

Select Board Meeting
Monday, June 29th, 2020, 7:00 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/82244110254>

To participate via telephone, call: +1 646 558 8656 and enter the Webinar ID: 822 4411 0254

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 or 603-418-6425 with any technical issues.

1. Call Meeting to Order
2. Public Comment
3. Proclamations/Recognitions
 - a. Proclamations/Recognitions
4. Approval of Minutes
 - a. Regular Meeting: June 15th, 2020
5. Appointments
6. Discussion/Action Items
 - a. Police Department Presentation
 - b. Public Works re: Water Restrictions Recommendations
 - c. Westside Drive, Squamscott River Siphons Project Design/Engineering Contract Recommendations
 - d. First Reading: Animal Control Ordinance Amendment
 - e. Sustainability Coordinator Job Description
 - f. COVID 19 Updates
7. Regular Business
 - a. Tax Abatements, Veterans Credits & Exemptions
 - b. Permits & Approvals
 - c. Town Manager's Report
 - d. Select Board Committee Reports
 - e. Correspondence
8. Review Board Calendar
9. Non-Public Session
10. Adjournment

Niko Papakonstantis, Chair
Select Board

Posted: 6/26/20 Town Hall, Town Website

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

AGENDA SUBJECT TO CHANGE

Proclamations and Recognitions

Minutes

6-14

Select Board Meeting
Monday June 15, 2020
7 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 7 PM.

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

2. Public Comment

- a. Terrie Harmon of 6 Oak Street asked that the Select Board approve the job description for the Sustainability Coordinator as submitted by the Sustainability Advisory Committee.

3. Proclamations/Recognitions

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

4. Approval of Minutes

- a. Regular Meeting: June 1, 2020

MOTION: Mr. Browne moved to approve the minutes of June 1, 2020 as submitted. Ms. Cowan seconded. By a roll call vote, all were in favor.

5. Appointments

MOTION: Ms. Gilman moved to accept with regrets the resignation of Debbie Kane from the Communication Advisory Committee. Mr. Browne seconded. By a roll call vote, all were in favor.

MOTION: Ms. Gilman moved to appoint Nina Braun to the Communications Advisory Committee, term to expire 4/30/2022. Ms. Oliff seconded. By a roll call vote, all were in favor.

6. Discussion/Action Items

- a. Public Works Department Updates

Jennifer Perry, the Director of Public Works, gave an update on various Department projects. Regarding the proposed Great Bay total nitrogen permit, the town submitted substantive comment. They want to make sure Great Bay is adequately protected, but not with these onerous limits. DES had made some

determinations about water quality in Great Bay that were not public, and the town submitted a letter of concern about that as well.

\$800,000 was approved in the paving budget this year, but they're looking for a 10% reduction in their overall budget, and looked at road surface management as an area of reduction. They are planning to reduce the expenditure to \$600,000. Bell & Flynn have finished many paving projects, but there are still a couple to do, including crack sealing on Portsmouth Avenue in July.

The Wastewater Treatment project plan is winding down, and the first three contracts are nearly complete. Lagoon 1 cleaning is starting this week. In the Salem Street Area Utilities project, Hoyle Tanner is completing their design this week.

Pickpocket Dam was one project they potentially wanted to postpone, but they found that FEMA has a high hazard dam program, so they put in a pre-application for that program which was accepted. This is not an indication that they will receive the grant, but the application can go forward. If they don't get that money, they would likely be shelving this project for this year.

They're pursuing the Drinking Water Supply project with Underwood Engineers/GZA. The town still has some capacity in the Groundwater Treatment Plant for one additional well, which would be the least expensive way to develop the water supply. It's easier to treat groundwater, and it's of higher quality. There are three potential well sites. The Surfacewater Treatment Plant will likely need to be replaced in the long-term, potentially in 20 years.

They're still working out the scope of the Westside Drive project, which is a combined utility, stormwater and wastewater, and road diet project.

Mr. Papakonstantis asked if the 10% reduction in the Department's budget will affect other projects. Ms. Perry said no. Folsom Pump Station has been a significant reduction from estimates, as they will be doing the work in-house, and not replacing pumps, just the above-grade facilities. They're still obtaining easements for the Kingston Road shoulder project, so can't move forward there. They may have missed the window of DOT funding for this year and may have to go back to Town Meeting for an extension.

b. SRF Certificate of Authorization: Westside Drive Design/Engineering and Squamscott Siphons Project

i. Westside Drive Design/Engineering

Ms. Gilman read the SRF certificate for the Westside Drive project loan: *Whereas, the Town of Exeter, NH (the Applicant) after thorough consideration of the nature of its water pollution problem hereby determines that the planning and design for future construction of certain works, generally described as: Westside Drive Reconstruction Engineering Project to reduce non-sanitary inflow and infiltration (I/I) into the municipal sewer system (the Project) is desirable and in the public interest, and to that end, it is desired to apply for assistance from the State Revolving Fund (SRF); and*

Whereas, the Applicant has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-Wq500, which relate to loans from the Clean Water State Revolving Fund and deems it to be in the public interest to file a loan application and to authorize other actions in connection therewith;

Now, therefore, be it resolved by the Town of Exeter Select Board, the governing body of said Applicant, as follows:

That the person holding the position of Town Manager, currently held by Russell Dean, is hereby designated as the Authorized Representative of the Applicant for the purpose of filing the application for a loan in accordance with New Hampshire Code of Administrative Rules Chapter Env-Wq500, furnishing such information, data, and documents pertaining to the applicant for a loan as may be required; and if such loan be made, is the designated Authorized Representative of the Applicant responsible for furnishing such information, data, and documents pertaining to disbursements for the loan.

That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement.

That a certified copy of this resolution be included as part of the application to be submitted for a loan.

That persons holding the following position(s) at the time of the loan execution are authorized to sign the loan agreement binding the Applicant to the terms and conditions of the loan. Town Manager

That if such loan be made, the Applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

MOTION: Ms. Gilman moved to enter into and approve a loan agreement with the NH Department of Environmental Services in the amount of \$75,000 to the Town of Exeter and to authorize the Town Manager, Russell Dean, to sign paperwork associated with such agreement on behalf of the Town. Ms. Cowan seconded. By a roll call vote, all were in favor.

ii. Squamscott River project

Ms. Gilman read the SRF certificate for the Squamscott River project loan:

Whereas, the Town of Exeter, NH (the Applicant) after thorough consideration of the nature of its water pollution problem hereby determines that the planning and design for future construction of certain works, generally described as:

Squamscott River Sewer Siphons and Webster Ave Pump Station Improvement Project (the Project) is desirable and in the public interest, and to that end, it is desired to apply for assistance from the State Revolving Fund (SRF); and

Whereas, the Applicant has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-Wq500, which relate to loans from the Clean Water State Revolving Fund and deems it to be in the public interest to file a loan application and to authorize other actions in connection therewith;

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That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement.

That a certified copy of this resolution be included as part of the application to be submitted for a loan.

That persons holding the following position(s) at the time of the loan execution are authorized to sign the loan agreement binding the Applicant to the terms and conditions of the loan. Town Manager

That if such loan be made, the Applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

MOTION: Ms. Gilman moved to enter into and approve a loan agreement with NH Department of Environmental Services in the amount of \$1,600,000 to the Town of Exeter and to authorize the Town Manager, Russell Dean, to sign paperwork associated with such agreement on behalf of the Town. Mr. Browne seconded. By a roll call vote, all were in favor.

c. Energy Committee re: Community Power Aggregation Summary

Cliff Sinnott and Lew Hitzrot of the Energy Committee were present to discuss Community Power Aggregation. Mr. Sinnott said a CPA is a grouping of retail electric customers to create a market for contracting the purchase of electric energy supply. RSA 53-E allows municipal aggregation programs to be structured so that the retail customers in the service area are automatically enrolled. Communities that have shown interest want to have some control over the energy supply in their community, particularly because they want to support renewable energy sources. Towns can join together to create a larger market for a more competitive bid.

Mr. Hitzrot said in November, several Energy Committee members attended a conference on Clean Energy and heard about the advantages of community power aggregation. They want the committee to determine whether it would be advantageous to join a CPA and report back.

Mr. Papakonstantis asked if other communities are interested in or have implemented this. Mr. Hitzrot said he's heard from six or seven towns that may be interested, but doesn't think any are already deeply involved. Mr. Sinnott said Rye and Stratham are the towns most strongly interested in the area.

Ms. Gilman suggested forming a subcommittee of the Energy Committee to address the CPA issue.

d. Gilman Park Dog Ordinance Update

Mr. Dean said that as a follow-up on the Gilman Park dog ordinance issue, Jodie Pellerin, a former trustee of Gilman Park, provided additional information and commentary. He looked into the background of the ordinance prohibiting dogs at Gilman Park, which dates to 1982. He sent the information to legal counsel, and they made the determination that Gilman Park trustees were in control of the park at that time. The ordinance never was changed, but was intended to be changed. Ms. Gilman said she believes the intent was to make it a dog-friendly park and she would support that.

Anne Surman of 12 Hampton Falls Road said she also believes the Trustees wanted it to be a dog-friendly place.

Dawn Jelley of 4 Nelson Drive said she wrote a letter which is in the packet, and which supports the park being dog-friendly.

Mr. Papakonstantis said his main concern is the drinking water supply. Dogs would have to be on leashes and away from the river. Ms. Gilman said she believed that the concern was more regarding a “dog park” than a “dog-friendly park.” Ms. Cowan said as a new dog owner she’s interested in seeing it be a dog-friendly park, but she has serious concerns about peoples’ ability to follow the rules on leashing their dogs and dog waste.

Mr. Dean explained the process for amending the rule, and the Board decided to proceed at the next meeting.

e. COVID 19 Updates/Reopening Plan/Governor’s Executive Orders/Discussion of Cloth Face Coverings (Masks)

Eric Wilking, the Fire Chief, said there has been a 40% drop in positive tests. Exeter has gone a while without a positive result, with only one case in the last two weeks. Their run volume has been getting back to normal but with few Covid or Covid-suspected cases. The PPE level remains strong. They’re well-positioned to protect the town in case of a spike. FEMA has accepted the town’s application, and it’s now in the review process.

Darren Winham spoke regarding the NH GOFERR [Governor’s Office for Emergency Relief and Recovery] Program. The State Main Street program has been challenging; sole proprietors were taken out of the list of eligible businesses, but he’s hoping that other resources will be made available for them. It’s likely they would have lost an important business in this town without this program. People will start receiving their money today. There was a large change in PPP [Paycheck Protection Program] funding, from 75/25% to 60/40%. There’s also a new lending program, the Main Street Lending program, and he’s getting out information about it to everyone now.

Greg Bisson, the Parks and Rec Director, spoke about the CareKids program. They filled the minimum 18 spots within 48 hours, and have some on

the waitlist now. From different agencies, they're hearing that it's difficult to keep the kids 6 feet apart, and they can now allow the kids to interact with each other. Groups of kids will still stay separate.

Drive-in movies have been a big hit with registrations. They'll be showing family-friendly movies like Shrek, Jurassic Park, National Treasure, Raiders of the Lost Ark, Pirates of the Caribbean, and Harry and the Hendersons. For the Summer concert series, they worked with the School Facilities team to host the first concert this Thursday, featuring the Midnight Wrens of Exeter.

The pool will not be opening, as the restrictions laid out to run the pool are too restrictive. They had to cancel swim lessons, which created financial issues. They're looking at a plan to open just the spray pad in July.

Mr. Dean said they've been looking at reopening the Town Offices. They're concerned with keeping town employees safe. They're looking at capacity issues and would expect people to social distance and wear masks. This could happen as early as July 6th. Ms. Gilman said they can't require the public to wear a mask, they can only strongly suggest it.

Mr. Papakonstantis said that regarding face masks, Durham came out with some wording to suggest people wear masks. Nashua passed an ordinance about it, but it is now in litigation. Ms. Gilman said Portsmouth and Durham made a recommendation. She's been asked by many people if Exeter will have a town mandate on a face covering, but the town cannot mandate it by State law. Mr. Papakonstantis said an anonymous petition opposed to face coverings was submitted to the Board. Mr. Browne said he has also been approached by several citizens in town in support of not asking residents to wear masks. He knows of people who can't easily wear masks.

Ms. Cowan said she thinks it is extremely important that people wear masks, especially in the Town Offices. If an employee contracts Covid from the public, that's a taxpayer expense. Ms. Oliff said they should have masks available if they're asking people to use them.

MOTION: Ms. Cowan moved that the Exeter Select Board strongly recommends that residents wear masks in any situation where they would be dealing with the public in close proximity. Ms. Gilman seconded. By a roll call vote, Mr. Browne voted nay, and the motion passed 4-1.

Ms. Gilman asked whether they can distribute masks. Chief Wilking said they can reach out to their State partners regarding obtaining masks, but there may be a cost to them. They can also put out a call for donations on social media. Ms. Oliff asked that the public not try to enforce this recommendation on those not wearing masks in public.

Mr. Dean said with the Stay at Home order lifted, some organizations with permitted events have reached out to them about holding their events. He's contacted Primex about their liability in hosting these events.

Mr. Papakonstantis said at the last meeting they voted to close Swasey Parkway until the end of June. Should they keep the Parkway closed to vehicular traffic? Mr. Browne said yes. Ms. Oliff said she'd like to see it closed forever. The Board was generally in agreement to keep it closed for another 30 days.

Mr. Dean said that residents can apply for funds to manage past due rent and other issues associated with housing. This is managed through the town's Human Services. There's a \$2,500 cap per application. Ms. Gilman added that applications can be submitted starting June 30th.

The Board discussed continuing with remote meetings via Zoom. Mr. Dean said that one issue was the size of the Nowak Room was an issue. The State of Emergency is still in place, so the Governor's Executive Orders will stay in place. The Board agreed to continue meeting remotely.

7. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

MOTION: Ms. Gilman moved to approve a Jeopardy Tax for 95/64/103 in the amount of \$424. Mr. Browne seconded. By a roll call vote, all were in favor.

MOTION: Ms. Gilman moved to approve a Land Use Change Tax for 47/8/1 with no tax amount due. Ms. Oliff seconded. By a roll call vote, all were in favor.

MOTION: Ms. Gilman moved to approve a tax abatement for 111/5/1B for \$114.01. Ms. Oliff seconded. By a roll call vote, all were in favor.

MOTION: Ms. Gilman moved to deny an abatement for 88/5. Mr. Browne seconded. By a roll call vote, all were in favor.

MOTION: Ms. Gilman moved to approve a tax abatement for 110/2/71 for \$254.63. Mr. Browne seconded. By a roll call vote, all were in favor.

b. Permits & Approvals

- i. Greg Bisson said that Gilman Park Pavilion Construction is underway. They had some structural issues with the land, which was a dumping ground that had to be cleared and filled, at a \$6500 additional cost. He's asking the Board to allow the use of the Recreational Impact Fees, which are at \$21,926.07.

MOTION: Ms. Gilman moved to allow Parks & Rec to expend \$6,500 from the Recreational Impact Fees for additional excavation and materials for the Gilman Park Pavilion. Ms. Cowan seconded. By a roll call vote, all were in favor.

- ii. Mr. Bisson said that they're working with Scott Ruffner of TEAM on how to make a TEAM Event June 27 at Swasey Park possible. The Governor is lifting restrictions on gatherings of any size tonight. Ms. Gilman asked what the town's responsibility would be on this. Ms. Oliff said she sees this as being similar to the guidance they gave to businesses and restaurants, rather than something they'd be policing. Mr. Papakonstantis asked if they could have a team checking in on the event as they did with the restaurants. Ms. Cowan said she doesn't know if they can deny events if they've already been permitted, but she's concerned that they're asking town employees to be exposed to additional risk. Mr. Dean said it's worth putting together a team of people to review the issue further.
- iii. Mr. Dean said the dog warrant is ready to be signed by the Board.

MOTION: Ms. Gilman moved to approve the dog warrant. Mr. Browne seconded. By a roll call vote, all were in favor.

- c. Town Manager's Report
 - i. Mr. Dean did not have additional updates.

- d. Select Board Committee Reports
 - i. Mr. Browne said the Communications Committee is meeting next Tuesday, and they're working on the agenda. He has not heard from the Facilities Committee.
 - ii. Ms. Oliff said the Housing Committee met on June 12. They will likely be in touch with the Select Board to give an update on the RPC multiunit map and PowerPoint presentation.
 - iii. Ms. Gilman missed the Conservation Commission meeting. The county budget is coming up for a vote on June 24. Their portion of our tax impact was reduced by 0.17%. There's a Heritage Commission meeting Tuesday; they will be discussing 7 Park Street, where a building was torn down without review, and they're going to hear about the second part of the property. On Thursday, the HDC is hearing the proposal for the loka.
 - iv. Ms. Cowan said there was a Planning Board meeting, where they heard a continued case for a variance for a property in Exeter.
 - v. Mr. Papakonstantis had a Sustainability meeting June 2nd, where Mr. Sharples introduced an intern and gave an update on grants. They're working on how to best use Mr. Sharples in his Sustainability Coordinator role, and considering forming subcommittees to address particular issues.

- e. Correspondence
 - i. A proposal from Renay Allen for a pocket park along Swasey Parkway to commemorate the Black community in Exeter. She is offering to donate the profits from her mystery novels toward this effort. She will also reach out to the Swasey Trustees and other stakeholders.
 - ii. A letter on the issue of not allowing bigger size trucks. Mr. Dean said that when they discussed this previously, they were going to write a letter to Reps to alert them to this issue, and ask them to monitor and oppose large increases in truck sizes. Ms. Gilman said she'd be happy to author the letter for Board approval.
 - iii. A notice from the Health Trust, discussing possible credits on health insurance premiums. Mr. Dean said this is a notice from the Health Trust Board of Directors that due to Covid-19, they're looking at returning some surplus funds to the town in October.
 - iv. An April 6, 2020 memorandum on the recommendation to deny an abatement.
 - v. A list of upcoming Senate bills.

8. Review Board Calendar

- a. The next meetings are June 29 and July 13.

9. Non-Public Session

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

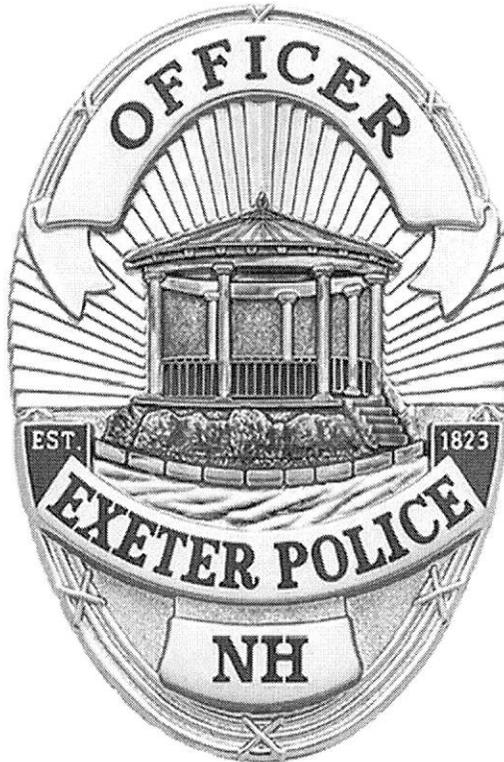
10. Adjournment

MOTION: Ms. Gilman moved to adjourn. Ms. Cowan seconded. By a roll call vote, all were in favor, and the meeting adjourned at 9:59 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary

Police Department Operations Presentation

The Exeter Police Department



Our Mission and Value Statement

The mission of the Exeter Police Department is to serve and protect all people within our jurisdiction with respect, with fairness, with compassion, and without prejudice.

We do this to ensure safe, healthy environments in which to reside, work, and enjoy life.

Recruitment and Selection

indeed®





NOW ACCEPTING APPLICATIONS FOR
PATROL OFFICER



Date of Notice: January 6, 2020
Position: **PATROL OFFICER (FULL TIME)**
Pay Range: \$22.68 - \$31.27 (14 Steps) + excellent benefits

Town application and resume may be emailed to: spoulin@exeternh.gov

REQUIREMENTS:

Applicants shall meet all qualifying standards as set forth by the New Hampshire Police Standards and Training Council to obtain certification as a full time NH Police Officer.

Minimum age: 21 years old at the time of hire.

High school graduate or New Hampshire approved GED equivalency certificate.

Eyesight must be corrected to 20/20. Normal color vision and depth perception are also required.

Possession of a valid motor vehicle operator's license.

Normal hearing in both ears (corrected or uncorrected).

Persons applying shall be of good moral character.

Applicants must not have any offensive or inappropriate tattoos, scarifications, or brands visible while he/she is wearing short sleeve police uniform shirts. The Chief of Police will have final determination of all tattoos. Hand, face, head and neck tattoos are prohibited.

Selection Process

- Written Test
- Physical Fitness Test
- Oral Board Interview
- Conditional Offer

Physical Fitness Requirements - Age 18-29

	20th percentile	35th percentile
1.5 mile run (male)	14:06	12:53
1.5 mile run (female)	16:46	15:14
Push-ups (male)	22	27
Push-ups (female)	7 (mod) 10 (FB)	22 (mod) 14 (FB)
Sit-ups in 1 min. (male)	33	37
Sit-ups in 1 min. (female)	24	31

Selection Process cont.

- Background Investigation
- Polygraph Examination
- Psychological Examination
- Medical Examination
- Drug Screening

Initial Officer Training

- NH Police Academy 16 week/594 hours in Concord, NH.
- In-house 12 week Field Training Officer (FTO) Program based upon the San Jose Model. Officers receive daily reports on performance and are evaluated weekly.
- Once on “solo” status, the Officer is a probationary employee for the first 12 months of employment, and they are closely monitored and evaluated on a monthly basis.

State Training Requirements

- Each police or corrections officer shall complete at least 8 hours annually of refresher training, exclusive of firearms, first aid or defensive tactics, sanctioned by the agency or the council.
- All in-service law enforcement, corrections and probation/parole officers who are issued or carry a defensive weapon and who are authorized to use force in the course of their employment, shall in addition to annual firearms range qualification attend and complete at least once each calendar year a refresher training segment or segments of not less than 4 hours regarding the use of deadly and non-deadly force.

Training Requirements cont.

Noteworthy is the fact the officers are only required to do 8 hours of continuing education per year and that the nature of that training is left up to the individual agency. Additionally, firearms training is only required to be done annually meaning that many officers typically only practice with and shoot their firearm once a year.

High speed vehicle operation (pursuits), use of tire deflation devices (Stop Sticks), use of impact weapons, handcuffs, unarmed self-defense, and precautions against positional asphyxia and in-custody death syndrome are only currently required every 3 years.

