receiving benefits, but also employees.

**MOTION:** Mr. Browne moved to authorize the issuing of provisional licenses for those restaurants whose annual license renewal is due in April, May, or June. Ms. Gilman seconded. Ms. Oliff asked if a business closed before everything got back to normal, would they still be expected to pay what they owe? Mr. Dean said that could be evaluated as a business decision. It's not a lien that they would have a bankruptcy right toward. Mr. Murray said they haven't had that situation before. If a business were to close, it would have been just a license for 90 days. By a roll call vote, all were in favor.

Police Chief Stephan Poulin said everyone in the Police Department is 100% healthy now. Three were out on quarantine pending tests, which came back negative. Some officers have spouses that work in the healthcare field who've had exposure. They're no longer seeing calls complaining about other people not quarantining. At the beginning, there had to be some education about the importance of not gathering. Police are continuing to wear PPE when dealing with the public, and they're testing all officers for fevers prior to their shifts. They've also implemented staggered shifts, which limits officer-to-officer contact. The Police worked with the Rec Department and Fire Department and had an Easter parade on Friday. People are getting out on the parkway and trails to get fresh air and exercise. Ms. Oliff asked if Swasey Parkway was being used properly. Chief Poulin said people are doing well out there, they're maintaining their distance.

Mr. Dean said his impression is that things are being handled well community-wide. The next milestone date is May 4, when the Governor's stay at home order will either be extended or modified. The Governor was talking today about the end of school; students likely won't be going back to the classroom before summer vacation, but the decision will be made this week. In correspondence, there's a notice about the CARES Act, the financial package coming to the state, which will provide \$158 million in assistance. They're all working to understand the nuances of that, and Senator Shaheen's office is hosting a call to clarify things this week. Darren Winham has been coordinating with businesses on their needs. Unitil has established a \$225,000 fund to aid those with hardships in paying their utilities.

Mr. Dean said some organizations in town are booked for events at town facilities in May, which are just in a holding pattern. The town will take cues from the Governor's executive order, which limits gatherings to 10 or fewer people. They don't have guidance on whether campgrounds can open, but it has been a subject of discussion in the Public Safety calls. State to state movement may become an issue as the weather gets nicer.

## 7. Regular Business

### a. Tax Abatements, Veterans Credits and Exemptions

**MOTION:** Ms. Gilman moved to approve a Veterans' Credit in the amount of \$500 for 104/17. Ms. Cowan seconded. By a roll call vote, all were in favor.

**MOTION:** Ms. Gilman moved to approve a Veterans' Credit with Disability in the amount of \$2,000 for 64/105/42. Ms. Cowan seconded. By a roll call vote, all were in favor.

**MOTION:** Ms. Gilman moved to approve Elderly Exemptions in the amount of \$152,251 for the following properties: 95/64/62; 73/83; 85/75; and 95/64/148. Ms. Cowan seconded. By a roll call vote, all were in favor.

**MOTION:** Ms. Gilman moved to deny an Elderly Exemption for 68/2. Ms. Cowan seconded. By a roll call vote, all were in favor.

**b. Permits & Approvals**

- i. There were no permits and approvals at this meeting.

**c. Town Manager's Report**

- i. Mr. Dean asked that the Board members reach out to Pam McElroy to coordinate providing the necessary signatures at the Town Offices.
- ii. He's getting department updates each Friday. They're continuing with the quasi-virtual office environment and it seems to be going well.
- iii. The paving program will kick off this Friday.
- iv. He met with the parking consultant on the Lincoln Street project. That project may be longer-term than planned, but he feels it's important to continue to work on it. The RFP for equipment is expected to be finalized April 20th.
- v. The TAP easement process continues, and the paperwork has been mailed out, as well as checks for the easements.
- vi. Finance is working on the 2019 audit and bond bank applications for the Library and Ground/Surface Water Assessments. They're also creating new accounts for the Federal money and COVID-19 leave. Tricia Allen, the Office Manager at DPW, has done a great job with virtualization of the AP process.
- vii. Public Works contractors are still working per NH DOT guidance, following the rules of social distancing. There's not as much traffic, so they got the downtown striping done quickly.
- viii. They put out the annual CIP directive to the department heads.
- ix. The Town Clerk's office has been supporting Seabrook as their Town Office is quarantined.
- x. Mr. Papakonstantis asked Mr. Dean if any warrant articles passed in March would be delayed because of the COVID-19 circumstances. Mr. Dean said they're taking a look at that now to see if any should be held. From a revenue perspective, the Town Clerk's Office didn't deviate that much in March. The reality is they may need to consider deferring a couple of things.

**d. Select Board Committee Reports**

- i. Ms. Gilman said her meetings were cancelled but there is a Conservation Commission meeting tomorrow night via Zoom.
- ii. Mr. Papakonstantis said the Sustainability Committee met via Zoom. Dave Sharples and Julie LaBranche talked about the grant. They also

talked about doing a virtual sustainability fair, and a working group will discuss it with Mr. Sharples prior to the next meeting.

e. Correspondence

- i. A letter on behalf of the Arbor Day Foundation, congratulating Exeter for becoming a Tree City USA.
- ii. A quarterly update to the EPA from Matt Berube in Water/Sewer.

8. Review Board Calendar

- a. Next meetings are April 27, May 4, and May 18.

9. Non-Public Session

10. Adjournment

**MOTION:** Ms. Gilman moved to adjourn. Mr. Browne seconded. All were in favor and the meeting adjourned at 9:09 PM.

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary

## **Board and Committee Appointments and Reappointments**

<b>Town of Exeter</b>	<b>Policy Number 2012-02</b>	<b>Adopted by Select Board</b>
<b>Subject: Appointments to Boards and Commissions</b>	<b>Adoption Date: 5/5/86 Revision Date: 9/9/92; 3/29/10; 5/7/12 Effective Date: 5/7/12</b>	<b>Supersedes: 92-13</b>

**1.0 Purpose of the Policy:**

The purpose of this policy is to define the procedure used by the Select Board to make appointments to public boards, committees and commissions within the authority of the selectmen.

**2.0 Departments Affected:**

None. All committees referred to in 1.0 of this policy.

**3.0 Definitions:**

**4.0 Policy:**

**5.0 Procedures:**

Authority: The Select Board has appointment authority for Boards and Commissions as specified in NH Revised Statutes Annotated and Town Ordinances. The Board may, at its discretion, establish other local committees and make appointments thereto.

Term of Office: All terms of office created by such appointments shall be consistent with the length of office determined by the Statutes, ordinance or action of the Select Board.

Consecutive Terms: Consecutive terms shall be consistent with the Statutes, ordinance or action of the Select Board.

Appointment Date: Applicants to a Board or Committee shall apply for appointment using an application provided by the Town Manager's Office.

Current regular and alternate members wishing to continue their membership shall, in March of the year in which their term ends, submit a written request to the Select Board for re-appointment.

Terms of office shall begin on May 1<sup>st</sup>, unless a person is appointed to fill an unexpired term.

Multiple Positions: A person may serve on up to two Town Boards and Committees provided that he/she can only serve on one land use board (defined as Planning Board, Zoning Board of Adjustment, Heritage Commission, and Historic District Commission).

**Disbanding Boards & Commissions:** The Select Board shall vote annually in May to review or disband each Board and Committee of their creation.

**6.0 Severability:**

To the extent this policy is in conflict with State law, State law will prevail.

Amended: 5/7/12

<b>Town of Exeter</b>	<b>Policy Number 2012-01</b>	<b>Adopted by Select Board</b>
<b>Subject: Appointed Town Committees</b>	Adoption Date: 1989  Revision Date: 5/7/12  Effective Date: 5/7/12	Supersedes: 89-19

**1.0 Purpose of the Policy:**

The purpose of this policy is to define the general rules of organization and protocols associated with Town Boards and Committees established and appointed by the Select Board.

**2.0 Departments Affected:**

None. Committees Affected: All boards and committees appointed by the Select Board except where in contradiction with NH law (ie, Planning Board, Heritage Commission, Conservation Commission) where NH RSA's provide for the method of appointment and composition.

**3.0 Definitions:**

**4.0 Policy:**

**5.0 Procedures:**

1. All appointed Town Committees will elect from among their membership, a Chairperson, a Vice Chairperson and Clerk. The Committee may elect other officers as appropriate.
2. Each Committee will maintain a written charge, approved by the Select Board, describing the role and function(s) of the Committee.
3. Official, written minutes will be kept of all committee and sub-committee meetings in accordance with RSA 91-A. Draft minutes shall be filed with the Town Manager's Office within five (5) business days following the meeting so that they are available for review and release in compliance with state law. Once meeting minutes are approved, copies shall be forwarded and filed with the Board of Selectmen, the Town Manager's Office and the Town Clerk. Minutes should be approved within thirty (30) business days. Final minutes are not required by state law.
4. All meetings will be open to the public, with notice posted at least 24 hours in advance of each meeting.
5. Committees will report their findings to the Select Board, along with recommendations for subsequent action as appropriate.

6. Public statements regarding Committee recommendations and its policy positions will be prefaced with note of the Committee's role as advisor of the Select Board.
7. Committee members that fail to attend at least 60% of meetings in any calendar year may forfeit their membership and be subject to removal by the Select Board. The Chairperson of each committee shall, in January, forward an annual report of member attendance to the Select Board for review.
8. Members of committees serve at the pleasure of the Select Board. Vacancies shall be filled, addition to committees may be made and member removal shall be done by vote of the Select Board.
9. The Select Board shall review the list of committees annually in April, and may vote to disband any committee of their creation.
10. Upon termination, all committees will turn over their files, records and notes to the Town Clerk for permanent filing.
11. The Board or Committee may vote to recommend to the Select Board that an alternate member of a committee be appointed to full Board/Committee status.

**6.0 Severability:**

To the extent that any portions of this policy conflict with State law, State law shall prevail.

Amended: 5/7/12

<b>Boards - Commissions - Committees</b>					
<b>Terms Ending April 30, 2020</b>					
<b>Name</b>	<b>Full/Alternate (As Applicable)</b>	<b>Title</b>	<b>Term Expires</b>	<b>Extend Term</b>	<b>Step-Down</b>
<b><u>Planning Board</u></b>					
Aaron Brown	Full member	Vice Chair	4/30/2020	yes	
Kelly Bergeron	Full member		4/30/2020		step-down
Jennifer Martel	Alternate member		4/30/2020	yes	
Robin Tyner	Alternate member		4/30/2020	yes	
<b><u>Zoning Board of Adjustment</u></b>					
Rick Thielbar	Full member	Clerk	4/30/2020	yes	
Kevin Baum	Full member		4/30/2020		
Esther Olson-Murphy	Alternate member		4/30/2020	yes	
Martha Pennell	Alternate member		4/30/2020	yes	
<b><u>Conservation Commission</u></b>					
Todd Piskovitz	Full member	Chair	4/30/2020		step-down
Alyson Eberhardt	Full member		4/30/2020	yes	
Donald Clement	Alternate member			yes	
<b><u>Heritage Commission</u></b>					
Maura Fay	Full member	Treasurer	4/30/2020		
Jay Myers	Full member		4/30/2020	yes	
<b><u>Historic District Commission</u></b>					
Patrick Gordon	Full member	Chair	4/30/2020	yes	
Valerie Ouellette	Full member		4/30/2020		
<b><u>Rockingham Planning Commission</u></b>					
Langdon Plumer			Apr. 2020	yes	
Gwen English			Apr. 2020	yes	
<b><u>Recreation Advisory Board</u></b>					

Stephanie Papakonstantis		Chair	4/30/2020	yes	
Val Castonguay			4/30/2020	yes	
<b><u>Exeter Housing Authority</u></b>					
Margaret Matick		Resident	4/30/2020	yes	
Boyd Allen			4/30/2020	yes	
<b><u>River Advisory Committee</u></b>					
Lionel Ingram			4/30/2020	yes	
Rod Bourdon			4/30/2020		
<b><u>Sustainability Advisory Committee</u></b>					
Nina Braun			4/30/2020	yes	
Beverly Tappan			4/30/2020	yes	
<b><u>Water/Sewer Advisory Committee</u></b>					
David Michelsen			4/30/2020		step-down
Ben Mosher			4/30/2020	yes	
<b><u>Communications Advisory Committee</u></b>					
Debbie Kane			4/30/2020	yes	
Lindsay Sonnett			4/30/2020	yes	
<b><u>Facilities Committee</u></b>					
Amanda Kelly			4/30/2020	yes	
Mark Leighton			4/30/2020	yes	
<b><u>New Applicants:</u></b>					
Nick Campion	Conservation Commission				
Nancy Belanger	Planning Board				
Kristen Osterwood	Conservation Commission Alt.				
<b><u>Not listed</u></b>					
Energy Committee	No terms				
Human Services Funding Committee	No terms				
Budget Recommendations Committee					
Economic Development Commission					

**E911 Committee Recommendations: Acorn Way, Sparrow Lane**



# TOWN OF EXETER

## Planning and Building Department

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

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

---

**Date:** April 20, 2020  
**To:** Russ Dean, Town Manager  
**From:** Dave Sharples, Town Planner  
**Re:** Street name recommendation

I'm writing this memorandum after the E911 Committee has recommended naming three new private driveways. Please note that this recommendation is for newly created right-of-ways and is not a name change. I list each recommendation made by the E911 Committee that can be the motion made by the Select Board followed by a brief analysis of the recommendation.

**Recommendation # 1:** Name the private driveway that will access two newly created lots shown on the subdivision at 50 Hampton Road, Acorn Way.

*Analysis: The Planning Board approved a three lot subdivision located at 50 Hampton Road. There were no numbers available to provide the two new house lots (lots 2 and 3 as shown on the enclosed plan) with Hampton Road addresses. The Committee also noted that the house are set back from Hampton Road as one of the lots is behind the other. Due to these reasons, the Committee felt the best way approach was to name the private driveway that serves as access to the two newly created lots. The Addressing Standards Guide prepared by the NH Department of Safety states:*

**"Each Street within a municipality should be given its own unique name to prevent confusion on the part of emergency responders. In the case of a new road, the municipality is prohibited from choosing a name which is already in use, or which is confusing similar to any such existing name or which otherwise might delay the location of any address in an emergency per RSA 231:133."**

*The Committee reviewed the name "Acorn Way" as submitted by the property owner. The Committee checked both Kensington and Brentwood street names and neither use Acorn as a street name. The Committee also reviewed the Exeter street list and did not find any existing street name that is confusingly similar to Acorn.*

**Recommendation # 2:** Name the private driveway off Spruce St, and shown on the Subdivision Site Plan prepared for Harbor Street Limited Partnership and dated November, 2019, Thistle Way, and name the private driveway off Brentwood Road on the same plan, Sparrow Lane.

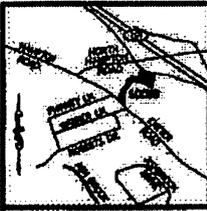
*Analysis: The Planning Board approved a five lot subdivision located on Brentwood Road. The plan shows a private driveway off Brentwood Road that accesses two of the lots and a private driveway off Spruce St that accesses three of the lots. There are no numbers available for the lots off Brentwood Road or Spruce St. The Committee also noted that the houses are set back behind the existing homes on Brentwood Road and Spruce Street. Due to these reasons, the Committee felt the best approach was to name both private driveways that serve as access to the lots.*

*The Committee reviewed the names "Thistle Way" and "Sparrow Lane" as submitted by the property owner. The Committee checked both Kensington and Brentwood street names and neither town uses either of these names. The Committee also reviewed the Exeter street list and did not find any existing street name that is confusingly similar to either Thistle or Sparrow. I have enclosed the Subdivision Site Plan that depicts the recommendation.*

Thank you.

enc (2)

f:\town planner\911\memos\04-27-202 sb meeting recommendations.docx



LOCUS MAP  
NOT TO SCALE

**PLAN NOTE:**  
THE PURPOSE OF THIS PLAN IS TO SHOW THE DIVISION OF THIS PARCEL INTO 3 LOTS FOR SINGLE FAMILY RESIDENTIAL PURPOSES.

