

**Select Board Meeting**  
**Monday, July 13<sup>th</sup>, 2020, 6:50 p.m.**  
**VIA ZOOM**

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

To participate in public comment, click this link: <https://exeternh.zoom.us/j/86917854507>

To participate via telephone, call: +1 646 558 8656 and enter the Webinar ID: 869 1785 4507

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

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

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

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

**AGENDA**

1. Call Meeting to Order
2. Board Interview – Historic District Commission
3. Public Comment
4. Proclamations/Recognitions
  - a. Proclamations/Recognitions
5. Approval of Minutes
  - a. Regular Meeting: June 29<sup>th</sup>, 2020
6. Appointments
7. Discussion/Action Items
  - a. Town Property Permitting Discussion
  - b. Arts & Culture Advisory Commission Proposal
  - c. Second Reading – Animal Control Ordinance Amendment
  - d. William Rawson, PEA Principal re: PEA Reopening
  - e. Sustainability Coordinator Discussion
  - f. Proposal for Pocket Park for Jude & Rhoda Hall – Renay Allen
  - g. COVID 19 Updates
8. Regular Business
  - a. Tax Abatements, Veterans Credits & Exemptions
  - b. Permits & Approvals
  - c. Town Manager's Report
  - d. Select Board Committee Reports
  - e. Correspondence
9. Review Board Calendar
10. Non-Public Session
11. Adjournment

Niko Papakonstantis, Select Board Chair

Posted: 7/10/20 Town Office, Town Website

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

AGENDA SUBJECT TO CHANGE

## Board Interviews



# Town of Exeter

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

## Statement of Interest Boards and Committee Membership

Committee Selection: Historic District Commission

New

Re-Appointment

Regular

Alternate

Name: Grayson M. Shephard Email: grayson.shephard@gmail.com

Address: 66 Kimball Road, Exeter, NH 03833 Phone: (978)992-6229

Registered Voter: Yes  No

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

My name is Grayson Shephard and my wife and I recently moved to Exeter. I am originally from Southwest Virginia, graduating from James Madison University with a B.A. in Anthropology. I am currently an attorney practicing out of Salem, MA. During my legal studies, I took several classes (including my final research thesis) addressing municipal issues, including zoning and historical preservation, in Columbia, SC. I think that not only that experience, but my legal practice would allow me to take a nuanced approach to issues/challenges outside of strictly the "nuts and bolts" of development.

One of the primary motivations to my family's decision to move to Exeter was the Town's "character" – to mean the way in which it allows the history and past to be visible and embraced in its present. Exeter has been able to maintain this "character" while continuing its growth and development into the years ahead. Many municipalities are unable to strike that balance – maintaining the character and traditional charm while navigating modern times/development. That is something that I think Exeter has been able to sustain to date, and a task that I would love the opportunity to participate in moving forward.

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

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

After submitting this application for appointment to the Town Manager:

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

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

Signature: s/ Grayson M. Shephard Date: 7/6/2020

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*To be completed by Select Board upon appointment:*

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

## GRAYSON MEAD SHEPHARD

66 Kimball Road

Exeter, New Hampshire 03833

(978) 992-6229

Grayson.Shephard@gmail.com

\*Licensed in Massachusetts, North Carolina, and South Carolina

### EDUCATION

University of South Carolina School of Law, Columbia, SC

Juris Doctor

May 2013

GPA: 3.356

*Honors and Activities:*

- Articles Editor, *ABA Real Property, Trust and Estate Law Journal*
- SC Bar Young Lawyers Division Liaison for the iCivics Committee
- Dean's List, Spring 2012, Spring 2013

James Madison University, Harrisonburg, VA

Bachelor of Arts in Anthropology

May 2010

GPA: 3.70

*Honors and Activities:*

- Nominated, Phi Beta Kappa
- Dean's List, Fall 2007, Fall 2009
- President's List, Spring 2008, Fall 2008, Spring 2009
- Member of Omicron Delta Kappa Leadership Honor Society

### EXPERIENCE

McDonough, Hacking & Lavoie, Salem, MA

Dec. 2018-Present

*Associate Attorney*

- Civil litigation, including products liability, contract disputes, premises liability, and construction defect

Goodman McGuffey LLP, Columbia, SC

May 2017-Nov. 2018

*Associate Attorney*

- Insurance defense litigation, including insurance coverage, construction defect, premises liability, and bodily injury

Dickie, McCamey & Chilcote, Charlotte, NC

July 2015-May 2017

*Associate Attorney*

- Practice devoted solely to insurance defense litigation with a focus on defending employers' workers' compensation claims

### HONORS AND OTHER ACTIVITIES

Eagle Scout, Boy Scouts of America

Vice Chairman, Legal Assistance Committee, MCB Young Lawyers Division, 2016-2018

## **Proclamations and Recognitions**

## Minutes

Select Board Meeting  
Monday June 29, 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. Anne Surman of 14 Cullen Way said that there is an activity planned July 11 on Swasey Parkway. She is concerned about the safety of having this event and it bringing people to town. Ms. Oliff responded that the event was already approved and they had taken steps to ensure safety and distancing. Ms. Cowan said there has been disturbing news from states that are opening up, so she'd like to discuss it further. James Murray, the Health Officer, said that he has been working with the applicant and the situation is still fluid; they should pay close attention to spikes in other states. Mr. Papakonstantis asked Mr. Dean to discuss what nearby communities are doing. Mr. Dean said some are allowing events, some are cancelling or not allowing rental of town buildings. Primex has said these are local decisions, but recommend that if the events go on they adhere to the State guidelines. Ms. Oliff said the Governor has opened up the State, so this is a chance to work on the requirements and procedures for future events.
- b. Scott Ruffner of 11 Hall Place, the Director of TEAM ( the event's organizer), said that they chose to continue with this event because they can embrace social distancing. They have been working with vendors and performers to make sure everyone will follow the guidelines.
- c. Gerry Hamel of 17 Little Pine Lane said he shares Ms. Surman's concerns. He hates to see events being cancelled, but they have to think of the safety of their community.

3. Proclamations/Recognitions

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

4. Approval of Minutes

- a. Regular Meeting: June 15, 2020

**MOTION:** Mr. Browne moved to approve the minutes of June 15th, 2020 as presented. Ms. Gilman seconded. By a roll call vote, all were in favor.

5. Appointments

- a. There were no appointments at this meeting.

6. Discussion/Action Items

a. Police Department Presentation

Stephan Poulin, the Chief of Police, gave a presentation on hiring and training for the Police Department, as well as restraints on the use of force and disciplinary policies. Mr. Papakonstantis said he would like to have a community forum in the future that offers a dialogue with the Police. Ms. Cowan asked what sort of complaints they receive about officers. Chief Poulin said that most initial complaints are more questions about procedures. They really don't receive a lot of public complaints. Ms. Gilman asked about the recordkeeping for complaints. Chief Poulin said the policies regarding complaints are public, and they do have records of everything. Mr. Papakonstantis asked if Ms. Cowan and Mr. Browne could take the lead on working with the Department on further dialogue with the community.

b. Public Works re: Water Restrictions Recommendations

Jennifer Perry, the Director of Public Works, said that water resources are in a precipitation deficit for 2020. To date, they've had 17" of rain, while the normal is 23", which is a significant deficit of 6". Town Ordinance 16.10 gives the Select Board the authority to establish water use restrictions. The department recommends a level 2, which enacts alternate day landscape watering, depending on address, and restricts the time of watering to between 7 PM and 8 AM. According to the State legislature, this can apply to public and private water use, as well as both residential and commercial; however, Town Ordinance limits the restriction to residential. This excludes small pools (less than 100 gallons) and vegetable gardens. Ms. Gilman suggested putting the information about the restriction on the website and the MyCivic App. Ms. Cowan mentioned the electronic billboards around town. Ms. Gilman asked how they will know the drought is over. Ms. Perry said there are various aspects that the department monitors, but it doesn't change overnight. They will come back to the Board and ask them to lift the water restrictions.

**MOTION:** Ms. Gilman moved to declare a water restriction level 2 as defined in Town Ordinance 16.10.5 and 6. Ms. Oliff seconded. Ms. Gilman amended her motion to include the level 2 definition: landscape watering by odd numbered addresses is allowed on odd numbered days and even numbered addresses is allowed on even numbered days, and landscape watering shall not occur between the hours of 8 AM and 7 PM. Ms. Oliff seconded the amendment. By a roll call vote, all were in favor.

c. Westside Drive, Squamscott River Siphons Project Design/Engineering Recommendations

Ms. Perry said that regarding the Westside Drive utility replacement Warrant Article, they recommend awarding the Design and Engineering RFP to Underwood Engineers, based on the company's qualifications. They have a quote for \$97,600 for this work.

**MOTION:** Ms. Cowan moved to award the design contract for the Westside Drive Area Utility Planning and Preliminary Design project to Underwood Engineers, Inc for \$97,600. Mr. Browne seconded. By a roll call vote, all were in favor.

i. Squamscott River Siphons

Ms. Perry said that the Warrant article approved \$1.6 M for siphons, which are two 8-inch sewer pipes that run under the river to the main sewer pump station. The existing siphons are not adequate for new connections or wet weather flows.

**MOTION:** Ms. Gilman moved to award 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. Ms. Oliff seconded. By a roll call vote, all were in favor.

d. First Reading: Animal Control Ordinance Amendment

Ms. Gilman read the proposed amendment to Chapter 9 of Exeter Town Ordinance, 9:10 section C, deleting c, Gilman Park off Bell Avenue, and adding a new section, 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 a day.*

Dawn Jelley of 4 Nelson Drive said she supports this amendment. It supports the original intent of the former Trustees that the park be dog-friendly.

Anne Surman said she also supports the amendment.

Sally Ward of 72 Park Street said she supports the amendment, as there is a deficit of places for people to take their dogs.

Mr. Papakonstantis said there will be a second reading of the amendment at the July 13th meeting.

e. Sustainability Coordinator Job Description

Mr. Papakonstantis said that at the last meeting, Terry Harmon requested that the Sustainability Coordinator be added to the agenda. Mr. Papakonstantis discussed the history of the position, which was a petition article in last year's warrant which did not appropriate money and did not pass the Budget Recommendations Committee process. The responsibility for sustainability initiatives was given to the Town Planner, Dave Sharples. At the last Sustainability Advisory Committee Meeting, the group voted unanimously to support the job description of the Sustainability Coordinator, which would have to go before the BRC and Board and on to the voters again.

Sally Ward said a great deal of work has already been done on this position, and they don't want to reinvent the wheel by coming back before the BRC. She asked that the Select Board approve the content of the job description

so the BRC could focus on the creation of the position. She added that Mr. Sharples' duties are already a full time job.

Mr. Dean said they don't have a process to add this position to the steps prior to BRC approval. Ms. Gilman said the process is further along this year with the job description.

Terry Harmon of 6 Oak Street said that all the work has been done on this job position, so the easy thing to do is approve the job description now and wait for the finances to come into place later, and amend it at that time if necessary.

Sally Ward said they want to know if in concept the Select Board agrees with the job description. They don't want to redo it as part of the budget process.

Gwen English said this job description is already guiding Mr. Sharples in his work on Sustainability.

Mr. Browne said having a role like this would attract the kinds of businesses that fit with their long-term vision for Exeter to the town. Ms. Gilman said prioritizing the essential duties for Mr. Sharples to focus on may be something the committee could do. Ms. Cowan said she remembered the amount of hard work that went into this job description. The Board should think holistically before they approve the job description, including how this will fit with the Town Planner's role. She would like to hear Mr. Sharples speak on this issue.

**MOTION:** Mr. Browne moved to accept the job description for Sustainability Coordinator. Ms. Gilman seconded. Ms. Gilman said she appreciates the work the committee put in, but she's not ready to commit to the grade and step. Ms. Cowan agreed that she wouldn't want to commit and not be able to go back. Papakonstantis said he supports the work of the Sustainability Committee, but he's also not ready to approve. Ms. Oliff and Mr. Browne voted yay, and Ms. Cowan, Ms. Gilman, and Mr. Papakonstantis voted nay. The motion failed 2-3.

Mr. Papakonstantis asked Mr. Dean if Dave Sharples could be present at the July 13 meeting to discuss this further.

f. COVID 19 Updates

Justin Pizon of the Fire Department said the State had 120 persons test positive for Covid-19, 3 in Rockingham County. There have been a total of 37 deaths, 5 in Rockingham County. The majority were in long-term care facilities. Two additional Exeter residents tested positive; the total since March is 24, with 5 cases being monitored. The department is back to 8-10 ambulance calls daily. PPE supplies are adequate. Through the CRF Municipal Aid program, they have received \$345,859 in aid. The Safer at Home program from the Governor includes the recommendation that wearing masks in public is important. Regarding masks, they protect others from our own asymptomatic transmission.

Mr. Dean said they're looking at opening the Town Offices, the Library, and other town buildings to the public, which could go forward on July 6th. The narrow hallway in the Town Offices will challenge the social distancing process. The lobby area will allow up to 6 people at a time, while the tax collection area will allow only one person. They will offer hand sanitizer, masks for the public, and shields for employees. They will still encourage the use of online services

and making appointments to limit foot traffic. The Library and Parks and Rec will follow the guidelines.

Mr. Papakonstantis asked if a motion was necessary, and Mr. Dean said no, as long as the Board is generally supportive, they will plan on opening to the public July 6th. He clarified that the Town Offices have been open, just not accessible to the public.

Mr. Bisson said that the CareKids program currently has 27 registrants; they can take up to 45 kids. The program qualified as emergency child care with the State of NH, and received PPE and cleaning supplies. They are hoping for financial assistance as well. The drive-in movies and concerts have been outstanding. The movies sold out the first two weeks with 45 cars, and they are almost sold out for the next movie. They're averaging 85-100 people for the concerts.

Ms. Roy said they will be running a "traveling senior center" in mid-July. They purchased 28 folding TV tables and chairs and will go play Bingo at different senior housing sites in a socially-distanced way.

Mr. Dean said Farmer's Market is interested in going back to Swasey Parkway. Mr. Papakonstantis said they should also consider keeping the Parkway closed to vehicular traffic through Labor Day. Ms. Oliff said if they approved the TEAM event, she doesn't see why the Farmer's Market can't be there.

**MOTION:** Ms. Cowan moved to close Swasey Parkway to vehicular traffic through Labor Day. Mr. Browne seconded. By a roll call vote, all were in favor.

Mr. Papakonstantis said regarding the Farmer's Market, the new phase from Governor Sununu may warrant revisiting the issue. The Select Board granted Dorianne Barr of the Farmer's Market, an East Kingston Resident, permission to speak.

Ms. Barr asked the Board to let the Farmer's Market resume their permit at Swasey Park as soon as possible.

Mr. Murray said he had observed the Farmer's Market at the Tuck Campus, and they have been conducting business in a safe manner. He believes that they could operate just as safely at Swasey.

