

**Exeter Select Board Meeting**  
**Monday, June 1<sup>st</sup>, 2020 6:50 p.m. Via ZOOM**

Virtual Meetings can be watched on Channel 22 and on Exeter TV's Facebook and YouTube pages.

To participate in public comment, click this link: <https://exeternh.zoom.us/j/81566522933>

To participate via telephone, call: +1 646 558 8656 and enter the Webinar ID: 815 6652 2933

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

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

More instructions can be found here: <https://www.exeternh.gov/townmanager/virtual-town-meetings>

Contact Bob Glowacky at [rglowacky@exeternh.gov](mailto:rglowacky@exeternh.gov) or 603-418-6425 with any technical issues.

1. Call Meeting to Order
2. Board Interviews – Communications Advisory Committee
3. Public Comment
4. Proclamations/Recognitions
  - a. Proclamations/Recognitions
5. Approval of Minutes
  - a. Regular Meeting: May 18<sup>th</sup>, 2020
6. Appointments – ZBA, Conservation Commission
7. Discussion/Action Items
  - a. Parks/Recreation Updates
  - b. Bond Documents – Library, Groundwater/Surface Water Assessment
  - c. COVID 19 Updates
8. Regular Business
  - a. Tax Abatements, Veterans Credits & Exemptions
  - b. Permits & Approvals
  - c. Town Manager's Report
  - d. Select Board Committee Reports
  - e. Correspondence
9. Review Board Calendar
10. Non-Public Session
11. Adjournment

Niko Papakonstantis, Chair  
Select Board

Posted: 5/29/20 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



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

**CHRISTOPHER T. SUNUNU**  
Governor

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

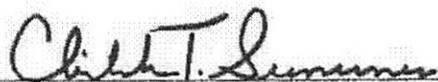
**Emergency Order #12 Pursuant to Executive Order 2020-04**

**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**

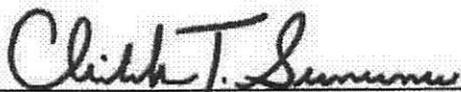
**Pursuant to section 18 of Executive order 2020-04, it is hereby ordered, effective immediately, that:**

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

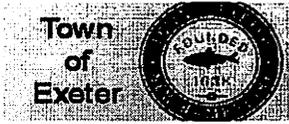
Scheduled gatherings of 10 people or more for social, spiritual and recreational activities, including but not limited to, community, civic, public, leisure, faith based, or sporting events; parades; concerts; festivals; conventions; fundraisers; and similar activities. This prohibition does not apply 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



Pam McElroy <pmcelroy@exeternh.gov>

---

## Communication Advisory Committee Application

2 messages

---

Nina Braun <ninamb@live.com>  
To: Pam McElroy <pmcelroy@exeternh.gov>

Tue, Apr 28, 2020 at 12:45 PM

Hello Pam,

Please find my application attached in reference to the Communication Advisory Committee as well as my supporting resume.

Thank you!

Kind Regards,

Nina Braun Aldrich  
email: ninamb@live.com  
cell:781-698-8824

---

### 2 attachments

 Exeter\_board\_committee\_application\_Communications Advisory.docx  
64K

 Nina Braun\_resume\_digitalmkt\_2020.pdf  
137K

---

Pam McElroy <pmcelroy@exeternh.gov>  
To: Nina Braun <ninamb@live.com>

Tue, Apr 28, 2020 at 12:56 PM

Thank you Nina. I'll forward it to the Select Board.

[Quoted text hidden]

--

*Pam McElroy*

Town of Exeter  
Executive Assistant, Town Manager's Office  
603-773-6102  
Human Services Administrator  
603-773-6116



5/1/20  
6:40pm

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

## Statement of Interest Boards and Committee Membership

**Committee Selection:** Communications Advisory Committee

New  Re-Appointment  Regular  Alternate

**Name:** Nina Braun Aldrich **Email:** ninamb@live.com

**Address:** 156 Front St Exeter, NH **Phone:** 781-698-8824

**Registered Voter:** Yes  No

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

My interest in joining the Communications Advisory Committee stems from my interest in applying my 20+ years of experience in corporate communications and marketing. For the past 10 years my career has had a focus on digital communications, content writing, graphic design and website work for various industries including philanthropic, food, consumer goods, healthcare and technology. As a current member of the Exeter Sustainability Advisory Committee we have had an ongoing discussion of how we can improve communication and outreach to the community. I received a copy of the 2019 External Communications Analysis and realized I should be placing my efforts on improved communication for all committees and town offices. I have enjoyed my time so far on the Sustainability Committee and appreciate the opportunity to be involved in contributing to and enhancing all that our great town of Exeter has to offer. I hope to apply my range of communication and technology skills to improve the processes and opportunities for reaching our community through the execution of a successful communication plan for all. Please find my 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:** Nina Braun Aldrich **Date:** 04-28-2020

*To be completed by Select Board upon appointment:*

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

# NINA M. BRAUN

---

Exeter, NH | c. 781-698-8824 | ninamb@live.com  
LinkedIn: [www.linkedin.com/in/nina-braun-digital-marketer](http://www.linkedin.com/in/nina-braun-digital-marketer)

## QUALIFICATIONS

---

Execute and produce strategic growth initiatives for companies' marketing presence through management of inbound/outbound marketing communications and branding tactics. Utilize digital design and writing experience to produce marketing assets; highly creative, excellent writing and content skills. Technical and design focused individual with an on-going curiosity of digital marketing discipline.

## DIGITAL PLATFORM SPECIALIZATION

---

**WEBSITE** | Project Management for new website rollouts and upgrades. Content Management (CMS), Kentico, Sitecore, Wordpress, MS Sharepoint

**MARKETING TECHNOLOGY** | Marketing Automation – Hubspot, Marketo, CRM – Salesforce, Microsoft Dynamics, Google Analytics, Comscore, Google Adwords, Bing, SEO, PPC advertising, email execution and management

**DESIGN** | Adobe – Photoshop, Indesign, Illustrator, Video, HTML, CSS, Photography. Agency project management.

## EXPERIENCE

---

### Marketing Director

Alnoba Hospitality Group  
(Kensington Investment Company)

Kensington, NH

11 2019 – 03 2020

- Managed and strategized all marketing programming for corporate events, social mission and The Farm at Eastman's Corner. Maintained budgets and PL's and worked collaboratively with other members of executive team.
- Designed and wrote all digital and print creative collateral utilizing the Adobe suite of design tools. Created social messaging program and oversaw marketing assistant role to increase engagement and search traffic upwards of 50% within 6 months.
- Executed sales platform Salesforce with marketing platform, Hubspot into sales groups daily strategy for proper management of incoming leads while constantly increasing lead numbers and assisting in closed sales.
- Integrated web presence into overall marketing strategy, established a cohesive and fresh perspective for all marketing content through adoption of online technologies including social mediums for business.

---

### Digital Marketing Manager

Security Innovation

Wilmington, Ma

02 2018–11 2019

- Manage all elements of multi-channel integrated campaign tactics including email, social, website display ads, Google adwords, content creation, blog and digital design
- Maintain marketing technology stack including marketing automation tool, Hubspot to leverage tactics for increased lead generation and customer retention. YOY increase in leads by 15%.

**Marketing Consultant / Website Development/  
Marketing Operations/ Technology Project Management**

2008–2018

Lead marketing project manager and content creator; inbound, b2b and b2c marketing tactics, marketing automation; Hubspot, Salesforce; email execution and distribution; web analytics, analysis; SEO, PPC; user experience and design, ABM: Terminus.

**Accounts:**

**Medispend/ MMIS (medispend.com)**, Portsmouth, NH – manage digital marketing management and execution of all marketing campaigns for life science, SaaS company. Monitor and respond to data analytics, SEO – current

**InHome/Lofts at 129**, Exeter, NH – manage all aspects of marketing, print and digital campaign roll-outs and public relations for condo development and interior design company – current

**AARP Financial (aarpfinancial.com)**, Tewksbury, MA - project managed new site roll-out and web development

**Endicott College (Endicott.edu)**, Beverly, MA - project managed new site roll out (Sitecore), focus on UX design

**Stone Farm (stonefarmliving.com)**, Newburyport, MA - established digital marketing program, used Wordpress and Hubspot for home exterior design company

**Eastern Mountain Sports (EMS.com)**, Peterborough, NH - maintained and edited eCommerce site and copywriting

**Lexington Symphony Orchestra (lexingtonsymphony.org)**, Lexington, MA - developed Wordpress site, design and integrated email campaigns

---

VDE Americas

Burlington, MA

09 2015 – 03 2017

Global Regulatory Compliance for Technology Manufacturers – IOT  
Marketing Manager

- Advisor for all digital marketing operations and stages of the buyer’s journey with direct report to CEO. Establish strategic digital marketing plan in conjunction with company sales objectives for Americas group of International company
- Established measurement data points and analysis to establish sales and marketing KPIs and ROI metrics. Optimized web assets through A/B testing and reviews. Efforts resulted in strong lead generation data and sales response rate, helped reach company goal of \$3M in sales for first year
- Wrote, edit and produced all communications related to promotional activities and sales campaigns. Managed all industry and related press communication. Maintained knowledge in new technologies for enhanced creativity and productivity
- Deployed rollout of new website and integration with marketing technology stack including CRM, Salesforce. Company expert in all web based needs including: SEO management, Google data analytics, marketing automation tool (Hubspot), CMS tool (Kentico, Wordpress) and CRM (Salesforce). Managed entire online marketing budget and vendor relationships Garnered 30% YOY increase in sales through online nurturing efforts

## Digital Bungalow

Salem, MA

contract: 12 2014 – 09 2015

Digital Solutions Agency - Contractor

Digital Producer and Senior Project Manager - Consumer and B2B clients

Project managed the creation and execution of digital platforms and website roll-outs including SEO management:

- **BJs Wholesale Club** - digital members magazine, CMS (Drupal) site maintenance and program development [Stocked.bjs.com](http://Stocked.bjs.com)
  - **Coverys** - Healthcare Co., new .Net website and agent portal (.Net site development, content strategy, Marketo) [Coverys.com](http://Coverys.com)
  - **Eastern Bank** - eLearning microsite for new online banking offering (video production and site development) [Easternbank.com](http://Easternbank.com)
  - **Hologic** - human resources campaign for website and social mediums (LinkedIn, Facebook, Glassdoor)
- 

## TÜV SÜD America

Peabody, MA

08 2012 – 11 2014

International Product Service and Safety Certification Body – [TUVSUDamerica.com](http://TUVSUDamerica.com)