- PLAN REFERENCES:**
- 1) LOT LINE ADJUSTMENT AND SUBDIVISION OF LAND FOR E.L.S. REALTY TRUST AND S.B. REALTY TRUST IN EXETER, NH. SCHEMATIC 17-00. DATED JANUARY 1999. BY PARKWAY SURVEY ASSOC., INC. P-67289
  - 2) STATE OF NEW HAMPSHIRE HIGHWAY LAYOUT E 09-00-(10) SHEET 41 OF 101

- NOTES:**
- 1) THIS PLAN DOES NOT SHOW ANY UNRECORDED OR UNREGISTERED EASEMENTS WHICH MAY EXIST. A REASONABLE AND DILIGENT ATTEMPT HAS BEEN MADE TO DISCOVER ANY APPOINTMENT TO THE USES OF THE LAND. HOWEVER, THIS DOES NOT CONSTITUTE A GUARANTEE THAT NO SUCH EASEMENTS EXIST.
  - 2) THIS PARCEL DOES NOT LIE WITHIN A FLOOD ZONE. SEE FLOOD COMMUNITY PANEL, EXETER DISTRICT EFFECTIVE DATE MAY 21, 2000.
  - 3) THERE ARE NO EASEMENTS ON THIS PARCEL.
  - 4) THE LANDOWNER IS RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE LOCAL, STATE AND FEDERAL REGULATIONS, INCLUDING ANY PERMITS AND EASEMENTS, REQUIREMENTS OF RECORDS, UNLESS OTHERWISE SPECIFIED.
  - 5) ALL WATER, SEWER, ROAD (INCLUDING PARKING LOTS AND DRIVEWAYS) SHALL BE CONSTRUCTED IN ACCORDANCE WITH ALL APPLICABLE LOCAL, STATE AND FEDERAL REGULATIONS, INCLUDING ANY PERMITS AND EASEMENTS, REQUIREMENTS OF RECORDS, UNLESS OTHERWISE SPECIFIED.
  - 6) SHEET 2 OF 2 OF FILE AT THE SOHM OF EXETER.

TOWN OF EXETER PLANNING BOARD  
COMMISSION \_\_\_\_\_ DATE \_\_\_\_\_

**RECORD OWNER:**  
ROSE A. FREEDBOTH TRUST  
110 SWITCH ROAD  
EXETER, NH 03824  
RN. 2004 PG. 1722  
66,518 sq. ft.  
1.53 ACRES

THE CONDIMNATIONS SHOWN HEREON ARE INTENDED TO MEET REQUIREMENTS OF ZONING REGULATIONS AND ARE NOT A GUARANTEE OF TITLE OR OWNERSHIP OF PROPERTY. LOCAL, STATE AND FEDERAL REGULATIONS, INCLUDING ANY PERMITS AND EASEMENTS, REQUIREMENTS OF RECORDS, UNLESS OTHERWISE SPECIFIED.

I CERTIFY THAT THIS ACTUAL SURVEY WAS MADE ON THE GROUND IN APRIL, OF 2014.  
THAT THIS PLAN CONFORMS TO THE RULES AND REGULATIONS OF REGISTER OF DEEDS.  
THAT THIS SURVEY CONFORMS TO THE REQUIREMENTS FOR ACCURACY FOR S.M. LEGAL SURVEY.

**ZONING DISTRICT:**  
R-3 RESIDENTIAL

**MINIMUM REQUIREMENTS:**

MIN. LOT WIDTH	15,000 S.F.
MIN. LOT DEPTH	100'
BUILDING SETBACKS:	
FRONT	10'
SIDE	5'
REAR	25'
BUILDING COVERAGE	33%
MAXIMUM OPEN SPACE	67%
MINIMUM	40%

BALSAM WAY

PLANNING BOARD CASE NUMBER 13-07

LOT LAYOUT SHEET

**PLAT OF LAND**  
IN  
**EXETER, NH**

SHOWING  
A SUBDIVISION  
OF 60 HAMPTON ROAD  
(ASSESSORS MAP 89 LOT 02)

RECORD OWNER:  
ROSE A. FREEDBOTH TRUST  
110 SWITCH ROAD - EXETER, NH 03824

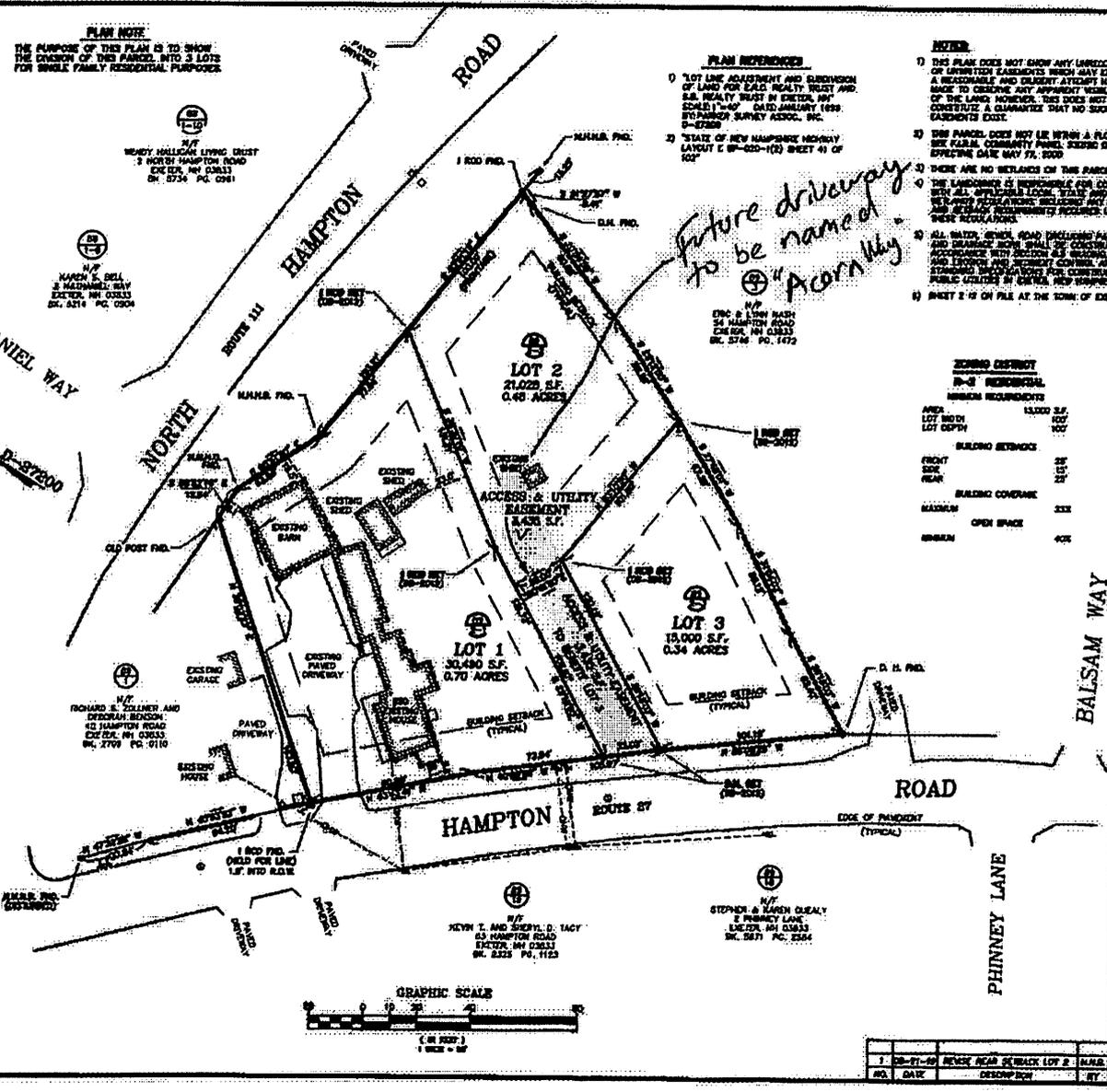
**MILLENNIUM ENGINEERING INC.**  
ENGINEERS AND LAND SURVEYORS  
P.O. BOX 743 13 HAMPTON ROAD - EXETER, NH 03823  
PHONE: (603) 778-0282 FAX: (603) 772-0880

1	09-07-09	NEWK NEAR DRIVEWAY LOT 2	NAME	SCALE: 1" = 30'	DRAWN BY: D.M.	CHECKED BY: J.S.
NO.	DATE	DESCRIPTION	BY	DATE: JUNE 10, 2014	DRG. BY: D.M.	SHEET 1 OF 1

- LEGEND:**
- M.H.A.B. NEW HAMPSHIRE HIGHWAY BOUND
  - D.M. SPILL HOLE
  - S.P. SIGN POLE
  - I.R.O.D. SIGN POLE
  - P.O.D. POLE
  - A.S.S. ASSESSORS MAP
  - P.P.F. PAVED DRIVEWAY
  - H.Y.D. HYDRANT
  - W.B.O. WATER BUILT OFF
  - C.H.V. OVER HEAD WIRE
  - U.T.P. UTILITY POLE
  - S.M.H. SENESE MAN HOLE
  - G.B.M. GATOR BASH



*Future driveway to be named "Acorn Way"*



NATHANIEL WAY

HAMPTON ROAD

PHINNEY LANE

N/H NEWBY HOLDING LIVING TRUST  
3 NORTH HAMPTON ROAD  
EXETER, NH 03823  
DN. 0734 PG. 0261

N/H NAYEN S. BELL & MADAMEL WAY  
EXETER, NH 03823  
DN. 0214 PG. 0204

N/H DAN W. AND COLEEN J. OH  
1 MADAMEL WAY  
EXETER, NH 03823  
DN. 0771 PG. 0260

N/H RICHARD H. ZELNER AND DEBORAH BENSON  
42 HAMPTON ROAD  
EXETER, NH 03823  
DN. 0709 PG. 0110

N/H KEVIN T. AND SHERYL D. TACY  
63 HAMPTON ROAD  
EXETER, NH 03823  
DN. 0223 PG. 1123

N/H STEPHEN A. MARSH O'LEARY  
7 PHINNEY LANE  
EXETER, NH 03823  
DN. 0671 PG. 0264

N/H DR. & LINDA WASH  
24 HAMPTON ROAD  
EXETER, NH 03823  
DN. 0746 PG. 1472

To be named:  
"Sparrow Lane"



**UNDERGROUND FACILITIES UTILITIES**  
1-800-665-6461 (1-603-544-7223)  
AND EXETER DPW (603) 732-8187



**KEY TO SOIL TYPES**

**SOIL INTENSITY** SOIL SURFACE TEXTURE A-THE FIRST CLASSIFICATION TO IDENTIFY SOIL TYPES SYMBOLS A-E READ FROM LEFT TO RIGHT IN THE CLASSIFICATION

**SYMBOL A: DRAINAGE CLASS**

- 1- EXCESSIVELY DRAINED
- 2- WELL DRAINED
- 3- MODERATELY WELL DRAINED
- 4- SOMEWHAT POORLY DRAINED
- 5- POORLY DRAINED
- 6- VERY POORLY DRAINED

**SYMBOL B: PARENT MATERIAL**

**1- ORGANIC/UMBRIC DEPOSITS (OUTWASH/ERRAZES)**

- 1- SILT/CLAY
- 2- VERY FINE SAND AND SILT DEPOSITS
- 3- LOAMY/SANDY OR SILTY CLAY DEPOSITS
- 4- SILT AND CLAY DEPOSITS
- 5- SANDY SILT DEPOSITS
- 6- ALLUVIAL DEPOSITS
- 7- ORGANIC MATERIALS - FRESHWATER
- 8- ORGANIC MATERIALS - TIDAL MARSH

**SYMBOL C: RESTRICTIVE FEATURES**

- 1- NONE
- 2- BRACKEN
- 3- MINERAL RESTRICTIVE LAYER WITHIN 40 INCHES OF SOIL SURFACE
- 4- BURROW PRESENT WITHIN 20 INCHES OF SOIL SURFACE
- 5- SUBJECT TO FLOODING (FLOODPLAIN)
- 6- DOES NOT MEET THE CRITERIA FOR SOIL PUNCTATION
- 7- BURROW PRESENT 20-40 INCHES BELOW SOIL SURFACE
- 8- BURROW DEPTH VARIABLE (GENERALLY WITHIN 40 INCHES OF SOIL SURFACE)

**SYMBOL D: SLOPE CLASS**

- 0- 0% TO 8%
- 8% TO 12%
- 12% TO 25%
- 25% TO 35%
- 35% TO 50%

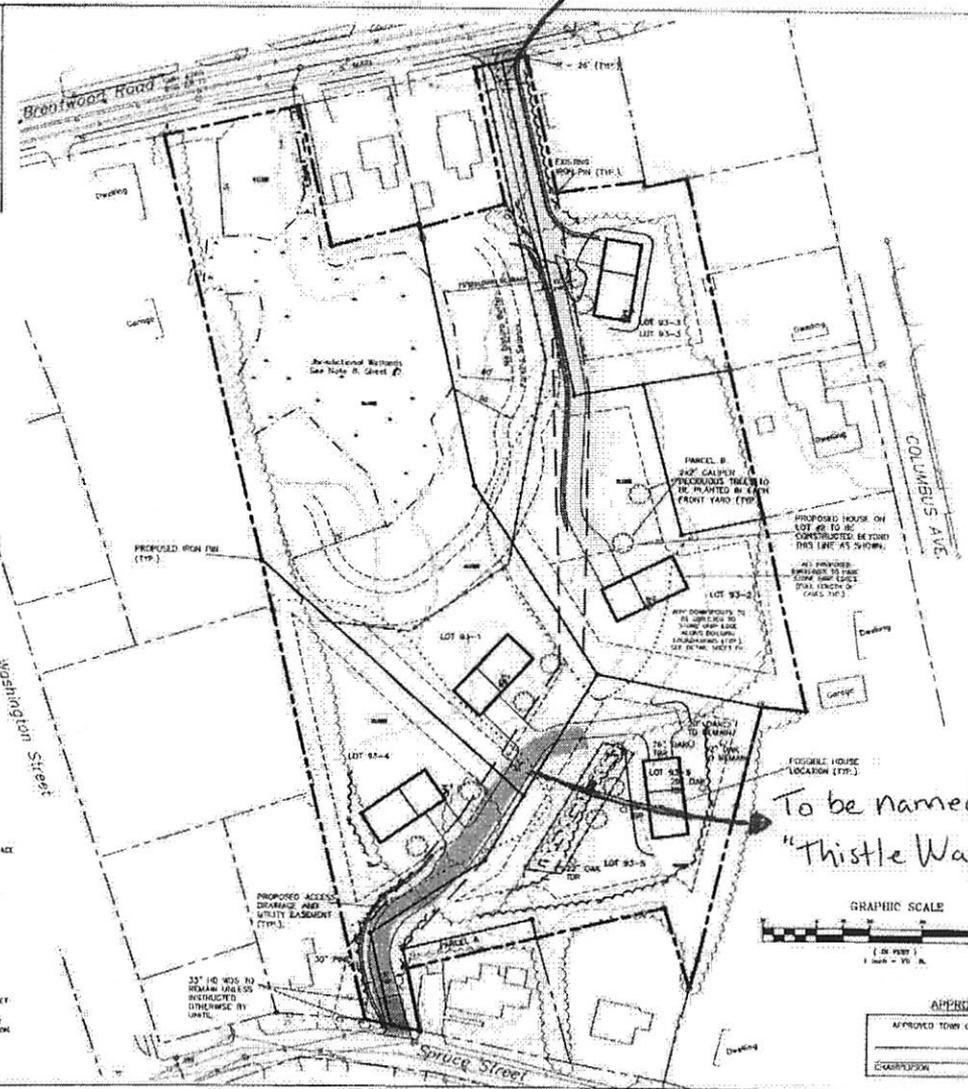
**SYMBOL E: HIGH RESISTIVITY SOIL CAP CENTER**

- 1- 100% MEETS HIGH INTENSITY SOIL CAP CENTER STANDARDS
- 2- 75% TO 99% MEETS HIGH INTENSITY SOIL CAP CENTER STANDARDS
- 3- 50% TO 74% MEETS HIGH INTENSITY SOIL CAP CENTER STANDARDS
- 4- 25% TO 49% MEETS HIGH INTENSITY SOIL CAP CENTER STANDARDS
- 5- 0% TO 24% MEETS HIGH INTENSITY SOIL CAP CENTER STANDARDS

THIS SOIL MAP WAS PREPARED BY A PROFESSIONAL SOIL SCIENTIST AND MEETS THE TECHNICAL STANDARDS OF THE SOIL CONSERVATION SERVICE. THIS SOIL MAP IS FOR PRELIMINARY PLANNING ONLY AND DOES NOT MEET STANDARDS.