Ms. Oliff said Tuck is a destination, but Swasey has people already and the attendance may be much higher. She thinks they should give themselves at least another week to develop a plan. Mr. Papakonstantis agreed. Ms. Barr said in May, they looked at having all vendors on one side of the street with space in between, as well as an external exit on the sidewalk. Mr. Murray said he is happy to work with the Farmer's Market on a possible increase in attendance, and monitor the first week.

**MOTION:** Mr. Browne moved to allow the Farmer's Market to return to Swasey Parkway next Thursday, July 9th. Ms. Oliff seconded. By a roll call vote, all were in favor.

Mr. Dean said the new Executive Order 56 deals with a procedure relative to appropriations and tax payments. The town can enter into agreements with taxpayers to pay on a schedule. There's a reduction of appropriations as well. As the fiscal year progresses, they will have a revenue update, taking into account the state of the Meals and Rooms Tax, etc.

Mr. Dean added that Executive Order 52, "Safer at Home," runs through August 1st.

Ms. Gilman asked if they should vote on the new extended date for the TEAM event, and if it has been as planned out as the Farmer's Market. Mr. Murray said he has been working with Mr. Ruffner, but he hasn't seen logistics for the event. Ms. Cowan asked if Mr. Murray was comfortable recommending the event go forward, and Mr. Murray said he is concerned about spikes in Florida and other states. Ms. Oliff said if they are allowing some events, they should allow all events that follow the guidelines. Ms. Cowan said the Farmer's Market had a plan in place to open in Swasey Parkway, and they've had several weeks to see what works. Ms. Oliff said that they should find a way to do events safely, rather than not doing them at all. Mr. Bisson said Parks and Rec put together a seven page checklist of guidelines events need to adhere to, although the situation remains fluid.

Scott Ruffner of TEAM said they will comply with every guideline. They always submit detailed maps prior to events and work with all town employees necessary. Ms. Gilman said the Governor's Executive order for festivals just came out, and this will be the town's first festival. The town employees have a process in place, so she would go with their recommendation. She added that the Farmer's Market is an essential service, not a festival. Mr. Papakonstantis asked Mr. Ruffner if the vendors or artists are from out of state. Mr. Ruffner said no one is from out of state. There are only 20 vendors total, with 15-20 feet planned between each vendor. They will comply with whatever recommendations are made at the site walk with town employees.

**MOTION:** Ms. Oliff moved to change the permitted date of the TEAM festival event from June 26th to July 11th, providing that all protocols are met. Ms. Gilman seconded. By a roll call vote, all were in favor.

## 7. Regular Business

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

**MOTION:** Ms. Gilman moved to approve a Veteran's Credit in the amount of \$500 for 85/88/4. Ms. Oliff seconded. By a roll call vote, all were in favor.

Regarding a denial recommendation, Mr. Dean read a letter from the assessors stating that the applicant has not met the burden to show that he paid more than his share. The applicant has until December to appeal to the BTLA if denied.

**MOTION:** Ms. Gilman moved to deny an abatement for 72/17/4. Mr. Browne seconded. By a roll call vote, all were in favor.

b. Permits & Approvals

Mr. Dean said that regarding the Emergency Management Grant, they're in the process of putting together a plan and need an extension. He asked the Board to approve and the Chair to sign.

**MOTION:** Ms. Gilman moved to approve the extended application for Emergency Management Performance Grant CFDA #97.042, and further move the Chair sign the extension. Mr. Browne seconded. By a roll call vote, all were in favor.

c. Town Manager's Report

- i. They're In the middle of the Capital Improvement Program work. They're doing a deeper dive into the Public Safety Facility Staffing Analysis. He recognized Dave Sharples, the author of the Mixed Use Zoning Amendment, which received the project of the year award from the NH Planning Association.

d. Select Board Committee Reports

- i. Ms. Oliff said the Swasey Parkway Trustees met, but she wasn't there. They discussed the Pocket Park proposal, a sewer project, the music festival, tree watering and mowing. They heard an update from Dave Short on the pavilion that needs work, for which they need an extra \$2,000.
- ii. Mr. Browne said the Communications Committee met. They are starting work on a Master Plan and coming up with questions to ask the public. The Facilities Committee had a meeting, where they welcomed him and went over a study done for the Police Department.
- iii. Ms. Gilman had a Heritage Commission meeting, where they discussed Heritage Neighborhood Districts. They will have a presentation for the Select Board on this in the future. The Historic District Commission met with the developer and owner of the Ioka, and had a good back and forth. Next month the developer will submit a formal application.
- iv. Ms. Cowan had a Planning Board meeting where they discussed the TIF project, and had a debate about protected species in the parcel, specifically irises and fairy shrimp. They voted to have an independent study look for the presence of vernal pools.
- v. Mr. Papakonstantis had no meetings.

e. Correspondence

- i. A notice from Xfinity on changes to the cable service.
- ii. A letter from Commissioner Scott. Mr. Dean said this is the response from correspondence to the State on the role of DES in removal of tributaries out of the Great Bay permitting process. Nothing is final yet.

8. Review Board Calendar

- a. The next meetings are July 13 and July 27.

9. Non-Public Session

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

10. Adjournment

**MOTION:** Ms. Gilman moved to adjourn. Ms. Oliff seconded. By a roll call vote, all were in favor, and the meeting adjourned at 10:42 PM.

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary

## Appointments

**Appointments – July 13<sup>th</sup>, 2020**

Selectwoman Cowan – Select Board Representative to TIF Board

**Brianna Brand**

Wed, Jun 17,  
8:12 AM

to me/ Renay

Good Morning Ms. Chairwoman,

It has been an honor and a privilege to work with the dedicated volunteers on the Town of Exeter's Energy Committee during my tenure. Unfortunately due to moving out of the town, I must therefore offer my resignation as a committee member. I wish the town all the best in its pursuits towards a clean energy future.

Sincerely,

Brianna Brand  
Energy Committee Member

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**Brianna Brand** | Senior Program Director  
Clean Energy NH  
[brianna@cleanenergynh.org](mailto:brianna@cleanenergynh.org)  
[www.cleanenergynh.org](http://www.cleanenergynh.org) | 603.226.4732

# HEALTH OFFICER AND/OR DEPUTY NOMINATION FORM



## Application Information

Health Officer (HO)  New Appointment  Renewal  
 Deputy Health Officer (DHO)  New Appointment  Renewal

Please complete the form as completely as possible, including cell phones and email. The information requested is required per New Hampshire State Law RSA 128 and ensures the ability of the New Hampshire Division of Public Health Services (DPHS) to communicate with Health and Deputy Health Officers during local or statewide emergencies.

If the health officer position is temporarily vacant, please identify one (1) person on the Board of Selectmen (BOS) to serve as the contact with DPHS. Please list that person's mobile phone number and email in case of health emergencies.

Per RSA 128 an appointment term is three years and Deputy Health Officer terms shall run concurrently with their Health Officers term.

<b>Town Information</b> Town: <u>Exeter, NH</u> Town Manager/Admin. Name: <u>Russell Dean</u> Email: <u>rdean@exeternh.gov</u>	<b>Board of Selectmen Information</b> Mailing Address: <u>10 Front St</u> City/State/Zip: <u>Exeter NH 03833</u> Phone: <u>603-773-6112</u> Fax: _____ Email: _____
<b>Health Officer Information</b> Name: <u>James Murray</u> Municipal Mailing Address: <u>20 Court St</u> <u>Exeter NH 03833</u> Home Mailing Address: <u>98 Glass St</u> <u>Dembroke NH 03825</u> Preferred Mailing Address: Municipal <input checked="" type="checkbox"/> Home <input type="checkbox"/> Office Phone: <u>603-773-6132</u> Cell Phone (required): <u>603-770-0613</u> Email (required): <u>jmurray@exeternh.gov</u> Fax Line: _____ Date of Birth: <u>06/26/1991</u> Town has performed a background check: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Deputy Health Officer Information (if applicable)</b> Name: _____ Municipal Mailing Address: _____ Home Mailing Address: _____ Preferred Mailing Address: Municipal <input type="checkbox"/> Home <input type="checkbox"/> Office Phone: _____ Cell Phone (required): _____ Email (required): _____ Fax Line: _____ Date of Birth: <u> / /</u> Town has performed a background check: Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Primary Occupation (circle or bold)</b> MD PA Nurse/NP Police Fire EMT/Paramedic Welfare Town Adm./Manager Code Enforcement/Building Inspector Board of Selectmen <u>Health Officer/DHO Only</u> Other _____ <b>Town Position Type: (circle one)</b> <u>Full Time</u> Part-time Per Diem Volunteer Signature of Health Officer: <u>[Signature]</u> Date: <u>7/8/20</u> Signature of Board of Selectmen: _____ Print Name: _____ Signature: _____	<b>Deputy Occupation - (circle or bold)</b> MD PA Nurse/NP Police Fire EMT/Paramedic Welfare Town Adm./Manager Code Enforcement/Building Inspector Board of Selectmen Health Officer/DHO Only Other _____ <b>Town Position Type: (circle one)</b> Full Time Part-time Per Diem Volunteer Signature of Deputy: _____ Date: _____ Print Name: _____ Signature: _____

**YOU MAY RETURN FORM VIA Email, Post or Fax:**

EMAIL: Sophia.Johnson@dhhs.nh.gov

POSTAL SERVICE: Sophia Johnson, Health Officer Specialist.  
 NH DHHS, Bureau of Public Health Protection, 29 Hazen Drive, Concord, NH 03301-6504 FAX: 603-271-8705 Phone: 603-271-3468

Do not write in this box -- For State Office Use Only		
Appointment Date:	Expiration Date:	New/Renew

Last Revision Date: May 2020

## Town Property Permitting Discussion

**TOWN OF EXETER  
MEMORANDUM**

TO: Select Board  
FROM: Town Manager  
RE: Town Property Permitting Discussion  
DATE: July 13<sup>th</sup>, 2020

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As you are aware several issues have arisen regarding permitting of events for town property during the pandemic. Many of these issues are related to public gathering sizes and social distancing needs, and how to best handle permitting, in light of the following: 1) state reopening guidelines (safer at home 2.0); 2) federal level CDC guidelines; 3) following proper public health protocols related to COVID-19 concerns in accordance with published guidance, and 4) limiting liability for the town through development of a COVID-19 compliance checklist that permittees are required to sign, along with waivers of liability.

As the state and town continue on the reopening path, many of these requirements and decisions have been left to the local level. The approach via the town departments has been to require a plan be put in place by each permittee that follows state guidelines for each event depending on where it fits within the state guidelines. Parks/Recreation through their permitting process, and the public health officer have been heading up these efforts.

Thus far, our review team has included Parks/Recreation and the Health Officer, along with our public safety personnel including Assistant Chief Pizon, representatives from the Police Department, and Emergency Management. A temporary facility/event application has been developed by Parks/Recreation and plans have been required to be submitted through the Health Officer for review and approval, in accordance with the various guidelines.

The COVID-19 situation is fluid and ongoing. There has been continued interest in various town properties for permits for events. The guidelines put forth by the state have made issues like sanitizing and monitoring (enforcement) challenges for the town. We are not equipped in any way staffing wise to produce significant monitoring or enforcement during events.

Permitting events includes some acceptance of risk. That risk is subject to community debate. Whatever the outcome, town resources are stretched thin given the level of interest and the mechanics of meeting any guidelines in a meaningful way.

The state issued guidelines for fairs and festivals on July 8<sup>th</sup>, to give an example of the fluidity with which guidelines are being released. This has introduced new information and guidance to that process, and caused us to re-review the parameters for us locally based on the guidance. This is just one example of the complexities we have faced in permitting events on town property.

Whatever guidance can be provided by the Board in this area would be helpful, and we look forward to the conversation.

# Coronavirus Disease 2019 (COVID-19)

## Considerations for Events and Gatherings

As some communities in the United States begin to plan and hold events and gatherings, the CDC offers the following considerations for enhancing protection of individuals and communities and preventing spread of coronavirus disease 2019 (COVID-19). Event planners and officials can determine, in collaboration with state and local health officials, whether and how to implement these considerations, making adjustments to meet the unique needs and circumstances of the local community. Because COVID-19 virus circulation varies in communities, these considerations are meant to supplement—not replace—any state, local, territorial, or tribal health and safety laws, rules, and regulations with which gatherings must comply. Organizers should continue to assess, based on current conditions, whether to postpone, cancel, or significantly reduce the number of attendees for gatherings.

After reviewing the considerations listed on this page, event planners and administrators can use CDC's Events and Gatherings Readiness and Planning Tool  [9 pages] to protect staff, volunteers, and attendees.

## Guiding Principles

- A gathering refers to a planned or spontaneous event, indoors or outdoors, with a small number of people participating or a large number of people in attendance such as a community event or gathering, concert, festival, conference, parade, wedding, or sporting event.
- The *more people* an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and COVID-19 spreading.
- The *higher the level of community transmission* in the area that the gathering is being held, the higher the risk of COVID-19 spreading during a gathering.
- The size of an event or gathering should be determined based on state, local, territorial or tribal safety laws and regulations.

The risk of COVID-19 spreading at events and gatherings increases as follows:

**Lowest risk:** Virtual-only activities, events, and gatherings.

**More risk:** Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear cloth face coverings, do not share objects, and come from the same local area (e.g., community, town, city, or county).

**Higher risk:** Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.

**Highest risk:** Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.

## Targeting COVID-19's spread

SARS-CoV-2, the virus that causes COVID-19, is thought to be mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may also spread to hands from a contaminated surface and then to the nose, mouth or eyes, causing infection. Therefore, personal prevention practices (such as handwashing, staying home when sick, maintaining 6 feet of distance, and wearing a cloth face covering) and environmental prevention practices (such as cleaning and disinfection) are important ways to prevent the virus's spread.

These prevention principles are covered in this document. They provide event planners and individuals with actions to help lower the risk of COVID-19 exposure and spread during gatherings and events.

## Promoting Healthy Behaviors that Reduce Spread

Event planners should consider implementing strategies to encourage behaviors that reduce the spread of COVID-19 among staff and attendees.

