

Select Board Meeting
Monday, July 27th, 2020, 6:40 p.m.
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/85900943705>
To participate via telephone, call: +1 646 558 8656 and enter the Webinar ID: 859 0094 3705
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 participation instructions can be found: <https://www.exeternh.gov/townmanager/virtual-town-meetings>
Contact us at extvg@exeternh.gov or 603-418-6425 with any technical issues.

AGENDA

1. Call Meeting to Order
2. Board Interviews – Recreation Advisory Board, Sustainability Advisory Committee
3. Town Moderator re: Upcoming State Primary Election
4. Public Comment
5. Proclamations/Recognitions
 - a. Proclamations/Recognitions
6. Approval of Minutes
 - a. Regular Meeting: July 13th, 2020
7. Appointments
8. Discussion/Action Items
 - a. David Ryan, SAU16 Superintendent re: Draft Return to School Plan
 - b. Wastewater Facility and Main Pump Station Asset Management Presentation
 - c. Third Reading – Animal Control Ordinance Amendment
 - d. New England Municipal Sustainability Network (NEMS) – Town Planner
 - e. 53 Water Street Correspondence
 - f. COVID 19 Updates
9. Regular Business
 - a. Tax Abatements, Veterans Credits & Exemptions
 - b. Permits & Approvals
 - c. Town Manager's Report
 - d. Select Board Committee Reports
 - e. Correspondence
10. Review Board Calendar
11. Non-Public Session
12. Adjournment

Niko Papakonstantis, Chair
Select Board

Posted: 7/24/20 Town Office, Town Website
Persons may request an accommodation for a disabling condition in order to attend this meeting. It is asked that such requests be made with 72 hours notice.
AGENDA SUBJECT TO CHANGE



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

CHRISTOPHER T. SUNUNU
Governor

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

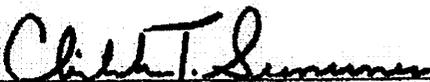
Emergency Order #12 Pursuant to Executive Order 2020-04

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

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

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

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


GOVERNOR OF NEW HAMPSHIRE

Board Interviews



Town of Exeter

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

Town Manager's Office

JUL 15 2020

Received

Statement of Interest Boards and Committee Membership

Interview - Zoom
w/ Select Board
7/27/20 6:40pm
confirmed

Committee Selection: Parks + Rec Advisory

New Re-Appointment Regular Alternate

Name: Connor Barry Email: cbarry978@gmail.com

Address: 2 Boulder Brook Drive Phone: 603-726-1243
Exeter, NH 03833

Registered Voter: Yes No

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

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

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

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

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

Signature: [Signature] Date: 7/15/20

To be completed by Select Board upon appointment:

Date Appointed: _____ Term Ending: _____ Full: _____ Alternate: _____

CONNOR MICHAEL BARRY

Exeter, New Hampshire 03833 • 603-726-1243 • cbarry978@gmail.com

EMPLOYMENT

Safety Insurance: Legal and Regulatory Compliance Analyst, Boston, MA (April 2016 – Present)

- **Government Affairs**
 - Monitor industry publications (including, but not limited to, ISO Circulars, AIB and CAR Bulletins, APCIA and AM Best publications) for legal and regulatory changes
 - Participate in conference calls or in-person meetings of insurance trade organizations (including, but not limited to, NAIC national meetings, AICP regional chapter meetings, fundraising and outreach events with elected officials, and APCIA and MIF monthly meetings), as well as regulatory board and legislative committee hearings
- **Legal Research**
 - Review and analyze legal and regulatory changes and prepare summary materials explaining changes to affected company staff.
 - Review manuals, forms, and rates for compliance with current and new legal and regulatory compliance requirements and assist in identifying necessary changes
- **Contract Administration**
 - Initiate terminations or modifications on over 600 agency contracts
- **Business Continuity**
 - Manage internal registry of policyholder bankruptcies
 - Manage and update internal data security and compliance material
 - Draft all materials and appear before Board of Appeal in support of policy cancellation

University of New Hampshire (Durham): Adjunct Faculty, Lecturer in Justice Studies Course 550-551, UNH Mock Trial Team (August, 2019 – Present)

HUB International: Commercial Lines, Wilmington, MA: Technical Support Associate, Middle and Large Markets (August 2015 – April 2016)

- Prospecting, marketing, and servicing the accounts of 5 account managers

Liberty Mutual Insurance: Danvers, MA: Injury Claims Adjuster, (July 2014 – August 2015)

- Investigate, evaluate and negotiate small and medium loss claims

New Hampshire Attorney General's Office (Undergraduate Internship), Concord, NH: Legal Intern, (May 2013 – August 2013)

- Assisted in the state-wide election fraud investigation

Marzulla Law, LLC (Undergraduate Internship), Washington, DC: Legal Intern, (September 2012 – December 2012)

- Participated in 3 civil litigation trials in the United States Court of Federal Claims

EDUCATION

Northeastern University, Boston, MA

- Master of Legal Studies (anticipated graduation 2020)

University of New Hampshire, Durham, NH

- Bachelor of Arts in English, minor in Justice Studies, *cum laude* (May 2013)

The Institutes: Risk & Insurance Knowledge Group

- Certificate of Completion – Insurance Regulation 201 Exam

CONNOR MICHAEL BARRY

Exeter, New Hampshire 03833 • 603-726-1243 • cbarry978@gmail.com

PROFESSIONAL ASSOCIATIONS

- **Association of Insurance Compliance Professionals (AICP):** Attend conferences for updated regional compliance practices relating to underwriting, rating, claims handling, sales, and risk management
- **American Property and Casualty Insurance Association (APCIA):** Participate on conference calls to develop lobbying strategy and monitor relevant political events



Sustainability Advisory Committee Application

2 messages

Jackie Ojala <jacqueline.ojala21@gmail.com>

Sat, Jul 18, 2020 at 7:27 AM

To: pmcelroy@exeternh.gov

Good morning,

Please see my attached application and resume for the Exeter Sustainability Advisory Committee. Please don't hesitate to reach out with any questions. I look forward to hearing from you!

Warm regards,
Jackie Ojala

2 attachments

 board_committee_application_Ojala.pdf
136K

 Ojala Resume.pdf
97K

Pam McElroy <pmcelroy@exeternh.gov>

Mon, Jul 20, 2020 at 11:53 AM

To: Jackie Ojala <jacqueline.ojala21@gmail.com>

Thank you Ms. Ojala.

I'll forward your application to the Town Manager and Select Board. I will be in touch with you soon regarding an interview with the Select Board - most likely at their next meeting on Monday, July 27th.

Have a good day.

[Quoted text hidden]

--

Pam McElroy

Town of Exeter

Executive Assistant, Town Manager's Office

603-773-6102

Human Services Administrator

603-773-6116

Interview-Zoom
w/Select Board
7/27/20 6:50 pm
confirmed.



Town of Exeter

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

Statement of Interest Boards and Committee Membership

Committee Selection: Sustainability Advisory Committee

New

Re-Appointment

Regular

Alternate

Name: Jacqueline Ojala Email: Jacqueline.ojala21@gmail.com

Address: 50 Brookside Dr Unit C3 Exeter NH 03833 Phone: 802-345-0947

Registered Voter: Yes No

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

I am very interested in being considered for the Exeter Sustainability Advisory Committee. I have a BS in Biological Sciences from the University of Vermont, where I graduated Magna Cum Laude. I believe that my education and the research that I have participated in have prepared me to make well informed decisions about the sustainability of our community. I also have the necessary skills to read and understand scientific research to broaden my knowledge base around this subject. Along with being qualified for this role, I am also very passionate about the environment and sustainability. I believe it is one of the most important issues that we face as a community, and I would love to have a part in effecting change and making progress in this area. My resume is also attached to this application so please don't hesitate to reach out with any questions about my experience or qualifications. I look forward to hearing from you.

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

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

After submitting this application for appointment to the Town Manager:

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

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

Signature: Jacqueline Ojala Date: 7/18/20

To be completed by Select Board upon appointment:

Date Appointed: _____ Term Ending: _____ Full: _____ Alternate: _____

Jacqueline Ojala

Phone: (802) 345-0947

E-Mail: jacqueline.ojala21@gmail.com

50 Brookside Dr Unit C3 Exeter, NH 03833

Education

University of Vermont, Burlington, VT

- Graduated with a Bachelor of Science degree in Biological Sciences in May 2017
- Magna Cum Laude

Experience

Care Coordinator, Novocure, Portsmouth, NH

03/2019-Present

- Speak with patients who are using an oncology medical device to ensure they start and remain on therapy for as long as appropriate. Discuss health insurance coverage, proper skin care, device management and troubleshooting with patients.
- Take part in multiple pilot programs to enable innovation at a growing company.
- Train new care coordinators to become proficient in the role.

Data Specialist, Southern New Hampshire University, Manchester, NH.

06/2018-03/2019

- Use Salesforce and Colleague to ensure data quality and consistency for the university.

Laboratory Technician, UVM Medical School, Burlington, VT

08/2015-05/2018

- Perform research in Dr. Margaret Vizzard's Lab as a student researcher from Aug 2015-June 2017 and as a full time laboratory technician June 2017-May 2018.
- Performed laboratory, research and rodent care procedures (western blotting, protein analysis, Bradford assay, genotyping, PCR, micro-pipetting, centrifuging, collecting blood samples, tissue harvest, dissection surgery, stress testing, CMG, rodent husbandry, injections via different routes)
- Trained and supervised new undergraduate students in the lab

Volunteer, Ronald McDonald House Family Room, Burlington, VT

01/2015-04/2018

- Supervised Family Room and assisted patient families with everyday activities to make their stay easier.

Research Assistant, UVM, Burlington, VT

Summer 2015

- Assisted Reuben Escorpizo in physical therapy research project and coordinated webinars and retreats for project participants

Volunteer, Church and Community Center, Canton, NY

08/2013-12/2013

- Ran food shelf and thrift shop for community members of Canton.

Publications

- Ojala, J., Tooke, K., Hsiang, H., *et al.* (2019) PACAP/PAC1 Expression and Function in Micturition Pathways. *J Mol Neurosci* 68, 357-367. <https://doi.org/10.1007/s12031-018-1170-7>
- Guo M, Chang P, Hauke E, Girard BM, Tooke K, Ojala J, Malley SM, Hsiang H and Vizzard MA (2018) Expression and Function of Chemokines CXCL9-11 in Micturition Pathways in Cyclophosphamide (CYP)-Induced Cystitis and Somatic Sensitivity in Mice. *Front. Syst. Neurosci.* 12:9. <https://doi.org/10.3389/fnsys.2018.00009>

Town Moderator re: Upcoming State Primary Election



STATE OF NEW HAMPSHIRE
Application for State Election Absentee Ballot-RSA 657:4

Absence due to Religious Observance and Disability
(Uniformed and Overseas Citizen Voters Residing Outside the U.S. use the federal post card application)
http://sos.nh.gov/ElecForms2.aspx

For Official Use Only
Voter Not registered
[]

Voter ID #

Date Returned: / /

Date Mailed: / /

Date Requested: / /

Last Name:
First Name:

I. I hereby declare that (check one):

- I am a duly qualified voter who is currently registered to vote in this town/ward.
I am absent from the town/city where I am domiciled and will be until after the next election, or I am unable to register in person due to a disability, and request that the forms necessary for absentee voter registration be sent to me with the absentee ballot.

II. I will be entitled to vote by absentee ballot because (check one):

- I plan to be absent on the day of the election from the city, town, or unincorporated place where I am domiciled.
I am requesting a ballot for the presidential primary election and I may be absent on the day of the election from the city, town, or unincorporated place where I am domiciled, but the date of the election has not been announced. I understand that I may only make such a request 14 days after the filing period for candidates has closed, and that if I will not be absent on the date of the election I am not eligible to vote by absentee ballot.
I cannot appear in public on election day because of observance of a religious commitment.
I am unable to vote in person due to a disability. COVID 19
I cannot appear at any time during polling hours at my polling place because of an employment obligation. For the purposes of this application, the term "employment" shall include the care of children and infirm adults, with or without compensation.

For use only on the Monday immediately prior to the election: I cannot appear at my polling place on election day because the National Weather Service has issued a winter storm warning, blizzard warning, or ice storm warning for election day applicable to my city, town, or unincorporated place and either (check one):

- I am elderly or infirm or I have a physical disability, and would otherwise vote in person but I have concerns for my safety traveling in the storm.
I anticipate that school, child care, or adult care will be canceled, and would otherwise vote in person but will need to care for children or infirm adults.

Any person who votes or attempts to vote using an absentee ballot who is not entitled to vote by absentee ballot shall be guilty of a misdemeanor. RSA 657:24

III. I am requesting an official absentee ballot for the following election (check only one):

*Required for Primary Elections: I am a member of, or I am now declaring my affiliation with a party and I am requesting a ballot for that party's primary (check only one):

- *Presidential Primary Election to be held on [] Democratic Party [] Republican Party
*State Primary Election to be held on September 8, 2020.
[] Democratic Party [] Republican Party
State General Election to be held on November 3, 2020

Turn Over - You Must Complete the back side



IV. Applicant's Name (Please Print):

Last Name First Name Middle Name (Jr., Sr., II,III)

Applicant's Voting Domicile (home) Address:

Street Number Street Name Apt/Unit City/Town Ward Zip Code

Mail the ballot to me at this address (if different than the above home address)

Street or PO Box # Street name Apt/Unit City/Town State Zip Code

Applicant's Phone Number: (_____) _____ - _____
(Cell phone or number where you can be contacted prior to and on election day is preferred)

Applicant's Email Address: _____@_____

Applicant's Signature: _____ Date Signed: _____

The applicant must sign this form to receive an absentee ballot. Any person who witnesses and assists a voter with a disability in executing this form shall print and sign his or her name in the space provided on the application form.

I attest that I assisted the applicant in executing this form because he/she has a disability.

Signature _____ Print Name _____

Mail/fax/or hand deliver this completed form to your local City/Town Clerk.

For local clerk addresses and fax numbers: <https://app.sos.nh.gov> – Click on “Clerk Information Search” tab.

Visit the web site: <https://app.sos.nh.gov/Public/AbsenteeBallot.aspx> to track your absentee ballot. You may verify receipt of your application, obtain the date when your absentee ballot was mailed to you, the date the clerk receives your completed absentee ballot, and after the election learn if your absentee ballot was rejected/not counted and why. Contact your clerk if you have questions regarding the information on the “Voter Information Look-up / Absentee Ballot Search” site.

For Official Use Only:

Voter Verified

2020 Absentee Ballot Requirements and Instructions

For your absentee ballot vote to be counted, please follow these steps:

STEP 1: You must be qualified to vote by absentee ballot for one of the reasons listed on Page 1 of these instructions, which includes concern about exposure to infection from COVID-19 or exposing others.

STEP 2: Fill out your ballot. Follow the instructions on the ballot. If you require assistance due to a disability, you may have someone else assist you. The person who assists a voter who has a disability must sign a statement acknowledging the assistance on either the absentee ballot application form and/or affidavit envelope (See Step 4 below).

Important: When filling out your ballot, completely fill in the oval to the right of your choice on the ballot. If the instructions indicate you may vote for more than one candidate for a particular office, do not vote for more than the number of candidates stated in the instructions. If you vote for more than the stated number of candidates, your vote for that office will not be counted.

STEP 3: Once finished marking the ballot, the voter or the person assisting the voter must place the ballot inside the smaller affidavit envelope sent to the voter with the ballot, then seal that smaller affidavit envelope. RSA 657:17

STEP 4: Next, the applicant must sign the affidavit printed on the outside of the affidavit envelope, unless that person receives assistance due to a disability. The signature certifies under penalty of voting fraud that you meet one of the requirements to vote absentee, RSA 657:7. If the voter is unable to sign due to disability, the person assisting the voter must instead complete the section of the application and affidavit that reads "I attest that I assisted the applicant in executing this form because he/she has a disability."

Signature _____ Print Name _____ RSA 657:17.

STEP 5: Place the completed affidavit envelope, containing the marked ballot, inside the larger envelope.

If you are not yet registered and are returning absentee voter registration forms and proof of qualifications, place those documents inside the larger envelope.

Do not place voter registration documents in the smaller affidavit envelope. Seal the larger envelope.

STEP 6: In the upper left corner of the larger envelope, print the voter's name, address, and voting place. RSA 657:17. Place postage on the larger envelope and mail it to the clerk. As an alternative, the voter, or a delivery agent may personally deliver the envelope to the clerk. If delivered to the polls on election day by a delivery agent he or she will be required to present government issued photo identification or have his or her identity verified by the clerk and complete a form provided there by the clerk. RSA 657:17. Family members, nursing home and elder care facility administrators, and a person assisting a voter with a disability who signs the absentee ballot affidavit (limited to delivering ballots for 4 voters) may be a delivery agent. See RSA 657:17: <http://www.gencourt.state.nh.us/rsa/html/LXIII/657/657-17.htm>

The envelopes containing your absentee ballot must be received by the clerk no later than 5:00 PM on election day. RSA 657:21-a, V; 657:22.

NOTE: If the voter delivers the absentee ballot, affidavit, sealed in the larger envelope in person to the clerk, the voter may voluntarily prove his or her identity using a qualified photo identification, such as a driver's license or non-driver ID issued by any state. If the voter proves identity, the larger envelope and the Clerk's list of absentee voters will be marked "voter verified." If the voter's absentee ballot is challenged on election day, the Moderator may consider this evidence that the voter's identity was verified by the clerk when ruling on the challenge.

Visit the Voter Look-up website: <https://app.sos.nh.gov> after the next session of the supervisors, to verify that you have been registered. Contact your clerk if you have questions regarding the information on the Voter Look-up website. RSA 657:26.

Minutes

Select Board Meeting
Monday, July 13, 2020
6:50 PM
Remotely via Zoom
Draft Minutes

1. Call Meeting to Order

Members present: Julie Gilman, Molly Cowan, Lovey Roundtree Oliff, Daryl Browne, Niko Papakonstantis, and Russ Dean were present at this meeting. The meeting was called to order by Mr. Papakonstantis at 6:56 PM.

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

2. Board Interviews

- a. The Board interviewed Grayson Shepherd for a position on the Historic District Commission.

3. Public Comment

- a. Tracy Coviello, an Exeter resident and the owner of Exeter Power Yoga, said she is looking to hold yoga classes in Swasey Parkway with a fee waiver. She's currently holding classes in Townhouse Common, but it's hard to social distance there. Mr. Papakonstantis asked that she wait until the first discussion item, which is relevant to this request.

4. Proclamations/Recognitions

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

5. Approval of Minutes

- a. Regular Meeting: June 29, 2020

MOTION: Mr. Browne moved to approve the minutes from June 29, 2020 as presented. Ms. Cowan seconded. By a roll call vote, all were in favor.

6. Appointments

MOTION: Ms. Gilman moved to appoint Grayson Shepherd to the Historic District Commission, term to expire 2023. Ms. Oliff seconded. By a roll call vote, all were in favor.