Training and Funding

Training Financial Support

It costs EPD approximately \$2500 in overtime alone to put on (1) four hour department training class. This overtime is to cover off duty officers coming in for the class, and for covering the shifts of on-duty officers attending the class. Also, many continuing education classes that are worthwhile charge a tuition and again also incur overtime. Added cost for munitions and related equipment.

EPD's Training Philosophy

Exeter PD strives to exceed the minimum mandatory training requirements within our budgetary constraints. Last year, Department training was conducted on: annual pistol training & qualification, annual rifle training & qualification, Active Shooter/Warm Zone response, Taser, Use of Force, Fair & Impartial policing, CPR/1st Aid/Narcan, Implicit Bias, and Emergency Casualty Care. Also, on average officers received additional 52 hours of training by attending seminars and taking on-line courses.

EPD Hosts Community Bystander Training



Granite State Organizing Project
A Voice For Justice

- In a time when people are quicker to express anger and more likely to be angry at people “not like them”, many of us are seeking tools to respond effectively to such biased anger.
- This training will give you tools and insights to use in such situations and a chance to think about how you might use them. In this highly interactive session we present information, share experiences, and strategize bystander responses to a variety of situations. Participants will learn about roles we all play, what discourages us from acting when we see harm doing, how to move through this resistance, tools to use when we are ready, and basic principles to guide our actions.

Mental Health-One Mind Campaign

- Establish a clearly defined and sustainable partnership with Seacoast Mental Health
- Develop and implement a model policy addressing police response to persons affected by mental illness
- Train and certify 100 percent of your agency's sworn officers (and selected non-sworn staff, such as dispatchers) in mental health awareness courses
- Providing Crisis Intervention Team training to a minimum of 20 percent of sworn officers (and selected non-sworn staff);
- Providing Mental Health First Aid training (or equivalent) to the remaining sworn officers (and selected non-sworn staff) not receiving CIT training.

EPD General Orders

Approximately 138 Policies and Procedures that are comprehensive and focus on:

- Ethics, conduct/behavioral standards, civil rights and hate crimes, use of force, courtroom practices and procedures, training and equipment, consistent process improvements, etc.
- Acceptable State and Police Council Standards and recommended National Standards-International Association of Chiefs of Police, President's Task Force on 21st Century Policing etc.
- Current best practices and case law relevancy with an emphasis towards national LEA accreditation standards.

EPD General Orders cont.

Also includes protocols regarding:

- Criminal Components – Conform with Attorney General’s Public Integrity Protocol
- Civil Rights Violations – Conform with Attorney General’s Protocol
- Exculpatory Evidence Schedule (EES) – Conform with the Attorney General’s Protocol

Use of Force Policy

Continued revisions and review to ensure best practices are adhered to (using resources as previously mentioned) with regards to:

- Banned chokeholds and strangleholds
- Require and define De-escalation
- Limit shooting at or from a motor vehicle

- Exhaust all alternatives prior to lethal force
- Duty to intervene
- Defined Use of Force Continuum
- Require comprehensive reporting, review, and tracking of force incidents by Supervisors and Command Staff

Use Of Force Reports Required

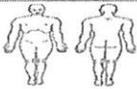
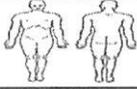
Accurate and timely reporting of use of force incidents is the essential first step in the process of monitoring such responses. A Use of Force report will be prepared whenever a firearm is discharged for any reason other than training/target practice or to euthanize an animal (excluding a dog-a report WILL be required for dogs that are killed), when a firearm is pointed at any individual, when a nonlethal weapon is used upon a subject (including the pointing of a Taser at a person), when an employee takes an action that results in an injury or death of another person or alleged to have resulted in injury or death (including handcuffs at that are alleged to be too tight), or applies any degree of physical force as defined by the agency.

Reporting Form

EXETER POLICE DEPARTMENT USE OF FORCE REPORT FORM

1) DATE / /		2) TIME		3) LOCATION			4) CASE #	
5) SUBJECT'S NAME				6) DATE OF BIRTH / /		7) HEIGHT ' "	8) WEIGHT LBS	9) PHONE NUMBER
10) REASON THE USE OF FORCE WAS NECESSARY (Check all that apply):								
<input type="checkbox"/> TO EFFECT AN ARREST			<input type="checkbox"/> TO DEFEND SELF			<input type="checkbox"/> PREVENT ESCAPE		
<input type="checkbox"/> TO DEFEND ANOTHER OFFICER / PERSON			<input type="checkbox"/> PROTECTIVE CUSTODY / SUBJECT SAFETY			<input type="checkbox"/> OTHER:		
<input type="checkbox"/> TO DISPATCH ANIMAL								
11) LIST MOST SERIOUS OFFENSE(S) AT TIME FORCE USED:								
12) WAS SUBJECT INJURED? <input type="checkbox"/> YES <input type="checkbox"/> NO			13) WAS REPORTING OFFICER INJURED? <input type="checkbox"/> YES <input type="checkbox"/> NO			14) MEDICAL TREATMENT PROVIDED TO/BY:		15) PHOTOS TAKEN BY:
DESCRIBE INJURIES:			DESCRIBE INJURIES:					
16) # SUBJECTS THAT RESISTED:			17) # OFFICERS PRESENT:			18) SUPERVISOR NOTIFIED / TIME / BY WHOM:		
19) AT THE TIME OF ARREST, THE SUBJECT WAS:								
<input type="checkbox"/> SUSPECTED TO BE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS			<input type="checkbox"/> MENTALLY IMPAIRED/ EMOTIONALLY DISTURBED					
<input type="checkbox"/> UNDER THE INFLUENCE OF ALCOHOL OR DRUGS			<input type="checkbox"/> OTHER:					
20) OFFICER'S PERCEPTION OF INDIVIDUAL'S ACTIONS (USE NARRATIVE TO DESCRIBE PERCEIVED THREAT(S) POSTED BY INDIVIDUAL):								
<input type="checkbox"/> PASSIVE RESISTANCE - (Dead weight or non-compliance to Officer's lawful verbal direction, but offering no actively resistive movement)								
<input type="checkbox"/> ACTIVE OR ESCAPE RESISTANCE - (Actions such as pushing, pulling, evasive arm movement, flailing, fight, muscle tension, etc. to avoid control. Does not include attempts to harm the Officer)								
<input type="checkbox"/> ASSAULTIVE / HIGH-RISK - (Agitated, combative state, physically assaultive actions and/or behavior that poses threat of injury to another (e.g., punching, kicking, clenching of fists, etc.)								
<input type="checkbox"/> LIFE THREATENING / SERIOUS BODILY INJURY. (Actions that may result in death or serious bodily injury)								
21) OFFICER'S RESPONSE OPTION(S) (PROVIDE FURTHER DETAILS IN ATTACHED NARRATIVE REPORT(S)):								
<input type="checkbox"/> PRESENCE: <input type="checkbox"/> FULL UNIFORM <input type="checkbox"/> PARTIAL UNIFORM <input type="checkbox"/> PLAINCLOTHES NOTE: Officers not in full uniform, describe means of visual police identification (e.g., raid vest or jacket, displayed badge/ID, etc.)								
<input type="checkbox"/> VERBAL COMMANDS (Describe details in Narrative Report):								
<input type="checkbox"/> COMPLIANCE TECHNIQUES (Describe details in Narrative Report): (Force used to gain control - restraint, come-alongs, takedowns - use of hands, arms, feet, legs)								
<input type="checkbox"/> CHEMICAL SPRAY / CHEMICAL AGENT (Describe details in Narrative Report): Number of Bursts: _____ Duration of Bursts: _____ Distance from Subject: _____ Impact Location: _____ Time between application / decontamination: _____								
<input type="checkbox"/> IMPACT WEAPON / TEMP. INCAPACITATION (Describe details in Narrative Report):								
<input type="checkbox"/> ELECTRONIC CONTROL DEVICE (Describe details in Narrative Report): <input type="checkbox"/> Laser Only <input type="checkbox"/> Spark Check <input type="checkbox"/> Drive Stun <input type="checkbox"/> Probe Deployment Impact Location: _____ Number of Cycles: _____ Taser Unit #: _____ Serial #: _____ Cartridge Serial #: _____ Distance from Subject: _____								
<input type="checkbox"/> POINT-A FIREARM (Describe details in Narrative Report):								
<input type="checkbox"/> DEADLY FORCE - Firearm or other (Describe details in Narrative Report):								
<input type="checkbox"/> OTHER:								
22) RESTRAINT METHOD USED: <input type="checkbox"/> HAND or FLEX CUFFS <input type="checkbox"/> LEG RESTRAINTS <input type="checkbox"/> BODY GUARD <input type="checkbox"/> SPIT SHIELD <input type="checkbox"/> NONE <input type="checkbox"/> OTHER:								
23) OFFICERS PRESENT AT SCENE DURING FORCE APPLICATION:				24) SHIFT SUPERVISOR(S):				
25) OTHER WITNESS(ES) / PERSON(S) PRESENT AT SCENE:				26) SHIFT OFFICER(S):				
27) AUDIO VISUAL EVIDENCE: <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, explain: _____				28) SUPERVISOR(S) WHO RESPONDED TO SCENE:				

Reporting Form cont.

EXETER POLICE DEPARTMENT OFFICER NARRATIVE		
Case#		
29) WAS SUBJECT(S) INJURED? * <input type="checkbox"/> YES <input type="checkbox"/> NO <small>* (Complete Diagram Below)</small>	30) OFFICER(S) TAKING PHOTOS	31) TOTAL # OF PHOTOS
	32) DESCRIBE THE EXTENT OF SUBJECT'S INJURIES AND PLACE ON THE DIAGRAM: SUBJECT # 1 Name: _____ _____ _____	
	33) DESCRIBE THE EXTENT OF OFFICER'S INJURIES AND PLACE ON THE DIAGRAM: OFFICER #1 NAME: _____ _____ _____	
34) WITNESS(ES) OR PERSON(S) WITH KNOWLEDGE:	ADDRESS:	PHONE #:
1)		
2)		
3)		
4)		
35) Officers Narrative: Did officer prepare a detailed incident report describing the facts and circumstances leading to the use of force? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, explain: _____ _____ _____		
FIRST LINE SUPERVISORY / COMMAND REVIEW		
36) REPORTING SUPERVISOR (Name and Badge#)	37) DATE AND TIME OF SUPERVISOR RESPONSE	38) LOCATION
39) OFFICER WHO USED FORCE (Name and Badge#)	40) WAS SUBJECT(S) INJURED? <input type="checkbox"/> YES <input type="checkbox"/> NO	41) WAS OFFICER(S) INJURED? <input type="checkbox"/> YES <input type="checkbox"/> NO
42) Supervisor's Narrative: (Document steps taken to review and evaluate Officer's use of force.) _____ _____ _____ _____ _____ _____ _____ _____ _____ _____		
43) A/V EVIDENCE AVAILABLE / REVIEWED BY SUPERVISOR: <input type="checkbox"/> YES <input type="checkbox"/> NO Date:	44) A/V EVIDENCE AVAILABLE / REVIEWED BY OFFICER: <input type="checkbox"/> YES <input type="checkbox"/> NO Date:	45) A/V EVIDENCE AVAILABLE / REVIEWED BY DEPUTY CHIEF: <input type="checkbox"/> YES <input type="checkbox"/> NO Date:
46) Deputy Chief Review Narrative: (Confirm proper and complete investigation was conducted) _____ _____ _____ _____ _____		
OFFICER REVIEW (Print / Sign / Date):	SUPERVISORY REVIEW (Print / Sign / Date):	DEPUTY CHIEF REVIEW (Print / Sign / Date):

SUPERVISORY / COMMAND: REVIEW & CRITIQUE USE OF FORCE WITH INVOLVED OFFICER(S).
 NOTE FINDINGS ABOVE AND FORWARD COMPLETED PACKET TO CHIEF OF POLICE.
 Use of force requires an ON-SCENE review, including a narrative report from the responding supervisor. This is REQUIRED for incidents involving- Chemical Spray, ECD Probe deployment or Drive Stun; any incident resulting in injury or complaint of injury, or any other time deemed appropriate by a supervisor.

EPD Review/Tracking Use of Force

ACCOUNTABILITY

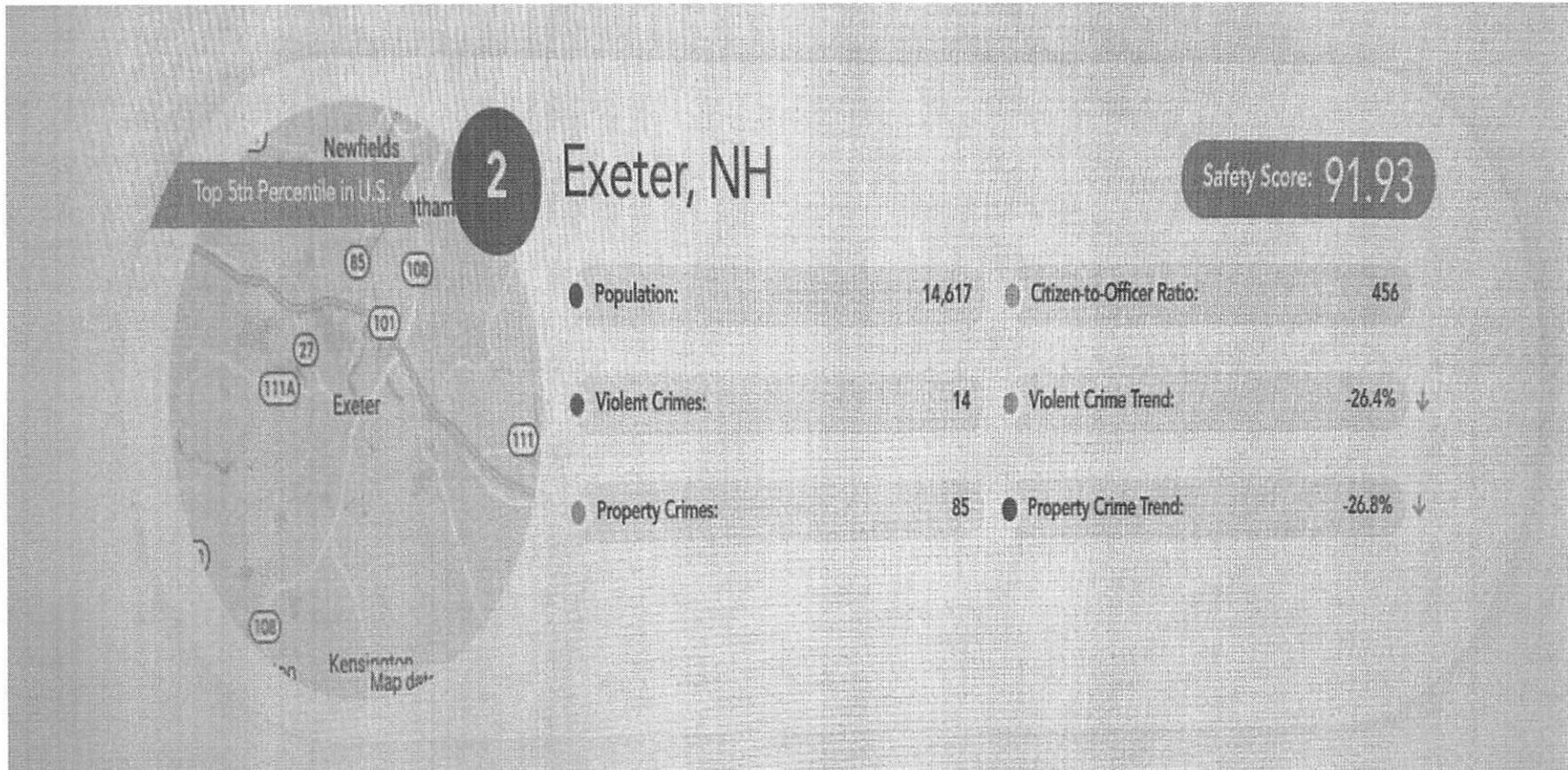
Following any incident involving the use of force, the officer shall ensure the written documents describe in detail all the circumstances surrounding the incident. Each use of force report shall be reviewed by the First Line Supervisor and the Lieutenant prior to being submitted to the Chief of Police. Reviews are for adherence and compliance with policy and procedures and applicable law.

Incidents are also tracked in a program to establish an early intervention system to identify any flags with officers and their use of force. The purpose of the early intervention system is for supervisors to monitor and report officers who receive two or more complaints in the past month, and report officers who have two or more use of force incidents or complaints in the past quarter. It is also to require officers to attend re-training and be further monitored by an immediate supervisor after their first quarterly report and be subject to an internal review regarding following multiple reports which may result in discipline and/or termination.

EPD Initiatives/Partnerships

- Racial Unity Team Supporting Member
- Dedicated Community Resource Officer
- Seacoast Mental Health collaboration
- D.A.R.E
- Exeter Rotary/St Vincent DePaul's
- Rape Aggression Defense (R.A.D) Classes
- Police Explorer Post
- Alzheimer's and Individuals with Special Needs Assistance Initiative
- Civilian Ride-alongs
- College Internships
- Child Safety Seat Technicians
- SAU School Safety Committee
- Open House events at the Police Department
- National Night Out
- Coffee with a Cop

Thank you!



Public Works re: Water Restrictions



EXETER PUBLIC WORKS DEPARTMENT

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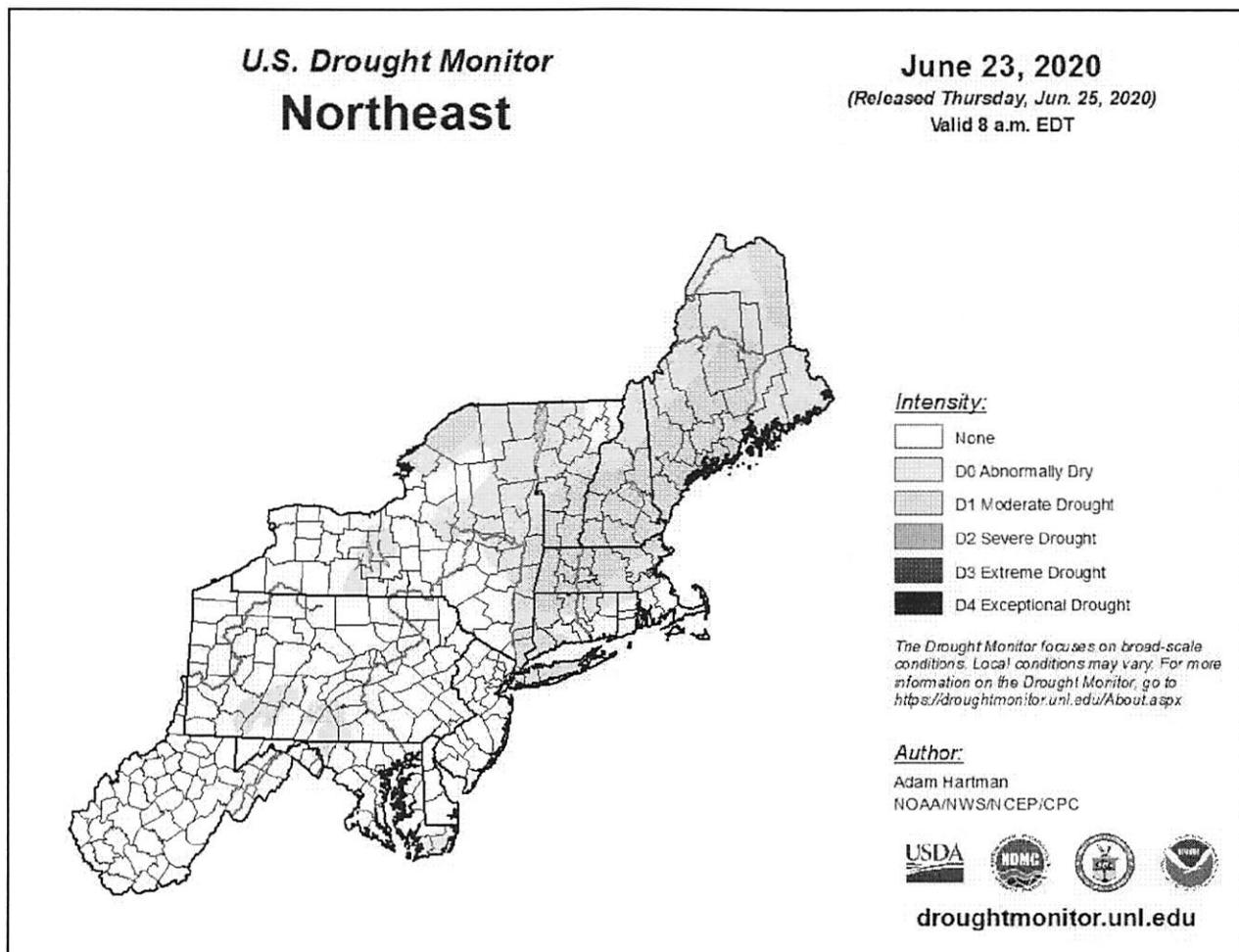
www.exeternh.gov

MEMO

DATE: June 25, 2020
TO: Russell Dean, Town Manager
FROM: Jennifer R. Perry, P.E., Public Works Director
RE: Water Resources Status Update & Recommended Water Use Restrictions

New Hampshire Drought Conditions

The U.S. Drought Monitor dated June 23, 2020, has elevated drought conditions from abnormally dry (D0) to **moderate drought (D1)**. Southeastern New Hampshire has been rated abnormally dry (D0) since May 26, 2020. Due to these conditions the State is implementing the Drought Management Plan, advising public water systems to implement outdoor water use restrictions where needed, and encouraging private well owners to conserve water.

