

Select Board Meeting
Monday, August 10th, 2020, 7:00 p.m.
Via ZOOM

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

To participate in public comment, click this link: <https://exeternh.zoom.us/j/84715792254>

To participate via telephone, call: +1 646 558 8656 and enter the Webinar ID: 847 1579 2254

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. Town Moderator re: State Primary Election Update
3. Public Comment
4. Proclamations/Recognitions
 - a. Proclamations/Recognitions
5. Approval of Minutes
 - a. Regular Meeting: July 13th, 2020
 - b. Regular Meeting: July 27th, 2020
6. Appointments – Recreation Advisory Board, Sustainability Advisory Committee
7. Discussion/Action Items
 - a. Housing Advisory Committee: Exeter Multi-Story Unit Map
 - b. Greenhouse Gas Inventory Update – Rachel Nadolny, UNH Intern
 - c. New England Municipal Sustainability Network (NEMS) Letter of Intent
 - d. Quarterly Financial Report – Finance Director
 - e. Animal Control Ordinance Amendment – Gilman Park
 - f. Mask Ordinance Discussion
 - g. COVID 19 Updates
8. Regular Business
 - a. Tax Abatements, Veterans Credits & Exemptions
 - b. Permits & Approvals
 - c. Town Manager's Report
 - d. Select Board Committee Reports
 - e. Correspondence
9. Review Board Calendar
10. Non-Public Session
11. Adjournment

Niko Papakonstantis, Chair
Select Board

Posted: 8/7/20 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

Town Moderator re: Upcoming State Primary Election

Register
★★★ to ★★★
VOTE

Notice

**The Supervisors of the Checklist
will be in session on the following dates:**

Tuesday, August 11th - 7:00 p.m. - 7:30 p.m.

Tuesday, August 18th - 7:00 p.m. - 7:30 p.m.

Tuesday, August 25th - 7:00 p.m. - 7:30 p.m.

Saturday, August 29th - 11:00 a.m. - 11:30 a.m.*

***This is the last day to register to vote before the September 8th primary.**

To register to vote, please bring the following:

- Proof of Identity (Photo ID)
- Proof of Age
- Proof of Citizenship (Passport, Birth Certificate or Naturalization Documents)
- Proof of Domicile

You are encouraged to register to vote at the Town Office during their hours.

Town Clerk office hours.

Monday	8:15 am - 4:00 pm
Tuesday	8:15 am - 7:00 pm
Wednesday	8:15 am - 4:00 pm
Thursday	8:15 am - 4:00 pm
Friday	8:15 am-12:30 pm

VOTER LOOK-UP



WHAT PARTY AM I REGISTERED TO?

You can check here: <https://app.sos.nh.gov/Public/PartyInfo.aspx>

Other information available on the website:

Absentee Ballot Search - If you applied for an absentee ballot, you can search to see if the clerk has received your request; when the absentee ballot was sent to you; and when it was received back in the clerk's office.

Party Information - If you are not sure what party you are registered as on the checklist.*

*June 2nd was the last day to change your Party Affiliation for the September Primary. Unfortunately party changes can not be made at this time for registered Exeter voters.

Register
★★★★to★★★★
VOTE

To register to vote without appearing before the Supervisor of the Checklist or the Town Clerk, you must:

- Call or email that you need to register to vote and provide your mailing address.
- Request an absentee ballot request form if you are planning on voting absentee for the upcoming elections. COVID19 is a valid reason to request an absentee ballot.
- The Town Clerk will send out a New Voter Packet
- Please follow **ALL** the instructions in the packet and include all documentation required to register.

Please return your registration forms to:

Exeter Town Clerk
10 Front St.
Exeter, NH 03833
Fax: 603-418-6424
Email: akohler@exeternh.gov



ABSENTEE BALLOT REQUEST

Any Exeter voter wishing to complete an absentee ballot application can do so. Please print the application for the election/s you are applying for.

You can download or Fill in the application here:

<http://sos.nh.gov/ElecForms2.aspx>

Please mail, email or fax your application to the Exeter Town Clerk's Office at the following:

Exeter Town Clerk

10 Front St.

Exeter, NH 03833

Fax: 603-418-6424

Email: akohler@exeternh.gov

Special Guidance COVID-19



Coronavirus Disease 2019 (COVID-19)

Considerations for Election Polling Locations and Voters

Interim guidance to prevent spread of coronavirus disease 2019 (COVID-19)

Updated June 22, 2020

Summary of changes:

- Expanded guidance on changes to operations, procedures, and facilitates for polling locations
- Added reminders to maintain accessibility
- Added recommendations for voters

Guiding Principles to Keep in Mind

The more an individual interacts with others, and the longer that interaction, the higher the risk of COVID-19 spread. Elections with only in-person voting on a single day are higher risk for COVID-19 spread because there will be larger crowds and longer wait times. Lower risk election polling settings include those with:

- a wide variety of voting options
- longer voting periods (~~more days and/or~~ more hours)
- any other feasible options for reducing the number of voters who congregate indoors in polling locations at the same time


The virus that causes COVID-19, is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. Personal prevention practices (such as handwashing, staying home when sick) and environmental cleaning and disinfection are important actions election officials, poll workers, and voters can take to help lower the risk of COVID-19 spread.

Recommendations for Election Officials and Poll Workers




Promoting Behaviors that Reduce Spread

- Stay home when sick or after recent close contact with a person with COVID-19
 - Educate poll workers about when they should stay home and when they can return to work.
 - Poll workers who are sick, have tested positive for COVID-19, or have recently had a close contact with a person with COVID-19 should stay home. Ensure that poll locations are adequately staffed to cover any sick workers who need to stay home.
 - CDC's criteria can help inform when poll workers may return to work:
 - If they have been sick with COVID-19



Special Guidance COVID-19

- If they have recently had a close contact with a person with COVID-19
 - If they have tested positive for COVID-19
- **Hand Hygiene and Respiratory Etiquette**
 - Provide an alcohol-based hand sanitizer with at least 60% alcohol for use at each step in the voting process where voters interact with poll workers, after using the voting machine, and as the final step in the voting process. Place alcohol-based hand sanitizer in visible, frequently used locations such as registration desks, where “I Voted” stickers are dispensed, and exits. Alcohol-based hand sanitizers may not be compatible with electronic voting equipment and may damage paper ballots. Poll workers and voters should ensure their hands are completely dry before handling these items.
 - Encourage poll workers to wash their hands frequently (e.g., before entering the polling location, before and after breaks or shifts, after touching or handling cloth face coverings or PPE, after using the restroom, after touching shared surfaces or objects) with soap and water for at least 20 seconds.
 - Encourage workers and voters to cover coughs and sneezes with a tissue or use the inside of their elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol.
 - **Cloth Face Coverings**
 - Recommend and reinforce the use of cloth face coverings among all workers. Face coverings are most essential in times when physical distancing is difficult. Information should be provided to workers on proper use, removal, and washing of cloth face coverings.
 - Encourage voters to use cloth face coverings while in the polling location. In jurisdictions where voters’ face coverings may need to be removed to support identification procedures, alcohol-based hand sanitizer containing at least 60% alcohol should be provided at the station so voters can sanitize their hands after removing their face coverings. A plastic barrier between the voter and the poll worker can provide additional protection. Post signs providing instruction on proper removal and handling  of face coverings.
 - Note: Cloth face coverings should **not** be placed on:
 - Babies and children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
 - Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
 - Cloth face coverings can make it more difficult for people who are deaf or hard-of-hearing to lip-read, hear, or understand what people are saying. Communication can be supported with written communication, posting information/instructions, and decreasing background noise. Lip reading can be supported with clear face coverings, face shields, or plexiglass barriers. Consistent with applicable law, election officials should consider having supplies, such as clear face coverings available, to ensure that voting is accessible to people with disabilities.
 - **Adequate Supplies**
 - Ensure adequate supplies to support healthy hygiene behaviors. Supplies include soap, hand sanitizer containing at least 60% alcohol (placed at every station, if supplies allow), paper towels, tissues, disinfectant wipes, and no-touch trash cans.
 - **Signs and Messages**

Special Guidance COVID-19

- Post signs in highly visible locations (e.g., at entrances, in restrooms) that promote everyday protective measures  and describe how to stop the spread  of germs such as by properly washing hands and properly wearing a cloth face covering .
 - Include messages about behaviors that prevent the spread of COVID-19 when communicating with voters (such as on websites, in videos, in emails, and on social media accounts).
 - To the extent consistent with applicable law, ensure that any signage and messages are accessible to voters with disabilities, for example by providing large print or braille versions or having audible messages with the same information.
 - Find free CDC print and digital resources at the communications resources main page.
- **Social Distancing**
 - Remind voters upon arrival to leave space between themselves and others. Encourage voters to stay at least 6 feet apart. Polling places may provide signs, or other visual cues such as floor markings, decals, or chalk marks to help voters and workers remember this.
 - Have plans to manage lines to ensure social distancing can be maintained.
 - Clearly mark points of entry and exit to avoid bottlenecks.
 - Discourage voters and workers from greeting others with physical contact (e.g., handshakes). Include this reminder on signs about social distancing.

Maintaining Healthy Environments

- **Disinfect surfaces**
 - Surfaces that are frequently touched by multiple people, for example door handles, registration tables, pens, and clipboards, should be disinfected frequently using products with EPA-approved emerging viral pathogens claims .
 - Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, use of personal protective equipment, storage).
 - If the surface is dirty, it should be cleaned before disinfecting.
 - If public restrooms are available in the polling location, they should be cleaned and disinfected routinely.
 - After the polling location closes, clean and disinfect all facility areas and items, including all tables, chairs, door handles, and restrooms, used by poll workers or voters. The facility can be returned to normal use immediately with no additional precautions.
- **Clean and disinfect voting-associated equipment**
 - Voting machines, laptops, tablets, keyboards, ballot activation cards, and other reusable items should be disinfected routinely.
 - Follow the equipment manufacturer's instructions  for appropriate cleaning and disinfection procedures for voting machines and associated electronics.
 - To prevent damage to the equipment, post signs near voting equipment discouraging voters from disinfecting the equipment with their own wipes or touching the equipment with hands that are still wet with hand sanitizer.
 - Consider use of wipeable covers for electronics.
 - If no manufacturer guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to clean voting machine buttons and touch screens. Dry surfaces thoroughly to avoid pooling of liquids.
 - After the polling location closes, all equipment and transport cases should be cleaned and disinfected following the manufacturer's instructions prior to returning it to the election office.

Special Guidance COVID-19

- **Shared objects**
 - Where possible, replace shared objects, like pens or ballot activation cards, with single-use objects.
 - Shared objects, like pens or ballot activation cards, should be disinfected between users.
 - Headphones for voters with disabilities should be single-use or disinfected between users.
 - Minimize handling of shared objects. For example, reusable ballot activation cards or ballot secrecy sleeves can be deposited into a container instead of handing them to a poll worker.
- **Ventilation**
 - Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk to poll workers, voters, or children accompanying voters (e.g., risk of falling or triggering asthma symptoms).
- **Crowd and line management**
 - ~~Consider increasing the number of polling locations available for early voting and extending the hours of operation.~~
 - ~~Maintain or increase the total number of polling places available to the public on Election Day to improve the ability to social distance.~~
 - ~~Unless there is no other option, do not increase the number of potential registered voters assigned to each polling place.~~
 - Minimize lines as much as possible, especially tightly spaced queues in small indoor spaces. Use floor markings or decals and signs to remind voters to maintain social distancing while in line.
 - Limit the number of voters in the facility by moving lines outdoors if weather permits or using a ticket system for access to the facility.
- **Modified layouts and procedures**
 - Increase distance between voting booths to ensure that voters remain 6 feet apart.
 - To ensure sufficient space for social distancing and other measures, identify larger facilities for use as future polling places.
 - Modify the polling location layout to ensure voters move in one direction while in voting locations and to avoid bottlenecks, such as single doors for entry and exit.
 - Items to be reviewed, such as poll books or identification, should be placed on a table for examination to minimize handling.
 - Notify voters of changes to polling operations, including the availability of alternative voting options that minimize contact, as allowed in the local jurisdiction.
 - Ensure that any changes to operations do not limit accessibility to voters with disabilities.
- **Physical barriers and guides**
 - Physical barriers, such as plexiglass shields, can be used to protect workers and voters when physical distance cannot be maintained, for example at registration desks or between voting stations.
 - Consider placing markings or decal on the floor to remind voters to maintain at least 6 feet of space from other voters and workers.

Maintaining Healthy Operations

- **Where available in your jurisdiction, offer alternative voting methods that minimize direct contact and reduce crowd size at polling locations**
 - Consider offering alternatives to in-person voting if allowed in the jurisdiction.

Special Guidance COVID-19

- ~~Offer early voting or extended hours, where voter crowds may be smaller throughout the day.~~
 - ~~Consider drive up voting for eligible voters if allowed in the jurisdiction.~~
 - Encourage voters planning to vote in-person on election day to arrive at off-peak times. For example, if voter crowds are lighter mid-morning, advertise that in advance to the community.
- **Protect people at increased risk for severe illness**
 - Relocate polling locations from nursing homes, long-term care facilities, and senior living residences, to help protect older adults and those with underlying medical conditions from potential COVID-19 exposure.
 - Polling locations (e.g., libraries, schools) should ensure that voters can be separated from other facility users. For example, poll workers and voters can use designated entrances, exits, and restrooms that are separate from other facility users.
 - Limit nonessential visitors. Poll workers and voters should be discouraged from bringing accompanying persons (e.g., family members, friends) to the polling location.
 - Poll workers at higher risk for severe illness from COVID-19 should be assigned tasks that minimize direct contact with voters and other poll workers. These workers should be encouraged to practice preventive actions, such as social distancing and handwashing.
 - **Consider alternative voting options for voters with symptoms**
 - Where possible in your jurisdiction, offer alternative voting options for voters with symptoms, those who are sick or known COVID-19 positive. Alternative voting options should minimize exposure between poll workers and voters, such as a designated polling site or curbside voting for sick voters. Poll workers assisting voters with symptoms should be provided with personal protective equipment (PPE), including respiratory protection, face shields, gowns, and gloves, and trained in the appropriate use of this equipment.
 - Post signs to discourage anyone with symptoms from entering the polling location buildings and provide voting options for those with symptoms. Ensure that any signage is accessible to voters with disabilities, for example by providing large print or braille versions or having audible messages with the same information.
 - ~~Scheduled or staggered voting~~
 - ~~Consider offering scheduled voting or staggered entry to the polling location.~~
 - **Mail-in ballots**
 - Workers handling mail-in ballots should practice hand hygiene frequently.
 - Mail-in ballots submitted directly to polling locations can be held for three hours prior to processing to further reduce risk.
 - Machines used to process mail in ballots should be cleaned and disinfected routinely. Follow the equipment manufacturer's instructions for appropriate cleaning and disinfection procedures for voting machines and associated electronics.
 - Ballots can be stored as usual without additional precautions.
 - Mail-in voting can make it more difficult for voters with disabilities to exercise their right to vote. Election officials should ensure that accessible voting options are available and that these options are consistent with the recommendations for slowing the spread of COVID-19.

Recommendations for Voters

- **Practice healthy behaviors to protect yourself and slow the spread of COVID-19**
 - Wash your hands before entering and after leaving the polling location.
 - While in the polling location, use alcohol-based hand sanitizer containing at least 60% alcohol frequently, especially after touching surfaces frequently touched by multiple people, such as door handles or voting machines.

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- Cover coughs and sneezes with a tissue or the inside of your elbow. Throw used tissues in lined trash cans. Wash your hands or use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Wear a cloth face covering. Children under 2 and anyone who has trouble breathing, is incapacitated or otherwise unable to remove the face covering without assistance should not wear a cloth face covering.
- Maintain at least 6 feet (about 2 arms' length) of distance from others. It is important to continue social distancing even when you and others are wearing cloth face coverings.
- **Consider voting alternatives available in your jurisdiction that minimize contact.** Voting alternatives that limit the number of people you come in contact with or the amount of time you are in contact with others can help reduce the spread of COVID-19. Check your local election office website [🔗](#) for more information on voting alternatives available in your jurisdiction.
- **Do not disinfect or wipe down the voting equipment yourself.** Electronic voting equipment can be damaged by cleaners and disinfectants. If you use hand sanitizer before touching the voting equipment, ensure your hands are completely dry to avoid damaging the equipment. Wash your hands or use alcohol-based hand sanitizer **after** using the voting equipment.
- **Avoid crowds**
 - Use early voting, if available in your jurisdiction.
 - Vote at off-peak times, such as mid-morning.
 - If driving to the polls and your schedule allows, monitor the voter line from your car and join it when it's shorter.
- **Be prepared**
 - Check your voting location and requirements in advance because they may have changed due to COVID-19.
 - Verify your voter registration information is correct in advance of reporting to the polling location.
 - Contact your local or state election office [🔗](#) for additional information for voters with disabilities.
 - Make sure you have all necessary documents to avoid delays at the polling location.
 - If possible, complete any registration forms prior to arriving at the polling location.
 - Where possible, review or complete a sample ballot at home to speed the process of casting your ballot at the polling location.
 - Bring your own black ink pen.
 - ~~Bring a stylus or similar object for use with touchscreen voting machines. Check with poll workers before using.~~

Resources

Vendor and Manufacturer Guidance on Cleaning Voting Machines and Other Election Technology [🔗](#)

Cybersecurity Infrastructure and Security Election Security Resources [🔗](#)

Finding Voting Locations and Poll Workers [📄](#) [🔗](#)

Considerations for Modifying the Scale of In-Person Voting [📄](#) [🔗](#)

Health and Safety at the Polling Place [📄](#) [🔗](#)

Safeguarding Staff and Working Environment from COVID-19 [📄](#) [🔗](#)

How to Protect Yourself and Others

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

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

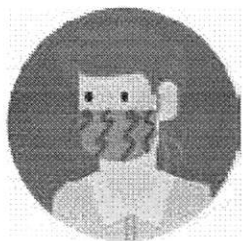
Avoid close contact



- **Limit contact with others as much as possible.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick**. www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face covering in public settings** and when around people not living in their household, especially when social distancing is difficult to maintain.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

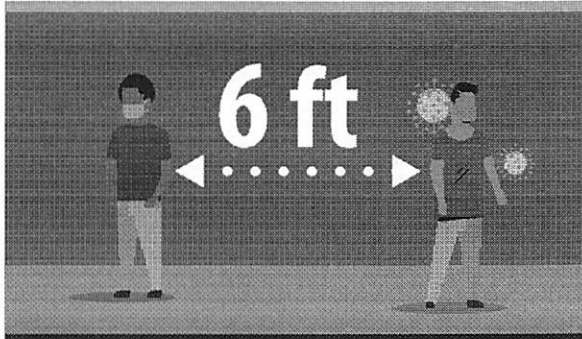
Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).

Stop the Spread of Germs

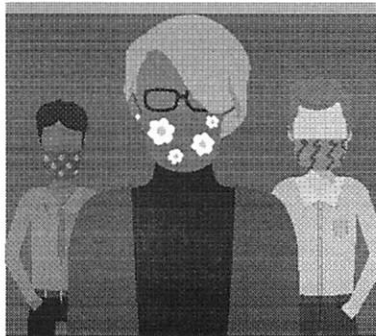
Help prevent the spread of respiratory diseases like COVID-19.



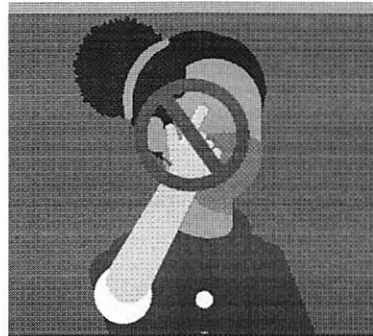
Stay at least 6 feet (about 2 arms' length) from other people.



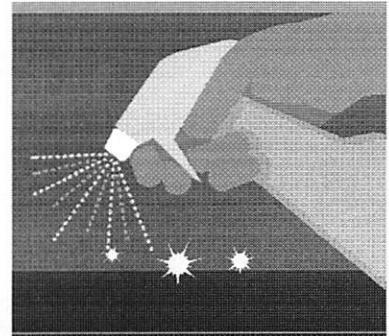
Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.



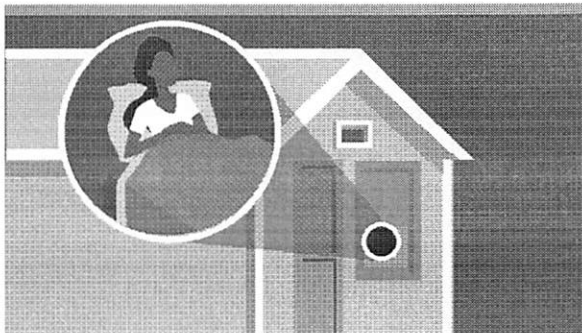
When in public, wear a cloth face covering over your nose and mouth.



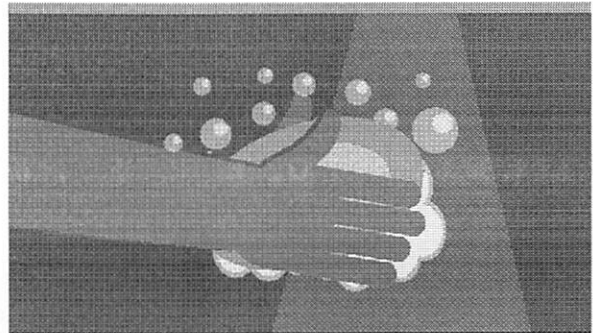
Do not touch your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



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

Select Board Meeting
Monday, July 27, 2020
6:40 PM
Remotely via Zoom
Draft Minutes

1. Call Meeting to Order

Members present: Molly Cowan, Lovey Roundtree Oliff, Daryl Browne, Niko Papakonstantis, and Russ Dean were present at this meeting. Julie Gilman was not present. The meeting was called to order by Mr. Papakonstantis at 6:40 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 Connor Barry for a position on the Recreation Advisory Board.
- b. The Board interviewed Jackie Ojala for a position on the Sustainability Advisory Committee.

3. Town Moderator Re: Upcoming Primary Election

- a. Paul Scafidi, the Town Moderator, spoke about the elections. They're encouraging everyone to get absentee ballots to protect the voters and poll workers. Those who come in person will be socially distanced, so voting will take a little longer. Do not bring water or hand sanitizer. Everyone should wear a mask, although the town can't require it. Ms. Oliff suggested creating a visual representation of the procedures and sharing it via social media.