Marketing Manager

- Administered all aspects of marketing and communications plan based on global company-wide rollout of new website platform and marketing automation tools for The Americas, Canada and Mexico. Created and managed audience development, lead gen campaigns for content, SEO, and adwords that solidified 20% increase in site engagement.
  - Optimized highly targeted lead generating campaigns from concept development and execution through use, design and integration of email, landing pages, events, global content. Inbound campaigns resulted an increase in engagement and enhanced opportunities for the sales team. Accomplished qualified lead generation increase of 20% YOY.
  - Maintained all related technology. Wrote and edited all content and reported on content strategy and UX best practices for the Americas' digital presence in accordance with international brand guidelines and overall digital marketing strategy. Reduced expenses for outside vendors by bringing content capabilities in-house.
- 

## Stonewall Kitchen

York, ME

06 2010 – 08 2012

Specialty Food Manufacturer and Retailer

Marketing Content Developer/Copywriter

- Maintained and strengthened brand recognition for established and successful specialty food manufacturer through creative copywriting for product labels, website content, company-wide marketing and sales collateral and all social campaigns, focused on innovate ideas and customer affinity building
- Established a creative and comprehensive brand representation across omnichannels, including eCommerce content, product labels, retail promotions, catalogs, and advertising and trade publications. Drove creative concepts and online merchandising strategy and promotions. Online sales conversion rate increased from 2.4% to 8.0%

## EDUCATION

---

George Mason University                      Fairfax, VA                      B.A. Communications                      1994  
Concentration in Journalism, Marketing Communications and Advertising

## CONTINUING EDUCATION

---

New England Institute of Art                      Boston, Ma  
Digital Graphic Design - Adobe CSS: Photoshop, InDesign, Illustrator, Typography

Harvard University - Extension                      Cambridge, MA  
Graduate evening studies in Marketing - New Product Development

On going courses in: Website design: HTML, CSS, Wordpress, Dreamweaver, Photography

## VOLUNTEER

---

Seacoast Big Sisters volunteer; Member of Exeter Toastmasters and VP of PR; Member of Town of Exeter, NH Sustainability Advisory Board Committee; active volunteer within arts and food community, Seacoast farmers' market; certified ski instructor – Vail Associates: Breckenridge, CO, Sugarbush, VT

## Proclamations and Recognitions

## Minutes

Select Board Meeting  
Monday May 18, 2020  
6:30 PM  
Remotely 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. The meeting was called to order by Mr. Papakonstantis at 6:36 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. Board Interviews

- a. Zoning Board of Adjustment Alternate - Anne Surman
- b. Conservation Commission Alternate - Kristin Osterwood
- c. Communications Advisory Committee - Nina Braun [this interview was scheduled but did not take place.]

3. Public Comment

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

4. Proclamations/Recognitions

- a. Arbor Day May 21 2020

Ms. Gilman read the Arbor Day proclamation:

*Whereas, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and*

*Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and*

*Whereas, Arbor Day is now observed throughout the nation and the world, and*

*Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and*

*Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and*

*Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and*

*Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.*

*Now therefore, the Select Board of the Town of Exeter does hereby proclaim the 21st of May, 2020 as Arbor Day in the town of Exeter, and urge all citizens to celebrate Arbor Day by supporting efforts to protect our trees and woodlands, and*

*Further, we urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.*

5. Approval of Minutes

a. Regular Meeting: May 4, 2020

**MOTION:** Mr. Browne moved to approve the minutes as presented. Ms. Oliff seconded. By a roll call vote, all were in favor.

6. Appointments

**MOTION:** Ms. Cowan moved to appoint Trevor Matera a full member of the Conservation Commission, term to end April 30 2023. This appointment will vacate Mr. Matera's alternate position. Mr. Browne seconded. By a roll call vote, all were in favor.

7. Discussion/Action Items

a. Involuntary Lot Merger - 65 High Street, Tax Map 71, Lot 106

**MOTION:** Ms. Gilman moved to open a public hearing on an Involuntary Lot Merger - 65 High Street, Tax Map 71, Lot 106. Mr. Browne seconded. By a roll call vote, all were in favor.

Mr. Papakonstantis said the applicant is looking to restore the property to a pre-merger status for tax purposes. Mr. Dean said the Building Inspector, the Town Planner, and the Assessor had no questions about the application. The law states the law has to be submitted prior to Dec 31st 2021, not 2016 as noted in the packet. Attorney Sharon Sommers is not a resident but offered to answer questions representing the owner Helen Crowe. The Board agreed to let her speak, but said the application was thorough and they had no questions.

**MOTION:** Mr. Browne moved to approve the Involuntary Lot Merger for 65 High Street, Tax Map 71, Lot 106. Ms. Oliff seconded. By a roll call vote, all were in favor.

**MOTION:** Ms. Oliff moved to close the public hearing. Mr. Browne seconded. By a roll call vote, all were in favor.

b. FY20 Budget Updates - Town Manager

Mr. Dean said due to COVID-19, there could be an imbalance in the budget over the course of the fiscal year, which ends on December 31st. Meals and Rooms tax is an unknown, as well as state revenue sharing, the latter of which represents \$938,000 in revenue to the town. Motor Vehicles was down in April about \$55,000 YOY. In recent weeks, the departments took a close look at their budgets, particularly money that was been budgeted but hasn't yet been spent in areas such as out of state travel, conferences, and training. Several part time positions have retired or cut back, and they're deferring hiring for other positions, which will be vacant until 2021. There will be some events and programming in Parks and Rec that will be reduced. They've asked the Library about a budget reduction, but haven't heard back. The warrant articles also have room for deferment, for a total of \$331,000. They're waiting to see how the state

aid evolves to determine what they will need to do. The first half tax warrant is going out the door now, so they'll know more in 30 days.

Mr. Browne asked if there are any projects where spending the money might help the local economy. Mr. Dean said potentially the capital expenditures, especially if they buy local. However, he doesn't think any of the contracted vendors are from the town of Exeter.

Mr. Papakonstantis asked about any legal ramifications from deferring the Pickpocket Dam work. Mr. Dean said they have a letter of deficiency. He tasked Public Works with going to DES and getting some feedback in writing about pushing off this work to 2021.

c. Quarterly Financial Report Q1 through March 31st - Finance

Doreen Chester, the Town Finance Director, said the Finance Department is working on its first remote audit. They're doing the spring bonding of the Library renovations and the surfacewater review. COVID-19 and new legislation around payroll has required them to adapt.

General Fund revenues were flat YOY at \$1.2M. There are concerns about the ability of homeowners to pay property taxes by July 1; the town will know more by the end of Q2. Motor Vehicle Revenue was down \$13,000 through March over the prior year. The Feds lowered interest rates, from 2.35% investment interest rate to 0.20%. The town did well last year with investment income, but they don't expect that this year; it will likely be \$100,000 less.

In General Fund expenses, they were 21% spent at \$4.2M. Every department is around 20-25%. There's a net deficit at the end of the first quarter, which is typical of this quarter, as they have not yet billed property taxes.

Mr. Papakonstantis asked about a worst case scenario. Ms. Chester said that in April, 25% of US Homeowners did not make their mortgage payments. They could be missing as much as \$3.7M. The CARES Act money could pick up some of the difference. Typically by July 1, they collect 90-95% of taxes due.

The Water Fund had a slight dip in revenue from the prior year. Water Consumption was down by \$13,000. They were just beginning stay at home orders at that point, so they do expect to see an increase in usage. Receivables was at \$43,000, a little higher than average. They're not allowed to do shutoffs at this time, which usually pushes people to pay. The Water Fund is 23% spent. There was an increase of \$92,000 due to the Surface Water Plant debt service coming online.

The Sewer Fund Budget has gone up by \$7.8M due to expenditures and maintenance for the Waste Water Treatment Plant. Sewer Fund revenues are at \$1.44M, which is \$550,000 above last year at this time. Treatment expenses are up, which is directly related to the new Treatment Plant. They're at a positive \$818,000 for the Water Fund.

In the Revolving Funds, CATV had a net deficit due to the timing of Comcast payments. The EMS revolving fund looks sturdy; however, Chief Wilking said a lot of this revenue was from Q4, and calls are down overall. This fund did receive \$15,000 towards unpaid copays or transports.

d. Gilman Park Dogs Discussion

Mr. Papakonstantis said if the Board were to modify the ordinance, it would require three public hearings. They would publish a draft ordinance publicly and discuss and make amendments as necessary. In 2008, Gilman Park Trustees transferred the property to the town, under an easement through the Southeast Land Trust. The easement states that the grantor shall not designate the property or any portion of the property primarily for the benefit of, enjoyment by, and use of dogs.

Bill Campbell of 111 High Street said that the SELT easement prevented the town from having a community garden in Gilman Park, so do they permit a dog park? Mr. Dean said they've been looking at that dog park issue for a while in the town. The last time they looked into it in 2017, SELT answered that having a dog park at Gilman Park was not allowed, as it's incompatible with conservation. They're treating that as a prohibition against a dog park. Mr. Campbell asked why they're discussing it if it can't occur. Mr. Dean said if the Select Board wanted to amend the town ordinance that prohibits dogs from town parks and allow them in Gilman Park on leash, that would be allowed.

Anne Surman of 12 Hampton Falls Road said the memos from the Police Chief and ACO said they wanted this to be used as more of an access point to the PEA trails for dogs on leash.

Jody Pellerin, an Exeter resident, said she was one of the last group of Gilman Park Trustees. In 1996, they discovered that the town had added Gilman Park to the list of prohibited parks under the dog ordinance. They argued that it shouldn't come under the town ordinance as it was a private park. The Select Board at the time accepted that argument, but somehow Gilman Park was not removed from the ordinance. In 2008, they placed the park under conservation easement. They told SELT that dogs were fine but this was not a place for a dog park, and that's partly why that stipulation was written into the easement.

Ms. Oliff asked what happened with the agreement. Mr. Dean said they haven't been able to find an MOU. There was a proposed lease agreement but he doesn't know if it would speak to the dog issue. If they wanted to pursue allowing dogs, they would go to SELT and get their approval.

Mr. Browne asked if the Board could revise a lease agreement, rather than having citizens petition for the revision. Mr. Dean said it was a negotiation between SELT, the Trustees, and the town at that time. The dog ordinance predates this agreement.

Anne Surman said it's as though they talked about the dog part but didn't write it in. When they talk to SELT, the word "park" [as in "dog park"] needs to be set aside, it should be treated as an access point [for dogs] to the trails.

Martha Pennell of 5 Timber Lane said she served on the Trustees. She had assumed that dogs would be welcome in the park, even to sit, as long as they were on leash. She said that Ms. Pellerin wrote a letter to the Select Board at the time of the dog ordinance asking for the town ordinance to be changed, and they were under the impression that it had been.