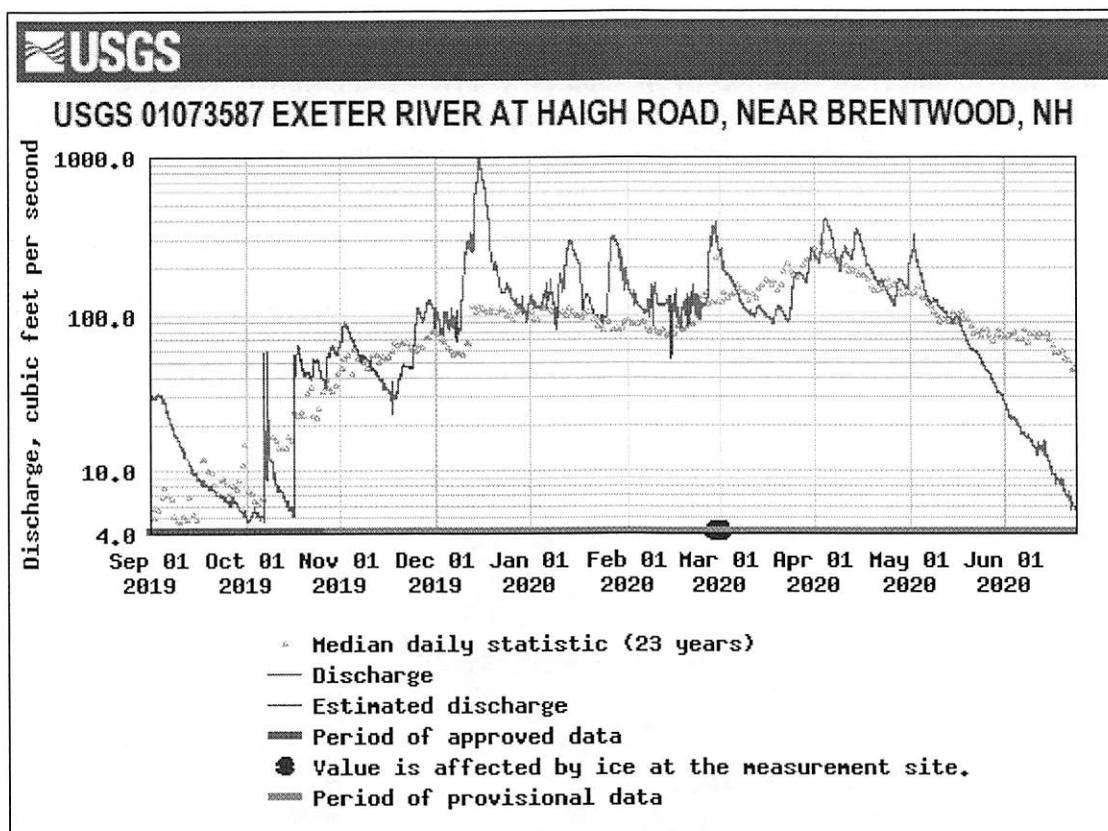


The U.S. Drought Monitor is jointly produced by the National Drought Mitigation Center at the University of Nebraska-Lincoln, the United States Department of Agriculture, and the National Oceanic and Atmospheric Administration. Map courtesy of NDMC.

River Flow

June is typically the beginning period of declining flows in summer after spring runoff, however that period started in May this year due to lack of precipitation. The USGS stream flow gauge on the Exeter River at Haigh Road in Brentwood (drainage area 63.5 square miles) indicates current instantaneous discharge is 5.91 cubic feet per second (cfs) (at 12:15 pm on 6/23/2020). The water supply intake for the Town of Exeter is located several miles downstream, with a contributing watershed of 107 square miles. The flow rates at the intake location are estimated to be 1.69 times higher than at Haigh Road, or approximately 10 cfs.

Exeter River flow rates are considered **much below normal** for this time of year.



Groundwater Levels

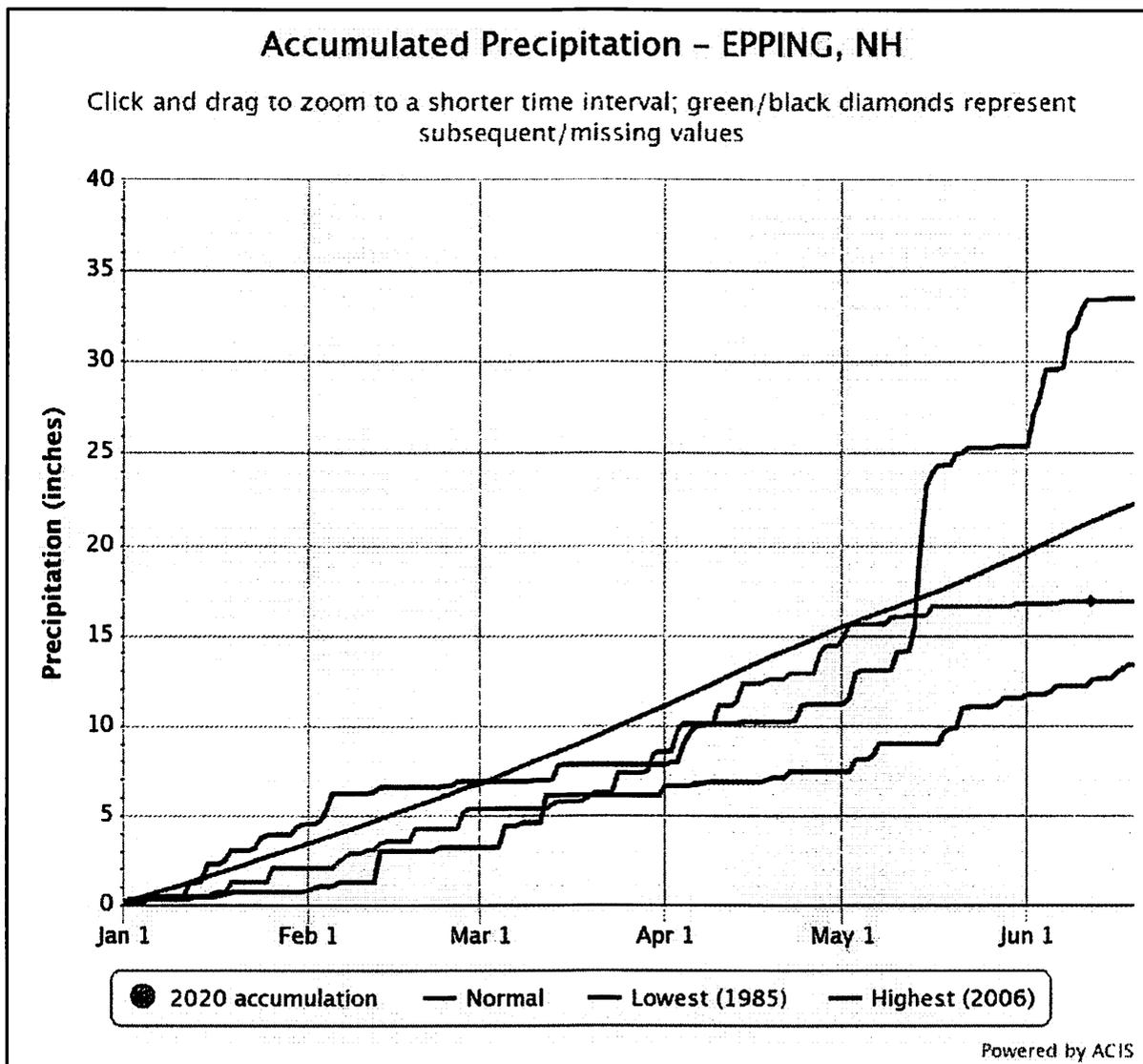
Groundwater levels for long-term monitoring wells in the region are declining. The USGS wells in Epping, Deerfield and Concord are below the 10th percentile mean for the month of June.

Current groundwater levels are considered **much below normal** for this time of year.

Precipitation

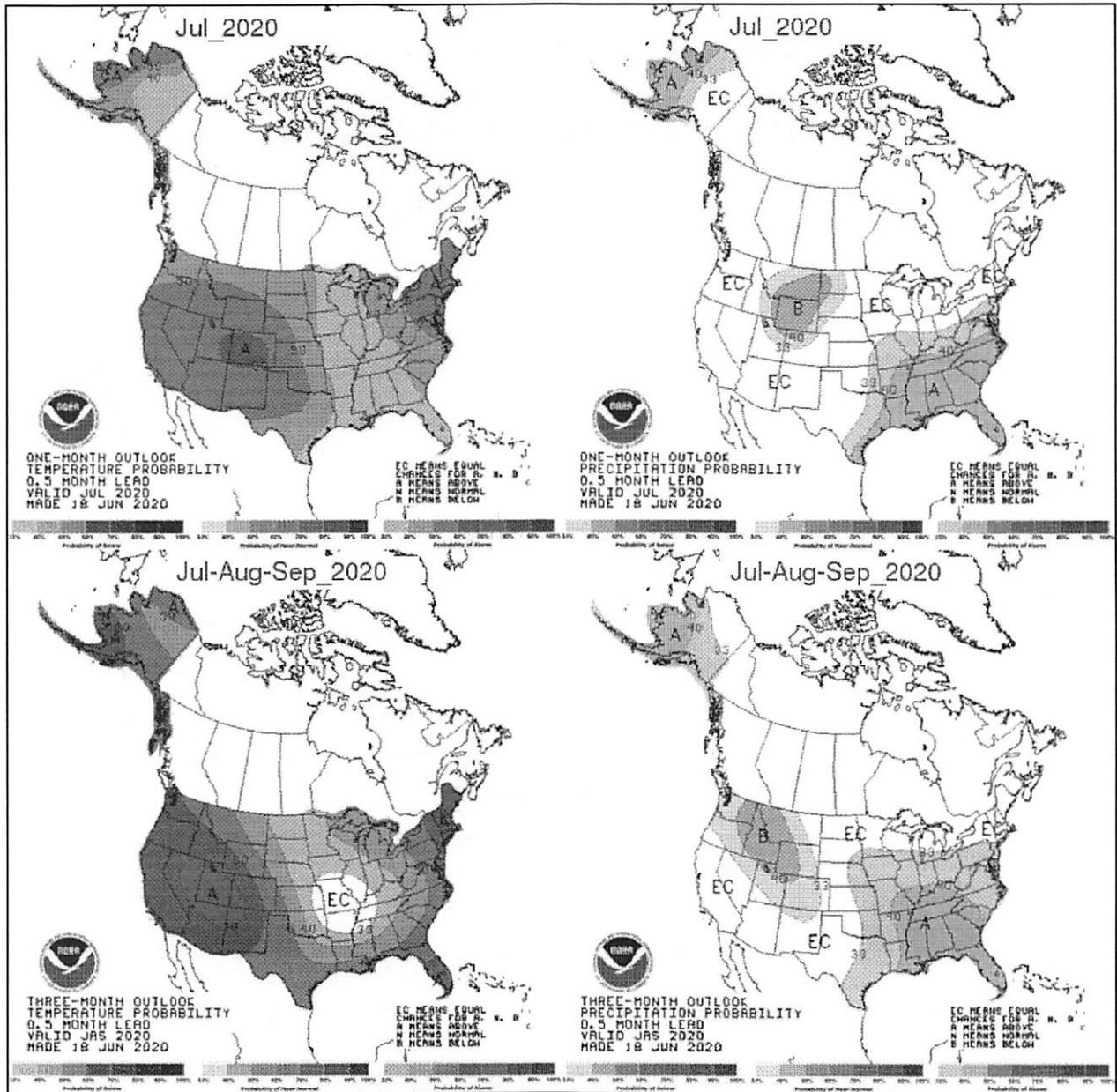
Total precipitation received since January 1 is 16.84 inches which is 5.26 inches below the normal of 22.10 inches (Source: National Weather Service NOWData for Epping, NH). Total annual precipitation averages 45.09 inches for this site (55 years of record). The last significant precipitation event occurred on May 16 (0.51 inches).

Precipitation is considered **much below normal** for the year and month.



Temperature and Precipitation Forecast

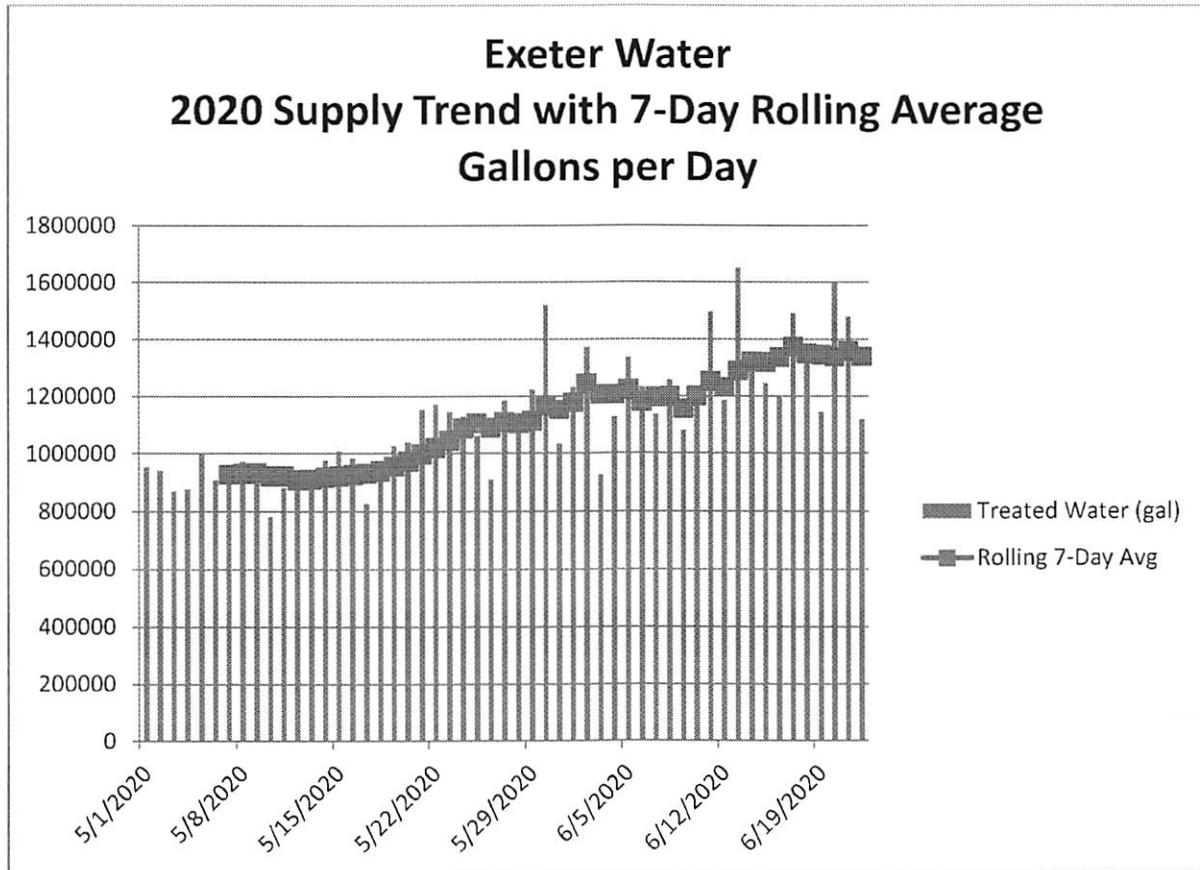
July and the 3 month outlook (July through September) temperatures are predicted to be above normal. The three month outlook from NOAA indicates equal chances for above, normal or below normal precipitation for July through September for the New England region.



http://www.cpc.ncep.noaa.gov/products/predictions/multi_season/13_seasonal_outlooks/color/churchill.php

Exeter Water Supply

Overall, water usage or demand in the Exeter public water system is **up 44% since May 1, primarily due to outdoor water use**. The seven day average in early May was 928,000 gallons per day; on June 23 it was 1,340,000 gallons per day. During this period the surface water treatment plant (SWTP) produced 40,979,642 gallons, supplying 69% of demand. The groundwater treatment plant (GWTP) produced 18,673,677 gallons, supplying 31% of demand.



Summary

Late spring temperatures have been above average; summer temperatures are predicted to be above average. Precipitation is well below normal. Surface waters and groundwater levels are declining and much below normal. The southern half of New Hampshire is in moderate drought (D1). Water usage is up 44% primarily due to outdoor water use.

Recommendation

In accordance with Exeter Town Ordinance 1610, Water Use Restrictions, the Public Works Department recommends the Select Board issue a Level 2 water restriction to conserve and maintain adequate reserves of the public water supply. Level 2 restriction limits landscape watering by odd numbered addresses on odd numbered days, even numbered addresses on even numbered days, and only allows landscape watering between 7 pm and 8 am. Water users are encouraged to practice effective water conservation. For helpful tips on water use and conservation go to <https://www.epa.gov/watersense>.



Drought Guidance for Homeowners on Residential Wells

Approximately 40% of New Hampshire's residents rely on their own wells for water supply. During previous droughts, residential wells have experienced impacts, including water quality issues, unreliable supplies and total well failure. Below, you'll find information and resources relating to minimizing well impacts during drought, identifying symptoms of a well supply shortage, remedying well supply issues and seeking alternative sources of supply.

Current drought conditions, drought guidance and drought resource information is available on the [NHDES Drought Management Program webpage](#).

Identifying and Addressing Drought Impacts

Typically, certain types of wells are more prone to water supply problems when drought conditions are present. These wells include dug wells, shallow bedrock wells, wells located near topographic high points and wells constructed in areas where bedrock is close to the ground surface. Most homeowners do not have a means of determining a well's water level, although symptoms of a shortage in water supply can be obvious. Symptoms may include:

- No water.
- Sudden drops in water pressure or pressure surges.
- Air bubbles coming out of non-aerated faucets.
- Cloudy or heavily silted water.

The cause of these symptoms may be a shortage of water or other problems associated with the well casing, valves, waterlines, pumps or pressure tanks. It is important to work with a licensed pump installer and/or well driller to diagnose the problem and determine the appropriate corrective action to take. Also, it is advisable to take action early, because the demand for well drillers and pump installers during drought increases, as do wait times.

To address a water supply shortage or a total well failure, see the NHDES fact sheet, [DW-DWGB-1-16 Water Supply Options for Homeowners on Residential Wells During Drought](#). The fact sheet provides guidance on the following:

- Where to find information about the type and depth of your well.
- Contact information for a certified water well contractor or pump installer.
- Well improvement options.
- Financing a well improvement project.
- Alternative water supplies.
- Safety and sanitation.

NHDES Web Site: www.des.nh.gov

P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095

Telephone: (603) 271-2513 Fax: (603) 271-5171 TDD Access: Relay NH 1-800-735-2964

Avoiding a Well Water Supply Shortage

Abide by water restrictions. Pursuant to [RSA 41:11-d](#), municipalities, including village districts, have the authority to restrict lawn watering during a drought. The restriction can apply to homeowners and businesses relying on their own wells, as well as customers purchasing water from a public water system. The purpose of these types of restrictions is to ensure the community's essential and critical needs are met, as well as to prevent residents relying on their own wells from experiencing water shortages at the expense of another's non-essential use.

Not all municipalities choose to restrict lawn watering during drought. This does not mean that supplies are sufficient enough to meet your needs. Track drought conditions and recommendations on the [NHDES Drought Management Program webpage](#) and take action early to prevent supply shortages.

Below are recommendations to help reduce stress on your water supply:

- Spread out the timing of water use so that multiple water uses do not co-occur and so the well has time to replenish between uses.
- Cut-out non-essential uses such as outdoor water use for lawn watering, car washing and pressure washing. This can reduce water use by 25% to 50%.
- Conserve water by cutting back on shower times, only doing full loads of laundry when necessary, and turning off the faucet while brushing teeth, doing dishes and washing hands.
- Replace old water fixtures and appliances that are wasting water. Top-loading washing machines built before 2003 and toilets older than 1994 are known to be the largest water-wasting culprits in the home. Showerheads older than 1994 can also waste a great deal of water, as can older bathroom sink aerators. Selecting ENERGY STAR® certified machines and replacing old water fixtures with EPA WaterSense certified fixtures is an easy way to ensure you are choosing products that will save water and perform. For guidance on selecting ENERGY STAR® and WaterSense certified products and more water efficiency tips, see the [NHDES water efficiency fact sheets](#).
- Fix leaks, including running toilets. Running toilets can waste hundreds of gallons a day. Old and worn toilet flappers are often the culprit and are very easy to replace. Also, some toilet leaks can't be heard. Check for a leak by dropping food coloring (12 drops) or a leak detector dye tablet in the toilet tank. Do not flush for 15 or 20 minutes. If the dye shows up in the bowl, you know that your toilet is running.



FOR MORE INFORMATION

For additional information, please contact the NHDES Drinking Water and Groundwater Bureau at (603) 271-2513 or dwgbinfo@des.nh.gov or visit www.des.nh.gov.

Revised: April 2020

GREENWorks

Ideas for a Cleaner Environment

A publication of the New Hampshire Department of Environmental Services, Concord, NH (603) 271-3710

August 2010

Water Conservation During Drought and Beyond

One-third of New Hampshire is classified as “abnormally dry” by the National Drought Mitigation Center at the time of this writing, with drought declarations possible before the end of summer. Water use increases sharply during these types of conditions largely the result of discretionary water use such as lawn irrigation. In fact, it is not unusual for demand to our water systems to more than double during the summer.

At least 65 New Hampshire water systems are known to have implemented some type of outdoor water use restriction. Thus far, the restrictions have not been the result of water shortages in the environment. Rather, they have been needed to address sharp increases in discretionary consumption that water systems are not engineered to accommodate. However, additional restrictions and implementation of water conservation measures become imperative as drought declarations and supply shortages begin to occur.

Water conservation, although effective at addressing short term challenges, is not simply a drought mitigation tool. Incorporating conservation measures into long-term planning may assist with maintaining adequate supplies in the face of population growth, aging infrastructure, and climate change. The following are behavioral changes to consider, which can be instituted immediately to assist with drought, as well as engineering changes that can be implemented over extended periods to ensure efficient use of the resource.

Water Use	Short Term	Long Term
Landscape Irrigation	Come to terms with landscape irrigation. Is it a priority to spray potable water on the ground to maintain a green lawn? A brown lawn is not a dying lawn, but grass that has gone dormant to survive the dry conditions. If a green lawn is a must, irrigate as efficiently as possible by basing watering needs on soil moisture at the root zone as opposed to automatic timers.	A properly designed landscape in New Hampshire will require little to no irrigation to supplement precipitation. Reduce the size of lawns, ensure adequate topsoil, choose drought tolerant grass mixes and locally appropriate plantings to have an attractive, self-sustaining landscape. If irrigation is planned, hire an irrigation professional certified by WaterSense to design, install, and audit the irrigation system.
Fixture Water Use	Install inexpensive thread on faucet aerators to reduce faucet flows. Utilize displacement devices in toilet tanks. Limit time in the shower to	Replace older fixtures with new models that carry the WaterSense label. WaterSense fixtures use 20% less water with no sacrifice in performance. For

	less than five minutes. Turn off the faucet when it's not being used, such as while brushing teeth and shaving.	example, switching to a WaterSense toilet will save the average home 11,000 gallons a year and \$64 in utility bills.
Appliance Water Use	Run clothes washing machines and dish washers only when they are full.	New horizontal axis washing machines use 20 gallons per load compared to an average of 43 for conventional washing machines. New dishwashers use less than 7 gallons per load compared to 14 for their older counterparts.
Get Creative	Fill a bowl to wash vegetables as opposed to washing them under the tap, and use the wash water for other purposes like watering indoor plants.	Install rain barrels to capture roof runoff from downspouts and use the water for vegetable gardens. Two rain barrels installed in tandem can hold 100 gallons of water. A small rain event of a quarter of an inch is about 75 gallons on the average roof top – enough water to sustain your backyard vegetable garden through a dry-spell

Although dry-spells and drought provide a good opportunity to reflect on our water use and identify opportunities for efficiency, it's important to incorporate water conservation into our every-day lives. Whether on a private well or public supply; implementing the measures above will save you water and money, help the environment, and assist with maintaining adequate supplies for future growth and economic development.