- **Staying Home when Appropriate**
  - Educate staff and attendees about when they should stay home.
    - Advise employees and attendees to stay home if they have tested positive for COVID-19 or are showing COVID-19 symptoms.
    - Advise employees and attendees to stay home and monitor their health if they have had a close contact with a person who has symptoms of COVID-19 within the past 14 days.
    - Develop policies that encourage sick employees to stay at home without fear of reprisal, and ensure employees are aware of these policies.
    - CDC's criteria can help inform when employees should return to work:
      - If they have been sick with COVID-19
      - If they tested positive for COVID-19 but had no symptoms
      - If they have recently had a close contact with a person with COVID-19
    - Consider developing flexible refund policies for attendees for events that involve a participation fee.
- **Hand Hygiene and Respiratory Etiquette**
  - Require frequent employee handwashing (e.g., before, during, and after taking tickets; after touching garbage) with soap and water for at least 20 seconds and increase monitoring to ensure adherence.
  - If soap and water are not readily available, employees can use hand sanitizer that contains at least 60% alcohol and rub their hands until dry.
  - Encourage staff to cover the mouth and nose with a tissue when coughing and sneezing. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
  - Encourage attendees to wash hands often and cover coughs and sneezes.
  - Attendees often exchange handshakes, fist bumps, and high-fives at meetings and sporting events. Display signs (physical and/or electronic) that discourage these actions during the event.
- **Cloth Face Coverings**
  - Require the use of cloth face coverings among staff. Cloth face coverings are most essential in times when physical distancing is difficult (e.g., when moving within a crowd or audience).
  - Provide all staff with information on proper use, removal, and washing of cloth face coverings.
  - Advise staff that cloth face coverings should **not** be placed on:
    - Babies or children younger than 2 years old
    - Anyone who has trouble breathing
    - Anyone who is unconscious, incapacitated, or otherwise unable to remove the cloth face covering without assistance
  - Encourage attendees ahead of the event to bring and use cloth face coverings at the event.
  - Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks or respirators. They are not personal protective equipment.
  - Cloth face coverings are strongly encouraged in settings where individuals might raise their voice (e.g., shouting, chanting, singing).
- **Adequate Supplies**
  - Ensure adequate supplies to support healthy hygiene  behaviors. Supplies include soap, water, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch trash cans.

- **Signs and Messages**

- Post signs in highly visible locations (e.g., at entrances, in restrooms) that promote everyday protective measures and describe how to stop the spread of germs by properly washing hands and properly wearing a cloth face covering.
- Broadcast regular announcements on reducing the spread of COVID-19 on public address systems.
- Include messages (for example, videos) about behaviors that prevent spread of COVID-19 when communicating with staff, vendors, and attendees (such as on the event website and through event social media accounts).
- Consider developing signs and messages in alternative formats (e.g., large print, braille, American Sign Language) for people who have limited vision or are blind or people who are deaf or hard of hearing.
- Find freely available CDC print and digital resources about COVID-19 on CDC's communications resources main page.

## Maintaining Healthy Environments

Event planners should consider implementing several strategies to maintain healthy environments.

- **Cleaning and Disinfection**

- Clean and disinfect frequently touched surfaces within the venue at least daily or between uses as much as possible—for example, door handles, sink handles, drinking fountains, grab bars, hand railings, and cash registers.
- Clean and disinfect shared objects between uses—for example, payment terminals, tables, countertops, bars, and condiment holders.
- Consider closing areas such as drinking fountains that cannot be adequately cleaned and disinfected during an event.
- Develop a schedule for increased, routine cleaning and disinfection.
- Plan for and enact these cleaning routines when renting event space and ensure that other groups who may use your facilities follow these routines.
- If transport vehicles like buses are used by the event staff, drivers should practice all safety actions and protocols as indicated for other staff—for example, washing hands often and wearing cloth face coverings and maintaining social distance of bus riders. To clean and disinfect event buses, vans, or other vehicles see guidance for bus transit operators and drivers for hire, and adapt as needed.
- Ensure safe and correct use and storage of cleaners and disinfectants to avoid harm to employees and other individuals. Always read and follow label instructions for each product, and store products securely away from children.
- Use EPA-approved disinfectants against COVID-19.
- Cleaning products should not be used near children. Staff should ensure that there is adequate ventilation when using these products to prevent attendees or themselves from inhaling toxic vapors.
- Use disposable gloves when removing garbage bags or handling and disposing of trash.
  - After using disposable gloves, throw them out in a lined trash can.
  - Do not disinfect or reuse the gloves.
  - Wash hands after removing gloves.

- **Restrooms**

- Consider limiting the number of people who occupy the restroom at one time to allow for social distancing.
- Do not allow lines or crowds to form near the restroom without maintaining a distance of at least 6 feet from other people. It may be helpful to post signs or markers to help attendees maintain the appropriate social distance of at least 6 feet.
- Ensure that open restrooms are:
  - Operational with functional toilets.
  - Cleaned and disinfected regularly, particularly high-touch surfaces such as faucets, toilets, stall doors, doorknobs, countertops, diaper changing tables, and light switches.
    - Clean and disinfect restrooms daily or more often, if possible, with EPA-approved disinfectants against COVID-19.
  - Ensure safe and correct application of disinfectants and keep products away from children.

- Adequately stocked with supplies for handwashing, including soap and water or hand sanitizer with at least 60% alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and no-touch trash cans.
      - If you are providing portable toilets, also provide portable handwashing stations and ensure that they remain stocked throughout the duration of the event. If possible, provide hand sanitizer stations that are touch-free.
- **Ventilation**
  - Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example, by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk to staff or attendees (e.g., risk of falling or triggering asthma symptoms).
  - If portable ventilation equipment like fans are used, take steps to minimize air from them blowing from one person directly at another person to reduce the potential spread of any airborne or aerosolized viruses.
- **Water Systems**
  - To minimize the risk of Legionnaires' disease and other diseases associated with water, take steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized, but encourage staff and attendees to bring their own water, as feasible, to minimize touching and use of water fountains.
- **Modified Layouts**
  - Limit attendance or seating capacity to allow for social distancing, or host smaller events in larger rooms.
  - Use multiple entrances and exits and discourage crowded waiting areas.
  - Block off rows or sections of seating in order to space people at least 6 feet apart.
  - Eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing signs or other visual cues such as tape or chalk marks.
  - Prioritize outdoor activities where social distancing can be maintained as much as possible.
  - Offer online attendance options in addition to in-person attendance to help reduce the number of attendees.
- **Physical Barriers and Guides**
  - Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart in lines and at other times (e.g., guides for creating one-way routes).
  - Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart. Barriers can be useful at cash registers and other areas where maintaining physical distance of 6 feet is difficult.
  - Change seating layout or availability of seating so that people can remain least 6 feet apart.
- **Communal Spaces**
  - Stagger use of shared indoor spaces such as dining halls, game rooms, and lounges as much as possible and clean and disinfect them between uses.
  - Add physical barriers, such as plastic flexible screens, between bathroom sinks and beds, especially when they cannot be at least 6 feet apart.
  - Clean and disinfect bathrooms regularly (e.g., in the morning and evening or after times of heavy use) using EPA-registered disinfectants [\[1\]](#).
  - For more information on communal spaces in event housing (e.g., laundry rooms, shared bathrooms, and recreation areas) follow CDC's guidance for Shared or Congregate Housing.
- **Food Service**
  - There is no evidence that COVID-19 is spread by food. However, people sharing utensils and congregating around food service areas can pose a risk.
  - If the event includes food service, refer to CDC's COVID-19 considerations for restaurants and bars.
  - Use touchless payment options as much as possible, if available.
  - Ask customers and employees to exchange cash or card payments by placing them on a receipt tray or on the counter rather than by hand to avoid direct hand-to-hand contact.

- Clean and disinfect frequently touched surfaces such as pens, counters, or hard surfaces between use and encourage patrons to use their own pens.
  - Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart when waiting in line to order or pick up.
  - If a cafeteria or group dining room is used, serve individually plated meals or grab-and-go options, and hold activities in separate areas.
  - Use disposable food service items including utensils and dishes. If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.
  - Individuals should wash their hands after removing their gloves or after directly handling used food service items.
  - Avoid offering any self-serve food or drink options, such as buffets, salad bars, and drink stations. Consider having pre-packaged boxes or bags for each attendee.
- **Shared Objects**
    - Discourage people from sharing items that are difficult to clean, sanitize, or disinfect.
    - Limit any sharing of food, tools, equipment, or supplies by staff members.
    - Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible; otherwise, limit use of supplies and equipment to one group of staff members or attendees at a time, and clean and disinfect them between use.

## Maintaining Healthy Operations

Event organizers and staff may consider implementing several strategies to maintain healthy operations.

- **Regulatory Awareness**
  - Be aware of local or state regulatory agency policies related to group gatherings to determine if events can be held.
- **Protections for Staff and Attendees who are at Higher Risk of Severe Illness from COVID-19**
  - Offer options for staff at higher risk for severe illness (including older adults and people of any age with underlying medical conditions) that limit their exposure risk. For example:
    - Offer telework and modified job responsibilities for staff, such as setting up for the event rather than working at the registration desk.
    - Replace in-person meetings with video- or tele-conference calls whenever possible.
  - As feasible, offer options for attendees at higher risk for severe illness that limit their exposure risk (e.g., virtual attendance).
  - Consider limiting event attendance to staff and guests who live in the local area (e.g., community, city, town, or county) to reduce risk of spreading the virus from areas with higher levels of COVID-19. If attendance is open to staff and guests from other communities, cities, town or counties, provide information to attendees so they can make an informed decision about participation.
  - Put policies in place to protect the privacy of people at higher risk for severe illness regarding their underlying medical conditions.
- **Limited, Staggered, or Rotated Shifts and Attendance Times**
  - Consider ways to significantly reduce the number of attendees.
  - Use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing of 6 feet between employees, volunteers, and others.
  - Rotate or stagger shifts and arrival times to limit the number of employees in a venue at the same time.
  - Stagger and limit attendance times to minimize the number of guests at the venue.
- **Travel & Transit**
  - Encourage employees to use transportation options that minimize close contact with others (e.g., walking or biking, driving or riding by car – alone or with household members only). Consider offering the following support:
    - Ask employees to follow the CDC guidance on how to Protect Yourself When Using Transportation, including public transit

public transit.

- Allow employees to shift their hours so they can commute during less busy times.
- Ask employees to wash their hands as soon as possible after their trip.
- Reconfigure parking lots to limit congregation points and ensure proper separation of employees (e.g., closing every other parking space).
- Encourage rideshare drivers to clean and disinfect frequently touched surfaces in the vehicle and avoid providing pooled rides or picking up multiple passengers who would not otherwise be riding together on the same route.
- **Designated COVID-19 Point of Contact**
  - Designate an administrator or office to be responsible for responding to COVID-19 concerns. All staff and attendees should know who this person or office is and how to contact them.
- **Communication Systems**
  - Put systems in place to:
    - Encourage staff and attendees to self-report to event officials or a COVID-19 point of contact if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days, in accordance with health information sharing regulations for COVID-19 (e.g., see “Notify Health Officials and Close Contacts” in the **Preparing for When Someone Gets Sick** section below), and other applicable privacy and confidentiality laws and regulations.
    - Advise attendees prior to the event or gathering that they should not attend if they have symptoms of, a positive test for, or were recently exposed (within 14 days) to COVID-19.
    - Notify staff, attendees, and the public of cancellations and restrictions in place to limit people’s exposure to COVID-19 (e.g., limited hours of operation).
    - Identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to event staff and participants. Tailor information so that it is easily understood by various audiences and is available in alternative formats and languages.
    - Learn more about reaching people of diverse languages and cultures by visiting: [Know Your Audience](#). You also can learn more about communicating to staff in a crisis at: [Crisis Communications Plan](#). 
- **Leave (Time Off) Policies**
  - Implement flexible sick leave policies and practices that are not punitive and enable employees to stay home when they are sick, have been exposed, are caring for someone who is sick, or who must stay home with children if schools or child care centers are closed.
  - Examine and revise policies for leave, telework, and employee compensation as needed.
  - Ensure that any relevant policies are communicated to staff.
- **Back-Up Staffing Plan**
  - Monitor absenteeism of employees, cross-train staff, and create a roster of trained back-up staff.
  - Develop policies for return-to-work and event facilities after an employee has COVID-19. CDC’s criteria to discontinue home isolation and quarantine can inform these policies.
- **Staff Training**
  - Train staff on all safety protocols. Consider using CDC’s [Interim Guidance for Businesses and Employers](#) as a guide.
  - Conduct training virtually to ensure that social distancing is maintained during training.
  - If training needs to be done in person, maintain social distancing. Virtual training is clearly better for infection control when feasible.
- **Recognize Signs and Symptoms**
  - If feasible, conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and attendees safely and respectfully, and in accordance with any applicable privacy laws and regulations.
  - Event administrators may consider using examples of screening methods in CDC’s [General Business FAQs](#) as a guide.
- **Sharing Facilities**
  - Encourage any organizations that share or use the same venue to also follow these considerations and limit shared use, if possible.

use, if possible.

- **Support Coping and Resilience**
  - Promote employees' ability to eat healthy foods, exercise, get enough sleep, and find time to unwind.
  - Encourage employees to talk with people they trust about their concerns and how they are feeling.
  - Consider posting signs for the national distress hotline: 1-800-985-5990, or text TalkWithUsto 66746; The National Domestic Violence Hotline: 1-800-799-7233 and TTY 1-800-787-3224; and The National Suicide Prevention Lifeline: 1-800-273-TALK (8255).
- **Lessons Learned After the Event**
  - Meet with the emergency operations coordinator or planning team for your venue to discuss and note lessons learned.
  - Determine ways to improve planning and implementation processes if the event will happen again.
  - Update your plans regularly according to the state and local situation and orders.

## Preparing for When Someone Gets Sick

Event planners should consider several strategies to implement when someone gets sick.

- **Advise Sick Individuals of Home Isolation Criteria**
  - Communicate to sick staff members that they should not return to work until they have met CDC's criteria to discontinue home isolation.
- **Isolate and Transport Those Who are Sick**
  - Make sure that staff and attendees know that they should not come to the event and that they should notify event planners (e.g., the designated COVID-19 point of contact) if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or a suspected or confirmed case.
  - Immediately separate staff and attendees with COVID-19 symptoms (e.g., fever, cough, shortness of breath) at the event. Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms are, and follow CDC guidance for caring for themselves.
  - Individuals who have had close contact with a person who has symptoms should be separated, sent home, and advised to follow CDC guidance for community-related exposure (see "Notify Health Officials and Close Contacts" below). If symptoms develop, individuals should follow CDC guidance for caring for themselves.
  - Planners may follow CDC's Guidance for Shared or Congregate Housing for any staff who live in event housing.
  - Work with venue administrators, local officials, and healthcare providers to identify an isolation area to separate anyone who has COVID-like symptoms or who has tested positive but does not have symptoms. Event healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.
  - Establish procedures for safely transporting anyone sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, call first to alert them that the person may have COVID-19.
- **Clean and Disinfect**
  - Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
  - Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning  and disinfection products, including storing them securely away from children.
- **Notify Health Officials and Close Contacts**
  - In accordance with state and local laws and regulations, event planners should notify local health officials, staff, and attendees of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA)  and other applicable laws and regulations.
  - Advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

## Other Resources

[Latest COVID-19 Information](#)

[Cleaning and Disinfection](#)

[Guidance for Businesses and Employers](#)

[Guidance for Schools and Childcare Centers](#)

[Guidance for Park Administrators](#)

[Shared and Congregate Housing](#)

[COVID-19 Prevention](#)

[Handwashing Information](#)

[Face Coverings](#)

[Social Distancing](#)

[COVID-19 Frequently Asked Questions:](#)

[Persons at Higher Risk](#)

[Managing Stress and Coping](#)

[HIPAA and COVID-19](#) [↗](#)

[CDC communication resources](#)

[Community Mitigation](#)

[Transportation](#)

[Interim Guidance for Communities of Faith](#)

[Crisis Communications Plan.](#) [↗](#)

[Restaurants and bars](#)

[Americans with Disabilities Act \(ADA\) and other applicable laws and regulations](#) [↗](#)

Issue Date:  
License #:



## EXETER PARKS & RECREATION

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



### USE OF PARKS/FACILITIES FOR EVENTS TEMPORARY PERMIT APPLICATION

Please complete the application and return to the Parks and Recreation Office at 32 Court Street, Exeter NH. Upon review and approval a temporary permit for the use of Town parks/facilities will be issued to the applicant. All use of Town parks and facilities must abide by the New Hampshire Governor's emergency COVID- 19 orders. The Town of Exeter has the right to revoke any temporary permit at any time for non-compliance.