4. Public Comment

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

5. Proclamations/Recognitions

6. Deferral of voting

MOTION: Ms. Oliff moved to postpone the four items up for voting at this meeting to the August 10th meeting, when Ms. Gilman is present. Ms. Cowan seconded. The motion passed unanimously.

7. Appointments

- a. There were no appointments made at this meeting.

8. Discussion/Action Items

- a. David Ryan, SAU16 Superintendent - Draft Return to School Plan
Dr. Ryan said that reopening plans are changing frequently, but they do have a draft plan. 88 people worked on four separate back to school committees,

each focused on a different approach for returning to school. They're looking at ways of socially distancing learning and restricting movement. In the absence of a defined school day, it becomes very difficult for the towns to resume economic activity. Competency-based education and social emotional learning are the beacons they follow. Their scenario for return is "In-Person with Safety Requirements." All adults and students above grade 2 will be wearing masks, with some exceptions for student limitations. There will be more outdoor learning, and masks can be removed outside with 6 foot distancing. Screening, hygiene, and disinfection protocols will be in place. Lunch will take place in elementary classrooms; they will continue with free food distribution for all for middle and high schools, but not hold a lunch. They will have limited school bus transportation to the elementary school, with one child in each seat. If families are not comfortable sending their children back, they would have to enroll the child in a virtual learning platform such as VLACS. They've asked families to provide masks, but they've also ordered over 100,000 disposable masks, so they can provide one if students don't have one. The details continue to evolve.

b. Wastewater Facility and Main Pump Station Asset Management Presentation

- i. Matt Berube, the Water Sewer Manager, Chris Berg of Wright Pierce, Sharon Nall of NHDES Wastewater Management, and Jennifer Perry the Public Works Director, were present to discuss the asset management program that Public Works follows.

Mr. Berg said that information about the town's stormwater assets is entered into a database to aid decisions about repair or replacements. They're looking to make the most value-conscious decisions while maintaining the level of service for the customer. They set performance goals, some of which are dictated by regulation, and track how they are meeting them. Currently, all the assets are new, but they've built in calculated replacement dates. There will be \$14 million in renewals in the next 30 years to keep the facility operational.

Mr. Berube said that the big investment of the new treatment plant has pushed them into an asset management program to protect it. When they go out to do repairs, they're able to grade equipment to gauge their lifespan.

Ms. Nall said asset management is a valuable tool to help Select Boards make data-driven, cost-effective decisions. The town is coming up for another round of asset management loan forgiveness for the new wastewater pump stations. NH also offers an audit for optimizing energy efficiency at no cost.

c. Third Reading - Animal Control Ordinance Amendment

Ms. Cowan read the amendment: Amend Chapter 9 of the Exeter Town Ordinances, delete 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 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.

Mr. Papakonstantis asked for public comment, but there was none. They will vote on this amendment at the August 10th meeting.

- d. New England Municipality Sustainability Network (NEMS) - Town Planner

Dave Sharples, the Town Planner, said that he was invited to become an active member in the New England Municipality Sustainability Network (NEMS). Mr. Dean said this will get the town engaged in the regional sustainability network. Mr. Sharples said this interaction will inform what Exeter does with sustainability. There may be some expenses to participate, but it would be covered under his existing travel and training budget. He needs a commitment letter from the town to proceed. Mr. Papakonstantis said they are in support, but will make a motion at the next meeting when Ms. Gilman is present.

MOTION: Ms. Cowan moved to table the vote on NEMS membership until the next meeting. Ms. Oliff seconded. By a roll call vote, all were in favor.

- e. 53 Water Street Correspondence (The Ioka Marquee)

Mr. Papakonstantis said they'd received legal correspondence of July 21 which included an engineer's findings that the Ioka marquee is not in a safe condition, given various structural problems in the building. A significant amount of structural reinforcement will be necessary to support it. Following an HDC vote, Ioka Properties LLC is not allowed to remove the marquee. This letter asks that the Select Board authorize temporary removal of the marquee for storage offsite for safety, or block off the sidewalk and parking spaces in front

Mr. Dean said Sharon Somers of Donahue Tucker spoke with the Mitchell Group and will seek further clarification from the HDC on whether they can remove the marquee temporarily to make repairs. The Select Board does control the public right-of-way, so they have the authority to block it off if necessary. Mr. Papakonstantis asked if "temporary" removal had been defined, but Mr. Dean said no.

Patrick Gordon, the Chair of the HDC, said that according to the application submitted to the HDC, significant work must be done to the facade of the building. He would like to see the developers come back before the HDC with more information. The commission made the decision to save the marquee, but the work above will pose risk to the right of way below. They will likely have to block off the sidewalk area. If the applicant presents a finding that they can't protect the marquee and they must remove it temporarily, they will consider it at the HDC. He asked that if the Select Board were to act, they create an agreement with binding language that if the applicant does not put the marquee back up within a defined period of time, it would be considered a zoning ordinance violation of Article 8 from the HDC with subsequent fines. His fear is if the marquee comes down, it won't go back up. Mr. Papakonstantis asked if they would rehear the case, rather than getting the Select Board involved. Mr. Gordon said yes. They would look for expert testimony on both sides as far as safety and process.

Laurie Couture, who is spearheading efforts to save the marquee, but is not an Exeter resident, indicated that she wished to speak.

Mr. Papakonstantis asked if the Board would allow a non-resident to speak to this. Ms. Oliff said nay, while Mr. Browne, Mr. Papakonstantis, and Ms. Cowan said yes, so she was allowed to speak.

Ms. Couture said she had received an email from Carrie Vaughn of Portsmouth Sign, who did a "drive-by" and photo assessment of the sign. In this email, Ms. Vaughn stated that the marquee is permanently affixed to the building, and any rehab work must be done on-site; she believes it's part of the framing of the building. She estimated a rehab cost of \$25,000. Ms. Couture also heard from an anonymous expert who said that in the 1940s the then-owner had to drill into the building to brace the sign; the bracing was confirmed by Portsmouth Sign in their letter. Support beams could be put under the marquee to reinforce it if there is concern about the structure during construction. The parking is already blocked off because of the large dumpster in front.

Michelle Norton, a non-Exeter resident, wished to speak. Ms. Cowan conducted a roll call. Ms. Oliff said nay, while Mr. Browne, Mr. Papakonstantis, and Ms. Cowan said yes, so she was allowed to speak.

Ms. Norton said the word "temporary" scared her when she watched the HDC meeting. She is glad that they agree that it's an issue.

Mairead Carr of 4 Cross Road said that it's very possible that if the marquee were taken down, it would be irreparably damaged. Research should be done to see if there would be damage if removed.

Attorney Sharon Somers, a non-Exeter resident, asked to speak. Ms. Cowan conducted a roll call. Ms. Oliff said nay, while Mr. Browne, Mr. Papakonstantis, and Ms. Cowan said yes, so she was allowed to speak.

Attorney Somers said the purpose of the legal letter is to notify the Board about information they recently came by. The engineer's report came in after the HDC decision. They're looking to contact the HDC to get clarification on whether

the decision they made precludes them from having a temporary removal of the sign or buttressing the sign in some way. She appreciates concerns about the mechanics of doing so, but their primary concern is safety.

Mr. Dean said he has not yet had a chance to speak with the Building Inspector on this issue, but will do so tomorrow.

Patrick Gordon, the Chair of the HDC, said as a stopgap before the next HDC meeting, they would support temporary bracing, but they can't grant the authorization to do that. Mr. Papakonstantis asked Mr. Dean to raise that option with Mr. Eastman.

f. COVID 19 Updates

i. Eric Wilking, the Fire Chief, said that Rockingham County has remained steady with infections. They're doing a good job of managing transmission, and seeing a plateau with minor numbers, less than 20. There were spikes over the weekend in the 40s and 50s, but there were only 7 today, the fewest in months. They're seeing positive trends. Exeter's total is now 30 infections, although they're continuing to monitor 5 people within a 30 day threshold. They're doing the run volume they did last year, and revenue is beginning to come back into line. The Fire/EMS PPE supply is steady, as vendors have been able to keep up with demand. He spoke with Emergency Management and organized to pick up all of the materials that the town will get for voting. The Health Inspector James Murray and his children are quarantined, and their Covid test has not yet come back. Mr. Murray is available remotely. In Municipal Relief Fund monies, they were notified that FEMA has processed their first application and they should see those funds soon. A second application will be going in for their costs from May through July.

ii. Melissa Roy of Parks and Rec said they received guidelines from the state regarding Fall Sports, which will allow them to happen. After discussion within the Department and a community survey with 200+ respondents, they are proposing a five week season for soccer and flag football. They will increase teams to 10 or 12, and play 30 - 40 minutes of skills and drills, and 50 - 60 minutes of intrasquad scrimmage. They will not be playing against other teams, to minimize the risk of exposure.

Ms. Oliff said anything that allows for kids to be athletic and social while being safe is positive. Mr. Browne was also in favor of athletics. Ms. Cowan said she'd like to hear more about the proposal. Ms. Roy said they would hire a field supervisor to help with temperature screenings, social distancing. There would be signs and field paint to mark social distancing. Mr. Papakonstantis added that James Murray is in support of this plan. Mr. Papakonstantis would like to hear more about what other towns are doing. Ms. Oliff said she'd also like to hear about what other countries which are keeping their numbers down are doing.

Ms. Roy said that the CareKids program is going well, the kids are having a good time despite the heat. There has been good communication with parents. She's happy they were able to service these families with childcare.

There was a Rec expenditure request, but the Board agreed to postpone discussion of the request to the next meeting.

- iii. Mr. Dean said that regarding mandatory masks and the Nashua case, he will check if there is any new news. Portsmouth, which is a city rather than a town, created a mask order. The relevant RSA is 147, a public health RSA, similar to one the town of Salem looked at when contemplating a mask order. If the Board wanted to contemplate something more significant, the Health Officer would make a recommendation to the Board, then there would be a hearing. Town counsel feels that's a potentially viable avenue if they wish to pursue it.

Mr. Dean said that Town Offices have been running without issues. They have had people in the building regularly, and everyone seems to be wearing masks. Masks and hand sanitizer for the public are restocked every day.

Ms. Oliff suggested they should have signs in the Town Office encouraging people to apply for absentee ballots.

9. Regular Business

- a. Tax Abatements, Veterans Credits and Exemptions
 - i. There were no abatements, credits, or exemptions at this meeting.
- b. Permits & Approvals
 - i. There were no permits or approvals at this meeting.
- c. Town Manager's Report
 - i. Mr. Dean said they're working on the CIP. The FY21 budget instructions are going out the door. The BRC is getting ready for their first meeting August 12.
- d. Select Board Committee Reports
 - i. Ms. Oliff said the Housing Committee was supposed to present at the Select Board meeting this week but needed an extension until the next meeting. The Swasey Parkway Trustees meeting will take place Wednesday in person on the Parkway. Renay Allen will be present to discuss the Pocket Park proposal.
 - ii. Mr. Browne attended a Communications Committee meeting. The main discussion was about a survey on digital assets for the town. In the Facilities Committee, they had a Public Works Complex planning discussion.
 - iii. Ms. Cowan had a Planning Board meeting where they discussed the Gateway Project and heard from an expert on wetlands. They will add an additional meeting to the schedule to wrap things up.
 - iv. Mr. Papakonstantis did not have any meetings.
- e. Correspondence

- i. An update on applicants for the Exeter Police Stakeholders Committee. Ms. Cowan encouraged further people to apply. Meetings could start at the end of September.
- ii. A letter from the NH Municipal Bond Bank to the finance director regarding a successful bond sale. The true interest cost for a 15 year loan is 1.37%. They got a good rate for the library bond issue and surface water assessment.

10. Review Board Calendar

- a. The next meetings are August 10 and August 24. Mr. Papakonstantis suggested adding an extra meeting on August 31st, prior to the town voting session. Ms. Oliff said she may not be available.

11. Other Business

- a. Mr. Browne discussed an email re monarch butterflies, which asked the public not to pull milkweeds. Mr. Dean said he will look at which department to share it with.
- b. Mr. Browne said the length of Select Board meetings is making them inaccessible, and he suggested setting time limits on presentations and public comments.

12. Non-Public Session

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

13. Adjournment

MOTION: Mr. Browne moved to adjourn. Ms. Cowan seconded. By a roll call vote, all were in favor, and the meeting adjourned at 9:55 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary

Board and Committee Appointments

Board and Committee Appointments
August 10th, 2020

Recreation Advisory Board

Connor Barry, Alternate Member, term to expire 4/30/21

Sustainability Advisory Committee

Jackie Ojala, term to expire 4/30/22 (there is also an open term to 4/30/21)

Housing Advisory Committee: Exeter Multi-Story Unit Map

Greenhouse Gas Inventory Update – Rachel Nadolny, UNH Intern

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).

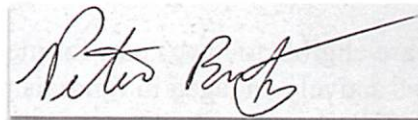
Please reply directly to this email with your statement of interest and (if applicable) Letter of Commitment. Of course, if you have any questions about the NEMS Network or membership benefits, please don't hesitate to be directly in touch. Once we receive the email, survey data and (if applicable) Letter 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>

Quarterly Financial Report – Finance Director

Animal Control Ordinance - Vote

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.

Mask Ordinance Discussion

**TOWN OF EXETER
MEMORANDUM**

TO: Select Board
FROM: Town Manager 
RE: Mask Ordinance Discussion
DATE: August 10th, 2020

In recent weeks several communities have been actively discussing the need for a mask ordinance in their communities. Durham, Newmarket, and Hanover have all adopted or are in the final stages of adopting emergency ordinances to this effect.

As we have reviewed the authority for such an ordinance, there is a procedure under RSA 147 that would allow the Select Board to adopt such an ordinance. As an example this process has been applied in the Town of Hanover, which functions with a Select Board and Town Manager, similar to Exeter.

After discussion, staff will take next steps as directed by the Board.

ORDINANCE #39
TOWN OF HANOVER
Ordinance of the Selectboard

The Selectboard of Hanover, New Hampshire ordains as follows:

Emergency Mask Ordinance Related to COVID-19 Pandemic

Declaration of Purpose:

The purpose of this Emergency Ordinance is to enact public health provisions designed to significantly reduce the spread of COVID-19, a highly contagious virus that poses a dangerous health threat to citizens. These provisions, recommended by the Centers for Disease Control and the World Health Organization, and further promulgated by the Director of Public Health for the State of New Hampshire, must be implemented on a community-wide basis as part of the Town of Hanover's COVID-19 public health response plan.

Title:

This Ordinance shall be known and may be cited as the "COVID-19 Emergency Mask Ordinance of the Town of Hanover"

Authority:

NH RSA 147:1

WHEREAS, NH RSA 147:1 grants Health Officers of cities and towns the authority to draft regulations relating to the public health as in their judgement the health and safety of the people require; and

WHEREAS, the Town of Hanover, New Hampshire Selectboard recognizes additional measures are necessary to prevent or reduce activities that increase the likelihood of the spread of the highly contagious and potentially life-threatening virus known as COVID-19; and

WHEREAS, the best means of slowing the spread of the virus is through minimizing close personal contact with individuals in a public environment, social/physical distancing by keeping a distance of six feet between yourself and others, covering your mouth and nose by wearing a face covering, and proper hand washing; and

WHEREAS, the Centers for Disease Control and Prevention (CDC) has concluded that the wearing of masks by all persons under certain circumstances is an effective method to reduce exposure to the COVID-19 virus, by providing a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks or raises their voice; and

WHEREAS, COVID-19 can be spread by people who do not have symptoms (asymptomatic carriers) and therefore are unaware they are infected. It is therefore important that everyone wear cloth face coverings in public settings, whether or not they are feeling ill; and

WHEREAS, the Town of Hanover hosts Dartmouth College, the Thayer School of Engineering, the Tuck School of Business and the Geisel School of Medicine, which, when combined will bring several thousand students back to campus in September 2020; and

WHEREAS, the Town serves as a regional shopping, cultural and visitor destination, welcoming families of Dartmouth undergraduate and graduate students, faculty and staff, visitors from around the world and many residents from the Upper Valley who come to Hanover for campus gatherings, dining, shopping and cultural activities; and

WHEREAS, the neighboring City of Lebanon hosts Dartmouth Hitchcock Medical Center, the State's largest medical care facility which also brings thousands of patients and employees to the immediate region on a weekly basis; and

WHEREAS, as a college community, Hanover is home to thousands of young adults, some of whom fail to recognize the potential risks of COVID-19 and have displayed a lack of support for social/physical distancing, face masks and limiting the size of social gatherings; and

WHEREAS, Hanover is home to five senior congregate living facilities housing more than 900 residents, a population which is at higher risk for suffering life threatening complications resulting from COVID-19 infection; and

WHEREAS, the State of New Hampshire began on May 11th, with limitations, the opening of retail establishments and other businesses and on May 18th, with limitations, the opening of restaurants, and Hanover has experienced a significant increase in visitor traffic in the downtown and immediate Dartmouth campus area;

WHEREAS, every New England state with the exception of New Hampshire has implemented mandatory mask order; and

WHEREAS, retail and restaurant owners have strongly requested a mandatory mask order to assist them and their staff in requiring customers to wear masks; and

WHEREAS, citizens of the Town of Hanover have repeatedly requested that the State or Town implement a mandatory mask order, for a number of reasons, chiefly to reduce viral spread and to increase the sense of safety for our citizen who are complying with the "Safer at Home" guidance and only venturing out for essential reasons; and

WHEREAS, the Health Officer for the Town of Hanover has made and submitted regulations that the public health and safety of the citizens and visitors of Hanover require; and

WHEREAS, because COVID-19 presents a clear and present danger to the general Hanover population, it behooves the community for the Selectboard to take this emergency measure requiring the wearing of face coverings in certain situations to protect the public health;

NOW THEREFORE, for the purpose of continuing to provide safety for its residents and visitors resulting from the unique features of a college community and adjacency of the state's largest major medical center, under New Hampshire RSA 147:1 acting in their capacity as the Hanover Selectboard and based on the Town Health Officer's authority to promulgate regulations for the prevention and removal of public health nuisances, hereby ordains that:

1. All businesses, healthcare facilities and any other establishment, including government facilities, as allowed under Orders by the State of New Hampshire, which are open to the public, shall require all those entering the business including, without limitation any outdoor area where business of any sort is conducted or work site, to wear a mouth and nose covering mask and may refuse entry and service to anyone who refuses to wear a mask.
2. All employees of all businesses must wear a mouth and nose covering mask when interacting with the public and are within six feet of a co-worker.
3. Members of the public entering or queued to enter any restaurant for the purpose of picking up food for take-out or an alcohol-serving business or any other purpose must wear a mouth and nose covering mask. Members of the public dining outdoors at a restaurant may remove masks while seated at their table but must wear a mask when entering and exiting the restaurant or moving around the interior or exterior of the restaurant.
4. All such business, restaurants, government facilities and public downtown areas shall post the requirement for a mask.
5. Members of the public must wear face masks while using public sidewalks, other pedestrian ways, public recreation areas and other public properly within the Town of Hanover where maintaining adequate social/physical distancing is not possible due to pedestrian congestion.
6. Members of the public are strongly urged to wear face masks when attending social gatherings including individuals outside their immediate family/
7. This ordinance shall apply to the more densely-settled areas of Hanover, corresponding with the Downtown (D), Business (B), Institutional (I), Residence and Office (RO), General Residence (GR1, GR2, GR3 and GR4), and Single Residence (SR1, SR2, SR3) Zoning Districts. These Zoning Districts are generally bounded on the west by the Ledyard Bridge at West Wheelock Street, on the south at the Lebanon-Hanover town line along Route 10, Route 120 and Great Hollow Road, on the north by Wilson's Landing on Route 10 and Trumbull Field in Etna Village, and on the east in the center of Etna Village.
8. Under the above circumstances, this order shall apply to any individual who is age two (2) or older, and not otherwise exempt per CDC guidelines. A face covering is also not required to be worn by any person if said person can show a medical professional has advised that wearing a face covering may pose a risk to said person for health-related reasons.
9. As used herein "face covering" means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose, mouth, and surrounding areas of the

lower face. A face covering may be factory made or homemade and improvised from ordinary household material.

10. For the proposes of enforcement the Selectboard may appoint persons to serve as Deputy Health Officers to serve as enforcement agents pursuant to New Hampshire RSA 147:1.

11. This order shall remain in effect until notice is given that it is no longer necessary because the Hanover Selectboard declares that a Public Health Emergency no longer poses a threat to Hanover citizens.

PENALTIES:

Anyone who violates this ordinance AND refuses to comply with local, county, or state law enforcement officers to meet the requirements outlined herein shall be subject to a fine in the amount of \$100 for the first offence, \$200 for the second offense, and \$500 for the third and subsequent offense, and/or shall be summoned to Court at the 2nd Circuit – District Division - Lebanon.

Effective Date: Having held one public hearing on August 3, 2020, this Ordinance shall be effective on August 10, 2020.

IN WITNESS WHEREOF, a majority of the Selectboard have hereunder set their hands.