MOTION: Mr. Browne moved to appoint Molly Cowan as the representative to the TIF Board. Ms. Gilman seconded. By a roll call vote, Ms. Cowan abstained, and the motion passed 4-0-1.

MOTION: Ms. Gilman moved to regretfully accept the resignation of Briana Brand from the Energy Committee. Ms. Oliff seconded. By a roll call vote, all were in favor.

MOTION: Ms. Cowan moved to reappoint James Murray as the Town Health Officer, term to expire in April 2023. Ms. Gilman seconded. By a roll call vote, all were in favor.

7. Discussion/Action Items

a. Town Property Permitting Discussion

Mr. Papakonstantis said that because of the Covid-19 situation, there is ongoing concern from the public regarding large gatherings. He proposed continuing to allow Parks and Rec manage the permitting, but to temporarily have the plan also come before the Select Board for extra vetting and public input. Mr. Browne asked how the Select Board would determine the safety of an event beyond what the Health Officer and Parks and Rec would do. Mr. Papakonstantis said the Board would review the information from the applicant and town staff to make the best determination for the public. Mr. Dean said they'd also like to get public input into some of these permits, as well as on the issue of enforcement of the guidelines.

Mr. Browne asked how they would determine when the temporary period was over. He said there should be a commitment to end the Board's involvement. Ms. Oliff suggested reviewing the process once a month to see if there were updated guidelines or if the process could revert back to town staff. Ms. Gilman and Ms. Cowan agreed that it should be periodically reviewed so that it doesn't go on indefinitely.

Mr. Browne asked if it would be better to give the Parks and Rec department more resources to continue to manage this process independently. Melissa Roy of Parks and Rec said that the State guidelines state that the local entity, which is typically the Select Board, has authority over events. Mr. Dean said under normal circumstances Parks and Rec are well equipped to handle things, but in the Covid-19 situation they'd like the Select Board to have input. Ms. Gilman said they initially gave the authority to town staff because the Board only meets every two weeks, and it caused delays in approvals. Mr. Bisson said the Select Board should weigh in on large events such as the upcoming holiday events.

Tracy Coviello, an Exeter resident and the owner of Exeter Power Yoga, would like to have her yoga class on Swasey Parkway. They're already holding the class in Townhouse Common. She has been applying to Parks and Rec, but hasn't made progress. She is also hoping the Board will waive the fee so that her business can survive. Mr. Papakonstantis asked her to email him so they can work with Parks and Rec on where to put the class.

Kathleen Wilkstrom of 7 Charron Circle said that the discussion about wearing masks at events is confusing. If it's a requirement, that's what it should be called. If it's a suggestion, it shouldn't be enforced. She would like to see more events take place and not have the organizers jump through extra hoops. Mr. Dean said the state guidelines for events are asking that attendees require masks.

Chetana Parmar of Grove Street, the Chair of the Sustainability Committee, said she wants to see the town help local businesses like Tracy's yoga business. She disclosed that she has taught classes there.

Robin Tyner of the Sustainability Advisory Committee said she'd done outdoor yoga classes at the Y and they're healthy events. She would like to see more events like this at Swasey Parkway.

Ms. Gilman emphasized that the town government is expected to execute the State's requirements. She added that she doesn't consider a yoga class an "event," and it could have a different level of requirements than a large-scale event.

Ms. Cowan asked if charging the public by donation only for Swasey events is part of the town ordinance. Mr. Dean said that Swasey Parkway is open to the public, so other than the Powderkeg festival which involves alcohol, tickets cannot be sold and the park cannot be closed. Ms. Gilman said they wouldn't be able to prevent the public from also attending the class, but Ms. Oliff said she didn't feel that was a big concern.

Mr. Bisson said at the time of permitting this yoga class, Swasey Parkway was not open, so they ended up in Townhouse Common. Gilman Park has space. He's happy to work with the Chair and the applicant on this.

James Murray, the Town Health Officer, said it's a good idea to include the Board in the permitting for now. It would open the event permitting to public input, which he thinks is a good thing.

Darren Winham said restaurants go through a vetting process for temporary outdoor dining, and the town could be inclusive of other types of businesses in that process. The applicant reached out to PEA, but they wanted \$50 a day. The town should help these businesses if they can.

MOTION: Ms. Gilman moved to amend the Application for Town Facility Use to provide for Select Board approval for a period of 21 days from July 13th, 2020. Mr. Dean asked if they could make it 30 days. Ms. Gilman amended her motion to have Select Board approval last until August 31st. Ms. Cowan seconded.

Mr. Browne said he was concerned that this would open them up to criticism about whether they approve or deny an event. Ms. Gilman said they have to draw lines on events, as waivers and other allowances can be a slippery slope. If they meet or do not meet the criteria to the Board's satisfaction, the Board can go against the Health Officer and Parks and Rec recommendations. Mr. Browne said that they should strengthen their policies rather than change the process. Mr. Dean said they're still in the beginning stages of permitting under these guidelines, and he would like the Board and the public to have insight into the events at first. Mr. Browne said he agrees but would like to see this go back to the previous process as soon as possible.

By a roll call vote, all were in favor.

b. Arts and Culture Advisory Commission Proposal

Mr. Papakonstantis said he's been working on a draft of an Arts Commission proposal for quite some time. Ms. Cowan said they are currently reimagining what the town looks like, so this is a good time to consider it, adding that Enna Grazier first suggested it in November of 2018. Mr. Papakonstantis invited the Board and the public to review the proposal so they can discuss it at a future meeting.

c. Second Reading Animal Control Ordinance Amendment

Ms. Gilman read the deletion from section 9:10 of the Town Ordinances, Section C, *Gilman Park off Bell Avenue*, which will allow the public to have dogs under control in the geographic confines of Gilman Park. Mr. Papakonstantis said there would be one more public reading of this change.

d. PEA Reopening

William Rawson, the Principal of Phillips Exeter Academy, discussed the fall reopening of the school. They are planning to bring all students back, but in a staggered way. First they will allow back the "student leaders," about 100 students, on Labor Day; 11 and 12th graders will be brought back three days later; and 9th and 10th graders will be brought back two weeks after that. Most instruction will be online. There will be extensive Covid testing, and they will not allow students to go into town until they've had two negative tests. Day students will be going home each day, but other students will be limited in their movements. They will be shifting to mostly single dorms, and will use Exeter Inn as a dormitory to de-densify the dorms. They will rely heavily on masks. If they have a positive case, the student will be treated in-house; contacts will be identified and quarantined. If reasonable, families will come and collect the students, but they've also set up a modular unit with 40 quarantine spaces. They're working with six independent medical experts as well as an engineering firm on their plans, and reviewing guidelines from the MA and NH State governments.

Mr. Papakonstantis asked what measures they'll take with students who do not comply with the restrictions. Mr. Rawson said if they have a student who won't comply, they will be sent home to learn remotely. Families also have the choice for students to learn remotely and have their fee adjusted to a day student charge.

Karen Lassey, the Assistant Principal, said they've also been engaged in a conversation with the State on these reopening plans.

e. Sustainability Coordinator Position

Dave Sharples, the Town Planner, said that he prepared a list of his sustainability activities, and the position description the SAC prepared for the Sustainability Coordinator dovetailed with his work. Mr. Browne said that issues touching sustainability could cross departments, so how would someone positioned within a department address them? Mr. Sharples said he would

shepherd anything to do with sustainability, limited only by the time that he can allot to the tasks.

Mr. Winham said the Planning Board and Conservation Commission already limit the damage a developer can do to the local environment. Having a Sustainability Advisory Committee is a positive thing, but in terms of recruitment, he's looking more for fit between the company, town, and workforce rather than strictly a sustainable business. If Mr. Sharples wanted to recruit businesses that were sustainable, he would support that.

Chetana Parmar, the Chair of the Sustainability Committee, said that sustainability is a huge umbrella, and having a coordinator to be a resource for sustainability projects, whether it be research, information, or grants, would enhance the town's work. They are running out of time to do this work, and they all want a healthy and sustainable environment. It will also attract residents and businesses who want to live in a healthier environment.

Mr. Papakonstantis said the request was to approve the job description in the packet, but he would rather see it go back through the vetting of the BRC. They don't know what the town's budget will be like this year, and he does not want to see any existing town services cut due to Covid-19. Sustainability is an important initiative, but that's why they implemented the committee and charged Mr. Sharples with working on these issues.

Mr. Browne said Mr. Sharples has done very well and realized savings on a part time basis, so if they give more resources to this they should realize more savings. Mr. Papakonstantis said that Article 31 was written as if it would pay for itself. He thinks that will be true, but they should create the gap analysis to show how this position will pay for itself.

Ms. Cowan said she wants to hear from other department heads where sustainability is a thread prior to the BRC process, so they can focus on what the town needs.

Robin Tyner of the Sustainability Committee said that things have not changed since the position has been created, other than the Covid-19 situation. Other places have tried committees but found they achieved much more with a dedicated coordinator, even if they were part time.

Mr. Papakonstantis said they were all saying they feel this is important and they want it to succeed. They'll get a Coordinator when the budget permits it. The job description is not a problem and he doesn't think it needs revisions. The BRC was looking at the budget when they did not approve the position.

Chetana Parmar said at the last Sustainability Advisory meeting a document was presented on where they are currently, and it involves different departments. She suggested Julie LaBranche share that document with department heads so they can fill in anything they're currently doing.

Mr. Papakonstantis asked Mr. Dean if the position would be in the budget for next year. Mr. Dean said last year they put some funds together and put it forward in the process, so if there is support from the Board they could do it the same way. Ms. Gilman said she has no problem approving this job description,

although it might change due to the budget. Municipalities are unlikely to get further funding for Covid-19 relief. Ms. Cowan asked if they're not in a financial place to approve this job, what will happen to it? She would like to approve it in concept. Mr. Papakonstantis said they could at least give Mr. Sharples a little more funding. Ms. Gilman said if they create the position and the BRC says no, they could fund it at \$1 and just not fill it.

MOTION: Mr. Browne moved to approve the Sustainability Coordinator job description as created by the SAC as of October 2019. Ms. Oliff seconded. By a roll call vote, all were in favor.

f. Proposal for Pocket Park for Jude & Rhoda Hall - Renay Allen

Renay Allen, an Exeter resident, proposed creating a small park as part of Swasey Parkway to commemorate the Black community of Exeter, especially its patriots. She asked the Select Board to form a group with representatives from multiple and diverse groups to refine the proposal further. Mr. Browne agreed to serve as a representative to this group from the Board.

g. COVID 19 Updates

Chief Wilking said the Fire Department has seen a return to normal call volume over the last 60 days, and their revenue is tracking back to pre-Covid. Covid-19 infection numbers continue to steadily settle down. There were three positive tests in the last few weeks, but those are the only people they're tracking. He hasn't heard back from FEMA on an additional request for \$20,000 in reimbursements.

Mr. Murray said the Farmer's Market moving back to Swasey went very well. They had some initial flow issues which were corrected.

Darren Winham said Employment Security is launching a new job search tool to connect job seekers with open positions. If they don't continue the July 31st unemployment, there will be a lot of people looking for work. SELF for self employed businesses is taking applications. The VFA Gap Fund is a grant, not a loan, to assist businesses that have not been able to access state Covid resources. PPP through August 8th. Helping businesses with these resources.

Mr. Bisson said the CareKids program is going well, they still have 28 participants. They received a grant from the State of NH for Emergency Child Care at \$100,000 this summer; they can also continue with a fall program and get an additional \$8,000. They also received cleaning supplies. They hired additional staff with these funds. The movies are going well, and more people are showing up for the drive-in concerts.

Mr. Dean said the Town Offices reopened, which is going well so far. People are generally being respectful of the requests to wear masks and use hand sanitizer. They're looking for people to make appointments and use online services when possible. The Amtrak Downeaster is increasing its service July 31st. There were some questions about dog licensing and civil forfeiture; he checked, and the State regulations are a "shall." He checked in with other towns and they're pursuing it too. The ability to register dogs was still an option when the Town Offices were closed to the public.

8. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

- i. There were no abatements, credits, or exemptions.

b. Permits & Approvals

Mr. Bisson asked for authorization to expend \$6,350 for Brickyard Park, which is infested with a turf disease. They will improve drainage and close the park down for 6 - 8 weeks to help the grass regrow. They will be working with Organic First Turf Company.

MOTION: Mr. Browne moved to allow Parks & Rec to expend \$6,350 out of the Parks Improvement Fund to contract Organic First for emergency repair and disease remediation for Brickyard Park. Ms. Cowan seconded. By a roll call vote, all were in favor.

Mr. Bisson asked for authorization to expend \$8,900 from impact fees for additional playground chips for Kids' Park. In order to achieve the correct density, they had to use an unanticipated amount of woodchips. The woodchips need to fall under an ASTM compaction rating, which required 12" of these chips where they had anticipated 10". They purchased 156 yards at \$45 a yard. The contractor also removed tripping hazards from the park.

MOTION: Ms. Gilman moved to expend \$8,900 out of Recreation Impact Fees for additional materials and timber removal for Kids' Park Playground. Mr. Browne seconded. By a roll call vote, all were in favor.

c. Town Manager's Report

Mr. Dean said that taxes were 92% collected by July 2nd. Despite initial concerns, that is about where they normally are.

d. Select Board Committee Reports

- i. Ms. Gilman said the Historic District Commission had a demolition review of a barn and two houses on Kingston Road; there was nothing to recommend they remain. The HDC is having a sitewalk at the loka tomorrow at 10, but they will only be able to go into the lobby. Thursday is the final hearing on the loka.
- ii. Ms. Oliff had a Swasey Parkway Trustees meeting, where they discussed the pocket park project, the sewer siphon project, pavilion repairs, and installing a kiosk at the front of the Parkway for rules and notices. The kiosk was proposed but not voted on. The Housing Committee will be presenting at the next Select Board meeting.
- iii. Mr. Browne had no meetings, but will have a Communications and a Facilities meeting this week.
- iv. Ms. Cowan attended a Planning Board meeting, but there was a problem with the case, the applicant decided not to appear.

e. Correspondence

- i. Mr. Papakonstantis expressed his concerns about Board interactions with correspondence and social media, and what constitutes a "meeting." He

asked if they could reach out to NHMA for a training on RSA 91A procedures.

- ii. The Board received a letter regarding a proposed donation of a tree. Mr. Dean will give it to the Trustees of the Parkway.
- iii. Town Moderator Paul Scafidi would like to meet with the Town Clerk, Select Board, and Supervisors of the checklist to coordinate on the upcoming election. Mr. Dean will coordinate this meeting.

9. Review Board Calendar

- a. The next meeting is July 27th.

10. Non-Public Session

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

11. Adjournment

MOTION: Ms. Oliff moved to adjourn. Mr. Browne seconded. By a roll call vote, all were in favor, and the meeting adjourned at 10:30 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary

Superintendent Ryan re: Draft Return to School Plan

SAU 16 RETURN TO SCHOOL PLAN

School Year 2020-2021

Serving the Towns of Brentwood , East Kingston, Exeter, Kensington, Newfields, and Stratham



Each graduate demonstrates engaged learning and citizenship through the ability to solve problems independently and collaboratively with perseverance and resilience and communicates solutions with confidence and empathy.

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RETURN TO SCHOOL COMMITTEE MEMBERS

We wish to thank the following community stakeholders for their time and effort in gathering feedback, providing input, and sharing of ideas.

1 FULL RETURN COMMITTEE	2 INTERRUPTED RETURN	3 HYBRID COMMITTEE	4 REMOTE COMMITTEE
Esther Asbell - (SAU)	Chris Andriski- (SAU)	David Ryan- (SAU)	Ellen Riiska - (SAU)
Renee Beauregard-Bennett - Special Ed. Admin. (Exeter Elem.)	Mia Albertelli- Student (CMS)	Sandy Blanc- Technology (EHS)	Helen Rist - (SAU)
Susanne Bowden - Mental Health (EHS)	Kristen Cardarelli- Teacher (MSS)	Pamela Carr- Asst. Principal (EHS)	Heather Antal - Nurse (KES)
Kelsey Eskeland - Mental Health (NES and KES)	Cathy Clermont- Asst. Principal (EHS)	Ron Elliott- Facilities Representative (EHS)	Drew Baristow - Principal (LSS)
Paula Gailing - Paraprofessional (MSS)	Chris Clifford- Mental Health Services (LSS)	Pam Garrity - Nurse (LSS)	Marley Beltre - Student (CMS)
Annie Gonsalves - Teacher (EHS)	Melanie Faulkner- Asst. Principal (CMS)	Amy Gendreau- Teacher (EHS)	Cindy Boyle - Paraprofessional (CMS)
Suzie Griffith - Principal (NES)	Kim Gaudreau- NEA & Elem. Teacher (LSS)	Andrew Hodsdon- Student (EHS)	Katie Gallo - Curriculum Coordinator (SCS)
Ann Hadwen - Curriculum Coor. (EHS)	Steve Garvin- Technology (SAU)	Patrick Joyce- Teacher (CMS)	Sabrina Daley - Food Services (NES)
Rich Kane - Security (SAU)	Nate Jones- Parent Representative	Kate Lucas- Principal (SMS)	Michael Durant Teacher (CMS)
Meg Laverty - Nurse (EHS)	Helen Joyce-Board Chair (ERCSD)	Trish Merrill- Mental Health (EKES and KES)	Tim Harrington - Facilities (SMS)
Adele Leavis - Student (CMS)	Ron Kew-Principal (SCS)	Sue Mayo- ElementaryTeacher (SCS)	Melissa Judice - Mental Health (Exeter Elem.)
Mia Loosmann - Student (EHS)	Julie Lambert- Curriculum Coor. (LSS)	Salina Millora- Special Education Admin.(SMS)	Jessica Martin - Parent
Jenn Marr - Parent	Rusty Lyster- Facilities(SAU)	Morna Nigrello- Paraprofessional (EKES)	Jeff Moretti - Mental Health (EHS)
Lauren McGrath - Asst. Principal (CMS)	Kristy Marek- Nurse (NES)	Bill Perkins- Asst. Principal (CMS)	Richard Pratt - Technology (EHS)
Michael Monahan -Principal (EHS)	Jen Middaugh- Teacher (CMS)	Rachel Poulin- Student (CMS)	Marc Robitaille - Teacher (LSS)
Linda Morrison -Teacher (SMS)	Deb Plourde- Food Service (KES)	Karla Putney- Curriculum Coordinator (MSS)	Jamie Saucier -Chair (EKES)
Jeanne Pierce -Food Services (EHS, CMS, Exeter, SCS)	Brian Reed- Paraprofessional (EHS)	Devon Skerritt- Parent	Timothy Sinclair - Special Ed Admin. (EHS)
Janet Prior - NEA & Teacher (CMS)	Sonya Roche-Special Ed. Admin. (CMS)	Lisa Sloan- Mental Health (CMS)	Catherine Thorn - Teacher (EHS)
Becky Ruel - Principal (KES)	Jaime Sawler-Student Services(CMS/EHS)	Eric Von der Linden- Board Chair(SMS)	Sharon Wilson - Principal (SST)
Ellen Sargent - Technology (CMS)	Geoff Simard- Teacher (EHS)	Anne Walsh- Food Service (SMS)	Patty Wons - Principal (CMS)
Travis Thompson - School Board	Mallory Skinner- Student (EHS)	Katie Young- NEA & Elem. Teacher (EKES)	Kimberly Woods - NEA & Elem. Teacher (SCS)
Melissa Tobey - Teacher (CMS)			
Scott Walsh - Facilities (SAU)			

Introduction

The COVID-19 pandemic is unprecedented and the impact on school operations has been challenging to say the least. It has forced re-evaluation and changes to almost all our operational and educational practices. Our students, staff, and families are to be commended for their incredible strength and resilience during this uncertain time. Our four Return to School Committees began gathering data for our plan in late April and since that time, we have amassed a significant amount of science, medical, and public health research combined with an abundance of feedback from our community members. We accept that any plan needs to be flexible given the changing conditions of this global pandemic, and we believe each school in SAU16 will have differences in how they implement the common expectations due to the size of their student body, staff, and physical plant. However, we believe that the expectations contained in this plan are soundly supported in the framework of mitigating risks to the health and safety of students, staff, and families.