DES has a series of guidance documents that assist homeowners with reducing water use both inside and outside of the home. Please visit: <http://des.nh.gov/organization/commissioner/pip/factsheets/dwgb/index.htm#efficiency> for a complete list of water efficiency fact sheets. Please visit WaterSense at www.epa.gov/watersense/ to learn more about water efficient fixtures or local irrigation professionals certified through the program.

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 41

CHOICE AND DUTIES OF TOWN OFFICERS

Selectmen

Section 41:11-d

41:11-d Restricting the Watering of Lawns. –

- I. The local governing body may establish regulations restricting the use of water from private wells or public water systems for outdoor lawn watering when administrative agencies of the state or federal government have designated the region as being under a declared state or condition of drought. The grass playing turf of a recreational field, the grass playing surfaces of a golf course, and grass agricultural fields, including fields used for the production of sod, may be excluded from any restrictions pursuant to this paragraph. Nothing in this paragraph shall limit any public water system's authority to require a reduction in demand or implementation of conservation measures in accordance with rules of the department of environmental services.
- II. The local governing body shall give notice prior to the implementation of the regulations in paragraph I. Notice shall be given at least 3 calendar days before the regulations are implemented. The notice required under this section shall not include the day notice is posted. Notice of the regulations shall be published in a paper of general circulation in the municipality and shall be posted in at least 2 public places.
- III. The full text of the proposed regulations need not be included in the notice if an adequate statement describing the proposal and designating the place where the proposal is on file for public inspection is stated in the notice.

Source. 2007, 218:1, eff. Aug. 24, 2007. 2019, 213:1, eff. Sept. 10, 2019.

EXETER TOWN ORDINANCES

1610 Water Use Restrictions

- 1610.1 The purpose of this ordinance is to ensure the use of water is regulated in a manner the Town of Exeter Board of Selectmen (Board) deems to be in the best interests of the Town of Exeter. The Board may use reasonable means to protect, preserve and maintain the public health, safety and welfare when a water supply shortage exists.
- 1610.2 The Town of Exeter adopts this - ordinance under its authority to regulate public water systems under RSA 38:26 and to restrict the use of private wells to water lawns under RSA 41:11-d.
- 1610.3 The requirements of this section shall apply to all water users with connections receiving water from the Exeter Water Department and, under state or federally declared drought conditions, all residential well users within the Town.
- 1610.4 By definition, a water supply shortage is a situation when insufficient water is available to meet the present or anticipated needs of the water system. A water supply shortage usually occurs due to drought or a major infrastructure failure.
- 1610.5 Upon declaration of a State of Water Supply Shortage or other water emergency the Board shall be authorized to determine and implement restrictions necessary to conserve and maintain adequate reserves of the public water supply. Provided there is a declaration as noted above, the following levels of progressive restriction will apply immediately after the public notification period specified in 1610.6.
- a. If the Board issues a Level 1 restriction, then
 - i. The public is requested to refrain voluntarily from landscape watering and to limit the amount of water used outdoors for other purposes.
 - ii. Landscape watering shall not occur between the hours of 8 am and 7 pm.
 - b. If the Board issues a Level 2 restriction, then
 - i. Landscape watering by odd numbered addresses is allowed on odd numbered days.
 - ii. Landscape watering by even numbered addresses is allowed on even numbered days.
 - iii. Landscape watering shall not occur between the hours of 8 am and 7 pm.

- c. If the Board issues a Level 3 restriction, then
 - i. Landscape watering by odd numbered addresses is allowed on Mondays and Thursdays.
 - ii. Landscape watering by even numbered addresses is allowed on Tuesdays and Fridays.
 - iii. Landscape watering shall not occur between the hours of 8 am and 7 pm.

If the Board issues a Level 4 restriction, then

- i. Landscape watering is prohibited.
- ii. The filling of swimming pools greater than 100 gallons capacity is prohibited.
- iii. Washing of streets, driveways, sidewalks or other impervious areas is prohibited.
- iv. Washing of vehicles or boats at a non-commercial facility shall be prohibited.

1610.6 Notification of intent to implement water use restrictions by the Board due to a water supply shortage shall be posted three days prior to effective date in two public locations and published in a newspaper of general circulation within the town of Exeter or by such other means reasonably determined to notify all affected water users.

1610.7 The Board upon a determination that the water supply shortage no longer exists may terminate a State of Water Supply Shortage. Public notification of the termination of a State of Water Supply Shortage shall be given in accordance with 1610.6.

1610.8 Exceptions to restrictions include the following

- a. Hand irrigation of crops used for food by residents at a residential property shall not be restricted.
- b. Water to sustain animal life shall not be restricted.
- c. Commercial car washes, cash crops, farms, flower shops or garden centers shall not be restricted.
- d. Despite the authority granted by 1610.2, orders imposing water use restrictions shall not apply to uses that obtain water from sources other than the public water supply, unless it can be clearly demonstrated that the use of such water directly affects the public water supply. Note: Municipalities have the authority to implement lawn watering restrictions in accordance with RSA 41:11-d applicable to all water users (including those using private wells) under state declared drought conditions.

1610.9 Any person failing to comply with the restrictions imposed pursuant to this ordinance shall be subject to a fine and/or be subject to imposition of civil penalties pursuant to RSA 38:26, II not to exceed \$10,000 per day of such

violation. Recovered penalties shall be used as the Town of Exeter may direct. In addition to the foregoing penalties, the Town of Exeter is authorized to discontinue the furnishing of water where orders and restrictions have been violated. Such discontinuance shall be made pursuant to RSA 38:31 and may be continued so long as there is evidence that the violations will continue.

First violation: Written warning delivered to site of violation
Second violation: \$100 fine
Third violation: \$500 fine and discontinuance of water service.

All current fees will be applicable in addition to fines including but not limited to fees for water shut-off and turn-on.

Westside Drive, Squamscott River Siphons Project Design/Engineering Contract Recommendations



EXETER PUBLIC WORKS DEPARTMENT

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

www.exeternh.gov

DATE: June 26, 2020
TO: Russell J. Dean, Town Manager
FROM: Jennifer Mates, P.E., Assistant Town Engineer
RE: Professional Engineering Services
Westside Drive Neighborhood Utility Planning and Preliminary Design
Consultant Award Recommendation

In March 2020, the town voted to approve \$100,000 for the planning and preliminary conceptual design of utility improvements to include water, sewer, and drainage in the Westside Drive neighborhood. The vote included approval of the NH Department of Environmental Services (NHDES) Clean Water State Revolving Loan Fund (CWSRF), which is providing a \$75,000 loan with 100% principal forgiveness to the Town for this project. The remainder of this phase of the project will be paid using sewer revenue funds.

The Westside Drive neighborhood was identified as a private I/I pilot area in the Town's Phase III I/I study and CSO LTCP. To help gain support of the stakeholders and develop effective concepts, the project approach includes a simplified Context Sensitive Solutions (CSS) process developed originally by AASHTO and NHDOT. As opposed to traditional approaches, the CSS focuses on defining the problem and framework prior to developing alternatives. This requires mechanisms that first collect information on issues and listening to the public/stakeholders to understand the current challenges prior to presenting concepts. This project will develop an Asset Management Program (AMP) document which will serve as a guideline for the Town to plan, fund, and implement necessary capital upgrades to the existing sewer system to reduce I/I town-wide. Additionally, preliminary design alternatives to reduce I/I in the Westside Drive neighborhood will be prepared to incorporate into a future CIP project.

In September 2019, the Department of Public Works (DPW) issued a request for proposals (RFP) for professional engineering services for utility design for the Salem St Area project which included a request for qualifications for engineering services to pre-qualify consultants for future projects. The qualifications-based selection (QBS) process was used and described in the attached memo regarding the selection of the Salem St project consultant.

Underwood Engineers, Inc. (UEI) was selected for this project based on their qualifications, existing knowledge of the Town's sewer system, initial research done during the LTCP, and the successful history of other I/I-related projects in town. The scope and fee were negotiated to ensure all of the CWSRF and preliminary design elements were included. The major elements of the scope of services to be provided by UEI include geotechnical investigation, evaluation of potential design alternatives, conceptual design of utility improvements, and preparing an opinion of probable construction costs. The contract was sent to Primex and Mitchell Municipal Group for review and their comments will be incorporated.

The Department recommends approving the design contract for the Westside Drive Area Utility Planning and Preliminary Design project to Underwood Engineers, Inc. for \$97,600.00



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FROM: Jennifer Mates, P.E., Assistant Town Engineer
RE: Professional Engineering Services
Squamscott River Sewer Siphons and Webster Avenue Pump Station Rehabilitation Design Project
Consultant Award Recommendation

In March 2020, the town voted to approve \$1,600,000 for the Squamscott River Sewer Siphons and Webster Avenue Pump Station Rehabilitation Design Project. The vote included approval of the NH Department of Environmental Services (NHDES) Clean Water State Revolving Loan Fund (CWSRF), which is providing a loan with 10% principal forgiveness to the Town for this project.

Currently, there are two 8-inch inverted sewage siphon pipes under the Squamscott River that transport sewage from areas of the Portsmouth Avenue and all the Jady Hill Avenue areas to the Main (Sewer) Pumping Station located between Water Street and Swasey Parkway. Engineering analysis has indicated the siphons are at capacity at normal dry weather flows and undersized for any further additional new connections or during extreme wet weather events. Historically, sanitary sewer overflows (SSOs) have occurred immediately upstream of the two siphons at Duck Point at the bottom of Jady Hill Avenue. This project includes the design and construction of infrastructure improvements to increase the sewer capacity under the river. Additionally, improvements to the Webster Avenue sewage lift station will be designed as part of this project and built as part of a future CIP project.

In September 2019, the Department of Public Works (DPW) issued a request for proposals (RFP) for professional engineering services for utility design for the Salem St Area project which included a request for qualifications for engineering services to pre-qualify consultants for future projects. The qualifications-based selection (QBS) process was used and described in the attached memo regarding the selection of the Salem St project consultant.

Based on the QBS process, a request for proposals for this project was requested from the two pre-qualified consultants of Wright-Pierce Engineers and Weston & Sampson Engineers on April 20, 2020. Proposals were received with cost proposals in separate, sealed envelopes. Interviews were conducted with both consultants using an online meeting platform (Zoom) on May 8, 2020.

Wright-Pierce was selected for this project based on their qualifications, existing knowledge of the Town's sewer system, and the successful history of other I/I-related projects in town. The scope and fee were further negotiated to ensure all of the CWSRF and design elements were included. The major elements of the scope of services to be provided by Wright-Pierce include survey, geotechnical investigation, evaluation of potential design alternatives, the final design of siphon and pump station upgrades, preparing an opinion of probable construction costs, and bidding services for the siphon

Page 2
Mr. Russell Dean
June 26, 2020

construction. Construction of the siphon improvements is anticipated to occur in 2021. Construction of the Webster Ave pump station improvements is currently listed in the CIP for construction in 2021.

Primex and Mitchell Municipal Group reviewed the contract and their comments have been incorporated.

The Department recommends approving the design contract for the Squamscott River Sewer Siphons and Webster Avenue Pump Station Rehabilitation Design Project to Wright-Pierce Engineers, Inc. for \$414,600.00

First Reading: Animal Control Ordinance Amendment

AMEND CHAPTER 9 – EXETER TOWN ORDINANCES

Delete from Section 910 (section c.):

910 Prohibition in Parks and Commons

No person, firm or corporation shall allow to have in their physical control any dog while in the geographical confines of the following parks and commons:

- a. Founders' Park
- b. Library grounds
- ~~c. Gilman Park off Bell Avenue;~~
- d. Hampton Road Recreation Park;
- e. Park Street Common
- f. Swasey Parkway
- g. Brickyard Pond fields

Add a new section 910.1:

910.1 Dogs are prohibited from the fenced-in ballfield confines at the Gilman Park baseball field. Dogs are also prohibited from the Gilman Park Pavilion. This prohibition shall encompass the entire playing fields and Pavilion at each location and shall in effect on a year-round basis, 24 hours per day.

Niko Papakonstantis, Chair

Molly Cowan, Vice Chair

Julie Gilman, Clerk

Lovey Roundtree Oliff

Daryl Browne



EXETER POLICE DEPARTMENT



Memorandum

May 15, 2020

To: Town Manager, Russ Dean

From: Chief Stephan Poulin

Ref: Chapter 9 Animal Control (Gilman Park)

I have met with our Animal Control Officer, Julia Doane, in reference to Chapter 9 of our Town Ordinances (T.O.): Animal Control. I have also communicated with Exeter Parks and Rec Director, Greg Bisson. Specifically, we have been researching the 910 prohibition of dogs in parks and commons with regards to section 910-c.: Gilman Park. Furthermore, we have also reviewed the Conservation Easement Deed for the Park.

We believe that there is room for some modification of the Town Ordinances to dispel the false notion that Exeter is not “dog friendly”. We could support that Gilman Park be removed from T.O. 910. Dogs would therefore be allowed (still leashed under T.O. 902 and excrement removed under T.O. 908) to walk the Park and enter into the trails. Proper signage and waste baskets should be erected.

However, with this comes a further discussion into the meaning of the confines of the Park. Other Towns have Ordinances which prohibit dogs from playing fields, baseball fields, and playground areas. With the expansion of the Park to accommodate a Gazebo and playing areas for children etc. and to prevent future issues, we would suggest creating a T.O 910.1. The wording of this new T.O. prohibiting dogs from ballfields, playgrounds, or picnic areas can be worked out with further discussions as needed.

In addition, we would like to also note that we are aware that there are owners who are looking for a place in Exeter to let their dogs run off leash. For this, ACO Doane has been advising dog owners that if they are looking for a space to do that sort of activity, as long as their dog is "under control" according to NH state law, than they can take their dog to the WMA at Conner Farm- (but they must follow posted rules, which right now requires leashes as it is nesting season). This seems to have been getting received well.

900 Purpose

This ordinance is designed to regulate the licensing and conduct of dogs.

901 Definitions of Terms

As used in this ordinance, unless the context shall otherwise indicate, the following terms shall be defined as herein set forth:

- a. **Dog:** Any member of the family canidae.
- b. **Owner:** Any person, group, association or organization maintaining, keeping, caring for, harboring or owning a dog.
- c. **At Large:** Off the premises or property of the owner while not on a leash, not under the physical control of a responsible person, and not confined within a vehicle.
- d. **Enclosure:** Shall be intended to mean any structure, fenced or otherwise, which is secure on all sides, top and bottom, so as to prevent the exiting of the dog or entrance of young children. Said enclosure shall be of a proper size as regulated State Statute.
- e. **Vicious Dog:** Shall be intended to mean any dog which growls, snaps at, bites or chases any person or persons while on foot or on any propelled vehicle. It shall also include any dog which has attacked any animal, as domestic or wild.
- f. **Growl:** Is an indication of a dog's imminent attack, usually accompanied by the bearing of teeth and the fur on its back standing up. (Guttural threatening sounds made by an angry animal; low guttural menacing sound as a dog; a deep, angry, throaty noise as of a dog.)
- g. **Chasing cats or any other animal is not a part of the ordinance.** Dogs would only be considered vicious if they attacked the animal causing injury or death. The ordinance is to supplement RSA 466:36 which authorizes the killing of dogs found in active pursuit. In most cases, the dog leaves the scene without being killed and, therefore, needs to be designated a future danger to the public and other animals.

902 At Large Prohibited

It shall be unlawful for the owner or keeper of a dog to permit a dog so-owned or kept, to run at large without being controlled by a leash, except for the following:

- a. when dog is upon the owner's property;

- b. when dog is accompanied by owner or custodian and being used for hunting, herding, supervised competition and exhibition, or;
- c. when in actual training for hunting, herding or competition and exhibition.

903 Impounding of Dogs

Any dog found at large without the premises or property of the owner and within the Town of Exeter may be restrained and impounded by the Police department. A dog so impounded may be confined in a suitable animal shelter for not more than seven (7) days may be humanely disposed of by the Exeter Police Department.

904 Claiming Impounded Dogs

An owner or individual claiming a dog impounded by the Exeter Police Department shall pay to the Town of Exeter a fee of twenty (\$20) dollars for the dog. In the event an animal shelter is used other than a town-owned facility, the owner or individual claiming the dog shall pay shelter fees established by the outside shelter and approved by the Board of Selectmen.

905 License and Registration

The owner of a dog kept, harbored or maintained in the Town of Exeter, shall license and register the dog as specified in Chapter 466 of the Revised Statutes Annotated of the State of New Hampshire.

906 Killing Dogs

Any member of the Exeter Police Department may kill any dog found in the act of maiming or in close pursuit of deer, caribou, moose, cattle, swine, poultry or other domestic animal. Any dog that is located without proper identification and that is suffering serious injury (ies), distemper or other apparent serious illness may be disposed of forthwith at the discretion of the Exeter Police Department.

907 Dogs a Menace, Nuisance or Vicious

Any dog that is considered to be a menace or a nuisance, or vicious to persons or to property under any or all, but not limited to, the following conditions:

- 907.1 If it runs at large without being controlled by a leash. (See Section 902)
- 907.2 If it barks for sustained periods of more than one-half hour, or during the night hours so as to disturb the peace and quiet of a neighborhood or area.
- 907.3 If it digs, scratches or excretes on any property other than its owner's;
- 907.4 While in heat is unconfined (confinement shall mean within an enclosed building - not accessible to any other dog (s));
- 907.5 If it growls, snaps at, runs after or chases any person or persons;

- 907.6 If it runs after or chases bicycles, motor vehicles, motorcycles or other vehicles being driven, pulled or pushed on the streets, highways or public ways;
- 907.7 If whether alone or in a pack with other dogs, it bites, attacks or preys on game animals, fowl or human beings;
- 907.8 If the skin of a person has been punctured by a dog and the incident was reported, including the identity of the dog and its owner, to the animal control officer, such officer shall, within 24 hours, notify the injured person or, in the case of a minor, the minor's parent or guardian, whether, according to town records, the dog has been appropriately immunized against rabies.
- 907.9 Any person who fails, by appropriate action including but not limited to restraining an animal from running at large, or otherwise effectively abating a nuisance found such under the provisions of this section, or who fails to comply with any other provisions of this section after being so ordered, shall have the person's dog taken into custody by the Exeter Police Department and such disposition made of the dog as the court may order.
- 908 **Removal of Animal Excrement Required**
Any person who owns or is responsible for an animal shall, if the animal defecates upon public property or private property, promptly clean up and dispose of the excrement. The excrement shall be disposed of in a lawful and sanitary manner.
- 910 **Prohibition in Parks and Commons**
No person, firm or corporation shall allow to have in their physical control any dog while in the geographical confines of the following parks and commons:
- a. Founders' Park
 - b. Library grounds
 - c. Gilman Park - off Bell Avenue;
 - d. Hampton Road Recreation Park;
 - e. Park Street Common
 - f. Swasey Parkway
 - g. Brickyard Pond fields
- 911 **Enforcement Procedure**
The enforcement of this Chapter shall be the responsibility of the Exeter Police Department. The Exeter Police Department may issue complaints alleging violations of this Chapter.
- 912 **Vicious Dogs**
No persons owning a vicious dog shall keep such dog on private property unless said dog is in a secure enclosure of the residence of the owner. Vicious dogs shall not be allowed on public property except when on a leash of three feet or less in length and a tensile strength of at least 300 pounds. If said dog has

caused serious bodily injury, it shall also be muzzled while on public property. Vicious dogs so restrained shall be under the control of an adult able to restrain the dog while off the owner's premises.

913 Enclosures

Any person keeping a vicious dog in an enclosure outside of their residence shall post said enclosure with a sign or signs stating: "Beware of Dog" on any side where access to the dog is possible. Said sign(s) shall have letters of no less than two (2) inches in height.

914 Bodily Injury

Any vicious dog which has caused serious bodily injury, or which has not been restrained as set forth in this Chapter, shall be impounded by the Town and held until a disposition is ruled by the Court.

915 Insurance

Any owner having been convicted of keeping a vicious dog(s) which has caused serious bodily injury, shall show proof of \$100,000 liability insurance for bodily injury or death to the Animal Control Officer, as in the licensing of guard dogs under NH Revised Statutes Annotated 466:46

916 Violations/Fines

Any person who violates any provision of paragraph 907 shall be guilty of a violation; provided that if such person chooses to pay the civil forfeiture specified below, the person shall be deemed to have waived the right to have the case heard in district or municipal court and shall not be prosecuted or found guilty of a violation of paragraph 907. Any person who does not pay the civil forfeiture specified below shall have the case disposed of in district or municipal court.

Any person who violates any of the provisions of paragraph 907 shall be liable for a civil forfeiture, which shall be paid to the Town Clerk within 96 hours of the date and time notice is given by any law enforcement officer to the owner or keeper of a dog in violation of paragraph 907. If the forfeiture is paid, said payment shall be in full satisfaction of the assessed penalty. The forfeiture shall be in the amount as specified for the following violations:

- a. \$25 for the first nuisance offense under sub-paragraph 907.1, 907.2, 907.3 or 907.4; \$50 for the second nuisance offense committed within 12 months of the first nuisance offense under sub-paragraph 907.1, 907.2, 907.3 or 907.4.
- b. \$50 for the first menace offense under sub-paragraph 907.5 or 907.6; \$100 for the second or subsequent menace offense committed within 12 months of the first menace offense under sub-paragraph 907.5 or 907.6.
- c. \$100 for the first vicious offense under sub-paragraph 907.7; \$200 for the second or subsequent vicious offense committed within 12 months of the first vicious

offense under sub-paragraph 907.7.

Any person who pays a civil forfeiture specified above 2 times in any 12-month period according to the records of the Town Clerk, may not pay a civil forfeiture for subsequent violations of paragraph 90 in that 12-month period, but shall have those case disposed of in district or municipal court. In the case of a vicious dog, as described by paragraph 907, where its behavior presents a threat to public safety, immediate District Court or Municipal Court proceedings may be initiated in lieu of the civil forfeiture.

917 Penalties

A person, firm or corporation violating any provisions of Chapter 9 of this code (excluding 907) shall be punished by a fine of not more than one hundred (\$100) dollars for each offense.

Sustainability Coordinator Job Description

**TOWN OF EXETER
MEMORANDUM**

TO: Select Board
FROM: Town Manager 
RE: Sustainability Coordinator Job Description
DATE: June 26th, 2020

The Sustainability Advisory Committee voted at their meeting on June 2, 2020 to support a job description for a Sustainability Coordinator. This position has not yet been funded through the town budget.

The typical process for new positions is they are normally submitted for consideration as part of the overall town budget process. These submittals are vetted by the various committees – the Budget Recommendations Committee, Select Board, as well as the Town Manager. The past practice has been if the funding for the position is approved as part of the town budget, the position description is presented to the Select Board, with a recommendation to add it to the Town's list of positions in the classification plan.