TOWN OF HANOVER, SELECTBOARD

Peter L. Christie, Chair

Athos Rassias, Vice Chair

Nancy A. Carter

William V. Geraghty

Joanna Whitcomb

EMERGENCY ORDINANCE #2020-11 OF DURHAM, NEW HAMPSHIRE

AN EMERGENCY ORDINANCE REQUIRING THE WEARING OF FACE COVERINGS UNDER CERTAIN CONDITIONS WITHIN THE TOWN OF DURHAM

The Town of Durham, through the Town Council ordains that:

WHEREAS, there is a pandemic situation with Coronavirus Disease 2019 (COVID-19) with many areas within the United States greatly impacted as case numbers are still rapidly increasing; and

WHEREAS, infectious diseases are caused by germs such as viruses, bacteria, and parasites. COVID-19 is a viral illness that has the ability to be spread from person to person very easily through respiratory droplets and aerosols. Public Health Officials have determined that it is well established that an individual infected with COVID-19 can transmit the disease whether or not they are exhibiting any symptoms (an asymptomatic carrier); and

WHEREAS, it is clinically established that the best means of slowing the spread of a virus is through minimizing close personal contact with individuals in a public environment, social/physical distancing, covering one's mouth and nose by wearing a face covering, and frequent and proper hand washing. For optimal protection, the following key factors should be considered even while wearing a face covering. The safe use of face coverings requires the wearer to maintain proper hand hygiene by hand washing frequently with either soap and water or hand sanitizer for at least 20 seconds. The wearer should prevent the spread of disease by avoiding touching their face, nose, or eyes and not touching the outside of the face coverings at all times; and

WHEREAS, social/physical distancing by keeping a distance of at least six feet between yourself and others also greatly protects against the spread of our respiratory droplets and aerosols, whether an individual is indoors or outdoors; and

WHEREAS, face coverings are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings as they reduce the spray of respiratory droplets and aerosols, particularly when combined with social/physical distancing and other sanitary measures such as washing hands or utilizing hand sanitizer; and

WHEREAS, it has been determined that the virus which causes COVID-19 spreads very easily and sustainably between people, particularly within indoor environments with limited fresh air exchange but also amongst persons in close physical proximity, indoors or outdoors, who cannot adequately social distance; and

WHEREAS, as previously noted, COVID-19 can be spread by people who do not have symptoms (asymptomatic carriers) and therefore are unaware they are infected. It is therefore important that everyone wear face coverings in public settings whether or not they are feeling ill; and

WHEREAS, the Town of Durham has an interest in protecting all persons within the community from unnecessary exposure to COVID-19 with its risk of contracting a devastating illness that may prove fatal, it follows that the wearing of a face covering under certain circumstances is crucial; and

WHEREAS, the more closely a person interacts with others and the longer that interaction occurs, the higher the risk of COVID-19 spread; and

WHEREAS, the Town's Emergency Management Director and Health Officer have discussed this matter in detail while keeping current with the latest guidelines put forward by the Centers for Disease Control and Prevention (CDC) and other trustworthy organizations and recommend the following emergency ordinance measures to the Town Council for adoption; and

WHEREAS, on August 10th, approximately 15,000 University of New Hampshire students begin to return to Durham to resume in-person classes, traveling to the community from across the United States and countries around the world; and

WHEREAS, despite the issuance of Administrative Order #7 by the Town Administrator on May 28, 2020 requesting the voluntary use of cloth face coverings by community members to help slow the spread of COVID-19 and similar recommendations by the NH Department of Health and Human Services, the use of face coverings in Durham by residents has been less than desired; and

WHEREAS, health officials in the United States anticipate a second wave of the Covid-19 virus this fall; and

WHEREAS, numerous community members have communicated with Town officials that unless mask wearing is mandated within downtown establishments, they will avoid downtown Durham and shop elsewhere out of a fear for their own health; and

WHEREAS, the Durham Police Department has limited resources and numerous responsibilities critical to public safety; and

WHEREAS, the Town Council understands that the Durham Police Department may handle complaints regarding non-compliance with this Ordinance as lower priority calls for service with a delayed response or follow-up, or may use the complaint solely as information to identify future directed patrol areas and times; and

WHEREAS, because COVID-19 presents a clear and present danger to the general Durham population it behooves the community for the Town Council to take this emergency measure requiring the wearing of face coverings in certain situations to protect the public health.

WHEREAS, Section 3.9 “Emergency ordinances” of the Durham Town Charter allows the Town Council to adopt emergency ordinances by a two-thirds affirmative vote of those present and voting,

NOW, THEREFORE BE IT RESOLVED that the Town of Durham, through the Town Council ordains that in accordance with Section 3.9 of the Charter of the Town of Durham, the Town of Durham, through the chief of police, shall take immediate action to ensure that persons wear facial coverings under the conditions listed below within the Town of Durham.

WEARING OF FACIAL COVERINGS IN THE TOWN OF DURHAM:

1. Employees of all businesses shall wear a face covering over their mouth and nose when interacting with the public and whenever they are within six feet of a co-worker or a customer.
2. Members of the public entering or queued to enter, remaining in, or exiting from any business, including without limitation any outdoor area where business of any sort is conducted, work site, or Town of Durham government building, including the designated polling place at the Oyster River High School while elections are being held, must wear a face covering. The Oyster River Cooperative School District, University of New Hampshire, and State and Federal authorities may have different regulations for their facilities.
3. Members of the public entering or queued to enter a restaurant or establishment serving alcoholic beverages for the purpose of picking up food for takeout or any other purpose must wear a face covering. Members of the public dining indoors or outdoors at a restaurant may remove face covering while seated at their table. Members of the public must wear a face covering when entering, using, or leaving the restroom of a restaurant.

4. Members of the public utilizing sidewalks and other public ways within the Central Business, Professional Office, Church Hill, and Courthouse zoning districts as defined by the Durham Zoning Ordinance (https://www.ci.durham.nh.us/sites/default/files/fileattachments/planning_and_zoning/page/21561/zoning_map_downtown_march_2012_22x34.pdf), Chapter 175 of the Town Code, must wear a face covering when coming into contact with others and social/physical distancing of at least six feet is not be possible. *[For informational purposes only, these zoning districts generally encompass the following roads: Main St. from Garrison Ave. to Rt. 108 intersection; Dover Rd./Rt. 108 from Young Dr. to Newmarket Rd./Rt. 108; Newmarket Rd./Rt. 108 from Mill Pond Rd. to Dover Rd./Rt. 108; Schoolhouse Ln., Mill Rd. from Mill Plaza entrance to Main St.; Madbury Rd. from Main St. to Bagdad Rd.; Bagdad Rd. from Madbury Rd. to Dennison Rd.; Garrison Ave.; Strafford Ave. from Garrison Rd. to curve by Adams Tower; Woodman Rd. from Madbury Rd. to Dennison Rd.; Dennison Rd.; Pettee Brook Ln., Mathes Terr.; Rosemary Ln. Cowell Dr. from Madbury Rd. to Sauer Terr.]*
5. Members of the public utilizing public recreational lands are strongly encouraged but not required to wear a face covering over their nose and mouth to the fullest extent practicable and especially where there is a high likelihood of coming into contact with others and social/physical distancing of at least six feet may not be possible.
6. Residents, visitors, and members of the public entering or present at a residential complex of greater than two (2) units, whether inside or outside, are strongly encouraged but not required to wear a face covering in common areas and communal spaces to the fullest extent practicable and especially when there is a high likelihood of coming into contact with others and social/physical distancing of at least six feet may not be possible.
7. As used herein “face covering” means a covering made of cloth, fabric, or other soft or permeable material, including surgical masks, without holes, that covers only the nose, mouth, and surrounding areas of the lower face. A face covering may be factory made or homemade and improvised from ordinary household material.
8. Notwithstanding the above this order does not require children under 10 years of age to wear face covering (parents should make their own judgment). Face covering is not recommended for children less than 2 years of age.
9. A face covering is also not required to be worn by any person if said person can show a medical professional has advised that wearing a face covering may pose a risk to said person for health-related reasons.

10. A person may temporarily remove a face covering when in a business if obtaining a service or product that requires verification of the person's identity or age.

PENALTIES:

Anyone who violates this ordinance AND refuses to comply with local, county, or state law enforcement officers to meet the requirements outlined herein shall be subject to a fine in the amount of \$100 for the first offence, \$200 for the second offense, and \$500 for the third and subsequent offense, and/or shall be summoned to the Dover District Court.

EFFECTIVE DATE

In accordance with Section 3.9 of the Town Charter, this Emergency Ordinance shall be effective upon adoption and shall stand repealed as of the 61st day following the date on which it was adopted, but this shall not prevent reenactment of the ordinance by the Town Council in the manner specified in Section 3.9 of the Charter if the emergency still exists.

PASSED AND ADOPTED this 8th day of August, 2020 by a two-thirds (2/3) affirmative roll call vote of 8 to 0 of the Durham Town Council as follows:

Sally Tobias	___	Wayne Burton	___
Dinny Waters	___	James Lawson	___
Al Howland	___	Sally Needell	___
Katherine Marple	___	Andrew Corrow	___
Kenny Rotner	___		

Katherine Marple, Chair
Durham Town Council

ATTEST:

Lorrie Pitt, Town Clerk-Tax Collector

TOWN OF NEWMARKET, NEW HAMPSHIRE

BY THE NEWMARKET TOWN COUNCIL

EMERGENCY ORDINANCE NO. 01-2020/2021

**AN ORDINANCE REQUIRING THE WEARING OF FACE COVERINGS
UNDER CERTAIN CONDITIONS WITHIN THE TOWN OF NEWMARKET**

THE TOWN OF NEWMARKET ORDAINS:

1. Purpose

The purpose of this ordinance is to require the wearing of face coverings under certain conditions during the COVID-19 Pandemic. The Newmarket Town Council has the authority to enact such an emergency ordinance in accordance with Section 3.9 of the Town Charter and New Hampshire RSA 47:17 XV and RSA 147:1.

2. Ordinance

- I. Employees of all businesses shall wear a face covering over their mouth and nose when interacting with the public and whenever they are within six feet of a co-worker or a customer.
- II. Members of the public entering any business, including without limitation any outdoor area where business of any sort is conducted, work site, or government building must wear a face covering, such as a fabric mask, scarf, or bandana over their nose and mouth. Policies regarding face coverings in governmental buildings within the geographical boundaries of the Town of Newmarket adopted by the governmental entity having jurisdiction are hereby recognized by this ordinance and shall not be deemed to be contradictory to the requirements stated herein.
- III. Members of the public entering a restaurant for the purpose of picking up food for takeout or any other purpose must wear a face covering over their mouth and nose. Members of the public dining indoors or outdoors at a restaurant may remove face covering while seated at their table. Members of the public must wear a mask when entering, using, or leaving the restroom of a restaurant.
- IV. Members of the public utilizing sidewalks and other pedestrian public ways, or public recreational lands, are strongly encouraged but not required to wear a face covering to the fullest extent practicable and especially when there is a high likelihood of coming into contact with others and social distancing of at least six feet may not be possible.
- V. As used herein "face covering" means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose, mouth, and surrounding areas of the lower face. A face covering may be factory made or homemade and improvised from ordinary household material.

- VI. Notwithstanding the above this order does not require children under 10 years of age to wear face covering (parents should make their own judgment). Face covering is not recommended for children less than 2 years of age.
- VII. A face covering is also not required to be worn by any person if said person can show a medical professional has advised that wearing a face covering may pose a risk to said person for health related reasons.

3. Penalties

Anyone who violates this ordinance may be subject to fines in the amount of \$100 for the first offence, \$200 for the second offense, and \$500 for the third and subsequent offenses, and/or may be summoned to the Exeter District Court.

4. Takes Effect

In accordance with Section 3.9 of the Town Charter, this Emergency Ordinance shall be effective upon adoption and shall stand repealed as of the 61st day following the date on which it was adopted, but this shall not prevent reenactment of the ordinance by the Town Council in the manner specified in Section 3.9 of the Charter if the emergency still exists.

First Reading *August 5, 2020*
Second Reading/Public Hearing *September 2, 2020*
Final Action by Council *September 2, 2020*

VOTING RECORD			
Date of Vote:	YES	NO	ABSTAIN
Vacant			
Councilor Helen Sanders			
Councilor Zachary Dumont			
Councilor Jon Kiper			
Councilor Christian Matthews			
Vice Chair Amy Burns			
Chair Toni Weinstein			
Total Votes:			
Ordinance: Does Does Not pass.			

Approved: _____
Toni Weinstein, Chair Newmarket Council

A True Copy Attest: _____
Terri Littlefield, Town Clerk



Russ Dean <rdean@exeternh.gov>

Mask mandate question

1 message

Julie B <jballentine06@gmail.com>
To: rdean@exeternh.gov

Fri, Aug 7, 2020 at 7:46 AM

Hello

I am a resident of Exeter and with the opening of Phillips Exeter Academy, I am wondering if Exeter plans to have a mask mandate? I noticed that college towns in NH have put them into place. With students coming from many states and countries there is the fear that our numbers will be going up.

I did notice on your meeting minutes that this has been discussed but was wondering if those discussions have gone any further?

Thank you for your continued hard work to keep our little town safe.

Julie Ballentine

Sent from my iPhone



Russ Dean <rdean@exeternh.gov>

Re: Mask ordinance for Exeter?

2 messages

Niko Papakonstantis <npapakonstantis@exeternh.gov>

Fri, Jun 5, 2020 at 6:26 PM

To: Sheri Gushta <sherigushta@gmail.com>

Cc: Russ Dean <rdean@exeternh.gov>

Hi Sheri,

Thank you for corresponding with the Select Board. The topic of masks was discussed briefly at the last Select Board this past Monday.

I anticipate that we will discuss and consider this topic further at our next meeting on June 15. I invite you to watch/virtually attend.

Thank you again for reaching out.

Respectfully,

Niko

On Fri, Jun 5, 2020 at 5:22 PM Sheri Gushta <sherigushta@gmail.com> wrote:

Dear Exeter Selectboard:

I am writing to express support for a mask ordinance in Exeter.

I have been alarmed at the number of people who do not wear masks inside stores and businesses. The CDC recommends wearing masks—it has been proven to stop the spread of this virus up to 80%. Mask-wearing is especially important indoors. If everyone was wearing a mask, I would feel much more comfortable patronizing our local businesses.

I know Nashua has enacted a mask ordinance. Portsmouth and Durham have “strongly encouraged” them. I don’t think that language is strong enough, however. Entire states have mask ordinances indoors, including our neighbors Maine and Massachusetts, to name a few. I think we need a mandate for compliance, although I hesitate to fine people for noncompliance. However, they should not be allowed entry into stores and businesses if they are not masked. I believe an ordinance will allow stores to deny entry.

I am less concerned with mask-wearing outdoors, although masks should be encouraged while outdoors in situations where social distancing is difficult. For example, people should be strongly encouraged to wear a mask on downtown sidewalks during busy times and while waiting in line at downtown establishments, for example.

I hope you will consider a mask ordinance for indoor establishments to benefit the health and well-being of the residents of Exeter.

Thank you,

Sheri Gushta

24 Wood Ride Lane

8/7/2020

Town of Exeter, NH Mail - Re: Mask ordinance for Exeter?

Sheri Gushta <sherigushta@gmail.com>

Fri, Aug 7, 2020 at 4:36 PM

To: loliff@exeternh.gov, jgilman@exeternh.gov, mcowan@exeternh.gov, DBrowne@exeternh.gov,

NPapakonstantis@exeternh.gov

Cc: rdean@exeternh.gov

Hello!

I've written to you all before about a mask ordinance, so I'll keep it brief. With the Phillips Exeter Students returning soon, Exeter is in desperate need of a mask ordinance. Durham and Newmarket just made them mandatory--why can't we? I know it is on the agenda for Monday's meeting. How does it get enacted--does there need to be a vote?

I spent a week in Maine, and what a stark contrast to NH--there are signs up everywhere in Bar Harbor asking people to wear a mask, and I'd say there was 90% compliance on the streets and a lot of people wearing them on the hiking trails, too!

We cannot rely on "personal responsibility" like Gov. Sununu thinks. Our state is the only state in the northeast without some sort of ordinance. We will have to do it town by town, and I hope Exeter is leading the charge!

Thank you,
Sheri Gushta

[Quoted text hidden]

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
James Murray, Health Officer

FROM: Greg Bisson, Director of Parks and Recreation

RE: Exeter Parks and Recreation Fall Sports

DATE: 08/10/2020

As requested, we are providing details for each individual fall sport.

Little Kicks Soccer (ages 2 & 3)

Location: Lincoln Street School outdoor green space

Day(s): Saturdays

Time: 8:00am-noon

Dates: September 21-October 31 (6 weeks)

Team Size: 10 players 2-3 coaches

Arrival

Parents/guardians, no more than 2 adults per child, will arrive by the side parking lot adjacent to Lincoln St. and head towards the back of the school where they will be greeted by one of their coaches for a health screening, no more than 10 minutes before your allotted practice/game time. Coaches will be provided with a google form document for their team to record health screening questions. The team's second coach will be on their designated field. Children cannot carpool with friends to practices/games because a parent/guardian needs to be present for the health screening, they can, however carpool home after practices/games. Children must wear a face-covering upon arrival and when walking to and from their designated area. Parents are encouraged to wear face coverings and practice social distancing when watching games in the designated spectator area.

Health screenings will be done for all staff, athletes or volunteers. Health screenings will include a series of questions. Any person with symptoms, reports they have been in contact with someone suspected or confirmed to have had COVID-19 in the past 14 days, or reports travel risk factors will not be allowed into the program area. *Please see our health screening questions and responses at the bottom of this document.

Field Supervisor

A dedicated staff member will be present at each location for practices/games to monitor social distancing, monitor health screenings, help with proper sanitation of equipment and distribute first aid

supplies when needed. Parks and Recreation staff will assist when needed to verify policies and procedures are being followed.

Coaches' Training

Coaches will participate in our routine coaches' meeting to go over the expectations, rules, and format for the 2020 season. Attendance sheets will be used to confirm the acknowledgment of training. If a coach cannot make this meeting, an in-person or virtual call will be completed. Additional training and education will be provided regarding hand hygiene, sanitation, illness policies, and safe practices. Staff and coaches will be required to report any symptoms of COVID-19 to EPRD staff, of themselves or their athletes. Coaches are prohibited from transporting children that are not immediate family members. Coaches will be required to wear a face mask at all times. Hand sanitizer will be provided to coaches, staff and participants. Coaches must have a completed health screening within an hour of their designated practice/game session.

Coaches will send out a welcome email to each player/family when they receive their roster. Before the first game Exeter Parks and Recreation will send an email to all families detailing all safety policies and procedures. Families must read and sign the EPRD youth sports waiver, youth sports policies and procedures before participating in any sports event.

Practice/Game Rules/Format

Teams (no more than 10 players) will have an entire field to themselves. Their arrival and end times will be staggered to ensure social distancing from other teams, spectators, and coaches to allow adequate time for cleaning and sanitation. Practices/games will be implemented to maintain a minimum distance of 6 feet between athletes, coaches and staff as much as possible. Only students from SAU 16 will be allowed to participate in this year's 2020 Fall sports. Unlike other seasons, teams will only meet one day per week with intrasquad practices and games. This cuts down on possible transmission if COVID-19 is found within one team.

Each player must bring their own soccer ball and equipment to their allotted practice/game day. If a player forgets theirs or cannot afford one, a sanitized ball will be provided. Any shared equipment provided by coaches, staff or volunteers will be cleaned and disinfected after use.

Sidelines will have field markings to designate where players can sit (6 ft. apart from each other) and a designated spectator area will have field markings for social distancing as well. Spectators' designated area will not be in any area that is considered "in play." Signage for social distancing and face-covering will be placed in these areas. Coaches, staff, players and/or spectators not adhering to our policies will be asked to leave and repeated offenders will not be allowed to participate for the remainder of the season.

Adequate breaks for water and sanitation will be implemented into the program format. No sharing of water bottles and EPRD will not provide water jugs for refilling of bottles. Athletes and coaches are encouraged to bring their own, labeled, water bottle.

Isolation Area

There will be a designated area at Lincoln Street School for any athlete, coach, spectator, staff, or volunteer who begins to display symptoms during a practice or game. This area will be communicated to all coaches, parents, staff, volunteers, and athletes and will be located at a safe distance from any person participating in the program. This area will be cleaned and disinfected after someone with symptoms leaves.

First Kicks (ages 4 & early 5), U6, & U8 Soccer

Location: Recreation Complex, 4 Hampton Rd.

Day(s): Monday-Saturday

Time: 5-8pm (Monday-Friday) 8am-noon (Saturdays)

Dates: September 21-October 31

Team Size First Kicks: 12 participants 2 coaches

Team Size U6/U8: 16 participants 2 coaches

Arrival

Parents/guardians, no more than 2 adults per child, will park in the Rec. Complex's designated parking area and walk towards the entrance of Planet Playground, where they will be greeted by one of their coaches for a health screening, no more than 10 minutes before your allotted practice/game time. Coaches will be provided with a google form document for their team to record health screening questions. The team's second coach will be on their designated field. Children cannot carpool with friends to practices/games because a parent/guardian needs to be present for the health screening, they can, however carpool home after practices/games. Children must wear a face-covering upon arrival and when walking to and from their designated area. Parents are encouraged to wear face coverings and practice social distancing when watching games in the designated spectator area.

Health screenings will be done for all staff, athletes or volunteers. Health screenings will include a series of questions. Any person with symptoms, reports they have been in contact with someone suspected or confirmed to have had COVID-19 in the past 14 days, or reports travel risk factors will not be allowed into the program area. *Please see our health screening questions and responses at the bottom of this document.

Field Supervisor

A dedicated staff member will be present at each location for practices/games to monitor social distancing, monitor health screenings, help with proper sanitation of equipment and distribute first aid supplies when needed. Parks and Recreation staff will assist when needed to verify policies and procedures are being followed.

Coaches' Training

Coaches will participate in our routine coaches' meeting to go over the expectations, rules, and format for the 2020 season. Attendance sheets will be used to confirm the acknowledgment of training. If a coach cannot make this meeting, an in-person or virtual call will be completed. Additional training and education will be provided regarding hand hygiene, sanitation, illness policies, and safe practices. Staff and coaches will be required to report any symptoms of COVID-19 to EPRD staff, of themselves or their athletes. Coaches are prohibited from transporting children that are not immediate family members. Coaches will be required to wear a face mask at all times. Hand sanitizer will be provided to coaches, staff and participants. Coaches must have a completed health screening within an hour of their designated practice/game session.

Coaches will send out a welcome email to each player/family when they receive their roster. Before the first game Exeter Parks and Recreation will send an email to all families detailing all safety policies and procedures. Families must read and sign the EPRD youth sports waiver, youth sports policies and procedures before participating in any sports event.

Practice/Game Rules/Format

Teams will have an entire field to themselves. First Kicks teams will have no more than 12 players per team. U6 and U8 teams will have no more than 16 per team. Their arrival and end times will be staggered to ensure social distancing from other teams, spectators, and coaches to allow adequate time for cleaning and sanitation. Practices/games will be implemented to maintain a minimum distance of 6 feet between athletes, coaches and staff as much as possible. Only students from SAU 16 will be allowed to participate in this year's 2020 Fall sports. Unlike other seasons, teams will only meet one day per week with intrasquad practices and games. This cuts down on possible transmission if COVID-19 is found within one team.

Each player must bring their own soccer ball and equipment to their allotted practice/game day. If a player forgets theirs or cannot afford one, a sanitized ball will be provided. Any shared equipment provided by coaches, staff or volunteers will be cleaned and disinfected after use.

Sidelines will have field markings to designate where players can sit (6 ft. apart from each other) and a designated spectator area will have field markings for social distancing as well. Spectators' designated area will not be in any area that is considered "in play." Signage for social distancing and face-covering will be placed in these areas. Coaches, staff, players and/or spectators not adhering to our policies will be asked to leave and repeated offenders will not be allowed to participate for the remainder of the season.

Adequate breaks for water and sanitation will be implemented into the program format. No sharing of water bottles and EPRD will not provide water jugs for refilling of bottles. Athletes and coaches are encouraged to bring their own, labeled, water bottle.