GUIDING PRINCIPLES

Health and safety first. The safety of our students, faculty, and families is our highest priority. Public health guidance and COVID-19 data will determine the movement between conditions in this framework.

In-person learning. Remote learning is not equivalent to, or a replacement for, onsite teaching and learning, and students deserve the best public education we can provide when it is safe to do so.

Competency based learning. SAU 16 continues to support the development and implementation of a competency based learning system. This work is guided by seven principles that are common to all curriculum, instruction, and assessment work in our individual schools:

- 1. Students are empowered daily to make important decisions about their learning experiences, how they will create and apply knowledge, and how they will demonstrate their learning.*
- 2. Assessment is a meaningful, positive, and empowering learning experience for students that yields timely, relevant, and actionable evidence.*
- 3. Students receive timely, differentiated support based on their individual learning needs.*
- 4. Students progress based on evidence of mastery, not seat time.*
- 5. Students learn actively using different pathways and varied pacing.*
- 6. Strategies to ensure equity for all students are embedded in the culture, structure, and pedagogy of schools and education systems.*
- 7. Rigorous, common expectations for learning (knowledge, skills, and dispositions) are explicit, transparent, measurable, and transferable.*

Community impact. Returning to school is an important factor to support economic recovery as parents need the ability to work. Expecting parents to continue providing childcare and remote learning support during work hours is not sustainable or healthy for our parents.

Weighing the risks. Reopening SAU16 schools comes with risk during the COVID-19 pandemic. It is important to establish precautionary measures to minimize risk where possible, including asymptomatic transmission during this highly dynamic public health crisis. It is important that families assess the level of risk with which they personally are comfortable.

Framework needs to be fluid. That means having the ability to transition from a remote learning model off-site to a phased-in approach to safely reopen our schools as we progress through the conditions. It may be necessary to progress or regress through the conditions as public health indicators change.

Teachers' capacity. Teachers cannot be expected to plan and execute remote instruction and in-person instruction at the same time. This model is unsustainable and unhealthy for our staff members.

Equity lens. This reopening framework must support educational equity for all students, and ensure that our most vulnerable students receive the supports necessary for their success, particularly in a remote instruction environment.

CONDITIONS OF RETURN

The following chart outlines four conditions for returning to school. Recognizing how indicators of the pandemic may change, the conditions are designed to be able to move from one condition to another with the least disruption to instructional continuity. Given the current general indicators in our region, we anticipate being able to open SAU 16 Schools in Condition 3. However, this recommendation will continue to be revisited for changes throughout the summer.

CONDITION	GENERAL INDICATORS	LEARNING ENVIRONMENT
Condition 1 Full Remote Learning	Governor's Stay at Home Order remains in effect; Significant local escalation of the pandemic	Four day student week All students are home Students access learning through remote instruction only
Condition 2 Low Density Partial Remotes	Infections rising with limited capacity recommendations Social distancing requirement of 6+ feet Required limits on physical capacity of classrooms and buildings Little to no physical student interaction Face masks/shields required by all students and staff indoors Screening, hygiene, and disinfecting protocols	Four day student week Teachers deliver instruction remotely Vulnerable populations receive support services and interventions in school classrooms Students for whom home is not an option, access remote learning in open school space, such as the cafeteria All remaining students access remote learning at home PreK-1st Grade in school in small cohorts
Condition 3 In-Person with Safety Requirements	Infections low but present in the seacoast area Social distancing 3-6 feet Face mask/shields required by all students in grades 6-12 indoors Masks optional for students in grades K-5. Masks required for all staff 6-12 . Shields/masks optional for staff K-5 Masks and/or shields can be removed outside with over 6ft social distancing Screening, hygiene and disinfecting protocols	Five day student week Teachers deliver instructions in person Daily class schedules close to normal with some movement modification K-5 Grades 6-12 students attend school every day for AM or PM session Limited student interaction to comply with social distancing, i.e. students sit individually not in groups Scheduled use of outdoor or alternative space to allow for movement break Remote option given to parents (See Condition 3 Remote Option)
Condition 4 Full Return with No Restrictions	No new infections No social distancing recommendations No PPE required	School schedule as normal Classroom instructions with no restrictions

CONDITION THREE REMOTE OPTION

If schools open in Condition 3, and your child is unable to return due to a COVID related medical health risk, each school will work with the student and family to access learning through remote instruction. Parents who are uncomfortable sending their students back to school can choose to have their children attend a stand-alone online platform such as VLACS.

If the remote option is chosen, the student must stay with that choice until the end of the first academic semester. This is necessary to ensure we are able to plan for the appropriate numbers of students and teachers in the fall. While we want to be as flexible as possible for all families, we are unable to move students in and out of remote learning.

A survey of intent will be sent to families on Tuesday, July 21st. Parents will be asked to submit their survey by July 30th.

PROVIDING PPE

While the schools will provide all cleaning supplies, as well as hand sanitizer, we do ask that **parents provide** a mask for their child(ren) before school each day. If a child does not have a mask the school will provide a disposable mask.

RECOMMENDATION FOR NEW STUDENT START DATE

There will be a significant need for additional staff training and professional development to ensure a successful start to the school year. In order to build in this additional time, it is recommended that the first student day of school be moved to **Wednesday, September 9th.**

ONGOING DETAIL PLANNING AND PREPARATION

There is intensive ongoing work throughout the summer by various groups to prepare for all the specific areas of a successful school opening. This work is well underway and informed by previous committee work, medical and health partners, and ongoing parent, student, and staff input.

Teaching and Learning	<p>Common student and teacher expectations for in-person and remote learning</p> <p>Essential competencies and curriculum elements for learning</p> <p>Additional professional development to staff (technology platforms, project-based learning, outdoor activities, remote assessment, etc.)</p>
Facilities	<p>Cleaning and disinfecting protocols</p> <p>Central PPE purchasing</p> <p>Classroom spacing and set up for social distancing</p>
Health and Nursing Protocols	<p>Screening protocol for staff and students</p> <p>Quarantine protocols</p> <p>Specialized PPE needs</p> <p>Parent information resources</p>
Transportation and Food Service	<p>Bus schedules and riding guidelines</p> <p>Breakfast and lunch procedures</p>
School Schedules	<p>Plan for restricted mobility</p> <p>Arrival and dismissal procedures to limit congestion/congregations</p>
Communication	<p>Parent intent survey on student attendance</p> <p>Parent and school responsibilities for safety protocols</p> <p>Student and staff training on safety requirements</p>

We wish to thank our health and community partners for their invaluable guidance and support in developing this plan. We look forward to continuing our work with Dr. Kristen Johnson (SAU Consulting Physician), Core Physicians, Exeter Health Resources, Exeter Hospital, Seacoast Mental Health, Aloft Integrated Wellness, and the Exeter Health Department.

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Frequently Asked Questions

Research on Returning to School

How and why did SAU 16 make the decision to return to school for full in person learning?

Since we transitioned to remote learning in March, we have worked to balance health and medical precautions with the educational and support needs of our students. Every week, we learn more from our health experts about the COVID-19 virus. We continue to learn from school systems around the world how to keep our students and staff learning, working, and healthy. We've considered the overall effects of having schools open at full strength for our students and families and it was the preferred option based on parent surveys.

Reports from our health and medical care providers continue to help us understand that children under the age of 12 appear to have lower rates of infection than do older persons and, when infection does occur, are much less likely to have serious complications than adults. Second, while children (including those not showing symptoms) can transmit COVID-19, emerging evidence indicates that children are not primary drivers of transmission and that school reopening is likely to have minimal impact on transmission between students or between students and staff.

As a result of our collaboration with our local medical and health agencies and the hard work of our four return to school subcommittees, we are now planning to open for full, in-person instruction. Schedules are being created at the elementary, middle, and high school levels that will allow for the required reduction of density and restriction of mobility.

What happened to plans for a hybrid model?

Based on updated guidance from health experts, we are developing a detailed plan for a return to full, in-person instruction. Knowing that the situation may continue to evolve, SAU 16 is prepared to transition to a remote learning environment in the event that there are spikes of COVID-19. Teachers cannot be expected to plan and execute remote instruction and in-person instruction at the same time. This model is unsustainable and unhealthy for our staff members. We will follow all health department requirements for how to handle any confirmed cases of COVID-19 in our schools.

Why are we not doing full remote learning for our middle and high schools?

The Remote and Hybrid Return to School Subcommittees looked into the possibility of keeping high school students in a 100% online learning option. However, the group felt strongly that all students need and benefit from in-person learning. SAU 16 is still working out the details of how in-person learning will look different for high school students, but wanted to provide a full secondary school experience as possible during these unprecedented times. We will continue to partner with local health experts and health departments to ensure that our plans are built with health and safety as our priority.

Procedures for an Outbreak

What happens when someone (staff or student) tests positive?

Staff and students who are sick will not be permitted to return to school until they are healthy and symptom free. We want to minimize the spread of infection and we will continue to follow the guidelines put forth by our partners at the health department.

What protocols will be in place to trace potential infections?

Our district works closely with our local health and medical officials as well as the NH Department of Health and Human Services and has a strong process in place for reporting infectious diseases, such as COVID. We will continue to work with those in the health department so that the health department can contact trace as needed to help ensure the health and safety of our staff and students are maintained.

Visitors/Parents in Building

Will visitors/parents/volunteers be allowed in the school buildings?

No - all visitors, including parents/guardians, will not be permitted beyond the school's front vestibule.

Health Guidance:

What health guidelines are being followed?

Masks:

Elementary Students: Masks are optional, but are not required. If masks are to be worn by students, parents will be expected to supply them.

Middle and High School Students: Middle and High School students shall be required to wear masks while indoors. Students should provide their own masks, however disposable masks will be made available by the secondary schools.

Teachers/ Staff (All): All adults are required to wear masks. At the elementary level, face shields may be substituted for masks in classrooms.

Hand washing:

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Each graduate demonstrates engaged learning and citizenship through the ability to solve problems independently and collaboratively with perseverance and resilience, and communicates solutions with confidence and empathy.

Students and staff will participate in hand washing/sanitizing on regular intervals. Schools will have supplies of hand sanitizer and soap to allow for frequent hand-washing. Classrooms and school facilities will be disinfected regularly.

Social distancing:

Students and staff will maintain 3-6 feet of social distancing in indoor and outdoor settings as much as practical.

Gloves:

Teachers and other staff will not be required to wear gloves. Custodial, food service, and other special staff such as Health Care Providers or Occupational Therapists will be required to wear gloves based on current health guidelines.

Symptoms/ Temperature Screening:

Self screening at home should occur daily prior to going to school. Any student/staff with a temperature of 100.4 degrees or higher, or displaying other COVID symptoms, should stay home. Students/staff members will follow their school's illness procedure in order to return to school or work.

If a student displays symptoms of COVID-19 during the school day, school specific isolation protocol will be followed and a parent/guardian will be immediately notified.

Hand Sanitizer/ Cleaning Supplies:

Schools will have supplies of hand sanitizer and soap to allow for frequent hand-washing. Students will participate in observed hand-washing/sanitizing on regular intervals. Schools will have ample cleaning supplies to ensure that classrooms and school facilities will be disinfected regularly.

Personal Protective Equipment (PPE):

Students and staff should provide their own masks. At the secondary level, disposable masks will be made available at school for those that are unable or forget to bring their own.

Transportation

Regular bus transportation will be provided. However, personal transportation is strongly encouraged to enhance social distancing. All students shall be required to wear masks while they are on the bus. Student riders will be limited to one student per seat, unless they are family members. Routes are subject to change based on transportation needs in each district.

Building Sanitation and Ventilation

What are the cleaning protocols in the schools?

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All buildings will have routine cleanings on a regular basis. At the middle and high school levels, the building will also be cleaned in between cohort dismissals and arrivals. Clorox-brand electrostatic sanitizers will be used in all school buildings for a deep and thorough cleaning.

What are the cleaning protocols on the Buses?

Bus companies have established cleaning protocols to promote the health, wellness and safety of all students.

Is there adequate ventilation in all of our buildings?

The air exchange standard we use is 350-400 CFM (cubic foot per minute) which for a standard classroom with 30 students means the air would be exchanged about 3-4 times an hour. The facilities department is surveying all of our buildings to determine if necessary upgrades are required before the start of school.

From an air circulation standpoint, will windows be open?

Where appropriate, open windows will be used. We are looking to draw in as much outside air as possible. However, there are times when that won't be feasible. For example, on very hot days, drawing in heated air into a cooler environment could create an overly warm learning environment. Due to the necessary precautions to prevent the spread of the COVID-19 virus, devices such as portable fans, window air conditioning and portable cooling units that may blow air across the room will not be permitted. It has been advised that these types of devices may pose a risk of promulgating the spread.

Classroom and Social Distancing

Cohort:

A cohort is defined as a group of students who participate in a class or other activity. Our goal is to minimize the number of cohorts any one student participates in during the day. Currently, public health guidance directs us to keep the same group of teachers and students together each day.

- Elementary Cohorts: Most elementary students will stay with the same cohort throughout the day. Some students might be a part of a second cohort if they receive other support.
- Middle & High School Cohorts: Students in secondary grades will participate in up to four class cohorts in one day.

Recess:

Recess and physical education will take place outside and students will be kept in their classroom cohorts. Recess and physical education will be staggered to avoid mixing of cohorts. Students are allowed to use and share playground/gym equipment with their cohorts. Cohorts will be limited in numbers while they are outside.

Can students sit at the same table and engage with each other?

We will maximize social distancing as much as possible, which includes spacing out desks. Children will be able to interact with one another since the current guidance is that the risk of transmission from child to child or child to adult is low.

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Do kids have to stay 6 feet apart in the classroom?

Physical distancing will be maintained wherever possible. This includes maintaining 3-6 feet distance in indoor and outdoor settings if possible. When 3-6 feet of distance is not possible, face covering (except where doing so would inhibit the individual's health), hand hygiene, disinfection, cohorting, and daily symptom checks are required.

Special Education

Cohort:

We are currently developing guidance for our schools to build out schedules with cohort models, including how to deliver electives and specials. While cohorting will be enforced across our schools, schedules will look different in each school based on the unique needs of the school.

Students with IEPs:

With SAU 16 returning to in-person learning, all special education services will resume the normal process. Our special education department is currently developing guidelines to support students based on the various groups and needs within special education. This guidance will cover a wide variety of issues and topics such as determining compensatory services, families that choose a remote-only option, making up postponed evaluations, and how services will be delivered under the current in-person health guidelines. When instructional staff return to work, they will be trained in these guidelines. Families will work with their school level team to problem solve individual concerns.

Before/After School and Extracurricular Activities

Athletics, Extracurricular Activities and Before- and Afterschool Care Cohorts:

Schools should minimize the number of additional school-sponsored groups (such as sports teams, or extracurricular activities) that students participate in to no more than two cohorts per student.

Before and After School Care:

Before and after school care programs will need to follow all of the above mentioned health guidelines.

Field Trips:

Field Trips and overnights will not be allowed at this time.

Meals

How will meals work?

Students (and adults) may not share food.

- Elementary- Grab and go breakfast and lunches will be served in the classroom. Students will need to wash hands before and after eating.
- Middle and High School students will receive meals through the current SAU-wide Food Distribution program and will not be eating breakfast or lunch at school.

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Wastewater Facility and Main Pump Station Asset Management Presentation

WWTF Asset Management Program

Town of Exeter

July 27, 2020

Matt Berube, Town of Exeter
Chris Berg, Wright-Pierce

Presentation Overview

What are Assets?
What is Asset Management?
Existing Infrastructure
Level of Service (LOS)
System Evaluations
Risk Analysis
Asset Renewal
Next Steps

Recent History of Utility Asset Management in the Town of Exeter

2002 – Water/Wastewater/Stormwater GIS Development

- Digitize existing records and georeferenced in GIS
- GPS existing system and complete inspections on assets

2008 – implement People GIS as CMMS system

2019 – implement People GIS as Asset

Management/GPS/maintenance tracking software

2014 – Drinking Water Asset Management Program

- Develop a Public Water System program; conditions of critical components

2019-2020–Sewer Collections and Storm Water Asset Management Program (ongoing)

- Condition assessment of selected infrastructure
- Asset risk assessment and evaluation
- Capital improvement planning and recommendations

2019-2020–WWTF/MPS (vertical) and Water System (vertical) Asset Management Program (ongoing)

What are Assets?

An asset is a resource with economic value and the expectation that it will provide a future benefit.