As you are aware Town Planner Dave Sharples was appointed as the town's sustainability officer on January 6, 2020 and has been fulfilling the role since that time. Dave is managing the sustainability grant which includes the greenhouse gas inventory project, as well as coordinating the coastal resiliency sustainability grant with Julie LaBranche of the Rockingham Planning Commission.

TOWN OF EXETER

JOB TITLE: Sustainability Coordinator

DEPARTMENT: Planning & Building

EMPLOYMENT STATUS: Part-time (24 hours/week), Non-Union

EXEMPT STATUS: Non-exempt

LABOR GRADE: 9

JOB SUMMARY: This position will coordinate closely with all town departments, boards, commissions, and committees regarding initiatives, activities and recognized inventory in areas of sustainability.

SUPERVISION RECEIVED: This position receives general supervision and policy direction from the Town Planner.

SUPERVISION EXERCISED: Supervision of interns and coordination of volunteers.

ESSENTIAL DUTIES (The listed duties may not include all duties of the position)

1. The position will benchmark sustainable initiatives and promotes (will promote) projects to the Sustainable Mission of the town.
2. Coordinate, initiate and identify sustainability efforts in all town departments and objectives for review and approval.
3. Support and input to the Sustainability Advisory Committee and the Energy Committee including the drafting of town sustainability goals.
4. Draft town sustainability goals.
5. Partner with department heads, town boards/committees, businesses, municipal/civic organizations, the Chamber of Commerce, technical support organizations, regional partners, the public, etc. to determine and incorporate best sustainability practices and policies.
6. Build connections with outside expertise, peers in other cities, and regional and state alliances, programs, and leaders.
7. Investigate and apply for grants and resources through federal/state government, as well as regional, university, and non-profit programs.
8. Develop a multi-faceted communications and coordination strategy to promote and build awareness of town efforts.

9. Provide education and support for Exeter citizens. Create or obtain educational programs and materials to address issues of climate adaptation and resiliency, energy conservation, water quality/conservation, recycling and waste reduction, transportation choices, and building design.
10. Research and propose initiatives, and foster creation of town programs, that promote sustainability and resiliency, and reduce environmental impacts and climate vulnerabilities.
11. Establish performance metrics, scoreboards and progress reporting procedures; measure and report results to the town planner, town manager and select board.
12. Promote a culture of sustainability. Maintain and establish sustainability page on town website for the community and individuals, including efficiency actions and links to studies/forums/etc.
13. Provide public outreach to engage stakeholders and constituencies in areas of sustainability; in events such as film festivals, forums and other outreach activities to increase awareness of sustainability initiatives.
14. Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of local population, businesses, constituencies, and diversity
- Knowledge of sustainability concepts and theories
- Knowledge of grant writing and processes
- Knowledge of relevant state and local laws, policies, and procedures
- Skill in collaboration, negotiation, and public and interpersonal relations
- Skill in managing multiple and concurrent projects and programs
- Skill in using office equipment
- Ability to communicate effectively, both verbally and in writing
- Ability to maintain current and accurate files and records
- Ability to establish and maintain effective working relationships with employees, town officials, volunteers and the general (and inter-generational) public

SUPERVISORY CONTROLS: The supervisor makes assignments by defining objectives, priorities and deadlines; assist the employee with unusual situations that do not have clear precedents. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail

GUIDELINES: Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgement in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for applications to specific cases or problems. The employee analyzes results and recommends changes.

COMPLEXITY: The work involves various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives or uniquely developed. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems or questions. The work products or services affect a wide range of agency activities, major activities of industrial concerns or the operation of other agencies.

PERSONAL CONTACTS: The personal contacts are with employees in the same agency, and many external organization. People contacted generally are engaged in different functions, missions, and kinds of work. The contacts are town officials across all departments, as well as members of the general public, as individuals or groups, in a moderately structured setting.

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve problems or create efficiencies by influencing or motivating individuals or groups who are working towards mutual goals.

PHYSICAL DEMANDS: The work may require some physical exertion such as long periods of sitting; standing; walking over rough or uneven terrain; occasional bending, crouching, stretching, or reaching. The work may require agility and dexterity.

WORK ENVIRONMENT: The work may occasionally involve moderate risks or discomforts that require special safety precautions, such as protective clothing or gear such as masks, coats, boots, goggles, and gloves. Attending boards and town meetings will involve some evening and weekend work.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Position at this level have no formal assigned supervisory responsibility or authority. The position will usually receive guidance in the form of approval/denial on matters of policy, service levels, and goals or objectives from higher authorities. The employee may have responsibility for supervising interns.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in environmental sciences or other related field (sustainability, ecology, meteorology, oceanography, geology, hydrology, physics, etc.) and two to five years of progressively responsible experience; or equivalent combination of education and experience

2. Experience sufficient to understand the diverse objectives and functions of the position, usually interpreted to require two to five years of progressively responsible administrative and supervisory experience, preferably related to science or municipal policy
3. Possession of, or ability to readily obtain, a valid driver's license, and the ability to travel up to 10% of the time to state and regional conferences or other forums related to sustainability.
4. Ability to present effective and persuasive speeches and lead effective discussions on controversial or complex topics for top management, public groups, and/or elected officials. Ability to respond effectively to sensitive inquiries or complaints.

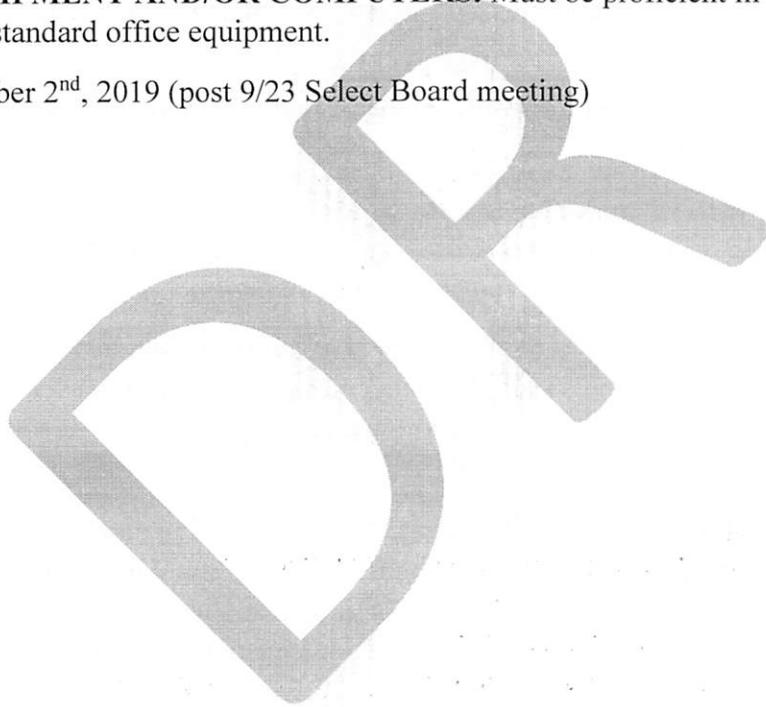
CERTIFICATES, LICENSES, REGISTRATIONS: None required.

INTERNAL COMMUNICATIONS: Frequent contacts departments as needed. Connect with Sustainability Advisory Committee for public outreach and sustainability events.

EXTERNAL COMMUNICATIONS: Contacts with other governmental agencies, professional organizations, sustainability leaders at other organizations, community/civic organizations, businesses, and the media.

USE OF EQUIPMENT AND/OR COMPUTERS: Must be proficient in the use of a personal computer and standard office equipment.

Updated: October 2nd, 2019 (post 9/23 Select Board meeting)



June 25, 2020

Dear Select Board:

In late 2018, a few of us Exeter residents—strangers who all served on different volunteer boards or committees in Exeter—met on a tour of Great Bay, and learned about the poor health of this estuary, a system that includes Exeter. We started meeting, and learned that we had common concerns about sustainability, and the lack of awareness among Exeter boards and committees of the reports generated from many environmental studies Exeter had commissioned. We knew action was needed in Exeter, looked at how these problems were being addressed elsewhere, and put forth a warrant article to spend up to \$45,000 to create a Sustainability Office in Exeter in 2019. We hosted a successful film festival, and celebrated when our warrant article passed handily, with 62% voting in favor.

Passing the Sustainability Office warrant article in March 2019 was a great victory, and its initiatives are still in the process of being implemented. To speed things along, our group of volunteers accepted tasking from the Select Board to investigate options for creating a sustainability office, and the types of work that that office should address. Our team donated hundreds of hours of work, contacting numerous towns and cities in Maine, Vermont, New Hampshire, and parts of Massachusetts with a sustainability position, Office or Committee, and collecting best practices and lessons learned. This effort resulted in our comprehensive report to the Select Board, which is attached to this letter (for the benefit of new Select Board members).

As an interim step, the Select Board created a Sustainability Advisory Committee, and charged it with developing the job description and a plan for a sustainability coordinator. The job description was completed during the summer of 2019, and was vetted through the Town Planner, Town Manager and Select Board. All required modifications were made, and the position was submitted to the BRC, but was not approved. As an alternative, the Select Board decided to appoint Mr. Dave Sharples as the interim Sustainability Coordinator. The job description was discussed again in the Sustainability Committee, and it was again approved in the spring of 2020.

We respectfully request that the Select Board adopt that job description. Doing so now would prevent unnecessary rework and associated delay. Doing so now would also allow the position description to be “shovel ready” once the budget permits hiring of a permanent Sustainability Coordinator.

As volunteers, we have spent substantial time on this labor of love and necessity. We have been buoyed by overwhelming community support and would like to see our efforts pay off for the 62%.

Sincerely,
Gwen English
Terrie Harman
Jennifer Brackett Piskovitz
Robin Tyner
Sally Ward
(the original group drafting the Sustainability Warrant Article)

Attachments: presentation to Select Board, June 2019; Final Job Description approved by Sustainability Advisory Committee



Sustainability Office Advocates (SOA) of Exeter

SOA TEAM MEMBERS:

Terrie Harman

Robin Tyner

Sally Ward

Jenn Brackett Piskovitz

Gwen English

Chetana Parmar

Jordan Dickenson

Maddi Wallach

Kristen Osterwood

Derek Haddad

Tom McCarron

Liuxi Sun

Marcia Moreno

June Fabre

EXETER SUSTAINABILITY OFFICE:

THE WAY FORWARD

MAY 31, 2019

**“It always seems impossible,
until it is done.” Nelson Mandela**

WHY ARE WE HERE ? SUSTAINABILITY RECAP



- Warrant Article 31 - to create an Exeter Sustainability office in 2019 - passed overwhelmingly by Exeter voters
- Sustainability = “Everything that we need for our survival and well-being depends...on our natural environment. Sustainability creates and maintains the conditions under which humans and nature can exist...fulfilling the social, economic and other requirements of present and future generations.” -- US EPA
- Scientific research has established that climate change and environmental issues are at a critical tipping point. Rising sea levels, compromised water quality, and the health of the Great Bay estuary are negatively affecting Exeter now.

**The need is Urgent.
The benefits of a Sustainability Office are substantial and measurable.**

EXETER SUSTAINABILITY OFFICE – SB TASKS



■ **Tasking from 18 March 2019 Select Board meeting:**

- Draft proposed Sustainability Office mission and functions
- Identify “lessons learned” from other towns/cities, and cost savings
- Investigate potential alignment structures and determine best for Exeter
 - Part-time Sustainability Coordinator
 - Full-time Sustainability Coordinator
 - Sustainability Coordinator Pro-Tem
 - Reliance on volunteers and consultants
- Determine which other warrant articles (passed 12 Mar 2019) have Sustainability implications

EXETER SUSTAINABILITY OFFICE – PROPOSED SUSTAINABILITY OFFICE MISSION



MISSION of Exeter Sustainability Office:

To guide the development of policies and practices that simultaneously promote a healthy environment, strong community connections, and economic vitality;

to ensure that water and energy resources, uses, quality, and impacts are considered in decision-making processes that impact the town and its people;

and to achieve this in concert with the Master Plan, coordinating across all town departments, boards, committees and commissions to ensure long-term sustainability of natural resources

EXETER SUSTAINABILITY OFFICE PROPOSED PRIMARY FUNCTIONS



Sustainability
Office Advocates
(SOA) of Exeter

- 1. Serve as Cross-functional Team Leader of a Sustainability Team (Town Manager, Planner, DPW Director, Parks & Rec, etc.)**
- 2. Develop Initiatives & Structures to address Sustainability concerns and Climate impacts (*Master Plan pp. 9, 18-22*)**
- 3. Provide Education and Support for Exeter Citizens, and Promote a Culture of Sustainability**

Serve as Cross-functional Team Leader of a Sustainability Team (Town Manager, Planner, DPW Director, Parks & Rec, etc.)

- Partner with department heads, town boards/committees, vendors, municipal/civic organizations, the Chamber of Commerce, technical support organizations, regional partners, the public, etc. to creatively incorporate best practices and policies (*supporting Master Plan pp. 9*).
- Build connections with outside expertise, peers in other cities, and regional and state alliances, programs, and leaders
- Attend Rockingham County Planning Meetings and other organizations that promote sustainability



Develop Initiatives & Structures to address Sustainability concerns and Climate impacts (*Master Plan pp. 9, 18-22*)

- Draft sustainability vision, goals and strategy
- Research, propose initiatives, and foster creation of town programs that promote sustainability and resiliency, and reduce environmental impacts and climate vulnerabilities
- Investigate grants and resources through federal/state government, and regional, university, and non-profit programs. Maximize utilization of the resources cited in *Master Plan (pp. 18-20)*.
- Establish performance metrics, scoreboards and progress reporting procedures; measure and report results
- Track wetland waivers issued; analyze and report on their cumulative impact

Provide Education and Support for Exeter Citizens, and Promote a Culture of Sustainability

- Develop a multi-faceted communications and coordination strategy to promote and build awareness of town efforts
- Develop town website with sustainability resources for the community and individuals, including efficiency actions and links to studies/forums/etc
- Provide public outreach to engage stakeholders and constituencies; host a film festival (at least annually), organize forums to increase awareness of sustainability initiatives and to communicate progress on water, energy and waste management actions
- Create educational programs and materials to address issues of climate adaptation and resiliency, energy conservation, water quality/conservation, recycling and waste reduction, transportation choices, and building design.

SUMMARY OF OTHER TOWNS/CITIES LESSONS LEARNED



Sustainability
Office Advocates
(SOA) of Exeter

■ Towns/cities/schools we consulted and/or researched include:

Hanover, NH	Keene, NH	Lebanon, NH
Concord, NH	Portsmouth, NH	Hartford, VT
Plainfield, NH	Cornish, NH	Amesbury, MA
Concord, MA	Medford, MA	S. Portland, ME
Scarborough, ME	Millvale, PA	Pittsburg, PA
Fayetteville, AR	UNH	Dartmouth

■ Key Lessons Learned (remarkable consistency across towns/cities):

- **Volunteers are not enough!** (Most towns started this way.) They are necessary to work projects, but cannot serve as town reps in regional/state/national forums.
- **Consultants cannot replace a Sustainability Coordinator!** They may be useful for discreet projects, but can cost more, cannot perform key functions identified as priorities by town officials/boards, and cannot serve as reps in state/regional/national forums.
- **Sustainability coordinators need to report to the town manager** (or town council/mayor), Sustainability crosses all departments; those aligned w/in departments are less effective. Towns not set up this way are all striving for this arrangement.

EXETER SUSTAINABILITY OFFICE CONVERSATIONS AND CONSULTATIONS TO DATE



Sustainability
Office Advocates
(SOA) of Exeter

- Energy Committee
- Conservation Commission
- River Advisory Committee
- Town Planner
- Town Natural Resource Planner
- Town Economic Development Director
- Town Building Inspector
- Director, Dept of Public Works
- Director & Staff, Parks and Recreation
- Select Board Members
- Exeter Master Plan
- UNH sustainability faculty and offices
- Rockingham County Planning Commission
- Clean Energy NH
- New England Sustainability Coordinators and Town Managers/Departments
- Waterstone Engineering

EXETER SUSTAINABILITY OFFICE – RECOMMENDED OPTION

SUSTAINABILITY COORDINATOR UNDER TOWN MANAGER



Sustainability
Office Advocates
(SOA) of Exeter

ALIGNMENT	LESSONS LEARNED ELSEWHERE
<ul style="list-style-type: none"> • Work w/Town Manager and Depts (PW, Planning, etc) as cross-functional leader of town sustainability efforts • Sust Coor requires the professional background and expertise to perform as cross-functional team leader. • Support with a Sustainability Team, consisting of reps from other town committees 	<ul style="list-style-type: none"> • Best fosters innovative and holistic thinking • Other cities benefitted from having an autonomous POC – independent of depts • South Portland (reporting to city counsel) is better enabled to make progress than Scarborough (aligned under Planning)
PRO'S	CON'S
<ul style="list-style-type: none"> • Best functional alignment to voter mandate • Facilitates cross-dept/board innovation/coordination • Easier to prioritize goals/projects across Depts; Depts more likely to engage • A single POC for the public, state/regional offices; & local businesses => more consistent messaging • Perceived as "honest broker" by the public • Can effectively communicate Dept/town efforts, initiatives, actions and progress to the public; • More time to pursue grants/rebates/partnerships and provide maximum benefits/results to town 	<ul style="list-style-type: none"> • Vulnerable to changes in Select Board

17 WARRANT ARTICLES THAT PASSED MARCH 2019 HAVE SUSTAINABILITY LINKAGES



- Article 2 & 3: Zoning amendment #1 and #2 (fertilizer and shoreland district)
 - **Article 6: Exeter Public Library Renovations and Repairs (Any HVAC replacement should utilize renewables.)**
 - **Article 7: Parks/Recreation Park Design/Engineering**
 - Article 8: Salem Street Water/Sewer/Drainage Improvements (this area flows toward Squamscott River – is in watershed)
 - Article 11: 209 Water Budget (Budget for testing for PFAs, etc.)
 - Article 15: Appropriate to Capital Reserve fund – sidewalks (Green building, impact of additional paved surfaces, smart stormwater drainage, etc.)
 - Article 16: Replace Streetlights with LED Streetlights
 - Article 19: Establish Town Parks Improvement Capital Reserve Fund and Funding (sustainability in our parks should become part of this budget)
 - Article 23: Intersection Improvement Plan Funding (smarter stormwater planning, traffic flow, etc.)
 - Article 24: Pickpocket Dam Study (look at project through bigger picture sustainability/impacts on connected watersheds, etc.)
 - Article 26: Snow and Ice Fund Appropriation (look at salt impact, etc.)
 - Article 27: Establish Swasey Parkway Maintenance Fund and Funding (look at green grounds care practices, run-off to river, etc.)
 - Art 30: RBO ordinance – its passage also indicates widespread support for sustainability-related issues
 - Art 31: Establish Sustainability Office
- SAU16 School Ballot:**
- Article 1: 20 Year Bond for CMS Addition and Renovation (sustainability practice throughout project)
 - Article 3: CRF for Synthetic Turf Replacement for EHS (cost out green options. Avoid toxic turf)

EXETER SUSTAINABILITY OFFICE RECOMMENDATIONS



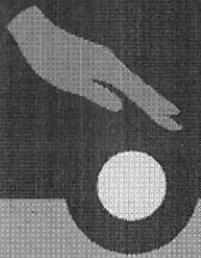
■ Recommended actions in 2019:

- Formalize a Sustainability Committee as a Town Committee
- Finalize job description for Sustainability Coordinator
- Incorporate sustainability considerations into Articles 6 & 7
- Library HVAC replacement needs to incorporate renewable energy (get estimates that consider Return on Investment/payback)
- Parks & Rec: incorporate sustainability considerations into new park design
- Pursue grants, rebates, and other funding resources; apply for a 2020 UNH intern
- Craft 2020 proposals for the budget committee to create a Sust Coord position in 2020.
- Draft Exeter vision & goals in coordination with Exeter town depts/committees
- Collect data on 2018/2019 town energy use, for baseline emissions calculations

■ Recommended actions for 2020:

- Formalize a Sustainability Office in 2020 with Coordinator reporting to the SB via the Town Manager
- Carry out functions previously described

Voters said
“yes!” to SO



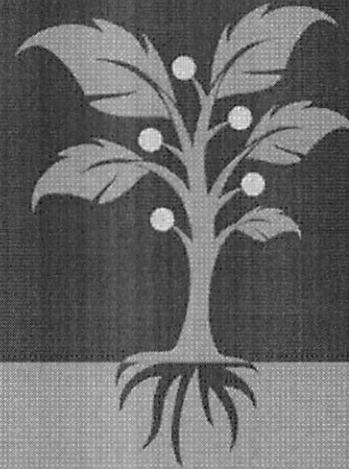
SO details get
developed



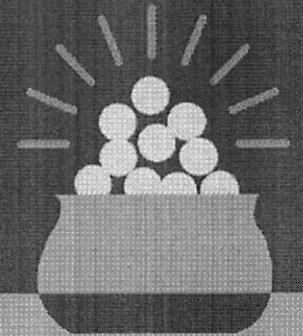
SO staff gets
to work



SO actions
yield results



Benefits
impact
community
& beyond



“The future is tomorrow. You cannot say you didn’t know. You are a leader – you have to act now.”

Gerald Maradan, Eco-Act



BACK-UPS

Appendices

**30+ additional slides with
detailed data and descriptions**

DETAILED SUMMARY OF OTHER TOWNS/CITIES ALIGNMENT AND LESSONS LEARNED



Sustainability
Office Advocates
(SOA) of Exeter

TOWN	OH	PT	FT	LESSONS LEARNED
Hanover, NH		X		After years of extensive volunteer efforts, they decided a town person with a daily presence was required in order to make meaningful progress
Portsmouth, NH		X		Limited effectiveness due to alignment under Planning. Desire for a stand-alone office. Eco-municipality town – they must consider all actions through the lens of sustainability
Concord, NH	X			Energy & Environment Committee Strategic Plan calls for a dedicated Sust. Coordinator
Plainfield/Cornish	X			Combined committees working only on 100% renewable energy. Reporting to Select Boards. Limited by volunteer status...slow progress. Have requested a budget line.
Keene, NH	X			Handling low-hanging fruit; dedicated Sust Coord needed to advance more ambitious goals.
Lebanon, NH	X			Formed Energy Advisory Comm 5 yrs ago; ineffective in advancing sust. issues. Sust functions then assigned to various depts. "Should've established a Sust Office 5 yrs ago."
Scarborough, ME			X	Making progress, but limited but alignment within Planning Dept
S Portland, ME			2	Volunteer committees alone are insufficient. A dedicated person is needed to work across depts and coordinate with regional/state/national assets.
Hartford, VT			X	Committees need support of a dedicated FT person to implement ideas & move them forward
Millvale, PA			X	Investments in sustainability efforts brought new life to a dying industrial town
Concord, MA			X	SO reports to TM; created by citizen petition along w/goal to reduce GHG emissions 80% by 2050 & provide 100% carbon-free electricity by 2030; town markets itself on its sustainability
Amesbury, MA			X	Created Dept of Energy and the Environment
Newburyport, MA		8	1	Manager of Energy, Recycling, Resilience and Sustainability
Fayetteville, AR			X	Reports to Mayor – works across all departments/divisions
Medford, MA			x	

DOCUMENTED AND REQUESTED DEMAND FOR SUSTAINABILITY ACTION



Sustainability
Office Advocates
(SOA) of Exeter

- **The Master Plan of Feb 2018** calls for stewardship of resources, thoughtful growth, strengthened connections, climate resiliency, and more effective information sharing, but no single town position is dedicated primarily to coordinating this work.