Isolation Area

There will be a designated area at the Rec. Park for any athlete, coach, spectator, staff, or volunteer who begins to display symptoms during a practice or game. This area will be communicated to all coaches, parents, staff, volunteers, and athletes and will be located at a safe distance from any person participating in the program. This area will be cleaned and disinfected after someone with symptoms leaves.

Flag Football (grades 1-8)

Location: Brickyard Park

Days: Monday-Saturday

Time: 5-8pm (Monday-Friday) 8am-3pm (Saturdays)

Dates: September 21-October 31

Team Size: 16 participants 2 coaches

Arrival

Parents/guardians, no more than two adults per child, will park in the designated parking area at Brickyard Park and head towards their team's designated entrance, no more than 10 minutes before your allotted practice/game time. Teams will enter in one of two entrances at Brickyard Park to limit the exposure to other households. Families will be greeted by one of their coaches for a health screening at their entrance. Coaches will be provided with a google form document for their team to record health screening questions. The team's second coach will be on their designated field. Children cannot carpool with friends to practices/games because a parent/guardian needs to be present for the health screening, they can, however carpool home after practices/games. Children must wear a face-covering upon arrival and when walking to and from their designated area. Parents are encouraged to wear face coverings and practice social distancing when watching games in the designated spectator area.

Health screenings will be done for all staff, athletes or volunteers. Health screenings will include a series of questions. Any person with symptoms, reports they have been in contact with someone suspected or confirmed to have had COVID-19 in the past 14 days, or reports travel risk factors will not be allowed into the program area. *Please see our health screening questions and responses at the bottom of this document.

Field Supervisor

A dedicated staff member will be present at each location for practices/games to monitor social distancing, monitor health screenings, help with proper sanitation of equipment and distribute first aid supplies when needed. Parks and Recreation staff will assist when needed to verify policies and procedures are being followed.

Coaches will participate in our routine coaches' meeting to go over the expectations, rules, and format for the 2020 season. Attendance sheets will be used to confirm the acknowledgment of training. If a coach cannot make this meeting, an in-person or virtual call will be completed. Additional training and education will be provided regarding hand hygiene, sanitation, illness policies, and safe practices. Staff and coaches will be required to report any symptoms of COVID-19 to EPRD staff, of themselves or their athletes. Coaches are prohibited from transporting children that are not immediate family members. Coaches will be required to wear a face mask at all times. Hand sanitizer will be provided to coaches, staff and participants. Coaches must have a completed health screening within an hour of their designated practice/game session.

Coaches will send out a welcome email to each player/family when they receive their roster. Before the first game Exeter Parks and Recreation will send an email to all families detailing all safety policies and procedures. Families must read and sign the EPRD youth sports waiver, youth sports policies and procedures before participating in any sports event.

Practice/Game Rules/Format

Teams (no more than 16 players) will have an entire field to themselves. Their arrival and end times will be staggered to ensure social distancing from other teams, spectators, and coaches to allow adequate time for cleaning and sanitation. Practices/games will be implemented to maintain a minimum distance of 6 feet between athletes, coaches and staff as much as possible. Only students from SAU 16 will be allowed to participate in this year's 2020 Fall sports. Unlike other seasons, teams will only meet one day per week with intrasquad practices and games. This cuts down on possible transmission if COVID-19 is found within one team.

Each player must bring their own football and equipment to their allotted practice/game day. If a player forgets theirs or cannot afford one, a sanitized ball will be provided. Flag Football teams will be provided with at least four game balls; these footballs will be cycled through during play, with cleaning and sanitation after each use, and at the end of practice/games.

Sidelines will have field markings to designate where players can sit (6 ft. apart from each other) and a designated spectator area will have field markings for social distancing as well. Spectators' designated area will not be in any area that is considered "in play." Signage for social distancing and face-covering will be placed in these areas. Coaches, staff, players and/or spectators not adhering to our policies will be asked to leave and repeated offenders will not be allowed to participate for the remainder of the season.

Adequate breaks for water and sanitation will be implemented into the program format. No sharing of water bottles and EPRD will not provide water jugs for refilling of bottles. Athletes and coaches are encouraged to bring their own, labeled, water bottle.

Isolation Area

There will be a designated area at Brickyard Park for any athlete, coach, spectator, staff, or volunteer who begins to display symptoms during a practice or game. This area will be communicated to all coaches, parents, staff, volunteers, and athletes and will be located at a safe distance from any person participating in the program. This area will be cleaned and disinfected after someone with symptoms leaves.

Our screening process includes the following health questions. Following these questions, you will find our responses, which have been approved by the Town of Exeter Health Officer, in the event a participant answers, 'Yes.'

1. HAVE YOU/YOUR CHILD BEEN IN CLOSE CONTACT WITH A CONFIRMED CASE OF COVID-19?

If yes, our response is:

a. Symptomatic persons should be instructed to contact their healthcare provider to be tested for COVID-19 and self-isolate at home following the instructions below. [Stay at home at least ten days have passed since your symptoms first appeared **AND** at least 72 hours have passed since recovery (resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms)]

b. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should:

1. Stay home until 14 days after your last exposure
2. Check your temperature twice a day and watch for symptoms of COVID-19
3. If possible, stay away from people who are at higher risk for getting very sick from COVID-19. A medical provider should evaluate* Athletes and staff prior to returning and obtain a physician's note saying they are safe to return to the activity.

2. HAVE YOU/YOUR CHILD RECORDED A TEMPERATURE OF 100.4 DEGREE OR HIGHER?

If the participant answers yes, our response is:

Instruct the participant to leave the premises immediately. Symptomatic persons should be instructed to contact their healthcare provider to be tested for COVID-19 and self-isolate at home following the instructions below. Symptomatic persons should be instructed to contact their healthcare provider to be tested for COVID-19 and self-isolate at home following the instructions below. [Stay at home at least ten days since your symptoms first appeared AND at least 72 hours have passed since recovery (resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms)]

3. ARE YOU/IS YOUR CHILD EXPERIENCING ANY RESPIRATORY SYMPTOMS INCLUDING A RUNNY NOSE, SORE THROAT, COUGH, OR SHORTNESS OF BREATH?

If a participant answers yes, our response is:

Instruct the participant to leave the premises immediately. Symptomatic persons should be instructed to contact their healthcare provider to be tested for COVID-19 and self-isolate at home following the instructions below. [Stay at home at least ten days since your symptoms first appeared AND at least 72 hours have passed since recovery (resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms)]

4. HAVE YOU/YOUR CHILD TRAVELED IN THE LAST 14 DAYS EITHER: INTERNATIONALLY (OUTSIDE THE U.S.), BY CRUISE SHIP, OR DOMESTICALLY (WITHIN THE U.S.) OUTSIDE OF NH, VT, OR ME ON PUBLIC TRANSPORTATION (E.G., BUS, TRAIN, PLANE, ETC.)

If a participant answers yes, our response is:

1. Stay home until 14 days have passed since your return to NH.
2. Check your temperature twice a day and watch for symptoms of COVID-19
3. If possible, stay away from people who are at higher risk for getting very sick from COVID-19.

James Murray, Health Officer has reviewed the plans and ok'd the plan to present to the board.

Respectfully Yours,

Greg Bisson

Director Exeter Parks and 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

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 <scotruffner@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!



Issue Date:
License #:



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USE OF PARKS/FACILITIES FOR EVENTS TEMPORARY PERMIT APPLICATION

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

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

THIS FORM MUST BE FILLED OUT BY THE CONTACT PERSON OF THE ORIGINAL PERMIT HOLDER.
IF ANY VENDOR VIOLATES THE PERMIT REQUIREMENTS, IT WILL BE RESCINDED FOR THE ENTIRE ORGANIZATION.

Organization:	ARTS INDUSTRY ALLIANCE - TEA
Organization Contact:	SCOTT RUFFNER
Organization Contact Home Phone Number:	
Organization Contact Mobile Phone Number:	603-512-8396
Email:	SCOTT.RUFFNER@MAC.COM
Back Up Contact Name:	SHARON MARSTON
Back Up Contact Home Phone Number:	
Back Up Contact Mobile Phone Number:	603-395-0174
Anticipated Number of Vendors:	20
Anticipated Number of Attendees:	500 / over course of 7 hours

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

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

Initial:

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

Initial:

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

Initial:

THE PARK IS OPEN TO
THE PUBLIC #

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

Initial:

5. Vendors should be screened on arrival to each event by asking if the individual:

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

Initial:

6. Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should not be allowed into the event:

- Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and self-isolate at home following the instructions below.
- Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should self-quarantine for 14 days from their last exposure or return from travel.

Initial:

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

Initial: *JD*

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

Initial: *JD* * THE PARK IS STILL OPEN TO THE PUBLIC *

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

Initial: *JD*

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

Initial: *JD*

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

Initial: *JD*

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

Initial: *JD*

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

Initial: *JD*

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

Initial: *JD*

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

Initial: *JD*

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

Initial: *JD*

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

Initial: SP

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

Initial: SP

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

Initial: SP

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

Initial: SP

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

Initial: SP

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

Initial: SP

23. Organizers shall handle all garbage following each event.

Initial: SP

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

Initial: SP

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

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

Initial: SP

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

Initial: SP

TEMPORARY PERMIT USE OF PARKS/FACILITIES FOR EVENT

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

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

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

Approved By: _____ Date: _____

Greg Bisson, Director of Parks and Recreation

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

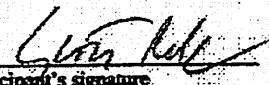
The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend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

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

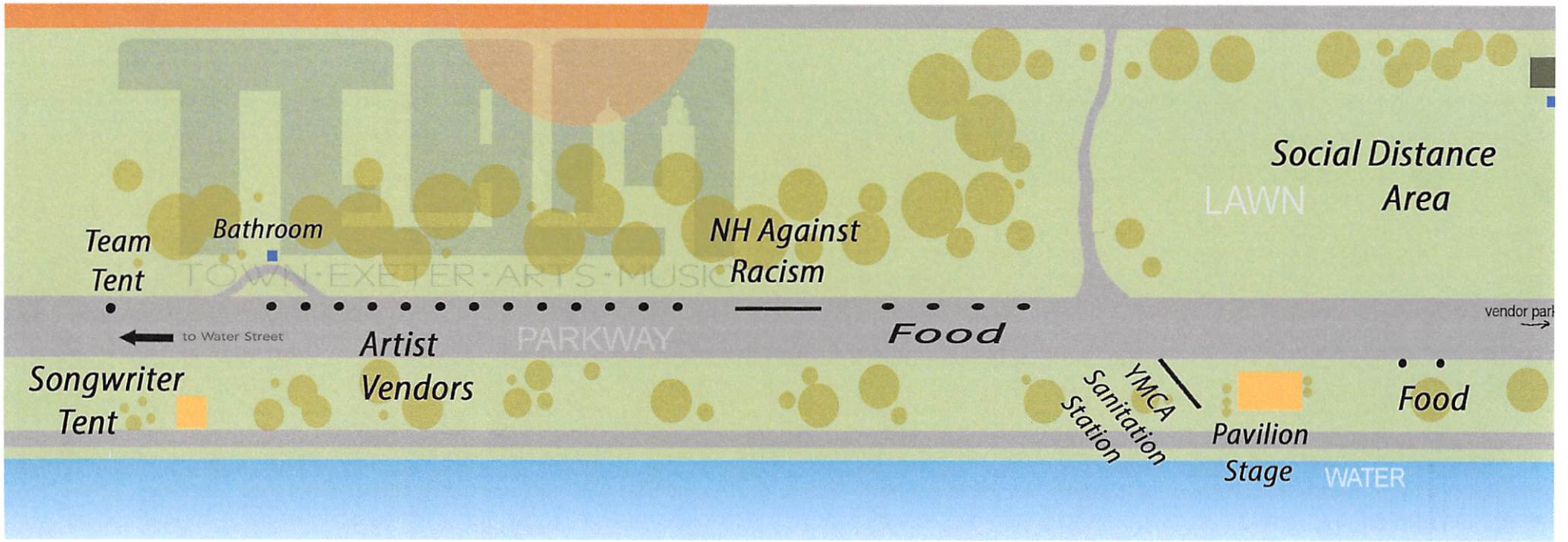
I certify that I am an authorized representative of the organization using town parks and or facilities. By signing this document, I agree that we will provide the appropriate level of mitigation risk including, but not limited to adherence to guidelines as outlined in Governor Sununu's reopening orders,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

I HAVE READ THIS RELEASE

I HAVE READ THIS RELEASE

7/1/20 
date participant's signature

11
date parent's or guardian's signature
(if participant is legally a minor)





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>, Arty Francouer <artyfrancoeur@gmail.com>, Maurice Wynne <limo-guitar@comcast.net>, Lovey Oliff <lovey.oliff@gmail.com>, Carl Wikstrom <cwikstrom@heritage-enviro.com>, Kathleen Wikstrom <kjwikstrom@gmail.com>, Daryl Browne <darylrowne@darylrowne.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,

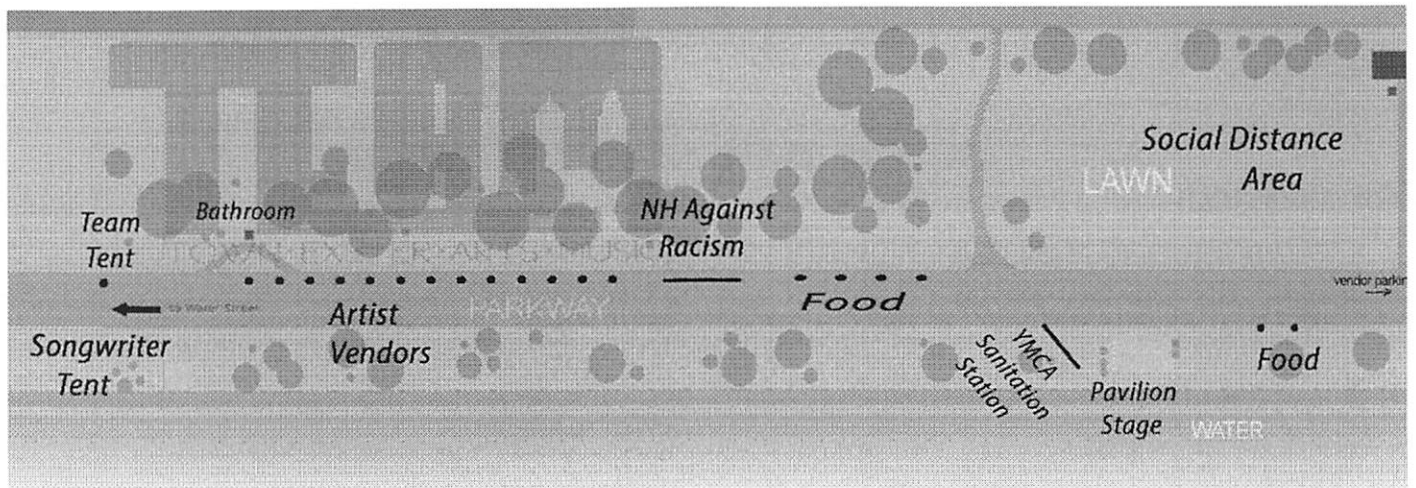
Below you will find a detailed map of the layout for Saturday's event. To maximize safety, and minimize clustering during set up, vendors will drive into the parkway and pull into the next available space in their section, thus we are not designating specific spaces for specific vendors. They will also 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 <scottruffner@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/1FAIpQLScbqqHjKBu5v_I5h-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

[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 9:28 AM

One question I had regarded the tents and what kind of tents are they. For instance, the songwriter tent.

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 9:31 AM

It is a 10'x10' pop up tent just to protect the equipment and the performer. No one will be sitting under this tent.

Greg Bisson
Director
Exeter Parks and Recreation

Follow us!



[Quoted text hidden]

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

Tue, Jul 7, 2020 at 11:36 AM

An email from James that he sent to Scott a few minutes ago after my email.

Greg Bisson
Director
Exeter Parks and Recreation

Follow us!



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

From: **James Murray** <jmurray@exeternh.gov>
Date: Tue, Jul 7, 2020 at 11:09 AM
Subject: Re: July 11th
To: Scott Ruffner <scotruffner@mac.com>
Cc: Greg Bisson <gbisson@exeternh.gov>

Hi Scott,

I appreciate the work you put into this. This answers a lot of the questions I had. The biggest issue again comes down to capacity. All the guidance from the State I've read always mention capacity, including the State's proposed guidance for events and festivals. I will reach out to colleagues to get their thoughts on it, but with no capacity numbers, we really don't know how easy or difficult social distancing will be. I understand there was limited advertising and this has historically been a smaller size event. Regardless, this is the first event for a lot of people since the shutdown, and you have a lot of draws here to bring people out. People want entertainment, and I certainly don't blame them, but it's going to add to the crowd and we need to make sure this is planned safely. I was hoping to see solid numbers on the given spaces you were going to use.

The "social distance area" also makes it sound like this is the only place social distancing matters. With those measurements, you can fit 200 people in that zone if everyone maintains social distance. How many volunteers will there be in this area and for how long?

There are only 3 social distancing signs in the park. You'll need to post more.

Are the vendors going to have chalk spots on the pavement to denote where to stand in line? This is something the Farmers Market has done to ensure distancing.

How many masks do you have to provide to the public? Will they only be at the entrance to the park, or at other entryways as well?

Don't get me wrong, this is a great start. I just need more info on capacity. This has been an undetermined variable that needs to be addressed.

James Murray

Health Officer
20 Court St. Exeter, NH 03833
603-773-6132

[Quoted text hidden]

Niko Pappas <niko.pappas@aon.com>
To: "Russell Dean (rdean@exeternh.gov)" <rdean@exeternh.gov>

Wed, Jul 8, 2020 at 1:20 PM

Email sent to my work email address

Niko G. Papakonstantis | Vice President/Director WC Claims

MIIA Member Services | Workers' Compensation Department

53 State Street
Boston, MA 02109
P: 617-457-7667F: 847-953-7465
niko.pappas@aon.com

From: Scott Ruffner <scottruffner@mac.com>

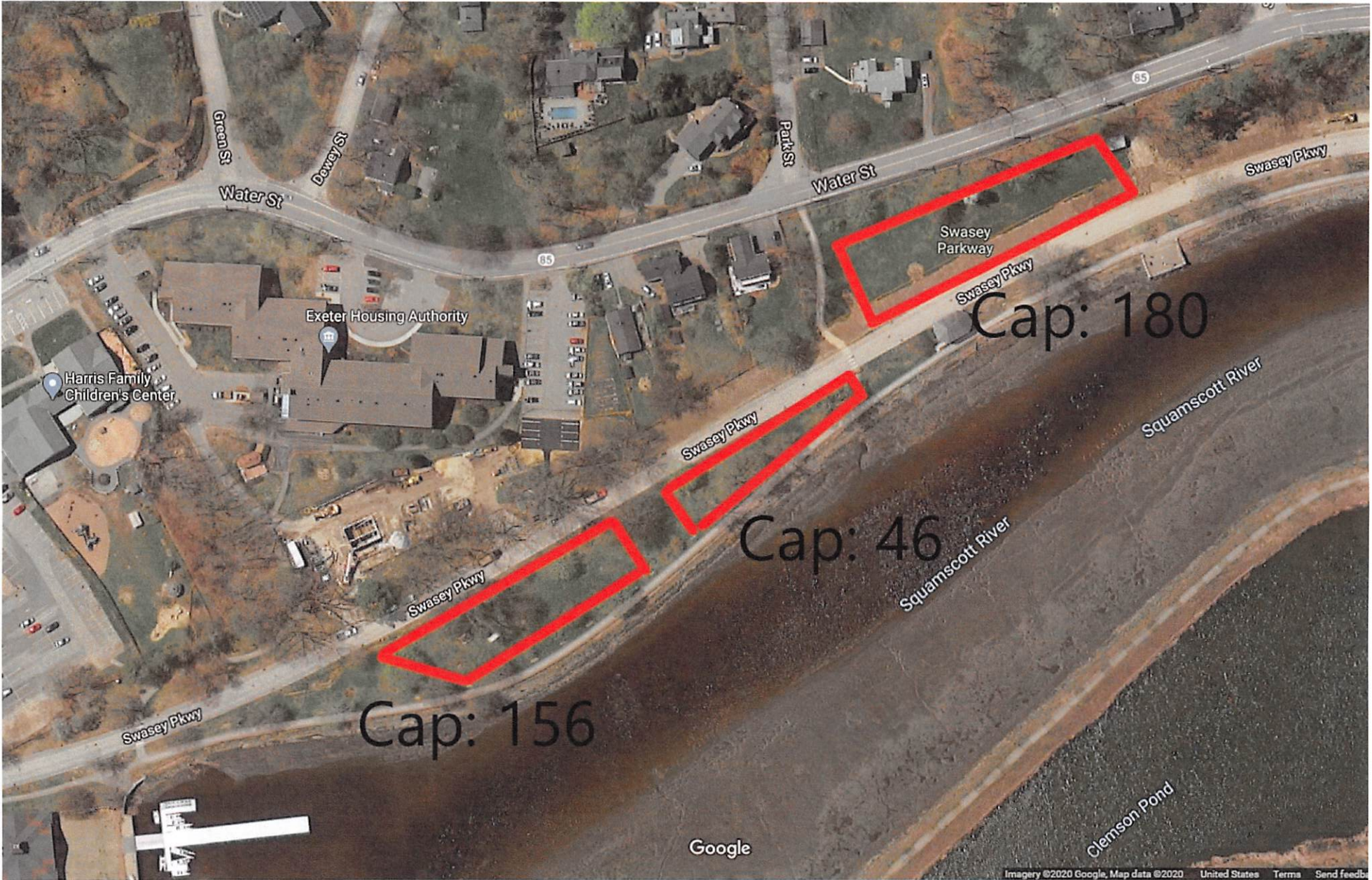
Sent: Tuesday, July 07, 2020 9:01 AM

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>; Sharon Marston <smarston1229@yahoo.com>; Marissa Vitolo <vitolomarissa@gmail.com>; Carl Wikstrom <cwikstrom@heritage-enviro.com>; Kathleen Wikstrom <kjwikstrom@gmail.com>; Daryl Browne <darylrowne@darylrowne.com>; Florence Ruffner <florenceruffner@gmail.com>; Scott Bly <Scott_bly@hotmail.com>; Tanisha Johnson <tanisha@sdyerca.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>

Subject: Re: July 11th

ALERT: This message originated outside of Aon's network. BE CAUTIOUS before clicking any link or attachment.