Wastewater Facility

- Buildings
- Pipes
- Pumps
- Tanks
- Outfalls

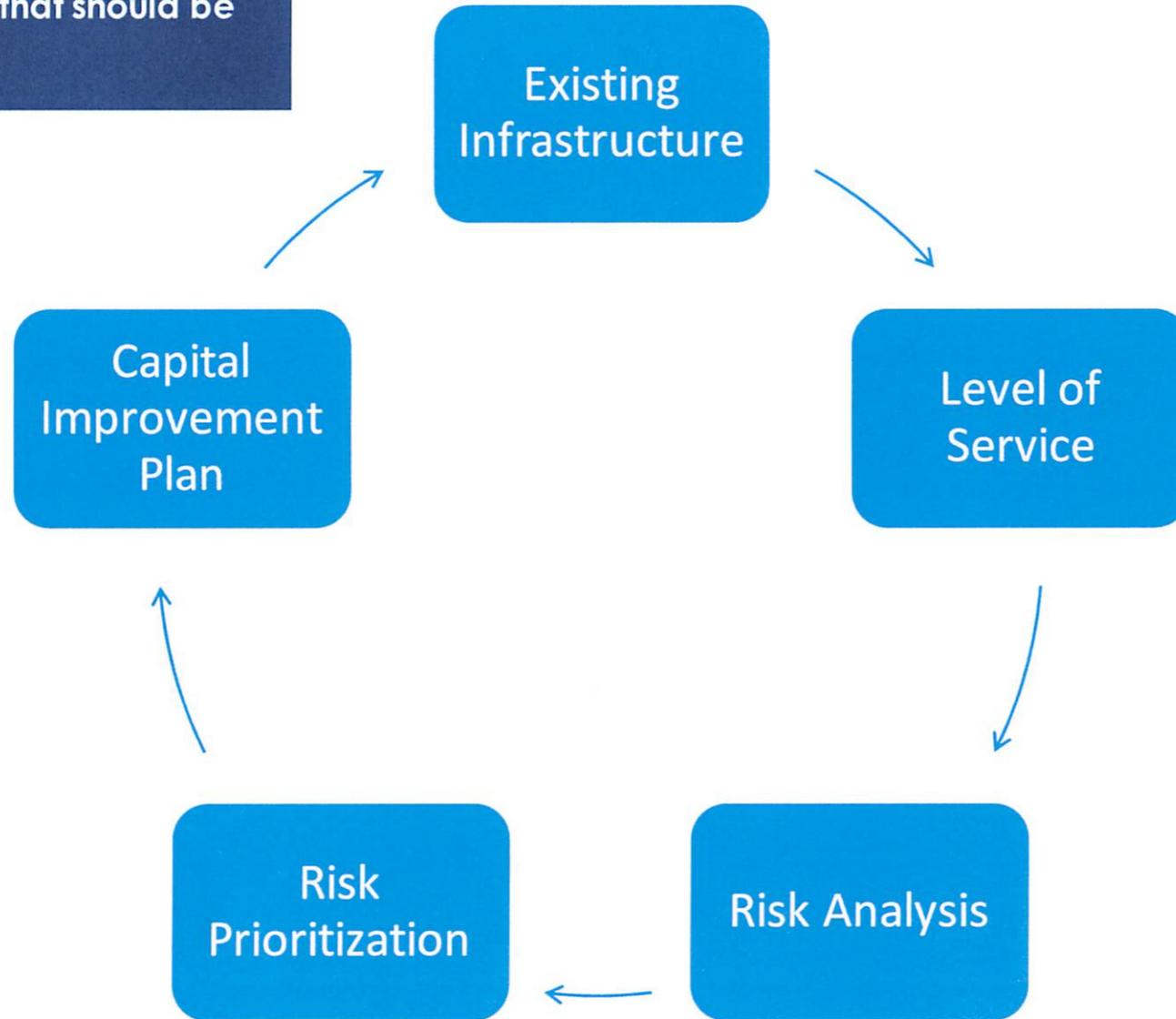
What is Asset Management?

“Asset Management is a systematic process of **operating, maintaining, upgrading and disposing of assets** cost-effectively while maintaining a level of service that is acceptable to the customers.”



What is Asset Management?

This is a continuous process that should be revisited annually.



Existing WWTF Infrastructure - Summary

The Town of Exeter owns and maintains hundreds of assets at the new WWTF.

All WWTF assets are new as of 2019. Likelihood of failure of WWTP assets is low.

So we're all set! No need to do anything else for the next 20 years! Right?

Now the management of the assets begins!



Level of Service

A **Level of Service Agreement (LOS)** defines how the utility owners, managers, and staff **want the system to perform** over the long term.

The Town chose to create a LOS that covers both the wastewater facilities and collection system.

Level of Service – Wastewater Objectives

Goal	Objective	Measure	2021 Goal	
System Reliability	Customer Satisfaction	Minimize Repeat Emergency Callbacks	#repeat callbacks/year	0
		Public Outreach	# outreach events/year	12
		Minimize Customer Complaints	# of complaints / year	0
	System Performance	NPDES Permit Compliance	% violations /year	0
		Effluent N, mg/L	Average N, mg/L	<5
		Minimize Odor Complaints	# complaints /year	0
	Effective Resource Management	Minimize Repeat Emergency Callbacks	#repeat callbacks/year	12
		Effectively manage fleet resources	Vehicle miles/year/vehicle	TBD
		Maintain full inventory of parts & materials	% parts needed/ total	80%
		Maintain ArcGIS/People GIS Database	Yes/No	100%
		Effective Resource Expenditure	\$/year (% Budget)	TBD
		Inspect Grease Traps	Inspections/year (%)	70 (100%)
Condition Assessment of Pipes		% of Assets inspected annually	20%	
Condition Assessment of Manholes		% of Assets inspected annually	TBD	
Maintain Easements for Proper Access	Yes or No Annually	100%		

Asset Inventory

	Asset Name	Asset ID	Location	Notes
Unit Process				
Septage	Septage Pump	SEPP-1	Septage Building	Wemco Chop-Flow Submersible Pump, 6 X 4 Model CFS2
Preliminary	Mechanical Screen	SCR-1	Headworks Building - First Floor	Vulcan Multi-Rake Bar Screen Model No. VMR-48
Preliminary	Screenings Wash Press	SWP-1	Headworks Building - First Floor	Vulcan Wash Press Model No. EWP 250/600
Preliminary	Grit Removal System	GTMX-1	Headworks Building - Exterior	Smith and Loveless, Pista Grit Chamber 270 Optiflow

Asset Replacement Cost Estimating

Installation Date	Estimated Effective Life	Estimated Equipment Cost	Estimated Cost to Install	Estimated Cost for Engineering	Estimated Project Contingency	Total Estimated Cost at Cost Data Date	Cost Data Date
year	years	\$	\$	\$	\$	\$	year
	Tab A, Tab A-1		30%	20%	15%		
2019	20	\$13,000	\$3,900	\$2,600	\$2,000	\$21,500	2016
2019	20	\$130,000	\$39,000	\$26,000	\$19,500	\$214,500	2015
2019	20	\$90,000	\$27,000	\$18,000	\$13,500	\$148,500	2015
2019	20	\$85,000	\$25,500	\$17,000	\$12,800	\$140,300	2015

A-1 Effective Lives (Years)		
Class	Asset Type	Exp Life
1	Civil	75
2	Pressure Pipework	40
3	Sewers	80
4	Pumps--Treated Effluent	25
5	Pumps--Untreated Wastewater	20
6	Pumps--Chemical	15
7	Valves	20
8	Motors	35
9	Electrical	35
10	Controls	20
11	Building Assets	60
12	Land	300
13	Process Equipment--Dry	25
14	Process Equipment--Wet	20

Condition Assessment

Condition Rating	Current Performance	Current Reliability	Effect Life Adjust Factor	Calculated Residual Life	Time for Planning	Calculated Replacement Date	% Asset Consumed
1 to 5	1 to 5	1 to 5		Years	Years		%
Tab A, Table A-2	Tab A, Table A-3	Tab A, Table A-4	Tab B	Calc.		Calc.	Calc.
5	5	5	0	20	0	2039	5%
5	5	5	0	20	1	2038	5%
5	5	5	0	20	0	2039	5%
5	5	5	0	20	1	2038	5%

A-2 Condition Assessment			
Condition Rating	Description	Maintenance Level	Description
5	New or Excellent Condition	Normal PM	A rating of 3 or more will generate the minimum remaining effective life of 2 years.
4	Minor Defects Only	Normal PM, Minor CM	
3	Moderate Deterioration	Normal PM, Major CM	
2	Significant Deterioration	Major repair, rehabilitate	
1	Unserviceable	Replace	

A-3 Performance Assessment	
Performance Rating	Description
5	Exceeds / Meets all Performance Targets
4	Minor Performance Deficiencies
3	Considerable Performance Deficiencies
2	Major Performance Deficiencies
1	Does not meet any Performance Targets

B-1 Condition - Residual Life Factors	Condition/Residual Life									
	1	2	3	4	5	6	7	8	9	10
Civil	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0
Pressure Pipework	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0
Sewers	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0
Pumps--Treated Effluent	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0
Pumps--Untreated Wastewater	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0
Pumps--Chemical	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0
Valves	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0
Motors	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0
Electrical	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0
Controls	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0
Building Assets	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0
Land	1	1	1	1	1	1	1	1	1	1
Process Equipment-Dry	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0
Process Equipment-Wet	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0

A-4 Reliability Assessment		
Reliability Rating	Description	Failure Timing
5	As Specified by Manufacturer	Never
4	Random Breakdown	Every 20 Years
3	Occasional Breakdown	Every 5 Years
2	Periodic Breakdown	Every 2 Years
1	Continuous Breakdown	= 1 year

Risk Analysis and Renewal Costs

Risk Mitigation Factor (Redundancy)	Probability of Failure	Consequence of Failure	Business Risk Estimate Rating	Cost of Renewal Option	Recommended Renewal Date	Future Cost of Renewal
%	0 to 5	1 to 5		\$		
Tab D	Tab D	Tab C	Calc. 0 - 25	Estimate	Calc.	2.00%
0%	1	1	1.0	\$ 21,500	2039	\$ 34,000
50%	1	2	1.0	\$ 214,500	2038	\$ 338,000
0%	1	2	2.0	\$ 148,500	2039	\$ 239,000
0%	1	2	2.0	\$ 140,300	2038	\$ 221,000

D-1 Probability of Failure

% of Effective Life Consumed	PoF Rating
0%	1
20%	2
40%	3
60%	4
90%	5

D-2 Redundancy

Level of Redundancy	Reduce PoF by:
0% Backup	0%
50% Backup	50%
100% Backup	90%
200% Secondary Backup	98%

C-1 Consequence of Failure

CoF Rating	Description	% Affected	Level
1	Minor Component Failure	0-20%	Asset
2	Multiple Asset Failure	20-40%	Facility / Sub-System
3	Minor Sanitary System Failure	40-60%	Total System
4	Intermediate	60-80%	Total System
5	Total	80-100%	Total System

Asset Renewal Profile

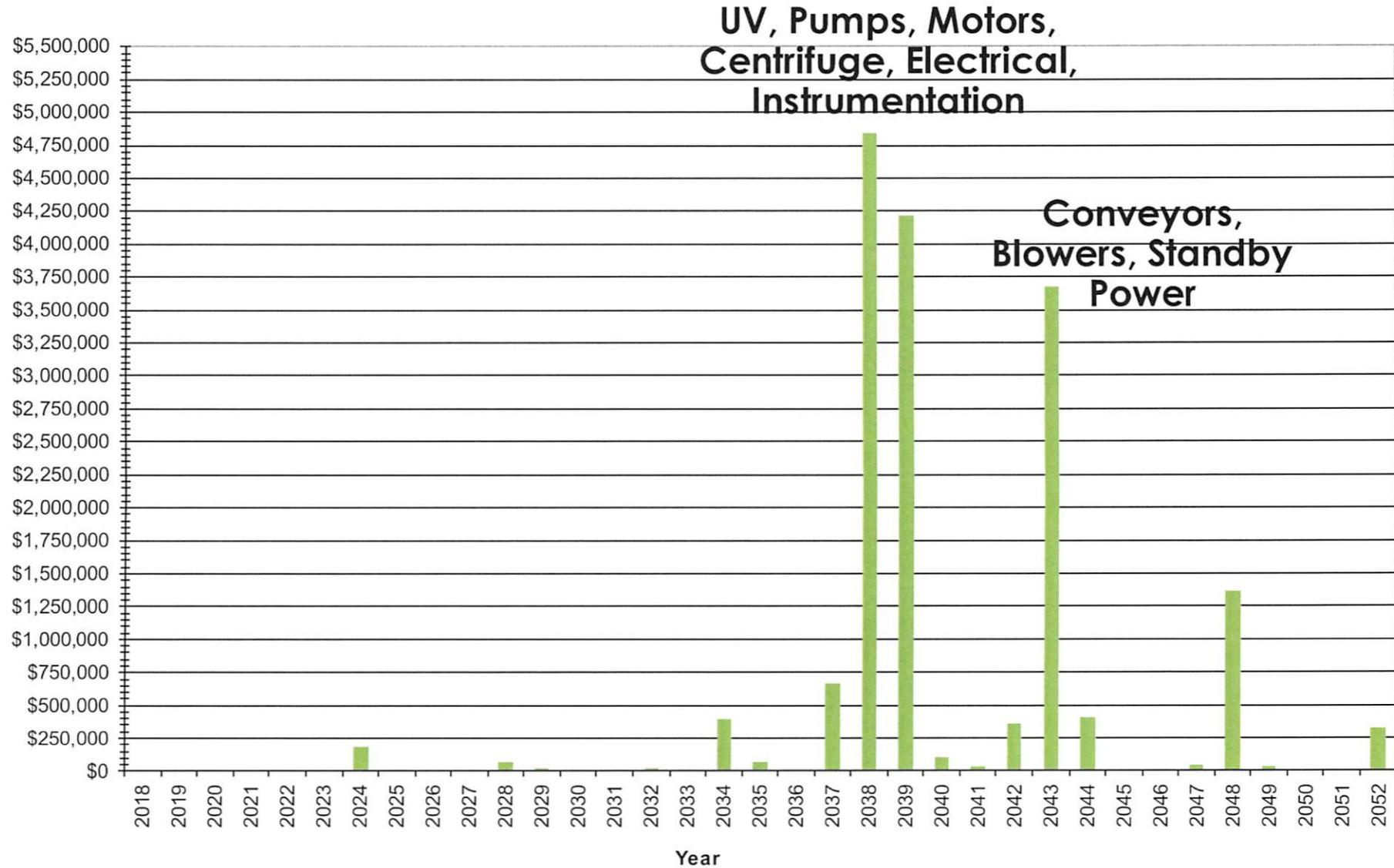
Process - \$9.1M

Instrumentation and Electrical- \$4.5M

Mechanical - \$0.8M

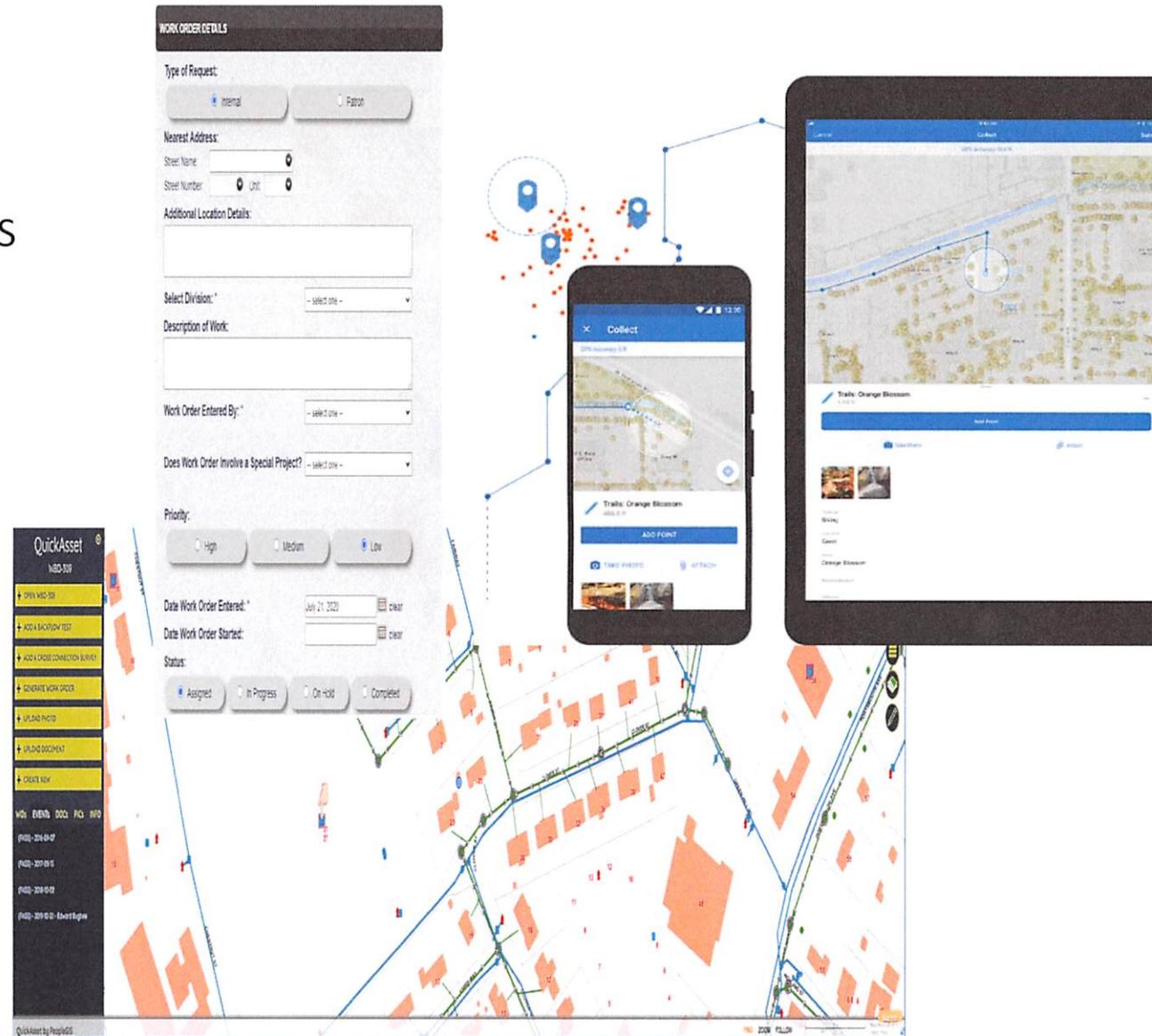
Total \$14.4M in renewals over 30 yrs

~\$680K per year to replace assets



Continued Assessment and Maintenance

- WWTP major renovation in 2019 – new facility. All assets are new with few exceptions.
- Town currently owns ArcGIS and PeopleGIS license.
- Provides tools to update condition and maintenance while in the field.
- The WWTP asset inventory is available through the online PeopleGIS license for maintenance and capital improvement decision making.



Continued Assessment and Maintenance

The screenshot displays the QuickAsset GIS interface. On the left, a sidebar menu for asset WED-309 includes options: OPEN WED-309, ADD A BACKFLOW TEST, ADD A CROSS CONNECTION SURVEY, GENERATE WORK ORDER, UPLOAD PHOTO, UPLOAD DOCUMENT, and CREATE NEW. Below the menu is a table with columns for WOs, EVENTS, DOCs, PICs, and INFO, listing inspection dates and personnel.

WOs	EVENTs	DOCs	PICs	INFO
(PASS)				2016-09-07
(PASS)				2017-09-13
(PASS)				2018-10-02
(PASS)			Edward Bugbee	2019-10-22

The main map area shows a network of blue and green lines representing utility lines, overlaid on a street map with orange buildings. Labels on the map include 'PITTSBURGH LN', 'FLOWER ST', 'CLOVER ST', 'SUNNYSIDE ST', 'HOLLAND ST', 'WILSON ST', 'W. WASHINGTON ST', and 'S. WASHINGTON ST'. A toolbar on the right contains navigation icons, and the bottom right corner features 'FIND ZOOM FOLLOW' controls and a scale bar.