Please note, the permit issued will be temporary due to the current COVID-19 situation, upon expiration of the temporary permit all groups will need to re-apply for the normal parks and facility permits and pay any fees.

**THIS FORM MUST BE FILLED OUT BY THE CONTACT PERSON OF THE ORIGINAL PERMIT HOLDER.**

**IF ANY VENDOR VIOLATES THE PERMIT REQUIREMENTS, IT WILL BE RESCINDED FOR THE ENTIRE ORGANIZATION.**

<i>Organization:</i>
<i>Organization Contact:</i>
<i>Organization Contact Home Phone Number:</i>
<i>Organization Contact Mobile Phone Number:</i>
<i>Email:</i>
<i>Back Up Contact Name:</i>
<i>Back Up Contact Home Phone Number:</i>
<i>Back Up Contact Mobile Phone Number:</i>
<i>Anticipated Number of Vendors:</i>
<i>Anticipated Number of Attendees:</i>

**Please read and initial the following that you agree to abide by the following rules:**

1. Organizers and vendors must provide education and training around safe practices as it relates to hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the New Hampshire Universal Guidelines and in this document.

**Initial:** \_\_\_\_\_

2. Organizers must provide an updated map indicating how event will be spread out to adhere to the 6' social distancing rule

**Initial:** \_\_\_\_\_

3. All organizers, vendors, and attendees must maintain at least 6 feet apart from others at all times.

**Initial:** \_\_\_\_\_

4. Require all volunteers and vendors to report any symptoms of COVID-19 or close contact to a person with COVID-19 to the lead contact person. Vendors and Volunteers should not attend events if they feel sick.

**Initial:** \_\_\_\_\_

5. Vendors should be screened on arrival to each event by asking if the individual:
  - a. Has any symptoms of COVID-19 (see Universal Guidelines for list of potential symptoms) or fever of 100.4 degrees F or higher (parents should take the participant's temp prior to bring them to the facility).
  - b. Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
  - c. Traveled in the past 14 days either:
    - i. Internationally (outside the U.S.),
    - ii. By cruise ship, or
    - iii. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).

**Initial:** \_\_\_\_\_

6. Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should not be allowed into the event:
  - a. Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and self-isolate at home following the instructions below.
  - b. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should self-quarantine for 14 days from their last exposure or return from travel.

**Initial:** \_\_\_\_\_

7. Person(s) with suspect or confirmed COVID-19 must stay home until symptom based criteria are met for discontinuation of isolation:
- a. At least 10 days have passed since symptoms first appeared AND
  - b. At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms)

**Initial:** \_\_\_\_\_

8. Organizers shall provide hand sanitizer and face masks at entry points to the events along with proper signage recommending masks be worn while attending the event.

**Initial:** \_\_\_\_\_

9. Vendors must wear masks and gloves at all times.

**Initial:** \_\_\_\_\_

10. Recommended that cash and product not handled by the same person.

**Initial:** \_\_\_\_\_

11. All vendors should consider Plexiglas/display changes/protective measures for displaying product

**Initial:** \_\_\_\_\_

12. New plastic bags for packing and selling – no reusable bags.

**Initial:** \_\_\_\_\_

13. Plastic tables (no wood) need to be used and disinfect commonly touched surfaces.

**Initial:** \_\_\_\_\_

14. Only vendor can handle products and place customer purchases away from other products.

**Initial:** \_\_\_\_\_

15. Only one shopper under the tent at a time to prevent overcrowding and adhering to 6' social distancing

**Initial:** \_\_\_\_\_

16. Vendors, Organizers required to have way to sanitize/wash their hands

**Initial:** \_\_\_\_\_

17. Vendors should offer cash-free/no-touch payment options encouraged (Apple Pay, Venmo, etc.)

**Initial:** \_\_\_\_\_

18. Provide foot traffic flow patterns to meet social distancing requirements.

**Initial:** \_\_\_\_\_

19. Plexi Glass separating the vendor from the patron should be used in the vendor booth when allowable.

**Initial:** \_\_\_\_\_

20. Performances should be held in a space in which social distancing can be adhered too. Ground markings are recommended to properly distance audience members.

**Initial:** \_\_\_\_\_

21. An isolation area shall be identified and communicated to all vendors and volunteers at the beginning of each event for those that develop symptoms during the event.

**Initial:** \_\_\_\_\_

22. All mouth-based activities shall not be allowed. This includes but is not limited to: spitting, chewing gum, licking fingers, and chewing/spitting sunflower seeds.

**Initial:** \_\_\_\_\_

23. Organizers shall handle all garbage following each event.

**Initial:** \_\_\_\_\_

24. Organizations shall require vendors to sign usual participation waivers outlining the additional risks due to COVID-19 associated with the activity.

**Initial:** \_\_\_\_\_

25. Organizations shall provide and require the review of the following documents/links to all volunteers and vendors:

- CDC Guidelines
- Universal Guidelines for All New Hampshire Employers and Employees
- CDC Use of Cloth Face Coverings

**Initial:** \_\_\_\_\_

26. Organizations shall have each volunteer and vendor sign a document indicating that they have received & reviewed the above documents and shall do their best to abide by the above mentioned Guidelines. Copies of said documents are required to be turned into the Exeter Parks and Recreation 48 hours prior to the event.

**Initial:** \_\_\_\_\_

27. Organization shall have each vendor and volunteer to sign a waiver acknowledging the seriousness of Covid-19 and to not hold the Town of Exeter responsible for a possible exposure.

**Initial:** \_\_\_\_\_

28. It is understood that this is a temporary permit in which can be revoked, eliminated or extended due to the fluidity of COVID-19 and/or non-compliance.

**Initial:** \_\_\_\_\_

29. It is understood that this temporary permit is in addition to the current special event applications.

**Initial:** \_\_\_\_\_

30. All food vendors will complete the "ServSafe COVID-19 Precautions Training Video" and will provide a copy of the certificate to the Town and the sponsoring organization. (Health Officer can provide link)

**Initial:** \_\_\_\_\_

The Director of Parks and Recreation will not review incomplete applications. All items must be initialed. Failure to do so shall result in an incomplete application which will not be processed. The undersigned attests that the supplied information is accurate and complete and requests that the Director of Parks and Recreation proceed with processing this application. The undersigned attests that they have read and agree to all provisions of this use of the Town of Exeter's Parks/Facilities for Covid-19 Permit. They attest that it is the responsibility of the organization to educate any vendors, volunteers, spectators etc. of these rules. **THEY ARE AWARE THAT ANY VIOLATION OF THESE RULES WILL RESULT IN AN IMMEDIATE SUSPENSION OF THE PERMIT FOR THE ORGANIZATION**

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Applicant Signature

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Date

**TEMPORARY PERMIT**  
**USE OF PARKS/FACILITIES FOR EVENT**

**\*\*\*\*PARKS AND RECREATION OFFICE USE ONLY\*\*\*\***

\*\*\* OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE \*\*\*

THIS PERMIT IS       ISSUED with the following conditions:       DENIED for the following reason(s):

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Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Greg Bisson, Director of Parks and Recreation

**Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. The Town of Exeter Parks and Recreation has created new protocols and put in place preventative measures to reduce the spread of COVID-19; however, EPRD (Exeter Parks and Recreation Department) cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending any program may increase you or your child(ren)s risk of contracting COVID-19.

.....

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to, or infected by COVID-19 by attending a EPRD program or affiliate event, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the EPRD program or affiliate event, may result from the actions, omissions, or negligence of myself and others, including, but not limited to, EPRD employees, volunteers, and program participants and their families. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself including, but not limited to, personal injury, disability, and death, illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)s attendance at the EPRD program or affiliate event, . On my behalf, and on behalf of my child(ren)s, I hereby release, covenant not to sue, discharge, and hold harmless Town of Exeter, Parks and Recreation and, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of EPRD, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any EPRD program or affiliate event.

I certify that I am an authorized representative of the organization using town parks and or facilities. By signing this document, I agree that we will provide the appropriate level of mitigation risk including, but not limited to adherence to guidelines as outlined in Governor Sununu's reopening orders, the CDC, and the New Hampshire Department of Health and Human Services concerning these activities.

I HAVE READ THIS RELEASE

I HAVE READ THIS RELEASE

\_\_\_\_/\_\_\_\_/\_\_\_\_  
date participant's signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
date parent's or guardian's signature  
(if participant is legally a minor)

**TOWN OF EXETER, NH  
EVENT APPLICATION**

**Special Event License (Reference RSA 286 1-5, Town Ordinance Chapter 807)**

The Town of Exeter requires licensing for all Special Events where the Select Board is the licensing authority. Special Event applications to the Town Manager's Office, at the Town Office.

For information or questions concerning the application call 603-778-6102.

Name of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Representative Sponsor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

No. of Volunteers/Workers per Day: \_\_\_\_\_ # Anticipated Spectators: \_\_\_\_\_

List Vendor(s) Names: \_\_\_\_\_  
\_\_\_\_\_

Describe (in detail) the proposed event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requesting:  Town Hall  Bandstand  Art Gallery  Swasey Parkway  Senior Center  
 Fireworks/Parade  Raffle  Raynes Barn/Farm  Parks/Recreation Property

Alcohol Service (See separate form)

Blocking Off Road(s) \_\_\_\_\_

Plywood (2 weeks) or  Poster (1 week) Signboard Dates: \_\_\_\_\_

A-Frame Quantity and Dates \_\_\_\_\_

# Parking Spaces: Location: \_\_\_\_\_

**If Applicable:**

Has Permit been approved:  Yes  No

Tech/AV Services needed:  Yes  No

## Event check list

Will your event involve any of the following? (Please check all that apply)

- Food/beverage concessions/vendors/sales
- Alcoholic beverages (State NH permit required)
- Electronic sound amplification equipment, speakers, public address system (must follow noise ordinance)
- Propane/Charcoal BBQ grills (inspection by Health Officer)
- Electrical set up/ electrical cords run to the site (inspection needed by Electric Inspector)
- Fire pits, bonfires, kindle fire, campfire and other outdoor burning (must have permit from Fire)
- Tents/canopies If so, list quantity and size \_\_\_\_\_
- Animals at the event. If so, describe \_\_\_\_\_
- Motorized Vehicles. If so, describe \_\_\_\_\_

**Other State and/or local permits (if applicable):**

- Selling/serving liquor Application
- Hawkers/Peddlers (door to door sales) Application

All applicants for Special Events need to provide written submission of the plans below. The Town staff will review your application and if additional information is required or if not enough information was supplied with this application, the Town will contact you to schedule a meeting.

**You must submit the following with this application:**

1. **Certificate of Insurance:** The Town requires liability insurance to be submitted with this completed application. Required amounts: General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000. The Town must be listed as additionally insured.
2. **Site Plan:** A drawing of the event layout, including parking, facilities, vendor setup etc. (even if you supplied one in previous years).
3. **Security/Crowd Control Plan:** Describe the number of detail police officer(s) to manage the maximum seating capacity of indoor events or to secure, control, and assure compliance with laws and licensing conditions in the case of an outdoor event.
4. **Traffic Control/ Parking Plan:** The estimated number of vehicles, provisions for parking, number of police officers or employees necessary to control traffic, type and location of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles.
5. **Fire Emergency Plan:** The estimated number of occupants of all indoor events to assure compliance with the laws and permit rules and conditions required by the NH State Fire Code and its adopted references for places of assembly.
6. **Ambulance/ Medical Service Plan:** Detail the on-site emergency medical services and transportation plan.
7. **Ticket Distribution Plan:** Outline the distribution of tickets prior to the event and/or at the time and place of the event, including provision for a limitation on ticket sales to maintain required occupancy levels and provision for the refund of ticket costs in the event of cancellation of the event.

8. **Sanitary Facilities Plan:** A plan appropriate for the number of attendees, which will include information relative to portable toilet facilities, trash containers, and a provision that the property and surrounding areas and roadways shall be cleared of all debris within 12 hours following the event.
9. **Food Service Plan:** A food service plan, which may require review and acceptance by the Exeter Health Officer or a vendor permit from the Fire Department.
10. **Special Duty Service Fees:** The application fee does not include the costs of Fire or Police protection, or any other extra Town expense required to protect the health and safety of the public which can reasonably be attributed to the event. All such costs associated with the use of active and stand-by emergency and other services provided by the Town of Exeter, or by other towns' emergency services, shall be borne by the applicant, promoter or sponsor.

After the Event, billing for the Special Duty Services will be based on actual hours incurred by Town personnel. The total will be invoiced. A history of non-payment or late payment of any application fee and or Special Duty Services is grounds to deny your request for future event permits.

A performance bond for events over 5,000 participants per day and or other security acceptable to the Town may be required in an amount equal to the amount estimated for Special Duty Services Fees as described above.

BY SIGNING BELOW, I CONFIRM THAT ALL INFORMATION PROVIDED HEREIN AND IN ALL ATTACHMENTS IS TRUE AND ACCURATE, ACKNOWLEDGE THAT THIS APPLICATION WILL NOT BE REVIEWED BY THE SELECT BOARD UNTIL CONSIDERED COMPLETE BY TOWN REVIEW STAFF, AND STATE THAT ALL LIABILITY FOR THIS EVENT IS ASSUMED AND ACCEPTED BY THE APPLICANT.

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

I ALSO CONFIRM THAT I AM RESPONSIBLE FOR ALL COSTS INCURRED FOR THIS EVENT INCLUDING ALL SPECIAL DUTY POLICE, FIRE AND HEALTH/SAFETY SERVICES. ALL SERVICES MUST BE PAID IN FULL UPON RECEIPT OF THE INVOICE. IF NOT PAID IN FULL, THE TOWN WILL CHARGE 2% INTEREST PER MONTH.

THE TOWN MAY REQUEST/SUE FOR LEGAL EXPENSES IF THE TOWN HAS TO GO TO COLLECTIONS FOR UNPAID AMOUNTS. I AM RESPONSIBLE FOR ALL FEES, WHICH MAY INCLUDE INTEREST, ATTORNEY AND COURT FEES.