[Quoted text hidden]



Google

Timeline of TEAM Spring Music Festival
Originally Scheduled For May 18, 2020 (Moved to August 22, 2020)

May, 20, 2019	Original application emailed to Melissa Roy <ul style="list-style-type: none"> ● Filled out the old Swasey Parkway Form and old Application For Event Use of Town Facility ● The email stated he would come in that day and fill out the correct application meaning the new special event application.
March 15, 2020	Recommend lock down of nursing homes and long term care facilities to outside visitors Local governments are encouraged to utilize emergency meeting provisions of 91-A.
March 16, 2020	Gatherings restricted to 10 or under Schools are encouraged to move to remote instruction
March 26, 2020	Governor Issues State Stay At Home Order
April 30, 2020	Scott Ruffner emails to Melissa and Greg asking for possible available Saturdays in June/July to reschedule the event.
May 18, 2020	Originally scheduled Spring Music Festival Date - CANCELLED due to Governors Stay At Home Order - All Town buildings and Facilities closed
June 12, 2020	Scott Ruffner (TEAM) sends Select Board email stating that TEAM has postponed their event until 6/27/20. (He also sent a copy to Greg Bisson at Parks & Rec)
June 15, 2020	Governor's Executive Order for Stay At Home expires.
June 15, 2020	Exeter Select Board requests that events during COVID have a Site Review Committee similar to the restaurants.
June 18, 2020	Greg Bisson sends Scott Ruffner a copy of the new Temporary COVID permit and requests it be filled out and returned.
June 22, 2020	Greg Bisson emails Town staff to schedule a site walk review of the 6/27/2020 Spring Music Festival. Greg Bisson notifies Scott Ruffner via phone call about the date and time of the site walk.
June 24, 2020	Scott Ruffner (TEAM) notified Greg Bisson, Russ Dean, James Murray and the Exeter Select Board via email of cancellation of the 6/27/2020 event and his plan to schedule it to July 11, 2020.
June 25, 2020	Site walk cancelled due to event cancellation
June 27, 2020	Rescheduled Date for Festival - Cancelled due to weather

Timeline of TEAM Spring Music Festival
Originally Scheduled For May 18, 2020 (Moved to August 22, 2020)

July 1, 2020	<p>Scott Ruffner (TEAM) emails Parks/Recreation Director</p> <ol style="list-style-type: none"> 1. The completed the "Temporary Permit Application" an additional permit created to protect the Town during COVID. 2. And signs the Assumption of Risk Waiver for COVID
July 2, 2020	<p>Site Walk completed to discuss the proposed July 11, 2020 event.</p> <ul style="list-style-type: none"> • This site walk included the following Town representatives; Town Manager Russ Dean, Greg Bisson, Melissa Roy, James Murray, Justin Pizon, Bruce Page and Doug Eastman. Also in attendance were Scott Ruffner (TEAM), Lovey Roundtree Oliff, Molly Cowan, Florence Ruffner, Robin Tyner • At this site walk the review committee was notified that NH against Racism would be joining/added to the event • It is requested that Scott provide additional requested information from the site walk to be sent to Greg and James by Tuesday, July 7, 2020 by 8:30 AM.
July 3, 2020	<p>Holiday Observed (friday)</p>
July 7, 2020	<ul style="list-style-type: none"> • Scott Ruffner sends an email to Greg Bisson and James Murray containing plan for the July 11, 2020 event and site map. • Greg and James respond with additional questions sent via email
July 8, 2020	<p>Governor Sununu releases "Safer At Home - Fairs & Festivals Guidelines" (included in 7/27/20 and 8/10/20 Select Board packet).</p>
July 8, 2020	<p>T.E.A.M posts on its facebook page that the July 11, 2020 event has been cancelled.</p>
July 10, 2020	<p>Scott Ruffner (TEAM) confirms the July 11, 2020 event has been canceled via email to Parks/Recreation Director.</p>
July 13, 2020	<p>Exeter Select Board votes to review and approve all special event permits for a time period of 30 days while in public health emergency.</p>
July 14, 2020	<p>Health Officer James Murray determines capacity for various locations within Swasey Parkway to provide for 6 foot social distancing (provided in 7/27/20 Select Board packet).</p>
July 24, 2020	<p>Scott Ruffner (TEAM) emails the Town that the event is looking to be rescheduled on August 22, 2020. Email provided in 7/27/20 Board packet.</p>
July 27, 2020	<p>Exeter Select Board decided to table any conversation regarding special event permits until full board is present</p>

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

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

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

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

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

7. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

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

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

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



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.





TOWN OF EXETER, NEW HAMPSHIRE

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www.Exeternh.gov

POLICY GOVERNING THE USE OF TOWN PROPERTY

SECTION 1. AUTHORITY

- 1.1 The Exeter Select Board hereby adopts this policy pursuant to the provisions of RSA 41:8 and 41:11-a. The Town Manager's role with respect to property management is outlined in RSA 37:5 and RSA 37:6.

SECTION 2. PURPOSE

2.1 This policy is established to provide the general public with the convenient use of municipal property that is owned by the taxpayers of Exeter, in such a way as to be fair, consistent, and in the best overall interests of the Town.

2.2 This policy also serves as the written regulations pertaining to smoking on Town property, as otherwise required by RSA 155:68; whereby all forms of smoking are prohibited within the interior and/or within ten (10) feet of any Exeter municipal building, except for specifically designated exterior areas.

Section 3. REPEAL OF PREVIOUS POLICIES

3.1 This policy supersedes and replaces the Property Use Policy as previously adopted.

Section 4. ADDITIONAL REGULATIONS

4.1 This policy is intended to serve as a main policy on use of town property, and as the parent policy to any other Town Hall Regulations, Senior Center Regulations, Library Use Regulations, Rules for Use of Swasey Parkway, and Conservation Commission land use regulations, which are incorporated herein by reference.

4.2 In the event of a conflict or inconsistency with the provisions of any other applicable regulations, including those incorporated herein, the Select Board shall review the policy and either recommend a change for consistency, or refer it to the appropriate authority (Parks & Recreation, Library Trustees) for review and comment.

4.3 Special authorization from the Select Board shall be required for any long-term use (more than 1 month), lease or proposed rental agreement for Town facilities.

4.4 The use of town buildings including the Swasey Pavilion (downtown bandstand structure), shall be limited to four uses by the same user. Reapplication for subsequent uses is permitted providing the facility is available.

4.5 The Select Board may authorize the Town Manager to execute applications for use of Town buildings, structures, and public property under their jurisdiction.

SECTION 5. ALLOWABLE USERS (IN ORDER OF PREFERENCE)

- a. Town of Exeter – Municipal Functions including Town Sponsored Events
- b. School Administrative Unit 16
- c. Other
- d. Commercial Activities (subject to conditional approval, see also Section 11.2)

NOTE: Town sponsored events require a letter from the sponsoring department.

A town sponsored event will still require the completion of a Town of Exeter Event Application form and approval by the Select Board or their designee. Town sponsored events include events run and sponsored by the Exeter Parks and Recreation Department.

5.1 The Town reserves the right to “bump” scheduled groups in the event a Town of Exeter-Municipal Function or Town Sponsored Event requires use of a Town facility, in which case the Town shall strive to give a minimum seventy-two hour (72) notice to the extent practical.

5.2 The Town will review requests to use municipal property and if more than one request for a particular date/time/location creates a conflict, the above order of preference will be utilized to render a decision. If no such conflict exists, the Town will grant requests on a first come, first serve basis.

5.3 As of the date of adoption of this policy, the town will confirm a list of Town Sponsored Events considered grandfathered under this policy. These events will be considered to have had some form of official town sponsorship and endorsement for public property under the authority of the Select Board. These events are considered priority over other groups/events.

SECTION 6. RESTRICTED AREAS

6.1 Nothing in this policy is intended to imply or establish any rights whereby members of the public who are not authorized employees, officials or invitees of the Town of Exeter may enter any work area within a municipal building except upon invitation of a Department Manager or their designee. These restricted areas include, but are not limited to: offices, maintenance areas, mechanical rooms, police facilities, fire-rescue facilities, residential facilities, storage areas, tool sheds, garages, vehicles, mail rooms, equipment areas, any site that is posted as “closed” and places where confidential information is kept.

6.2 Any person who fails to immediately vacate an unauthorized area upon lawful request of a Department Manager or their designee may be subject to arrest and prosecution for criminal trespass.

6.3 Signage. No signage is allowed on town property with the exception of properly permitted signage including the sign board cases to the left and right of the Town Hall. Specific requirements for these venues are found in the sign regulations and Select Board sign policy. Town ordinance 502 governs the placement of signage and banners in the town rights of way. No banners are allowed other than those properly permitted as part of the Town of Exeter Event Application form approval process. Unapproved signs will be subject to removal by the Code Enforcement Officer or their designee.

SECTION 7. ACCESSIBILITY

7.1 The Town of Exeter shall strive, in so much as practical and reasonable, to make all public facilities accessible to persons with disabilities as otherwise required by applicable federal and state laws.

7.2 In the event that a physical barrier to accessibility exists that prevents reasonable access to a public area of a Town-owned facility or restricts access to the delivery of customary government services, Town employees shall take immediate steps to deliver such services in the most practical manner for the convenience of the person involved. Thereafter, employees shall provide written notice to the Department Manager describing the circumstances so that management may develop a plan to permanently correct the situation to the extent that resources are available in the future.

7.3 All complaints about barriers to accessibility shall be directed to the Town Manager who serves as the American with Disabilities Act (ADA) Coordinator for the purposes of ensuring compliance with applicable laws and meeting the needs of disabled citizens in the use of Town property.

SECTION 8. SCHEDULING

8.1 Requests to use the Town Hall, Town Hall second floor and adjacent room, municipal parking lots, Swasey Parkway (see section 8.3), or indoor facilities at the Town Office, including the Nowak Room and Wheelwright Room, shall be submitted in writing to the Exeter Parks and Recreation Department at least thirty (30) days in advance, to the extent practical. These permits and others as may be required shall be submitted to the Exeter Parks and Recreation Department at least thirty (30) days in advance, to the extent practical.

8.2 Requests to use outdoor recreation facilities, including, but not limited to the Recreation Park at 4 Hampton Road, 32 Court Street Recreation Building, Brickyard Park, and the Senior Center, shall be submitted in writing to the Parks and Recreation Department at least thirty (30) days in advance, to the extent practical.

8.3 Requests to use Exeter Public Library and public grounds adjacent thereto shall be administered by the Library Director, under the auspices of the Library Trustees, subject to their rules and regulations in addition to the requirements set forth herein.

8.4 Requests to use Swasey Parkway (public grounds only) shall be administered by the Select Board, and subject to these rules and regulations and additional regulations "Rules of Swasey Parkway." This includes the closure of the Parkway on a temporary basis, which is within the authority of the Select Board or its designee.

8.5 Requests to use the Raynes Barn and conservation properties shall be administered by the Conservation Commission, subject to their rules and regulations in addition to the requirements set forth herein.

8.6 Permission to use Town facilities shall be issued in writing, at the sole discretion of the Town, subject to the terms and conditions of this policy and whatever conditions may be deemed to be in the best interest of the Town, as described in Section 5 herein. In addition, all such permission may be revoked at anytime as determined solely by the Town.

8.7 No facility shall be permitted more than 12 months in advance of a scheduled event, unless for government use or as a town sponsored event.

SECTION 9. INSURANCE & INDEMNIFICATION

9.1 The Town shall require users to provide a certificate of insurance that names the Town of Exeter and its agents as "additional insured" for each event under any of the following scenarios:

- (a) All uses and events.
- (b) For events that involve the consumption of alcohol, upon specific request and authorization; and subject to all laws pertaining to such use. A rider covering alcohol service shall be required along with all state and local permits.
- (c) For events that involve the use of temporary structures, appliances or utilities, including tents, tables, chairs, sound systems, light systems, electricity, generators, cooking, etc.
- (d) For any commercial activity.
- (e) All of the above will require either a complete Town of Exeter Event Application form or use form related to the space (Town Hall, Town Hall second floor, Swasey Parkway, Senior Center, etc.) An event sketch must be included with each application. Event sketches will include any information needed by the town and will be required prior to the approval of any event. Updated event sketches may be submitted but in no case shorter than 30 days prior to the event. Substantive changes from a preliminary to a final sketch will require approval of town departments, as applicable.

9.3 All requests to use Town facilities shall require the event organizers to indemnify and hold harmless, the Town of Exeter and its agents from any and all liability or claims resulting

from damages associated with the use of the facility, except for acts of gross negligence on the part of Town officials.

9.4 Applicants will sign all needed forms and accept the responsibilities outlined on those forms in addition to this policy.

SECTION 10. MAINTENANCE

The Town reserves the right to require persons using municipal facilities to pay for custodial services, including, but not limited to a security deposit of not less than \$100. Applicants shall be held responsible for any and all damages to Town property which occurs during the period of use including time when the key is still outstanding. Notwithstanding any criminal or civil action that may be imposed, the Town also reserves the right to utilize all or part of the security deposit to pay for damages and/or cleaning expenses.

It shall be a condition of approval for all persons using municipal facilities to return the facilities to the same condition as found upon arrival. Making holes in walls at town facilities is prohibited.

The Town requests that all groups using municipal facilities be responsible for disposal of trash. However, the disposal of food wastes or garbage that is subject to decomposition and/or obnoxious odors is not allowed in any Town building. Groups that leave piles of trash or rotten items behind may be denied permission to use Town facilities in the future.

It is requested that all persons using municipal facilities conserve energy (electricity, heating fuel) and natural resources (water) to the greatest extent possible. Any problems with the facilities, including appliances or structures, should be reported to the Police Department immediately.

SECTION 11. FEES

Fees may be charged for use of town facilities according to the town's fee schedule. See fee schedule for details.

SECTION 12. WAIVERS & EXEMPTIONS

12.1 The Select Board may, upon written request, waive any provision of these rules, using their sole discretion.

SECTION 13. MISCELLANEOUS INFORMATION

13. 1 Alcohol use in Town buildings is not allowed except by special permission and approval may be conditioned upon the requirement to hire a Police Officer(s), especially if minors will be present.

13. 2 Glass containers are not allowed at any outside facility.

13.3 The Town reserves the right to accept or reject any application, and to prohibit the use of Town facilities for purposes which are deemed to be in violation of local decency standards or otherwise not in the best interest of the Town.

13.4 Any person found to have been in violation of this policy may be denied permission to use Town facilities for future events.

13.5 The use of tape on walls is permitted, but the applicant shall be held responsible for any damages to painted surfaces. The use of easels and tables for the display of materials is strongly encouraged.

13.6 All facilities and events must close by 12:00 a.m..

13.7 The use of a facility for measurements, decorations, banners, posters, etc. can only take place during such periods when the operations of Town government will not be disturbed. Nothing shall be erected so as to cause any damage to Town property and all private property must be removed at the conclusion of an event.

13.8 In the event that contracted entertainment services are to be provided, the application form shall be forwarded to the Police Chief for review & approval with whatever conditions are deemed to be essential in order to maintain public safety.

13.9 There shall be no flames, fire, grills or barbecues within any building or underneath any roof structure.

13.10 It shall be the responsibility of the applicant to maintain sanitary conditions in the public bathrooms of the facility at all times during events. Equipment malfunctions should be reported to the Police Department immediately. The use of portable toilets may be allowed (or required) under special circumstances as determined by the Town Manager.

13.11 The authority of the Town Manager as set forth herein may be delegated to a designee. All decisions made are subject to appeal by written submission to the Select Board.

13.12 Applicants must familiarize themselves with the maximum number of persons allowed in meeting rooms as set forth in the posted Place of Assembly permit. These limits must not be exceeded, except by written authorization of the Town of Exeter Fire Department, under such terms and conditions as may be established.

13.13 Facilities are subject to being closed due to inclement weather, loss of electrical service or other emergencies.

13.14 Applicants (or event organizers) are strongly encouraged to notify all participants of locations for exits and restrooms and the Town's carry-in/carry-out trash policy.

13.15 The selling of food, beverages or any other products on Town property may require a Vendor Permit (available from the Parks and Recreation Department) in addition to the authorization provided under this policy for use of Town facilities and any other applicabl state or local health regulations.

13.16 Provision or offering of food shall be identified in the Town of Exeter Event Application form.

13.17 Applicants (or event organizers) shall be solely responsible for any lighting, sound amplification, tables, chairs or other needs to the extent that the Town is not able to provide such items. The relocation or modification of Town lighting and electrical fixtures is strictly prohibited.

13.18 The use of Town tables, chairs or other items for private parties at off-premise locations shall not be allowed, except for special occasions that require approval of the Select Board.

13.19 The Town encourages scheduled tours of its facilities and operations by appointment as a means of educating taxpayers, residents, students and other interested persons in the delivery of government services.

IN WITNESS WHEREOF, this policy governing the use of Town property is approved and adopted this 15th day of October, 2018.

ATTEST:



TOWN OF EXETER

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Special Event Application

The Town of Exeter requires licensing for all Special Events where the Select Board is the licensing authority.

Return all Special Event applications to Exeter Parks and Recreation, at 32 Court Street, Exeter NH.

For information or questions concerning the application call 603-773-6151 or email mroy@exeternh.gov.

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

Please Check <u>Type</u> of Event:						
<input type="checkbox"/> Special Event	<input type="checkbox"/> Road Race/ Bike Race	<input type="checkbox"/> Parade	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Protest/Rally		
Please Check <u>Location</u> Requested:						
<input type="checkbox"/> Town Hall	<input type="checkbox"/> Bandstand	<input type="checkbox"/> Art Gallery	<input type="checkbox"/> Swasey Parkway	<input type="checkbox"/> Senior Center	<input type="checkbox"/> Raynes Barn/Farm	<input type="checkbox"/> Parks/Recreation Property
<input type="checkbox"/> Town Hall Upstairs Back Rm	<input type="checkbox"/> Town Hall Small Front Green Rm	<input type="checkbox"/> Founders	<input type="checkbox"/> Swasey Pavilion	<input type="checkbox"/> Downtown Sidewalk	<input type="checkbox"/> Townhouse Common	Name Rec Property: _____

EVENT CONTACT INFORMATION

Organization Name: _____

Organization Address: _____

Event Representative Name: _____

Event Representative Title: _____ Phone # _____

Day of Contact Name: _____ Day of Contact Phone # _____

Event Representative Email: _____

EVENT DETAILS

Date of Event: _____

Start Time: _____ End Time: _____

Name of Event: _____

Number of Anticipated Attendees (Including Volunteers and Staff): _____

Describe the Proposed Event: _____

Blocking Off Road(s): Yes No If yes, which one(s) _____

Sign Board Use:

Plywood Large: Yes No Dates: _____

Poster Board: Yes No Dates: _____

A-Frame Use: Yes No Dates: _____

of Parking Spaces: _____ Locations: _____



Special Event Application

WILL YOUR EVENT INVOLVE ANY OF THE FOLLOWING? (Please check all that apply)

- Food/Beverage/Concessions/Vendors/sales (inspection by Health Officer) Yes No
- Alcoholic Beverages Served Yes No
 - State Liquor Permit Received Yes No Date Rcvd: _____
 - Town Liquor Permit Approved Yes No Date Rcvd: _____
- Electronic sound amplification equipment, speakers, public address system (must follow noise ordinance) Yes No
- Propane/Charcoal BBQ grills (inspection by Health Officer) Yes No
- Electrical set up/ electrical cords run to the site (inspection needed by Electric Inspector) Yes No
- Fire pits, bonfires, kindle fire, campfire and other outdoor burning (must have permit from Fire Department) Yes No
- Tents/canopies If so, list quantity and size Yes No # & Size _____
- Animals at the event. If so, describe Yes No _____
- Motorized Vehicles. If so, describe Yes No _____

ADDITIONAL DOCUMENTATION NEEDED TO COMPLETE/ATTACH TO PERMIT APPLICATION

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

1. **Site Plan:** Please attach a drawing of the event layout, including parking, facilities, vendor setup etc. (even if you supplied one in previous years).
2. **Security/Crowd Control Plan:** Describe how you plan to manage event goes while not surpassing the maximum seating capacity of indoor events or how you will secure, control, and assure compliance with laws and licensing conditions in the case of an outdoor event.

3. **Traffic Control/ Parking Plan:** The estimated number of vehicles, provisions for parking, number of police officers or employees necessary to control traffic, type and location of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles.



Special Event Application

4. Fire Emergency Plan: The estimated number of occupants of all indoor events to assure compliance with the laws and permit rules and conditions required by the NH State Fire Code and its adopted references for places of assembly.

5. Ambulance/ Medical Service Plan: Detail the on-site emergency medical services and transportation plan.

6. Ticket Distribution Plan: Outline the distribution of tickets prior to the event and/or at the time and place of the event, including provision for a limitation on ticket sales to maintain required occupancy levels and provision for the refund of ticket costs in the event of cancellation of the event.

7. Sanitary Facilities Plan: A plan appropriate for the number of attendees, which will include information relative to portable toilet facilities, trash containers, and a provision that the property and surrounding areas and roadways shall be cleared of all debris within 12 hours following the event.

8. Food Service Plan: A food service plan, which may require review and acceptance by the Exeter Health Officer or a vendor permit from the Fire Department. Please list what types of food will be served and where it will be served within the facility.

9. Special Duty Service Fees: The application fee does not include the cost of Fire or Police protection/detail, or any other extra Town expense required to protect the health and safety of the public which can reasonably be attributed to the event. All such costs associated with the use of active and stand-by emergency and other services provided by the Town of Exeter, or by other towns' emergency services, shall be borne by the applicant, promoter or sponsor.

10. Liability Insurance Required: Certificate of Insurance and endorsement/provisions to be submitted with completed application. Required Amounts: General Liability/Bodily Injury/Property Damage: \$1,000,000 per occurrence, \$2,000,000 aggregate; the Town of Exeter must be listed as additionally insured.



Special Event COVID - 19 Addendum

Due to COVID-19 the Town of Exeter is requiring guidelines be adhered to for special event permits. All use of Town parks and facilities must abide by the New Hampshire Governor's emergency COVID- 19 orders. Please initial each line below stating that you will provide the additional documentation required or abide by the guideline noted.