Next Steps WWTP

Asset Management Maintenance Plan

- 1** Continue collection of condition and maintenance on assets using PeopleGIS
- 2** Revise asset information as inspections, rehabilitation and repair projects are completed.
- 3** Review LOS annually, adjust metric and LOS goals and objectives as necessary.
- 4** Continue to identify and provide training to staff members who will be maintaining data sets and coordinating with PeopleGIS.
- 5** Perform annual audits of WWTP performance and maintenance data and adjust renewal profile accordingly

Next Steps – System Wide

Asset Management Maintenance Plan

- 1** Complete collection system and stormwater system AM project (ongoing)
- 2** Apply for a NHDES \$30K principal forgiveness to complete an assessment of WW pump stations and integrate this into Exeter's Asset Management Program
- 3** Expand the use of PeopleGIS in routine workflows
- 4** Continue coordinating capital planning and asset renewal projects across utilities (water/sewer/storm/highway)
- 5** Review and report on Level of Service annually.

THANK YOU

Third 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



Memorandum

May 15, 2020

To: Town Manager, Russ Dean

From: Chief Stephan Poulin

Ref: Chapter 9 Animal Control (Gilman Park)

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

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

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

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

New England Municipal Sustainability (NEMS) Network



TOWN OF EXETER

Planning and Building Department

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

www.exeternh.gov

Date: July 22, 2020
To: Russell Dean, Town Manager
From: Dave Sharples, Town Planner
Re: New England Municipal Sustainability (NEMS) Network

I am writing this memorandum to request to appear before the Select Board on Monday July 27, 2020 to discuss the Town's participation in the NEMS. Specifically, I am seeking the Board's support for me to join the NEMS

I became aware of NEMS recently and reached out to their Co-Chair Peter Britz in Portsmouth. Mr. Britz was gracious enough to hold a virtual meeting with NEMS members and myself last week and the enclosed invitation to join followed the meeting.

The NEMS network is "a consortium of municipal staff members from cities and towns across New England, formed in 2010, with the goal of enabling local governments across the region to learn from, support and help each other as they develop effective actions, policies and programs to advance sustainability." I have enclosed two documents from NEMS that provides a further description of the network and the protocol for members. As you will note, there are no fees or dues associated with this membership. There may be travel time and funding spent on conferences but this can be covered under the existing travel and training budgets of the Planning Department.

As I told the NEMS members on the call last week, I believe this network will be invaluable to the Town as we forge ahead toward a more sustainable future. I believe this is a great opportunity for the Town and would be happy to serve on NEMS on behalf of the Town of Exeter. I have included a sample motion below in the event the board wishes to support this endeavor and will be available to attend the meeting on July 27, 2020 at 7pm to present this information and address any questions the Select Board may have.

Motion: I move that the Select Board accept the invitation from the New England Municipal Sustainability Network, appoint Dave Sharples, the Town Planner, as the Town's representative, and authorize the Town Manager to sign the commitment letter on our behalf.

Thank You.

enc (3)

July 16th, 2020

Mr. David Sharples
Town Planner and Sustainability Coordinator for the Town of Exeter
10 Front St
Exeter, NH 03833

Re: Invitation to Join the New England Municipal Sustainability (NEMS) Network

Dear Dave,

This letter invites you, as a champion and leader in local sustainability, to become a member of the New England Municipal Sustainability (NEMS) Network. The NEMS Network is a consortium of engaged sustainability practitioners working within municipal governments, who are exchanging information, ideas, and experiences, and collaborating. Our vision is to create a sustainable New England by building strong connections among municipal professionals throughout the region, allowing members to accomplish more than would be possible alone.

Sustainability, as the NEMS Network approaches it, is understood broadly; it can address greenhouse gas reductions, energy, land-use planning and zoning, transportation, food, public health, housing, economic development, resilience, and many other concerns.

Attached are two documents with more information about the Network. The first is a NEMS Network Overview, which provides a snapshot of who we are and how we work. We have two levels of membership, "Active" and "Observer." The expectations and benefits for both types of members are outlined in detail in the attached Membership Protocols.

Active members are eligible to have costs for meeting attendance at least partially covered by the Network--which is actively engaged in fundraising to support convening and collaboration for Active members. They are also eligible to participate as part of the NEMS Network governance committees (e.g. the Steering or Development committees) if/as desired, and are recognized on the NEMS Network website (www.nemsnetwork.org). To be accepted as an Active Member, we ask that you provide a letter of commitment from your municipality's executive officer (i.e., mayor, town manager or other) articulating the town/city's commitment to sustainability, and designating you, and/or other appropriate individual/s, as the NEMS Network representative/s.

Observer members are welcome to participate in regular NEMS Network events, but are asked to cover their own costs for doing so. Observer members are not eligible to be members of NEMS governance committees. Observer members are not required to submit the letter of commitment from the municipal executive official and are not required to be from New England.

Neither level of membership involves any mandatory dues or fees at this time.

To move forward in becoming a member of the NEMS Network, please review the attached documents to familiarize yourself with the structure and function of the network and determine what degree of participation makes sense for you and your community. Then, please complete the following:

- A brief cover email stating your desire to participate as an Active or Observer member of the NEMS Network.
- (For Active membership status): A Letter of Commitment signed by your municipal executive officer. To support this step, we have attached a draft Letter of Commitment that you may tailor for your community, and provide as an attachment to the email above.
- This extensive survey (https://unh.az1.qualtrics.com/jfe/form/SV_6gmoP9b9idHvba5) about your local sustainability initiatives, goals, progress, priorities and challenges. It is likely to take between 30-40 minutes, and will be used to inform the Network's "Baseline Assessment" as well as its annual priority setting, work planning, and development efforts; for Active members it will also be used to populate a standard "Member Profile" to be shared on the NEMS Network website (www.nemsnetwork.org).

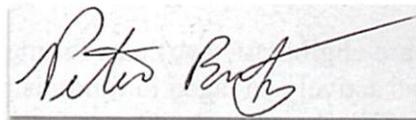
Please reply directly to this email with your statement of interest and (if applicable) Letter of Commitment. Of course, if you have any questions about the NEMS Network or membership benefits, please don't hesitate to be directly in touch. Once we receive the email, survey data and (if applicable) Letter of Commitment, the NEMS Steering Committee will take up your request for membership as an item for approval on its next monthly call.

We look forward to welcoming you to the NEMS Network. We truly believe that, by working together, we can successfully address the pressing sustainability challenges that we face—and we hope that you share our excitement!

With appreciation for your commitment and leadership,



Chris Mason
NEMS Network Co-Chair
Energy & Sustainability Officer
City of Northampton, MA



Peter Britz
NEMS Network Co-Chair
Environmental Planner/Sustainability Coordinator
City of Portsmouth, NH

Enclosures:

- 1) NEMS Network Overview
- 2) Membership Protocols
- 3) Customizable Letter of Municipal Commitment (for Active Members)

Overview: New England Municipal Sustainability (NEMS) Network

www.nemsnetwork.org

What is the NEMS Network?

A consortium of municipal staff members from cities and towns across New England, formed in 2010, with the goal of enabling local governments across the region to learn from, support and help each other as they develop effective actions, policies and programs to advance sustainability. The NEMS Network is a recognized Partner Network of the [Urban Sustainability Directors Network](#) (USDN). At present the Network has [19 active member communities](#)—leaders in sustainability in New England.

How does the NEMS Network define “sustainability” and what are its focus issues?

The NEMS Network approaches sustainability as defined by the World Commission on Environment and Development (“meeting the needs of the present without compromising the ability of future generations to meet their own needs”); this includes issues of greenhouse gas reduction, energy, land-use planning and zoning, transportation, food, public health, housing, economic development, resilience, and many other concerns.

Perhaps the most urgent shared priority issue for the Network is climate change. To that end, the NEMS Network has embarked on an initiative to ensure its members are equipped to meet the goals and framework of the [Global Covenant of Mayors for Climate and Energy](#). The NEMS Network is enthusiastic about aligning itself with this important global effort.

What are the NEMS Network’s goals?

- Provide peer-to-peer support and training
- Facilitate the sharing resources of information and “lessons learned”
- Identify opportunities for collaborating on pilot projects to help identify and spread best practices learned in pilot communities to the larger network
- Work to secure resources to support such collaborations and pilot projects
- Demonstrate and communicate the importance of leadership by local government in addressing climate change and other sustainability issues.

How does it seek to meet those goals?

The Network holds two in-person meetings and two conference calls or webinars each year. Meetings and conference calls/webinars focus on topics of concern identified by the group. Each meeting lasts 1 ½ - 2 days and includes significant networking and learning/training components. The Network strives to have at least half of the presentations by current members; this peer-to-peer learning is paramount for improving how projects are handled and is invaluable in the rapidly evolving field of sustainability.

In addition, through a partnership with the University of New Hampshire's Sustainability Institute, the NEMS Network deploys a number of [Sustainability Fellows](#) every summer to work on sustainability projects in and across member communities. In doing so, it is helping build and train the next generation of sustainability leaders, and building a base of valuable research, analysis and shared resources to support local sustainability efforts.

Finally, volunteer working groups and/or project teams of members focused on specific topic areas or projects of interest (e.g., air source heat pumps, energy benchmarking, resilience, zero waste, etc.) meet regularly to facilitate learning and collaboration between members related to those topics.

How is the NEMS Network governed and staffed?

The work of the Network, including development of meeting and call agendas, and identification and development of network-wide collaborative project opportunities and priorities, is guided by a seven-person volunteer Steering Committee (of members), which holds regular monthly calls. The Steering Committee has two co-chairs, who each serve a term of two years (with one rotating each year).

A volunteer Development Committee (of members), responsible for raising funds to support network activities (i.e. annual meetings, projects), also meets monthly.

Early on, the US Environmental Protection Agency-Region 1 provided technical support and coordination. In 2016, the University of New Hampshire's [Sustainability Institute](#) and the NEMS Network formed [a strategic partnership](#). Now UNHSI serves as the coordinating or "backbone" organization for the Network, providing administrative and program support for the Steering and Development Committees, and hosting one of the Network's two annual meetings.

How is the NEMS Network funded?

Past financial support for meetings and projects has come from the Institute for Sustainable Communities, The Barr Foundation, the Urban Sustainability Director's Network, the Summit Foundation and National Grid. In addition, support for UNHSI's work with the NEMS Network and for NEMS Network Sustainability Fellows comes from the Janes Trust Foundation.

Membership Protocols

New England Municipal Sustainability (NEMS) Network

Eligibility	
<u>Active members</u>	<u>Observer Members</u>
<i>Who:</i> Municipal staff whose work supports or drives some aspect of sustainability (e.g. environmental or land use planning, energy management, waste or recycling, etc)	<i>Who:</i> Municipal staff whose work supports or drives some aspect of sustainability (e.g. environmental or land use planning, energy management, waste or recycling, etc)
<i>Where:</i> One of the six New England states.	<i>Where:</i> New England, as well as other nearby states in the Northeast or mid-Atlantic.
<i>Process for joining:</i> Invited by co-chairs, based on nomination from existing member. Need to provide a statement of intent (i.e. Active Membership) and acknowledgement of expectations and benefits, Letter of Commitment from municipal executive official, and complete the NEMSN member survey .	<i>Process for joining:</i> Invited by co-chairs based on member nomination or self-directed inquiry. Need to provide a statement of intent (i.e. Observer Membership) and acknowledgement of expectations and benefits, and complete the NEMSN member survey .
<i>Criteria affecting acceptance of application:</i> Existing number of members from that state/region, availability of existing resources to support new members.	<i>Criteria affecting acceptance of application:</i> Size of network currently (limit number of Observer Membership to no more than 30% of the number of Active members)
Benefits of Membership	
<u>Active members</u>	<u>Observer Members</u>
<ul style="list-style-type: none"> - [If/as funding permits] All or most of the costs for participation in network events (e.g. lodging and meals at the bi-annual meetings) covered by the Network - Access to NEMS Network section of USDN website, a national portal for sharing resources, experiences and questions (e.g. ordinances, RFPs, practices) - Preferred access to UNH Sustainability Fellows to help complete the Expectations above, and/or to support other local sustainability projects (potentially without the need of matching \$, if/as funding permits) - The positive “peer pressure” that comes from being able to point to what fellow Network members in the region are doing 	<ul style="list-style-type: none"> - Ability to participate in Network events (at own expense) - Access to NEMS section of USDN website, a national portal for sharing resources, experiences and questions (e.g. ordinances, RFPs, practices) - Support for working toward greater local investment and commitment - Preferred access to UNH Sustainability Fellows to help complete the Expectations above, and/or to support other local sustainability projects (requires a \$3500 match)

<ul style="list-style-type: none"> - Opportunities to participate in collaborative projects with other Network members - New knowledge - Potential for greater regional influence - Building the profession - Recognition of leadership through inclusion as “Active Member” on website 	
Expectations of Members	
<u>Active members</u>	<u>Observer Members</u>
<ul style="list-style-type: none"> - Participation in network activities <ul style="list-style-type: none"> o Regular attendance at bi-annual meetings o Attend conference calls/webinar/s o Update member profile annually o Serve as a member of a committee or working group at some point o Host or help organize a meeting/webinar - Contribute to advancing network goal of meeting the aspirations outlined by the Global Covenant of Mayors <ul style="list-style-type: none"> o Work to complete/keep updated GHG inventory o Work to complete/keep updated Climate Action Plan o Work to complete/keep updated climate vulnerability assessment o Work to complete/keep updated climate resilience plan - Work toward getting sign-on by municipal official to the Global Covenant of Mayors on Climate and Energy 	<ul style="list-style-type: none"> - Participation in network activities <ul style="list-style-type: none"> o Attend bi-annual meetings o Participate in webinar/s o Update NEMS Network survey annually
Financial Contributions	
<u>Active members</u>	<u>Observer Members</u>
<p>No set dues or fees, but may be asked to cover partial costs of participation if the Network does not have budget for subsidizing these fully.</p>	<p>No set dues or fees, but expected to cover all of own costs of participation</p>

53 Water Street Correspondence



CELEBRATING OVER 35 YEARS OF SERVICE TO OUR CLIENTS

VIA E-MAIL

LIZABETH M. MACDONALD
JOHN J. RATIGAN
DENISE A. POULOS
ROBERT M. DEROSIER
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JUSTIN L. PASAY
ERIC A. MAHER
BRENDAN A. O'DONNELL
ELAINA L. HOEPPNER

RETIRED
MICHAEL J. DONAHUE
CHARLES F. TUCKER
ROBERT D. CIANDELLA
NICHOLAS R. AESCHLIMAN

July 24, 2020

Niko Papakonstantis, Chairman
Exeter Board of Selectmen
10 Front Street
Exeter, NH 03833

Re: Removal of Marquee at 53 Water Street

Dear Chairman Papakonstantis and Members of the Board:

Please be advised that I represent Ioka Properties, LLC and their principals, David Cowie and Jay Caswell. In an effort to document the condition of the portion of the building supporting the sign, we retained the services of a local and very reputable structural engineer. The purpose of this letter is to put the Board of Selectmen on notice of the conclusions of the structural engineer.

A copy of the engineer's findings, dated July 21, 2020, is attached and depicts in great detail why the marquee sign is currently not in a safe condition given the structural problems identified in the building. The findings conclude that a significant amount of structural reinforcement is needed to enable the building to safely support the marquee.

As you know, the Historic District Commission, on July 16, 2020, granted a certificate of appropriateness for the proposal as presented by Ioka Properties, LLC, but only upon condition that the marquee, consisting of the Ioka letters and sign board, must remain in its present location on the front of the building. A copy of the certificate is attached.

Given this ruling, Ioka Properties, LLC is unable to remove the marquee at the present time and this letter will serve as notice that we are unable to currently remove the marquee and address safety concerns.

DONAHUE, TUCKER & CIANDELLA, PLLC
16 Acadia Lane, P.O. Box 630, Exeter, NH 03833
111 Maplewood Avenue, Suite D, Portsmouth, NH 03801
Towle House, Unit 2, 164 NH Route 25, Meredith, NH 03253

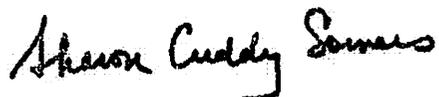
Niko Papakonstantis, Chairman
Exeter Board of Selectmen
July 24, 2020
Page 2

We ask that the Board of Selectmen authorize us to remove the marquee, at least on a temporary basis, to be stored off site, the purpose of the removal being to eliminate a situation that may result in injury. If the Board of Selectmen is unable or unwilling to grant such authorization, then we request that the Board of Selectmen block off the portion of the sidewalk running underneath the marquee and that it block off parking spaces immediately in front of the sign. Both requests are based upon the danger to the public if the marquee is not removed. If the Town refuses to grant either of these requests, and the marquee falls and results in injury or property damage, then the Town will be liable and not the owners of the property.

A copy of this letter is being sent to Town Counsel.

As the issues in this letter are urgent, and where we are unable to take action due to the ruling of the Historic District Commission, we request that the Board of Selectmen take immediate action to prevent injury and property damage.

Very truly yours,
DONAHUE, TUCKER & CIANDELLA, PLLC



Sharon Cuddy Somers
SCS/sac
Enclosure

cc: Walter Mitchell, Esq.
Laura Spector Morgan, Esq.



CELEBRATING OVER 35 YEARS OF SERVICE TO OUR CLIENTS
VIA E-MAIL

LIZABETH M. MACDONALD
JOHN J. RATIGAN
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JUSTIN L. PASAY
ERIC A. MAHER
BRENDAN A. O'DONNELL
ELAINA L. HOEPPNER

RETIRED
MICHAEL J. DONAHUE
CHARLES F. TUCKER
ROBERT D. CIANDELLA
NICHOLAS R. AESCHLIMAN

July 24, 2020

Doug Eastman, Building Inspector
Town of Exeter
10 Front Street
Exeter, NH 03833

Re: Condition of 53 Water Street Supporting the Marquee

Dear Doug:

This letter is being sent to you in your capacity as Building Inspector. The owners of Ioka Properties, LLC recently requested that JSN, a local and very reputable structural engineering firm, document the condition of the portion of the building supporting the marquee. A copy of the letter is enclosed for your records and shows the safety concerns which currently exist and which may have immediate consequences if the marquee remains in place.

A copy of the letter is also being provided at this time to the Board of Selectmen in relation to safety conditions on the sidewalk and parking area in front of the property.

Please contact me if you have any questions.