Ms. Gilman said she'd like to hear from Jennifer Perry about the water quality issue in the case of dogs on leashes (not a dog park, which is off the table).

Ms. Perry said she has two concerns. There's a protective 400' radius around the well. Owners must be responsible about picking up after their dogs in this area. An active dog park would be contrary to a wellhead protection area. Her other concern is that there's a surface water intake in the river, where water is pumped to the surface water treatment plant. It's more susceptible to dog waste contamination. They have full treatment of the water, but it's not good practice to promote dogs in the vicinity. Any dog presence would need to be done responsibly and kept clean.

Ms. Cowan asked about enforcement with dog waste. Ms. Perry said there's a waste station, but they don't go out and clean up waste and maintain the park. Ms. Cowan asked about what a trigger point with water quality would be. Ms. Perry said it would be dilute on most occasions, but a heavy rainstorm could flush it in and they wouldn't catch that as part of routine testing. Waste would have to be visually observed.

Mr. Papakonstantis asked about the baseball diamond there. He's concerned about dogs that get off leash doing harm to kids playing or others. Mr. Bisson said currently, there's parking by the boat launch that offers direct access to the trails. Proper signage and education would help. Mr. Dean said anything structural would have to be run by SELT. Mr. Bisson said they plan to put a playground in eventually, but they will put a fence around the playground to keep dogs out.

Ms. Gilman asked if they allow dogs at Gilman Park, if people would come forward about other parks as well. Can they rely on the information for Gilman Park to limit the ordinance exception to this park only? Mr. Dean said they may be able to find further documents.

**MOTION:** Ms. Cowan moved to table the discussion on dogs in Gilman Park pending the town offices looking for further documentation. Mr. Browne seconded. All were in favor.

- e. COVID 19 Updates - Rec Camp Discussion, AIM Festival Discussion, Brass Band, Downeaster Update, Reopening Task Force Activities, Stay at Home 2.0, Updates, Outdoor Dining Applications

- i. Summer Camp

Mr. Bisson said they've been researching a summer option at the Rec Park, although he wouldn't call it a summer camp; it's more of a childcare resource. A lot of people need childcare to go back to work.

The ACA just released 100 pages of recommendations last night, although Parks and Rec have seen drafts previously. They should turn the bathrooms at the pool house into unisex bathrooms, and assign groups to specific stalls. They will keep campers in groups of 10. There will be temperature checks, and campers will start a temperature log two weeks prior to starting camp.

Mr. Papakonstantis said he appreciates that this is a childcare option, but he can't see how to ensure everyone's safety while still allowing the kids to have fun. Ms. Oliff said that they need something social for the kids. She's concerned about parents who don't have other options. She asked if there are families that have already rescinded their registrations, and Mr. Bisson said only a handful so far. They're all waiting for more guidance. Mr. Dean said they've talked about refunding everyone and starting over with registration, as they will likely only have 100 - 110 campers and currently have 340 registrants.

Ms. Roy said they've worked with the CDC regulations, and they're not able to do a 300 person summer camp safely. They would like to look more at 50 kids and do a care program they're referring to as CaresKids. They'd have to communicate the changes and determine how to limit the campers. They want to allow parents to go back to work and offer social opportunities for the campers. They do feel like they would be able to provide this service safely. It would start June 29 and run for seven weeks. They would keep the same 10 kids with the same counselor as much as possible. They've built back-up counselors into the budget for any absences. They need to keep groups as small and tight as possible. That way they wouldn't need to be completely shut down with one positive case of COVID-19.

Ms. Oliff asked about portapotties for more bathroom choices. Mr. Bisson said they're actually harder to keep clean; the vendor's cleaning company only comes in once a week. He would feel more comfortable with the park's facilities with their staff cleaning it daily.

Ms. Roy said that families would have to take on a certain amount of risk. 38 people in the survey said they definitely want their kids to be at camp; a lot more said maybe. She thinks they can get to 50. If it were a rain day, they could take 30 kids at the Parks and Rec Building and 20 kids at Town Hall, which they would need to reserve for the full seven weeks. The goal would be to get the kids to Town House Common or Swasey on those days in the periods when it wasn't raining. Staff and kids wouldn't need masks outdoors as long as they maintained a six foot distance, but on the indoor rain days they would need to be masked.

The guidelines for camp include no visitors, and a staggered drop-off. Currently the Rec Park is open to the public 8-4, although the tennis court and playground are closed. He would like the camp closed to visiting groups for the kids' safety. Mr. Papakonstantis asked about the legality of closing the park to the public, and Mr. Dean said they could make the case for a finite period of time.

Ms. Roy said they also worked on alternative ideas, such as turning the Rec van into a mobile arts and crafts van that would visit neighborhoods for events.

The Board was in general agreement to cancel the summer camp program and pursue the CaresKids approach as it develops. Ms. Cowan said she's worried about unemployment ending for people who stay at home with kids. Ms. Oliff said she believes Parks and Rec will pursue the safest option.

**MOTION:** Ms. Gilman moved to cancel the Exeter Parks and Rec summer camp for 2020 and refund the camp fees to those who signed up. Ms. Cowan seconded. By a roll call vote, all were in favor.

Mr. Bisson said refunds would be via check because of the exorbitant card fees. Mr. Papakonstantis said they should try to seamlessly register everyone currently registered for 2021. Parks and Rec will continue to develop the CaresKids program.

Mr. Bisson said fireworks won't happen this summer. Summer concert series could potentially be a drive-in series, and they're also looking at a drive-in movie event

Mr. Bisson said that CDC Guidelines for the pool would have been too stringent. Without lessons and summer camp, the pool would lose money. They will drain the pool and leave it empty for the summer.

Mr. Papakonstantis asked that they look at activities for seniors, even if virtual. Mr. Bisson said Ms. Roy is working on appropriately socially distanced options.

**MOTION:** Mr. Browne moved to recess for five minutes. Ms. Oliff seconded. By a roll call vote, all were in favor and the meeting recessed at 9:07. Mr. Papakonstantis called the meeting back to order at 9:13 with a roll call vote.

ii. Town Manager

Mr. Dean said he attended the Downeaster steering committee, and they are discussing reopening one train trip north and south a day. Guidelines for retail establishments have allowed them to be open since May 11 with conditions, but the opening of businesses is a work in progress. They're trying to stay on top of all the funding agreements. He believes they can tap into the GOFERR funds [discussed below].

iii. Fire Department

Eric Wilking, the Fire Chief, said Exeter went a week without a new case of COVID-19, although they had two over the weekend. Ms. Gilman said that businesses reopening are getting masks and gloves from the state, but if the state runs out, can the town provide them? Chief Wilking said they can facilitate that. He's not sure if GOFERR money could be used for the private sector. Mr. Papakonstantis asked about PPE for the Department. Chief Wilking said they're fine, although they've been used more than usual in the last couple of days. The state supply chain has been able to keep up with their needs so far.

iv. Economic Development

Darren Winham said his office came up with an application for restaurants that want to go forward with outdoor dining, provided that the Select Board approves outdoor dining. It's a shared Google document with access by multiple

departments. Five applications have been received, with four more in process. Restaurants with existing outdoor dining do not need to apply, unless they plan on using property not previously included in the outdoor dining area. The time frame is finite, possibly May through November. The sidewalks are wide enough on Water Street to allow tables and still allow distancing. He's asking the Select Board to delegate authority over alcohol applications to the Town Manager.

Mr. Papakonstantis asked if the applicant could be asked to reapply every 30 days, and Mr. Winham said that was a good idea. Mr. Papakonstantis asked that the departments look at the impact of the three downtown construction projects starting shortly when considering the applicants' proposed outdoor spaces.

**MOTION:** Ms. Oliff moved to empower the Town Manager to allow temporary outdoor dining on a case-by-case basis for Exeter residents on public spaces once each application is approved as safe and acceptable by the following town departments: Health, Economic Development, Planning, Zoning, Fire, Police, Highway, and DPW. Restaurants must abide by Governor Sununu's Stay at Home 2.0 order and adhere to all local laws. The motion also allows for the Town Manager to temporarily allow alcohol in public spaces to restaurants approved for temporary outdoor dining, provided the restaurant had a previous liquor license. Ms. Gilman seconded. By a roll call vote, all were in favor.

f. GOFERR Agreement

Mr. Dean said this is to submit to the state to get reimbursement for their share of \$362,000. Board must approve the Town manager to sign the GOFERR agreement and allow him to act as the designated signing authority from here on out.

**MOTION:** Ms. Gilman moved to authorize the Town Manager to apply, manage, and have the authority to complete actions for any GOFERR [Governor's Office of Economic Recovery] we may receive. Ms. Oliff seconded. By a roll call vote, all were in favor.

8. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

**MOTION:** Ms. Gilman moved to approve a Yield Tax for 66/1 in the amount of \$161.66. Ms. Cowan seconded. By a roll call vote, all were in favor.

**MOTION:** Ms. Gilman moved to approve a Yield Tax for 13/3 in the amount of \$306.58. Ms. Cowan seconded. By a roll call vote, all were in favor.

b. Permits & Approvals

c. Town Manager's Report

- i. Farmer's Market, staff did a great job coordinating. There have been two so far, and the second week was better than the first.
- ii. He thanked Tim Tragea, the part time Electrical Inspector, retired last week.

d. Select Board Committee Reports

- i. Mr. Papakonstantis had no meetings.

- ii. Ms. Oliff had no meetings.
  - iii. Mr. Browne had no meetings.
  - iv. Ms. Gilman said the Heritage Commission is going to be talking about Heritage Neighborhoods, which is a way of neighborhoods celebrating preservation, rather than creating an official historic district. There will be an application for changes to the Ioka. The Conservation Commission talked about land that's part of a Conservation Easement for a project on Epping Road. They discussed the idea that they might save that area as an open, not-trailed area so that people can enjoy the woods. They also discussed whether they would allow hunting there.
  - v. Ms. Cowan had a Water/Sewer Advisory meeting, where they considered abatements. She had her first Planning Board meeting last week, which went smoothly. There was a continued case which was again not voted on.
- e. Correspondence
- i. A COVID-19 unemployment update from NH Employment.
  - ii. Mr. Browne said he was approached by several town residents about public and social media shaming about masks and social distancing related to COVID-19. Ms. Gilman said in other states, people are being fined for not wearing masks, but NH doesn't have a mask order. It's possible the state may have a mask order in the future.
  - iii. Ms. Gilman said the legislature is reconvening June 11 at Whittemore Arena at UNH. Hopefully they will have a quorum.