- **In 2019, Exeter citizens have asked SOA for action on:**
 - Plastics (plastics in waterways; eliminating single use plastics, etc.)
 - Recycling/Waste Management – impact of changes in China
 - Climate change: Bold action to address emissions and adaptation
 - PFOS/PFOA standards and water safety
 - Stormwater; excessive nitrogen in rivers/Great Bay Estuary system
 - Curbside Composting
 - Styrofoam policies/bans
 - RoundUp ban
 - Community health: more access to town facilities; activities (info sessions, film screenings, music & arts offerings, etc.) that facilitate community interaction
 - Higher efficiency standards in new construction (commercial and residential)
 - Resource assistance for citizens seeking assistance to make their homes (or businesses) more energy efficient.

**Need to address
the many
Sustainability
concerns voiced
by Exeter
residents**

EXETER SUSTAINABILITY OFFICE

PROPOSED DIRECTOR/COORDINATOR FUNCTIONS:



- **Serve as Cross-functional Team Leader of a Sustainability Team (Town Manager, Planner, PW Director, etc.)**
 - Partner with department heads, vendors, municipal/civic organizations, the Chamber of Commerce, technical support organizations, regional partners, the public, etc. to creatively incorporate best practices and policies (*supporting Master Plan pg 9*).
 - Build connections with outside expertise, peers in other cities, and regional and state alliances, programs, and leaders
 - Attend Rockingham County Planning Meetings; coordinate with a Sustainability Committee that includes members from the Energy, Facilities, Conservation, River Advisory, and Heritage Committees.

- **Develop Initiatives & Structures to address Sustainability concerns and Climate impacts (Master Plan pgs 9, 18-22)**
 - Draft sustainability vision, goals and strategy, including energy and emissions reduction targets
 - Research, propose initiatives, and foster creation of town programs that promote sustainability and resiliency, and assist departments and the community to reduce environmental impacts, and climate vulnerabilities as *outlined in the Master Plan*.
 - Apply for and manage grants, rebates, and resource/technical assistance through federal/state government, and regional, university, and non-profit programs. Maximize utilization of the resources cited in *Master Plan (pg. 18-20)*.
 - Prioritize proposed energy and environmental projects, and assess cost effectiveness (return on investment) and technical feasibility
 - Direct activities to establish and meet annual performance targets; incorporate best management practices
 - Establish performance metrics, scoreboards and progress reporting procedures; measure and report results
 - Track wetland waivers issued; analyze and report on their cumulative impact

- **Provide Education and Support for Exeter Citizens and Promote a Culture of Sustainability**
 - Work with the Sustainability Committees (with reps from other committees), and the Chamber of Commerce, to coordinate activities, goals, resources and information
 - Develop a multi-faceted communications strategy to promote and build awareness of town efforts
 - Develop town website with resources for community and individual sustainability and efficiency actions; maintain links to permits, studies and forums related to water and energy resources, risks, issues and impacts
 - Provide public outreach to engage stakeholders and constituencies; host a film festival (at least annually), organize forums to increase awareness of sustainability initiatives and to communicate progress on water, energy and waste management actions
 - Address (through public policy and educational programs/materials) issues of climate adaptation and resiliency, energy conservation, water quality/conservation, recycling and waste reduction, transportation choices, and building design.

EXAMPLES OF SAVINGS POTENTIAL



Sustainability
Office Advocates
(SOA) of Exeter

- Hanover, NH: Replacement of all parking garage lighting with LED fixtures. \$75K project cost with 3.5 year payback (and savings thereafter) through reduced electricity use
- UNH got a \$1M grant for a Sust projects fund. They fund projects w/a 3-yr max payback from this fund, and have replenished it with realized project savings for several years.
- Concord, NH: Upgrades to heating & cooling systems yielded up to 20% increased efficiency. Installed “Bottle Fill” water stations with more efficient cooling units.
- Hanover, NH: Installation of heat pumps and solar panels in/on Town Hall. ~\$200K project cost. Paybacks include: Major reduction in carbon footprint; demonstrated commitment to renewables; fuel/electricity savings of \$13K/yr (after ~15yr payback)
- MA towns w/Sust Coords realized annual returns of 4.2 to 8.3 times the cost of salary + benefits
- Natick, MA: New fulltime Sustainability Coordinator generated a return on investment of 11 times her salary through energy efficiency efforts, grants, waste reduction, etc.
- Concord, MA: In her first 16-months, the new (FT) Sustainability Director secured \$191,000 in grant funding and facilitated \$30,000+ in utility incentives. Her energy improvements (LED upgrades, electric vehicle, hybrid vehicle upfit, energy management system) will save the town ~\$15,000/yr. These grants/incentives/savings easily offset the cost of her position.
- Hartford, VT: In his first 7 months, the fulltime Energy Coordinator saved Hartford enough money to cover his first years’ salary.
- Millvale and Pittsburgh, PA: Both have more than recouped the investment in creating Sustainability Offices due to the economic rewards (investment and tourism)

SAVINGS CHART EXAMPLE



Sustainability
Office Advocates
(SOA) of Exeter

Hartford, VT

Energy Coordinator Savings Estimates (Sep. 2017 – March 2019)

Project	Avoided Cost ¹	Ongoing Savings ²	Total Savings ³	Fuel Savings ⁴	CO ₂ Emissions Avoided (lbs) ⁵
LED light retrofit at the solid waste facility	\$4,500	\$3,100/year ^{2a}	\$7,600	22,537 kWh/year ^{2b}	16,398
LED light retrofit at the Department of Public Works garage	\$2,200	\$166/year ^{2a}	\$2,366	1,187 kWh/year ^{2b}	864
LED light retrofit at the fire department	\$2,500	\$600/year ^{2b}	\$3,100	600 kWh/year ^{2b}	437
Two net-metered solar projects totaling about 100kW		\$10,000/year ^{2c}	\$10,000	136,069 kWh/year ^{2c}	99,004
Electric Vehicle Charging Equipment (EVCE) grant from the Department of Housing and Community Development	\$20,885	-	\$20,885		
Curtable rate (w/GMP that reduces demand charges thru operational changes) at Wilder Well	-	\$12,000/year ^{2d}	\$12,000		
Two heat pumps in PD locker rooms	\$1,200	\$200/year ^{2a}	\$1,400	214 gal oil/year ^{4a} , kWh savings unknown	4,845
Refund on bridge lighting overpayment ⁶	\$450	-	\$450		
Missed net-metering credit from GMP ⁷	\$4,000	-	\$4,000		
Incorrect net-metering credit allocation from Peck Electric ⁸	\$339	-	\$339		
100 kW net-metered solar project	-	\$3,800/year	\$3,800	137,340 kWh/year ^{2c}	99,929
Landfill lease payments ⁹		\$3,600/year	\$3,600/year		
Total	\$36,074	\$33,466	\$69,540		221,477 lbs CO₂⁷

EXETER SUSTAINABILITY OFFICE – COA 1

FULL-TIME SUST. DIRECTOR UNDER TOWN MNGR/SB



Sustainability
Office Advocates
(SOA) of Exeter

ALIGNMENT	LESSONS LEARNED ELSEWHERE
<ul style="list-style-type: none"> • Work w/Town Manager and Depts (PW, Planning, etc) as cross-functional leader of town sustainability efforts • Sust Dir requires the professional background and expertise to perform as cross-functional team leader. • Support with a Sustainability Committee, consisting of reps from other town committees 	<ul style="list-style-type: none"> • Best fosters innovative and holistic thinking • Other cities benefitted from having an autonomous POC – independent of depts • South Portland (reporting to city counsel) is better enabled to make progress than Scarborough (aligned under Planning)
PRO'S	CON'S
<ul style="list-style-type: none"> • Best functional alignment to voter mandate • Facilitates cross-dept/board innovation/coordination • Easier to prioritize goals/projects across Depts; Depts more likely to engage • A single POC for the public, state/regional offices; & local businesses => more consistent messaging • Perceived as "honest broker" by the public • Can manage overarching town projects across Depts; unhindered by Dept biases/crises • Can effectively communicate Dept/town efforts, initiatives, actions and progress to the public; • More time to pursue grants/rebates/partnerships and provide maximum benefits/results to town 	<ul style="list-style-type: none"> • Vulnerable to changes in Select Board

EXETER SUSTAINABILITY OFFICE – COA 2

“OUT-OF-HIDE”



ALIGNMENT	LESSONS LEARNED ELSEWHERE
<ul style="list-style-type: none"> • All departments have a role • Functions or role assigned added to functions of department personnel • Support with a Sustainability Committee (needed for items that do not fall under energy or conservation) • May require hiring contractors for discreet functions 	<ul style="list-style-type: none"> • Projects very slow to get off the ground • Not enough! Every town/city/community interviewed, without exception said this had proved insufficient. • Most communities aligned this way are working to create town positions instead
PRO'S	CON'S
<ul style="list-style-type: none"> • Allows pursuit of “low-hanging fruit” 	<ul style="list-style-type: none"> • No one has overarching view or responsibility • No consistent town point of contact • No resident expertise • Contractors are more costly and do not provide critically needed town continuity • Limited time to pursue funding opportunities • Difficult to coordinate or prioritize projects • Inability to tackle ambitious or cross-Dept projects • Viewed as a "Checking the box" exercise • No sustainability rep on Tech Review Panel • Status quo...Exeter residents have voted to do more!

EXETER SUSTAINABILITY OFFICE – COA 3 PART-TIME SUST DIRECTOR UNDER TOWN MNGR/SB



ALIGNMENT	LESSONS LEARNED ELSEWHERE
<ul style="list-style-type: none"> • Work w/Town Manager and Depts (PW, Planning, etc) as cross-functional leader of town sustainability efforts • Sust Dir requires the professional background and expertise to perform as cross-functional team leader. • Support with a Sustainability Committee, consisting of reps from other town committees 	<ul style="list-style-type: none"> • This model is working well in communities with a committed Town Manager and an exceptionally robust committee structure • Example: This model works in Hanover, which has had a Sustainability Committee for >10 years, supported by 5 active sub-committees
PRO'S	CON'S
<ul style="list-style-type: none"> • Best functional alignment to voter mandate • Facilitates cross-dept/board innovation/coordination • Easier to prioritize goals/projects across Depts; Depts more likely to engage • A single POC for the public, state/regional offices; & local businesses => more consistent messaging • Perceived as "honest broker" by the public • Can manage overarching town projects across Depts; unhindered by Dept biases/crises • Can effectively communicate Dept/town efforts, initiatives, actions and progress to the public; 	<ul style="list-style-type: none"> • Vulnerable to changes in Select Board • A Part-time Sust Director may be challenged to handle the large workload and coordination...lots to do!

EXETER SUSTAINABILITY OFFICE – COA 4 PART-TIME WITHIN PLANNING OR PUBLIC WORKS



ALIGNMENT	LESSONS LEARNED (LL) ELSEWHERE
<ul style="list-style-type: none"> • Sust Coord aligned under Town Planner • Every department has to have a point of contact to work with the sustainability person 	<ul style="list-style-type: none"> • Tendency for efforts to be restricted to or focused on planning (LL from a town aligned under planning) • Other departments lack equal footing • Places that now have his alignment desire to change it • Sustainability work is sometime set aside for departmental crises; job can gets watered down
PRO'S	CON'S
<ul style="list-style-type: none"> • Many Planning OR Public Works functions are related to sustainability 	<ul style="list-style-type: none"> • Many sustainability projects are unrelated to Planning or unrelated to Public Works • Loses essential cross-Departmental focus; sustainability efforts that predominantly effect other Depts may get insufficient attention • Loses overarching town focus; inability to provide holistic town vision or holistic public outreach • Risks having someone aligned to planning or to PW more than overall sustainability • May increase work load across other Depts • May result in less participation by other Depts

SUSTAINABILITY OFFICE ALIGNMENT

WHAT/WHY/HOW ARE OTHER NH CITIES/TOWNS DOING?



Sustainability
Office Advocates
(SOA) of Exeter

■ HANOVER, NH

- Part-time Sust Coord aligned under Town Manager.
- Addition of dedicated coordinator has expedited progress. Hope to upgrade to fulltime soon.
- Progress with purely volunteers was too slow, and still required town time/energy.
- Closely coordinates with Public Works, Planning, Zoning, and other departments
- Supported by Volunteer Sustainability Comm
 - 5 Sub-committees (Energy is 1 of the 5)
 - Sub-comms coordinate public events/forums; town officials attend/speak

■ KEENE, NH

- No dedicated Sust Coord
- Town sets goals and standards which each Dept is responsible for achieving.
- Keene has met many of its less-ambitious energy & efficiency goals
- Keene personnel believe they can not achieve town goals (100% renewable by 2030) without a dedicated Sust Coord.

SUSTAINABILITY OFFICE ALIGNMENT

WHAT/WHY/HOW ARE OTHER NH CITIES/TOWNS DOING?



■ LEBANON, NH

- Started with Energy Advisory Committee to influence City Counselors on matters of energy and issues of sustainability. Issues of sustainability did not get prioritized in this structure
- Tried managing functions under various town functions, including Facilities.
- Assoc Planner stated it would have been better to have started with an Sust Coord 5 years ago
- Sustainability chapter added to Master Plan; working hard to establish a dedicated Sust Coord

■ PORTSMOUTH, NH

- A FT employee within Planning is tasked to handle Sustainability
- City is a “eco-municipality”, so all projects are required to consider sustainability issues from the beginning
- Town has a Facilities Manager & cost saving being realized through energy programs for buildings
- A dedicated independent Sust Coord (not aligned under any department) would enable much greater progress & impact

SUSTAINABILITY OFFICE ALIGNMENT

WHAT/WHY/HOW ARE OTHER NH CITIES/TOWNS DOING?



■ HARTFORD, VT

- Population: 9,952
- Goal: 90% renewable by 2040
- FT Energy Coord under Planning and Devel, but works across all Depts (Planning, Public Works, Police/Fire, Parks & Rec
- Staffs the Energy Commission
- Leveraged funding from Efficiency VT, grants, rebate programs & non-profits
- Heavy focus on solar/community solar, efficiency and weatherization, especially for low-income residents
- Committees achieve more if someone works full-time to implement their ideas.
- Sust efforts require continuous monitoring; efficiency and renewable energy fields are changing rapidly.
- Many changes require multi-year efforts that can rarely be achieved with consultants.

■ SCARBOROUGH, ME

- Population: 19,922
- FT Sustainability Coordinator – in Planning Dept, but works closely with Public Works, Community Services/Parks & Rec
- Staffs Energy & Conservation Comms
- Projects to realize cost savings from a number of energy efficiency projects.
- Grants used for efficiency projects, a food waste/curbside composting pilot, etc.
- Largest project was installing a trigen to generate our own electricity on-site
- Secured funding for part time summer interns to do community education and an outreach program on recycling

SUSTAINABILITY OFFICE ALIGNMENT

WHAT/WHY/HOW ARE OTHER NH CITIES/TOWNS DOING?



■ SOUTH PORTLAND, ME

- Stand alone Sustainability Dept reports to Town Council
- Started as a volunteer committee 11-12 years ago
 - progress too slow
 - If took the committee 8 yrs to get a climate plan vetted/approved
- Hired a FT Sust Director 4 yrs ago
- Added a PT Sust Coordinator 2 yrs ago; now upgrading to FT
- Stand along Dept allows to broader, holistic focus and more innovation

■ CONCORD, NH

- Called the Community Development Dept, who researched a POC then directed Jordan to a planning staff member who is a liason to the Energy and Environment Committee.
- This fellow is assisting the Energy & Environment Committee in achieving the goals outlined in its strategic plan, especially concerning renewable energy.
- As Concord lacks a single dedicated Sustainability Coordinator, he is one of several town employees who step outside of their typical role to work on sustainable initiatives. But he feels the pressure.
- There is an increasing need for a Sustainability Coordinator/Office. The Energy & Environment Committee included the recommendation to create a town Sust Coordinator in its strategic plan. Without this position, many of the goals set by the strategic plan cannot be achieved.
- The current people do not have the time or backgrounds to adequately achieve the town's goals - even many of its less-ambitious goals.

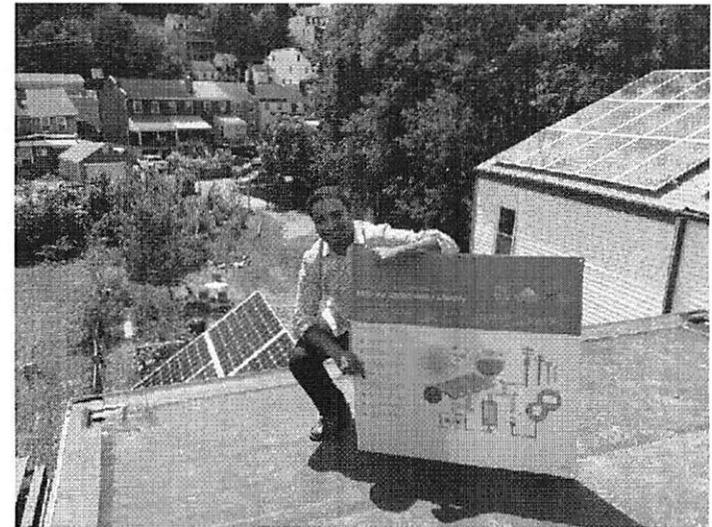
CITY/TOWN SYNOPSIS: MILLVALE, PA



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■ Borough of Pittsburgh

- Peak population >8000; now less than half of that
- Previously had significant industry in iron manufactures, saw works, lumber mills and breweries - almost all of which is gone.
- Has had numerous significant flooding events.
- Hired first Sust Coord in 2015 and quickly became a leader
- Earned Platinum Sustainable Community Certification through the Sustainable Pennsylvania Community Certification Program
- Earned American Planning Assoc Planning Excellence Award for the Millvale EcoDistrict Pivot Plan.
- Resounding success: local NPR reported “Millvale Sustainability Coordinator Helps Pair Economic Growth with Environmentally Friendly Practices”



Sustainability Coordinator in Millville

(<https://pittsburghgreenstory.com/zaheen-hussain/>)



Bioswale to reduce the negative impacts of stormwater

(<https://pittsburghgreenstory.com/zaheen-hussain/>)

CITY/TOWN SYNOPSIS: PLAINFIELD & CORNISH, NH



■ GWEN

- I have information printed out that I've gathered from researching Plainfield and Cornish NH,.
- Both communities are tiny....Plainfield has about 2,356 people, and Cornish has only 1,624....so they have relied on an energy committee to do all the work thus far. (It appears that they joined forces and are working together to realize their goal toward 100%renewable energy by 2050.)



■ Kris

- Found it useful to have some wins initially that have a return, like energy efficiency projects, to demonstrate the value of such an office.
- Important to establish a fund that energy savings goes into to help fund future sustainability projects, rather than going back into general fund.
- Helpful to cooperate with other towns to cooperatively purchase energy saving equipment, etc by bundling your buying power.
- Important to have a point person for the position as there often many inquires from the public, vendors, university researchers, request for speakers and media on topics related to such a position.

SUSTAINABILITY OFFICE/COORDINATOR POSITION DESCRIPTION



■ Concord/Keene (Jordan)

- Individuals from Concord and Keene both said the position would be best focused primarily internally to begin with. Pick all of the low-hanging fruit before taking on more ambitious goals whose benefits may be slower to play out and less quantifiable monetarily.
- I'm gonna throw some job description language out there we maybe can work off of: "The Sustainability Coordinator, by means which would benefit the overall health, safety, and well-being of Exeter's people and ecosystem, would provide long and short term cost-saving benefits to the municipality."