THE TOWN RESERVES ITS RIGHTS TO PURSUE ALL AVAILABLE LEGAL REMEDIES FOR DAMAGE TO TOWN PROPERTY OR VIOLATION OF ANY LAWS, RULES OR CONDITIONS APPLICABLE TO USE OF TOWN PROPERTY. IN ADDITION, SUCH CONDUCT MAY RESULT IN REVOCATION OF PERMISSION AND/OR DENIAL OF FUTURE REQUESTS FOR PERMISSION TO USE TOWN PROPERTY.

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

**Town Review Staff Comments**

Police Chief (or designee):	<input type="checkbox"/> No Comments
Comments: _____ _____	
Signature: _____	Date: _____

Fire Chief (or designee):	<input type="checkbox"/> No Comments
Comments: _____ _____	
Signature: _____	Date: _____

Health Officer:	<input type="checkbox"/> No Comments
Comments: _____ _____	
Signature: _____	Date: _____

Parks/Recreation:	<input type="checkbox"/> No Comments
Comments: _____ _____	
Signature: _____	Date: _____

Public Works:	<input type="checkbox"/> No Comments
Comments: _____ _____	
Signature: _____	Date: _____

Select Board/Designee:	<input type="checkbox"/> No Comments
Approval Signature: _____	Date: _____

Town Official Use Only:	
Date Complete Application Received: _____	Final Approval Date: _____
Fee Received: _____	Check #: _____
Cleaning Deposit Received: _____	Check #: _____



# **Safer at Home**

FAIRS & FESTIVALS

## **COVID-19 REOPENING GUIDANCE**

GOVERNOR'S ECONOMIC REOPENING TASKFORCE



# SAFER AT HOME

## FESTIVALS AND FAIRS

### Safeguarding Guidance:

The intent of these recommendations is to reduce transmission of COVID-19 among employees and customers; support healthy business operations; and maintain a healthy work environment. In addition to strict adherence to [U.S. Centers for Disease Control and Prevention](#) (CDC), [Equal Employment Opportunity Commission](#) (EEOC) and [Occupational Safety and Health Administration](#) (OSHA) guidance, and [US Food and Drug Administration](#) (FDA), the State of New Hampshire recommends policies and procedures to protect consumers and employees, including:

### General Guidance

1. For the protection of other guests and employees, attendees are encouraged to bring and wear a protective face mask, especially when on shuttle buses, entering and exiting the grounds, waiting in lines, buying tickets or food/drink, and when social distancing is difficult to maintain. Face coverings are not required when seated and watching a performance in an appropriately physically distanced area.
2. It is encouraged that organizers have protective face masks available onsite for patron/employee/volunteer use.
3. Staff, performers, production crews, exhibitors, and volunteers must wear cloth face coverings when in a facility, in public locations, shared staff areas (e.g. break rooms), and when interacting with clients, even if outdoors (e.g. operating a ride or booth). Outdoor employees may temporarily remove their masks when no other individuals are within 6 feet.
  - a. Provide training on cloth face coverings based on CDC guidance for [Use of Cloth Face Coverings](#).
  - b. People wearing face coverings should not touch their eyes, nose, mouths, or faces, or adjust their face coverings without first sanitizing their hands. After touching their faces or adjusting their face coverings, their hands should be sanitized.
4. Customers should be encouraged to wear cloth face coverings when within the facility or public spaces with other individuals present, even if outdoors when social distancing is difficult to maintain.
5. Staff, performers, production crews, exhibitors, and volunteers should maintain a distance of at least 6 feet from others at all times.
6. There may be times when singers, musicians, emcees, auctioneers, etc. cannot wear masks given the nature of their roles. They should follow the "Additional Process Guidance for Presenting Venues and Performers" in the [Performing Arts Venue](#) guidance.
7. Staff/independent contractor testing may be considered for use as well. If adopted, a written policy must be developed and communicated to those contracted for the company.



# SAFER AT HOME

## FESTIVALS AND FAIRS

8. All staff, independent contractors, exhibitors and volunteers should be screened in accordance with New Hampshire's [Universal Guidance](#) for Employers.

### General Guidance to Protect Employees, Volunteers, and Attendees

1. Review and follow the [Universal Guidelines](#) for all New Hampshire Employers and Employees.
2. Review and follow CDC [guidance for businesses and employers](#).
3. Review and follow CDC [guidance for cleaning and disinfection](#).
4. If providing Food Services, follow [Food Service Industry guidance](#). Follow [ServSafe COVID-19](#) training guidelines if applicable.
5. Review and follow the [Retail](#) guidance as appropriate.
6. If amusement park rides are offered, review and follow [Amusement Park Guidance](#).
7. Conduct employee health screening as outlined in the [Universal Guidelines](#) for All New Hampshire Employers and Employees.
8. Train all employees on the importance of frequent hand washing and the use of appropriate hand sanitizers.
9. Provide COVID-specific safety training for staff who manage or oversee event volunteers, occasional part-time employees, and production and security crews.
10. Alcohol-based hand sanitizer/portable wash stations must be made readily available and must be placed with frequency throughout the grounds, including on entry, in key walkways, in food and beverage locations, in restrooms, at transportation points, at checkout locations, and at exits. Hand sanitizer must also be provided in non-public settings as well.
11. Commonly touched surfaces, work areas, and public areas should be frequently cleaned and disinfected according to [CDC guidance](#) at a minimum every 2 hours and at the end of each shift.
12. Staff, volunteers, and attendees should maintain a distance of at least 6 feet at all times.

### Employee and Volunteer Protection

1. Assign dedicated staff (i.e. a safety officer) to monitor and ensure compliance with social distancing, hand hygiene, cloth face covering use, and other protective actions.
2. Employees and volunteers must be provided with education and training around safe practices as it relates to hand hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the [Universal Guidance](#) and [Retail Store Guidance](#).
3. Employees and volunteers must be screened (questioned about) symptoms of COVID-19 before each shift as outlined in the [Universal Guidelines](#) for all New Hampshire Employers and Employees. Staff and volunteers with any symptoms should not be allowed to work.



# SAFER AT HOME

## FESTIVALS AND FAIRS

4. Require all employees and volunteers to report any symptoms of COVID-19 or close contact to a person with COVID-19 to the event's COVID-19 director.
5. Acrylic shields or other types of barriers/hygiene screens should be placed in areas between attendees and staff/volunteers who are in frequent close transaction situations; e.g., ticket sales, ticket collection, prize collection, etc.
6. Shared use tools and equipment will be cleaned and disinfected before being redistributed.
7. Employees should carry alcohol-based hand sanitizer and frequently practice hand hygiene throughout the day, including upon arrival, before and after going to the restroom, before and after touching their face masks or face coverings, before and after eating, and prior to leaving the facility for the day.

### Performer and Exhibitor Protection

1. Adhere to all [NH travel guidance](#) for performers and exhibitors from out of state.
2. Conduct daily screenings on COVID-19 symptoms for all performers and exhibitors. Performers and exhibitors with any symptoms should not be allowed to work.
3. Ensure that any performance areas/locations allow enough space for appropriate physical distancing of performers (see [Performing Arts Venue](#) guidance).

### Attendee Protection

1. Festival and fair organizers should have a communication plan to inform attendees prior to their visit about health and safety practices at the event and other information attendees need upon arrival. Plans may include: websites, social media, email or other electronic communication, such as reservations or confirmations, and print.
2. Events must incorporate social distancing into the operation of restrooms, performance/event seating, and food service. Special consideration should be taken with parking and public transportation (shuttle buses, golf carts, carriages, etc.).
3. Signage must be prominently posted at entrance(s) informing attendees about symptoms of COVID-19 and social distance requirements; to practice frequent hand hygiene/washing; and wear a cloth face covering over mouth and nose to protect others (see Universal Guidelines for sample language).
4. Attendees should not be admitted to a fair or festival if they report experiencing symptoms associated with COVID-19 or have knowingly been in contact with anyone who is ill.
5. Attendees should be limited to no less than six feet distancing from the edge of a performance area. Singing or wind instrument performances should follow audience spacing detailed in [performing arts venue](#) guidance. Attendees should remain in their seats and performers should not physically interact with audience. More space should be considered when larger performance groups are present.



# SAFER AT HOME

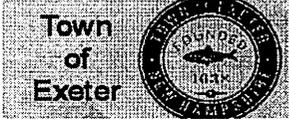
## FESTIVALS AND FAIRS

### Business Process Adaptations

1. Outdoor venues are preferable to indoor venues to reduce the risk of exposure and spread to attendees. Outdoor events are not subject to capacity limitations and may operate at normal operating capacity as long as 6 feet of separation between individuals and groups can be maintained.
  - a. Indoor venue admissions should be limited to 50% occupancy, or to the number of people where at least 6 feet of physical distancing is able to be consistently maintained between people or groups of close household contacts when seated in the auditorium, whichever number is lower.
2. Admission limits will be determined for daily and hourly capacities to ensure appropriate social distancing pursuant to the [Universal Guidelines](#).
3. Advance reservations will have priority and general admission will be permissible based on availability.
4. Where possible, utilize online tickets or touchless scanning technology in place of paper tickets. Utilize touch-free/contactless payment options when possible, reducing face-to-face purchase transactions.
5. Clearly mark physical distancing spaces/guidelines with floor/ground markings, seat markings, or signs.
6. Aisles between Exhibitor tables/booths will be spaced at least six feet apart; alternatively, booths may be adjacent side by side provided a barrier (side wall) is in place.
7. Parking Lot workers should be trained on pedestrian flow to allow for minimal congestion when directing parking.
8. Organizers should consider separate entry and exit points and one-directional flow throughout the grounds, including clearly marked ingress and egress points and easy-to-understand directional signage.
9. Organizers should consider increasing the number of entrances/exits where possible to alleviate issues with bottlenecks.
10. Any seating will be spaced at least six feet apart to maintain social distancing.
11. Any location where people may queue up — restroom, water station, shuttle bus, food truck, exhibitor's table/tent — should have markings, where practical, to reinforce six feet of separation.
12. If shuttle buses are used, capacity should be determined by social distance limitations. Those who live together may be seated together. Buses must be sanitized every two hours. Lines for buses must have clearly marked spots designating six foot distancing.
13. A frequent cleaning schedule for moderate-high touch surfaces before – during- after event will be established. CDC guidelines must be adhered to for disinfecting moderate-high touch surfaces. This includes all surfaces such as tables, barriers/hygiene screens, chairs, and portable toilets.



**Arts & Culture Advisory Commission**



Pam McElroy <pmcelroy@exeternh.gov>

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## Fwd: Arts and Culture Commission

1 message

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

Fri, Jul 10, 2020 at 3:34 PM

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

From: **Niko Papakonstantis** <npapakonstantis@exeternh.gov>  
Date: Thu, Jul 9, 2020 at 2:44 PM  
Subject: Fwd: Arts and Culture Commission  
To: Russ Dean <rdean@exeternh.gov>

Hi Russ,

You will remember that, upon being elected to the Select Board in 2019, one of my immediate goals was to introduce implementing an Arts and Culture Advisory Committee. During our goal setting work session, the previous Chair invited me to draft a proposal for the committee, including a mission and charge.

Shortly thereafter, I drafted the attached proposal. Unfortunately, despite multiple requests through the year, this never made it on any of our meeting agendas.

Upon my colleagues electing me to Chair the Select Board, I expressed to you my desire to introduce the proposal. Of course, given the pandemic and its aftermath, it did not seem appropriate to take this matter. However, with the re-opening of our community, however gradual, I feel that this is an opportune time to open this up for discussion amongst the Board members, at the very least.

If you would, please add this email and the attachment to the packet. We can discuss where to place this discussion item on the agenda when we meet tomorrow.

Many thanks,

Niko

## **Town of Exeter Arts & Culture Advisory Commission**

**Mission:** The Town of Exeter Arts & Culture Advisory Commission is committed to supporting, encouraging, and publicly recognizing the exceptional and vibrant arts community of Exeter, New Hampshire. Promotion of Exeter's artistic and cultural community will enhance an appreciation and awareness of arts and culture in the community through increased dialogue and participation of citizens. Integration of arts and culture will improve the physical, social, economic and educational aspects of our community. Promoting arts and culture is essential to continued prosperity.

**Committee Charge:** Purposes of the Arts & Culture Advisory Committee are as follows:

1. Study, consider and recommend to the Select Board general policies for the arts in Exeter, N.H.
2. Develop and promote programs, forums, exhibits that highlight the talent and active art related venue currently existing in Exeter, N.H.
3. Distinguish the identity of Exeter's cultural brand and arts viability for residents and visitors
4. Centralize networks and venues within the community
5. Integrate culture into educational, recreational and social activities
6. Strategic promotion of Exeter's art and culture
7. Utilize arts and culture to produce additional economic opportunities and evolve the community in a more sustainable way
8. The efforts of this commission include informing residents and visitors of all the various arts-related businesses, organizations, nonprofits, and annual events. Establish a communication plan to coordinate and engage with the community.
9. Serve as liaison with the Parks & Recreation Department who will continue to process all town permit requests.

Members of this advisory board shall consist of the following members:

There is hereby established by the Select Board an eleven (12) person Arts & Culture Advisory Commission

1 member of the Select Board (non-voting)

9 At Large Members and 2 alternate members (appointed by the Select Board)

At large members shall serve three-year staggered terms. Initial appointments shall be made for 1, 2 and 3-year terms and thereafter be a 3-year term.\

The commission meets on the \_\_\_\_\_ of each month in the \_\_\_\_\_. The public is encouraged to attend.

Adopted by the Exeter Select Board \_\_\_\_\_

**Second 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 be 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

## 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.



# EXETER POLICE DEPARTMENT

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*Memorandum*

*May 15, 2020*

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**To: Town Manager, Russ Dean**

**From: Chief Stephan Poulin**

**Ref: Chapter 9 Animal Control (Gilman Park)**

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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.

**William Rawson, PEA Principal -- PEA Opening Plans**

## **Sustainability Coordinator Job Description**



# TOWN OF EXETER

## *Planning and Building Department*

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

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

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**Date:** July 9, 2020

**To:** Russell Dean, Town Manager

**From:** Dave Sharples, Town Planner

**Re:** Sustainability Coordinator discussion

I watched the Select Board discussion regarding the job description for the Sustainability Officer and will attend the meeting Monday night. I have enclosed several documents that may be useful for the discussion. One is a situation assessment that outlines what the Town has done/is doing to secure a more sustainable future. The second is a needs assessment that was created for the Sustainability Advisory Committee to provide options on items they wanted to work on. The third document is a list of tasks I provided to you earlier this year when you asked what I envisioned I would accomplish if I was the sustainability coordinator for 2020.