THIS SOIL MAP WAS PREPARED BY A PROFESSIONAL SOIL SCIENTIST AND MEETS THE TECHNICAL STANDARDS OF THE SOIL CONSERVATION SERVICE. THIS SOIL MAP IS FOR PRELIMINARY PLANNING ONLY AND DOES NOT MEET STANDARDS.

SOIL MAPING WAS PERFORMED BY JAMES COLE, CES, P, ON 11 AUGUST, 2014.



**ENGINE REQUIREMENTS**  
PLAN: 1/8" = 1'-0"  
SECTION: 1/4" = 1'-0"  
VERTICAL: 1/8" = 1'-0"  
HORIZONTAL: 1/4" = 1'-0"  
VERTICAL: 1/8" = 1'-0"  
HORIZONTAL: 1/4" = 1'-0"

**PLANNING**  
DATE: 11/11/14  
DRAWN: JACOB  
CHECKED: JACOB  
APPROVED: JACOB

**WELLAND NOTICES**  
NO. 100-2014-001  
DATE: 11/11/14  
PROJECT: 100-2014-001

PREPARED FOR:  
**HARBOR STREET LIMITED PARTNERSHIP**  
78 EMERY LANE  
STRATHAM N.H. 03885

**BEALS ASSOCIATES PLLC**  
70 PORTSMOUTH AVE. STRATHAM, N.H. 03885  
PHONE: 603-553-4868 FAX: 603-553-4863

- NOTES**
1. UNDERGROUND FACILITIES UTILITIES AND STRUCTURES HAVE BEEN LOCATED FROM FIELD SURVEYING AND ARE SHOWN AS SHOWN. THE LOCATION OF THESE UTILITIES AND STRUCTURES IS NOT GUARANTEED BY THE ENGINEER. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE PROJECT AREA AND HAS NOT CONDUCTED ANY OTHER INVESTIGATIONS TO VERIFY THE LOCATION OF THESE UTILITIES AND STRUCTURES. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE PROJECT AREA AND HAS NOT CONDUCTED ANY OTHER INVESTIGATIONS TO VERIFY THE LOCATION OF THESE UTILITIES AND STRUCTURES.
  2. THE PLAN HAS BEEN PREPARED FOR THE PURPOSES OF THE SUBDIVISION AND DOES NOT CONSTITUTE A GUARANTEE OF THE ACCURACY OF THE INFORMATION SHOWN THEREON. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE PROJECT AREA AND HAS NOT CONDUCTED ANY OTHER INVESTIGATIONS TO VERIFY THE LOCATION OF THESE UTILITIES AND STRUCTURES.
  3. ALL CONSTRUCTION AND TOPOGRAPHY SHOULD BE FIELD VERIFIED BY THE CONSTRUCTOR.
  4. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE PROJECT AREA AND HAS NOT CONDUCTED ANY OTHER INVESTIGATIONS TO VERIFY THE LOCATION OF THESE UTILITIES AND STRUCTURES.
  5. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE PROJECT AREA AND HAS NOT CONDUCTED ANY OTHER INVESTIGATIONS TO VERIFY THE LOCATION OF THESE UTILITIES AND STRUCTURES.
  6. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE PROJECT AREA AND HAS NOT CONDUCTED ANY OTHER INVESTIGATIONS TO VERIFY THE LOCATION OF THESE UTILITIES AND STRUCTURES.
  7. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE PROJECT AREA AND HAS NOT CONDUCTED ANY OTHER INVESTIGATIONS TO VERIFY THE LOCATION OF THESE UTILITIES AND STRUCTURES.
  8. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE PROJECT AREA AND HAS NOT CONDUCTED ANY OTHER INVESTIGATIONS TO VERIFY THE LOCATION OF THESE UTILITIES AND STRUCTURES.
  9. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE PROJECT AREA AND HAS NOT CONDUCTED ANY OTHER INVESTIGATIONS TO VERIFY THE LOCATION OF THESE UTILITIES AND STRUCTURES.
  10. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE PROJECT AREA AND HAS NOT CONDUCTED ANY OTHER INVESTIGATIONS TO VERIFY THE LOCATION OF THESE UTILITIES AND STRUCTURES.

**WELLAND NOTICES**

THE PROJECT OF CONVEYING INTERESTS IN REAL ESTATE HAS BEEN RECEIVED BY THE SUPERVISOR OF CONVEYING INTERESTS IN REAL ESTATE IN ACCORDANCE WITH RSA 263:101.

THE PROJECT OF CONVEYING INTERESTS IN REAL ESTATE HAS BEEN RECEIVED BY THE SUPERVISOR OF CONVEYING INTERESTS IN REAL ESTATE IN ACCORDANCE WITH RSA 263:101.

THE PROJECT OF CONVEYING INTERESTS IN REAL ESTATE HAS BEEN RECEIVED BY THE SUPERVISOR OF CONVEYING INTERESTS IN REAL ESTATE IN ACCORDANCE WITH RSA 263:101.

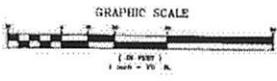
THE PROJECT OF CONVEYING INTERESTS IN REAL ESTATE HAS BEEN RECEIVED BY THE SUPERVISOR OF CONVEYING INTERESTS IN REAL ESTATE IN ACCORDANCE WITH RSA 263:101.

**TOWN NOTICE**

THE TOWN OF EXETER HAS RECEIVED THE SUBDIVISION SITE PLAN FOR THE PROJECT OF CONVEYING INTERESTS IN REAL ESTATE. THE TOWN OF EXETER HAS RECEIVED THE SUBDIVISION SITE PLAN FOR THE PROJECT OF CONVEYING INTERESTS IN REAL ESTATE.

THE TOWN OF EXETER HAS RECEIVED THE SUBDIVISION SITE PLAN FOR THE PROJECT OF CONVEYING INTERESTS IN REAL ESTATE. THE TOWN OF EXETER HAS RECEIVED THE SUBDIVISION SITE PLAN FOR THE PROJECT OF CONVEYING INTERESTS IN REAL ESTATE.

To be named:  
"Thistle Way"



**APPROVAL BLOCK**

APPROVED TOWN OF EXETER PLANNING BOARD

COMMISSIONER: \_\_\_\_\_ DATE: \_\_\_\_\_

SUBDIVISION SITE PLAN	
PLAN FOR RESIDENTIAL DEVELOPMENT BRENTWOOD ROAD EXETER, NH	
DATE: NOV, 2014	SCALE: 1"=60'
PROJ. NO: NH-1214	SHEET NO: 3 OF 6

## COVID 19 Updates



## **COVID-19 Financial Impact Survey Results Summary** **April 20, 2020**

NHMA is proud to call all 234 towns and cities in the state our members. We have been deeply involved in advising our members as well as advocating for them during this crisis. Our municipalities face many challenges, and the financial impact is at the forefront.

NHMA launched a COVID-19 Financial Impact Survey to our members on Tuesday, April 14, in anticipation of our presentation to GOFERR on April 17, giving towns and cities only about 48 hours to compile a great deal of information relative to COVID-19 expenses, lost revenues, and overall budget impacts. Despite the short time frame, 127 municipalities responded—a 54% response rate<sup>1</sup>. This underscores what we already knew: That the financial impact of the COVID-19 pandemic is of grave concern to municipalities, and that financial assistance is critical.

There are two caveats to note before reviewing survey results summary:

1. Our survey did not account for any reduction in state funding to municipalities, such as Meals & Rooms tax distribution, the \$40 million in municipal aid, or highway block grant payments. All towns and cities are concerned and anxious about whether there will be cuts to those sources of funding that they rely on.
2. There are so many unknowns, and circumstances are subject to change, including financial impacts. The financial impacts will be long-term and significant. Anticipated expenses and revenue losses cannot accurately be predicted, but municipalities have done their best to do so.

We have provided visual summaries of the data in the attached addendum.

### **I. COVID-19 Related Expenses**

The survey looked at several different categories of potential expenses. We asked municipalities to report increased expenses due to COVID-19 from March 13 to date, and to report anticipated increased expenses for the remainder of 2020. Overall, increased costs to date for that 5-week period were reported at \$7.6 million, while anticipated estimated future costs just for the remainder of this year are approximately \$27.2 million.

It will come as no surprise to you I imagine that the towns and cities with police, fire, and/or emergency services reported significant cost increases in these categories, for expenses like PPE, additional training, and overtime. Total spent to date in these categories was reported at over \$2

---

<sup>1</sup> Two additional municipalities had submitted responses that were added after NHMA's presentation to GOFERR on April 17, 2020.

million, with anticipated expenses for the remainder of 2020 at over \$10 million. While we understand from listening to Assistant Commissioner Plummer's presentation that many emergency response related expenses will be reimbursed by FEMA, there are many categories of expenses that will not be reimbursed through that program.

- **Welfare:** Forty percent reported that they have already seen an increase in welfare expenses just since March 13, and 53% reported they anticipate significant future welfare costs increases, including more need for shelter and rental assistance, utility payments, and food. Many added they anticipate a huge spike in welfare need once the foreclosure stay is lifted. For example, Conway has seen an increase in homeless clients and requests from individuals who have been laid off, particularly since they have so many retail and hospitality businesses in their town that have been shut down. With a lack of shelters in the area, they are paying hotel room rates to house welfare recipients. They are not alone. The survey results show that towns and cities anticipate an increase in welfare of about \$1.6 million for the remainder of the year.
- **Technology:** Sixty-three percent reported increased expenses related to technology and more than half reported they anticipate additional technology expenses in order to allow employees to work remotely and municipal officials to hold meetings and otherwise operate remotely. These expenses include laptops and other devices, as well as virtual meeting software that is secure and can allow multiple meetings to be held at once. Spent to date on technology is over \$500,000, and anticipated to be spent is about \$850,000.
- **Borrowing:** Many municipalities reported that they will need to consider tax anticipation notes (TANs) due to much higher than usual property tax payment delinquencies, and this means paying interest and other costs associated with borrowing. Several municipalities reported that they haven't had TANs in many years or have never needed a TAN will be looking into one this year. The next section on revenue loss will discuss TANs and why this issue is so significant.
- **Other increased costs:** Other increased costs that municipalities have and will face include legal fees, particularly with regard to legal advice on employment issues and compliance with new federal legislation; anticipated increases in property tax abatements being requested; increased costs for holding elections; and increased employment-related costs, including unemployment, overtime (spent: \$2 million, anticipated: nearly \$4 million), benefits for furloughed employees, loss of employees who are sick, and compliance with new laws, such as the Families First Coronavirus Response Act.

## II. COVID-19 Related Revenue Loss

As the results of the survey show, revenues are just as much a concern, if not more of a concern, as expenses.

### Three areas of concern regarding revenues:

1. State Aid to Municipalities
2. Property Tax Delinquencies/Cashflow
3. Other Revenue Shortfalls

#### 1. State Aid to Municipalities

Our survey did not ask about state aid to municipalities (Meals & Rooms Tax distribution, highway block grants and the FY 21 one-time appropriation for \$20 million) as we are already well aware that receipt of these revenues is of significant concern to all our members.

#### 2. Property Tax Delinquencies

##### Background:

- 197 municipalities operate on a calendar year while 37 are on a fiscal year (July 1- June 30).
- Most municipalities bill property taxes twice a year (June and December) while a few issue bills quarterly or once a year (December).
- Municipalities on a calendar year have been providing services for six months (since January) and bill in arrears for those services with the semi-annual tax bill in June.
- Most mortgage companies require borrowers to escrow property taxes as part of their monthly mortgage payments, then pay the property taxes from those escrow accounts once the tax bill has been issued.

##### Delinquency Scenarios:

- Respondents to our survey indicated that for a property tax levy, mortgage escrow payments typically represent anywhere from 16% to 80% of the tax levy, with an average of approximately 45%.
- Delinquent property taxes (i.e. taxes not paid by the due date) typically range from a low of 2% to a high of 30% of the tax levy, with an average delinquency of about 9%.
- When asked if they had sufficient reserves to maintain municipal operations if the delinquent property tax rate was 10%, all but a few replied yes.
- When asked if they had sufficient reserves to maintain municipal operations if the delinquent property tax rate was 20%, approximately 40% said no.
- When asked if they had sufficient reserves to maintain municipal operations if the delinquent property tax rate was 30%, almost 70% said no.
- With a 40% delinquent property tax rate, nearly all said they did not have sufficient reserves to maintain municipal operations.

##### Tax Anticipation Notes (TANS)

- When asked if they would be able to obtain a TAN to meet cashflow needs over the next 6 months, nearly a third responded that they were not sure.

- Some municipalities have not had to borrow a TAN for years or even decades. Additionally, some banks do not issue TANs.
- Municipalities are required to make payments to school districts “as the school board shall require for the maintenance of schools” (RSA 198:5). School districts are not statutorily authorized to borrow TANS but rather must rely on the periodic payments from the municipality.
- The Federal Reserve Bank is proposing a “Municipal Liquidity Facility” to assist cities nationwide in meeting their liquidity needs. We have only seen a brief summary of this proposal, have discussed it very briefly with the NH Department of Revenue Administration and the NH Municipal Bond Bank, and are unclear at this time if, when or how, this program could assist New Hampshire municipalities with their cashflow needs.

### **3. Other Revenue Shortfalls:**

- Motor vehicle registration fees are the second largest general fund revenue source for many municipalities. A quarter of the respondents to our survey indicated that they are already seeing shortfalls in motor vehicle registration fees despite the ability for citizens to continue registering during the pandemic via online, by drop-box or by appointment. Those who have already seen shortfalls in motor vehicle fees projected revenue loss through December at approximately \$23 million.
- While a few respondents indicated that they are already seeing higher than normal delinquencies in utility payments, the vast majority indicated that it is too soon to tell. Many utilities bill quarterly and indicated another survey in a month or two could provide more accurate estimates of utility delinquencies.
- About 58% of respondents indicated that they are seeing shortfalls in a variety of other municipal fees and taxes (building permits, parking fee, recreation fees, land use taxes, etc.) and estimated that revenue loss through year end to be approximately \$35 million.

### **III. Overall Budget Impacts & Conclusion**

At the end of the survey, we asked members to provide general information on budget impacts and actions that towns and cities might need to take to mitigate the impacts described above:

- Many reported that the layoffs and furloughing of employees, cutting public services, and drawing down their reserves may be necessary.
- As stated before, many reported serious concern about cuts to meals and rooms distribution, state aid, and highway block grants. Some municipalities are reworking their July 1 budgets to account for cuts in state funding—but without any direction on how much to cut, or even whether to cut this revenue—while many others have already adopted budgets that rely on the full amount of state funding.

Finally, we encourage you to read the recent New York Times Article “This is Going to Kill Small-Town America,” which is attached to these materials. It is written about the devastating effects of COVID-19 on our very own Bristol, NH. It is an article that many town officials have said could be written about any of our towns.

## **Addendum: NHMA COVID-19 Survey – Facts and Graphs**

**54%** of municipalities (**127 of 234**) responded to the survey

**COVID-19 Expenses to date = \$7.5 million**  
**Anticipated COVID-19 Expenses through December = \$26.7 million**

### **Significant Municipal Concerns:**

- Loss of state aid (Meals & Rooms tax distribution, Highway block grants, \$20 million in FY 21 one-time funding) and other municipal revenues
- Property tax delinquencies
- Increased welfare expenses when Emergency Order #3 (relative to discontinuing utility services) is lifted
- Ability to borrow for cashflow needs

For a typical property tax levy, payments from mortgage escrow accounts range from **16% to 80%** of the tax levy, with an average of **46%** typically paid from mortgage escrow accounts.