9. Review Board Calendar

- a. The next meetings are June 1 and June 15.

10. Non-Public Session

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

11. Adjournment

**MOTION:** Ms. Gilman moved to adjourn. Ms. Cowan seconded. By a roll call vote, all were in favor and the meeting was adjourned at 9:58 PM.

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary

## **Board and Committee Appointments**

**Board and Committee Appointments**

**June 1<sup>st</sup>, 2020**

**Zoning Board of Adjustment**

Anne Surman

Motion: Move the Select Board appoint Anne Surman to an alternate position on the Zoning Board of Adjustment with a term to expire April 30<sup>th</sup>, 2021.

**Conservation Commission**

Kristen Osterwood

Motion: Move the Select Board appoint Kristen Osterwood to an alternate position on the Conservation Commission with a term to expire April 30<sup>th</sup>, 2021.

## **Parks/Recreation Updates**



# EXETER PARKS & RECREATION

32 COURT STREET • EXETER, NH • 03833 • (603) 773-6151 • [www.exeternh.gov](http://www.exeternh.gov)



## TOWN OF EXETER MEMORANDUM

TO: Russ Dean, Town Manager

CC: Melissa Roy, Assistant Director  
David Tovey, Recreation Coordinator

FROM: Greg Bisson, Director of Parks and Recreation

RE: Recreation 2.0 update

DATE: 06/01/2020

---

Exeter Parks and Recreation has remained busy during this pandemic. We are eager to provide you with an update on all of activities, projects and events.

### **Parks:**

**Gilman Pavilion:** The Gilman Pavilion estimated completion is the end of June. This project experienced some delays due to Covid-19, as well as the discovery of inadequate base material once excavation was started. A ribbon cutting ceremony will be scheduled upon completion and will be attended by members of the Parks and Recreation Department, Select Board representation, and members of SELT. This ceremony would be limited to 10 people.

**Kids' Park:** Kids' Park playground renovation has also experienced delays due to Covid-19. Themed Concept could not complete the playground as scheduled, as they were deemed a non-essential business and forced to close their business for two months. The restrictions were eased in May to finally allow the completion of the playground. We are now slated to have the new playground delivered in mid-to-late June. We will work with our local contractor, Olofson Landworks, and the contractors from New England Recreation Group (playground representative) to complete the playground. A ribbon cutting ceremony will be postponed until restrictions on playground use are lifted.

**Tennis Courts:** The tennis courts are now open for use. The department has developed a set of rules (posted at the courts) to help limit the spread of Covid-19. These rules follow the recommendations set forth by the CDC, National Parks and Recreation Association, and United States Tennis Association. These rules are subject to change as restrictions are lifted or modified.

**Skate Park:** The Skate Park will now open with a set of rules for guidance. This has been a difficult park to keep closed due to the open concept layout. We are fortunate that this sport requires the participants to naturally socially distance.

**Rules:** The Pandemic has increased usage of our parks tremendously. The Parks and Recreation department, as well as the police, have received several complaints on various park issues. We are looking into modifying some of the park rules so that police can better assist in enforcing them.

### **Recreation:**

**CareKid's Program:** See Addendum to this memo for details.

**Conversation/Plans with SAU16:** I participated in a meeting with Dr. David Ryan, Superintendent of SAU 16, and Russ Dean, Town Manager, on access to school facilities during the summer. The SAU will be working with the Parks and Recreation Department to provide whatever space is needed for recreational programming and/or events, allowing children some sort of normalcy. Our department is going to work with Rusty Lister, Head of Facilities, on logistics.

**Drive-in Movies/Concerts:** This concept was discussed at our meeting with Dr. Ryan. We are proposing holding both a drive-in movie and concert series at the high school.

The movies would tentatively start on Friday, June 12th and run for several weeks. The movies would be located in the student parking lot adjacent to the football stadium, and begin approximately 15 minutes after dusk. Participants would need to pre-register to ensure there are no cash transactions. Drive-in movies will have a fee of \$15 per car, with a maximum of 50 cars. The fees would cover the cost of the movie license and other production expenses. Participants would need to remain in their cars to listen to the movie, as EXTV will broadcast movie audio via an FM radio transmitter. We would follow all the drive-in movie restrictions (see attached guideline). We would like to partner with a rotating cast of food vendors to provide refreshments, either by delivery or food truck. Our goal is to provide an opportunity for our local businesses to have an extra boost in these challenging times. We would also partner with Exeter TV for technical support.

The drive-in concerts start on Thursday June 18th at 6:00 pm, and last several weeks. We would bring in local talent to perform different genres of music. These concerns will remain a free event to the public. The faculty lot behind the school would serve as our location for concerts. This event is contingent on the summer concert series money availability. Tupelo Music Hall in Derry has run a few successful drive-in concerts, which serves as an example of the viability of this program.

**Covid-19 Waiver/Permitting:** We have developed a Covid-19 waiver, as well as Athletic field permits for outside organizations to use town facilities for their programs. These outside groups must adhere to the state guidelines. All waivers have been sent to both Primex and the Mitchell group.



# Stay at Home 2.0

DRIVE-IN MOVIE THEATERS

## COVID-19 REOPENING GUIDANCE

GOVERNOR'S ECONOMIC REOPENING TASKFORCE



# STAY AT HOME 2.0

## DRIVE IN MOVIE THEATERS

### **Safeguarding Guidance:**

The Governor's Economic Re-Opening Task Force recommends protocols for safeguarding all New Hampshire businesses and individuals during the coronavirus disease 2019 (COVID-19) pandemic. This industry-specific guidance is based on what is currently known about COVID-19 and is intended to protect the public's health and allow New Hampshire to remain open for business.

The intent of these recommendations is to reduce transmission of COVID-19 among employees and customers; support healthy business operations; and maintain a healthy work environment.

In addition to strict adherence to U.S. Centers for Disease Control and Prevention (CDC), Equal Employment Opportunity Commission (EEOC) and Occupational Safety and Health Administration (OSHA) guidance, and US Food and Drug Administration (FDA) ., the State of New Hampshire recommends policies and procedures to protect consumers and employees.

Effective May 11, 2020, drive-in movie theaters may resume operations if they operate in accordance with the following guidelines.

### **Employee Protection:**

1. Employees who are sick or not feeling well must stay home. All employees must report any onset of illness during working hours to supervisor.
2. Maintain six feet social distancing between workers and between customers.
3. Employees must wear cloth face coverings especially where other social distancing measures are difficult to maintain recommended by the CDC.
4. Employers must provide sanitizing stations such as hand washing sinks with soap and bottles of hand sanitizer.
5. Provide regular updates and training for employees about personal COVID-19 mitigation based on CDC guidelines.

### **Consumer Protection:**

1. Patrons must maintain proper social distancing, staying in or immediately around their cars.
2. Cashiers and customer services representatives must wear a cloth face covering.
3. Premises must be frequently cleaned and disinfected, especially high-touch surfaces.
4. Restrooms must be supplemented by a limited number of portable toilets to eliminate the need for patrons to wait on line for the restrooms and to promote social distancing.



# STAY AT HOME 2.0

## DRIVE IN MOVIE THEATERS

### **Business Process Adaptations:**

1. Minimum 10-foot spacing between cars must be maintained.
2. Any food available onsite must be pickup only and taken back to vehicles for consumption. Social distancing must be maintained between patrons.
3. Touchless transactions should be made available, as feasible.



UPDATED MAY 1, 2020



# Stay at Home 2.0

DAY CAMPS

## **COVID-19 REOPENING GUIDANCE**

GOVERNOR'S ECONOMIC REOPENING TASKFORCE



# STAY AT HOME 2.0

## DAY CAMPS

This guidance applies to summer day camps/playground programs offered by municipalities, private day camp providers and youth serving organizations.

**Review and follow the NH Universal Guidelines**

**Review and follow CDC considerations for youth and summer camps.**

**Day camp staff must be recruited from and be residents of New Hampshire or out of state staff who have met a 14 day quarantine requirement**

**Day camp attendees are restricted to children who are New Hampshire residents or out of state campers who have met a 14 day quarantine requirement**

### **General Guidance:**

1. All day camp staff are strongly encouraged to wear reusable/washable cloth face coverings over their nose and mouth as much as possible to help prevent the spread of COVID-19 when social distancing is not possible. A cloth face covering is encouraged to be worn when in close contact with other staff or campers when feasible, and are most essential when social distancing is difficult
  - a. Provide training on cloth face coverings based on CDC guidance for Use of Cloth Face Coverings.
  - b. Review the NH DHHS information about using cloth face coverings.
  - c. People wearing face coverings must not touch their eyes, nose, mouth, or face, or adjust their face covering without first sanitizing hands. After touching face or adjusting face covering, hands must be sanitized.
2. All adults dropping children off at day camp should be asked to wear a cloth face covering over their nose and mouth when at the day camp facility or public spaces where other individuals are present when social distancing is not possible.
3. The NH Department of Health and Human Services does **not** recommend children routinely wear face masks or face coverings for the reasons outlined below:
  - a. CDC guidance states, "Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance."
  - b. There are safety issues with young children having cloth, ties, elastics etc. around their mouths and necks which can pose choking or strangulation hazards.
  - c. The effectiveness of masks and other face coverings is impacted by proper handling and use, and children are more likely to play with the masks, adjust them or remove them without washing their hands before or after touching the masks, touch their face, etc. Touching the face and then touching other objects (e.g. toys) can potentially put other children in a group at risk.
  - d. Staff would need to increasingly be in close contact with children to provide assistance with face coverings, which can be counter-productive to maintaining distance as much as possible.



UPDATED MAY 29, 2020

# STAY AT HOME 2.0

## DAY CAMPS

4. Older children who are able to be compliant with cloth face coverings should be asked to wear them over their nose and mouth when in close proximity to other staff and children when social distancing is not possible.
5. Staff and children should practice frequent hand hygiene:
6. Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
7. Alcohol-based hand sanitizer should be made readily available to staff and older children and should be carried by staff at all times.
8. Always wash hands with soap and water if hands are visibly dirty.
9. Supervise and help young children to ensure they are washing/sanitizing hands correctly, and to prevent swallowing of alcohol-based hand sanitizer. When soap and water are not readily available and hand sanitizer is used with children, it should be used under the direct supervision of staff. When not in use, hand sanitizer should be kept out of reach of children (on a high shelf, cabinet, or in a backpack worn by staff outside).
10. At a minimum, require hand hygiene when arriving at the day camp; when entering a facility; before and after meals or snacks; before and during meal preparation or handling food; after outside time; before and after going to the bathroom; before and after medication administration; after cleaning up and handling any garbage; before and after coming into contact with any child or staff member; after sneezing, coughing, or nose blowing; after using shared equipment; and prior to leaving for home.
11. Advise children and staff to avoid touching their eyes, nose and mouth with unwashed hands.
12. Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available). Alternatively, cough or sneeze into elbows.
13. Children and staff should be reminded to maintain a distance of at least 6 feet from others whenever possible.