In addition to the enclosures, I reviewed the Job Description and find it to be a good fit for what a part-time or full time Sustainability Coordinator/Officer would accomplish. For example, I have done work on most of the fourteen (14) Essential Duties in the Job Description. For example, I list what I have been working on that corresponds with each of the Essential Duties in the Job Description:

1. I have created a situation assessment that outlines what the Town has done and what we are currently working on to secure a more sustainable future.
2. I have created a Needs Assessment that lists tasks that could be accomplished by the town and this document is currently being reviewed by the Sustainability Advisory Committee (SAC).
3. I have provided support to both the Energy Committee and Sustainability Committee by attending their meetings, participating in the discussion and helping them work toward their mission and charge.
4. I have not drafted sustainability goals at this point. I am in the process of understanding the priorities of the boards/committees and town staff that will enable me (or a successor) to work on drafting a set of goals and objectives.
5. I have done some limited outreach to folks to establish these connections. I have a good rapport with the Rockingham Planning Commission (RPC) and I am currently working on a couple of sustainability initiatives with Julie LaBranche. I also have a meeting next week with Peter Britz, the Sustainability Coordinator for Portsmouth NH, to discuss my participation in a regional sustainability group.

6. I have established working relationships with the UNH Sustainability Institute, RPC, and other sustainability planners in the state and will continue to broaden the network.
7. I have always pursued grant funding and have secured over \$600,000 in grant funding for the Town since I started working here and will always continue to pursue any and all viable opportunities.
8. I am in discussions with the SAC and IT about broadening our communications efforts, I have scheduled a meeting for next week with Christopher Zigmont from the SAC and Bob Glowacky from IT to examine the town's Facebook page and how we can leverage existing technology to build awareness of sustainability initiatives.
9. Many of these tasks are part of the needs assessment I prepared for the SAC. I am also working with Kristen Murphy and others on a document and presentation that will synthesize all our resources on climate change into smaller documents with the goal of informing our land use board volunteers of these studies, their recommendations, and how they can use them in their decision-making process.
10. I initiated and proposed the Town complete a Greenhouse Gas (GHG) Emissions Inventory and secured a grant through the UNH Sustainability Institute and I am working with a UNH Fellow to complete this project. As outlined in the situation assessment, I have, and will continue to, pursue, promote and propose sustainability initiatives to the Town. For example, the needs assessment lists many tasks that could be accomplished.
11. I have not worked on any performance metrics or scoreboards at this time. Progress reporting procedures will be part of the GHG emissions inventory and I routinely report our activities to Town boards, but I do envision this task being much broader than just related to GHG and reporting.
12. Kristen Murphy and I have developed a sustainability page on the Town website where all sustainability related documents can be found along with a description of what folks can do to be more sustainable in their daily lives. Also see # 8 above.
13. We have been working on several outreach tasks and this duty does seem a bit redundant with # 8, For example, we have been working on an all boards forum on climate change that was supposed to take place this spring but now is tentatively scheduled for the fall.

This is a short list of things the Town has been doing that fit into the Essential Duties listed in the job description. Even though a lot is being accomplished, there are still many tasks that could be completed (see the Needs Assessment) if there was a dedicated position to this effort.

Thank You.

enc (3)

# **EXETER SUSTAINABILITY & COASTAL RESILIENCE PROJECT: CHARTING A COURSE FOR THE SUSTAINABILITY OFFICE**

## **2020 RESILIENCE AND SUSTAINABILITY SITUATION ASSESSMENT: TOWN OF EXETER COMPLETED ACTIONS TO INSURE A SUSTAINABLE FUTURE**

### **Conservation**

1. The Town adopted a Wetlands Conservation District to promote the most appropriate use of land and the protection of wetland ecosystems and water quality and recently proposed a zoning amendment to the ordinance to provide clarity to the review process.
2. The Town adopted an Aquifer Protection District that focuses on protecting groundwater resources by prohibiting certain uses in the district to protect water quality.
3. The Town adopted a Shoreland Protection District to protect, maintain and enhance water quality in our surface water bodies that includes all major rivers and their tributaries including buffer requirements.
4. The Town adopted an Open Space Development ordinance that allows flexibility to develop smaller lots, create protected open space, and reduce the amount of infrastructure and impervious surfaces needed to support development.

### **Community Based and Outreach**

5. Marshal Farms Rain Garden Project - installed 2 rain gardens, held educational forums associated with stormwater runoff and its impact on Brickyard pond.
6. Held a Soak Up the Rain neighborhood event at Westside Drive - installed 1 raingarden w/ DPW assist and educated numerous residents about the little river buffer.
7. Installed Downtown library raingarden and educational signage.
8. HLCW forum at Exeter High School - talked about health of Great Bay, hosted Chip Osborn who spoke about organic lawn care management, Jay Feldman who talked about the impact of pesticides, and the owner of Edridge Lumber who presented how they converted their store stock and community to use organic products. Hosted several local vendors who showed off their organic lawn care products.
9. HLCW held a best management practices forum and educated the public about how to read a fertilizer bag, how to calibrate your spreader, sold rain barrels, etc.
10. HLCW held a forum at Riverwoods and invited turf managers from large lawn owners in town (PEA, Chinberg, schools, parks and rec, etc).

11. Annual rain barrel sale - Reduces water use, reduces stormwater runoff and I add HLCW magnets that highlight 5 steps to water quality friendly lawn care.
12. Think Blue Exeter - website, past outreach etc.

### **Adaptation and Resilience**

13. The Town requires structures to be constructed at least one (1) foot above the base Flood Elevation shown on the FEMA Flood Insurance Rate Maps to address and protect against potential future impacts of climate change.
14. The Planning Board adopted Low Impact Development (LID) Regulations that requires the use of LID site planning and design strategies to reduce stormwater runoff volume, protect water quality and maintain predevelopment site hydrology. Unlike many municipalities, these regulations require that all stormwater management systems have minimum removal efficiencies for Nitrogen, Phosphorus, and Total Suspended Solids; these regulations also require that the extent of sea-level rise shown on the Climate Risk in the Seacoast (CRISE) maps (RPC, 2018) be incorporated into the site design of all projects within these high risk flood areas.
15. Prior to adopting LID regulations, the Planning Board and staff consistently encouraged the use of LID best management practices despite not requiring them and most applications met a higher standard than our regulations required due to the efforts of the board and staff to address water quality and runoff concerns.
16. The Town participated in the CAPE (Climate Adaptation Plan for Exeter) study and incorporated details from this study regarding flooded roadways and overwhelmed stormwater systems in the recent Hazardous Mitigation Plan Update.
17. The Town participated in WISE (Water Integration for Squamscott and Exeter) - integrated watershed plan for Exeter, Stratham and Newfields. Contains a great list of septic properties near rivers and a number of other recommendations to enhance, protect and maintain water quality.
18. Town held a Climate Open House in February of 2018. The event had multiple stations with posters sharing what the Town, the Conservation Commission, and the Energy and HLCW committees and others do to make Exeter a more sustainable and resilient community.
19. The Town utilizes the 2016 TNC Coastal Conservation Plan Update that identified areas in town important for flood storage, water quality protection and Sea Level Affecting Marsh Migration maps and data for developing conservation priorities. [CN]
20. The Town received a NOAA Project of Special Merit grant from the NH Coastal Program to work with Waterstone Engineering and the Rockingham Planning Commission to complete the Lincoln Street I and II Exeter Stormwater Resilience projects including a stormwater analysis for the Lincoln Street

watershed and installation of Exeter Water Trail signage at the Main Street and Lincoln Street Elementary School campuses. The Water Trail narratively and graphically illustrated concepts of the water cycle, stormwater runoff, source of water pollution and both man-made and natural systems help protect water quality.

21. The Town, in partnership with the Rockingham Regional Planning Commission, received assistance through the NH Setting Sail Program (funded by NOAA), and conducted a Vulnerability Assessment of projected impacts from sea-level rise (SLR) and coastal storm surge flooding as part of the Climate Risk in the Seacoast (CRise) project.
22. The Town presented the C-Rise maps to Exeter Country Club (ECC) and talked about impact of SLR on ECC. Hope to seek supplemental funds for an engineering plan that would work with ECC and CC on a collaborative living shoreline proposal.
23. 65% of Exeter's Special Flood Hazard Areas (based on previous FEMA boundary) is a park or publicly preserved open space. Almost 30% of land in Exeter is protected through permanent conservation easements.
24. Shoreline protection – All property, except for the Railroad corridor, along the length of the Squamscott River is protected from 101 to the town's northern boundary. Recent Cole property acquisition included an allowance in deed for climate adaptation related activities as an approved use.
25. Town requested to be a "pilot study" in the near future for the Rockingham Regional Planning Commission to evaluate the ability to expand implementation of RSA 79-E Community Revitalization Tax Relief Incentive to include improvements that property owners make to improve the climate resiliency of their buildings.
26. Town created an Energy Committee to examine ways to lessen the Town's carbon footprint and reduce energy consumption.
27. The Energy Committee is working on several initiatives and an LED retrofit of the Town's existing streetlights is being implemented after approval by the voters in 2019.
28. In 2019 the town passed a citizens petition Article 31 – which supported the creation of a Sustainability Office for the town.
29. In 2019 Exeter created a Sustainability Advisory Committee and in 2020 appointed a Sustainability Officer.

## **Regulatory/Land Use**

30. The Planning Board requires a site-specific soil map or high intensity soil survey (HISS) map on site plan and subdivision applications. Granted most recent development projects are on public sewer so a site specific soil survey is provided in lieu of a HISS.
31. The Planning Board adopted a standard condition of approval and a provision as proposed by the Town Planner that requires all approved developments to provide an ongoing annual report on all stormwater Best Management Practices (BMP's) to insure they are functioning as designed and approved. This is an ongoing condition of approval.
32. The Planning Board and Housing Advisory Committee supported staff to secure a grant to examine flexible zoning initiatives to encourage affordable housing developments and sustainability by promoting development in areas already serviced by town infrastructure and focusing on improvements to the public realm. A zoning amendment has been placed on the 2020 Town Warrant.
33. The Planning Board and the Healthy Lawns Clean Water (HLCW) Committee promoted and moved forward an ordinance to limit fertilizer use in the Wetlands, Shoreland, and Aquifer Protection districts. The project was presented to multiple Town boards to enhance awareness.

## **Planning**

34. The Planning Board adopted a Master Plan update that is committed to building a sustainable future as outlined in many of the tasks set forth in the Action Agenda.
35. The Master Plan Oversight Committee (a PB subcommittee) attended a Conservation Commission meeting requesting the Commission's help to implement the action items in the Master Plan related to natural resources that include climate change, conservation priorities, and water resource policy. The Conservation Commission is actively working on these Master Plan Action Agenda items.
36. Exeter is one of 3 towns in the NH to fund a part time Natural Resource Planner for plan review, outreach/education, and to further the mission of the conservation commission.

## **Municipal Operations and Policy**

37. The Town coordinated the removal of the Great Dam in part to improve water quality and enhance wildlife habitat in the Exeter River watershed. [CN]
38. The Town supported the construction of a new groundwater treatment facility in 2015 on Lary Lane, to enhance water quality, reactivate dormant groundwater resources with updated treatment, and address arsenic issues in the Lary Lane Well. [CN]

39. The Town hosted educational events around Dam removal during 2018 - met with Durham Town officials and presented a "lessons learned" style info session, hosted a walk w/ NOAA and NHFG at dam site on World Fish Migration Day as well as a fish ladder tour at Pickpocket.
40. The Town is actively implementing the Nitrogen Control plan and meeting requirements of the AOC and MS4 permits.
41. The Town constructed a new wastewater treatment facility that significantly reduces the amount of nitrogen being discharged into the Sqaumscott River as compared to the older facility. The main pumping station was also reconstructed and projected sea-level rise was incorporated into the design. Two new force mains were installed that reduced the potential of combined sewer overflows.
42. Staff went on a tour of Berry Brook project in Dover to view alternative DPW-friendly approaches to stormwater treatment and management and is discussing options with staff and developers on simple methods to reduce water resource impacts.
43. The town supported the installation of a solar panel array at the current DPW Complex at 13 Newfields Road to provide supply to the Wastewater treatment Facility.
44. Town actively participated in the Piscataqua Regions Estuaries Partnership (PREP) 2018 State of the Estuary Report and 2015 Planning Assessment that examined water quality by watershed and PREP grant funded the initiation of the HLCW Committee.
45. The Town received a \$500,000 grant award that will provide sidewalk connections to foster a more walkable community.
46. The Town actively pursues pedestrian and bicycle safety design considerations on roadway and streetscape projects (i.e. Lincoln St streetscape project, sharrows on Hampton Falls Road, striping of bicycle lanes where feasible, etc.).
47. The Town pursued and was awarded a grant through the UNH Sustainability Institute and will be working with a Fellow this summer to conduct a municipal operations Greenhouse Gas Emissions Inventory and develop targets and implementation strategies.
48. Planning staff created a Sustainability link on the Town's planning page and a new page for the Sustainability Advisory Committee where information on sustainability initiatives is provided.

If asked to perform duties related to sustainability efforts, I would envision doing the following in the first year:

- Continue working on the sustainability initiatives currently underway
- If selected for a 2020 Sustainability Fellow Intern through the UNH Sustainability Institute, start the data gathering process and mentor and assist the intern throughout the project.
- Continue to seek and apply for any grants available for sustainability initiatives.
- Evaluate our public buildings to determine if any energy efficient measures can be implemented to reduce energy use (part of the GHG emissions inventory if we get the fellow).
- Work with the MPOC and prioritize Master Plan action items related to sustainability.
- Periodically report on the status of the Town's sustainability initiatives.
- Provide a sustainability page on the Town's website with access to all relevant studies and documents.
- Research what other communities are doing as part of their efforts to become more sustainable to determine if Exeter can implement similar actions.
- Create a local and regional sustainability network (surrounding Towns key staff, RPC, other sustainability coordinators/managers).
- Periodically attend relevant seminars/events that will advance the Town's ability to be a more sustainable community.
- Be the Town's point main of contact for sustainability issues.
- Attend the Sustainability Committee meetings and provide staff support.
- Attend the Energy Committee meetings and provide staff support.
- Make recommendations to best move forward on sustainability issues (there are numerous actions that the Town could take that I will be unable to provide while maintaining my current duties as the Town Planner. However, I will work on these tasks as time allows).
- Develop a Sustainable Exeter video with our IT Department. I would envision the video to:
  - Educate the public on sustainability and what it means
  - Highlights examples of what the town is doing to become a more sustainable community.
  - Highlights actions that the town intends to explore in the future to advance our goal of being a sustainable community (GHG inventory, waste stream analysis, etc.).
  - Highlight Exeter residents who are taking actions to live more sustainably (i.e. driving electric vehicles, composting, purchasing locally grown food products and patronizing local shops, adding solar panels or other energy efficient improvements to their property, volunteering in the community, creating

sustainable landscapes on their property, etc.) so viewers can see what actions they could take to live more sustainably.

My background:

Undergraduate degree from U Maine in Environmental Science and Policy

Master's Degree from Tufts University in Urban and Environmental Policy and Planning

Wrote several research papers on sustainability. Most projects Kristen Murphy and I work on are towards a more sustainable future. Stormwater regulations, housing ordinance, pedestrian connections and walkability, high quality urban design, the sustainability fellow to conduct a GHG emissions inventory, coordinating with Exeter TV to develop a video on sustainability, working toward synthesizing the studies surrounding climate change and incorporating recommendations into municipal operations and regulations.