Very truly yours,
DONAHUE, TUCKER & CIANDELLA, PLLC

Sharon Cuddy Somers
SCS/sac
Enclosures

cc: Ioka Properties, LLC
Exeter Board of Selectmen

S:\IA-IZ\IOKA Properties, LLC\Town of Exeter\Marquee Issues\2020 07 23 eastman letter.docx
DONAHUE, TUCKER & CIANDELLA, PLLC

16 Acadia Lane, P.O. Box 630, Exeter, NH 03833
111 Maplewood Avenue, Suite D, Portsmouth, NH 03801
Towle House, Unit 2, 164 NH Route 25, Meredith, NH 03253

JSN
Associates, LLC
One Autumn Street
Portsmouth, NH 03801
(603)433-8639
www.jsneng.com

July 21, 2020

Christina O'Brien
Market Square Architects, LLC
104 Congress Street, Suite 203
Portsmouth, NH 03801

Re: *Ioka Theatre Building, Exeter, NH*
Existing Marquee

Dear Christina,

At your request I have done some review on the existing Marquee sign mounted to the front wall of the former Ioka Theatre. The existing sign is a large steel framed structure, protruding over 8 feet off the face of the building, and supported at the top by a single chain tied back into the masonry. Photo #1 shows a side view, and shows that the upper portion of the sign has pulled and tilted outward some from the wall. Photo #2 shows the chain connection to the sign, as well as the huge volume within this sign to collect snow, increasing its weight significantly. This snow "well" is almost 4 feet deep. Photo #3 shows the connection to the building, which occurs at a window head very close to the window. This is not a location of strength within this wall. Distress cracks can be seen in this photo. Photo #4 shows the mounting plate inside the masonry, where more distress cracks can be seen.

The marquee is 19' 6" long and protrudes 8' 4" off the face of the building. The plan area of this sign is approximately 81 square feet. Considering self-weight of the structure plus snow, an estimation of weight is about 6,000 lbs. or more. Based on this weight, and the angle of the chain, the approximate tension in the chain under full snow load is approximately 4,500 lbs. This is a significant enough load that modern engineers and modern codes would not even consider this attachment without major additional reinforcing. It is a significant enough load to a highly perforated unreinforced brick wall to consider it dangerous, even understanding the length of time that it has not yet failed.

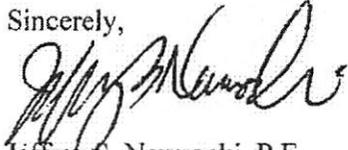
It is safe to say the engineers do not like heavy objects pulling on the face of un-reinforced masonry buildings. It is my opinion that this is currently not a safe condition and would take a significant

Consulting Structural Engineers

amount of structural reinforcing to correct it.

Please contact me if you have any questions or comments.

Sincerely,



Jeffrey S. Nawrocki, P.E.
President

Photo #1 – Marquee tilting out from face of building at top

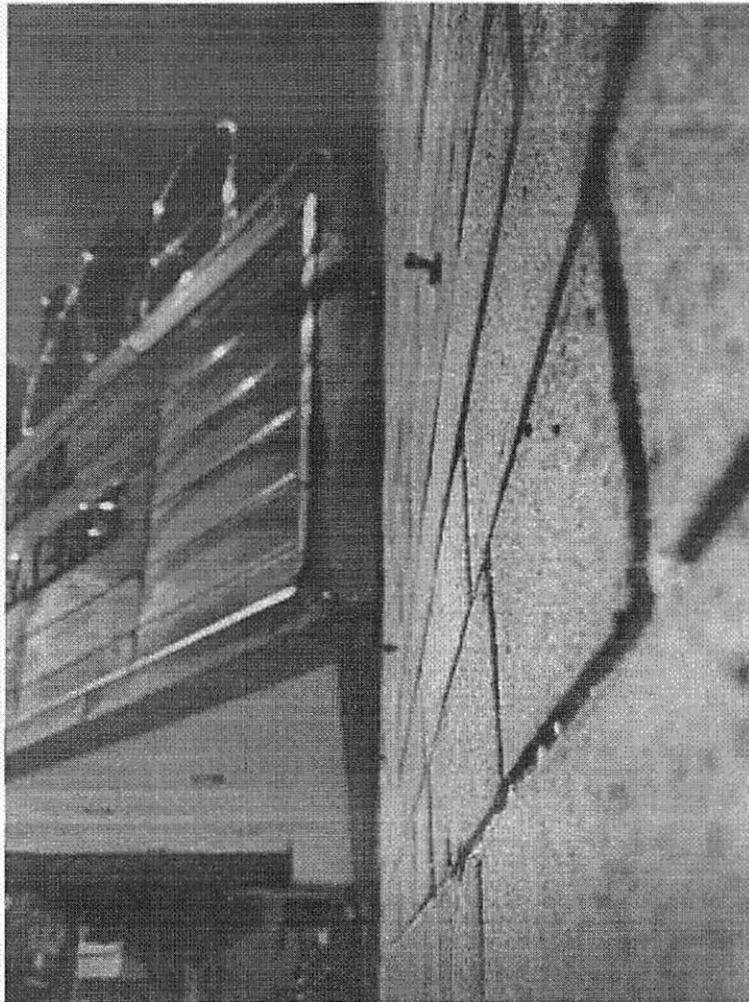


Photo #2 – Chain attachment to Marquee

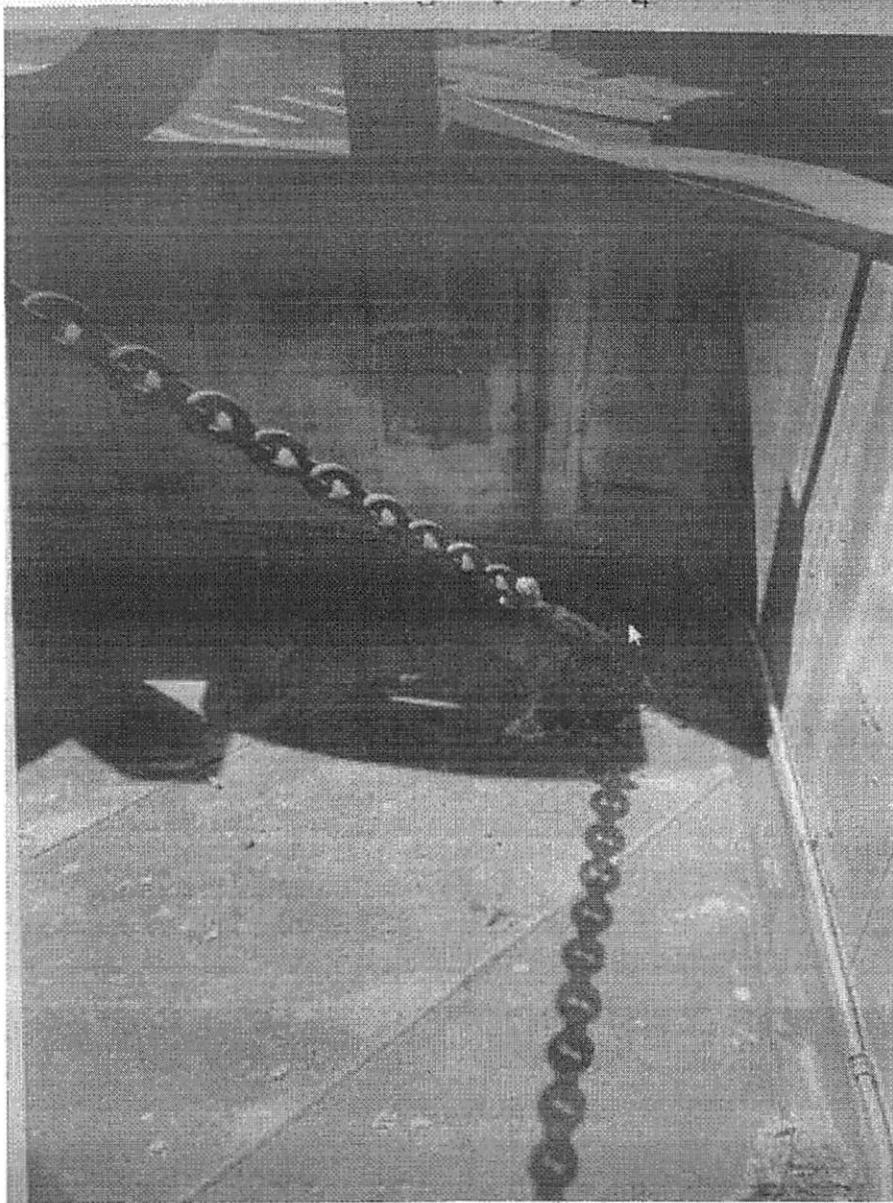


Photo #3 – Stress cracks at sign attachment to building

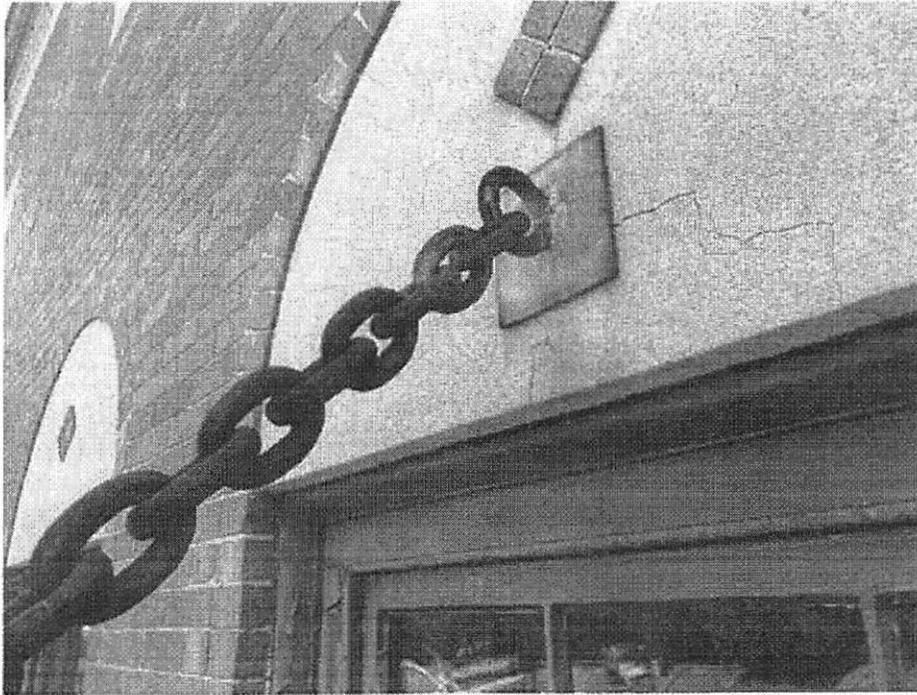
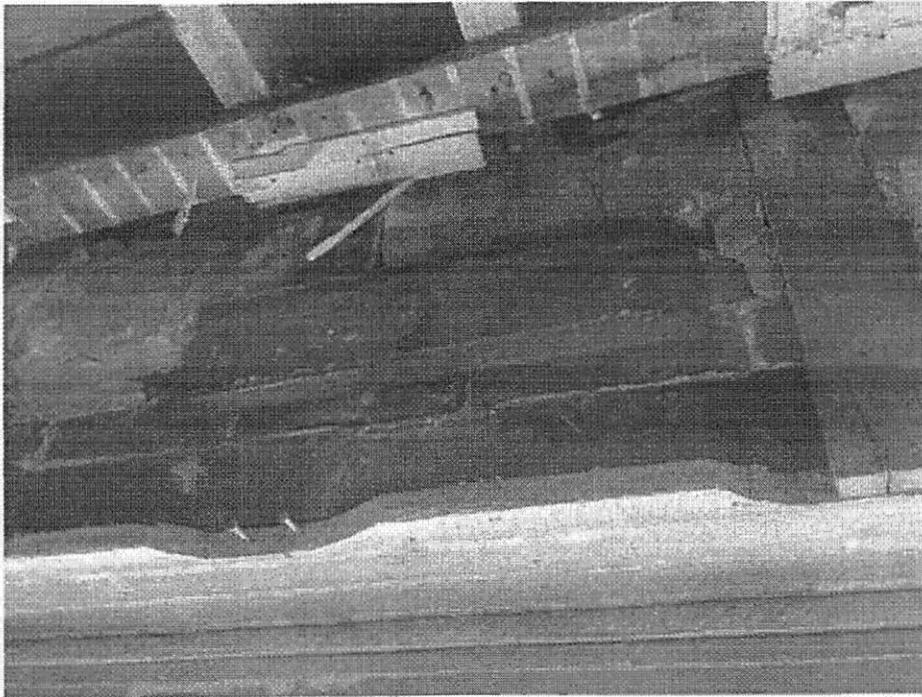


Photo #4 – Stress cracks on interior of sign attachment





**Town of Exeter
Historic District Commission**

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

Certificate of Appropriateness

Official Use Only

Application No. #20-3

Date Application received by the Building Department Office 5/4/20 *ad m* (mm/dd/yyyy)

Date Application accepted by Historic District Commission 7/16/2020 (mm/dd/yyyy)

Date Public Hearing held by Historic District Commission 7/16/2020 (mm/dd/yyyy)

Disposition of Application:

- Disapproved
- Approved as submitted
- Approved with conditions listed below

Authorized Signature: Patrick H. Goulet

Date of Authorization: 7/16/2020

Conditions of Approval:

THE IOKA MARQUEE CONSISTING OF THE
IOKA LETTERS AND THE SIGN BOARD
BELOW MUST REMAIN IN IT'S CURRENT
LOCATION ON THE FRONT OF THE MAYER
BUILDING.

COVID 19 Updates



EXETER PARKS & RECREATION

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TOWN OF EXETER MEMORANDUM

TO: Russ Dean, Town Manager
CC: Melissa Roy, Assistant Director
David Tovey, Recreation Coordinator
FROM: Greg Bisson, Director of Parks and Recreation
RE: Fall Sports
DATE: 07/27/2020

The State of NH has updated the state guidelines for youth sports to include typical fall sports such as soccer, flag football, and field hockey. These sports differ from baseball and softball due to the nature of each sport. Exeter Parks and Recreation had been waiting for the SAU to release their school proposal before surveying families to gauge the interest in these activities. Currently, 198 families completed our survey within 48 hours of its release. 83% of those responding want to participate in fall sports and 73% are still interested even with proposed restrictions. Exeter Parks and Recreation would like to offer Fall Soccer and Flag Football while adhering to the Safer At Home guidelines as well as adding additional safety measures approved by our local Health Officer.

Co-Ed Soccer U4 - U10 & Flag Football Co-Ed Ages 6-13:

- 1) No games against other teams, we would institute a skills and drills program with intrasquad scrimmages. Kids still get to be involved while limiting their exposure to just their team. Eliminating games allows us flexibility in the schedule. If we have a potential confirmed case or a team member has exposure to a confirmed case of Covid-19, we do not need to shut down the entire program, we can focus on that one team and follow the same protocols as the CareKid's Program.
- 2) Health Screenings are required for everyone involved with the program. All players, coaches, volunteers, and staff must pass the health screening before going up to the field. There will be a designated spot where coaches/volunteers will conduct the health screenings before the child is allowed to participate. We will utilize the same data collection tool we use at CareKid's program. The five universal standard questions outlined in the Safer at Home order for youth sports will be included in our health screening. Children must wear a mask before the health screening and after each team session. Parents will be encouraged to wear masks and social distance if they would like to watch the program.

- 3) All players must bring their own soccer ball. Athletes are required to use their personal equipment per the guidelines. If a child can not afford a soccer ball or forget theirs at home, a sanitized ball will be provided. This ball will be disinfected after each use.
- 4) For flag football the ball will be shared and sanitized multiple times during the session.
- 5) Players must reside in the SAU 16 district.
- 6) The department will conduct training for Coaches on illness policies, cleaning, and sanitation policies. Coaches will have hand sanitizer for their team and disinfectant wipes to disinfect shared equipment after use. Coaches must wear masks when closer than six feet to children, parents, volunteers, and staff. Children would not be required to wear a mask while playing but encouraged if they feel more comfortable. The children should keep their masks with their personal belongings and wear them when not playing.
- 7) The start date for the season would be pushed back to September 21st and run through October 31st. The season is shortened from 8 weeks to 6 weeks.
- 8) Staggered days, start times, and buffers: To reduce congestion at the Recreation Park. The program will change from offering one practice and one game a week to a single day of play which will include 30-40 mins of skills and drills and 40-60 mins of an inter-squad scrimmage. One team per night per field. Saturdays will also have one team per field with a 20 minute staggered start time for each field to avoid congestion in the walkway and parking lot.
- 9) Field Markings: The fields will have designated areas for the kids to sit six feet apart and designated areas for parents to stand/sit six feet apart. Social distancing and mask-wearing signage will be put out for each field and is recommended.
- 10) Field Supervisor: The department would hire a part-time field supervisor to distribute and sanitize any equipment, monitor the health screenings, monitor social distancing, and distribute any first aid supplies. The department's full-time staff will also assist when needed to verify all protocols are followed.
- 11) An isolation area will be identified and communicated to coaches, volunteers, staff, and athletes in the event somebody develops symptoms during practices/scrimmages.

Soccer Cost: \$50 per child.

Flag Football Cost: \$60

We have consulted our Health Officer, James Murry. He approves of this plan and agrees this is the safest way to conduct our program while limiting exposure.

Private Leagues: Exeter Youth Soccer will be submitting their plan to hold practices and matches on town property. They will be providing their proposal to the Parks and Recreation Department and Health Officer by August 4, 2020 for a discussion on August 10th.

Respectfully Yours,
Greg Bisson
Director Exeter Parks and Recreation



EXETER PARKS & RECREATION

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TOWN OF EXETER MEMORANDUM

TO: Russ Dean, Town Manager
CC: Doreen Chester, Finance Director
FROM: Greg Bisson, Director of Parks and Recreation
RE: Courts Crack Repair
DATE: 07/13/2020

Maintaining the basketball and tennis courts at the Recreation Park is a challenge due to the age of the facility. The town resurfaced the courts last year, but due to the age of the sub base, cracks could appear yearly. Last year's mild winter caused a crack to form across multiple tennis and basketball courts. These cracks will only worsen, causing structural issues with the courts if we do not fix them before the winter. There are only two solutions to solve these issues.

- 1) Option 1: Re-construct the tennis courts entirely. In 2003, the town appropriated \$250,000 to rebuild the tennis courts. This cost only covered the cost of the milling, repaving, and seal coating of the courts. This project did not include the fencing which needs to be addressed in future renovations. The estimate to fix the fence was \$108,000 in 2018. ***We do not recommend court reconstruction at this time.***
- 2) Option 2: Repair the cracks. Most of the cracks are superficial but may lead to further problems down the line. Unfortunately, the crack on the basketball court is severe enough that work needs to be done to repair it before winter to prevent further damage to the courts. Smaller cracks will be filled in with a rubberized material and resurfaced. The crack on the basketball courts needs a more substantial repair called the Riteway system due to the severity of the damage. The RiteWay Crack Repair System uses an exclusive technology to waterproof existing cracks with an overlay system. By preventing water from penetrating into the newly repaired crack, the deterioration of that crack is significantly reduced. Thus, the long-term success of the new repair is assured. Cost: \$10,628.00

Vermont Tennis is the only company available to do this work as the largest tennis court construction/maintenance company in the entire Northeast. All other companies were not available until the spring.