### **Employee Guidance:**

1. Staff must be provided with education and training around safe practices as it relates to hand hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the NH [Universal Guidelines](#).
2. Day camp staff must be screened for symptoms or risk factors of COVID-19 before the start of each day as outlined below in Business Process Guidance and in the NH [Universal Guidelines](#).
3. Require all staff to report any symptoms of COVID-19 or close contact to a person with COVID-19 to supervisor.

### **Business Process Guidance:**

1. All day camps should have a communication plan to educate staff, families, and children about COVID-19 health and safety practices at the day camp.
2. Restrict non-essential visitors, volunteers, and activities involving other groups.



# STAY AT HOME 2.0

## DAY CAMPS

3. Children and staff should be screened daily on arrival to the day camp by asking if the individual:
  - a. Has any symptoms of COVID-19 (see Universal Guidelines for list of potential symptoms) or fever of 100.4 degrees F or higher.
  - b. Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
  - c. Traveled in the past 14 days either:
4. Internationally (outside the U.S.),
5. By cruise ship, or
6. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).
7. Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should **not** be allowed into the day camp:
  - a. Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and self-isolate at home following the instructions below.
  - b. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should self-quarantine for 14 days from their last exposure or return from travel.
8. Person(s) with suspect or confirmed COVID-19 must stay out of day camp until symptom-based criteria are met for discontinuation of isolation:
  - a. At least 10 days have passed since symptoms first appeared
    - i. **AND**
  - b. At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms)
9. Any person that develops symptoms of COVID-19 while at the day camp should be masked if they are over 2 years of age, removed from contact with others, and be immediately sent home.
10. *If there is a confirmed case of COVID-19 at a camp, the facility should contact:*
  - a. *The Bureau of Infection Disease Control (BIDC) at 603-271-4496.*

### Pick-up and Drop-off:

1. Develop a drop-off and pick-up process which staggers arrival/departure of children and parents/guardians so that children and parents/guardians from different groups do not interact. Attempt to also stagger drop-off and pick-up times to avoid congregating of parents and children within a facility.
2. Wash hands or use hand sanitizer before and after signing in and out. No pen should be shared. Parents/guardians should use their own pen when signing in. If check-in is electronic, provide alcohol wipes and frequently clean the screens or keyboards.
3. Limit direct contact with parents as much as possible and have day camp staff greet children outside as they arrive.



# STAY AT HOME 2.0

## DAY CAMPS

4. Keep each child's belonging separated and in individually labeled storage containers, cubbies, or areas; take belongings home each day.

### Social Distancing Strategies:

1. Day camps should attempt to divide staff and children into small groups of ideally no more than 10 people total, including children and staff. Small group sizes will help to limit COVID-19 transmission if someone is found to be infected.
2. Safe and recommended staff/child ratios must be maintained. Allow for proper coverage to comply with Federal and NH Labor and Child Labor Laws (i.e., breaks, hours worked, and for staff calling out).
3. Consistently keep the same groups of staff and campers together throughout the camp session. Do not move children between groups. Staff should not float between groups (unless necessary for activity instruction where one person teaches multiple camp groups).
4. Avoid overlapping groups in any one particular area or activity. Detailed schedules should be created to allow enough time for groups to move between activities without interacting with other groups.
5. Different groups may use the same outdoor or indoor space if space is large enough, but groups should be kept separate and not allowed to interact.
6. Keep campers outside as much as possible. Close communal use spaces, such as game rooms or dining halls, if possible. Indoor activities should be limited and groups will need to be separated and not interact.
7. Space seating and activities so that children are at least 6 feet apart, whenever possible.

### Activities:

1. Each group will get their own supply of sports equipment to run their own activities.
2. Each group will get its own supply of arts & craft supplies (Each child could also receive their own set of basic arts and crafts supplies which they bring back to camp everyday)
3. Games and activities should be designed to allow for social distancing. Modifications may be made to traditional games and activities to ensure camper safety.
4. Any used equipment/supplies will need to be cleaned and disinfected after usage
5. Avoid field trips and special performances per CDC guidelines

### Meal and Snack Time:

1. Stagger lunch times
2. Meal and snack time should occur outside whenever possible under tents/shelters or pavilions. Avoid congregating in large groups to eat lunch and snacks.
3. Staff and campers should eat with their own group and maintain at least 6 feet of distance between children and staff when seated and eating; no sharing of food, drink, or utensils.



# STAY AT HOME 2.0

## DAY CAMPS

4. If meals must be provided in a lunch room, stagger meal times, arrange tables to ensure that there is at least six feet of space between groups in the lunchroom, and clean tables between lunch shifts.
5. Campers are encouraged to bring their own snacks and lunches when feasible.
6. If food is offered have in pre-packaged boxes or bags with disposable utensils to ensure safety.
7. Campers and staff need to bring their own water bottles. No shared water jugs.

### Transportation:

1. Those providing transportation to day camps should maximize space between riders (e.g. one rider per seat in every other row). Close seating on buses makes person-to-person transmission of respiratory viruses more likely.
2. Keeping windows open might reduce virus transmission.
3. Transportation vehicles must be cleaned and disinfected after each use.

### Cleaning and Disinfection Procedures:

1. Review and follow CDC guidance on cleaning and disinfecting.
2. Review and follow CDC guidance on creating a plan if staff or children become sick:
  - a. Plan to have an isolation room or area that can be used to isolate a sick child.
  - b. Be ready to follow CDC guidance on how to disinfect your building or facility if someone is sick.
  - c. If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.
  - d. If COVID-19 is confirmed in a child or staff member:
    - i. Close off areas used by the person who is sick.
    - ii. Open outside doors and windows to increase air circulation in the areas.
    - iii. Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle to reduce the risk to individuals cleaning.
    - iv. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
    - v. If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - e. Continue routine cleaning and disinfection.
3. All cleaning materials should be kept secure and out of reach of children.
4. Develop a schedule for cleaning and disinfecting. Perform frequent cleaning and disinfection of frequently touched surfaces, including door handles, equipment, surfaces, outdoor playground equipment, etc. Areas will be cleaned and disinfected throughout the day, including anytime a group exits an area (indoors or outdoors) where they have used tables, chairs etc.



# STAY AT HOME 2.0

## DAY CAMPS

5. Increase the frequency with which you clean and disinfect toys, equipment, and surfaces, especially doorknobs, check-in counters, and restrooms. All equipment and supplies will be cleaned and disinfected after use
6. Use alcohol wipes to clean keyboards and electronics and wash hands after use.
7. Minimize the potential for the spread of by temporarily removing items that are not easily cleanable (such as stuffed animals and pillows). Personal comfort items from home need to be sent home daily and not shared.
8. If groups are moving from one area to another, cleaning measures must be completed prior to the new group entering this area.
9. Staff cleaning should follow the disinfectant manufacturer's instructions:
  - a. Use the proper concentration of disinfectant.
  - b. Maintain the disinfectant for the required wet contact time.
  - c. Follow the product label hazard warnings and instructions for personal protective equipment (PPE) such as gloves, eye protection, and adequate ventilation.
  - d. Disinfectant use indoors should occur in a well ventilated space. Extensive use of disinfectant products should be done when children are not present and the facility or area should be thoroughly aired out before children return.
  - e. Day camps must have a Safety Data Sheet (SDS) for each chemical used in the facility.
10. Disinfectants and other cleaning supplies are the responsibility of the day camp to have available.



**Bond Documents – Library, Groundwater/Surface Water Assessment**

TOWN OF EXETER, NEW HAMPSHIRE  
(the "Issuer")

CERTIFICATE OF VOTE REGARDING AUTHORIZATION  
OF BONDS AND APPROVAL OF  
LOAN AGREEMENT WITH THE NEW HAMPSHIRE MUNICIPAL BOND BANK

I, the undersigned Clerk of the Issuer, hereby certify that a meeting of the Governing Board of Issuer (the "Board") was held on June 1, 2020. A quorum of the Board was in attendance and voting throughout.

I further certify that there are no vacancies on the Board, that all of the members of the Board were duly notified of the time, place and purposes of said meeting, including as one of the purposes the authorization of bonds and the approval of a Loan Agreement between the New Hampshire Municipal Bond Bank (the "Bond Bank") and the Issuer.

I further certify that the following is a true copy of resolutions unanimously adopted at said meeting:

**RESOLVED:** That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, the New Hampshire Municipal Bond Bank Law, Chapter 35-A, N.H.R.S.A., as amended, and other laws in addition thereto, and to votes of the Issuer duly adopted on March 13, 2018 and March 12, 2019 under Articles 7 and 6, respectively, of the Warrants for such annual meetings of the Issuer there be and hereby is authorized the issuance of a \$5,105,885 Bond of the Issuer (the "Bond") which is being issued by the Issuer for the purposes of (i) financing the further development of groundwater sources and the conducting of an updated review of the surface water system, (ii) current refunding the Issuer's \$2,500,000 bond anticipation note dated July 10, 2019, as amended on December 5, 2019, which note was issued to finance the design and construction of renovations and repairs, including furniture, fixtures, replacement of the HVAC system, and equipment of the Exeter Public Library (the "Library Project"), and (iii) financing the new money costs of the Library Project.

The Bond shall be dated as of its date of issuance, shall be in such numbers and denominations as the purchaser shall request, shall mature in accordance with the schedule set forth in Exhibit A to a certain Loan Agreement hereinafter described (the "Loan Agreement"), shall bear a net interest cost rate (as defined in the Loan Agreement) of two and a half percent (2.50%) per annum or such lesser amount as may be determined by a majority of the Board. The Bond shall be substantially in the form set forth as Exhibit B to the Loan Agreement and otherwise shall be issued in such manner and form as the signatories shall approve by their execution thereof.

**RESOLVED:** That the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium.

**RESOLVED:** That in order to evidence the sale of the Bond, the Treasurer of Issuer and a member of the Board are authorized and directed to execute, attest and deliver, in the name and on behalf of the Issuer, a Loan Agreement in substantially the form submitted to this meeting, which is hereby approved, with such changes therein not inconsistent with this vote and approved by the officers executing the same on behalf of the Issuer. The approval of such changes by said officers shall be conclusively evidenced by the execution of the Loan Agreement by such officers.