Property tax delinquencies typically range from **2% to 30%**, with an average delinquency rate of **9%**.

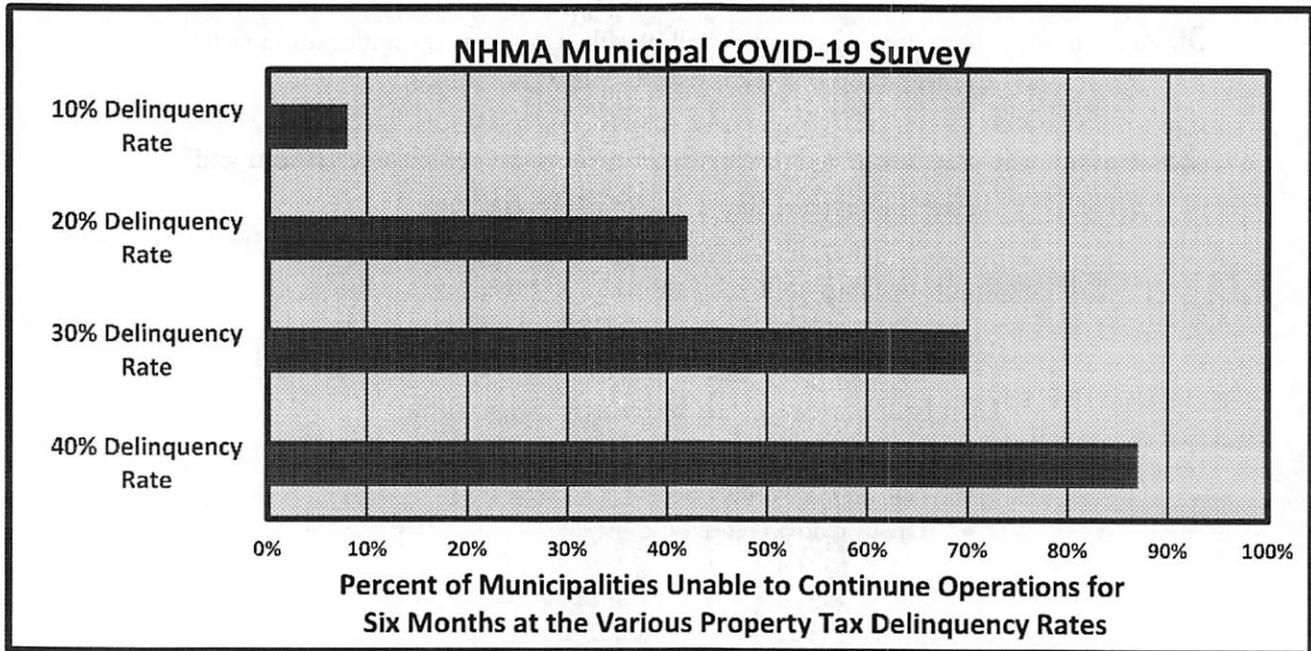
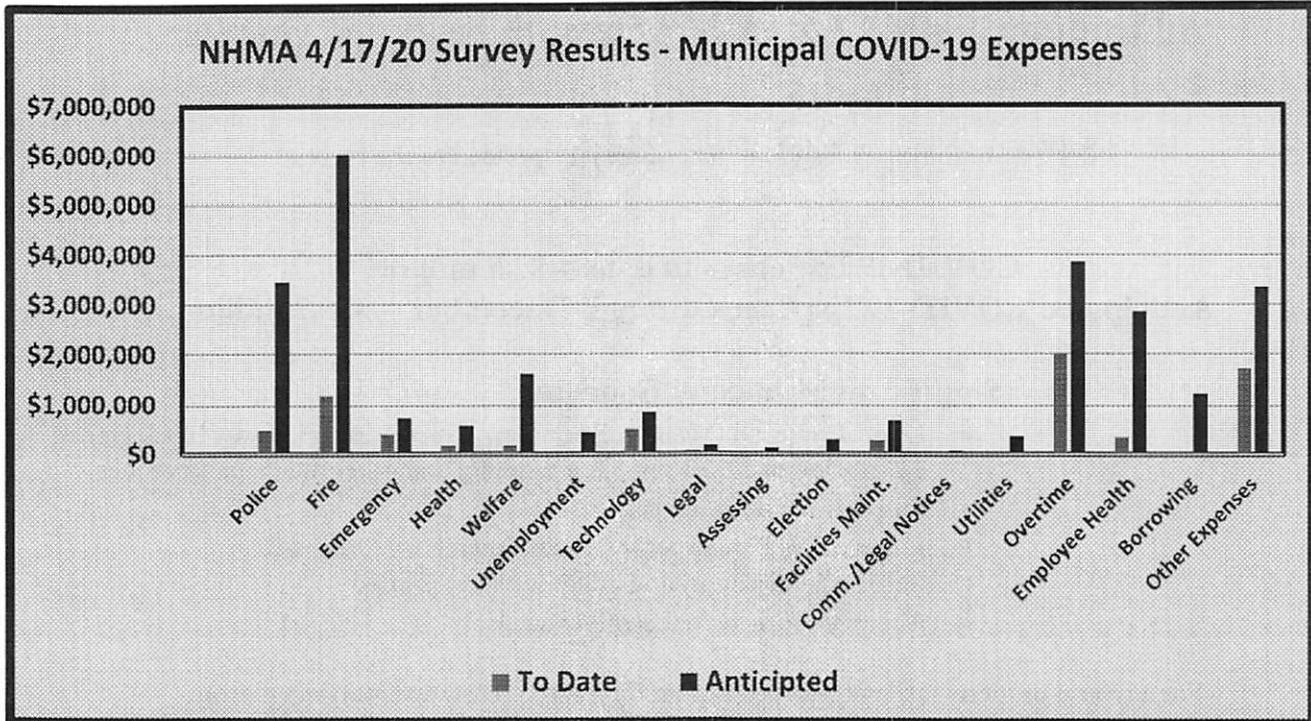
**30%** of municipalities are not sure they will be able to borrow tax anticipation notes to meet cashflow needs over the next six months.

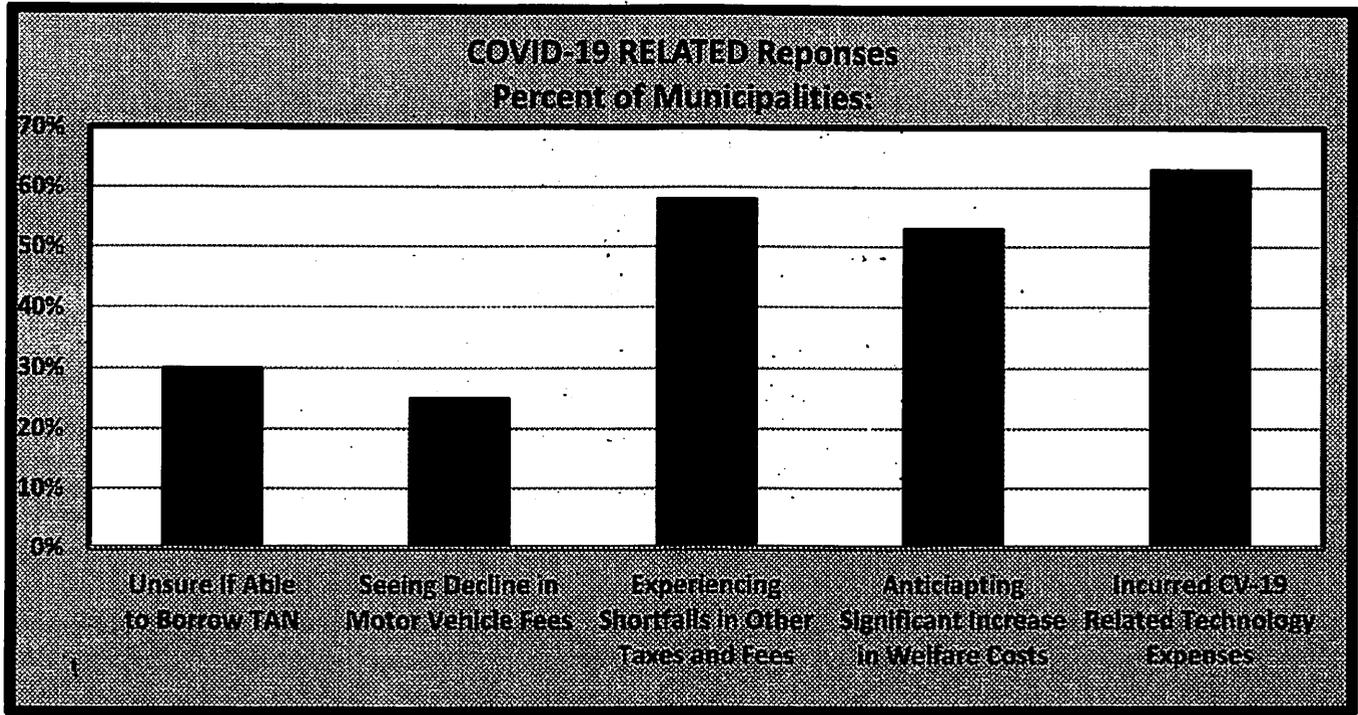
**25%** of municipalities are already seeing declines in motor vehicle registrations and estimate revenue shortfalls of **\$23 million**.

**58%** of municipalities are seeing shortfalls in other taxes and fees, estimating the revenue loss of **\$35 million**.

### **Likely Responses to Revenue Shortfalls:**

- Layoffs and Furloughing of Employees
- Cutting public services
- Drawing down reserves





## 'This Is Going to Kill Small-Town America'

Once the coronavirus reached rural Bristol, N.H., the effect on the local economy was devastating.



By David Gelles

April 14, 2020

BRISTOL, N.H. — The coronavirus itself was slow to arrive in Bristol, a lakeside town of 3,300 people. The economic destruction came swiftly.

By the end of March, with just a few local cases confirmed, gift shops, yoga studios and restaurants had all shut their doors. Hundreds lost jobs, contributing to a record surge in national unemployment claims.

But at least the Freudenberg factory was running at full strength. The factory, which employs 350 people and makes bonded piston seals and other components for carmakers around the world, has an outsize impact on Bristol's economy.

Besides paying employees their salaries and the town taxes, the factory — part of a German industrial conglomerate — is the largest customer of Bristol's sewage and water systems, a linchpin of the annual budget.

"Freudenberg is our lifeblood," Nik Coates, the town administrator, said in an interview on April 2. "If that plant was ever to close or significantly reduce operations, that would put us in a world of hurt."



Nik Coates, the town administrator, worried about layoffs at the Freudenberg factory, Bristol's largest employer. John Tully for The New York Times

As the coronavirus upends economic life around the world, small towns like Bristol are particularly vulnerable. Freudenberg is its lone large employer. There are just a few national chains — a Dunkin', a Rite Aid and a Dollar General. And many of the small locally owned businesses depend on seasonal residents, who flock to Newfound Lake during the summer, doubling the town's population for a few months.

The community has tried to come together in recent weeks, with residents extending help to one another and trying to support local establishments. But with unemployment ballooning and the threat of worse financial pain to come, neighborly good will is worth only so much over the long term.

"We're not rich by any means," Mr. Coates said. "We're pretty poor, in fact."

On April 3, the bad news started to spread around town. Freudenberg announced it was firing more than 100 people, shutting down its manufacturing of bonded piston seals and looking for additional buyouts. With car sales around the world essentially halted, automakers were suspending operations, and suppliers like Freudenberg were suddenly without revenue to pay workers in places like Bristol.

#### Latest Updates: Markets and Business

- [Oil plummets as storage capacity starts to run low.](#)
- [Shake Shack says it is returning its \\$10 million federal stimulus loan.](#)
- [Richard Branson offers to put up his private island as collateral for a bailout.](#)

[See more updates](#)

Updated 7m ago

More live coverage: [Global](#) [U.S.](#) [New York](#)

The factory has been operating for decades, and is a point of pride for the town. Some years ago, Ford Motor named it one of the carmaker's best suppliers. The layoffs, however predictable they may have been, were a blow to Bristol's morale. Several people affected by the layoffs declined to be interviewed, not wanting to upset the biggest employer in town.

"Managing this is going to be difficult for sure," Mr. Coates said after learning about the layoffs.

Much of Bristol has now ground to a halt. Restaurants were among the first to close last month. The Homestead, a popular spot where locals splurge on crab-stuffed haddock and lobster rolls, tried to do takeout. But after a week of losing money, Mark McDonough, who owns the Homestead and four other restaurants in the state, shut it down.

"It's been a heartbreaking couple of weeks here," he said. "Companywide, we've had to send about 225 people to the unemployment line."

Mr. McDonough's other restaurants, which are in larger cities, continue to serve takeout. Still, sales are down nearly 90 percent, and waiters and dishwashers are out of work. Hoping to help, Mr. McDonough bought his employees gift cards and is serving them free meals.

Bristol's best-known local business was also quick to close. TwinDesigns, a gift shop run by the twin brothers Jim and Brad Tonner, features merchandise celebrating a 51-year-old turtle named Diane, who is on display in a small back room. Business normally picks up in the summer, when tourists buy turtle books, puzzles and stuffed animals.

"If this goes on too long, we won't survive," Brad Tonner said. "This is going to kill small-town America."

Even those businesses that have remained open are struggling. Dawna Shackley invested her life savings last year to open a graphic design and printing shop, Newfound Impressions. Business was going well, allowing her to hire her first employee in January.

Now sales have shriveled, from about \$20,000 a month before the crisis to just \$1,500 in March. Ms. Shackley fired her employee. Her last two printing jobs were both related to the virus: 6,000 brochures about good hygiene for a hospital, and a few banners for the town with information about the crisis.

Sign up to receive an email when we publish a new story about the coronavirus outbreak.

Sign Up

"At this point, I'm not sure how long I can last," Ms. Shackley said. "I figure I've got another two or three months."

Some businesses are seeing an uptick in sales. In the days after Gov. Chris Sununu ordered nonessential businesses closed, people lined up in the parking lot at Skip's Sport Shop, the town's gun store. Hannaford, a grocery store, has been busy, and is offering a senior hour from 6 to 7 some mornings. Aubuchon, a regional hardware chain, is offering curbside pickup.

Locals have tried to support one another with acts of kindness, however small. Jason Briand, owner of a flooring company, is posting videos that instruct residents how to apply for federal loans. Cathy Fannan Redman, a Bristol resident, organized a team of 60 volunteers to shop for the town's elderly and immuno-compromised.

"I come from a long line of helpers," said Ms. Redman, whose parents volunteered in Bristol over the years.

Small businesses are trying to do their part, too. The town's gym, Kilter Fitness, is letting members use its weights at home. Newfound Yoga is streaming classes online. LinCross, a sandwich shop that is still serving takeout, distributed free toilet paper. A distillery donated a gallon jug of hand sanitizer it had made to the Police Department, which was running low.

"What we lack in monetary resources we make up for many times over in community involvement," Mr. Coates said.

Bristol's lone Chinese restaurant, Very Excellent, initially saw business slump in late February.

"There was a lot of anti-Chinese sentiment," said Hector Hsu, the owner, who was born in China and is completing his Ph.D. in aerospace engineering at the Massachusetts Institute of Technology outside Boston, 100 miles south.

Mr. Hsu opened Very Excellent last year, believing it would be a welcome distraction from his studies. Last month, as the virus spread in Boston, Mr. Hsu decided to move to Bristol full time. He starts each day at Very Excellent, where he obsesses about health and hygiene.

"I check everyone's temperature in the morning and yell at them to sanitize," he said.

In recent weeks, Very Excellent rolled out a reduced-cost menu of takeout meals, and as people have hunkered down, orders have picked up. Mr. Hsu is now breaking even and hopes to avoid layoffs.

Still, there are gnawing concerns about the town's future. Any economic recovery, whenever it does arrive, may take that much longer to reach places like Bristol, which celebrated its bicentennial last year.

Already, Mr. Coates is concerned that the share of tourism revenue that Bristol receives from the state is going to shrivel. That could affect basic services that keep residents safe and draw visitors to Newfound Lake, which is exceptionally clean and surrounded by forested hills.