COVID-19 GENERAL GUIDELINES

1. Provide Parks & Recreation documentation of how the organizers and vendors will provide education and training around safe practices as it relates to hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the New Hampshire Universal Guidelines and in this document. Initial _____

2. Provide an updated map indicating how the event will be spread out to adhere to the 6' social distancing rule. Initial _____

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

3. Organizers shall handle all garbage following each event. Initial _____

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

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

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

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

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

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

COVID -19 VENDOR GUIDELINES

9. Recommended that cash and product not handled by the same person. Initial _____

10. All vendors should consider plexiglas/display changes/protective measures for displaying product. Initial _____

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

12. Only the vendor can handle products and place customer purchases away from other products. Initial _____

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

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

15. Provide foot traffic flow patterns to meet social distancing requirements. Initial _____

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



Special Event COVID - 19 Addendum

COVID-19 HEALTH GUIDELINES

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

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

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

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

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

22. Vendors and volunteers must wear masks at all times and vendors must wear gloves when serving customers. Initial _____

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

24. Vendors, organizers and volunteers are required to have way to sanitize/wash their hands Initial _____

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

Applicant Signature

Date



Special Event Application

- After the Event, billing for the Special Duty Services will be based on actual hours incurred by Town personnel. The total will be invoiced. A history of non-payment or late payment of any application fee and or Special Duty Services is grounds to deny your request for future event permits.
- A performance bond for events over 5,000 participants per day and or other security acceptable to the Town may be required in an amount equal to the amount estimated for Special Duty Services Fees as described above.

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

Print Name

Applicant Signature

Date

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

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

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

Print Name

Applicant Signature

Date

FOR OFFICE USE ONLY

Cost For Event: \$ _____

Entered Into RecTrac: Yes No

Sent Invoice: Yes No

Received Insurance: Yes No

Signed Off By Each Department Head

Police Chief

Yes No

Via Email

DPW

Yes No

Via Email

Health Inspector

Yes No

Via Email

Parks & Rec

Yes No

Via Email



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







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TOWN OF EXETER MEMORANDUM

TO: Russ Dean, Town Manager

CC: James Murray, Health Officer

FROM: Greg Bisson, Director of Parks and Recreation

RE: Exeter Youth Softball Association Request

DATE: 08/10/2020

Exeter Youth Softball Association is proposing the following for the 2020 end of the season Jamboree.

Exeter Riptide 10U Jamboree

Proposed Event Summary:

Our 10U Riptide Softball team is looking to host a small Jamboree to finish our season. Obviously, this season has been anything but typical. We have played in two tournaments that have included competition that has been beyond where our girls are at. Despite being on the wrong side of some lopsided finishes, our girls have been great competitors; giving their best and displaying a level of sportsmanship that has made their families and the Riptide program proud. We decided, given our experience to this point, to withdraw from our final tournament. Instead, I have reached out to contacts in the softball community who coach teams that would be a more balanced level of competition. I believe the Exeter Rec Fields would be a perfect location. Please find the details of the proposed event below.

When:

August 29, 2020. Game times starting at 9:00 and 11:00 (Field use 8:00-2:00).

Who:

Exeter Riptide

Litchfield Blast (Litchfield, NH)

Merrimack Magic (Merrimack, NH)

Southern NH Strikers (Kingston, NH)

Estimated Attendance: 150-250 people including athletes and spectators

Format:

Teams will be matched up to play one other team at 9:00.

Winning teams and losing teams will be paired up for a second game at 11:00.

COVID-19 Precautions:

Exeter Youth Softball will be following the Safer at Home Guidelines as they have done all season.

Coaches (two) will be responsible to provide pre-game temperature/health checks.

Volunteers (two) will assist in sanitizing, encouraging social distancing and face coverings.

Teams will arrive 15 minutes apart to allow social distancing.

Teams will transition between the two fields allowing space to social distance.

Players will be asked to bring chairs to encourage distancing in dugout areas.

Each team will use its own balls.

No sharing of equipment.

Bench areas will be sanitized following all games.

Players and spectators will be encouraged to wear masks/face coverings in situations where social distancing is not possible

Walking lanes will be set up to control the flow of foot traffic to allow social distancing.

All visiting teams will be required to sign the Town of Exeter COVID-19 waiver.

James Murray, Health Officer and myself have reviewed the plan and it meets the Safer at Home Guidelines for youth sports. If approved, Exeter Parks and Recreation will work with Exeter Youth Softball on having the Covid-19 waivers signed by the visiting team. No other organization is scheduled for the recreation park that weekend giving Exeter Youth Softball complete access to the entire complex.

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: James Murray, Health Officer

FROM: Greg Bisson, Director of Parks and Recreation

RE: Exeter Youth Soccer Association Request

DATE: 08/10/2020

Exeter Youth Soccer Association is proposing the following for the 2020 fall season.

Exeter Youth Soccer Association (EYSA)

2020 COVID 19 Protocols

Start Date: 9/14/20

End Date: 11/1/20

Activities: Individual skill drills. Small-sided scrimmages, Saturday scrimmages.

Responsibilities:

EYSA BOARD MEMBERS:

- EYSA must sign a waiver provided by the Exeter Recreation Department.
- EYSA must have each participant and coach sign a waiver provided by Exeter Recreation Department.
- Each participant, coach and spectator must sign an EYSA waiver.
- Provide mandatory training to all coaches, assistant coaches, and volunteers on the protocols outlined in the coaches' pamphlet regarding the 2020 soccer season which deals with the Covid-19 virus.
- A minimum of two board members must have a face to face (by remotely means, or in person) meeting with every coach, assistant coach and volunteer to discuss the expectations and requirements outlined in the coaches' pamphlet.
- A confirmation/validation of this meeting must be acknowledged in writing by all parties in attendance and maintained by the EYSA board for quality assurance.
- Provide coaches additional equipment to facilitate meeting the extra health protection requirements for the 2020 season. This will include at a minimum:
 - thermometers for temperature checks
 - new cones

- hand sanitizer, as recommended by the CDC
 - sanitary wipes to wipe down touch points (i.e. goal posts, balls, etc.)
 - any other equipment deemed necessary by the state or board throughout the season
- Provide coaches with detailed email information to pass along to parents and guardians regarding protective measures and requirements
 - Collect email verification from each coach prior to participation in any EYSA activities for each individual participating in EYSA-sanctioned activities
 - Collect/Verify Covid-19 waivers, which will be provided by the Board, prior to participation in any sanctioned EYSA event
- Provide a screening tool to each coach so that they can screen each other and each player prior to each event.
- Provide a Board Member contact to each coach for any questions or concerns for the fall 2020 soccer season
- Provide protocol instructions to the coaches for when a child is suspected of having Covid-19, as determined by CDC guidelines
- Provide practice and event times to each coach. Event start and end times will be staggered by a minimum of 15 minutes
 - No group will be allowed to start or end at the same time, nor will any start time coincide with another group's end time
- Ensure that specified ingress/egress routes to/from the facility are clearly marked so that people entering/exiting have sufficient space to maintain 6-ft. distancing.
- Multiple groups may practice or engage in an event on the same field if the above conditions are maintained. To ensure that the protocols are followed:
 - A minimum of two adults (Coach, Assistant Coach or volunteer) who have been trained in the EYSA protocol must be present at each EYSA sanctioned event
 - One trained adult per team is designated to ensure these requirements are met through the activities.
 - EYSA Board members will sign up to act as Safety Officers on a rotating basis to visit fields on each day of activity in order to ensure compliance.

COACH / ASSISTANT COACH/ VOLUNTEER:

- Attend the mandatory coaches' meeting to ensure comprehension of the expectations for the Fall 2020 soccer season

After you receive the roster for your team from the EYSA Board:

- The coach will send an email to each player contact which will include all required information including protocols (provided by the EYSA Board).
- Confirmation emails back from contacts will be required and provided to the EYSA Board prior to participation in any EYSA event, including practice

Protocols for practices/games/events:

- Coaches must have completed an online health screening within an hour of the beginning of the event to participate.
- Arrive a minimum of 10 minutes ahead of any player arrivals to facilitate COVID protocols

- Ensure that someone is assigned to disinfect goal posts and other touch points prior to the event.
- Place cones a minimum of six feet apart and assign each player a cone for the duration of practice/event. Players will place their belongings by this cone and will report back to their cone during breaks and when not participating on the field
- Prior to the start of any activity, the coach/assistant coach/volunteer will take each participant's temperature, as well as the temperatures of all coaches/assistant coaches/volunteers. If anyone is found to have a temperature elevated above the threshold outlined in the EYSA COVID 19 guidelines, the EYSA COVID 19 Protocols will be put into place (Protocol to be provided by EYSA Board)
- Ensure that all participants, including coaches, assistant coaches, volunteers and spectators wear a face covering in accordance with CDC guidelines at all times except when directly playing in the event.
- Will ensure that players do not gather in groups
- Provide alcohol-based hand sanitizer with a minimum of 60% alcohol to all participants for the duration of the event
- Allow time for frequent hand sanitation during the event
- Provide breaks to small groups versus the entire group to discourage congregation
- Disinfect communally used items, such as ball, goal posts and cones, before, during and after each event
- Avoid drills that include touching the ball with hands, such as throw-in drills or extensive use of the goalie
- No sharing of pinnies or equipment of any kind. Players must provide their own equipment, with the exception of using a ball for practice or events
- Whenever possible, encourage the retrieval of ball with feet, instead of hands.
- Use kick-ins in lieu of throw-ins.
- Provide a practice/event plan to minimize downtime. Adhere to start and end times.
- Encourage drivers and non-participants to remain in their vehicles during drop-off and pick-up times to the greatest extent possible
- Provide trash bags and remove all trash accumulated during the event
- Refer to the contact information provided by the EYSA Board for any additional information or clarification.
- Bring an EYSA-provided handheld thermometer to each event for temperature checks as needed.
- Coaches who do not act to enforce the EYSA protocols during a session will be removed as a coach from all EYSA activities for the 2020 fall season.

PARENTS/ GUARDIANS/ SPECTATORS/ PARTICIPANTS:

- Parents/Guardians must maintain and update an active contact phone number for emergency notification.
- Spectators must sign an EYSA waiver to attend an event.
- Arrive as close to the start of your event as possible. Pick up promptly at the end of event/practice
- All nonparticipants should remain in their vehicles to the greatest extent possible
- All participants and nonparticipants exiting a vehicle or arriving at any field location must wear a face covering as outlined by CDC guidelines. Only participants may remove their face coverings when directly participating in an event.
- Six feet of social distancing should be maintained at a minimum at all times.
- Do not share equipment or any personal item during the event.
- Do not loiter at the field after your event is over. Exit the area immediately.

- If spectators for a team do not comply with the above requirements, the team's activities will be suspended for one week, with no refund to participant families.
- If a second infraction occurs with spectators associated with a team, that team's activities will be suspended for the remainder of the season with no refunds to families.

Players:

- Players must have completed an online health screening within an hour of the beginning of the event to participate.
- Players must arrive no earlier than 10 minutes before their practice/play time.
- Players may not enter the facility until all players and coaches from the prior event have exited.
- Players must wear CDC-recommended face coverings when not actively playing on the field.
- Players must adhere to all EYSA COVID 19 safety protocols.
- Players who do not comply with EYSA COVID 19 safety protocols, will be asked to go to their designated rest area while their adult contact is contacted and arrives to pick them up and remove them from the event. They will be prohibited from the following event.
- Players who do not comply with EYSA COVID 19 safety protocols at a second event will be prohibited from attending the remainder of the 2020 fall season events.
- There will be no refunds given to families whose players are removed for non-compliance with EYSA COVID 19 safety protocols.

Practice/Play Format:

- Teams will be made up of players of the same age in order to attempt to align with school cohort models.
- Teams will be comprised of no more than 10 players and two coaches.
- Teams of the same age group will arrive at the same time. No more than four teams will be on the fields at any time.
- Coaches, players, and volunteers must be screened on arrival to each competitive sporting event, training session, or practice shall be required to fill out a screening tool and shall be asked if they:
 - o Have any symptoms of COVID-19 (see Universal Guidelines for list of potential symptoms) or fever of 100.4 degrees F or higher.
 - o Have had any close contact with someone who is suspected or confirmed to have had COVID-19 in the past 14 days. (NOTE: Healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer "no" to this question)
 - o Traveled in the past 14 days either:
 - § i. Internationally (outside the U.S.),
 - § ii. By cruise ship, or

§ iii. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).

- Person(s) with any COVID-19 symptoms, those who report that in the past 14 days they have had close contact with someone suspected or confirmed with COVID-19, or report travel risk factors should not be allowed into the sporting event, competition, game, and/or practice, and:
 - Symptomatic persons should be instructed to contact their healthcare providers to be tested for COVID-19 and self-isolate at home following the instructions below.
 - Asymptomatic persons reporting that in the past 14 days they have had close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should self-quarantine for 14 days from their last exposure or return from travel.
 - NOTE: Healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer “No” to this question.
- Teams will work separately on individual skill drills for the first 30 minutes in space that allows for 6 feet of distance between each player.
- Teams will scrimmage with other teams from their age group who are scheduled for the same practice/play time so long as all players, coaches and spectators who are not participating on the field of play are wearing CDC-recommended face coverings and maintaining a distance of 6-ft. from others.
- Players are encouraged to bring their own ball. If a player arrives without their own ball, EYSA will endeavor to provide a ball when possible.
- Each player will have a rest area designated by cones placed by the coach prior to arrival. No benches will be utilized.
- Players are encouraged to bring their own chair or towel for their designated area.
- Anyone who is not directly playing in the event must wear CDC-recommended face coverings and maintain a distance of 6-ft. from others.
- Intentional contact should be avoided, and play should be stopped to remind players to avoid intentional contact.
- Balls should not be handled. Utilize kick-ins in lieu of throw-ins.
- Players, coaches and spectators not complying with EYSA COVID 19 protocols will be asked to leave the facility immediately.

Confirmed or Suspected Cases of COVID-19:

C. Newly Symptomatic: While on campus, any newly symptomatic student or staff will be immediately assessed by the nurse to determine whether symptoms are COVID-19 related. If so, students or staff will be isolated then sent home via private transportation.

- When a coach becomes aware of a positive COVID-19 test amongst their team’s players or coaches, the coach will immediately inform EYSA.
 - EYSA will require the team to quarantine for the
 - EYSA will contact the Exeter Public Health Officer and NH- DHHS immediately
 - EYSA will cooperate with NH-DHHS to assist in contact investigation and notification of persons potentially exposed.
- Any newly symptomatic player or coach will be isolated then sent home via private transportation.

- Per NH-DPHS: Symptomatic coaches and players will be treated as a positive result and required to quarantine for at least 10 days or for the period recommended by the CDC. Once these coaches or players have improving symptoms and are fever free for 72 hours without taking fever-reducing medications, they will be allowed reentry to play.
- Household members of players who are symptomatic and identified as having a high degree of COVID-19 suspicion, will also be sent home as a precautionary measure to reduce potential transmission within the community. These siblings may return once they have improving symptoms and are fever free for 72 hours without taking fever-reducing medications.

James Murray, Health Officer and myself have reviewed the plan and it meets the Safer at Home Guidelines for youth sports. If approved, Exeter Parks and Recreation will work on having the Covid-19 waivers signed by both EYSA and each individual player. We will also work in scheduling these two activities to provide staggered arrival times so there is plenty of space for social distancing, etc.

Respectfully Yours,
Greg Bisson
Director Exeter Parks and Recreation

Correspondence



EXETER PUBLIC WORKS DEPARTMENT

13 NEWFIELDS ROAD • EXETER, NH • 03833-4540 • (603) 773-6157 • FAX (603) 772-1355

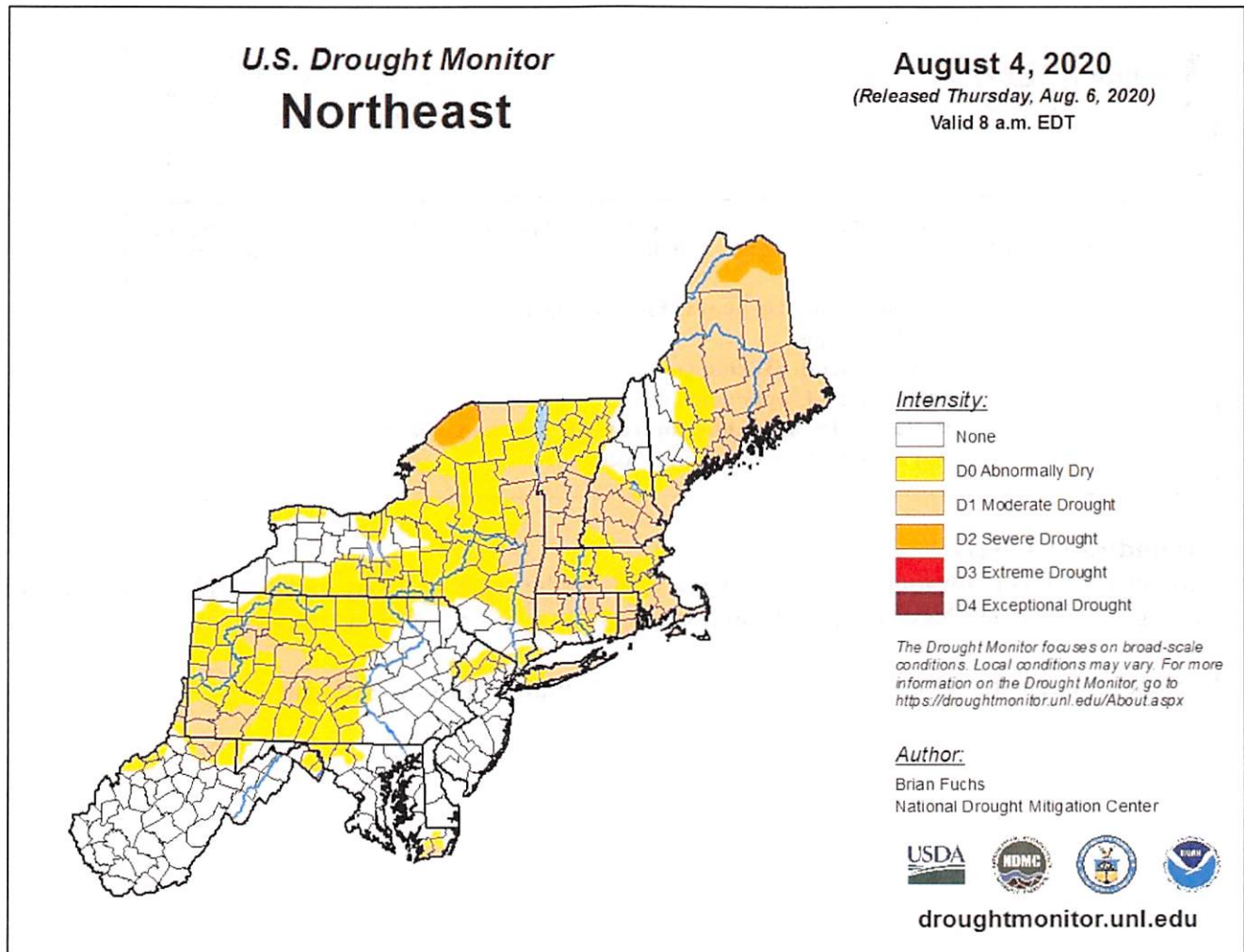
www.exeternh.gov

MEMO

DATE: August 7, 2020
TO: Russell Dean, Town Manager
FROM: Jennifer R. Perry, P.E., Public Works Director
RE: Water Resources Status Update & Recommended Water Use Restrictions

New Hampshire Drought Conditions

The U.S. Drought Monitor dated August 4, 2020, indicates moderate drought (D1) conditions persist in southern New Hampshire. Southeastern New Hampshire was rated abnormally dry (D0) May 26, 2020 and moderate drought (D1) June 23, 2020. The State has implemented the Drought Management Plan, advising public water systems to implement outdoor water use restrictions where needed, and encouraging private well owners to conserve water. Based upon recommendations from the Public Works Department, the Exeter Select Board issued Level 2 water restrictions effective July 7, 2020. We recommend those restrictions remain in place.

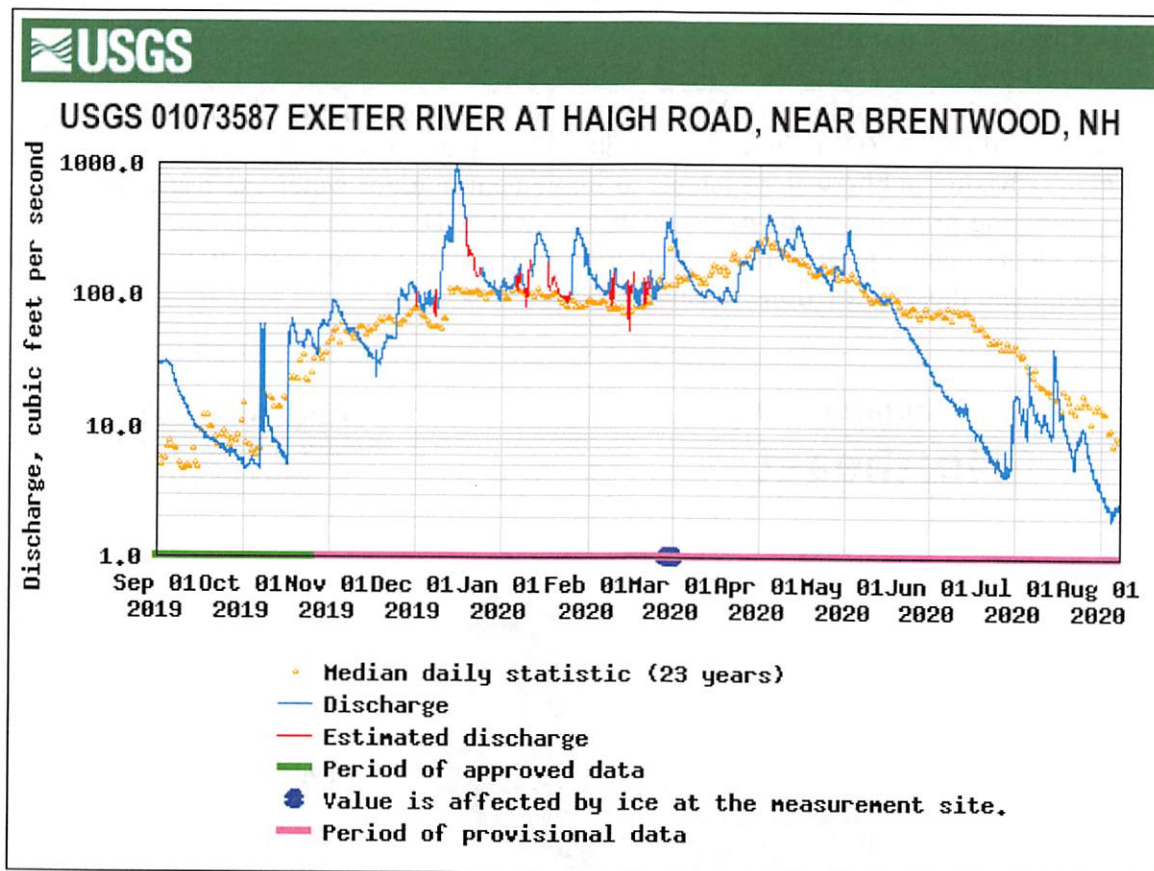


The U.S. Drought Monitor is jointly produced by National Drought Mitigation Center at University of Nebraska-Lincoln, U.S. Department of Agriculture, and National Oceanic and Atmospheric Administration. Map courtesy of NDMC.