**RESOLVED:** That all things heretofore done and all action heretofore taken by the Issuer and its officers and agents in its authorization of the project to be financed by the Bond are hereby ratified, approved and confirmed.

**RESOLVED:** That the Clerk and the signers of the Bond are each hereby authorized to take any and all action necessary and convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.

**RESOLVED:** That the useful life of the project being financed is in excess of twenty (20) years.

I further certify that said meeting was open to the public; the aforesaid vote was not taken by secret ballot nor in executive session; that the votes were taken by roll call if the meeting was held remotely/virtually and in accordance with Governor's Order #12; that notice of the time and place of said meeting was posted in at least two (2) appropriate public places within the territorial limits of the Issuer, or published in a newspaper of general circulation in said area, at least twenty-four (24) hours, excluding Sundays and legal holidays, before said meeting; that no deliberations or actions with respect to the vote were taken in executive session; and that the minutes of said meeting have been promptly recorded and have been or will be made open to inspection within one hundred forty-four (144) hours of said meeting, all in accordance with Chapter 91-A, N.H.R.S.A., as amended.

I further certify that the above vote has not been amended or rescinded and remains in full force and effect as of this date.

WITNESS my hand and seal of the Issuer this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
CLERK OF ISSUER

(SEAL)

=====

**L O A N A G R E E M E N T**

=====

AGREEMENT, dated the 14th day of July, 2020 between the New Hampshire Municipal Bond Bank, a public body corporate and politic constituted as an instrumentality of the State of New Hampshire exercising public and essential governmental functions (hereinafter referred to as the "Bank"), created pursuant to the provisions of Chapter 35-A of the New Hampshire Revised Statutes Annotated, as amended (hereinafter referred to as the "Act"), having its principal place of business in Concord, New Hampshire, and **Town of Exeter** (hereinafter referred to as the "Governmental Unit"):

W I T N E S S E T H :

WHEREAS, pursuant to the Act, the Bank is authorized to loan money (hereinafter referred to as the "Loans") to the Governmental Unit and the Governmental Unit is authorized to contract with the Bank with respect to such Loans to be evidenced by its municipal bonds (as defined in the Act) to be purchased by the Bank; and

WHEREAS, the Governmental Unit has requested a loan from the Bank in the amount of **\$5,105,885** (hereinafter referred to as the "Loan") and, to evidence the indebtedness to be incurred thereby, has duly authorized the issuance of its bonds in at least that principal amount (the "Municipal Bonds"), which Municipal Bonds are to be purchased by the Bank in accordance with this Loan Agreement; and

WHEREAS, the Bank has adopted or will adopt a General Bond Resolution (hereinafter referred to as the "Bond Resolution") authorizing the issuance of its bonds from time to time, a portion of the proceeds of which will be expended for the purpose of making the Loan, and will adopt a resolution authorizing the making of the Loan to the Governmental Unit by the purchase of the Municipal Bonds,

NOW, THEREFORE, the parties agree:

1. The following words or terms used herein shall have the following meanings:

(a) "Fees and Charges" shall mean all fees and charges authorized to be charged by the Bank for the use of its services or facilities pursuant to paragraph VIII of Section 6 of the Act.

(b) "Governmental Unit's Allocable Proportion" shall mean the proportionate amount of the total requirement in respect of which the term is used, determined by the ratio that the Loan then outstanding bears to the total of all Loans which are then outstanding, as certified by the Bank.

(c) "Loan Obligation" shall mean that amount of bonds issued by the Bank which is equal to the principal amount of the Municipal Bonds outstanding.

(d) "Maximum Interest Cost Rate" shall mean an interest cost rate 2.50% per centum per annum.

(e) "Municipal Bonds Interest Payments" shall mean the amount to be paid by the Governmental Unit pursuant to this Loan Agreement representing interest due or to become due on its Municipal Bonds.

(f) "Municipal Bonds Principal Payments" shall mean the amount to be paid by the Governmental Unit pursuant to this Loan Agreement representing principal due or to become due on its Municipal Bonds.

2. The Bank hereby agrees to make the loan and the Governmental Unit hereby agrees to accept the Loan and to sell to the Bank the Municipal Bonds in the principal amount of the Loan. The Municipal Bonds shall bear interest from the date of their delivery to the Bank at such rate or rates per annum as will result in an interest cost rate to the Governmental Unit of the Maximum Interest Cost Rate (as calculated by the "Interest Cost Per Annum" method) or at rates per annum as will result in a lesser interest cost rate to the Governmental Unit as determined by the Bank. The interest cost rate for purposes of this Loan Agreement will be computed as if the Municipal Bonds bore interest from the delivery date of the Bank's bonds, and without regard to Sections 4 and 5 hereof which require that Governmental Unit make funds available to the Bank for the payment of principal and interest at least thirty (30) calendar days (inclusive of Saturdays, Sundays and holidays) prior to each respective principal and interest payment date. Subject to any applicable legal limitations, the rate or rates of interest borne by the Municipal Bonds shall be not less than the rate or rates of interest borne by the bonds issued by the Bank (for corresponding maturities) the proceeds of sale of which were used to make the Loan and to purchase the Municipal Bonds. Notwithstanding the above, the obligation of the Bank to make the Loan shall be conditioned upon receipt by the Bank of the proceeds of bonds issued by the Bank both for the purposes set forth herein and to create the reserves required by the Bond Resolution.

3. The Governmental Unit has duly adopted or will adopt all necessary votes and resolutions and has taken or will take all proceedings required by law to enable it to enter into this Loan Agreement and issue its Municipal Bonds for purchase by the Bank.

4. The Municipal Bonds Interest Payments shall be not less than the total amount of interest the Bank is required to pay on the Loan Obligation and shall be scheduled by the Bank in such manner and at such times as to provide funds sufficient to pay interest as the same becomes due on the Loan Obligation and the Governmental Unit shall make such funds available to the Bank at least thirty (30) calendar days (inclusive of Saturdays, Sundays and holidays) prior to each interest payment date.

5. The Municipal Bonds Principal Payments shall be scheduled by the Bank in such manner and at such times as to provide funds sufficient to pay the principal of the Loan Obligation as the same matures (based upon the maturity schedule provided by and for the Governmental Unit and appended hereto as Exhibit A) and the Governmental Unit shall make such funds available to the Bank at at least thirty (30) calendar days (inclusive of Saturdays, Sundays and holidays) prior to each principal payment date.

6. The Governmental Unit agrees to be obligated to pay Fees and Charges to the Bank. Such Fees and Charges, if any, collected from the Governmental Unit shall be in an amount sufficient, together with the Governmental Unit's Allocable Proportion of other monies available therefore, including any grants made by the United States of America or any agency or instrumentality thereof or by the State or any agency or instrumentality thereof, to pay on a semi-annual basis:

(a) as the same becomes due, the Governmental Unit's Allocable Proportion of the administrative expenses of the Bank; and

(b) as the same becomes due, the Governmental Unit's Allocable Proportion of the fees and expenses of the trustee and paying agents for the bonds of the Bank.

7. The Governmental Unit agrees to be obligated to make the Municipal Bonds Principal Payments scheduled by the Bank on an annual basis and agrees to be obligated to make the Municipal Bonds Interest Payments scheduled by the Bank and to pay any Fees and Charges imposed by the Bank on a semi-annual basis.

8. The Governmental Unit agrees that any loan agreements previously entered into between the Bank and the Governmental Unit in connection with loan obligations previously undertaken and presently outstanding between the Bank and the Governmental Unit, are hereby amended so as to provide that the Governmental Unit shall make such funds available to the Bank with respect to the payment of interest and principal of each such loan obligation, if any, at least thirty (30) calendar days (inclusive of Saturdays, Sundays and holidays) prior to each interest or principal payment date pertaining thereto.

9. The Bank shall not sell and the Governmental Unit shall not redeem prior to maturity any of the Municipal Bonds with respect to which the Loan is made by the Bank prior to the date on which all outstanding bonds issued by the Bank with respect to such Loan are redeemable, and in the event of any sale or redemption prior to maturity of such Municipal Bonds thereafter, the same shall be in an amount equal to the aggregate of (i) the principal amount of the Loan Obligation so to be redeemed, (ii) the interest to accrue on the Loan Obligation so to be redeemed to the next redemption date thereof not previously paid, (iii) the applicable premium, if any, payable on the Loan Obligation so to be redeemed, (iv) the costs and expenses of the Bank in effecting the redemption of the Loan Obligation, and (v) at the direction of the Bank, an amount equal to the proportionate amount of bonds so to be redeemed which were issued by the Bank with respect to the Loan Obligation and necessary to fund a portion of the reserve fund authorized by Section 11 of the Act, less the amount of monies or investments available for withdrawal from such reserve fund and for application to the redemption of such bonds issued by the Bank in accordance with the terms and provisions of the Bond Resolution, as determined by the Bank; provided, however, that, in the event the Loan Obligation has been refunded and the refunding bonds issued by the Bank were issued in a principal amount in excess of or less than the Loan Obligation remaining unpaid at the date of issuance of such refunding bonds, the amount which the Governmental Unit shall be obligated to pay under item (i) hereof shall be the amount set forth in the resolution of the Bank. In the event the Loan Obligation has been refunded and the interest the Bank is required to pay on the refunding bonds is less than the interest the Bank was required to pay on such Loan Obligation, the amount which the Governmental Unit shall be obligated to pay under item (ii) above shall be the amount of interest set forth in the resolution

of the Bank. In no event shall any such sale or redemption of Municipal Bonds be affected without the prior written agreement and consent of both parties hereto.

10. Simultaneously with the delivery to the Bank of the Municipal Bonds, which Municipal Bonds shall be in a form acceptable to the Bank, the Governmental Unit shall furnish to the Bank an opinion of bond counsel satisfactory to the Bank which shall set forth among other things, the unqualified approval of said Municipal Bonds then being delivered to the Bank and that said Municipal Bonds will constitute valid general obligations of the Governmental Unit as required by the Act. The Governmental Unit shall bear the cost of such opinion.

11. The Governmental Unit shall be obligated to notify the Bank and the corporate trust office of the trustee for the bonds of the Bank in writing at least 30 days prior to each interest payment date of the name of the official of the Governmental Unit to whom invoices for the payment of interest and principal should be addressed.

12. The Governmental Unit and the Bank agree that the Municipal Bonds Principal Payments, the Municipal Bonds Interest Payments and the Municipal Bonds or a portion thereof may be pledged or assigned by the Bank under and pursuant to the Bond Resolution.