Sustainability is a broad term and many people probably associated it with different things. I view it through three main pillars: environment, economy, and social infrastructure. They all have to work in concert and not at the expense of any of the other pillars.

## EXETER SUSTAINABILITY & COASTAL RESILIENCE PROJECT: CHARTING A COURSE FOR THE SUSTAINABILITY OFFICE NEEDS ASSESSMENT / GAP ANALYSIS

PL - Planning

MOP - Municipal Operations and Policy

CBO - Community Based and Outreach

RLU - Regulatory/Land Use

CN - Conservation

AR - Adaptation & Resilience

Action: Planning	S-M-L Term Action	Funding Needed	Partners	Outcomes
P1: Examine waste reduction initiatives (e.g. get data for waste management on Exeter and region as a whole and identify areas where reductions can be made and track progress; evaluate use of single-use plastics) [CBO]				
P2: Complete a town-wide Bike and Pedestrian plan				
P3: Explore implementing a "high water mark initiative" to mark levels of past floods in visible parts of town [CBO]				
P4: Implement FEMA Community Rating System actions to make flood insurance discounts available to residents [MOP]				
P5: Promote sustainability among businesses w/ a 'Sustainable Exeter' seal of approval for incorporating local food sourcing, composting, etc. [CBO]				

<b>Action: Municipal Operations/Policy</b>	<b>S-M-L Term Action</b>	<b>Funding Needed</b>	<b>Partners</b>	<b>Outcomes</b>
MOP1: Develop a Sustainable Purchasing Policy and bring to the Select Board for consideration				
MOP2: Develop a Green Building Policy for Town owned buildings and bring to the Select Board for consideration				
MOP3: Develop a Complete Streets Policy and bring to the Select Board for consideration				
MOP4: After the municipal operations Greenhouse Gas Emissions Inventory is completed this summer, develop a policy committing to GHG reductions and bring to Select Board for consideration				
MOP5: Develop and implement a Reduce & Reuse strategy in municipal operations and eventually town-wide [CBO]				
MOP6: Examine landfill and identify, if any, recapture opportunities exist				
MOP7: Examine adding electric vehicles to the town's vehicle fleet and charging stations at DPW and other Town facilities (PD, FD, TO could all share one location)				
MP8: Explore opening viable public land to farming [CBO, CN]				
MOP9: Develop a municipal "EV first" vehicle replacement policy and bring to Select Board for consideration				
MOP10: Review existing policies and permit procedures to identify and remove barriers to clean energy production [RLU]				
MOP11: Form regional partnerships (RPC, Chamber of Commerce, surrounding Towns, surrounding SAU's, major employers, REDC, etc.) to promote and engage in sustainable activities [MOP]				
MOP12: Review the energy checklist Durham				

utilizes in their TRC review process [MOP]				
MOP13: Draft recommendations to improve downtown business connections to our trail networks [CN]				
MOP14: Emphasize the importance of making public spaces and pedestrians an equal priority as vehicle travel [CBO]				
MOP15: Explore a "Reuse facility" in Town as a place for sharing, swapping goods, services and resources [CBO]				
MOP16: Promote sharing economies (i.e. tool & equipment library, HOA's could be a good focus group) [CBO]				

Action: Community Based/Outreach	S-M-L Term Action	Funding Needed	Partners	Outcomes
CBO1: Explore implementing a "high water mark initiative" to mark levels of past floods in visible parts of town				
CNO2: Promote sustainability among businesses with a 'Sustainable Exeter' seal of approval for incorporating local food sourcing, composting, etc. (See SAC Coastal Resilience project)				
CBO3: Explore opening viable public land to farming [CN, MOP]				
CBO4: Form regional partnerships (RPC, Chamber of Commerce, surrounding Towns, surrounding SAU's, major employers, REDC, etc.) to promote and engage in sustainable activities [MOP]				
CBO5: Educate the community about composting and work with partners (large businesses and schools) to implement community and neighborhood based efforts				
CBO6: Develop a public education campaign about sustainability and what it means (i.e. Sustainable				

Exeter video)				
CBO:7 Develop a branding effort for Sustainable Exeter to encourage participation by residents (e.g. logo and message)				
CBO8: Promote sharing economies (i.e. tool & equipment library, HOA's could be a good focus group) [MOP]				
CBO9: Form a case-study group or recruit an organization or business to work on their ecological footprint that can be later replicated to others across the community				
CBO10: Convene small community groups (stakeholder groups, businesses, neighborhoods, etc.) to start pilot programs on sustainability that can be built out to the broader community later				
CBO11: Foster a waste stream connection amongst businesses. Use EDC to foster connections between commercial users that can benefit from one another and recycle, reuse another's waste products				
CBO12: Promote water use reduction and conservation programs, smart meters, volume-based pricing structure, harvesting and recapture (e.g. "save \$/save the planet" initiative)				
CBO13: Water infiltration. "Let it rain" initiative. Educate resident and businesses about how their property contributes to runoff and what they can do to reduce it (rain barrels, porous pavers, plant trees, natural landscaping instead of lawn where appropriate, "Save Your Saturday! Don't mow/weed whack" program)				
CBO14: Partner with Healthy Lawns Clean Water Committee on outreach and Conservation Commission on their rain barrel program				

CBO15: Promote community gardens in public spaces, among neighborhood groups and in partnership with private property owners				
CBO16: Involve Chamber of Commerce in promoting local businesses, products and services (e.g. farm to table restaurants)				
CBO17: Form local partnerships/networks (public and private schools, neighborhood groups, businesses, etc) and work with them to develop similar initiatives the Town is pursuing				
CBO18: Hold an annual sustainability event timed around community events (such as the alewife run and American Independence Festival etc.) to keep sustainability on the forefront of people's minds. Highlight towns initiatives, climate related planning maps, living shoreline resources, HLCW, carbon footprint tracking activities etc.				

Action: Regulatory/Land Use	S-M-L Term Action	Funding Needed	Partners	Outcomes
RLU1: Review existing policies and permit procedures to identify and remove barriers to clean energy production [MOP]				
RLU2: Examine feasibility of large source shared energy and heating systems in new development				
RLU3: Examine revising building codes by requiring higher energy efficiency standards in new and reconstruction				
RLU4: Examine adjusting permit fees depending upon energy reducing measures (e.g. higher fees for minimum code and reduced for meeting higher standards)				
RLU5: Examine expansion of tax exemptions for renewable energy projects, energy efficiency and				

climate adaptation/resilience measures under RSA 79-E:4-a and make recommendations to the Select Board [PL]				
RLU6: Consider adoption of a Coastal Resilience Incentive Zone under RSA 79-E:4-a to incentivize adaptation and resilience actions on private property [PL]				
RLU7: Identify solar field locations (landfill, old sewage lagoons/public lands, PEA and private lands, etc.) and form partnerships to create alternative energy sites [PL]				
RLU8: Identify a flood advisory area for new development and redevelopment [PL]				
RLU9: Explore adopting a stormwater utility				
RLU10: Explore amending the floodplain regulations to require 2 feet of freeboard for non-critical structures and 3 feet of freeboard for critical structures				

<b>Action: Conservation</b>	<b>S-M-L Term Action</b>	<b>Funding Needed</b>	<b>Partners</b>	<b>Outcomes</b>
CN1: Explore opening viable public land to farming [CBO, MOP]				
CN2: UNH Downtowns and Trails program (\$5k needed) to make recommendations to improve downtown business connections to our trail networks [CBO, MOP]				
CN3: Adopt a tree planting plan and program (include edible fruit trees particularly around schools and denser neighborhoods). [CBO]				
CN4: Identify opportunities for town-wide reforestation and buffer restoration [CBO]				

Action: Adaptation & Resilience	Term for Action	Funding Needed	Partners	Outcomes
AR1: Evaluate opportunities to restore natural living shorelines in tidal and nontidal areas [CN]				
AR2: Identify opportunities to conserve land in the regulatory floodplain [CN]				
AR3: Implement outreach to businesses and residents about extreme weather preparedness and flood awareness [CBO]				
AR4: Create community based carbon footprint/greenhouse gas emissions reduction programs [CBO]				
AR5: Work with community groups to implement outreach to populations at risk during extreme heat events, drought and power outages [CBO, MOP]				
AR6: Implement outreach to properties in the regulatory floodplain about options to add resilience to existing and new structures [CBO]				
AR7: Partner with regional outreach specialists to implement climate change educational programs in K-12 schools [MOP]				
AR8: Conduct a community climate change awareness event annually [CBO]				
AR9: Assess and inventory municipal facilities and assets at risk from tidal and stormwater flooding [MOP]				
AR10: Develop shoreline improvement options to address tidal and stormwater flooding in Swasey Parkway [MOP]				
AR11: Incorporate climate change adaptation and resilience recommendations in future Master Plan updates [PL]				
AR12: Update the town's Climate Adaptation				

Policy (2018) document every 2-5 years [PL]				
AR13: Apply for and utilize FEMA mitigation grants and other funding sources to implement climate adaptation and planning strategies that reduce or eliminate flooding impacts. [CRHC CC1.e]				
AR14: Identify mechanisms to raise matching funds for grants. [CRHC CC1.g]				
AR15: Dedicate or establish funding sources for land protection restoration and acquisition of easements and development rights for lands in high risk areas. [CC1.j]				
AR16: Improve connections between hazard mitigation plan, master plan and capital improvement plan. [CRHC CC7.f]				
AR17: Improve management, coordination and delivery mechanisms to ensure the continuity of services to essential facilities, people, businesses and employment centers. [CRHC E2.c]				
AR18: Implement voluntary transfer of development rights programs and other economic incentives to acquire or conserve property in high risk areas. [CRHC E3.e]				
AR19: Promote resilience and sustainability planning as economic development strategies. [CRHC E3.h]				
AR20: Promote land development regulations (and options) that reduce vulnerability and protect ecosystem services (e.g. open space development). [CRHC BL4.c]				

\* See additional Adaptation & Resilience actions shaded in green in the Planning and Regulatory/Land Use Sections

## 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.

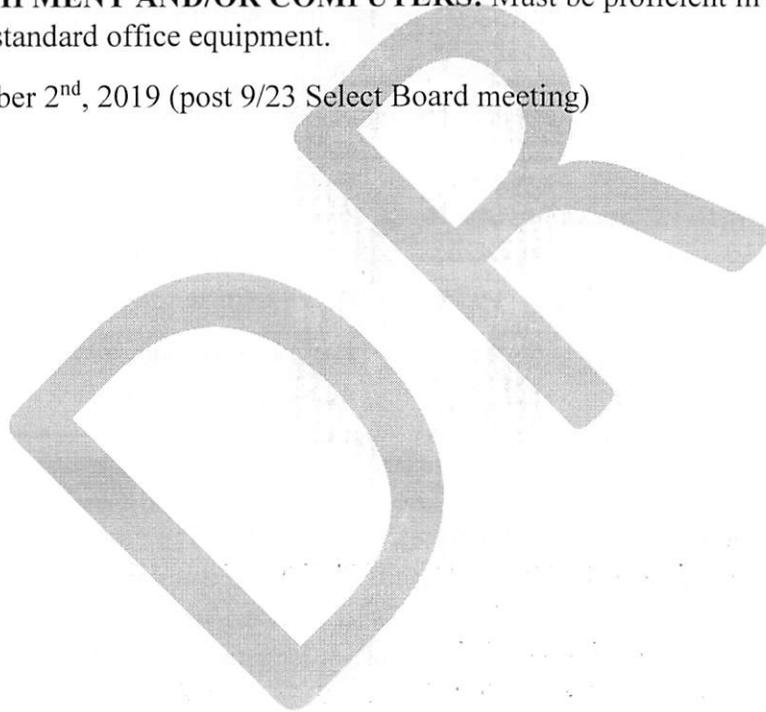
**CERTIFICATES, LICENSES, REGISTRATIONS:** None required.

**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 2<sup>nd</sup>, 2019 (post 9/23 Select Board meeting)



**TOWN OF EXETER  
MEMORANDUM**

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

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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.

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.**



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

# 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



Sustainability  
Office Advocates  
(SOA) of Exeter

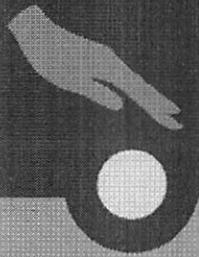
## ■ Recommended actions in 2019:

- 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



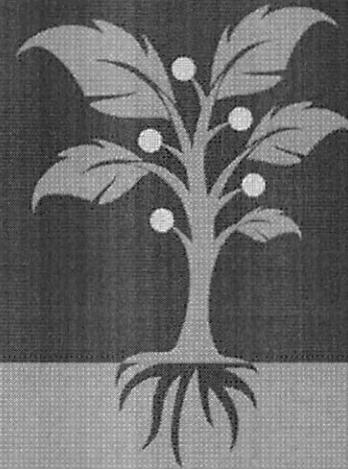
SO details get  
developed



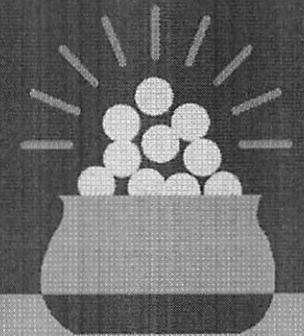
SO staff gets  
to work



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



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



- **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 <sup>1</sup>	Ongoing Savings <sup>2</sup>	Total Savings <sup>3</sup>	Fuel Savings <sup>4</sup>	CO <sub>2</sub> Emissions Avoided (lbs) <sup>5</sup>
LED light retrofit at the solid waste facility	\$4,500	\$3,100/year <sup>2a</sup>	\$7,600	22,537 kWh/year <sup>4b</sup>	16,398
LED light retrofit at the Department of Public Works garage	\$2,200	\$166/year <sup>2a</sup>	\$2,366	1,187 kWh/year <sup>4a</sup>	864
LED light retrofit at the fire department	\$2,500	\$600/year <sup>2b</sup>	\$3,100	600 kWh/year <sup>4b</sup>	437
Two net-metered solar projects totaling about 100kW		\$10,000/year <sup>2c</sup>	\$10,000	136,069 kWh/year <sup>4c</sup>	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 <sup>2d</sup>	\$12,000		
Two heat pumps in PD locker rooms	\$1,200	\$200/year <sup>2a</sup>	\$1,400	214 gal oil/year <sup>4a</sup> , kWh savings unknown	4,845
Refund on bridge lighting overpayment <sup>6</sup>	\$450	-	\$450		
Missed net-metering credit from GMP <sup>7</sup>	\$4,000	-	\$4,000		
Incorrect net-metering credit allocation from Peck Electric <sup>8</sup>	\$339	-	\$339		
100 kW net-metered solar project	-	\$3,800/year	\$3,800	137,340 kWh/year <sup>4c</sup>	99,929
Landfill lease payments <sup>9</sup>		\$3,600/year	\$3,600/year		
<b>Total</b>	<b>\$36,074</b>	<b>\$33,466</b>	<b>\$69,540</b>		<b>221,477 lbs CO<sub>2</sub><sup>5</sup></b>

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

# EXETER SUSTAINABILITY OFFICE – COA 2

## “OUT-OF-HIDE”



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

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



Sustainability  
Office Advocates  
(SOA) of Exeter

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

# EXETER SUSTAINABILITY OFFICE – COA 4

## PART-TIME WITHIN PLANNING OR PUBLIC WORKS



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

# 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?



Sustainability  
Office Advocates  
(SOA) of Exeter

### ■ 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?



Sustainability  
Office Advocates  
(SOA) of Exeter

### ■ 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.

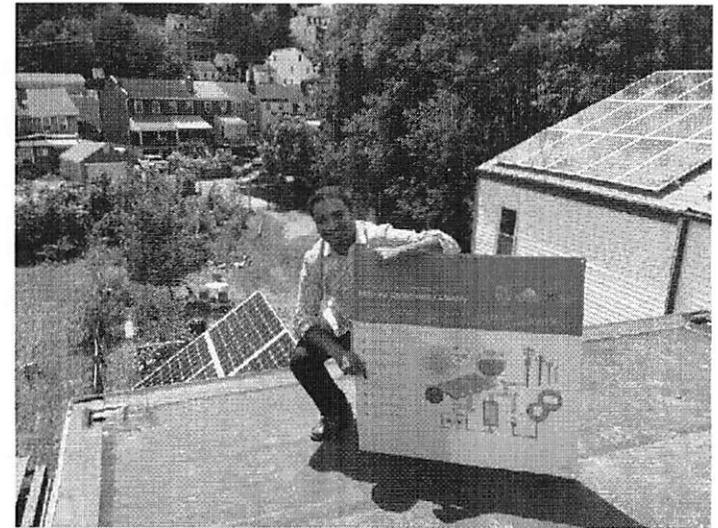
# CITY/TOWN SYNOPSIS: MILLVALE, PA



Sustainability  
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(SOA) of Exeter

## ■ 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



Sustainability  
Office Advocates  
(SOA) of Exeter

## ■ 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)



Sustainability  
Office Advocates  
[SOA] of Exeter

- 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)



- 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.