Exeter Parks and Recreation is requesting to expend \$10,628 for Vermont Tennis to conduct a repair of court cracks from the Parks Improvement Fund. The available balance of the Park Improvement Fund is \$90,909.25 as of July 27th.

Motions:

To make a motion to allow the Parks and Recreation Department to expend \$10,628 out of the Parks Improvement Fund to contract Vermont Tennis for crack repair.

Respectfully Yours,

Greg Bisson

Director Exeter Parks and Recreation





Tax Abatements, Veterans Credits & Exemptions

Permits And Approvals



Pam McElroy <pmcelroy@exeternh.gov>

Fwd: New Arts Event Date / Saturday, Aug 22nd, 2020

2 messages

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

Fri, Jul 24, 2020 at 3:35 PM

Please print for packet. Thanks.

Forwarded Conversation

Subject: New Arts Event Date / Saturday, Aug 22nd, 2020

From: Scott Ruffner <scottruffner@mac.com>
Date: Fri, Jul 24, 2020 at 2:07 PM
To: Greg Bisson <gbisson@exeternh.gov>, James Murray <jmurray@exeternh.gov>, Darren Winham <dwinham@exeternh.gov>, Russ Dean <rdean@exeternh.gov>, <NPapakonstantis@exeternh.gov>, <jgilman@exeternh.gov>, <mcowan@exeternh.gov>, <DBrowne@exeternh.gov>, <loliff@exeternh.gov>

Greetings,

Please see below details that were submitted for our event on July 11th which was postponed. According to Greg Bisson, our email confirming postponement served as official notice of extension of our event permit, just as it did when we postponed from June 27th to July 11th. We were waiting on available dates and the new guidelines from the state, and have decided that Aug 22nd would work best for all parties to plan accordingly. All other details will be the same as below.

Our understanding is that this is not a new permit, and therefore not under scrutiny of whatever the new application process is, but we wanted to make sure everyone had the event layout and also detailed description of how guidelines would be met. In our conversation with James Murray this afternoon, he pointed out that the new state guidelines cover some of the follow up "capacity" concerns he had, and that they are no longer relevant.

We understand that there is a meeting Monday evening, and will expect confirmation Tuesday morning about the event so we can proceed one way or another. We would like to remind all of you the amount of time, funds, and energy that has already gone into this event by all of the organizers, participants, performers and volunteers, especially during these troubling times when our collective industries have been hit very hard.

We will not be available to participate in the meeting Monday evening, so if any of you have questions, you can send an email or give us a call.

Thanks,
Scott Ruffner & Sharon Marston
TEAM
603-512-8396

From: **Greg Bisson** <gbisson@exeternh.gov>
Date: Fri, Jul 24, 2020 at 3:20 PM
To: Scott Ruffner <scotruffner@mac.com>
Cc: James Murray <jmurray@exeternh.gov>, Darren Winham <dwinham@exeternh.gov>, Russ Dean <rdean@exeternh.gov>, Niko Papakonstantis <NPapakonstantis@exeternh.gov>, Julie Gilman <jgilman@exeternh.gov>, Molly Cowan <mcowan@exeternh.gov>, Daryl Brown <DBrowne@exeternh.gov>, Lovey Oliff <loliff@exeternh.gov>, Melissa Roy <mroy@exeternh.gov>

Hi Scott,
All events need to be approved again by the Select Board per their last meeting in which they would review all plans submitted. There is no continuation from date to date. I have added Melissa to this email as I am out on vacation next week.
Greg Bisson
Director
Exeter Parks and Recreation

Follow us!





Russ Dean <rdean@exeternh.gov>

Fwd: July 11th

9 messages

Greg Bisson <gbisson@exeternh.gov>

Tue, Jul 7, 2020 at 9:04 AM

To: Melissa Roy <mroy@exeternh.gov>, Russell Dean <rdean@exeternh.gov>

Here is the event plan.

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

From: **Scott Ruffner** <scottruffner@mac.com>

Date: Tue, Jul 7, 2020 at 9:01 AM

Subject: Re: July 11th

To: Jeff Beck <jeffbeck@exeterdrumworks.com>, Janelle Provencher <janelleprovencher@gmail.com>, Tamara Morris <tammie@tamaradeonka.com>, Donna Kelly <mrsdee1991@gmail.com>, Kathy <calichristmas@yahoo.com>, <jessicaannesposito@gmail.com>, Nicole Ellis <nsellis74@gmail.com>, Tyler Doar <magicpro15@aol.com>, <danileepottery@gmail.com>, <rd2fly@comcast.net>, Soraya Yamaguchi <soraya.sp@outlook.com>, rae <arrayoftrades@gmail.com>, Eve Fralick <efralick1@gmail.com>, Samuel Grainger <grainger.sam@gmail.com>, Memories Ice Cream <Memories2014@comcast.net>, <elcaminofoods@gmail.com>, JOHN KELLEHER <crystalajs@aol.com>, Deborah Burritt <debbie@sweetcrunchbakeshop.com>, Sharon Marston <smarston1229@yahoo.com>, Marissa Vitolo <vitolomarissa@gmail.com>, Samantha Hart <sammylynn10686@yahoo.com>, Dave Drouin <Castlebreath@gmail.com>, Jesse Ciarmataro <qwillmusic@gmail.com>, Ben Zanfagna <theredtailhawk@gmail.com>, Chad Verbeck <chadverbeckmusic@gmail.com>, <akwaabaensemble@gmail.com>, Elijah Clark <elijahclark0@gmail.com>, Todd Hearon <toddhearon@yahoo.com>, Scott Heron <smheron@gmail.com>, Dean Harlem <deanHarlem@gmail.com>, Alan Roux <bluesmanrx@yahoo.com>, Artty Francouer <arttyfrancoeur@gmail.com>, Maurice Wynne <timo-guitar@comcast.net>, Lovey Oliff <lovey.oliff@gmail.com>, Carl Wikstrom <cwikstrom@heritage-enviro.com>, Kathleen Wikstrom <kjwikstrom@gmail.com>, Daryl Browne <daryl@browne.com>, Florence Ruffner <florenceruffner@gmail.com>, Scott Bly <Scott_bly@hotmail.com>, Tanisha Johnson <tanisha@sdyca.org>, KC Cargill <kc@peaceloveburgers.com>, Jon Morgan <jon@jonmorgan.org>, Greg Bisson <gbisson@exeternh.gov>, James Murray <jmurray@exeternh.gov>, Mike Marchand <Mikemarchand@icloud.com>

Good Morning Greg & James,

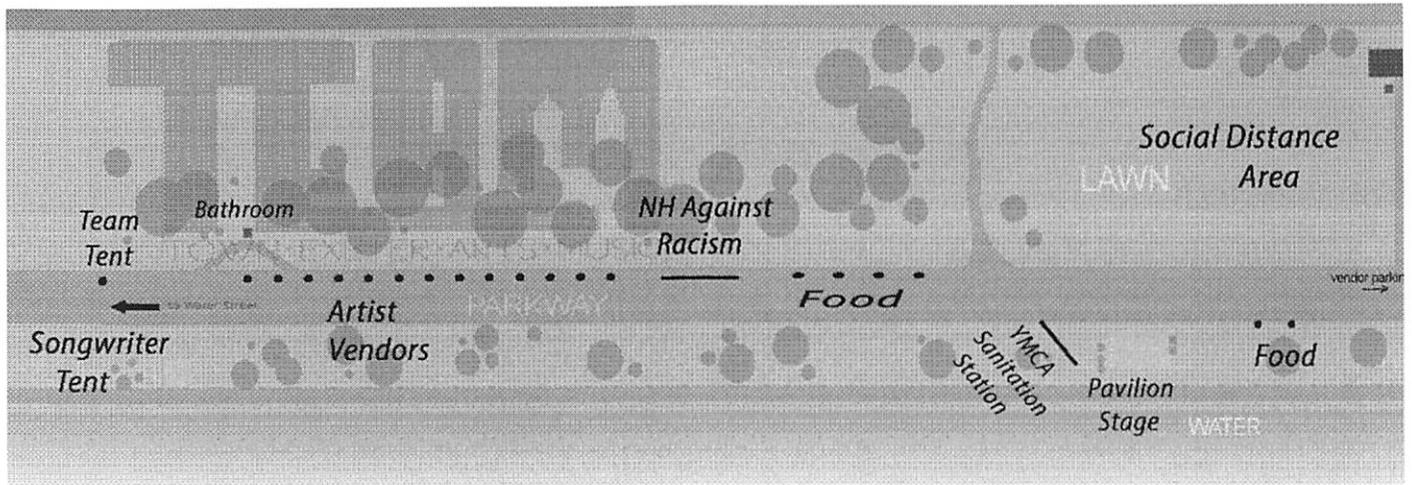
Below you will find a detailed map of the layout for Saturday's event. To maximize safety, and minimize clustering during set up, vendors will drive into the parkway and pull into the next available space in their section, thus we are not designating specific spaces for specific vendors. They will also be able to leave their vehicles next to their tents for convenience, potential poor weather, and to create extra distancing between vendors.

We have already supplied all of the forms and disclosures required of us when originally permitted for the event, but have also attached a detailed punch-list below addressing the Health Officer's additional concerns. Everyone has received the link to the Town Covid waiver and will be submitting. Several people have reported trouble with it from certain devices and will have to manually sign it.

State Senator Jon Morgan is also cc'd again on this thread as a resource to assist with any confusion about state guidelines. Exeter Selectboard members Lovey Oliff and Daryl Browne are on our volunteer list and cc'd as well.

Thanks and let me know if you have any further questions.

Scott Ruffner
www.TeamExeter.org
603-512-8396



SANITATION STATIONS

- The TEAM Tent greeting people walking into the park will have masks and hand sanitizer.
- Every food and art vendor are required to have hand sanitizer available to customers.
- The Exeter YMCA will be sponsoring another Sanitization Station in the parkway near the pavilion and food vendors.
- Bathrooms will have wipes and sanitizer. Sharon Marston from TEAM will check on them every hour and make sure the handles are sanitized.

HEALTH CHECKS

Vendors and performers will be screened on arrival and be asked if they:

100. Have any symptoms of COVID-19 (see Universal Guidelines for list of potential symptoms) or fever of 100.4 degrees F or higher.
101. Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
102. Traveled in the past 14 days either:
 103. Internationally (outside the U.S.),
 104. 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.).

Sharon Marston from TEAM will be in charge of the vendors, and Scott Ruffner from TEAM will be in charge of the performers.

SOCIAL DISTANCING

- There is signage throughout the park reminding people of 6ft social distancing.
- Art Vendors will be place a minimum of 10 ft from each other. Food Vendors a minimum of 20 ft.
- Vendors have received their guidelines for interacting with one guest at a time, and food trucks are already familiar with practicing social distancing in lines.
- The Swasey Park Trustees did not like the idea of lawn paint circles, so Volunteers in orange TEAM t-shirts will be monitoring the appx 275ft x 75ft "Social Distance Area" in front of the pavilion, which also contains 9 socially distanced park benches around the perimeter. Again, this event is spread out over the course of 7 hours and we have never had a large gathering in this area, even pre-Covid.
- The sprawling green space throughout the middle of the parkway will also be wide open for guests and townspeople to socially distance.

PERFORMANCE AREAS

- The pavilion stage is appx 20x30 ft and allows for plenty of safe space for performers. There are ramps and exit points on both sides of the stage to allow for minimized interaction during load in and set up. The professional sound tech will be sanitizing all equipment and staging areas in between performances. These professional musicians are all familiar with state guidelines, and have all already played here in Exeter post-Covid at either Sawbelly Brewery or the Parks & Rec Concert series.
- The Songwriter Tent is placed into the nook near the PEA boathouse, and set back from the sidewalk and roadway. This area has always been meant to greet people with live music as they walk into the parkway, and features all solo performers and one married duo. The sound tech here will also sanitize all equipment between sets.

SAFETY TRAINING

- Food Vendors have all completed their "safe serve" training.
- Performers have all familiarized themselves with state guidelines.
- Art Vendors have been familiarized with the following links the town has supplied:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

<https://www.nh.gov/covid19/resources-guidance/businesses.htm>

<https://www.cdc.gov/coronavirus/2019-ncov/community/resuming-business-toolkit.html>

On July 5, 2020 at 8:50 PM, Scott Ruffner <scotruffner@mac.com> wrote:

Hey Everyone -

Greg Bisson of Exeter Parks & Rec and James Murray, the town of Exeter health officer, are cc'd on this thread. These guys have the unenviable task of making sure this event follows all of the evolving safety standards and guidelines during these crazy times.

Below you will find a complete list of event vendors, artists, performers, and volunteers. All of them have been cc'd on this thread to simplify communication and make sure any last minute safety concerns are easily addressed.

Emails have already gone out to performers and vendors concerning the Town Covid waiver which is linked below. Many have already submitted, the rest should be coming in by tomorrow. This email will serve as a notice for our volunteers to please quickly fill out the doc below and submit.

https://docs.google.com/forms/d/e/1FAIpQLScbqgHjKBu5v_l5h-RQS-YHtCCla1Jqgs0qellV8_okTfv-vw/viewform?usp=sf_link

I have cc'd our State Senator Jon Morgan on this email, who has been working with and advocating for local artists and musicians during these difficult times. He can help us all as a resource should there be any confusion about shifting state guidelines as we approach Saturday's event.

After consulting with the Governor's office and reading state mandates, we've determined having volunteers wearing orange TEAM t-shirts and monitoring the performance/gathering area will be the best way to

ensure people are following social distancing guidelines, which are already posted in the parkway. Performers will also help with these reminders from the stage.

James, our food vendors should have all completed their necessary requirements, and artist vendors have received all of the guidelines and direction for safety measures that they need to familiarize themselves with per the doc from Parks & Rec. If you have a specific link or video that you think is best, please reply and let us all know.

Thanks to everyone for being patient and flexible to ensure everyone's safety comes first during this event. Feel free to reach out with any questions.

Thanks,
Scott

Food Vendors

Memories Ice Cream
Cafe El Camino
Wow Factor
Sweet Crunch Bakeshop
Lexie's

Artist Vendors

Exeter Drum Works
Tamaradeonka
The Balloon Twisters
Kathy's Crafts
Jazz Rad Art
Nicole Ellis
Tyler Doar
Dani Lee Pottery
Renee Schneider Fine Art
Glass Art By Sammy Hart
Art By Soraya
Array Of Trades
Summit To Shore
Sam Grainger Art
NH Against Racism

Pavilion Stage

11:00 Yoga in Action w/ Qwill
12:00 Akwaaba Ensemble
1:00 Rockspring Music
2:00 Red Tail Hawk
3:00 Cold Engines
4:30 NH Against Racism

Singer/Songwriter Tent

11am Dean Harlem
12pm Green Heron
1pm Alan Roux
2pm Todd Hearon
3pm Artty Francouer
4pm Elijah Clark
5pm Tito Mambo

Organizers/Volunteers

Scott Ruffner

Sharon Marston
Marissa Vitolo
Florence Ruffner
Tanisha Johnson
Scott Bly
Daryl Browne
Carl Wikstrom
Kathleen Wikstrom

--
From Greg's phone

Russ Dean <rdean@exeternh.gov>
To: Greg Bisson <gbisson@exeternh.gov>
Cc: Melissa Roy <mroy@exeternh.gov>

Tue, Jul 7, 2020 at 9:23 AM

Thanks. Has James seen this - is he evaluating?

Russ
[Quoted text hidden]

Greg Bisson <gbisson@exeternh.gov>
To: Russ Dean <rdean@exeternh.gov>
Cc: Melissa Roy <mroy@exeternh.gov>

Tue, Jul 7, 2020 at 9:26 AM

I am forwarding it now. I need to print his checklist and compare it to his plan. I will have a memo written shortly.
Greg Bisson
Director
Exeter Parks and Recreation

Follow us!



[Quoted text hidden]

Greg Bisson <gbisson@exeternh.gov>
To: Russ Dean <rdean@exeternh.gov>
Cc: Melissa Roy <mroy@exeternh.gov>

Tue, Jul 7, 2020 at 9:26 AM

Actually he was cc'd on it.
Greg Bisson
Director
Exeter Parks and Recreation

Follow us!



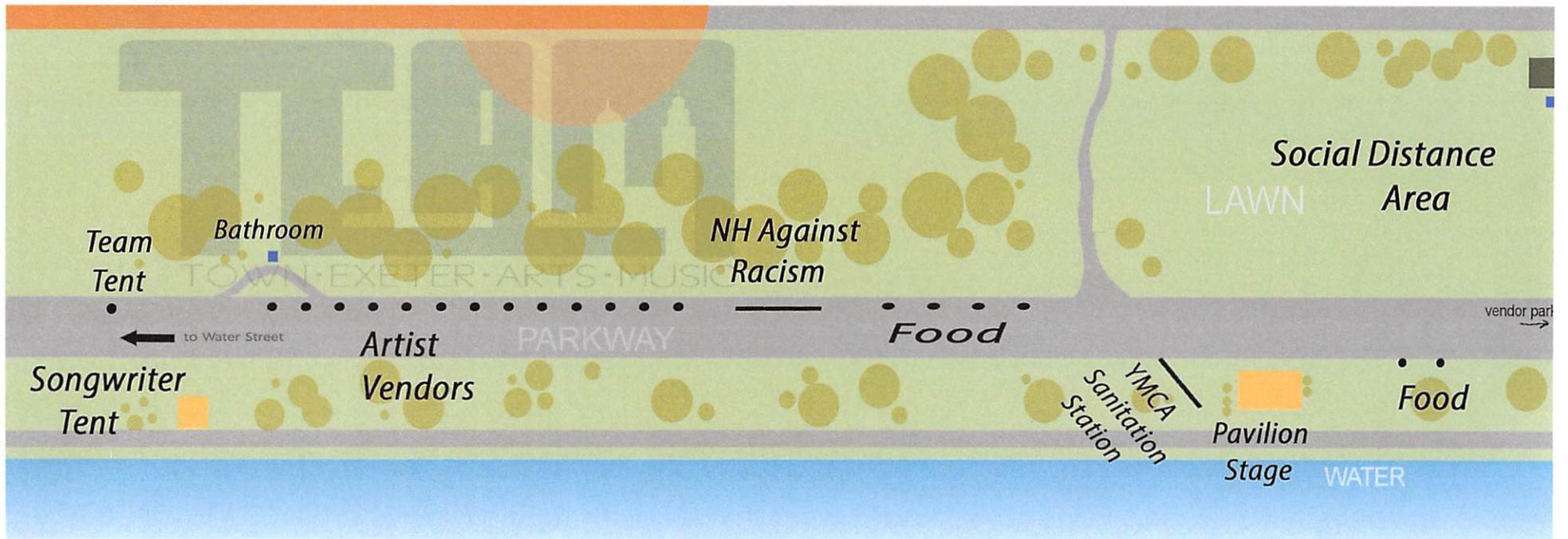
[Quoted text hidden]

Russ Dean <rdean@exeternh.gov>
To: Greg Bisson <gbisson@exeternh.gov>
Cc: Melissa Roy <mroy@exeternh.gov>

Tue, Jul 7, 2020 at 9:26 AM

OK thank you.