13. The Governmental Unit agrees upon surrender to it of the Municipal Bonds by the Bank it will, at the option of the Bank, cause there to be delivered to the Bank either registered or coupon Municipal Bonds as the case may be.

14. Prior to payment of the amount of the Loan, or any portion thereof, and the delivery of the Governmental Unit's Municipal Bonds to the Bank or its designee, the Bank shall have the right to cancel all or any part of its obligations hereunder if:

(a) any representation made by the Governmental Unit to the Bank in connection with application for Bank assistance shall be incorrect or incomplete in any material respect; or

(b) the Governmental Unit has violated commitments made by it in its application and supporting document or has violated any of the terms of this Loan Agreement.

15. (a). The Governmental Unit agrees to furnish to the Bank annually as long as any of the Municipal Bonds remain outstanding such financial reports, audit reports and other financial information as the Bank may reasonably require.

(b). So long as the Governmental Unit shall constitute an obligated person within the meaning of S.E.C. Rule 15c2-12 (the "Rule") as in effect from time to time, the Governmental Unit agrees to furnish to the Bank (1) such financial information and operating data with respect to the Governmental Unit at such times and in such forms as the Bank shall reasonably request in order to comply with the provisions of the Rule, (2) when and if available, the Governmental Unit agrees promptly to provide the Bank with its audited financial statements for each fiscal year and (3) the Governmental Unit agrees to provide to the Bank in a timely manner, notice of any of the following events with respect to the Municipal Bonds, if material:

- (a) Principal and interest payment delinquencies.
- (b) Non-payment related defaults, if material.
- (c) Unscheduled draws on debt service reserves reflecting financial difficulties.
- (d) Unscheduled draws on credit enhancements reflecting financial difficulties.
- (e) Substitution of credit or liquidity providers, or their failure to perform.
- (f) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Municipal Bonds, or other material events affecting the tax-exempt status of the Municipal Bonds.
- (g) Modifications to rights of the beneficial owners of the Municipal Bonds, if material.
- (h) Bond calls, if material, and tender offers.
- (i) Defeasance of the Municipal Bonds or any portion thereof.
- (j) Release, substitution or sale of property securing repayment of the Municipal Bonds, if material.
- (k) Rating changes.
- (l) Bankruptcy, insolvency, receivership or similar event of the Government Unit.
- (m) The consummation of a merger, consolidation, or acquisition involving the Government Unit or the sale of all or substantially all of the assets of the Government Unit, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material.
- (n) Appointment of a successor or additional trustee or the change of name of a trustee, if material.
- (o) Incurrence of a financial obligation of the Obligated Person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the Obligated Person, any of which affect Owners of the Notes, if material; and
- (p) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the Obligated Person, any of which reflect financial difficulties.

The Governmental Unit agrees that from time to time it will also provide notice to the Bank of the occurrence of other events, in addition to those listed above, if such other event is material with respect to the Municipal Bonds.

The Governmental Unit will provide, in a timely manner, to the Bank, notice of a failure to satisfy the requirements of this Section.

The intent of the Governmental Unit's undertaking pursuant to this Section is to facilitate the Bank's ability to comply with the requirements of the Rule. Accordingly, the Governmental Unit agrees to provide the Bank with any additional information the Bank may reasonably require in order to comply with the requirements of the Rule, as in effect from time to time.

To the extent the Rule no longer requires issuers of municipal securities to provide all or any portion of the information the Governmental Unit has agreed to provide pursuant to this Section, the obligation of the Governmental Unit to provide such information pursuant to this Section also shall cease immediately.

The sole remedy available to the Bank or to any other person for the failure of the Governmental Unit to comply with any provision of this Section shall be an action for specific performance of the Governmental Unit's obligations under this Section.

16. The Governmental Unit shall not take, or permit to be taken, any action or actions that would cause any Municipal Bond to be an "arbitrage bond" within the meaning of Section 148 of the Internal Revenue Code of 1986, as from time to time in effect (the "Code") or a "private activity bond" within the meaning of Section 141(a) of the Code or that would cause any Municipal Bond to be "federally guaranteed" within the meaning of Section 149(b) of the Code, or that would otherwise cause interest on the Municipal Bonds to become included in gross income of the recipient thereof for the purpose of federal income taxation.

The Governmental Unit shall at all times do and perform all acts and things permitted by law and necessary or desirable in order to assure that interest paid by the Governmental Unit on the Municipal Bonds shall be excluded from gross income of the recipient thereof for the purpose of federal income taxation under any valid provision of law and to assure that the Municipal Bonds shall not be "private activity bonds" within the meaning of Section 141(a) of the Code, including the preparation and filing of any statements required to be filed by the Governmental Unit in order to maintain such exclusion.

17. If any provision of this Loan Agreement shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such provision shall not affect any of the remaining provisions of this Loan Agreement and this Loan Agreement shall be construed and enforced as if such invalid or unenforceable provision had not been contained herein.

18. This Loan Agreement may be executed in one or more counterparts, any of which shall be regarded for all purposes as an original and all of which constitute but one and the same instrument. Each party agrees that it will execute any and all documents or other instruments, and take such other actions as may be necessary to give effect to the terms of this Loan Agreement.

19. No waiver by either party of any term or conditions of this Loan Agreement shall be deemed or construed as a waiver of any other terms or conditions, nor shall a waiver of any breach be deemed to constitute a waiver of any subsequent breach, whether of the same or of a different section, subsection, paragraph, clause, phrase, or other provision of this Loan Agreement.

20. This Loan Agreement merges and supersedes all prior negotiations, representations, and agreements between the parties hereto relating to the subject matter hereof and constitutes the entire agreement between the parties hereto in respect hereof.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

**NEW HAMPSHIRE MUNICIPAL BOND BANK**

Attest:

By \_\_\_\_\_  
**Secretary, NHMBB**

**(NHMBB SEAL)**

By \_\_\_\_\_  
**Chairman, NHMBB Board of Directors**

\*\*\*\*\*

Attest:

By \_\_\_\_\_  
**Member, Board of Selectmen**

By \_\_\_\_\_  
**Town Clerk**

By \_\_\_\_\_  
**Town Treasurer**

**(Town SEAL)**

**EXHIBIT A  
MATURITY SCHEDULE  
Town of Exeter  
Governmental Unit's Bonds**

Due	Principal Amount
8/15/2021	425,885
8/15/2022	420,000
8/15/2023	420,000
8/15/2024	420,000
8/15/2025	420,000
8/15/2026	300,000
8/15/2027	300,000
8/15/2028	300,000
8/15/2029	300,000
8/15/2030	300,000
8/15/2031	300,000
8/15/2032	300,000
8/15/2033	300,000
8/15/2034	300,000
8/15/2035	300,000
8/15/2036	
8/15/2037	
8/15/2038	
8/15/2039	
8/15/2040	
8/15/2041	
8/15/2042	
8/15/2043	
8/15/2044	
8/15/2045	
Total Proceeds	5,105,885

## COVID 19 Updates



## Governor's Office for Emergency Relief and Recovery

### MUNICIPAL AND COUNTY RELIEF FUND

**SUBGRANTEE NOTICE: SN 20-01**

**DATE: May 28, 2020**

This shall serve as Subgrantee Guidance and Subgrantee Notice under the GOFERR Grant Agreement, Exhibit A, paragraph 7. The following modifications to the Agreement have been approved:

#### Exhibit B

The restriction on submission of costs incurred to specific reimbursement periods is waived. Grantees may submit a payment request on the form provided by GOFERR by e-mail for allowable costs as follows:

For allowable costs incurred from March 1, 2020 to April 30, 2020, during any of the three reimbursement period dates of June 1, July 15, or September 15.

For allowable costs incurred from May 1 to June 30, 2020, during any of the remaining two reimbursement period dates of July 15 or September 15.

For allowable costs incurred from July 1 to August 31, during the reimbursement period date of September 15.

No more than one payment request will be processed during each of the three reimbursement dates. Thus, there will be a maximum of three payment requests allowed: June 1, July 15, and September 15. The July 15 and September 15 reimbursement requests will only be accepted in the two weeks preceding the reimbursement request deadline. Requests received outside of this window will not be processed. Only one reimbursement request may be submitted for each reimbursement date. If a governmental entity fails to include an allowable cost in a prior payment request, you may include that cost within a subsequent payment request.

An executed Grant Agreement shall accompany the first payment request.

#### Exhibit A, paragraph 4

For purposes of facilitating payment requests, GOFERR will presume the following four categories of expenses to be 75% FEMA reimbursable.

1. Personal Protective Equipment related to COVID-19
2. Police/Fire/Emergency Medical Overtime Costs
3. Temporary Medical Facilities and/or Enhanced Medical/Hospital Capacity
4. Disinfection of Public Facilities

For these four categories, GOFERR will reimburse the 25% of costs that are not eligible for reimbursement from FEMA.

For all other categories, GOFERR will presume the costs are not eligible for reimbursement from FEMA, and GOFERR will reimburse 100% of the allowable costs, unless it is indicated that FEMA reimbursement has been sought, in which case GOFERR will only reimburse 25% of the allowable costs..

If FEMA denies a reimbursement request for an expense, then GOFERR will reimburse the remaining 75% of allowable costs, provided the denial is reported by the September 15 payment request date.

If by the September 15 reimbursement request deadline a governmental entity's total FEMA eligible costs have not exceeded \$3,300 FEMA minimum threshold for reimbursement requests during the state of emergency, then GOFERR will reimburse 100% of the allowable costs.

If FEMA denies a reimbursement request after the September 15 payment date, then GOFERR will be unable to reimburse the allowable costs from this allocation.

## **Industry: Indoor recreational facilities – Phase 1**

**Industry Examples: Indoor Hockey arenas, Indoor Soccer Facilities, Indoor tennis, basketball courts, batting cages and other indoor recreational facilities that are able to follow the guidance here-in.**

### Safeguarding Guidance:

In addition to strict adherence to CDC guidelines, the State of New Hampshire recommends putting into place measures to protect consumers and employees, including:

#### Employee Protection:

- 1.) Follow Universal Guidelines
- 2.) Follow sanitation frequency guidance contained in this document at all times
- 3.) If serving food, Provide ServSafe COVID-19, or similar training as soon as possible

#### Consumer Protection:

- 1.) Enhanced sanitizing strategies after every room use
- 2.) In Common Areas, sanitizing of door handles, faucet handles; all other customer touch-points in common areas, and other areas of hand contact every two hours, at a minimum.
- 3.) Common areas are closed, and no congregating in lobby;
- 4.) All congregate amenities e.g pools, hot tubs sauna and exercise facilities will follow Health and Fitness guidelines
- 5.) Sneeze guard barriers recommended. All digital check-in where possible.
- 6.) If Staff or guests will be coming into the 3' range of each other, it is recommended that cloth face coverings be worn.
- 7.) Will be encouraged to arrive dressed to access the playing surfaces and to minimize the use of the locker rooms
- 8.) Phase 1 training sessions shall be non-contact sessions/classes with focus on skills and drills that can be developed while maintaining physical distancing.
- 9.) Coaches will carry hand sanitizer with team equipment. Players should carry hand sanitizer in personal equipment bag.
- 10) Adequate breaks for water and sanitization shall be provided and are encouraged to occur between changes in training activities. Participants should have their own water bottles.
- 11) Food Services will follow food services guidelines.