## **Jude & Rhoda Hall Pocket Park Proposal**

# **“Jude & Rhoda Hall” pocket-park at Swasey**

**Proposal June 2020**

Renay Allen, [www.RM-Allen.com](http://www.RM-Allen.com)

Dear Swasey Trustees,

I am hoping that you will allow me to donate all profits from my three small mystery books highlighting Exeter history (Incident at Exeter Tavern, Incident at Ioka, and #3 due in 2021) towards a physical commemoration of the historical black community of Exeter. Exeter has State designation as the “Revolutionary Capital of NH”, and it would benefit us to also highlight the war contributions of our black citizens in a high-profile spot near our Independence Museum. Exeter had the highest percentage of blacks in NH after the war.

Exeter’s historical black enclave once stood near Swasey Parkway, Water and Green Streets (see 1845 map). I would like to honor that history and the contributions of its citizens with a small seating area on Swasey, near the historical black enclave. I believe this enclave once stood overlooking the parkway for over 100 years. I am not a scholar nor historian, and would welcome official confirmation.

My proposal is a small pocket-park with four benches (black metal town benches) along a curvy brick pathway, and a round, flat stone in the ground, centrally located and engraved - similar to the Exeter Gas Works Park. This park would be part of Swasey, and located at the very entrance to Swasey directly behind the head wall, as denoted in the picture. It is already sequestered from the rest of the parkway, and has trees and bushes. I envision a simple and low-maintenance area for sitting. Perhaps it could one day acquire State designation. Some of its many uses to serve both citizens and tourists are:

- A small outdoor classroom
- A gathering spot for local historic tours
- A ceremonial spot for Independence Festival, Memorial Day, etc
- A ceremonial spot for Juneteenth, Black History Month, etc
- A tourist destination, or stop on NH Black Heritage Trails
- A ready-made social-distancing gathering spot
- A place to enjoy coffee from St. Anthony’s, ice cream from Stillwell’s, etc
- A showcase/art/dining area for the Exeter Farmer’s Market

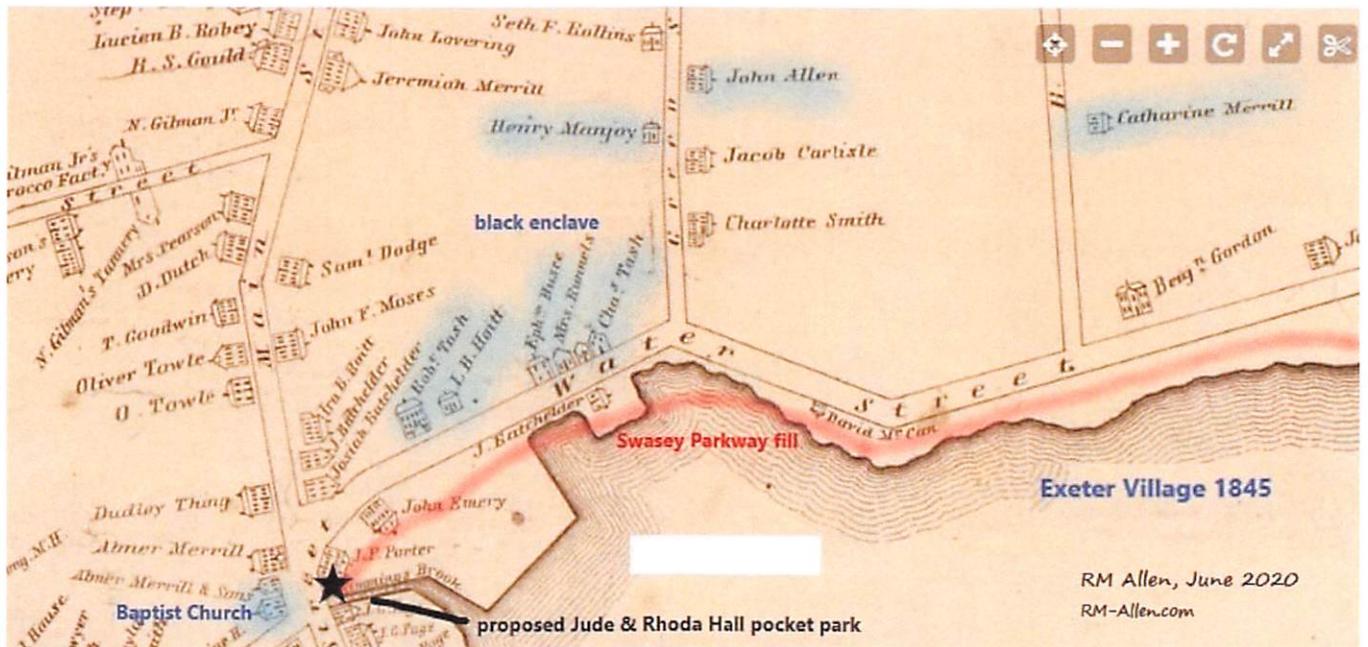
Why the name? I suggest “Jude & Rhoda Hall” because Jude was a noted soldier in the Revolutionary War, and fought at most of the famous battle sites in the North. Jude was arguably both the most famous patriot of color from NH, and also the most wronged in this town. See his Wikipedia entry. Rhoda was from the Exeter Paul family, her father Caesar Paul lived as an enslaved boy on Cass Street in the home of Major Gilman. Three of Rhoda’s brothers became some of the first black Baptist ministers in America. Jude and Rhoda lived on Drinkwater Road at Jude’s Pond and had many children. Three sons were kidnapped into slavery. This park would serve as a small redress of the Drinkwater Road event. I would like to partner with the town and other entities to make this a reality in a few years. I am happy to report indications of enthusiastic support by many citizens and entities for this project. I look forward to our discussion.

Thanks for your consideration,

*Renay Allen-Hitzrot*

CC:

Town Planner, Town Manager, Select Board, Heritage Commission  
Historical Society, Baptist Church, Racial Unity Team  
Independence Museum, Phillips Exeter (abutters)



## COVID 19 Updates

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

## Permits And Approvals



# EXETER PARKS & RECREATION



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

## TOWN OF EXETER MEMORANDUM

TO: Russ Dean, Town Manager

CC: Doreen Chester, Finance Director

FROM: Greg Bisson, Director of Parks and Recreation

RE: Brickyard Park Emergency Turf Repair

DATE: 07/13/2020

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Brickyard Park has always had drainage issues. This field was built using clay as a layer of fill to level the entire property. This has always caused the field to hold water. A steady rain would make this field soaking wet. Unfortunately, 2020 has not been good for poor draining turf. The hot weather and lack of rain have stressed the turf making it susceptible to this disease. The high humidity and downpours have caused Brickyard to develop turf disease (see the picture below). This disease will wipe out the entire green space if steps are not taken to reverse this pattern. The only remedy for this type of disease is to replant grass to replace the grass, improve drainage that has been killed off.

Our Turf specialist, First Organic has recommended the following steps to bring back the turf and improve drainage.

- 1) Aeration: The soil is so compacted, air and water can not get to the roots thus causing standing water after a light rain. This standing water is the catalyst for Turf disease.
- 2) Overseeding. Once the soil is opened up, grass seed is injected into the soil creating a strong soil/ground contact.
- 3) Topdressing the entire field with a sand/loam mix to assist in with drainage is the final step. This layer of organics allows the field to breathe while encouraging germination

Exeter Parks and Recreation is requesting to expend \$6,350 for Organic First to conduct an emergency repair/disease remediation of the turf at Brickyard Pond Park from the Parks Improvement Fund. The available balance of the Park Improvement Fund is \$97,259.25 as of July 10th.



**Motions:**

**To make a motion to allow the Parks and Recreation Department to expend \$6350 out of Parks and Improvement Fund to contract Organic First for emergency repair/disease remediation for Brickyard Park.**

Respectfully Yours,

Greg Bisson

Director Exeter Parks and Recreation







# EXETER PARKS & RECREATION

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



## TOWN OF EXETER MEMORANDUM

TO: Russ Dean, Town Manager

CC: Doreen Chester, Finance Director

FROM: Greg Bisson, Director of Parks and Recreation

RE: Kid's Park Mulch/Additional Work

DATE: 07/13/2020

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Kid's Park is finally complete. The delay in the playground was well worth it! Unfortunately, The project needed more playground fiber than originally estimated. Due to the topography of the playground, 156 yards of certified playground chips were required to create the correct cushioning needed for the playground to meet ASTM standards while creating a level surface. Additionally, We had our contractor remove old pressure treated timbers that created multiple tripping hazards throughout the park that was not in the original scope of work.

Exeter Parks and Recreation is requesting to expend \$8,900 on these unanticipated costs from the Recreation Impact Fees. The available balance of the Recreation Impact Fee is \$17,789.05 as of June 2020, per the Finance Department. The total cost of this playground will now be \$141,300.

### **Motions:**

**To make a motion to allow the Parks and Recreation Department to expend \$8,900 out of Recreation Impact Fees for additional materials and timber removal for the Kid's Park Playground.**

Respectfully Yours,  
Greg Bisson  
Director Exeter Parks and Recreation

## Correspondence

# SHEEHAN PHINNEY

Manchester, NH | Concord, NH | Hanover, NH | Boston, MA

Bradford E. Cook, Esq.  
Direct Dial: 603-627-8110  
bcook@sheehan.com

Reply to: Manchester Office  
1000 Elm Street, PO Box 3701  
Manchester, NH 03105-3701

July 3, 2020

*Town Manager's Office*

JUL 08 2020

*Received*

Trustees of Swasey Park  
c/o Town of Exeter, NH  
10 Front Street  
Exeter, NH 03833

Re: Swasey Park Tree and Marker Request

Ladies and Gentlemen,

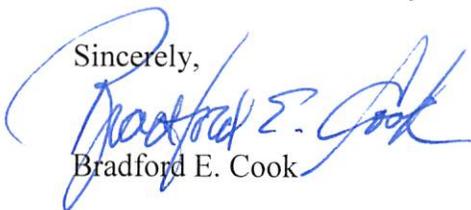
On behalf of my client, Joseph L. Mroz, Jr., who resides at 41 McKay Drive, Apt. 405, Exeter, NH, who has donated a memorial bench to the park, I am confirming an additional request he has related to the bench location. He would like to donate a tree to be placed adjacent to the bench, which would be planted this fall, and which would be in memory of family members. That would be memorialized on a small granite marker to be placed adjacent to the tree, similar to other markers already in the park. If a tree is not deemed appropriate by you, his second choice would be for a flowering shrub which would similarly be noted as a memorial.

Mr. Mroz is prepared to make the appropriate donation so that this addition to the park can be made this fall, when the weather is appropriate for the planting and attendant landscaping.

Please consider this request. Please address any communications concerning it to me, with a copy to Mr. Mroz, who prefers to have me discuss this with you.

Thank you in advance for your consideration and approval of this gift.

Sincerely,

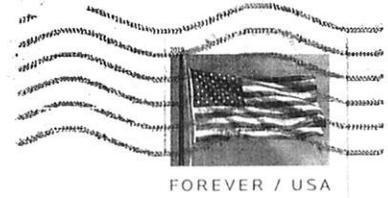
  
Bradford E. Cook

**SHEEHAN PHINNEY**

1000 Elm Street | PO Box 3701  
Manchester, NH 03101-3701

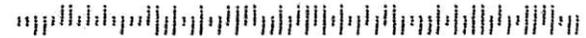
MANCHESTER NH 030

06 JUL 2020 PM 1 L



Trustees of Swasey Park  
c/oTown of Exeter, NH  
10 Front Street  
Exeter, NH 03833

03833-279299





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

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**Elections**

1 message

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**PAUL SCAFIDI** <pgscafidi@comcast.net>  
To: Russ Dean <rdean@exeternh.gov>

Tue, Jul 7, 2020 at 9:57 AM

Mr. Town Manager,

It's been a while since we last communicated. Hope you are surviving the pandemic well and your family is all safe.

I will be starting to work with Andie next week about the upcoming elections. With all the mandates coming down from the state and what they want us to do, I think now is the time to get it going and to be ready for the Sept 8th primary.

Once we get it started I would like to meet with the Board of Select Persons and Supervisors of the Checklist, as well as you, to make sure we can make a smooth transition to this new way of voting. I will be looking to add additional assistant Moderators to help with absentee votes (if the requests are large) and will need to have all the select persons ready to give as much time as possible. It is going to either be busy as we count absentee votes or a large turn out in in person voters or both. My guess is large absentee votes and we will need additional Moderators to be able to get in voters.

The State is providing PPE equipment and we need to make sure we have the tables and equipment in place. We will need to look at additional entrances and exits to the SST in case of inclement weather and large voter turn out. So the quicker we meet the better prepared we will be.

I would like to meet live with everyone and not zoom and I believe that the town hall would accommodate us with the distancing required. Having everyone there will be important but if people are not comfortable with the live meeting that is understandable.

I will be in touch after I meet with Andie next week.

Regards,

Paul G. Scafidi  
Exeter, NH  
603-502-7813