■ Hartford, VT (Gwen)

- Non-Exempt/Full-time Energy Coordinator under Planning and Development
- Nature and Scope of Position: The Energy Coordinator for the Town of Hartford will have primary responsibility for the development and management of the Town's Energy Planning and Implementation Program for the municipality and the community at large. This includes reducing energy consumption and overall costs, strengthening reliability, resiliency and sustainability of energy infrastructure, employing new technologies and best practices, contributing to a cleaner environment and enhancing the quality of life for Hartford residents and businesses.
- See "Hartford Energy Coordinator Job Description Final.pdf"

SUSTAINABILITY OFFICE/COORDINATOR POSITION DESCRIPTION



Sustainability
Office Advocates
(SOA) of Exeter

■ Scarborough, ME (Gwen)

- Sustainability Coordinator
- Nature of Work: This position is responsible for the administrative and technical work in performing a wide range of sustainability related duties: including programming and initiatives involving recycling and composting and reducing the rate and cost of solid waste disposal; renewable and alternative energy initiatives and energy conservation efforts; coastal resiliency planning and initiatives; coastal resource and beach monitoring tasks; assistance with stormwater and watershed planning efforts; and related duties as assigned. Work is performed under the general policy direction and guidance of the Town Engineer with cooperation and input by the Town Planner, Public Works Director, and Community Services Director. In addition, this position will work closely with other Town staff, departments and committees as assigned, and particularly with committees focused on energy, solid waste, recycling and composting, coastal resiliency and natural resources; and other sustainability related initiatives. Independence, initiative, resourcefulness, analysis, and follow-through are expected of the employee in the normal conduct of the work. Work is reviewed by the Town Engineer through observation, oral and written reports, and feedback from other Departments for responsiveness and timeliness, quality and quantity of the service provided, resourcefulness, foresight, and perceptiveness in identifying issues and concerns for attention.
- See Sustainability Coordinator Job Description Revised 5-10-18.pdf

■ June

- I talked with Molly Ettenborough, Manager of Energy, Recycling, Resilience (Much of this is due to being an oceanfront city), and Sustainability.
 - She reports to the mayor and also works closely with the Energy Advisory committee. She likes this because the mayor can make quick decisions and the committee is composed with very knowledgeable energy experts. She started part time and her background is in energy.
 - 6 part-time people run the recycling waste and other facilities
 - She also works with the Board of Health and has a part time assistant in the BOH.
- A couple of winning initiatives:
 - People over 65 volunteer 115 hours a year and receive a tax break in return. Many of the people are very knowledgeable and have strong professional experience and want to contribute.
 - City of Newburyport has a PT grant manager

CITY/TOWN SYNOPSIS: AMESBURY, MA

(1 OF 4)



Sustainability
Office Advocates
(SOA) of Exeter

■ Liuxi

- City of Amesbury Department of Energy and Environment
- Mission is to “enhance the quality of life for the residents” through protection of their environment and promotion of efficiency energy and resource use
- Goals of the department: redevelopment of environmentally impaired property, energy use reduction, adoption of renewable energy technology, and the protection of community’s natural resources
- Implements strategies developed with the Mayor and City Council, all of which are compliant with the Commonwealth of MA and the Federal government
- Many different programs within the department including
 - Green Community
 - Energy Efficiency
 - Renewable Energy Development
 - Brownfields
 - Remediation
 - Wetlands Protection
 - Flood Mitigation
 - Stormwater Management

CITY/TOWN SYNOPSIS: AMESBURY, MA

(2 OF 4)

- The Amesbury Conservation Commission: state regulatory review commission serving as the local representative for the MA DEP (Department of Environmental Protection)
 - Manages open space and natural areas in MA
 - Reviews relevant projects according to what is stated in the MA Wetland Protection Act, Rivers Protection Act, the Conservation Commission Act, and the City of Amesbury Wetland Protection Ordinance
- Salary: according to Salary.com, the average Director of Sustainability salary is about \$96,703 as of April 2019
- Organized a Community Resilience Building Workshop with the goal to understand connections between natural disasters and mitigation efforts; develop protection systems for the city, local organizations, businesses, institutions, private citizens, neighborhoods, etc; identify immediate actions to reduce the impact of hazards and increase resilience
- A current project is the post-closure maintenance & monitoring plan for a landfill in the area, the Titcomb Pit Landfill
 - Contaminated with: construction and demolition debris, municipal solid waste and sewage sludge
 - Then capped with cover soil and vegetated in 1979 but without MassDEP approval
 - Cap maintenance: cap system is necessary for minimizing infiltration of surface water into the landfill and limit human and environmental exposure to the landfill waste
 - Stormwater management system maintenance
 - Groundwater monitoring and well maintenance

CITY/TOWN SYNOPSIS: AMESBURY, MA

(3 OF 4)



Sustainability
Office Advocates
(SOA) of Exeter

- Camp Kent Environmental Center: nature center and 16-acre parcel of conservation land established by the Amesbury Town including a variety of habitats and great biodiversity
 - Monthly free family programs
 - City-owned nonprofit that provides environmental education, recreation, and stewardship to the public
- In Feb 2017, Mayor Ken Gray created a new department and named Thomas Barrasso as director
 - Barrasso used to report as city's energy manager to the director of Commercial and Economic Development
 - "It is a new department, but we are not increasing in size. We are really just shuffling people around a bit"
- Thomas Barrasso's projects:
 - He will oversee the Lower Millyard's brownfields cleanup
 - Instrumental in the development of the 6-megawatt Citizens Energy solar array and is working to put another
 - Worked with the EPA and the MassDEP, especially on one project cleaning up and demolishing the former Microfab, Inc site
 - Trying to explore possibilities of more energy efficient school buildings as well as water and wastewater treatment plants (looking for potential solar)

CITY/TOWN SYNOPSIS: AMESBURY, MA

(4 OF 4)



■ People:

- Director: Thomas Barrasso
 - Geologist and chemist with more than 29 years of experience with environmental issues
 - Responsible for overseeing policy & programs related to a variety of environmental issues (energy efficiency, remediation, conservation, etc)
- Conservation Agent: John Lopez
 - Background in natural resource management, policy, and planning
 - A lot of experience in government and policy
 - Responsible for providing “technical assistance to the conservation commission in issues relating to regulatory review and permitting as well as best management practices”
- Mayor Ken Gray
- Questions to ask (Thomas Barrasso and Ken Gray):
 - 1. When was the environmental department established? Can you give me a timeline for the development of the major Amesbury sustainability-focused programs/town initiatives?
 - 2. Part time/full time position?
 - 3. What project(s) are you currently working on?
 - 4. Did the Sustainability Department start out with volunteers and lots of community support?
 - 5. Any money saved by the establishment of the Sustainability department? (either right away, or over a few years as a return on investment (ROI), or as annual savings after a "break-even" point, etc.)
 - 6. Who do you report to?
 - 7. Importance of the Sustainability Department?
 - 8. Greatest accomplishments of the Sustainability Department?
 - 9. Where have you obtained money for the department maintenance and establishment (grants, rebates, other incentives), and can you give me an estimate of how much the town was given?

■ **Gwen** (From “FAQs about Hiring a Sustainability Director” pdf)

- How was the Director of Sustainability position created?
 - The Director of Sustainability position was created and funded through a citizen petition article at Concord’s Annual Town Meeting in 2017. The article committed the Town to ambitious goals of reducing GHG emissions 80% by 2050 and providing 100% carbon-free electricity by 2030, in addition to funding the hiring of a Director of Sustainability. Slides about the article can be found here.
- What department are you in and to whom do you report?
 - The Sustainability Division falls under the Town Manager’s Office and the Director of Sustainability reports to the Deputy Town Manager.
- Is the position full-time and what is the salary?
 - The position in Concord, MA is a full-time (40 hours/week) management professional position. It is an MP-5 position on Concord’s compensation scale which currently has a range of \$70,000 to \$106,000.

CITY/TOWN SYNOPSIS: CONCORD, MA

- What are the dollar savings to hiring a Sustainability Director?
 - In the first 16-months, the Sustainability Director has secured a total of \$191,000 in grant funding and helped achieve over \$30,000 in utility incentives. Additionally, energy improvements to town facilities save money. For example, our 2018 Green Communities projects (LED upgrades, electric vehicle, hybrid vehicle upfit, energy management system) will save the town almost \$15,000 annually. These combined grants, incentives, and savings easily offset the cost of the Sustainability Director.
 - There are many grant programs available to municipalities in Massachusetts. For example, Concord's 2018 grants included Green Communities, Municipal Vulnerability Preparedness Planning Grant, MAPC Accelerating Resilience Mini-Grant, and a DOER Municipal Energy Technical Assistance Grant. The Director also worked with Concord's state senator in 2018 to get \$1.2 million in Concord projects included in the state's environmental bond bill.
- What does a Director of Sustainability do?
 - Concord's Sustainability website and social media accounts (Twitter and Facebook) are up-to-date resources for current sustainability programs, initiatives, and messaging managed by the Sustainability Director. For an overview of facts and figures, check out Concord's 2018 annual sustainability report.
- How can other communities advocate for hiring a Sustainability Director?
 - It's important to set sustainability goals and/or principles for the town. Concord's goals are 80% GHG reduction by 2050 in alignment with the Paris Climate Accord and 100% carbon-free electricity by 2030. If your community acknowledges that it is important to take action on climate, you can make the case that you need dedicated staff to work on it. Figure out what is most important to the decision makers – cost/benefit, community engagement, grants, addressing climate change, public health, etc. – and customize your message. Gather support from a coalition of local organizations, committees, and individuals. And of course, connect with citizens who have successfully advocated in Concord, and elsewhere, for advice.

Tax Abatements, Veterans Credits & Exemptions

COVID 19 Updates



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

CHRISTOPHER T. SUNUNU
Governor

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

**Emergency Order #56 Pursuant to Executive Order 2020-04 as Extended by Executive Orders
2020-05, 2020-08, 2020-09, and 2020-10**

Temporary Modification of Procedure Relative to Appropriations and Tax Payments

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

WHEREAS, on Friday, March 13, 2020, the Governor issued Executive Order 2020-04, An order declaring a state of emergency due to the Novel Coronavirus (COVID-19). The state of emergency has been extended four times through Executive Orders 2020-05, and 2020-08, 2020-09, and 2020-10; and

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

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

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

WHEREAS, following the adoption of Emergency Order 23, which temporarily modifies municipal and local government statutory requirements, communities continue to face challenges related to their budgets; and

WHEREAS, towns, school districts, and village districts require a mechanism to reduce the tax burden on citizens who are facing unprecedented challenges as a result of the public health crisis; and

WHEREAS, even if the current State of Emergency is lifted prior to June 30, 2020, towns, school districts, and village districts whose fiscal years begin on July 1 and who have postponed their annual meetings due to the public health crisis, will not have sufficient time to appropriately notice and successfully pass an operating budget prior to July 1, 2020. This may present potential legal challenges to their ability to make ordinary and necessary expenditures in the fiscal year beginning July 1, 2020.

Now therefore pursuant to Section 18 of Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08, 2020-09, and 2020-10, it is hereby ordered, effective immediately, that:

**107 North Main Street, State House - Rm 208, Concord, New Hampshire 03301
Telephone (603) 271-2121 • FAX (603) 271-7640
Website: <http://www.governor.nh.gov/> • Email: governorsununu@nh.gov
TDD Access: Relay NH 1-800-735-2964**

1. Currently, under RSA 32:13, II, a local governing body is authorized to make expenditures between January 1 and the date a budget is adopted, which are reasonable in light of the prior year's appropriations and expenditures for the same purposes during the same time period. This authority shall also apply to those local governing bodies with fiscal years ending on June 30. As such, towns, school districts, and village districts whose annual meetings or parts thereof were postponed due to the COVID-19 emergency, are permitted to make such expenditures until the earlier of: (a) approval of an operating budget; or (b) September 1, 2020, unless such date is extended by further Emergency Order.

2. The governing body of a town, school district, village district, or county shall have the authority to reduce appropriations for any items as may be necessary to keep total expenditures of the town, school district, village district, or county within its total anticipated revenues. Consistent with RSA 32:13, I, this order "shall not be construed to imply that a local legislative body, through its actions on appropriations, has the authority to nullify a prior contractual obligation of the municipality, when such obligation is not contingent upon such appropriations and is otherwise valid under the New Hampshire law of municipal contracts, or to nullify any other binding state or federal legal obligation which supersedes the authority of the local legislative body." In towns that have adopted RSA Chapter 37 or RSA Chapter 49-D, the chief administrative officer shall make the recommendation to the governing body for approval. This action shall be taken at a public meeting, subject to the following requirements:

- Notice of the date of the public meeting shall be made public no less than seven days before the meeting; and
- At or before the public meeting, the governing body shall provide a report to the public that shows the relationship between the estimated and actual income and expenses to date, together with outstanding indebtedness and estimated future expenses.

This provision shall not affect or supplant any similar provision in a town charter. Any action taken pursuant hereto must be completed on or before the date on which the municipality submits its MS-1 to the Department of Revenue Administration.

3. Municipalities are authorized, during the State of Emergency declared in Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08, 2020-09, and 2020-10, and as may be extended by further Executive Order, to enter into agreements with property taxpayers for the payment of property taxes on an agreed schedule, which may include a reduction or waiver of any interest on such taxes. This authority may be exercised with respect to any property taxes assessed for the tax year beginning April 1, 2020, any taxes due for prior years, or both.

Given under my hand and seal at the Executive Chambers in Concord, this 25th day of June, 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 # 52 Pursuant to Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09 and 2020-10

An order regarding public health guidance for business operations and advising Granite Staters that they are safer at home

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

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

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

WHEREAS, on Friday, April 3, 2020, the Governor issued Executive Order 2020-05, an order extending the State of Emergency declared in Executive Order 2020-04 for an additional 21 days; and

WHEREAS, on April 24, 2020, the Governor issued Executive Order 2020-08, an order extending the State of Emergency declared in Executive Order 2020-04 for an additional 21 days; and

WHEREAS, on May 1, 2020, the Governor issued Emergency Order 40, an order extending and modifying Emergency Order 17 (Closure of non-essential businesses and requiring Granite Staters to stay home), which contained the Stay At Home 2.0 plan that had been unanimously approved by the Governor's Economic Re-Opening Task Force and approved by the Department of Health and Human Services, Division of Public Health; and

WHEREAS, on May 15, 2020, the Governor issued Executive Order 2020-09, an order extending the State of Emergency declared in Executive Order 2020-04 for an additional 21 days; and

WHEREAS, on June 5, 2020, the Governor issued Executive Order 2020-10, an order extending the State of Emergency declared in Executive Order 2020-04 for an additional 21 days; and

WHEREAS, since May 15, 2020, and as of June 11, 2020, during the State of Emergency, the Governor has continued to provide guidance, under Emergency Order 40, that modifies many of the restrictions on businesses, places of worship, and other places of commerce or gathering to allow them to transition to full re-opening while limiting the risk of multiplying the spread of COVID-19 in New Hampshire. The Governor anticipates continuing to ease restrictions as the status of COVID-19 in New Hampshire, the emerging science and medical understanding of COVID-19, and other data and information about COVID-19 permit; and

WHEREAS, as of June 14, 2020, the Centers for Disease Control and Prevention (CDC) reports that every U.S. state has reported cases of COVID-19 to the CDC, and that 2,063,812 confirmed cases of COVID-19 have occurred in the United States and territorial partners with 115,271 deaths; and

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

WHEREAS, the CDC reports that COVID-19 is most commonly spread from an infected person to others through respiratory droplets, including:

- Between people who are in close contact with one another (within about 6 feet);
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks;
- When the droplets land in the mouths or noses of people who are nearby or possibly inhaled into the lungs;
- By people who are not showing symptoms but who are infected with COVID-19.

WHEREAS, the CDC reports that COVID-19 is spread mainly from person to person, that COVID-19 is currently spreading very easily and sustainably, that COVID-19 is spreading more efficiently than influenza, and that the best way to prevent illness is to avoid being exposed to COVID-19 by taking the following steps:

- Maintain good social distance (about 6 feet);
- Wash your hands often with soap and water, and if soap and water are not available, use a hand sanitizer that contains at least 60% alcohol;
- Routinely clean and disinfect frequently touched surfaces; and
- Cover your mouth and nose with a cloth face covering when around others.

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

WHEREAS, as of June 14, 2020, the Department of Health and Human Services, Division of Public Health reports 5,318 cases of COVID-19; 320 deaths; 513 hospitalizations; approximately 3,675 individuals being monitored; and all 10 counties in the State have been impacted; and

WHEREAS, since the beginning of the COVID-19 pandemic, New Hampshire has substantially increased its testing ability to the point where more than 1,500 people per day are now tested.

This increased testing capability provides a more accurate count of the number of individuals who are COVID-19 positive; and

WHEREAS, as of June 14, 2020, positive cases of COVID-19 have continued to increase each day, and since the first positive case of COVID-19 in New Hampshire was reported, there has been no decrease in reports of new positive COVID-19 cases for longer than five days; and

WHEREAS, as of June 14, 2020, states neighboring New Hampshire have reported significant numbers of COVID-19 cases: Massachusetts has reported 105,603 positive cases and 7,624 deaths, Rhode Island has reported 16,093 positive cases and 851 deaths, and Connecticut has reported 44,347 positive cases and 4,120 deaths; and

WHEREAS, as of June 14, 2020, the New Hampshire counties experiencing the highest number of COVID-19 cases are those that border Massachusetts; and

WHEREAS, the Division of Public Health has found that community-based transmission of COVID-19 continues to increase in the State and has been identified in all 10 counties; and

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

WHEREAS, the CDC reports that while a cloth face covering protects others in case the wearer is infected, a cloth face covering is not a substitute for social distancing; and

WHEREAS, the CDC reports that community mitigation, including social distancing, is especially important before a vaccine for COVID-19 becomes available; and

WHEREAS, Dr. Anthony Fauci, an immunologist and director of the National Institute of Allergy and Infectious Diseases, testified before the U.S. Senate, on May 12, 2020, that cities or states that do not experience a 14-day decrease in new COVID-19 cases may experience spikes in infections after re-opening that turn into new outbreaks; and

WHEREAS, Dr. Fauci testified that states or cities that do not open in a phased manner may trigger further or new outbreaks of COVID-19, risk avoidable suffering and death, and turn the clock back on mitigation and economic-recovery efforts; and

WHEREAS, Dr. Fauci testified that decreasing community mitigation efforts will result in additional COVID-19 cases thereby requiring increased capabilities to respond to inevitable increases in COVID-19 cases; and

WHEREAS, Dr. Fauci testified that the best protection for the general public is to maintain physical and social distancing; and

WHEREAS, New Hampshire State Epidemiologist Dr. Benjamin Chan has determined that, while the State's mitigation strategy has been effective in controlling the spread of COVID-19, community mitigation has been and continues to be critically important; and

WHEREAS, guidance from the United States' and New Hampshire's leading public health experts, evidence of New Hampshire's effective mitigation efforts, and known features of the COVID-19 pandemic, such as its significant community transmission rate, require continued mitigation efforts within the State to ensure the safety of New Hampshire's citizens; and

WHEREAS, the COVID-19 pandemic continues to affect New Hampshire residents and to require continued preventative measures, with necessary and appropriate modification as more becomes known about the virus, for the purpose of stopping the spread of COVID-19 and maintaining the progress our State has made in fighting the pandemic; and

WHEREAS, the COVID-19 pandemic has necessitated dramatic and unprecedented preventative measures within state and federal governments in the United States, as well as within communities, homes, offices, and individual lifestyles; and

WHEREAS, on May 29, 2020, the U.S. Supreme Court observed that “[t]he precise question of when restrictions on particular social activities should be lifted during the [COVID-19] pandemic is a dynamic and fact-intensive matter subject to reasonable disagreement,” and stated that “[o]ur Constitution principally entrusts the safety and health of the people to the politically accountable officials of the States to guard and protect,” *South Bay United Pentecostal Church, et al., Applicants v. Gavin Newsom, Governor of California, et al.*, No. 19A1044, 590 U.S. __ (2020), at 3 (Roberts, C.J., concurring); and

WHEREAS, though there is a continued need to take significant precautions, New Hampshire's actions to date appear to have succeeded in stabilizing the rate of increase in cases of COVID-19; and

WHEREAS, on April 21, 2020, the Governor initiated the Governor's Economic Re-Opening Task Force, a task force composed of bipartisan legislators, private-sector leaders, and state officials, with the goal of developing a plan and overseeing state and private-sector actions needed to re-open New Hampshire's economy while minimizing the adverse impact on public health; and

WHEREAS, the Governor's Economic Re-Opening Task Force has met with stakeholders across the state in more than a dozen industries to examine the economic impact of the COVID-19 pandemic and the standing public health and Emergency Orders, and to understand the logistical, economic, and societal factors in re-opening New Hampshire's economy; and

WHEREAS, the Governor's Economic Re-Opening Task Force has received and reviewed more than 6,547 public comments; and

WHEREAS, the Governor's Economic Re-Opening Task Force has developed detailed guidelines that received input from industry leaders and community members to ensure reasonable and workable steps are implemented in a phased re-opening of the state; and

WHEREAS, the Governor's Economic Re-Opening Task Force has been successful in providing guidelines that have allowed New Hampshire businesses to re-open safely while protecting the health and safety of New Hampshire citizens; and

WHEREAS, New Hampshire's sacrifices and actions, thus far, have enabled the State to continue to take steps to gradually re-open New Hampshire's economy in multiple phases; and

WHEREAS, New Hampshire's neighboring states of Vermont, Maine, and Massachusetts have relaxed their "stay at home" orders and have transitioned to an advisory approach that emphasizes that residents are safer at home while allowing residents to leave home for essential reasons and to patronize businesses and organizations that have been permitted to re-open; and

WHEREAS, Maine and Massachusetts have taken additional steps to gradually open their economies such as re-opening golf courses, coastal beaches, and other locations that may draw additional cross-border travel from New Hampshire into those states if similar locations in New Hampshire remain closed, possibly exposing New Hampshire citizens to higher risk of exposure to COVID-19; and

WHEREAS, while New Hampshire is on the right path to continue to move toward fully re-opening its economy, COVID-19 is still prevalent in New Hampshire and the steps taken must continue to be gradual, based on data, and done in consultation with public health experts; and

WHEREAS, in consultation with the Division of Public Health and with stakeholders across the State, the Governor has determined that New Hampshire is prepared to transition from a stay at home order to a safer at home advisory status while maintaining significant safeguards to mitigate the spread of COVID-19.

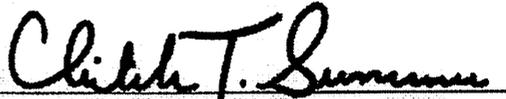
Now therefore, pursuant to Section 18 of Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, and 2020-10, it is hereby ordered, effective immediately, that:

1. All businesses or other organizations operating within this State shall comply with the Universal Business Guidelines attached hereto as Exhibit A and any other industry-specific guidelines issued by the State of New Hampshire pursuant to or subsequent to this Order. Businesses or other organizations may also develop additional strategies, procedures and practices to allow for social distancing protocols consistent with the Universal Business Guidelines, any industry-specific guidelines issued by the State of Hampshire pursuant to or subsequent to this Order, and any guidance provided by the CDC and the Division of Public Health. The provisions of Exhibit A may be updated and modified with approval of the Governor.
2. In order to continue the gradual re-opening of New Hampshire's economy in a safe manner that places an emphasis on the needs of public health, certain businesses and organizations with unique public health concerns shall be required to operate according to the schedule and guidelines attached to this Order as Exhibit B. The provisions of Exhibit B may be updated and modified with approval of the Governor.

3. New Hampshire citizens who are under the age of 65 and who have no other underlying health conditions that would put them at high risk for COVID-19 are advised to practice appropriate social distancing consistent with State and National public health guidelines when leaving home and to limit out of home trips to the following as much as possible:
 - a) Leaving home to get fresh air or exercise, provided that social distancing protocols consistent with guidance from the Division of Public Health are observed;
 - b) Leaving home for outdoor recreation provided that appropriate social distancing protocols are observed and provided that such recreation complies with any limitations contained within Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08, 2020-09, and 2020-10, and any Emergency Orders issued pursuant to Executive Order 2020-04;
 - c) Leaving home to run essential errands such as going to the grocery store, pharmacy, laundromat, or fulfilling any other errands an individual determines to be essential for everyday needs;
 - d) Leaving home to visit close relatives or for social gatherings that adhere to appropriate social distancing protocols;
 - e) Leaving home to provide care for another person;
 - f) Leaving home to go to the gas station;
 - g) Receiving deliveries from Amazon, UPS, Fedex, the U.S. Postal Service, or any other deliveries;
 - h) Leaving home to receive medical or dental care or medical services;
 - i) Leaving home for purposes of an individual's employment; and
 - j) Leaving home for necessary trips to patronize a business or organization that is complying with the guidelines in Exhibits A and B of this Order.
4. New Hampshire citizens who are over the age of 65 and who have underlying health conditions that place them at high risk for COVID-19 are strongly advised to stay in their homes or places of residence as much as possible. Such individuals are strongly advised to leave home only for essential needs and purposes listed in sections (a)-(i) of Paragraph 3 of this Order and, when leaving home for such purposes, are strongly advised to wear a face covering while in public and to strictly practice appropriate social distancing consistent with State and national public health guidelines.
5. New Hampshire citizens are strongly advised to closely monitor themselves for symptoms of COVID-19 and to stay home when feeling sick.
6. Consistent with Emergency Orders 17 and 40, this Order shall not apply to State Government, local and county governments, local and county legislative bodies, the General Court, or the Judicial Branch.
7. Emergency Orders 16 and 27 are superseded by this Order and the exhibits attached hereto, and Emergency Orders 16 and 27 shall terminate when this Order takes effect.