River Flow

July and August are typically periods of summer low flow. The USGS stream flow gauge on the Exeter River at Haigh Road in Brentwood (drainage area 63.5 square miles) indicates current instantaneous discharge is 2.55 cubic feet per second (cfs) (at 9:15 pm on 8/7/2020) which is the 10th percentile mean for this site on this date. The water supply intake for the Town of Exeter is located several miles downstream, with a contributing watershed of 107 square miles. The flow rates at the intake location are estimated to be 1.69 times higher than at Haigh Road, or approximately 4 cfs.

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



Groundwater Levels

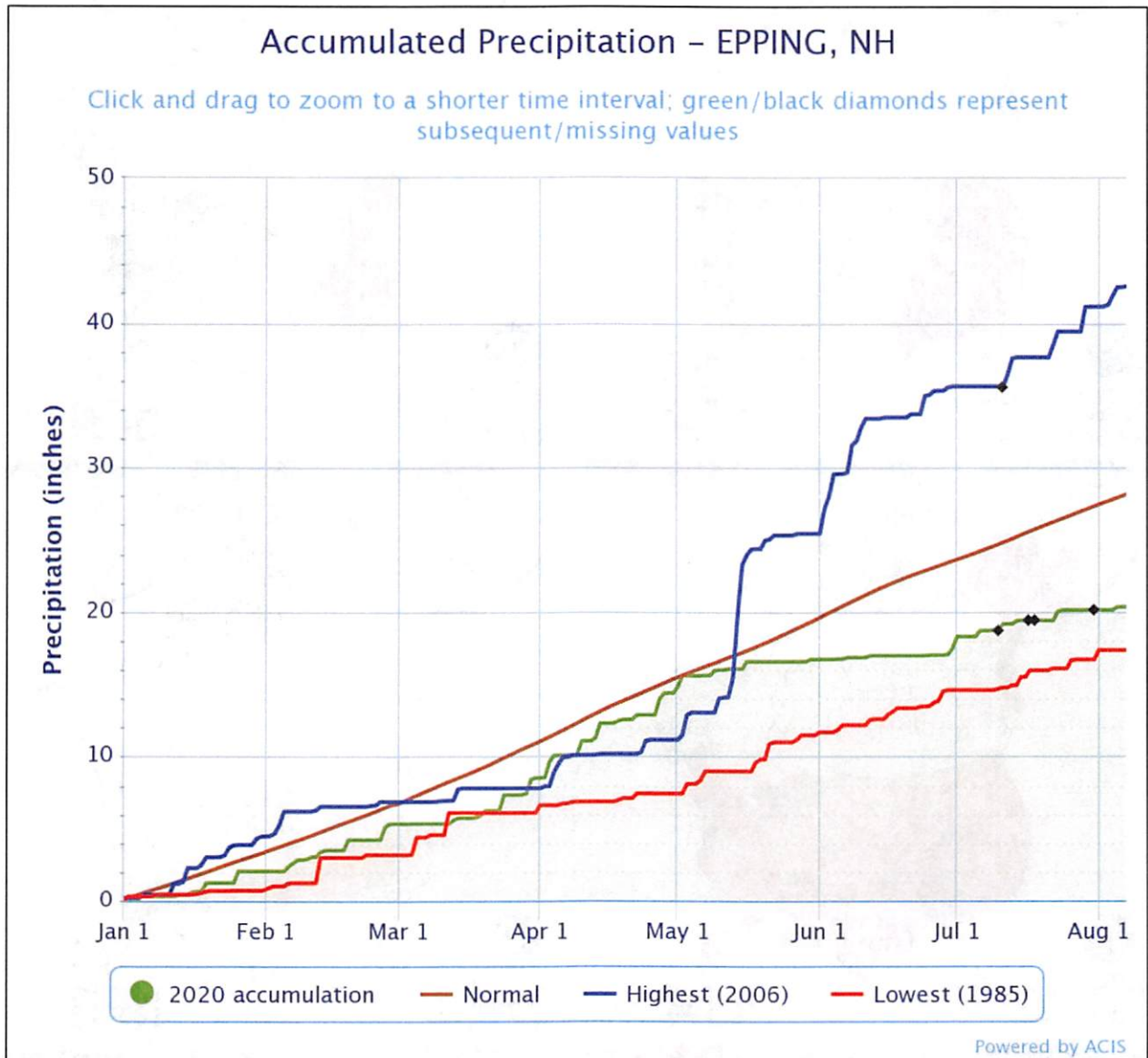
Groundwater levels for long-term monitoring wells in the region vary by location. The USGS wells in Epping, Concord and Nashua range from normal to below normal to low, respectively.

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

Precipitation

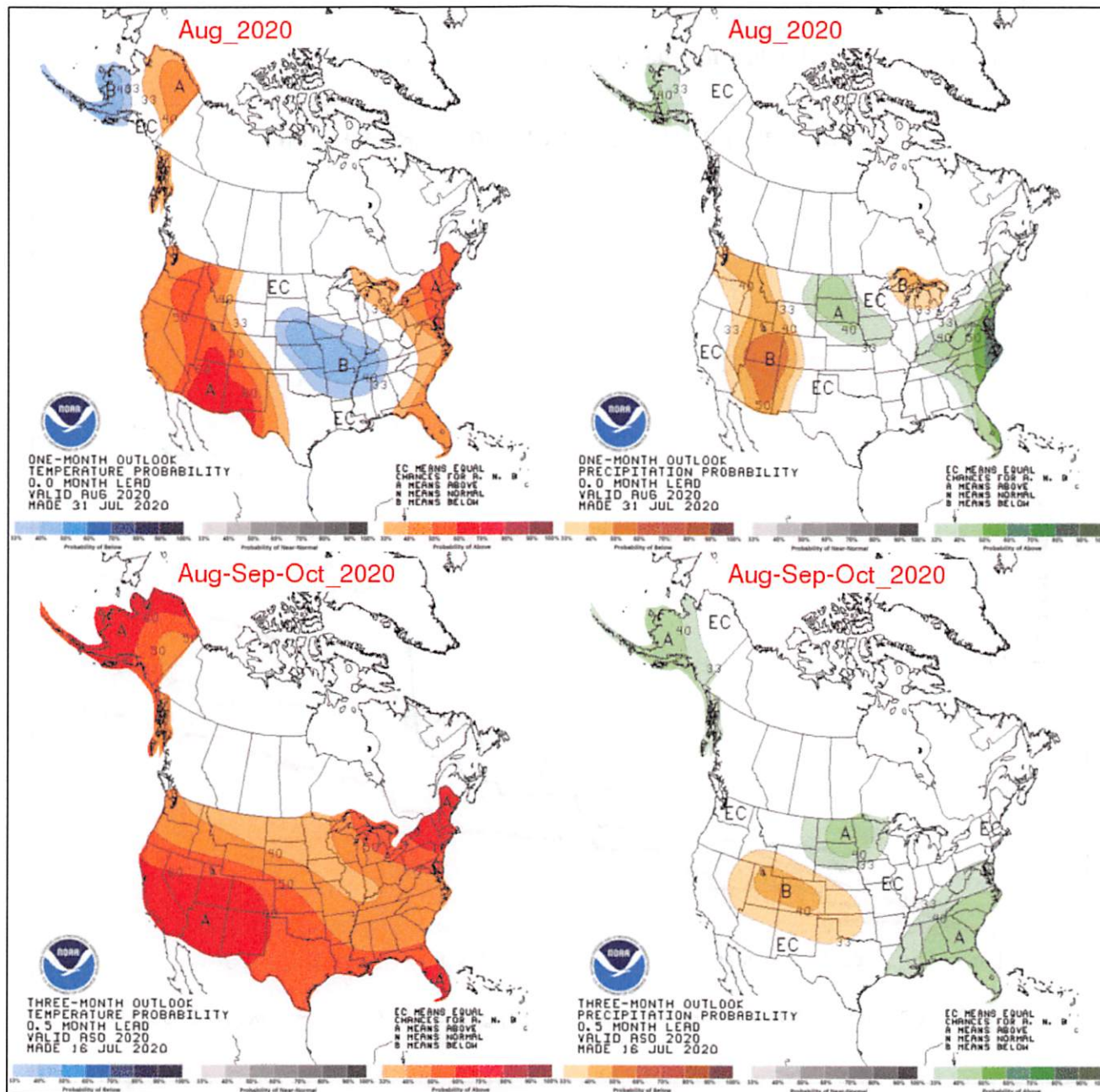
Total precipitation received since January 1 through July 31 is 20.1 inches which is 7.35 inches below the mean of 27.45 inches (Source: National Weather Service NOWData for Epping, NH). Total annual precipitation averages 48.11 inches for this site (55 years of record). The last precipitation event occurred on August 5 (0.21 inches) due to tropical storm Isaias, which passed west of us and resulted in lower than projected rainfall.

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



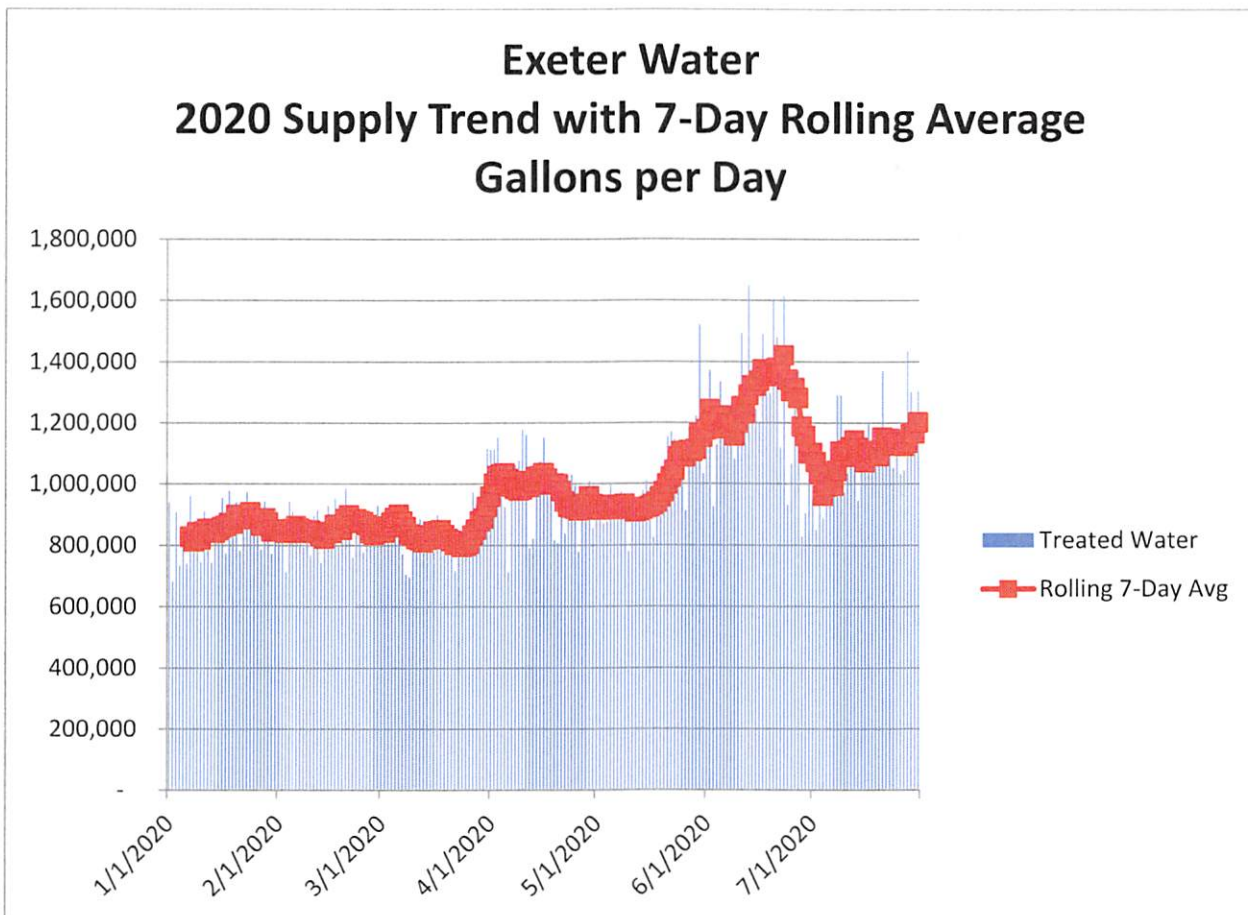
Temperature and Precipitation Forecast

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



Exeter Water Supply

Overall, water usage or demand in the Exeter public water system is **up 29% since May 1, primarily due to outdoor water use**. The seven day average in early May was 928,000 gallons per day; on July 31 it was 1,201,304 gallons per day. To date in 2020 the surface water treatment plant (SWTP) produced 145,301,760 gallons, supplying 69% of demand. The groundwater treatment plant (GWTP) produced 65,462,262 gallons, supplying 31% of demand.



Summary

Temperatures have been above average since May and are predicted to continue through October. Precipitation is well below normal. Surface waters and groundwater levels are declining and much below normal. The southern half of New Hampshire is in moderate drought (D1). Water usage is up 29%, primarily due to outdoor water use, despite the Town of Exeter Level 2 outdoor water restrictions effective July 7, 2020.

Recommendation

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



Russ Dean <rdean@exeternh.gov>

FEMA Rockingham County Coastal Flood Maps - Update

1 message

Ebinger, Samara <Samara.Ebinger@osi.nh.gov>

Fri, Jul 31, 2020 at 10:49 AM

To: "NPapakonstantis@exeternh.gov" <NPapakonstantis@exeternh.gov>, "deastman@exeternh.gov" <deastman@exeternh.gov>, "rdean@exeternh.gov" <rdean@exeternh.gov>, "dsharples@exeternh.gov" <dsharples@exeternh.gov>

Hello,

This email is to ensure that you're aware that FEMA issued a Letter of Final Determination (LFD) on July 29, 2020 that will finalize the preliminary coastal Rockingham County Flood Insurance Rate Maps (FIRMs) and Flood Insurance Study (FIS) report that were originally issued in 2014. The FIRMs and FIS report include your community and will become effective on January 29, 2021. You should be receiving the copy of the LFD soon if you have not already.

FEMA has notified us that several of the preliminary FIRM panels that Exeter is located on (Panels 382, 384, 401, 402, 403, 404, 406, and 408) will not be finalized at this time. This is due to the complications of incorporating a large Letter of Map Revision (LOMR) (Case no. 18-01-0144P effective November 5, 2018) that reflected changes in the floodplains due to a dam removal. According to FEMA, incorporating this LOMR would require additional changes to the flood hazard information, and as a result, an additional appeal period, resulting in further delays in finalizing the preliminary FIRMs.

There is another FEMA mapping project currently underway (the Salmon Falls-Piscataqua Inland Mapping Project) that also affects these same map panels. FEMA is instead going to incorporate the LOMR changes into those map panels as part of that project. Preliminary FIRM panels for that project are expected to be issued relatively soon. The LOMR will remain fully in effect until that project is finalized and those maps become effective.

Our office will be in touch soon with details related to the map adoption process (for the 1/29/2021 maps) required for your community as a participant in the National Flood Insurance Program. We're also planning related web-based training about the new maps for the fall.

For more information about the project, visit OSI's Coastal Mapping Project webpage <<https://www.nh.gov/osi/planning/programs/fmp/coastal-mapping-project/index.htm>>.

If you have questions in the meantime, please feel free to contact me.

Sincerely,

Samara Ebinger

Principal Planner
NH Office of Strategic Initiatives (NHOSI), State Floodplain Management Program
samara.ebinger@osi.nh.gov



Federal Emergency Management Agency

Washington, D.C. 20472

Town Manager's Office

AUG 1 2020

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:
115-I

Received

July 29, 2020

Niko Papakonstantis
Chairperson, Board of Selectmen
Town of Exeter
Town Office
10 Front Street
Exeter, New Hampshire 03833

Community: Town of Exeter,
Rockingham County,
New Hampshire
Community No.: 330130
Map Panels Affected: See FIRM Index

Dear Mr. Papakonstantis:

On August 19, 2014 and October 5, 2017, you were notified of proposed modified flood hazard determinations affecting the Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) report for Rockingham County, New Hampshire (All Jurisdictions). The statutory 90-day appeal periods that were initiated on September 2, 2014 and October 19, 2017, when the Department of Homeland Security's Federal Emergency Management Agency (FEMA) published a notice of the proposed flood hazard determinations for your community in the *Portsmouth Herald* and *Foster's Daily Democrat*, have elapsed.

FEMA received no valid requests for changes in the proposed flood hazard determinations. Therefore, the determination of the Agency as to the flood hazard information for your community is considered final. FEMA will publish a notice of final flood hazard determinations in the *Federal Register* as soon as possible. The modified flood hazard information and revised map panels for your community will be effective as of January 29, 2021, and will revise the FIRM that was in effect prior to that date. For insurance rating purposes, the community number and new suffix code for the panels being revised are indicated above and on the maps and must be used for all new policies and renewals. Final printed copies of the report and maps will be mailed to you before the effective date.

The modifications are pursuant to Section 206 of the Flood Disaster Protection Act of 1973 (Public Law 93-234) and are in accordance with the National Flood Insurance Act of 1968, as amended (Title XIII of the Housing and Urban Development Act of 1968, Public Law 90-448), 42 U.S.C. 4001-4128, and 44 CFR Part 65. Because of the modifications to the FIRM and FIS report for your community made by this map revision, certain additional requirements must be met under Section 1361 of the 1968 Act, as amended, within 6 months from the date of this letter. Prior to January 29, 2021, your community is required, as a condition of continued eligibility in the National Flood Insurance Program (NFIP), to adopt or show evidence of adoption of floodplain management regulations that meet the standards of Paragraph 60.3(d) of the NFIP regulations. These standards are the minimum requirements and do not supersede any State or local requirements of a more stringent nature.

It must be emphasized that all the standards specified in Paragraph 60.3(d) of the NFIP regulations must be enacted in a legally enforceable document. This includes the adoption of the effective FIRM and FIS report to which the regulations apply and the modifications made by this map revision. Some of the standards should already have been enacted by your community. Any additional requirements can be met by taking one of the following actions:

1. Amending existing regulations to incorporate any additional requirements of Paragraph 60.3(d);

2. Adopting all the standards of Paragraph 60.3(d) into one new, comprehensive set of regulations;
or
3. Showing evidence that regulations have previously been adopted that meet or exceed the minimum requirements of Paragraph 60.3(d).

Communities that fail to enact the necessary floodplain management regulations will be suspended from participation in the NFIP and subject to the prohibitions contained in Section 202(a) of the 1973 Act as amended.

A Consultation Coordination Officer (CCO) has been designated to assist your community with any difficulties you may be encountering in enacting the floodplain management regulations. The CCO will be the primary liaison between your community and FEMA. For information about your CCO, please contact:

Kerry Bogdan
Chief, Risk Analysis Branch
Federal Emergency Management Agency
99 High Street, 6th Floor
Boston, Massachusetts 02110
(617) 956-7576

To assist your community in maintaining the FIRM, we reviewed our records to determine if any previous Letters of Map Change (LOMCs) (i.e., Letters of Map Amendment, Letters of Map Revision) will be superseded when the revised FIRM panels become effective. According to our records, no LOMCs were issued previously for the affected FIRM panels.

The FIRM panels have been computer-generated. Once the FIRM and FIS report are printed and distributed, the digital files containing the flood hazard data for the entire county can be provided to your community for use in a computer mapping system. These files can be used in conjunction with other thematic data for floodplain management purposes, insurance purchase and rating requirements, and many other planning applications. Copies of the digital files or paper copies of the FIRM panels may be obtained by calling our FEMA Mapping and Insurance eXchange (FMIX), toll free, at 1-877 FEMA MAP (1-877-336-2627). In addition, your community may be eligible for additional credits under our Community Rating System if you implement your activities using digital mapping files.

If you have any questions regarding the necessary floodplain management measures for your community or the NFIP in general, we urge you to call the Director, Mitigation Division of FEMA in Boston, Massachusetts at (617) 956-7506 for assistance. If you have any questions concerning mapping issues in general or the enclosed SOMA, please call our FMIX at the toll free number shown above. If you have any questions concerning mapping issues in general, please call our FMIX at the toll free number shown above. Additional information and resources your community may find helpful regarding the NFIP and floodplain management, such as *The National Flood Insurance Program Code of Federal Regulations*, *Answers to Questions About the National Flood Insurance Program*, *Frequently Asked Questions Regarding the Effects that Revised Flood Hazards have on Existing Structures*, *Use of Flood Insurance Study (FIS) Data as Available Data*, and *National Flood Insurance Program Elevation Certificate and*

3

Instructions, can be found on our website at <https://www.floodmaps.fema.gov/lfd>. Paper copies of these documents may also be obtained by calling our FMIX.

Sincerely,

A handwritten signature in black ink, appearing to read 'Luis Rodriguez', with a large, stylized flourish at the end.

Luis Rodriguez, P.E., Director
Engineering and Modeling Division
Federal Insurance and Mitigation Administration

cc: Community Map Repository
Doug Eastman, Building Inspector and Code Enforcement Officer, Town of Exeter
Dave Sharples, Planner, Town of Exeter
Russell Dean, Manager, Town of Exeter
Kerry Bogdan, Chief, Risk Analysis Branch, FEMA Region I
Alex Sirotek, Regional Service Center, Compass Region I
Jennifer Gilbert, ANFI, CFM, NFIP State Coordinator, New Hampshire Office of Strategic Initiatives



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

July 30, 2020

William Cass, P.E.
Assistant Commissioner
Town Manager's Office

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

AUG 1 2020

Received

Re: Exeter Highway Block Grant Aid – in Accordance with RSA 235:23
Payment for Maintenance, Construction and Reconstruction of Class IV and V Highways

Dear Mr. Papakonstantis:

The following is notification of State Highway Block Grant Aid available to your town in State Fiscal Year 2021 (July 1, 2020 thru June 30, 2021) based on estimated revenues through June 30, 2020. The Block Grant Aid payment includes highway revenue from Senate Bill (SB) 367 that was effective July 1, 2014. The total could possibly change based on final audited State Fiscal Year 2020 revenues. The resulting adjustment will be reflected in the April payment. Funding is anticipated to be available upon the availability and continued appropriation of funds in the future operating budget.