"Running a town is more than just keeping the lights on and paying your employees," he said. "It's things like taking care of the beaches and replacing our defibrillators."

A major test of Bristol's resilience will come this summer, when second homes around Newfound Lake fill up. Though Mr. Coates isn't even sure the town will open its beaches, some year-round residents are already worried that a surge of visitors could spread the virus.

Yet if the crowds don't show up, the economy will suffer that much more. "The seasonal businesses will be killed if this isn't over by the summer," Mr. Coates said.

And then there is the Freudenberg factory. In a statement, the company said that the layoffs were temporary, and that it anticipated "that the facility will be back on line as soon as our customers and suppliers, themselves, return to normal operations."

The problem is, no one knows when that will be.

"My concern is that this thing drags on for a year or spikes again," Mr. Coates said, "and our businesses don't come back."

[The Coronavirus Outbreak >](#)

## Frequently Asked Questions and Advice

Updated April 11, 2020

### • When will this end?

This is a difficult question, because a lot depends on how well the virus is contained. A better question might be: "How will we know when to reopen the country?" In an American Enterprise Institute report, Scott Gottlieb, Caitlin Rivers, Mark B. McClellan, Lauren Silvis and Crystal Watson staked out four goal posts for recovery: Hospitals in the state must be able to safely treat all patients requiring hospitalization, without resorting to crisis standards of care; the state needs to be able to at least test everyone who has symptoms; the state is able to conduct monitoring of confirmed cases and contacts; and there must be a sustained reduction in cases for at least 14 days.

[READ MORE](#) 



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

---

## 2020 Covid-19 Budget projection

1 message

---

**Greg Bisson** <gbisson@exeternh.gov>  
To: Russell Dean <rdean@exeternh.gov>

Mon, Apr 20, 2020 at 11:29 AM

Hi Russ,

Having gone through all of the anticipated revenue we would lose if summer and spring are cancelled, We are looking at a 74% reduction in total revenue and a 70% reduction in total expenses in the entire year. This is a prime example losing our summer would drastically hamper the departments revolving. Not only is it our largest season for revenue but also carries the largest expenses. The numbers for spring were drastically lower than the past spring due the pandemic hitting weeks before our deadline in which we get a majority of our registrations. We did purchase enough uniforms and equipment for spring in case the season can be salvaged. If the season is cancelled, We will use this equipment next year. The silver lining is without the programs, there isn't much expenses. Some of the expenses we will still need to pay will be water, etc.

Income: \$511,882.73-Projected prior to the Pandemic (\$241,958.76 in camp registration fees already collected, \$264,622.18 total revenue that would need to be refunded).

Spring Sports  
Summer Camps  
Pool Operations  
Trips

Expenses:\$454,976.57-Projected prior to Pandemic.

Staff/Contractors  
Equipment supplies  
Pool Supplies  
Smaller Projects

Greg Bisson  
Director  
Exeter Parks and Recreation

### Follow us!





The Office of Governor Christopher Sununu  
*Via electronic delivery only*

April 20, 2020

Dear Governor Sununu:

On Friday, April 17, the New Hampshire Municipal Association's Board of Directors voted unanimously to request that you extend Emergency Order #27, restricting the operation of hotels and other lodging providers, to include public and private campgrounds. In a period when municipalities are facing many unprecedented challenges, the opening of campgrounds in the state has been the single biggest concern we have heard about from cities and towns in the last two weeks; the issue also has dominated the biweekly legal conference calls run by the Division of Homeland Security and Emergency Management.

Campgrounds are inherently social gathering spots, more so than most hotels, with shared facilities like restrooms and showers, and they frequently attract people from urban areas outside New Hampshire to small towns, swelling their populations. The police chief in South Hampton has stated that his town's population will triple when the campgrounds open. The town of Albany, population 738, has seven campgrounds. Because campers tend to stay for longer periods than hotel guests, they often shop at local grocery and convenience stores, pharmacies, and other establishments, coming into contact with many local residents.

All of this puts New Hampshire residents at significantly increased risk of contracting COVID-19. This will, in turn, put local first responders and medical personnel at greater risk than they already are. Further, most regions of the state do not have medical facilities that are able to handle a surge in COVID-19 cases.

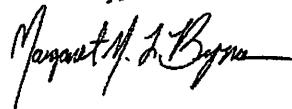
Some campgrounds are already opening, and many more will open soon if permitted. As you have stated, it will be at least several weeks before the state can begin returning to business as usual. An influx of out-of-state visitors could easily cause a new spike in COVID-19 cases, requiring a new round of stay-at-home orders. It seems it would be easier to close campgrounds now than to allow them to open and then order them closed at the peak of the season.

On behalf of all our members, NHMA urges you to take prompt action to prevent the opening of campgrounds in the state. We also thank you for everything you have done so far to address the needs of municipalities under very difficult circumstances. Please feel free to contact me if you have questions or would like to discuss this issue.

NHMA Campground Letter  
April 20, 2020  
Page 2 of 2

Thank you for your attention to this issue.

Sincerely,

A handwritten signature in black ink, appearing to read "Margaret M.L. Byrnes". The signature is written in a cursive style with a horizontal line extending from the end.

Margaret M.L. Byrnes  
Executive Director



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

---

**Update: COVID-19**

1 message

Lightfoot, Madison (Shaheen) &lt;Madison\_Lightfoot@shaheen.senate.gov&gt;

Mon, Apr 20, 2020 at 11:25 AM

Good morning everyone,

I hope you had a nice weekend. I'm reaching out to share updates from the IRS and the call-in details for today's meeting hosted by the Governor's Office For Emergency Relief and Recovery (GOFERR). I've also included information about personal protective equipment (PPE) and Senator Shaheen's recent advocacy efforts.

**IRS:**

More than 80 million Economic Impact Payments have already been delivered to the nation's taxpayers. More payments are on their way. As part of this effort, the IRS has launched two tools to help taxpayers get their payments:

1. **Get My Payment** is helping millions of taxpayers. Since its launch on April 15, millions of taxpayers have been able to input their direct deposit information to speed—and track—their payments. The IRS reminds taxpayers the information is updated once daily, usually overnight, so they only need to enter information once a day.
2. The **Non-Filers Enter Payment Info** tool is helping millions of taxpayers successfully submit basic information to receive Economic Impact Payments quickly to their bank accounts. This tool is designed only for people who are not required to submit a tax return.

The IRS is regularly updating the Economic Impact Payment and the Get My Payment tool frequently asked questions pages on IRS.gov as more information becomes available. More information can be found below:

- FAQs - Economic Impact Payments: [www.irs.gov/eipfaq](http://www.irs.gov/eipfaq)
- FAQs - Get My Payment tool: [www.irs.gov/getmypaymentfaq](http://www.irs.gov/getmypaymentfaq)

**PPE:**

This weekend, New Hampshire received a shipment of 540,000 masks. More information can be found here. As reminder, the attached document can be completed and submitted to the EOC to request PPE.

-

**GOFERR:**

The GOFERR will hold a meeting of the Bipartisan Legislative Advisory Board today at 1:00 PM. Call-in details can be found here.

-

**Senator Shaheen's Advocacy Efforts:**

- On Friday, Senator Shaheen and the rest of the NH Congressional Delegation called on President Trump to approve the state's request for the Federal Emergency Management Agency (FEMA) to fully reimburse costs that the state incurs under FEMA Public Assistance related to the COVID-19 pandemic. More information can be found [here](#) and the full letter can be read [here](#).
- Last week, Senator Shaheen joined her colleagues in sending a letter to the U.S. Department of Health and Human Services and the Centers for Medicare & Medicaid Services calling on them to protect at-risk Medicare beneficiaries and ensure access to potentially life-saving services by allowing for the full participation of CDC-recognized virtual providers in the Medicare Diabetes Prevention Program (MDPP) for at least the duration of the COVID-19 emergency. More information can be found [here](#) and the full letter can be read [here](#).
- Last week, Senator Shaheen joined her colleagues in sending a bipartisan letter to leadership on the Senate Appropriations Committee calling for emergency funding to help rural renters to prevent people in small towns and rural communities—particularly low-income families, seniors and people with disabilities—from losing their housing during the COVID-19 pandemic. More information can be found [here](#) and the full letter can be read [here](#).

Please don't hesitate to reach out with any questions or if there's anything our office can do to be helpful.

Stay well!

Madison

**Madison Lightfoot**

**Special Assistant for Policy & Projects**

**Office of US Senator Jeanne Shaheen**

**603.647.7500**



sign up for  
**THE SHAHEEN REPORT**

**THE INFORMATION IN THIS MESSAGE IS CONFIDENTIAL.**

This message, including any attachments, contains confidential information intended for a specific individual and purpose. Please be aware that any other use, printing, copying, disclosure or dissemination of this information may undermine the confidential nature of the information. If you are not the intended recipient, you are not to read, disseminate or copy this e-mail or any accompanying attachments. Please immediately notify our office by telephone at 603-647-7500 if you have received this document in error, and delete it from your system.

-

---

 **PPE Request Form (002).docx**

**Coronavirus Relief Fund**  
**Guidance for State, Territorial, Local, and Tribal Governments**  
**April 22, 2020**

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). The CARES Act established the Coronavirus Relief Fund (the “Fund”) and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.<sup>1</sup>

The guidance that follows sets forth the Department of the Treasury’s interpretation of these limitations on the permissible use of Fund payments.

***Necessary expenditures incurred due to the public health emergency***

The requirement that expenditures be incurred “due to” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be “necessary.” The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Fund payments.

***Costs not accounted for in the budget most recently approved as of March 27, 2020***

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget *or* (b) the cost

---

<sup>1</sup> See Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The “most recently approved” budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

***Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020***

A cost is “incurred” when the responsible unit of government has expended funds to cover the cost.

***Nonexclusive examples of eligible expenditures***

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
  - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
  - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
  - Costs of providing COVID-19 testing, including serological testing.
  - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
  - Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. Public health expenses such as:
  - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
  - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
  - Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
  - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
  - Expenses for public safety measures undertaken in response to COVID-19.
  - Expenses for quarantining individuals.
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
  - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
  - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
  - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
  - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
  - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
  - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
  - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
  - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
  - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

***Nonexclusive examples of ineligible expenditures<sup>2</sup>***

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.<sup>3</sup>
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

---

<sup>2</sup> In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed. Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

<sup>3</sup> See 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.

4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

**DRAFT AGENDA  
GOVERNOR'S TASK FORCE ON REOPENING THE ECONOMY  
April 23, 2020**

<b>DATE</b>	<b>TIME</b>	<b>SUBJECT</b>
April 22	4-5pm	Organizational meeting
April 23	3-5pm	Sector presentations <ul style="list-style-type: none"> <li>• Food services (NAICS: 72)</li> <li>• Accommodation (72)</li> </ul>
April 24	3-5pm	Sector presentations <ul style="list-style-type: none"> <li>• Retail trade (44-45)</li> <li>• Manufacturing (31-33)</li> </ul>
April 27	3-5pm	Sector presentations <ul style="list-style-type: none"> <li>• Arts Entertainment Recreation (71)</li> <li>• Healthcare and Social Assistance (62)</li> </ul>
April 28	3-5pm	Sector presentations <ul style="list-style-type: none"> <li>• Educational Services (61)</li> <li>• Other services (81)</li> </ul>
April 29	3-5pm	Sector presentations <ul style="list-style-type: none"> <li>• Spillover or others</li> </ul>
April 30	1-3pm	Public comments
May 1	9-11am 3-5pm	Public comment Task Force meeting

## **Overview of the Paycheck Protection Program and Health Care Enhancement Act**

The *Paycheck Protection Program and Health Care Enhancement Act* (the “interim” COVID-19 bill) will provide emergency relief for small businesses hurt by the coronavirus outbreak as well as funding for health care providers and nationwide testing efforts. This bill is the latest effort from Congress to respond to the COVID-19 pandemic and comes on the heels of the passage of the *Coronavirus Aid, Relief and Economic Security (CARES) Act*, the *Families First Coronavirus Response Act* and the *Coronavirus Preparedness and Response Supplemental Appropriations Act*. In total, Congress has authorized nearly \$2.7 trillion to respond to the coronavirus pandemic. Provisions from the *Paycheck Protection Program and Health Care Enhancement Act* are described below.

### **Small Business Provisions**

**Additional Funding & Reforms to the Paycheck Protection Program (PPP):** \$310 billion in additional lending authority for PPP with key reforms to expand access to more small businesses and better serve the needs of unbanked and underserved small businesses and nonprofits. This includes:

- **\$60 Billion Set-aside for Smaller Lenders:** A \$60 billion set-aside within PPP for small and mid-sized banks and credit unions as well as community-based lending institutions. This will help ensure that unbanked and underserved businesses, including minority-owned businesses, rural businesses, small mom and pop businesses, and smaller nonprofits can get access to PPP.
  - **\$30 Billion to Community-Based Lenders:** \$30 billion will be dedicated to community-based lenders, including Community Development Financial Institutions (CDFIs), Minority Depository Institutions, SBA microlenders, and certified development companies/SBA 504 lenders, as well as credit unions and banks with assets under \$10 billion.
  - **\$30 Billion to Small & Mid-Sized Lenders:** \$30 billion will be dedicated to small and mid-sized credit unions and banks with assets between \$10 billion and \$50 billion.

**\$60 billion for SBA’s Economic Injury Disaster Loan (EIDL) and Emergency Economic Injury Disaster Grant program.** These emergency programs provide flexible assistance to small businesses to cover operating expenses, including payroll and fixed costs like rent and utilities. These programs are facing the same demand as PPP. Funding for each program includes:

- **Additional \$50B for the EIDL program:** \$50 billion in EIDL program subsidy that will support over \$350 billion in new disaster loans directly from SBA.
- **Additional \$10B in EIDL Grants:** \$10 billion for the Emergency Economic Injury Disaster Grant program to provide up to \$10,000 as a cash advance to provide immediate relief for operating expenses for small businesses and nonprofits that apply for an EIDL.

This legislation also adds agricultural enterprises under 500 employees as eligible recipients of grants of up to \$10,000 and low-interest loans of up to \$2 million through the SBA’s Economic Injury Disaster Loan.

## **Health Care Provisions**

**Additional Health Care Provider Grants:** \$75 billion for reimbursement to hospitals and health care providers to help offset COVID-19 related expenses and lost revenue. This funding is in addition to the \$100 billion provided in the CARES Act. The Department of Health and Human Services (HHS) has already disbursed \$30 billion out of the initial \$100 billion from the CARES Act and will disburse another \$60 billion in the coming weeks. New Hampshire health care providers received \$164.5 million from the initial \$30 billion installment. New Hampshire's hospitals received approximately \$100 million out of that \$164.5 million in initial funds, with the remaining \$64.5 million going to non-hospital providers.

**Funding to Ramp Up Testing Capacity:** \$25 billion for necessary expenses to research, develop, validate, manufacture, purchase, administer and expand capacity for COVID-19 tests. Specific funding is provided includes:

- \$11 billion for states, localities, territories and tribes to develop, purchase, administer, process and analyze COVID-19 tests, scale-up laboratory capacity, trace contacts and support employer testing. Funds are also made available to employers for testing. Included in that \$11 billion for states will be the following set-asides:
  - \$2 billion provided to States consistent with the Public Health Emergency Preparedness grant formula, ensuring every state receives funding. New Hampshire is expected to receive approximately \$17 million from this set-aside.
  - \$4.25 billion provided to areas based on relative number of COVID-19 cases;
  - \$750 million provided to tribes, tribal organizations, and urban Indian health organizations in coordination with Indian Health Service.
- \$1 billion provided to Centers for Disease Control and Prevention for surveillance, epidemiology, laboratory capacity expansion, contact tracing, public health data surveillance and analytics infrastructure modernization.
- \$1.8 billion provided to the National Institutes of Health to develop, validate, improve and implement testing and associated technologies; to accelerate research, development and implementation of point-of-care and other rapid testing; and for partnerships with governmental and non-governmental entities to research, develop and implement the activities.
- \$1 billion for the Biomedical Advanced Research and Development Authority for advanced research, development, manufacturing, production and purchase of diagnostic, serologic or other COVID-19 tests or related supplies.
- \$22 million for the Food and Drug Administration to support activities associated with diagnostic, serological, antigen, and other tests, and related administrative activities;
- \$825 million for Community Health Centers and rural health clinics;
- Up to \$1 billion may be used to cover costs of testing for the uninsured.