Russ





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.



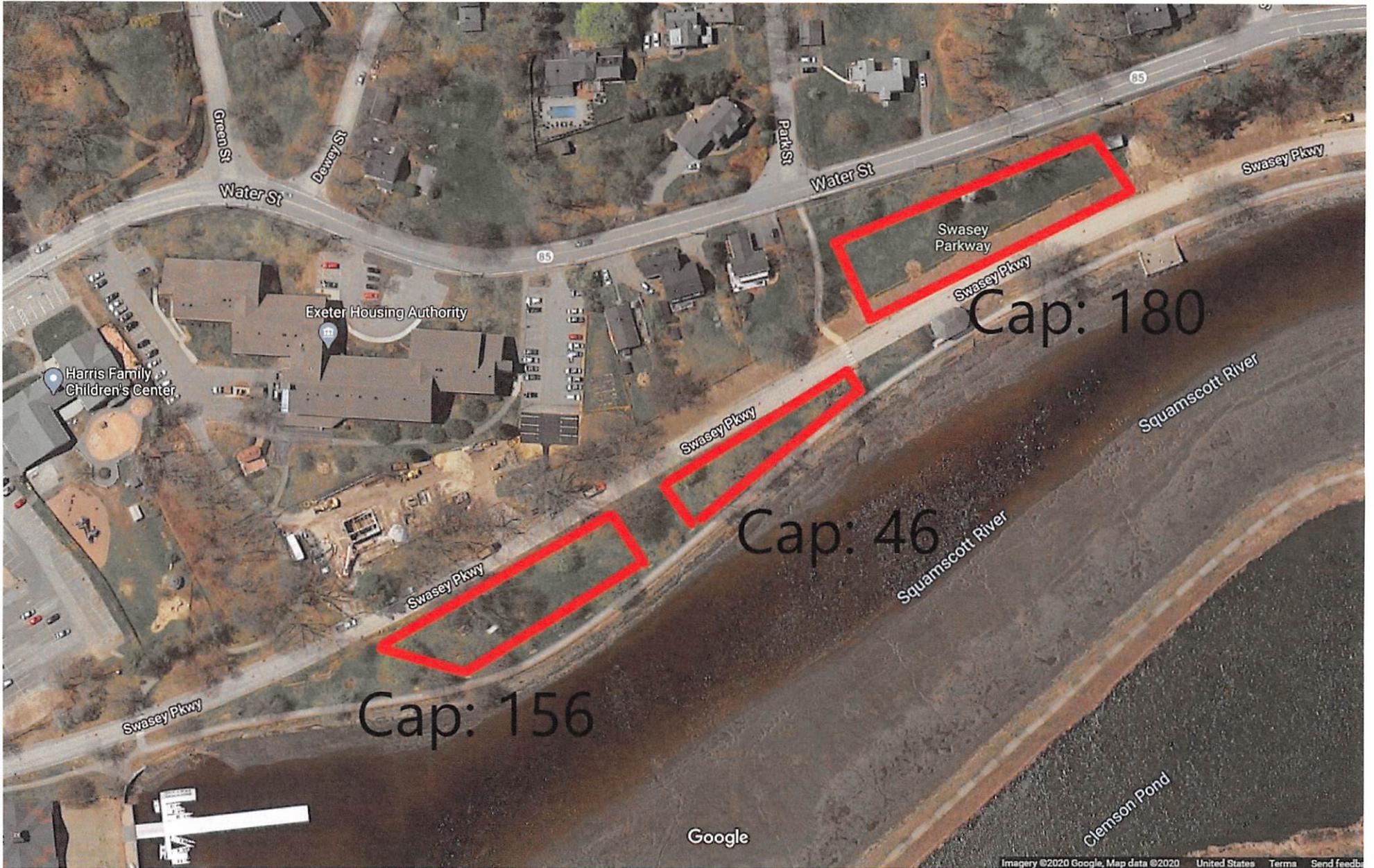
SAFER AT HOME

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.





Correspondence



Russ Dean <rdean@exeternh.gov>

EPSC Applicants as of 7/24/20

1 message

Pam McElroy <pmcelroy@exeternh.gov>

Fri, Jul 24, 2020 at 2:45 PM

To: Molly Cowan <mcowan@exeternh.gov>, Russ Dean <rdean@exeternh.gov>, Stephan Poulin <spoulin@exeternh.gov>

Anne Surman
Elliott Berkowitz
Kathy Corson
Matthew Corson
Tim Graham
Tim Kerber
David Allen
Katie Adams

Kathy Flygare - out of town
Henry Reiber - out of town

Pam McElroy

Town of Exeter

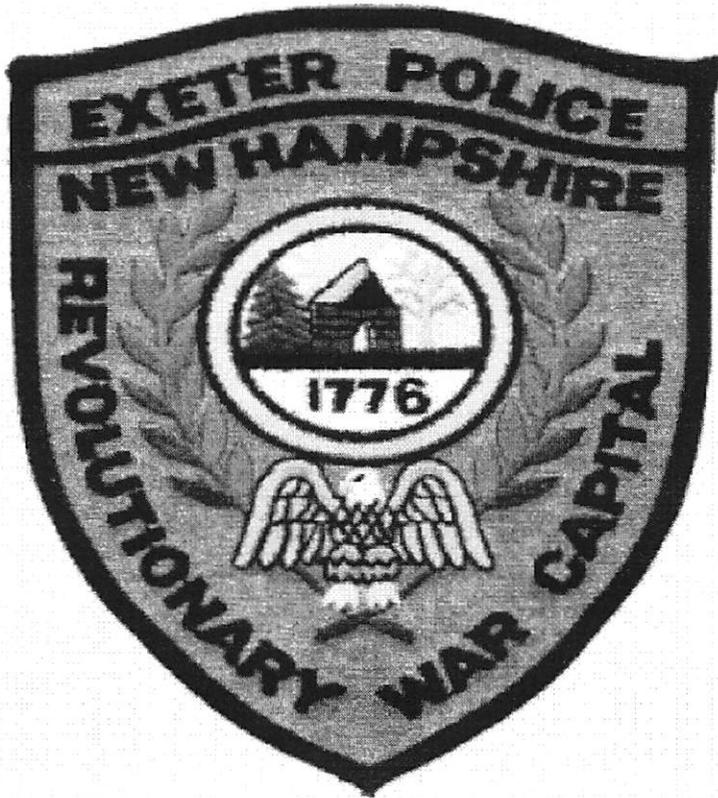
Executive Assistant, Town Manager's Office

603-773-6102

Human Services Administrator

603-773-6116

Exeter Police Stakeholders Committee (EPSC)



The Town of Exeter in conjunction with the Exeter Police Department is seeking to assemble a diverse group of 7-9 people to be active participants in the formulation of the Exeter Police Department's Strategic Plan, and to focus on applicable recommendations stated in the CPSM Exeter Police and Operations Report June 2020. Participants should consist of representatives from, but are not limited to:

Business leaders, elected and non-elected members of Town government, educators, clergy, community advocates, realtors, and residents etc.

Committee Goals: To create opportunities for the Town, EPD, business owners and community residents to engage, on a regular basis, to investigate priority areas of community building that will create an Exeter Police Department that accurately reflects the community's perception. To enhance communication, training, and create an organizational framework to promote racial inclusion and reconciliation between the Police department and the community. To familiarize police with critical conversations that are occurring in the community and allow community members to gain a better understanding of the Standard Operating Procedures (SOP) of policing. Ultimately, to examine the following goals and establish objectives in conjunction with CPSM EPD Police and Operations Report recommendations for the following goals:

- Provide Effective Police Services
- Develop, Strengthen, and Sustain Partnerships
- Develop Personnel
- Enhance Infrastructure
- Prevent Crime

To apply: Please complete a Town of Exeter Statement of Interest - Boards and Committee Membership Application and submit to the Town Manager's office (pmcelroy@exeternh.gov) by August 31, 2020. The application and more information on Committee appointments can be found [here](#).

NHMBB New Hampshire Municipal Bond Bank

July 16, 2020

Ms. Doreen Chester
Finance Director
Town of Exeter
10 Front Street
Exeter, NH 03833

Dear Doreen:

The bond bank held another successful bond sale on July 14, 2020.

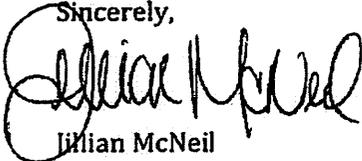
The True Interest Cost (TIC) for your \$4,345,425 15 year loan is approximately 1.32%.

Total Proceeds:	\$5,105,885
Premium:	<u>\$ 760,460</u>
End Loan Amount:	\$4,345,425

Please fax or mail the attached wire confirmation form to the Bond Bank by August 3, 2020. The bond and other certificates you receive from your Bond Counsel must be returned directly to them by July 28, 2020, as closing is scheduled for August 12, 2020.

As outlined in the loan agreement, going forward, all future bond payments for this loan and all previous loans will be due **30 days in advance**. The bond bank also requires that yearly financial audits be furnished to the bank upon completion as long as any municipal bonds remain outstanding.

If you have any questions or comments, please call me at 271-2595 or toll-free at (800) 393-6422.

Sincerely,

Jillian McNeil
Program Administrator

Impact of the premium to your bond issue.

Current market conditions are such that with borrowing rates as low as they are, investors want coupon rate protection (protection against future rising interest rates and having to resell the securities at less than face value, which makes them less liquid) and are willing to pay a premium (an up-front cash payment) in exchange for higher coupon rates on the bonds.

In the Bond Bank's bond issue, we were advised by our financial advisers, who were in turn advised by the trading desks of several investment banking firms, that the market would likely want to pay a premium of approximately **\$11,573,941.19** on a bond issue the size of 2020 Series B, and that not allowing the premium would likely negatively impact your borrowing rates by at least 10 to 15 basis points (10 basis points equals 1/10 of 1%). We often strive to accommodate what the market wants to the extent possible, as this will generally result in the lowest possible borrowing rate for our participants.

New Hampshire law allows that any premium received upon the sale of bonds or notes be used toward the capital project for which the borrowing occurred. Therefore, each participant in 2020 Series B received a pro-rata share of the premium, which was used to reduce the amount of bonds issued by each participant. The net borrowing rate, factoring in the receipt of the premium, is less than it would have been had the Bond Bank constrained the bidding and prevented premium bids. As a result, even though the coupon rates are higher, they apply to a lesser amount of bonds than originally anticipated. This methodology has been routinely used by a number of municipalities in New Hampshire to accommodate the issuer's goal of achieving the lowest net borrowing rate, the market's interest in premium bonds, and New Hampshire law regarding the use of bond premiums.

Town of Exeter

Total Proceeds:	\$5,105,885
Premium Received:	<u>\$760,460</u>
Total Loan Amount:	\$4,345,425

NHMBB New Hampshire Municipal Bond Bank

2020 SERIES B NON GUARANTEED

15 YEAR DEBT SCHEDULE FOR

TOWN OF EXETER - PROJECT #1

DATE PREPARED:	07/16/20	Total Proceeds	\$4,505,885.00
BONDS DATED: 7/14/20	08/15/20	Premium to Reduce Loan	\$689,460.00
INTEREST START DATE:	08/12/20	Amount of Loan to be Paid	\$3,816,425.00
FIRST INTEREST PAYMENT:	02/15/21		
TRUE INTEREST COST:	1.37%		

DEBT YEAR	PERIOD ENDING	PRINCIPAL OUTSTANDING	PRINCIPAL	RATE	INTEREST	TOTAL PAYMENT*	CALENDAR YEAR TOTAL PAYMENT
	02/15/21				\$83,462.07	\$83,462.07	
1	08/15/21	\$3,816,425.00	\$251,600.00	5.100%	82,093.84	333,693.84	\$417,155.91
	02/15/22				75,678.04	75,678.04	
2	08/15/22	3,564,825.00	255,000.00	5.100%	75,678.04	330,678.04	406,356.08
	02/15/23				69,175.54	69,175.54	
3	08/15/23	3,309,825.00	254,825.00	5.100%	69,175.54	324,000.54	393,176.08
	02/15/24				62,677.50	62,677.50	
4	08/15/24	3,055,000.00	255,000.00	5.100%	62,677.50	317,677.50	380,355.00
	02/15/25				56,175.00	56,175.00	
5	08/15/25	2,800,000.00	255,000.00	5.100%	56,175.00	311,175.00	367,350.00
	02/15/26				49,672.50	49,672.50	
6	08/15/26	2,545,000.00	255,000.00	5.100%	49,672.50	304,672.50	354,345.00
	02/15/27				43,170.00	43,170.00	
7	08/15/27	2,290,000.00	255,000.00	5.100%	43,170.00	298,170.00	341,340.00
	02/15/28				36,667.50	36,667.50	
8	08/15/28	2,035,000.00	255,000.00	5.100%	36,667.50	291,667.50	328,335.00
	02/15/29				30,165.00	30,165.00	
9	08/15/29	1,780,000.00	255,000.00	5.100%	30,165.00	285,165.00	315,330.00
	02/15/30				23,662.50	23,662.50	
10	08/15/30	1,525,000.00	255,000.00	5.100%	23,662.50	278,662.50	302,325.00
	02/15/31				17,160.00	17,160.00	
11	08/15/31	1,270,000.00	255,000.00	4.100%	17,160.00	272,160.00	289,320.00
	02/15/32				11,932.50	11,932.50	
12	08/15/32	1,015,000.00	255,000.00	3.100%	11,932.50	266,932.50	278,865.00
	02/15/33				7,980.00	7,980.00	
13	08/15/33	760,000.00	255,000.00	2.100%	7,980.00	262,980.00	270,960.00
	02/15/34				5,302.50	5,302.50	
14	08/15/34	505,000.00	255,000.00	2.100%	5,302.50	260,302.50	265,605.00
	02/15/35				2,625.00	2,625.00	
15	08/15/35	250,000.00	250,000.00	2.100%	2,625.00	252,625.00	255,250.00
TOTALS			\$3,816,425.00		\$1,149,643.07	\$4,966,068.07	\$4,966,068.07

*Debt service payments are due 30 days prior to the payment date per sections four and five of the loan agreement

NHMBB New Hampshire Municipal Bond Bank

2020 SERIES B NON GUARANTEED

5 YEAR DEBT SCHEDULE FOR

TOWN OF EXETER - PROJECT #2

DATE PREPARED:	07/16/20	Total Proceeds	\$600,000.00
BONDS DATED: 7/14/20	08/15/20	Premium to Reduce Loan	\$71,000.00
INTEREST START DATE:	08/12/20	Amount of Loan to be Paid	\$529,000.00
FIRST INTEREST PAYMENT:	02/15/21		
TRUE INTEREST COST:	0.56%		

DEBT YEAR	PERIOD ENDING	PRINCIPAL OUTSTANDING	PRINCIPAL	RATE	INTEREST	TOTAL PAYMENT*	CALENDAR YEAR TOTAL PAYMENT
	02/15/21				\$13,714.33	\$13,714.33	
1	08/15/21	\$529,000.00	\$109,000.00	5.100%	13,489.50	122,489.50	\$136,203.83
	02/15/22				10,710.00	10,710.00	
2	08/15/22	420,000.00	105,000.00	5.100%	10,710.00	115,710.00	126,420.00
	02/15/23				8,032.50	8,032.50	
3	08/15/23	315,000.00	105,000.00	5.100%	8,032.50	113,032.50	121,065.00
	02/15/24				5,355.00	5,355.00	
4	08/15/24	210,000.00	105,000.00	5.100%	5,355.00	110,355.00	115,710.00
	02/15/25				2,677.50	2,677.50	
5	08/15/25	105,000.00	105,000.00	5.100%	2,677.50	107,677.50	110,355.00
TOTALS			\$529,000.00		\$80,753.83	\$609,753.83	\$609,753.83

***Debt service payments are due 30 days prior to the payment date per sections four and five of the loan agreement**



Russ Dean <rdean@exeternh.gov>

NHMBB's 2020 Series B and C Bond Sale Results

1 message

Tammy St. Gelais <tstgelais@nhmhb.com>

Tue, Jul 21, 2020 at 2:52 PM

NHMBB New Hampshire Municipal Bond Bank

The NH Municipal Bond Bank's 2020 Series B and C Bond Sale Results

Concord, NH – On July 14, 2020, the NH Municipal Bond Bank issued \$85,615,500 in tax-exempt bonds to a pool of 18 communities to fund school and library additions, renovations and improvements, water tank and system upgrades, fire stations, a highway garage, road improvements and engineering services. The true interest rates received on these bonds were:

- 5 year: .57%
- 10 year: .86%
- 15 year: 1.37%
- 20 year: 1.67% (LP) 1.76% (LD)
- 25 year: 1.97%

On the same day, the NH Municipal Bond Bank also issued \$7,827,225 in taxable bonds to 5 communities to fund Broadband Infrastructure. The interest rates we received on these bonds were:

- 20 year: 2.04% (LP) 2.07% (LD)

Planning a project in 2021? The Bond Bank can assist you with your planning by providing various scenarios based on level debt (LD) or level principal (LP) payments for different terms. Estimated debt schedules can be requested anytime by phone or by e-mailing Jill at jmcneil@nhmhb.com.

The NH Municipal Bond Bank's next bond issue will be held on January 6, 2021. If you have a project that needs financing and would like to be included in this pooled bond issue, please call the Bond Bank to request an application. The application deadline is November 6, 2020.

For further information or to schedule a meeting, contact Tammy St. Gelais, Executive Director, at (603) 271-2595 or tstgelais@nhmbb.com.

Enjoy your afternoon!

Tammy

Tammy J. St. Gelais
Executive Director
NH Municipal Bond Bank
25 Triangle Park Drive
Concord, NH 03301
tstgelais@nhmbb.com
(603) 271-2595

<p>NHMBB New Hampshire Municipal Bond Bank</p> <p>603-271-2595 • www.nhmbb.org • tstgelais@nhmbb.com</p> <p>Are you planning a capital project for 2020? We can assist you with your planning by providing various scenarios based on level debt or level principal payments for different terms. Contact us now for your estimated debt schedules.</p>	<p>The Bond Bank's Bond Sale Results</p> <p>January 2020 Bond Sale Results - True Interest Cost for:</p> <ul style="list-style-type: none">10 year loans - 1.47%15 year loans - 1.83%20 year loans - 2.15%	
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