State Highway Block Grant Aid anticipated to be available to the Town of Exeter during Fiscal Year 2021 (July 1, 2020 to June 30, 2021) is as follows:

Table with 2 columns: Payment Period, Amount. Rows: July 2020 Actual Payment: \$89,379.98; October 2020 Actual Payment: \$89,379.98; January 2021 Actual Payment: \$59,586.65; April 2021 Estimated Payment: \$59,586.65

TOTAL FOR FY 2021: \$297,933.26

In generalized terms and in accordance with statutory provisions for distribution of Apportionment "A" and SB 367 funds, a disbursement is made of approximately \$1,437 for each mile of Class IV and Class V highway inventoried by each municipality and approximately \$13 for each person residing in a municipality based on the state planning estimate of population. Apportionment "B" is distributed this year to 18 small towns under a somewhat more complicated formula as specified in RSA 235:23, which recognizes the economics of maintaining their Class V highway mileage when considered in relationship to their equalized valuation tax base.

Please contact us at 271-3344 if you have any questions.

Sincerely,

C. R. Willeke

C. R. Willeke, PE
Municipal Highways Engineer
Bureau of Planning and Community Assistance

CRW/dmp



Town Manager's Office

57 MAIN STREET
RAYMOND, NH 03077

(P) 603-772-2655

WWW.REDC.COM

AUG 5 2020

Received

July 9, 2020

Dear Local Official:

I am pleased to announce the completion of our 2020 Comprehensive Economic Development Strategy (CEDs) for the REDC CEDs Region. Not only is the 2020 document a new five-year CEDs, it is our 20th year completing the CEDs process. The CEDs is a plan that outlines our region's economic development needs and goals. A CEDs emerges from a continuous planning process developed with broad based and diverse community participation that addresses the economic problems and potential of an area.

REDC developed a vision statement and set of regional goals and objectives following a set of public visioning sessions and with the help of our Regional Planning Commissions and the Consensus Building Institute. We want to acknowledge the COVID-19 pandemic, which was designated on March 11, 2020, during our visioning and reporting period. While the region, state, nation, and world felt the economic disruptions as early as mid-March, it will take time to realize the full scope of the economic and human impacts in our region. We have pledged to re-visit our 2020-2024 goals and objectives during the 2021 planning period with the mindset that we may need to revise the existing and/or include new goals.

The REDC extends our sincere appreciation to our partners in finalizing this document. In particular, the U.S. Economic Development Administration, the 2020 CEDs Steering Committee, Nashua Regional Planning Commission, Rockingham Regional Planning Commission, Southern NH Planning Commission, Strafford Regional Planning Commission, the Consensus Building Institute, and the members of the public who attended our public visioning sessions in the spring.

The 2020 CEDs is available in PDF format for review and download from our website at: <http://www.redc.com/ceds>. Hard copies of the 2020 CEDs are available upon request at info@redc.com. I hope you enjoy the 2020 CEDs as much as we do.

Sincerely,

Laurel Adams
President



CELEBRATING OVER 35 YEARS OF SERVICE TO OUR CLIENTS

LIZABETH M. MACDONALD
JOHN J. RATTIGAN
DENISE A. POULOS
ROBERT M. DEROSIER
CHRISTOPHER L. BOLDT
SHARON CUDDY SOMERS
DOUGLAS M. MANSFIELD
KATHERINE B. MILLER
CHRISTOPHER T. HILSON
HEIDI J. BARRETT-KITCHEN
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 30, 2020

Patrick Gordon, Chair
Historic District Commission
Town of Exeter
10 Front Street
Exeter, NH 03833

Re: 53 Water Street/Ioka Marquee

Dear Chairman Gordon and Commissioners:

Following on our letter of July 24, 2020 to the Board of Selectmen as well as the Selectmen's meeting on July 27, 2020, we are writing to you regarding the status of the marquee. We enclose a copy of the structural engineer's report identifying the safety issues associated with the marquee. We seek clarification from you, that in light of the findings of the structural engineer, your decision does not prevent the owners from temporarily removing the marquee and storing it safely offsite without creating any violation of the certificate of appropriateness.

Removing the sign on a temporary basis will eliminate an immediate safety and liability concern for the property owners and anyone walking on the public way in front of the building. It will also:

- Enable a more thorough evaluation of the marquee
- Enable a more thorough evaluation of the section of the building hidden by the marquee
- Enable a more thorough evaluation of the marquee's structural attachment to the building

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
83 Clinton Street, Concord, NH 03301

Patrick Gordon, Chair
Historic District Commission
July 30, 2020
Page 2

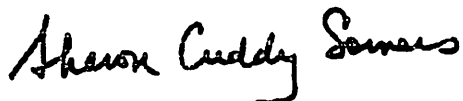
- Make the extensive renovations approved to the front of the building safer, easier, faster and less costly
- Provide more flexibility for maintaining pedestrian sidewalk traffic during construction
- Safeguard the marquee from accidental damage during the construction

There is no visual evidence to suggest that the marquee is attached to the building in any way that would compromise its safe removal. If the original installation scarred the front of the building in any way that scarring would be addressed or covered up again in reinstalling the marquee.

With regard to the duration of the temporary removal, we intend to appeal the July 16, 2020 HDC decision to the ZBA, and depending on the outcome of the appeal to the ZBA, reserve the right to appeal, or defend, as the case may be, the decision of the ZBA in the New Hampshire court system. Following the final adjudication of the July 16, 2020 HDC decision, then if we do not prevail, we will install the marquee back on the building in its current location following the completion of construction and prior to receipt of a certificate of occupancy.

Given the concerns about public safety generated by allowing the marquee to remain in place for the foreseeable future, we request that the HDC schedule a special meeting to discuss this issue prior to their regularly scheduled meeting on August 20, 2020 and at such meeting grant authorization to temporarily remove the marquee as described herein.

Very truly yours,
DONAHUE, TUCKER & CIANDELLA, PLLC



Sharon Cuddy Somers
SCS/sac
Enclosures

cc: Ioka Properties, LLC
Doug Eastman, Building Inspector
Market Square Architects
Russ Dean
Board of Selectmen

S:\IA-12\IOKA Properties, LLC\Town of Exeter\HDC\2020 07 28 HDC Letter re temp removal.docx

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.

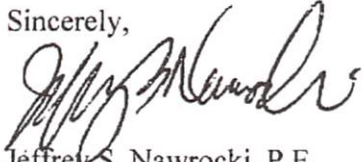
The marquee is 19' 6" long and protrudes 8' 4" off the face of the building. The plan area of this sign is approximately 81 square feet. Considering self-weight of the structure plus snow, an estimation of weight is about 6,000 lbs. or more. Based on this weight, and the angle of the chain, the approximate 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

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

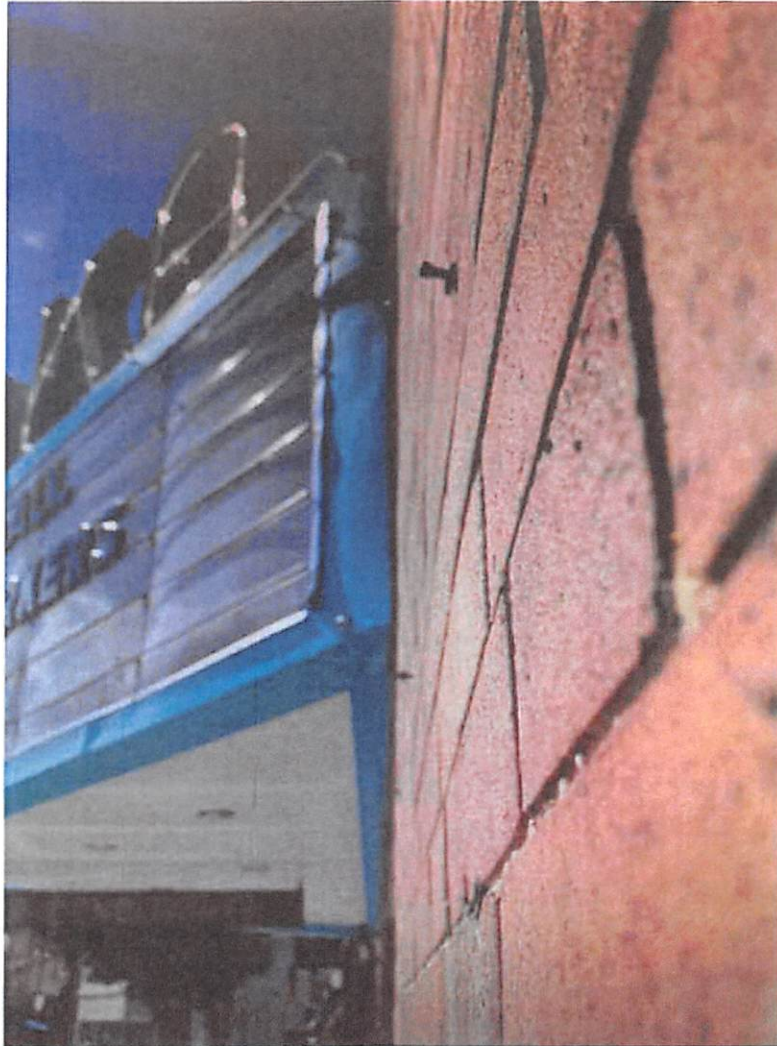


Photo #2 – Chain attachment to Marquee

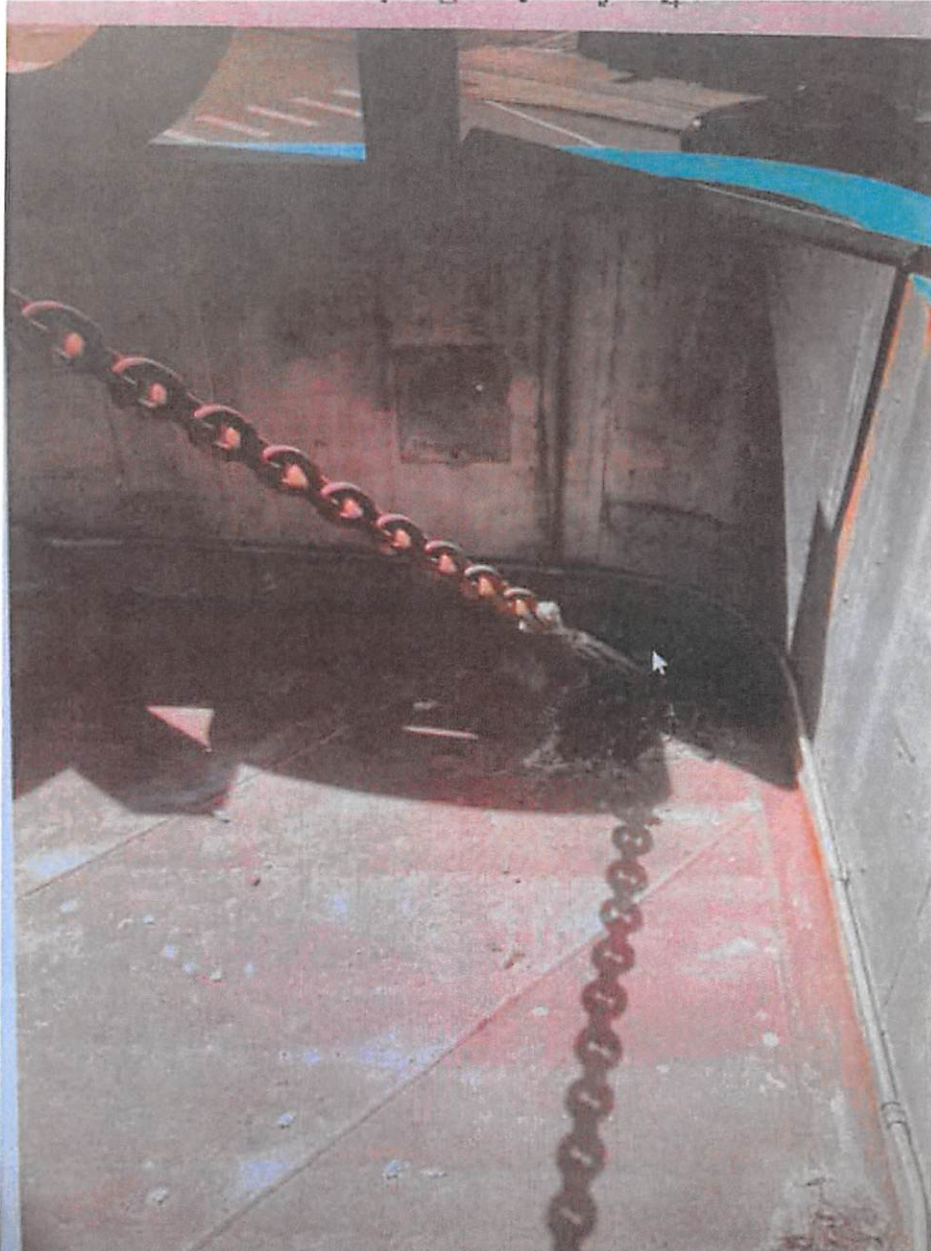


Photo #3 – Stress cracks at sign attachment to building



Photo #4 – Stress cracks on interior of sign attachment



Niko Papakonstantis, Chairman

Exeter Board of Selectmen

10 Front Street

Exeter, NH 03833

July 27, 2020

Re: Preservation of the IOKA Marquee

Dear Chairman Papakonstantis and the Board,

It has come to our attention only this morning that attorney, Sharon Cuddy Somers, representing the new owners of the Ioka, filed paperwork on 7/24/20 requesting an emergency hearing to have the Ioka marquee removed. This comes just days after the Historic District Commission voted on 7/16/20 in favor of preservation and restoration of the iconic, trademark marquee and keeping it intact on the Mayer building, noting that they saw no overt or imminent safety hazard during their walk through. I, Laurie A. Couture, spearheaded the efforts to preserve the marquee, and since then have formed with Elizabeth Rollins and Karyn Weeks, The IOKA Marquee Preservation Committee, referred to herein as “we”. We are asking that you deny the owners’ order for the Select Board to overturn the HDC’s decision for the following reasons:

1. The safety issues raised by David Cowie, Jay Caswell and their attorney, Sharon Cuddy Somers, were raised just days *after* the HDC’s decision denying them authorization to remove the marquee. The new owners have been adamant that they do not have interest in keeping or preserving the marquee. They never raised safety issues with the Board of Selectman prior to their application to the HDC, even though any such issues should have been raised by their team of experts upon initial inspection at purchase of the building. They also hanged heavy Wagner message letters on the marquee sign tracks over the sidewalk without any safety concerns, only taking them down the day after the HDC’s decision (7/17/20).

2. There is a legal process for appeal if the owners disagree with the HDC's decision, and that is to appeal to the Zoning Board of Adjustment. Attempting to undercut and circumvent that process by appealing to the Board of Selectman is outside of that process. The burden of proof that the marquee is suddenly, magically about to drop off the building within a matter of days after 80 years of sturdy adherence to the building, weathering 8 decades of New England storms, should be on the owners. We do not believe that they have met that burden in their letters.

3. Portsmouth Sign did an informal assessment of the IOKA marquee at our request (although we never authorized them to do any assessing that involved touching the building or marquee). Based upon their expert assessment, they believe that the marquee is attached to the building in a manner that is structurally sound. Carrie, our contact at Portsmouth Sign, wrote the following points to Ms. Couture today (7/27/20):

“Any rehab that we would do to the sign would need to be done on-site. That would mean that we would need permission from the property owner to do the work. We would not be a part of removing the sign and we believe that the sign is built onto framing that is built as part of the building. The anchors that are visible and mounted to the building appear to be a secondary way of securing the sign to the building. All of this would take further investigation to confirm.

Our suggestion to bring the sign back to its former glory would be:

Repair dings & dents, repaint to customer specified colors, convert the internal lighting to LED bulbs, replace acrylic faces, repair any damaged track, replace with new neon in the letters and along the top & bottom of the sign including the pk housing. The rust and rot appears to be minimal compared to many other signs of that era that we have rehabbed.

Without getting all of the fine details ironed out it is looking like the rehab of this sign would cost around \$25,000...”

They stated that they are happy to move forward if the owners are interested.

4. We have it on good faith from someone who had historical ties to several historical buildings in Exeter, and in NH, who does not wish to be named, that the marquee was built to be a permanent fixture, reinforced with at least one steel bar or rod. There were masonry issues during marquee installation that required strong reinforcement. That reinforcement, making the marquee permanent, could damage the marquee and building façade if it is removed. The large chain mentioned in the report is not “holding up the marquee”, but rather, a built-in redundancy and accoutrement.
5. The pitch or “lean” of the marquee can be proven to have existed in photos from at least 1990 and 1994 and has not increased since that time. This may be an intentional feature for drainage and loading.
6. The HDC's Condition of Approval states that the marquee "must REMAIN in its current location on the front of the Mayer Building".
7. Removing the marquee for any safety concerns isn't necessary even if the board believes that it is dangerous. Sharon herself states that an option could be to shut down the sidewalk and parking around the area. The parking area is already closed off in front of the marquee due to the large dumpster.
8. Scaffolding and support beams could be used to reinforce the marquee, if the Select Board believes there to be any imminent safety concerns. These fixtures can carry thousands of pounds of weight and can be useful during restoration for stabilization and to strengthen the marquee.
9. If the HDC requires that the marquee remain, it is the duty of the builders to ensure that the building, including the marquee, are brought up to code. Are the owners concerned about removing the marquee for safety purposes or not wanting to bring it up to code so

that it is safe?

10. The letters to the HDC from the NH Preservation Alliance and the NH Division of Historic Resources speak to the importance of repairing structures that can be repaired and not altering structures unnecessarily while repairing them.
11. We are concerned that, if the marquee is removed, that it and the front façade of the Ioka building will be irreparably damaged and that it will not be possible to secure the marquee back to the building. We are concerned that the owners are aware of this and could be using this as a loophole to proceed with their original plans to remove the marquee and alter the building according to the marquee being absent.
12. Did JSN Associates physically inspect and assess the marquee on site? The provided photos were taken prior to the HDC meeting, presumably by Market Street architects, not JSN.
13. Our group is ready and eager to assist the new owners with fundraising efforts to raise the \$25,000 for restoration and preservation of the marquee and for bringing it up to code.

The 80-year-old Ioka marquee may be one of the strongest structures in town—it is certainly one of our most iconic! We are requesting that the Select Board *not* overturn the HDC's decision to preserve and restore the Ioka marquee on the building. We are requesting that commonsense measures, such as those mentioned, be used to mitigate any legitimate safety concerns, while the Exeter Building Inspector or an independent, non-biased structural engineer assess the marquee and its surrounding masonry for any potential safety issues.

Sincerely,

The IOKA Marquee Preservation Committee

Laurie A. Couture 

Elizabeth Rollins

Karyn Weeks

RE: IOKA Marquee 1941, green neon quote and recent report wit...

From Portsmouth Sign
(Restored Yoken's
Sign)

Subject: RE: IOKA Marquee 1941, green neon quote and recent report with photos
From: Carrie Vaughn <carrie@portsmouthsign.com>
Date: 7/27/2020, 4:15 PM
To: "'Laurie A. Couture'" <lac@laurieacouture.com>

Good afternoon Laurie –

I had a chance to talk with our crew that went to look at the sign last week. This is our input on the rehab of the sign:
Any rehab that we would do to the sign would need to be done on-site. That would mean that we would need permission from the property owner to do the work. We would not be a part of removing the sign and we believe that the sign is built onto framing that is built as part of the building. The anchors that are visible and mounted to the building appear to be a secondary way of securing the sign to the building. All of this would take further investigation to confirm.

Our suggestion to bring the sign back to its former glory would be:

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Without getting all of the fine details ironed out it is looking like the rehab of this sign would cost around \$25,000. If you need me to get more of the details together and get a more solid number together I can. I can also tell you that before we go too far down this road, we as Portsmouth Sign, do not want to be involved in a contentious dispute and in any way have to play middle-man in this project. Rehabbing of this sign to bring it back to life would be something that we would like to be a part of but also understand that this may not be the right time or place for this.

Be in touch and best wishes -

Carrie Vaughn
Graphic Designer/Sales
P: 603-436-0047

From: Laurie A. Couture [mailto:lac@laurieacouture.com]
Sent: Thursday, July 23, 2020 3:56 PM
To: Carrie Vaughn <carrie@portsmouthsign.com>
Subject: Re: IOKA Marquee 1941, green neon quote and recent report with photos

Ok, awesome! :)

On 7/23/2020 3:15 PM, Carrie Vaughn wrote:

I know that the crew is going to go down tomorrow to have a look at the current status and get some measurements so that we can get this together for you.

Carrie Vaughn
Graphic Designer/Sales
P: 603-436-0047

From: Laurie A. Couture [mailto:lac@laurieacouture.com]
Sent: Wednesday, July 22, 2020 12:12 PM
To: Carrie Vaughn <carrie@portsmouthsign.com>
Subject: Re: IOKA Marquee 1941, green neon quote and recent report with photos

Hi Carrie,

Just checking in to see if you need any further info on the marquee, photos, etc.

Laurie

On 7/20/2020 10:37 AM, Carrie Vaughn wrote:

Good morning Laurie –

Thank you for sending along all of the photos and information. I will have our crew have a look and work on an estimate for you.

Best wishes -

Carrie Vaughn
Graphic Designer/Sales
P: 603-436-0047

From: Service [mailto:service@portsmouthsign.com]
Sent: Monday, July 20, 2020 10:14 AM
To: 'Carrie Vaughn' <carrie@portsmouthsign.com>
Subject: FW: IOKA Marquee 1941, green neon quote and recent report with photos

From: Laurie A. Couture <lac@laurieacouture.com>
Sent: Monday, July 20, 2020 9:37 AM
To: service@portsmouthsign.com
Subject: IOKA Marquee 1941, green neon quote and recent report with photos

And lastly, here are some shots of the IOKA marquee in 1941, as well as the Exeter News-Letter comment about green neon!

Let me know if you need any more photos- I have plenty more, but I figured this would be enough to get a good sense of the marquee, past and present.

Also, here is a link to a document that shows photos of the back and inside of the marquee, plus chain and bolt-- this was done by the biased architect:

https://www.exeternh.gov/sites/default/files/fileattachments/historic_district_commission/meeting/packets/53221/marquee_report_pics_6-11-20.pdf

If you have problems opening that PDF, let me know.

Thank you!

Laurie

–

Laurie A. Couture, LLC

Author of *Instead of Medicating and Punishing* and *Nurturing and Empowering Our Sons*

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Laurie A. Couture, LLC

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