**Testing Plan Requirements:** The bill requires a plan from States, localities, territories and tribes on how resources will be used for testing and easing COVID-19 community mitigation policies. The bill also requires a strategic plan from the administration related to providing assistance to States for testing and increasing testing capacity. The administration's strategic plan must be delivered to Congress within 30 days of enactment of the legislation.



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

**Fwd: [HSEM-Rockingham County] RELEASE - NH DMV EXTENDS EXPIRATION DATE OF PREVIOUSLY ISSUED 20-DAY PLATES**

1 message

Eric Wilking &lt;ewilking@exeternh.gov&gt;

Thu, Apr 23, 2020 at 4:12 PM

To: Andie Kohler &lt;akohler@exeternh.gov&gt;, Russ Dean &lt;rdean@exeternh.gov&gt;

Robert L. Quinn  
Commissioner of Safety**State of New Hampshire****DEPARTMENT OF SAFETY  
DIVISION OF MOTOR VEHICLES  
STEPHEN E. MERRILL BUILDING  
23 HAZEN DRIVE, CONCORD, NH 03305  
Telephone: (603)227-4000 TDD Access Relay NH 7-1-1**Elizabeth A Bielecki  
Director of Motor Vehicles**FOR IMMEDIATE RELEASE**

Thursday, April 23, 2020

Larry Crowe, DMV PIO

O: (603) 227-4200, (603) 227-4050

**NH DMV EXTENDS EXPIRATION DATE OF PREVIOUSLY ISSUED 20-DAY PLATES**

CONCORD, N.H. - The New Hampshire Division of Motor Vehicles (DMV) has extended the expiration date of previously issued 20-day plates through May 31, 2020.

- NH DMV 20-day plates as well as NH authorized dealer 20-day plates issued on or after February 26, 2020 have been given an automatic extension through May 31, 2020.
- Residents are encouraged to reach out to their local city or town clerk's office for permanent vehicle options.

The DMV would also like to offer the following important service reminders:

The Division of Motor Vehicles has transitioned to phone and online services and appointment only walk-in services consolidated to five locations: Concord, Dover, Manchester, Newport, and Twin Mountain.

[Driver Licenses](#)

- Non-CDL driving road tests as well as motorcycle testing will not be conducted for the duration of the Stay at Home Order.
- All CDL related transactions can be conducted by appointment only. Call 227-4000 to schedule an appointment.
- Customers whose licenses have expired or are set to expire between April 1, 2020 and May 31, 2020 may apply for a 6-month license extension. Call 227-4020 to apply for the 6-month license extension over the phone.
- The REAL ID compliance deadline has been extended until October, 2021. REAL ID transactions will not be conducted for the duration of the Stay at Home Order.

Vehicle Registrations

- Existing vehicle registrations are renewed by your city or town clerk's office. Please visit your town website or call your local town clerk's office for vehicle registration renewal options.
- NH DMV 20-day plates as well as NH authorized dealer 20-day plates issued on or after February 26, 2020 have been given an automatic extension through May 31, 2020.
- Walking disability placards or license plates may be issued six (6) month extensions without meeting the in-person application and medical certification requirements.

Drop box services are available Monday through Friday from 8 a.m. until 4:15 p.m. at the following locations: Concord, Dover, Manchester, Newport, and Twin Mountain.

For all other transactions, please call DMV customer service at 227-4000 to determine the availability of services.

Customers should take advantage of the DMV's online services, including online driver license renewal, ID renewals, and online ticket pay at [www.nh.gov/dmv](http://www.nh.gov/dmv).

Eric Wilking, Assistant Chief of Operations

Exeter Fire Department  
20 Court St  
Exeter, NH 03833  
(603)-235-8459 - cell  
[ewilking@exeternh.gov](mailto:ewilking@exeternh.gov)



---

## Fwd: [HSEM-Rockingham County] White Mountain National Forest Closes Trailheads and High Use Locations

1 message

---

Russ Dean <rdean@exeternh.gov>  
To: Pam McElroy <pmcelroy@exeternh.gov>

Fri, Apr 24, 2020 at 1:56 PM

Let's add this as well to the COVID items. There will begin to be some discussions around our Oaklands Town Forest likely.

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

From: Eric Wilking <ewilking@exeternh.gov>

Date: Fri, Apr 24, 2020 at 1:19 PM

Subject: Fwd: [HSEM-Rockingham County] White Mountain National Forest Closes Trailheads and High Use Locations

To: Russ Dean <rdean@exeternh.gov>, Stephan Poulin <spoulin@exeternh.gov>, D/C Michael Munck <mmunck@exeternh.gov>

Just an FYI... The White Mtns Nat'l Forest is shutting down several high use trailheads, day-use areas, and dispersed recreation facilities until further notice. Not necessarily great news for all our overused local trail systems.  
Eric

### White Mountain National Forest Shuts Down Some Busy Recreation Sites

**CAMPTON, NH** April 24, 2020 –In alignment with current federal, state and local guidance for physical distancing and to ensure health and safety of employees, visitors and volunteers, the White Mountain National Forest is shutting down several high use trailheads, day-use areas, and dispersed recreation facilities until further notice. While the White Mountain National Forest remains open, we are reminding the public to please recreate responsibly. New Hampshire has a Stay Safe at Home order in place and has asked the public to recreate locally.

There have been unseasonably high numbers of visitors to the National Forest resulting in increased potential for exposure to Coronavirus where visitors are not able or willing to follow guidance from the Centers for Disease Control and Prevention (CDC) or with current federal, state and local guidance for physical distancing. In order to ensure such guidance from experts at the CDC, state and local for physical distancing, the White Mountain National Forest is shutting down some recreation sites and trailheads. *Closing these areas will allow the Forest to assess our ability to do work safely, reduce the number of vehicles and congregation at trail heads, help control vandalism and to meet CDC guidance and cleaning standards.* Trails would remain open, but only accessible by foot traffic in order to discourage long distance travel and to adhere to the State's Stay Safe at Home orders. If you are able to walk to the trailhead without driving, you can access the trail. Parking on most roads is prohibited. Remember to pack out what you pack in.

“As the warmer weather approaches, the Forest continues to see increased visitation at recreation sites, trailheads and trails. It is difficult to practice physical distancing and maintain high use sites to CDC guidelines. The safety of Forest Service employees, our visitors and the local communities is priority as we operate in the new Covid-19 environment,” said Connie Carpenter, Acting Forest Supervisor on the White Mountain National Forest.

White Mountain National Forest offices remain open, operating virtually to protect the health and safety of employees and members of the public during the COVID-19 outbreak in accordance with guidance from federal and state authorities. Customers needing information, permits and maps are encouraged to call

Forest Headquarters at: (603) 6100, Saco Ranger Station (604) 447-5448, and Androscoggin Ranger Station (603) 466-2713 during regular business hours for prompt, customer service.

These actions have been taken based on the best available medical advice to limit gatherings of large numbers of people and to promote social distancing. Visitors to our National Forests are urged to use guidance from the CDC, go to: <https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html>.



**Sherman Hogue**  
Public Affairs Officer and Partnership Liaison

Forest Service

White Mountain National Forest

p: 603-536-6215  
c: 603-348-1649  
[sherman.hogue@usda.gov](mailto:sherman.hogue@usda.gov)

71 White Mountain Dr  
Campton, NH 03223  
[www.fs.fed.us](http://www.fs.fed.us)

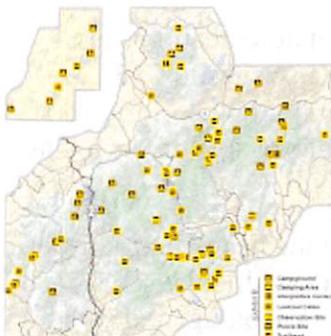


Caring for the land and serving people

Eric Wilking, Assistant Chief of Operations  
Exeter Fire Department  
20 Court St.  
Exeter, NH 03833  
(603)-235-8459 - cell  
[ewilking@exeternh.gov](mailto:ewilking@exeternh.gov)

---

#### 4 attachments



ClosureOrder\_RecSites\_WhiteMtn\_SBS\_SMALL.jpg  
3119K



**Trail Heads and Affected Areas List.jpg**  
317K

 **R9-22-20-04 Trailhead Closure-.pdf**  
267K

 **Rec Site Closure\_WMNF 042420.docx**  
1210K



**Forest Service**

White Mountain National Forest  
71 White Mountain Drive  
Campton, NH 03223  
(603) 536-6100

<https://www.fs.usda.gov/whitemountain>

# News Release

Media Contact: [sherman.hogue@usda.gov](mailto:sherman.hogue@usda.gov)

(603-348-1649) Sherman Hogue

## White Mountain National Forest Shuts Down Some Busy Recreation Sites

**CAMPTON, NH** April 24, 2020 –In alignment with current federal, state and local guidance for physical distancing and to ensure health and safety of employees, visitors and volunteers, the White Mountain National Forest is shutting down several high use trailheads, day-use areas, and dispersed recreation facilities until further notice. While the White Mountain National Forest remains open, we are reminding the public to please recreate responsibly. New Hampshire has a Stay Safe at Home order in place and has asked the public to recreate locally.

There have been unseasonably high numbers of visitors to the National Forest resulting in increased potential for exposure to Coronavirus where visitors are not able or willing to follow guidance from the Centers for Disease Control and Prevention (CDC) or with current federal, state and local guidance for physical distancing. In order to ensure such guidance from experts at the CDC, state and local for physical distancing, the White Mountain National Forest is shutting down some recreation sites and trailheads. *Closing these areas will allow the Forest to assess our ability to do work safely, reduce the number of vehicles and congregation at trail heads, help control vandalism and to meet CDC guidance and cleaning standards.* Trails would remain open, but only accessible by foot traffic in order to discourage long distance travel and to adhere to the State's Stay Safe at Home orders. If you are able to walk to the trailhead without driving, you can access the trail. Parking on most roads is prohibited. Remember to pack out what you pack in.

“As the warmer weather approaches, the Forest continues to see increased visitation at recreation sites, trailheads and trails. It is difficult to practice physical distancing and maintain high use sites to CDC guidelines. The safety of Forest Service employees, our visitors and the local communities is priority as we operate in the new Covid-19





environment,” said Connie Carpenter, Acting Forest Supervisor on the White Mountain National Forest.

White Mountain National Forest offices remain open, operating virtually to protect the health and safety of employees and members of the public during the COVID-19 outbreak in accordance with guidance from federal and state authorities. Customers needing information, permits and maps are encouraged to call Forest Headquarters at: (603) 6100, Saco Ranger Station (604) 447-5448, and Androscoggin Ranger Station (603) 466-2713 during regular business hours for prompt, customer service.

These actions have been taken based on the best available medical advice to limit gatherings of large numbers of people and to promote social distancing. Visitors to our National Forests are urged to use guidance from the CDC, go to: <https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html>.

#####

*USDA is an equal opportunity provider, employer, and lender*





ORDER NO. R9-22-20-04

**ORDER OF THE FOREST SUPERVISOR  
RESTRICTING OCCUPANCY & USE, TO WIT: THE WHITE MOUNTAIN  
NATIONAL FOREST**

Under the authority of the Act of Congress dated June 4, 1897, as amended (16 U.S.C. 551), and pursuant to the Secretary of Agriculture's regulations set forth as 36 CFR Part 261, Subpart B (36 CFR 261.50(a) and (b)), the following acts are prohibited in the White Mountain National Forest, New Hampshire and Maine, due to the hazards associated with the Covid-19 virus.

1. It is prohibited to enter, go into, or be upon any area, site, or trailhead designated in exhibit A, when it is posted as closed to public use, for the protection of public health and safety. **(36 CFR 261.53(e))**

**THIS RESTRICTION IS NECESSARY TO PROTECT THE PUBLIC. IT IS IN ADDITION TO THE GENERAL PROHIBITIONS SET FORTH IN 36 CFR PART 261. THE PROHIBITION WILL BE IN EFFECT FROM THE DATE OF THIS ORDER UNTIL SPECIFICALLY WITHDRAWN BY TERMINATION ORDER OF THE FOREST SUPERVISOR.**

Pursuant to the provisions of 36 CFR 261.50(e), the following persons are exempt from this order:

1. Persons with permit specifically authorizing the otherwise prohibited act or omission (36 CFR 261.50(e)(1)); and,
2. Any Federal, State, or local officer, or member of any organized rescue or fire fighting force in the performance of an official duty (36 CFR 261.50(e)(4));

**Violation of these prohibitions is punishable by a fine of not more than \$5000.00 for an individual or \$10,000.00 for an organization, or imprisonment for not more than six (6) months, or both (16 U.S.C., 18 U.S.C. 3559 and 3571).**

Dated this 23 day of April 2020, at Campton, New Hampshire.

United States Department of Agriculture  
Forest Service

**CONSTANCE CARPENTER**

Digitally signed by CONSTANCE  
CARPENTER  
Date: 2020.04.23 20:19:20 -04'00'

Constance Carpenter  
Forest Supervisor  
White Mountain National Forest



# Forest Service White Mountain National Forest

## CLOSED TO ALL USE

The following trailheads, recreation sites, and facilities on the White Mountain National Forest are closed to all use:

### Trailheads:

Albany Notch, Alpine Garden, Caribou West/Mud Brook, Direttissima, East Royce/Spruce Hill, Great Gulf Wilderness, Hastings, Imp, Kilkenny Ridge, Nelson Crag, Nineteen Mile Brook, Pine Mtn./Pine Link, Starr King, Thompson Falls, Unknown Pond South, Wild River/Basin, York Pond East, Ammonoosuc Ravine, Atwell Hill, Baker Pond, Beaver Brook (Kinsman), Crawford Connector, Ethan Pond, Glenclyff, Smarts Mountain/Dorchester Rd (Lyme), Lincoln Woods, Moose Mountain, Ore Hill, Osceola, Townline (Glenclyff), Wauchipauka Pond, Welch-Dickey, Zealand (Forest Rd. 16), Albany Covered Bridge, Baldface, Basin, Boulder Loop, Carter Ledge, Champney Falls, Davis Path, Dowens Brook, Ferncroft, Hammond, Kearsarge North, Liberty/Brooke/Bolles, Olivarian Brook, Piper, Royce Mountain, Sawyer Pond (Kanc. Hwy), Sawyer Pond (Upper Sawyer River Rd.), Sawyer River (Kanc. Hwy), Signal Ridge, South Moat Mountain, Webster-Jackson, Webster Cliff, Weeks Brook, White Ledge