- 12) General Public Skating or open skating is closed in Phase 1.
- 13) NH Residents or Members, registered participants, and students only. No new memberships or registered participants or students will be extended to out of state residents No guests allowed.
- 14) Small Group / Coaches and Players / Personal Training Appointments
  - a. Team/group-based training activities may begin and allow for groups of up to 10 people. (Example: 9 participants per training area with 1 staff/coach) During team/group-based training activities, care should be taken to keep groups together throughout the training session and not intermingle participants from separate groups.
  - b. Personal trainers and members will be required to wash/disinfect their hands before and after each session.
  - c. If client contact is needed, instructors/coaches will disinfect hands between each client contact during instruction (e.g assists in yoga, adjusting hand positions on bats).
  - d. Group sessions will be held with social distancing protocols.
- 15) Locker Rooms (shower, steam, sauna)
  - a. Where possible, a locker room attendant will be staffed full-time to monitor and clean during all hours of club operations.
  - b. Coaches or volunteers are encouraged to be in the locker rooms with youth players to help players to maintain social distancing.
  - c. Members will be encouraged to bring their own bath towel.
  - d. Gloves and masks will be available to use if desired or required.
  - e. Showers, Steam room and saunas will be closed, customers will preferably practice wear-in / wear out.
  - f. Locker facilities can be used for changing of clothes.
  - g. Hand sanitizer stations will be available outside of entrances and exits.
  - h. Disinfectant will be available to clean lockers and keypads.
- 16) Communal Areas
  - a. All indoor communal areas will be closed to discourage gatherings,
  - b. Concerning the SafeSport guidelines, viewing areas will be limited to one parent or guardian, upon request. Furniture will be removed, except as needed for ADA compliancy.
- 17) Covid Signage:
  - a. Must be prominently posted at the entrance and throughout the venue to ask customers regarding COVID-19 symptoms.
    - i. Have you been in close contact with a confirmed case of COVID-19?
    - ii. Are you experiencing a cough, shortness of breath or sore throat?
    - iii. Have you had a fever in the last 48 hours?

- iv. If you answered yes to any of these questions, please do not put our employees and other members at risk and come back another day when you feel better.
- v. If you answered no, please remember to maintain proper social distancing for duration of your visit.

Business Process Adaptations:

- 1) There should be time between scheduled training/coaching/playing sessions to allow for sanitizing of common surfaces and lessen the co-mingling of groups.
- 2) Players and coaches should arrive no more than 15 minutes before scheduled training/coaching/playing sessions.
- 3) Place hand sanitizer stations at entrance and bathrooms, as well .
- 4) Sanitize all front-of-house surfaces including door handles, screens, phones, pens, keyboards and other areas of hand contact every two hours, at a minimum.
- 5) Where possible, **Establish one-way flow** thru the facility, with separately designated entrances and exits, to facilitate distancing. It is recommended that Staff or volunteers be positioned throughout the venue to address potential congestion points to address crowd control and adhere to social distance guidelines.
- 6) Businesses should continue to remind all patrons that those with an elevated/High risk should continue to shelter at home.

**Tax Abatements, Veterans Credits & Exemptions**

# List for Select Board meeting June 1, 2020

## Disability Exemption

<b>Map/Lot/Unit</b>	<b>Location</b>	<b>Amount</b>
95/64/335	80 Hilton Ave	125,000

## Excavation Tax

<b>Map/Lot/Unit</b>	<b>Location</b>	<b>Amount</b>
113/5	Powder Mill Rd	\$ 442.00

## Intent to Excavate

<b>Map/Lot/Unit</b>	<b>Location</b>
113/5	Powder Mill Rd

## Yield Tax

<b>Map/Lot/Unit</b>	<b>Location</b>	<b>Amount</b>
46/3	Continental Dr/ 30 Energy Way	\$106.31

## Religious/Educational/Charitable Exemptions

To be signed

## Permits And Approvals

# Memo

**To:** Russ Dean, Town Manager  
**From:** Justin Pizon, Assistant Fire Chief  
**cc:**  
**Date:** May 28<sup>th</sup>, 2020  
**Re:** Voluntary Change of Address Form

---



Hi Russ,

Family Promise has taken ownership of 25 Hampton Road. The residence has been change from a single family to a two family and the stakeholders would like individual addresses assigned for utility and mail purposes.

Attached you will find the signed application for a voluntary changes of address signed by Ken George, Treasurer of Seacoast Family Promise.

Can you please add this sheet to the packet for the next Select Board meeting (June 1) for their approval? Please let me know if you have any questions or concerns.

Thank you,

Justin

DATE 5/28/2020

MAP 86 LOT 8

**TOWN OF EXETER NH**

**APPLICATION FOR**  
**VOLUNTARY**  
**CHANGE OF ADDRESS**

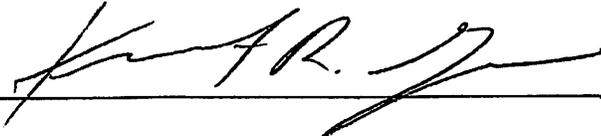
NAME OF OWNER: Seacoast Family Promise

MAILING ADDRESS 27 Hampton Road

LOCATION OF PROPERTY: 25 Hampton Road

APPLICATION IS FOR CHANGE OF ADDRESS NUMBER FROM: 25 Hampton Road

TO: 25 Hampton Road Unit A & 25 Hampton Road Unit B FOR EMERGENCY RESPONDERS TO EASILY LOCATE THE PROPERTY.

Signature of property owner(s):  , Treasurer

Board of Selectmen:            Approval            Rejected

Explanation: Made in to a 2 family. Signature is from Ken George, Treasurer of Seacoast Family Promise.

Date recommended by E911   /  /  

Date adopted by Board of Selectmen   /  /

**Correspondence**

WARRANTY DEED

B3171 P1511

CAROLYN R.N. SEHNAOUI of Paris, France, for consideration paid, grant to the TOWN OF EXETER of 10 Front Street, Exeter, Rockingham County, State of New Hampshire, with WARRANTY covenants, the following described premises:

Two certain tracts or parcels of land situated in Exeter, County of Rockingham, State of New Hampshire, shown as Parcels 1 and 2 on a plan entitled "Subdivision of Land, Exeter, N.H., For Dorothy G. Ham" dated January 1977, recorded in Rockingham County Registry of Deeds as Plan #C-6640, bounded and described as follows:

PARCEL 1: Beginning at a point on the Southerly side of Front Street at the Westerly corner of land shown on said Plan as being Park Jackson Assoc., thence running South 52° 11' 30" East along said Park Jackson Assoc. land a distance of 134.95 feet to a point at land of the Town of Exeter; thence turning and running South 34° 34' 45" West along said Town of Exeter land a distance of 83.41 feet to the Easterly corner of Parcel 2; thence turning and running North 52° 11' 30" West along said Parcel 2 a distance of 126.17 feet to a point on the Easterly side of Court Street; thence turning and running North 02° 09' East along the Easterly side of Court Street and the Southerly side of Front Street a distance of 18.86 feet to a point; thence turning and running North 35° 43' East along the Southerly side of Front Street a distance of 68 feet to the point of beginning.

PARCEL 2: Beginning at the Northerly corner of the premises at a point on the Easterly side of Court Street and the Westerly corner of Parcel 1, thence running South 52° 11' 30" East along said Parcel 1 a distance of 126.17 feet to a point at land of the Town of Exeter; thence turning and running South 34° 34' 45" West along said Town of Exeter land a distance of 113.15 feet to a point at the intersection of Court Street and Bow Street; thence turning and running North 11° 45' West along the Easterly side of Court Street a distance of 174.16 feet to the point of beginning, being a triangular parcel of land.

Subject to the restrictive covenants set forth in deed of Indian Head National Bank of Exeter to Dorothy G. Ham, dated March 24, 1976, recorded in Rockingham County Registry of Deeds in Book 2254, Page 98.

Being the same premises conveyed to the grantor by deed of Elie A. Sehnaoui to be recorded at the Rockingham County Registry of Deeds. See also the deed from Dorothy G. Ham to said Elie A. Sehnaoui and Carolyn R.N. Sehnaoui dated December 6, 1979 recorded at the Rockingham County Registry of Deeds at book 2354, Page 1910.

The described premises are conveyed subject to the following restrictions:

The subject property is to be used for park purposes only and no structures or buildings shall be erected thereon except for incidental park fixtures such as statuary, walkways, benches, trelles, signage, and such utilities (electrical and water) as may be necessary to the achievement of park purposes. Should any signage be erected commemorating by name those who donated to the purchase of the land, Grantor's name and the names Elie A. Sehnaoui and Dorothy B. Milbury shall be listed thereon.

These restrictions shall be enforceable by the Rockingham Land Trust, a nonprofit land conservation organization, with a current address c/o 9 Chestnut Street, Exeter, New Hampshire 03833, or its successor organization under the provisions of N.H. RSA 477:45 et seq as in effect as of the date of this deed.

The described premises are not homestead property.

WITNESS our hands this 1st day of August, 1996.

EVA WALLACE (Signature)

CAROLYN R.N. SEHNAOUI (Signature)
Carolyn R.N. Sehnaoui

EVA WALLACE, Notary Public
My Commission Expires August 16, 2000

Aug 15 2 42 PM '96

0037759

ROCKINGHAM COUNTY
REGISTRY OF DEEDS

EXETER, NH
UNOFFICIAL COPY PER RSA 91-A:4

B3171 P1512

STATE OF New Hampshire  
COUNTY OF Strafford

The foregoing instrument was acknowledged before me this 1 day of  
August, 1996, by Carolyn R.N. Schnaoui.

*Emil Wallace*

Justice of the Peace / Notary Public

My Commission Expires

My Commission Expires August 16, 2000



C:\COMMONS\GH\SEHNAOUREXTRDEED.WPD

ALJIBMAID 8 REKOUT JINAMOG  
EIAJ TA SYENROTTA  
2200 BIRCHMAN WEN JENDD