8. Emergency Order 6 is hereby extended and shall remain in effect until termination of this Order or the end of the State of Emergency declared in Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08, 2020-09, and 2020-10, whichever shall occur first.
9. The provisions of Emergency Order 40 and all exhibits thereto are superseded by this Order and all exhibits attached hereto, and Emergency Order 40 and all exhibits thereto shall terminate when this Order takes effect.
10. The Division of Public Health and State or local police shall have the authority to enforce this Order.
11. This Order shall take effect at 12:00 a.m. on June 16, 2020, and shall remain in effect until August 1, 2020.

Given under my hand and seal at the Executive Chambers in Concord, this 15th day of June, 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



TOWN OF EXETER, NEW HAMPSHIRE

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www.exeternh.gov

EXETER TOWN OFFICES PUBLIC OPENING PLAN – DRAFT UPDATED JUNE 23, 2020

We hope you and your family are well and have managed to stay healthy during the COVID-19 pandemic. The Town has developed the following plan, which enables the safe opening of the Town Offices to the public, as follows, and in concert with public health guidelines.

NOTE: In order to minimize foot traffic in Town Offices, to maximize social distancing and to reduce the risk of exposure to both residents and employees, we strongly encourage residents to continue to make use of our online tools and “How To” documents which can be accessed anytime via our website: www.exeternh.gov. Simply navigate to the applicable department page for a complete list of “How To” complete various online transactions. Members of the public are asked to contact Town Departments online or by telephone before visiting in person.

To accommodate the opening of the building and in conjunction with our Emergency Management Director, we have developed the following Standard Operating Procedures (SOPs) which will be in effect until further notice. These practices are based upon public health guidelines, and are designed to keep both our employees and the public safe.

Please note that certain departments may need to adapt procedures specific to their facilities and services. We will learn, adjust and adapt as we move forward, and ask for your help and patience during this time.

PROCESS/FACILITY ADAPTATION PRIOR TO REOPENING:

The following shall be in place for the opening to the public of the Town Offices:

- The Town Office will continue to maintain one main front entrance, where masks and hand sanitizer will be available to the public.
- Town Office will continue to be sanitized each evening.
- Hand sanitizer stations have been established throughout the building, and members of the public are asked to use hand sanitizer prior to entering any Department. Department staff can assist the public in locating hand sanitizer.
- Plexi-glass guards have been installed at customer service counters in certain departments, and counters have been extended to support social distancing.
- When possible, workstations are separated by at least six feet. Wherever needed, 6’ demarcations will be added to areas where people often wait for service.
- Employees will let supervisors know if they need a cloth mask, and cloth masks will be provided to employees that need them.
- The back stairwell will continue to be reserved for employee (and emergency use only).

- Employees will continue to exit and enter the building via the back entrance and be asked to observe social distancing wherever possible.
- The Wheelwright Room and Nowak Room will be used as an appointment space by departments doing business by appointment. Appointments will be managed via a Google Calendar available to all building employees through the Town Manager's Executive Assistant.
- In order to minimize foot traffic within the building and operate at reduced capacity, members of the public will be asked wherever possible to make appointments with departments they need to visit. For those meeting in spaces within the building, appropriate social distancing should be observed and masks should be worn.
- Signage with department phone numbers to make appointments will be posted in the Town Offices as well as the Town website, to facilitate appointments from walk in traffic.
- The second floor bathroom will be cleaned and sanitized regularly.
- The maximum capacity of the Town Clerk lobby area is 6, and the Tax Collector Water/Sewer Collections office is 1.

FOR MEMBERS OF THE PUBLIC AND TOWN RESIDENTS

- All visitors to the Town Office will be asked to wear cloth face coverings (masks) consistent with the vote of the Select Board on June 15th, 2020, and recommendations outlined in the state of New Hampshire universal guidelines, as well as federal CDC recommendations.
- The public is encouraged wherever possible to make appointments with departments they need to visit.
- The public is asked to read and observe signage within the building, wear cloth face coverings in the building, observe social distancing with staff and others in the building, and use hand sanitizer positioned throughout the building, upon entering and exiting the building.
- If you are not feeling well, we ask that you refrain from entering the building and instead make use of our online services which can be found at www.exeternh.gov or call 778-0591 for specific assistance and referral to the appropriate department.
- Signage will be placed throughout the building regarding department contacts, capacities, and information regarding COVID 19 prevention best practices.

Thank you in advance, for your patience and cooperation.

EMPLOYEE HEALTH PROTECTIONS AND RESPONSIBILITIES

1. Monitor Your Health

Employees must be vigilant in monitoring their health, and those who are sick or not feeling well must stay home. Possible symptoms of COVID-19 include:

- Fever
- Respiratory systems such as runny nose, sore throat, cough, or shortness of breath
- Flu-like symptoms such as muscle aches, chills, and severe fatigue
- Changes in a person's sense of taste or smell

PRIOR TO LEAVING HOME EACH DAY, employees should ask themselves the following 5 questions:

1. Have I been in close contact with a confirmed case of COVID-19?
2. Do I have a fever of 100 degrees Fahrenheit (100.0 F) or above (please take your own temperature every morning at home, and if you are unable to do so, touchless thermometers are available at the Town Offices) or have I felt feverish (chills, clammy) in the last 72 hours?
3. Am I experiencing any new respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
4. Am I experiencing any new muscle aches or chills?
5. Have I experienced any new change in my sense of taste or smell?

IF the answer to any of these questions is YES, the employee should report these issues to their supervisor and STAY HOME. The supervisor will notify HR via phone, email or text. The employee will facilitate a COVID-19 test with their health care provider and/or state of New Hampshire public health procedures. Testing should happen as expeditiously as possible. The employee will not be allowed to return to work until cleared in writing by a medical provider.

Employees will fill email Human Resources daily with yes/no responses to each of the questions above.

BE PREPARED AND BE FLEXIBLE

Supervisors have been instructed to plan for potential COVID cases in the event we experience higher than usual absenteeism. This may include rotating groups of employees to work from home/work on-site, so we ask for your continued flexibility regarding work arrangements.

Please keep in mind that these protocols will be in place until further notice and may be modified. We thank you in advance for your cooperation – working together, we hope to have a safe and healthy reopening to the public. Some departments may need to adapt procedures specific to their facilities and services. Do not hesitate to contact us if you have any suggestions as to how we may help to keep our employees and residents safe and well!

APPENDIX A – BEST PRACTICES FOR EMPLOYEES

I. Adherence to CDC and State of NH Public Health Guidelines

CLOTH FACE COVERINGS (hereinafter “MASK”)

- An employee must don a cloth face covering any time you are unable to maintain a 6’ distance between you and your co-workers and/or someone from the public.
- Care should also be taken when putting masks on and taking them off; for example, hands should be washed or disinfected prior to putting a mask on and taking one off.
- While in an office with closed doors or working alone or at distance from other staff, masks can be removed. Masks must be worn in hallways and common areas.
- Care should be taken to keep your mask clean and uncontaminated.

AVOID OR MINIMIZE FACE-TO-FACE CONTACT WHEN POSSIBLE

- Unless it is necessary for face-to-face contact when responding to an inquiry from the public, please respond via telephone or email. Please refrain from communicating with the public via text.
- Unless it’s necessary for face-to-face contact with co-workers, consider a phone call or email, even if your offices/workspaces are next to each other.
- If an in-person conversation occurs, remain at their door if applicable or maintain a 6’ distance whenever possible, and if not possible, you must wear a mask (for example, if you are picking up mail or other documents in the mail room space, dropping off items to individual desks, etc.).
- Electronic meetings shall continue until further notice. Employees should avoid congregating in any area of all facilities unless social distancing can be maintained. The Nowak Room and Wheelwright Room can accommodate proper social distancing with a limited number of staff.
- Staff should stagger breaks and maintain social distance (6’) and when possible, breaks should be taken separately whenever possible.
- Employees should continue to encourage and help the public to use on-line resources to the maximum extent, and to the extent possible, work to minimize the time spent conducting in-person transactions with the public and each other (e.g. keep non-task-related conversation to a minimum).

CONTINUE TO PRACTICE GOOD HAND HYGIENE AND OTHER CLEANING

- Continue to practice good hand hygiene, washing your hands often, especially after using shared equipment, and try to avoid touching your face, nose or mouth.
- Practice good respiratory etiquette. This includes coughing and sneezing into a tissue or your elbow rather than into your hands.
- Although we employ a cleaning crew in the evening, employees should conduct regular cleaning of shared surfaces and shared equipment during the day. Employees are responsible for wiping and disinfecting touch surfaces in their vehicles, equipment and office space as well as shared equipment in common spaces, i.e. copies, printers, kitchens. When in doubt, wipe it down. Cleaning supplies will be located in common areas. If you cannot find them, please ask your supervisor for assistance.

APPENDIX B – COVID 19 DAILY HEALTH SCREEN

This checklist (or similar) will be used to perform employee screening during arrival. If the employee arrives at a different time this screening is to be self-administered.

1. I have one or more symptoms atypical to me causing me to feel unwell. Symptoms may include, but are not limited to, headache, fatigue/feeling tired, muscle aches, sore throat, cough, sneezing, fever, shortness of breath, recent loss of taste and smell, other respiratory symptoms, and chills.
2. I have a household family member who has symptoms outlined in #1 causing them to feel unwell.
3. I answered no to #1 and #2 but I (or a household family member) did have symptoms within the last 72 hours.
4. I have traveled (hotel, airplane, etc.) outside of NH in the last 14 days.
5. I have had contact with an individual who has tested positive for COVID-19 within the last 14 calendar days.
6. I have had contact with an individual who is experiencing virus symptoms such as those indicated in #1, but has not been tested, within the last 14 calendar days.
7. I have been involved in other activities that put me at a greater risk to come in contact with COVID-19.
8. I have taken my temperature today, it is less than or equal to 100.4 F.

Employees who answer yes to any or all of questions 1-7 shall notify their supervisor, not enter the Town Office.

When exposed to COVID-19 or diagnosed with COVID-19, employees must stay home. Exception can be made for asymptomatic exposed employees who are NOT diagnosed with COVID-19, these individuals could return to work only with approval from public health officials and their employer after certain protections have been put in place.

Employees who have developed symptoms of COVID-19, even mild symptoms, should consult their primary care providers about COVID-19 testing, or seek testing through one of the public testing options, such as through a State-run testing center, local health department, or ConvenientMD.

Self Monitoring Checklist

Name:					
Date:					
Temperature:					
Feel Feverish	Y or N				
Cough	Y or N				
Sore Throat	Y or N				
Difficulty Breathing	Y or N				
Shortness of Breath	Y or N				
Muscle aches/headache	Y or N				
Other symptoms (list below)	Y or N				
Other Symptoms:					

If you are experiencing any of these symptoms that are not typical for you or have a temperature greater than 100.4°F, please contact your supervisor and PCP.

Family/members of household presenting symptoms within last 72 hours	Y or N				
Contact with a COVID-19 positive individual	Y or N				
Contact with a symptomatic individual.	Y or N				

If you answered "yes" to any of the above, please contact your supervisor and PCP.

Tax Abatements, Veterans Credits, and Elderly Exemptions

List for Select Board meeting June 29, 2020

Veterans Credit

<u>Map/Lot/Unit</u>	<u>Location</u>	<u>Amount</u>
85/88/4	33 Prentiss Way	\$ 500.00

Abatement

<u>Map/Lot/Unit</u>	<u>Location</u>	<u>Amount</u>
72/17/4	163 Water St C4	Denial

Permits And Approvals

Memo

To: Russ Dean, Town Manager
From: Eric Wilking, Interim Fire Chief
CC: Assistant Chief Pizon, File
Date: June 17, 2020
Re: LEOP Grant Extension



Russ, recently NH HSEM reached out and recommended we sign an extension to our Local Emergency Operations Plan update grant so we have additional time to complete the work.

I have attached the grant extension to this memo. Since the Selectboard signed the original grant request, they should probably sign the extension. It is just housekeeping, but wanted to get it to you for consideration.



New Hampshire Department of Safety
Division of Homeland Security and Emergency Management
Grant Agreement Amendment Checklist

Emergency Management Performance Grant (EMPG)

Applicant: Town of Exeter Grant Amount: \$5,000.00
Project: LEOP Update

All steps below are required to be completed in their entirety.
If any items are not completed properly, the Grant Agreement Amendment will not be processed.

**Complete and return this checklist and all Grant Agreement Amendment documents
AS SOON AS POSSIBLE to:**

NH DOS/HSEM Attn: EMPG Program Coordinator, 33 Hazen Drive, Concord NH, 03305

Grant Agreement

Grantee signors complete the following:

- Subrecipient Signatures
Have a **majority** of the Select Board or City Council sign Page 1 and Page 2 of the Grant Agreement Amendment form.
- Name and Title of of Subrecipient Signor
Print names and titles of the signors
- Initial and date **each page of the Grant Agreement Amendment.**

Notary Public or Justice of the Peace complete the following:

- Fill in County and Date
- Signature of Notary Public or Justice of the Peace, with seal.
- Name and Title of Notary Public or Justice of the Peace, with expiration date

Additional Required Documents

- Certificate of Vote/Authority for Signature (i.e., if town manager or someone other than Board members sign the Grant Agreement Amendment). Checklist attached.

Meeting Minutes are NOT required

Emergency Management Performance Grant (EMPG) Program – CFDA #97.042
Grant Agreement Amendment
Extension of Performance Period

Town of Exeter (Subrecipient)

It is hereby agreed that the grant agreement (PO#1071108) approved by the Department of Safety Business Office on November 21, 2019, between the Town of Exeter as “Subrecipient” and the Department of Safety, Division of Homeland Security & Emergency Management as “State” to update the community’s Local Emergency Operations Plan (LEOP) is amended as follows:

1. GENERAL PROVISIONS, Section 1.7, Completion Date;

Change the project completion date from September 30, 2020 to August 31, 2021.

2. EXHIBIT A, Scope of Services, Number 3;

Delete item three (3) in its entirety and replace with:

“The Subrecipient” agrees that the project grant period ends August 31, 2021 and that a final performance and expenditure report will be sent to “the State” by September 30, 2021.

3. All other provisions of the grant agreement, approved by the Department of Safety Business Office on November 21, 2019 shall remain in full force and effect.

EFFECTIVE DATE OF THE AMENDMENT: This Amendment shall be effective upon its approval by the Department of Safety Business Office. If approval is withheld, this document shall become null and void, with no further obligation or recourse to either party. **IN WITNESS WHEREOF,** the parties have hereunto set their hands:

Town of Exeter (Subrecipient)

By (signature): _____

By (signature): _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

By (signature): _____

By (signature): _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Subrecipient Initials _____

Date _____

Correspondence



June 15, 2020

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

Re: Changes to Channel Lineups and Packages

Dear Chairman and Members of the Board:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. Accordingly, please note the following changes:

- On June 9, 2020, AMC Premiere (a Subscription Video OnDemand “SVOD” product) rebranded as AMC+ and SVOD subscribers received access to a new linear AMC+ channel.
- On June 9, 2020, Urban Movie Channel (a Subscription Video OnDemand product) rebranded as WEtv+.
- Effective June 16, 2020, GSN, Investigation Discovery, Travel and TV Land are now part of the Entertainment genre pack.
- Effective June 16, 2020, EWTN is now part of the Kids & Family genre pack.
- Effective June 16, 2020, Cartoon Network and Tennis Channel are now part of Expanded Basic. Expanded Basic will include Kids & Family, Entertainment, and Sports & News genre packs.
- The following triple play packages are now available: **Standard+** More at \$129.99/mo includes Limited Basic, Expanded Basic, HD programming, 20 Hour DVR Service, Performance Pro Internet and Unlimited Voice; **Select+** More at \$159.99/mo includes Limited Basic, Expanded Basic, Digital Preferred Tier, HD programming, DVR Service, [Extreme Pro Internet](#), and Unlimited Voice; **Signature+** More at \$189.99/mo includes Limited Basic, Expanded Basic, Digital Preferred Tier, Epix, HD programming, Premium DVR Service, [Gigabit Internet](#), Unlimited Voice, and Netflix Standard HD Plan; and **Super+** More at \$199.99/mo includes Signature+ More, HBO, The Movie Channel (TMC), Showtime and More Sports & Entertainment. Prices exclude Broadcast TV Fee, Regional Sports Fee, taxes and fees.
- The following double play packages are now available: **Standard+** at \$109.99 includes Limited Basic, Expanded Basic, HD programming, 20 Hour DVR Service, and Performance Pro Internet; **Select+** at \$139.99/mo includes Limited Basic, Expanded Basic, Digital Preferred Tier, HD programming, 20 Hour DVR Service, and Blast! Internet; **Signature+** at \$169.99/mo includes Limited Basic, Expanded Basic, Digital Preferred Tier, Epix, HD programming, DVR Service, [Extreme Pro Internet](#), and Netflix Standard HD Plan; and **Super+** at \$189.99/mo includes Signature+, HBO, TMC and Showtime. Prices exclude Broadcast TV Fee, Regional Sports Fee, taxes and fees.

- The following packages will no longer be available to new customers starting June 16, 2020 and to existing customers for new subscription starting June 30, 2020: [Super Triple Play](#), [Signature Triple Play](#), [Select Triple Play](#), [Standard Triple Play](#), [Super Double Play](#), Signature Double Play, Select Double Play, and Standard Double Play. Customers who currently subscribe to one of these packages, will continue to receive the package until they make a change, or they receive further notice.
- Starting June 18, 2020, Xfinity TV and Xfinity Flex customers subscribing to HBO will now have access to HBO's new streaming platform HBO Max. HBO Max has replaced HBO on our bills.

Please feel free to contact me at Thomas_Somers@cable.comcast.com should you have questions.

Very truly yours,

Jay Somers

Jay Somers, Sr. Manager
Government Affairs

GBR_NH_V1



The State of New Hampshire
Department of Environmental Services



Robert R. Scott, Commissioner

June 15, 2020

SENT VIA ELECTRONIC MAIL

Dear Great Bay Community Officials:

Re. Response to Correspondence of June 2, 2020 regarding NHDES Letters to EPA

This letter is in response to your letter date June 2, 2020. Through that letter you voiced your disagreement with two letters that the New Hampshire Department of Environmental Services (NHDES) sent to Region 1 of the Environmental Protection Agency (EPA). By way of background, these letters relate to a possible approach to management of nitrogen in the Great Bay Estuary by EPA that provides some flexibility to regulated communities with respect to federal National Pollutant Discharge Elimination System (NPDES) requirements. This flexibility was requested by Great Bay communities. After NHDES supported this approach, EPA agreed to consider implementation in the manner requested.

The first letter you referenced was dated October 23, 2019, relative to an Adaptive Nutrient Management Strategy for the Great Bay Estuary. In that letter, NHDES advocated for a flexible approach for setting nutrient effluent as described above. For many months and at many public sessions, attended by a number of you, EPA presented a loading-based approach to setting nutrient effluent limits. EPA, using a number of peer-reviewed papers, determined that the target loading should be $(100 \text{ kg N ha}^{-1} \text{ yr}^{-1})$. The October 23rd letter communicated to EPA that NHDES would likely be able to certify that the target suggested by EPA ($100 \text{ kg N ha}^{-1} \text{ yr}^{-1}$) would not violate water quality standards. NHDES, in accordance with Section 401 of the United States Clean Water Act (33 U.S.C. 1341) and RSA 485-A:12, III, is required to ensure that there is reasonable potential that any NPDES permitted activity will not violate State water quality standards. The statement in the letter is simply a preliminary determination that it appears the loading target does not need to be lower; i.e., less than $100 \text{ kg N ha}^{-1} \text{ yr}^{-1}$ to be appropriate to meet water quality standards. As your letter points out, this is not a State water quality standard and NHDES has not gone through the procedures to make it one. Nor are we planning to use that number as a translator for assessment purposes. There are many approaches that could be used to set nutrient effluent limits. Given the nature of the Section 401 certification process, and the need to design this new flexible approach, it was important for EPA to have some idea early in the process whether NHDES believed that EPA's loading numbers would violate narrative criteria for nutrients or other State water quality standards. The October 23rd letter provided EPA with preliminary information on this topic. It should be noted that the general permit itself is still in the process of being finalized and NHDES has not yet certified the final permit under Section 401.

www.des.nh.gov

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

Great Bay Community Officials

Page 2

June 15, 2020

The other letter you referenced pertains to Section 305(b) submissions to EPA. Sections 303(d) and 305(b) of the Clean Water Act require states to transmit an assessment of State surface waters on even numbered years. Once NHDES submits the list to EPA, it is up to EPA to approve the list. On March 27, 2017, NHDES asked EPA to remove a number of assessment units in water bodies from the impairment list, including several in the Great Bay estuary. However, EPA chose to defer a decision on certain assessment units in the Great Bay for multiple assessment periods. Communication with EPA revealed that it felt those assessment units needed additional information. In recognition of EPA's concerns, NHDES separated those water bodies for which EPA needed additional information from the list submitted to EPA. This allowed other assessment units in other surface waters to proceed to delisting. This also gave NHDES an opportunity to provide EPA with better information in support of delisting Great Bay assessment units. In other words, NHDES did not determine that the water bodies described in its January 17, 2020 letter should no longer qualify for delisting; NHDES simply engaged in a process that it felt had a better chance of success. NHDES is attempting to give EPA the most complete picture possible in order to get a favorable decision. Given the recent significant reductions in nutrient pollution entering the estuary, we hope that this will result in a stronger case for delisting Great Bay assessment units.

Sincerely,



Robert R. Scott
Commissioner

NH Senator David H. Watters

NH Senator James Gray

Kenneth Moraff, Director, Ecosystem Protection, EPA Region 1

Robert Carrier, Mayor; J. Michael Joyal, Jr., City Manager; John Storer, Dir/Community Services, City of Dover

Caroline McCarley, Mayor, and Blaine M. Cox, City Manager, City of Rochester

Steve Fournier, Town Manager, Town of Newmarket

Russell Dean, Town Manager, Town of Exeter

Clement Michaud, Commissioner, Town of Rollinsford Water and Sewer District

Caroline Kendall, Town Administrator, Town of Rollinsford

Adam Munguia, Chairman, Town of Epping

Earnest M. Cartier Creveling, Town Administrator, Town of Milton

Robert M. Belmore, City Manager, and Michael J. Bobinsky, Director of Public Works, City of Somersworth