### Day Use Area:

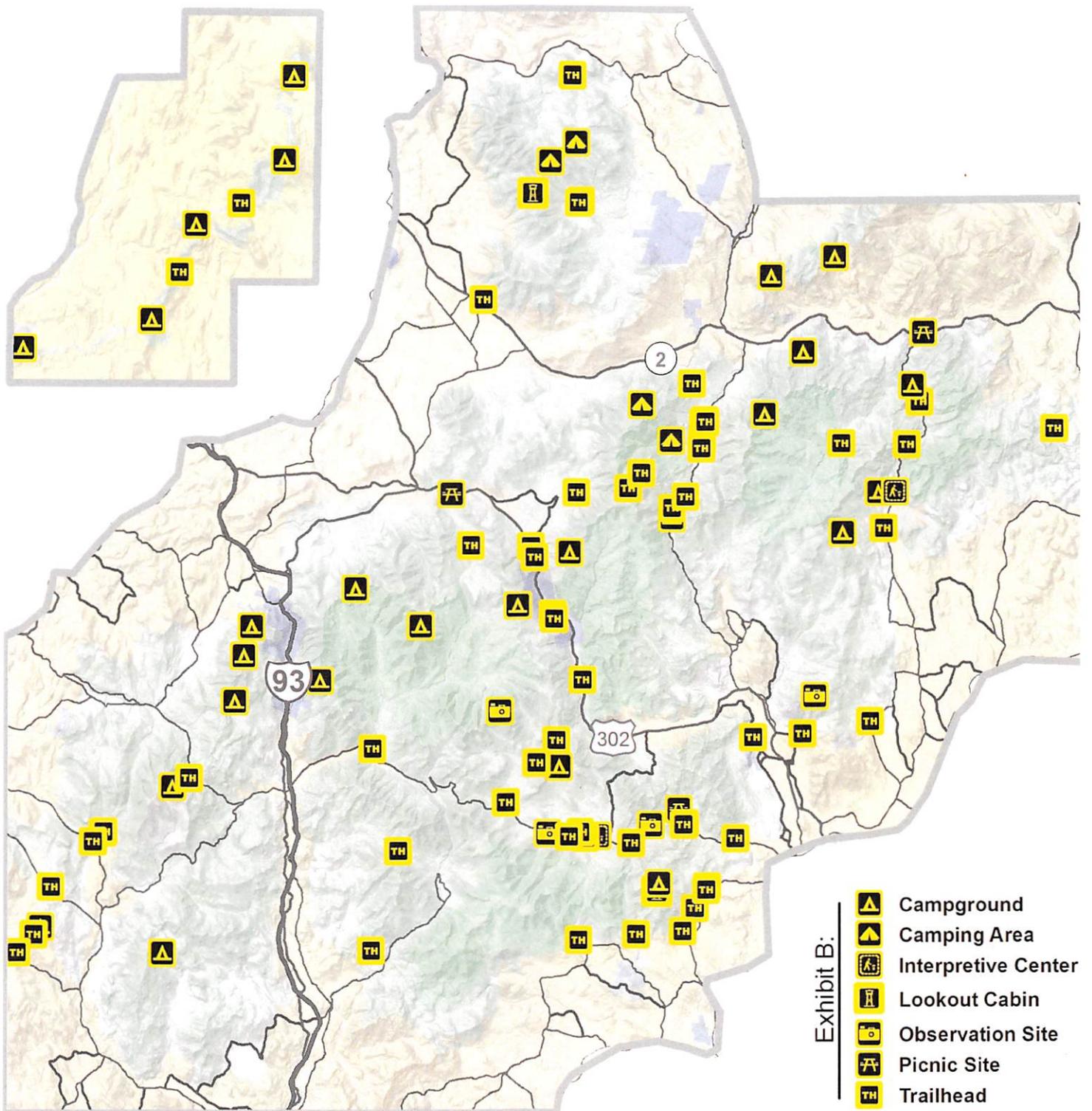
Dolly Copp Picnic Area (including pavilion rental), Gilead Picnic Area, Glen Ellis Falls Scenic Area, Great Gulf Wilderness Parking Area, Brickett Place Interpretative Sites, Diana's Bath, Kearsarge Tower Observation Site, Lower Falls Recreation Site, Mt. Carrigan Observation Site, Rocky Gorge Scenic Area, Russell-Colbath Historic Site, Sabbaday Falls Observation Site, Zealand Picnic Area

### Dispersed Sites:

Gentian Pond Shelter, Imp Shelter, Mt. Cabot Cabin, Osgood Tent site, Rattle River Shelter, Rogers Ledge Tent site, Trident Col Tent site, Unknown Pond Tent site, Valley Way Tent site, Beaver Brook Shelter, Coppermine Shelter, Eliza Brook Shelter, Ethan Pond Shelter, Garfield Ridge Shelter, Guyot Shelter, Hexacuba Shelter, Jeffers Brook Shelter, Kinsman Pond Shelter, Liberty Springs Tentsite, Moose Mountain Shelter, Ore Hill Tentsite, Smarts Mountain Cabin and Tentsite, Three Ponds Shelter, Trapper John Shelter, Velvet Rocks Shelter, Baldface Shelter, Camp Penacook Shelter, Jim Liberty Cabin, Nauman Shelter Tentsite, Sawyer Pond Shelter and Tentsite

**Violation of these prohibitions is punishable by a fine of not more than \$5000.00 for an individual or \$10,000.00 for an organization, or imprisonment for not more than six (6) months, or both (16 U.S.C., 18 U.S.C. 3559 and 3571).**



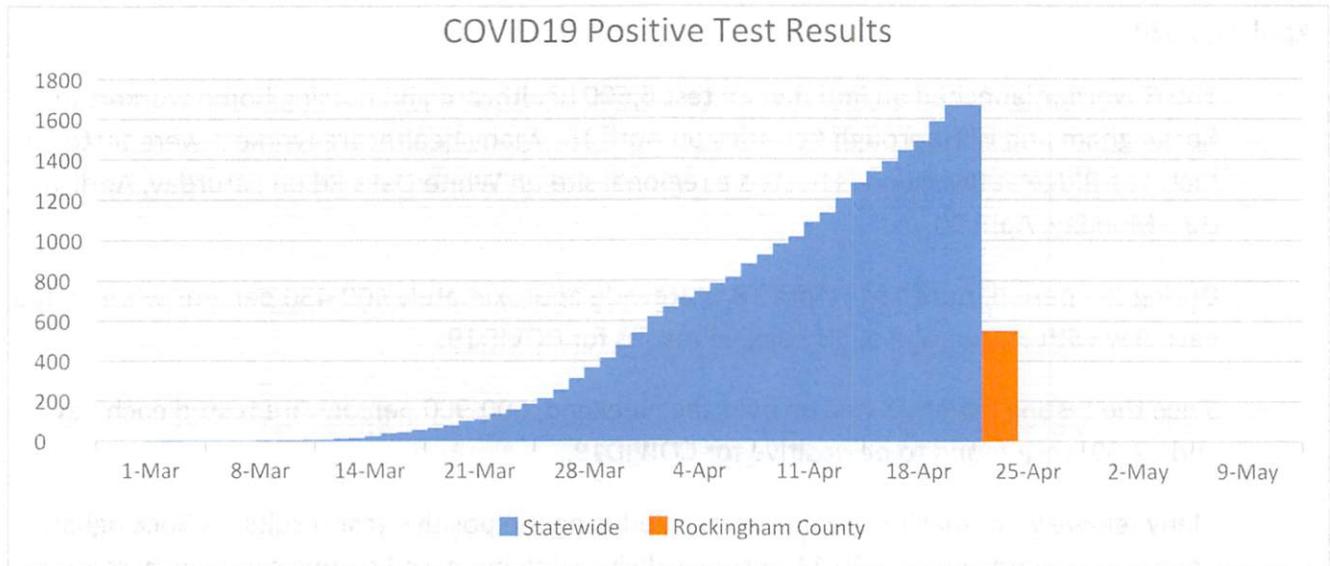


## COVID-19 Selectboard Update

April 27, 2020

- The Governor launched an initiative to test 6,600 healthcare and nursing home workers in Rockingham and Hillsborough Counties on April 16. Many healthcare workers were tested, in fact, The Ridge at Riverwoods hosted a regional site on White Oaks Rd on Saturday, April 18 thru Monday, April 20.
- During the period, April 13 to April 18, statewide approximately 400-450 persons were tested each day with an average of 58 positive results for COVID19.
- Since the testing initiative started over the weekend, 800-900 persons are tested each day and 82-99 were found to be positive for COVID19.
- Many felt we were making great progress, reducing the positive test results, as Rockingham County was averaging only 10-11 positives daily. With increased testing came an increase in positive test results, but the numbers are still in line based on tests.
- The citizens of Exeter should be proud of their efforts in keeping our community safe through social distancing and wearing masks when in public, and just staying home when you can. Exeter had fewer than 10 residents test positive for COVID19 until April 17, well after other communities our size reached that mark.
- COVID19 Confirmed Cases in Exeter
  - March 3 – data not available
  - March 30 – 1-4 cases
  - April 6 – 5-9 cases
  - April 17 – 10-19 cases
- Let's keep up the good work now and hope we can have a better summer.
- The fire department is back at full staff. Our 3 employees that were quarantined due to exposure have returned to work as of Saturday April 18, and we have developed a good routine to limit our exposures and keep everyone healthy.
- We are continuing our twice daily monitoring of all fire/EMS employees, and our supply of Personal Protective Equipment (PPE) remains in good shape. We did receive a delivery of N-95 masks and gowns from the State of NH on April 14 and those supplies helped replenish our cache.
- Fire/EMS call volume has returned to approximately 90% of our normal call volume. We have responded to calls with flu like symptoms, however have not seen a significant increase in calls volume.
- Virus prevention and general information about COVID19 for residents can be obtained by calling NH 211 or by following our social media and website.

Statewide and Rockingham County- COVID19 Positive Test Results.



# CHIEF BRIAN COMEAU

A “DRIVE-BY” SALUTE  
CELEBRATING CHIEF BRIAN  
COMEAU FOR 37½ YEARS  
OF SERVICE TO THE TOWN

OF EXETER, 20 YEARS AS CHIEF  
OF DEPARTMENT WILL BE HELD  
ON  
THURSDAY, APRIL 30 AT 1300.

## RETIREMENT SALUTE

*IN KEEPING WITH COVID19 SOCIAL  
DISTANCING AND GATHERINGS OF LESS  
THAN 10 PEOPLE....*

DRIVE BY WILL BE ALONG  
COURT STREET IN FRONT  
OF THE FIRE STATION.

## EMS crews use virus-killing spray guns to clean ambulances



EXETER — Just as a soldier would not be sent to war without a rifle, first responders on the front lines of the coronavirus pandemic cannot be expected to effectively save lives without proper personal protective equipment to keep themselves safe.

During the coronavirus pandemic, much of the rhetoric about the public health response has been framed using wartime-like language. To the Seacoast's benefit, the Dover and Exeter fire departments are bringing a specialized weapon into the fight: a sanitizing instrument known as an electrostatic sprayer.

Exeter Assistant Fire Chief Justin Pizon said the sprayer emits cleaning solution that has been electrically charged so it will bond to all surfaces inside the back of an ambulance for a thorough and rapid deep clean.

“When you spray this fog ... it automatically sticks to everything; crevices, surfaces, underneath things,” Pizon said. “We fog everything, we close the doors, and within 10 minutes the fog is gone, everything is dry and it’s approved for COVID-19 use.”

For most people, COVID-19 results in only mild or moderate symptoms, such as fever and cough. People with mild illness recover in about two weeks, while those with more severe illness may take three to six weeks to recover, according to the World Health Organization. For some, especially older adults and people with existing health problems, it can cause more severe illness, including pneumonia, or death.

Pizon said from the outset of Seacoast residents beginning to follow social distancing precautions and the schools shutting down last month, SAU 16 made its two electrostatic sprayers available to the Fire Department, which the district purchased after an outbreak of whooping cough at Exeter High School two years ago.

“The schools allowed us to use these knowing we were in an emergency mode, so a big shout out to them,” Pizon said. “(SAU 16) gave us probably a gallon between two bottles and we haven’t even used a single gallon yet because it uses so little fluid.”

Pizon said Exeter followed Dover Fire and Rescue’s lead for use of the electrostatic sprayer because they have owned two sprayers for several years and already had procedures in place. He said, however, the recommendation for all EMS personnel to manually wipe down surfaces that had been soiled serves as an extra precaution.

Dover Chief Paul Haas said before the coronavirus outbreak, EMTs would sanitize their ambulance after each shift, but now they sanitize after each possible COVID-19 call.

“We were fortunate enough to purchase ours several years ago for use around the stations,” Haas said. “We recognized they were much less time consuming and more efficient for cleaning.”

Pizon said any community transporting a patient displaying any potential COVID-19 symptoms to Exeter Hospital by ambulance will send the vehicle to the Exeter fire station after to have their ambulance decontaminated. He said the sprayer has been an invaluable resource for protecting EMS workers and reducing transmission of the virus when in close contact with someone who could potentially be infected.

Pizon estimated there have been approximately 15 ambulance calls from surrounding communities that have necessitated the use of their sprayer after dropping off a patient at the hospital.

“It’s a regional setup,” Pizon said. “Anyone whose part of the Seacoast Chief Fire Officers Mutual Aid District, they stop by and their own guys in full PPE will spray down their ambulance.”

Pizon said since the coronavirus outbreak became a global pandemic, electrostatic sprayers have gone into high demand and many fire departments are left to either pay an exorbitant price or go without them. Haas said Dover has had difficulty purchasing additional cleaning tablets for the solution his sprayers use but he was thankful he stocked up on a decent supply beforehand.

“I saw the writing on the wall so ordered another one and it just came in,” Pizon said. “I spent almost in 20 years in procurement before I took this position and one of my responsibilities was contingency planning, so I had some of that forward knowledge this could get bad. I have a feeling now there’s an extended back order.”

## **Tax Abatements, Veterans Credits, and Exemptions**

# List for Select Board meeting April 27, 2020

## Disability Exemption

<u>Map/Lot/Unit</u>	<u>Location</u>	<u>Amount</u>
95/64/335	80 Hilton Ave	Denied

## Elderly Exemption

<u>Map/Lot/Unit</u>	<u>Location</u>	<u>Amount</u>
87/14/12B	12 Second St Pinecrest Pk	152,251
104/79/109A	109A Robinhood Ext	Denied

## Jeopardy Tax

<u>Map/Lot/Unit</u>	<u>Location</u>	<u>Amount</u>
87/14/10B	10 Second St Pinecrest Pk	\$ 612.00

## Abatement

<u>Map/Lot/Unit</u>	<u>Location</u>	<u>Amount</u>
---------------------	-----------------	---------------

## Permits and Approvals

The New Hampshire General Court  
New Hampshire Statehouse  
107 North Main Street  
Concord, NH 03301

April xx, 2020

Dear State Representatives, State Senators, and Governor Sununu:

We represent a critical mass of New Hampshire city and town administrators, city and town managers, city councils, select boards, and local energy committees from communities across the Granite State. We share with you the common and honorable duty of public service: representing the interests of our communities, constituents, and taxpayers to ensure our great state is well-served and remains the best place in the nation to live and work. In addition, we have an added responsibility of communicating to you, our elected officials at the Statehouse, the important issues facing our respective cities and towns and provide the guidance and encouragement to move forward policies that will benefit our residents.

It is with this knowledge and intention that we reach out to you with this letter. Despite the unprecedented challenges facing our state and our nation from the COVID-19 virus, we have the great hope that, once the legislature reconvenes, you and your colleagues will work together to pass legislation to expand the net metering project cap size. This legislation is one of the greatest opportunities that communities have to lower costs, increase local energy independence, and meet sustainability goals by taking advantage of economies of scale to install renewable energy projects that meet our energy needs.

The global pandemic and associated economic impact we now face only cements this issue as a critical one for rebuilding workforce, lowering local property taxes, spurring outside investment into our treasured communities, and increasing in-state energy production that avoids the need for costly new transmission infrastructure and bolsters energy independence. We would like to express our support for a commonsense compromise approach that would allow political subdivisions (cities, towns, counties, school administrative units) as well as low-moderate income community solar projects to net meter and group net meter any type of renewable energy projects up to 5MW under current programs and credits now available to projects up to 1MW. We also support making available the same opportunity for businesses after careful review by the Public Utilities Commission of the appropriate value of the net metering credit for renewable projects that serve businesses.

We therefore urge you to prioritize this issue when the legislature reconvenes. We ask you to put politics aside in favor of supporting the expressed needs of the communities you represent. We need to finally make progress on this issue now. Doing so will spur the economy following the COVID-19 pandemic by removing an arbitrary regulatory barrier to allow towns with shovel-ready projects the opportunity to move forward. By moving this policy forward you can truly make a difference by promoting workforce development, lowering local property taxes, empowering local communities, encouraging the investment of our energy spending locally, and increasing energy independence at a time when all are desperately needed.

Most Sincerely,

—

DRAFT

## Correspondence

THE STATE OF NEW HAMPSHIRE  
JUDICIAL BRANCH

http://www.courts.state.nh.us

Court Name: 10th Circuit - Probate Division - Brentwood  
Case Name: Estate of Robert A. Richards  
Case Number: 318-2019-ET-01330  
(if known)

NOTICE TO TOWNS AND CITIES PURSUANT TO RSA 554:18-a

Notice is hereby given that ownership of the real estate specified below has been passed by inheritance or devise from the deceased to the parties listed.

1. Deceased Name Robert A. Richards Date of Death 07/24/2019  
Residence 5 Strouts MHP, 65 Deep Meadows Exeter NH  
Street City State

2. Location of Real Estate 100% Interest of 5 Strouts MHP, 65 Deep Meadows, Exeter, NH

3. Names and addresses of recipients  
NAME MAILING ADDRESS

Jessica B. Hanson 25 Hayes Mobile Home Park, Exeter, NH 03833  
(Daughter)  
\_\_\_\_\_  
\_\_\_\_\_

4. The deed to this real estate is recorded in the  
COUNTY BOOK/PAGE  
Rockingham 5130 /0716  
\_\_\_\_\_  
\_\_\_\_\_

5. I certify to the Probate Division that this notice was sent to the Assessor of the City of  
\_\_\_\_\_ or Selectmen of the Town of Exeter  
as required by law.

Daniel R. Hartley, Esquire  
Name of Filer  
Casassa Law Office 8792  
Law Firm, if applicable Bar ID # of attorney  
459 Lafayette Road  
Address  
Hampton NH 03842  
City State Zip code

/s/ [Signature] \_\_\_\_\_  
Signature of Filer Date  
(603) 926-6336  
Telephone  
dhartley@casassalegal.com  
E-mail

Town Manager's Office

APR 20 2020

Received

Case Name: Robert A. Richards

Case Number: 318-2019-ET-01330

**NOTICE TO TOWNS AND CITIES**

_____ Name of Filer		/s/ _____ Signature of Filer	_____ Date
_____ Law Firm, if applicable	_____ Bar ID # of attorney	_____ Telephone	
_____ Address		_____ E-mail	
_____ City	_____ State	_____ Zip code	

TO BE FILED WITH THE CITY ASSESSOR OR TOWN SELECTMEN AND THE PROBATE  
DIVISION PRIOR TO PRESENTING THE FINAL ACCOUNT



## TOWN OF EXETER, NEW HAMPSHIRE

13 Newfields Road • EXETER, NH • 03833 • (603) 773-6157 • FAX (603) 772-1355

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

April 21, 2020

Solanch S. Pastrana-Del Valle  
Enforcement and Compliance Assurance Division  
U.S. EPA New England – Region 1 (Mail Code: 04-4)  
5 Post Office Square, Boston, MA 02109-3912  
(617) 918-1746

Ref: NPDES Permit # 0100871: Town of Exeter report of a non-disinfected discharge event from outfall 001 that occurred Tuesday, April 21, 2020.

Dear Ms. Pastrana-Del Valle,

On Tuesday, April 20, 2020, from 6:32pm to April 21, 2020 6:14am (703 minutes) there was a non-disinfected discharge of 800,000(est) gallons from outfall 001.

The discharge occurred due to an unexpected power outage/surge in our power grid area. The alarming system did not call out to the on call operators. This extended the discharge till it was noticed by a spot check on the facility remotely this morning. When the issue was noticed, operators where immediately called in to get the disinfection system back online. The alarming system fault was caused due to our primary communication line being disconnected due to ongoing construction at the facility. Our back up alarm system also did not function due to a login issue. Both communication issues have been fixed and we are working with our engineering firm to ensure this issue does not happen again. Daily alarming testing will be performed at the end of each day to ensure both systems are operational. The UV disinfection system is required to reset in the event of a power failure. We had identified this issue with our engineering firm and have been working with them and the vendor to get this fixed. I've attached the emails for your review. I expect to have this issue fixed by the end of this week. A fecal coliform test was taken at 6:19am.

Please don't hesitate to contact me if you have any questions or need more information.

Sincerely,

Josh Scotton  
Senior Operator  
Town of Exeter

Cc: Stephanie Larson, NHDES  
Chris Nash, NHDES  
Jennifer Perry, Public Works Director  
Matthew Berube, W&S Manager  
Steve Dalton, Assistant W&S Manager



# State of New Hampshire Department of Revenue Administration

109 Pleasant Street  
PO Box 487, Concord, NH 03302-0487  
Telephone (603) 230-5000  
www.revenue.nh.gov



Lindsey M. Stepp  
Commissioner  
  
Carolynn J. Lear  
Assistant Commissioner

MUNICIPAL AND PROPERTY  
DIVISION  
James P. Gerry  
Director  
  
Samuel T. Greene  
Assistant Director

April 21, 2020

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

Dear Selectmen/Assessing Officials,

This is your official notification of the 2019 Total Equalized Valuations. We used your municipality's weighted mean ratio to calculate these valuations.

We calculated two equalized figures for your municipality. The "Total Equalized Valuation Including Utilities and Railroads" is used for your portion of the county tax and your portion of any cooperative school district taxes. The "Total Equalized Valuation Not Including Utilities and Railroad" is used to calculate your portion of the state education property tax. We adjusted your modified assessed valuation as reported on your 2019 MS-1 to bring the valuation to fair market value.

Town Name: Exeter	Including Utility Valuation and Railroad Monies Reimbursement	Not Including Utility Valuation and Railroad Monies Reimbursement
2019 Modified Local Assessed Valuation	\$2,250,035,117	\$2,208,995,317
+ D.R.A. Inventory Adjustment	\$166,744,665	\$163,703,048
= 2019 Equalized Assessed Valuation	\$2,416,779,782	\$2,372,698,365
+ Equalized Payment in Lieu of Taxes	\$1,906,540	\$1,906,540
+ Equalized Railroad Tax	\$31,331	\$0
<b>= 2019 Total Equalized Valuation</b>	<b>\$2,418,717,653</b>	<b>\$2,374,604,905</b>
2019 Equalized Assessed Valuation	\$2,416,779,782	
+ Adjustment RSA 31-A (Shared Revenues)	\$0	
<b>= Base Valuation for Debt Limits</b>	<b>\$2,416,779,782</b>	

You have the right to appeal these valuations to the N.H. Board of Tax and Land Appeals within 30 days of the date of this letter. Call our office to discuss any concerns or questions you may have at (603) 230-5950. We will continue working with you to resolve any issues but please be advised that the appeal period will not be extended.

We have enclosed informational sheets that show how each of the figures were calculated.

Sincerely,

Linda C. Kennedy, Manager  
Equalization Bureau

Town Manager's Office

APR 23 2020

Received

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

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

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL AND PROPERTY DIVISION  
EQUALIZATION BUREAU**

**SPECIAL NOTICE**

April 21, 2019

This special notice is to inform municipalities of a change in the procedures for equalizing utility values starting with the 2019 total equalized valuations.

In March, 2019, the Assessing Standards Board adopted new procedures for the equalization of utility values. Prior to 2019, the DRA utilized the utility value as calculated by the DRA Utility Supervisor for the purpose of calculating the Total Equalized Valuation of each municipality. Starting in 2019, the DRA will use the municipality's assessed values as reported on their 2019 MS-1's. The formula is as follows:

**Municipal Assessed Value of Utilities divided by the 2019 equalization ratio = equalized value of utilities.**

This is the same formula that is used to equalize all other properties (residential, commercial, etc.) in your municipality.

**How will this affect the municipality's total equalized values?**

If the municipality's assessed values are higher than the DRA values, the municipality's total equalized values will be increased. If you municipality uses values lower than the DRA values, your total equalized valuation may be reduced. If the municipality uses the DRA values, this change will have little effect on the total equalized values. Of course, changes in assessed values, market values, new construction and ratios will still cause an increase in the total equalized values.

**How will this affect my county apportionment?**

The effect on the county apportionment is dependent upon the difference in your municipality's total equalized valuation and the difference in the total equalized valuation of other towns in your county. If other towns had higher increases, those increases might mitigate the increase in your county's apportionment.

**How will this affect my cooperative/regional school apportionment?**

Most cooperative/regional school districts have total equalized value as part of their apportionment formulas. The effect of the cooperative/regional school district apportionment will be dependent upon the significance of the increase in your municipality's total equalized value as well as the other towns within the same school district. If other towns in your district had higher increases, those increases might mitigate the increase in your town's apportionment of the cooperative/regional school district taxes.

**How will this affect my state education tax apportionment?**

There will be no effect on the state education tax apportionments as utility values are not included in the Total Equalized Value Not Including Utilities which is used to apportion the state education tax.

**If you have any questions or would like further explanation about your total equalized valuation, please contact either:**

Linda Kennedy: [Linda.Kennedy@DRA.NH.GOV](mailto:Linda.Kennedy@DRA.NH.GOV)

Natalie Duffy: [Natalie.Duffy@DRA.NH.GOV](mailto:Natalie.Duffy@DRA.NH.GOV)

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
2019 EQUALIZATION INFORMATION SHEET**

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

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

**MODIFIED ASSESSED VALUATION:** It may be helpful to refer to page 2 of the MS-1 report provided by your municipality to the Department of Revenue Administration in the fall of 2019.

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

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

= **"MODIFIED ASSESSED VALUATION"**

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

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

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

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

- Category 1: The total modified local assessed value of land (excluding land in current use, conservation restriction assessment, discretionary easements, and utilities), buildings and manufactured housing is equalized by the 2019 equalization ratio. This category includes discretionary preservation easements, taxation of farm structures and land under farm structures. The difference between the modified local assessed valuation of land, buildings and manufactured housing and the equalized value equals the DRA adjustment for land, buildings, and manufactured housing.
- Category 2: An adjustment for land assessed at current use, conservation restriction assessment, and discretionary easement values is made. This adjustment is calculated by dividing the total net local assessed valuation for land in these two categories by the 2018 equalization ratio to obtain the equalized value of current use, conservation restriction assessments and discretionary easements. If a municipality has had a full revaluation, cyclical revaluation or statistical update as defined by Rev 601.16, 601.24 or 601.40, a ratio of 100.0 is used.

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

Category 3: The total modified local assessed value of public utilities, as defined by RSA 83-F is equalized by the 2019 equalization ratio. The value of public utilities is not added into the “Total Equalized Value Not Including Utility Value or Equalized Railroad Taxes.”

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

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

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

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

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

- Apportion county taxes for the 2020 tax year;
- Calculate state reimbursements, and;
- Apportion cooperative school taxes for the 2020 tax year;

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

The 2019 “total equalized valuation not including utility and equalized value of railroad monies reimbursed to municipalities” will be used to apportion the state education property tax for the tax year 2021. The 2018 total equalized valuation not including utilities and the value of railroad monies reimbursed to municipalities will be used to apportion the state education property tax for the tax year 2020.

**ADJUSTMENT RSA 31-A SHARED REVENUES:** The equalized value of monies received from the shared revenues distributed pursuant to RSA 31-A. These values are **NOT** part of the “Total Equalized Valuation” of a municipality (*RSA 21-J:3 XIII change eff. 2002*). Meals and Rooms Tax revenues distributed to municipalities pursuant to RSA 78-A:26 are not equalized and, therefore, are not included in this amount. *RSA 31-A has been suspended for the biennium ending June 30, 2019 as provided by Chapter Law, 2017, 156:86) Therefore, no monies were equalized.*

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

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

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

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

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

**EQUALIZATION RATIO:** The 2019 equalization ratio as determined by a ratio study conducted by the Department of Revenue Administration's equalization staff. As a rule, the municipality's weighted mean ratio point estimate calculated to a tenth of 1% will be used to adjust the municipality's modified local assessed valuation.

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

**FULL VALUE TAX RATE:** The 2019 gross local property taxes to be raised as reported by the Department of Revenue Administration, Municipal & Property Division, divided by the total equalized valuation including utility values and equalized railroad taxes. This figure represents the estimated tax rate for a municipality if all the taxable property was assessed at 100% and includes the equalized value of properties for which a payment in lieu of property taxes is made.

### **APPEAL OF TOTAL EQUALIZED VALUATION**

Municipalities were sent their 2019 Notification of Total Equalized Valuations on **April 21, 2020**.

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

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

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

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

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

### **MUNICIPAL & PROPERTY DIVISION MONITORING STAFF**

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

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

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

Each municipality was sent a “statewide enhanced education tax” warrant for the tax year 2020 before December 15, 2019. The new 2019 total equalized valuation figures do not affect the warrant amounts because they were calculated using the 2018 total equalized values without utilities.

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

The following items are available on the DRA website:

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

The 2019 Equalization Survey and associated reports should be completed and placed on the web by June 15, 2020. We invite you to take the opportunity to browse the website. Please let us know if you have any suggestions for documents you would like put on the website.

#### **THANK YOU**

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



The State of New Hampshire  
**Department of Environmental Services**



**Robert R. Scott, Commissioner**

April 23, 2020

**SENT VIA ELECTRONIC MAIL**

J. Michael Joyal, Jr., City Manager  
288 Central Avenue  
Dover, NH 03820

Blaine M. Cox, City Manager  
31 Wakefield Street  
Rochester, NH 03867

Re. April 17, 2020 letter regarding Great Bay Total Nitrogen Draft General Permit

Dear Messrs. Joyal and Cox:

Thank you for your letter and extensive materials regarding the EPA's draft Great Bay Nitrogen General Permit. In that letter you asked for a more formal response regarding the review of information gathered by Rochester and Dover related to setting nitrogen targets for the restoration of the estuary.

First, since November of 2018, NHDES has been suggesting to your communities that they should be part of the nitrogen reduction target setting process that would inform the general permit. The work completed to date by Dr. Howes and HDR are advancements towards that objective. However, there continues to be missing pieces of this analysis that would limit its utility as a basis for nitrogen effluent limits. Those missing pieces are: the selection of, and basis for, a specific endpoint concentration (or concentrations for multiple places around the estuary); the calculation of the resultant watershed loading target; the articulation of the baseline loading (e.g., a loading for a specific year such as 2017); and, the resultant statement of the reductions that would be necessary to meet the target loading. A range of concentrations or loads are not practical for permitting purposes because specific limits are required in a permit. In addition to those specific pieces, it is also essential that a clear scientific basis for why that specific endpoint concentration or loading would be sufficient for habitat recovery within Great Bay is created and shared. Once the target/endpoint is chosen, then a peer review of the science and models used to determine that target can be accomplished. And, as mentioned in previous communication, NHDES would be willing to carry-out such a review once a specific endpoint and the basis for its selection is provided.

Second, in the absence of a new concentration or loading target at this time, we believe that the adaptive management framework, as laid out in the draft General Permit, has the ability to utilize new science to set new targets. This could be accomplished in five years as part of the permit renewal, or potentially through the

[www.des.nh.gov](http://www.des.nh.gov)

29 Hazen Drive • PO Box 95 • Concord, NH 03302-0095  
(603) 271-3503 • Fax: 271-7894 TDD Access: Relay NH 1-800-735-2964

nitrogen reduction plans and monitoring plans required by the draft permit. Further, we have requested, in our response to the current public comment solicitation, that EPA allow for the creation of a process to set off-ramps based on clear ecological milestones in the final permit. The work of Dr. Howes, as described in your letter, could be a part of that process.

Finally, in response to your request for additional time to comment on the Draft General Permit, we note that we have previously engaged with EPA Region 1 and they have already extended the timeframe twice since February. We believe that an independent review of a specific alternative and its scientific basis would extend beyond the foreseeable current permitting process, and would be most influential in the permit renewal process we have requested from EPA. Therefore, we do not feel that a third time extension is necessitated by the review.

Once again, we at NHDES very much appreciate the constructive work accomplished by your communities toward the goal of restoring the ecological health of the Great Bay Estuary.

Sincerely,



Robert R. Scott  
Commissioner

- ec: NH Senator David Watters  
NH Senator James Gray  
Adam Crepeau, Policy Advisor to Governor Sununu  
Robert Belmore, Somersworth City Manager  
Steve Fournier, Newmarket Town Manager  
Ernest Cartier Creveling, Milton Town Administrator  
Adam Munguia, Epping BOS Chair  
Russell Dean, Exeter Town Manager  
Denise Knowles, Rollinsford BOS Chair  
Ray Buxton, Chair, Newfields Village Water & Sewer District  
Ken Conaty, NH Water Pollution Control Association