Select Board Meeting

Monday, September 14th, 2020, 6:30 p.m.

VIA ZOOM

1. Call Meeting to Order
2. Board Interviews
3. Public Comment
4. Proclamations/Recognitions
   a. Proclamations/Recognitions
5. Approval of Minutes
   a. Regular Meeting: August 31st, 2020
   b. Special Meeting: September 3rd, 2020
6. Board and Committee Appointments
7. Discussion/Action Items
   a. Town Moderator, Town Clerk, Checklist Supervisor Updates
   b. Arts & Culture Commission Discussion
   c. Communications Committee Updates
   d. Household Hazardous Waste Collection Discussion
   e. CATV Agreement Update
   f. Classification Plan Update – Media Technician
   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

<u>Niko Papakonstantis, Chair</u>
Select Board

Posted: 9/11/20 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

CHRISTOPHER T. SUNUNU
Governor

STATE OF NEW HAMPSHIRE
OFFICE OF THE 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.

Chris T. Sununu
GOVERNOR OF NEW HAMPSHIRE

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

Board Interviews: Exeter Police Stakeholders Committee

Exeter Police Stakeholders Committee (EPSC)

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

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

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

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

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

Town of Exeter

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

Town Manager's Office
JUL 29 2020
Received

Statement of Interest
Boards and Committee Membership

Interview
9/14/20
6:30 pm
Zoom

Committee Selection: Exeter Police commitee

New [X] **Re-Appointment** [ ] **Regular** [ ] **Alternate** [ ]

Name: Andrew M Rocco **Email:** arocco@baystatefinancial.com

Address: PO Box 187 **Phone:** 617-571-3208

Registered Voter: **Yes** [x] **No** [ ]

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

I would like to give back to the community that I've lived in my whole life. By supporting y local law-enforcement agency.

I am a Five Star Wealth Manager. I joined the Boston based financial firm "Baystate Financial" 31 years ago after receiving my economics degree from Boston University. In 2015 I was inducted into the Financial Hall of Fame as one of the top financial advisors in the country. My wife Danielle and I have six raised children and enjoy outdoor activities together.

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

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

After submitting this application for appointment to the Town Manager:

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

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

Signature: _____ Date: 7/27/2020

To be completed by Select Board upon appointment:

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

Town of Exeter

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

Town Manager's Office
JUL 24 2020
Received

Statement of Interest
Boards and Committee Membership

Interview
9/14/20
6:35pm
Zoom

Committee Selection: Exeter Police Department's Strategic Plan Committee

New ■ **Re-Appointment** ☐ **Regular** ☐ **Alternate** ☐

Name: Katie Adams **Email:** khendersonadams@gmail.com

Address: 374 Water Street, Exeter NH 03833 **Phone:** 603-770-2470

Registered Voter: Yes ■ **No** ☐

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

I grew up in Exeter, and after moving to NYC for college and a career in corporate book publishing, I moved home two years ago with my husband and two young sons to run my own editing business and raise my family. I am grateful for the childhood I was able to have here, along with my family's long history in the town (Hendersons and Swaseys), and I look forward to doing my part to help make our community one that is as warm and nourishing to everyone as it has been to us. As our nation turns its eyes to policing, to the ways in which it may be working better for some communities than others, I would like to try to use my experiences living in both a small town and a big city, working with people from a diverse range of economic, racial, and cultural backgrounds, to help come up with constructive and innovative new ways to keep improving communication and interactions between the police department and the town citizens. I also am a PEA alum, class of 2001, and was a day student, so I think I can be helpful in navigating the relationship between the town and the Academy students as it relates to policing. I would also like to add that I don't know who else is going to be on the committee, but if my role can be filled by a Black person or person of color instead of me, that would be good and appropriate.

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

Signature: Katie Adams Date: July 24, 2020

To be completed by Select Board upon appointment:

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

Town of Exeter

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

Town Manager's Office
JUL 32 2020
Received

Town Manager's Office
JUL 23 2020
Received

Statement of Interest
Boards and Committee Membership

Committee Selection: Exeter Police Stakeholders Committee (EPSC)

New [..] Re-Appointment [ ] Regular [ ] Alternate [ ]

Name: Anne L. Surman **Email:** annesurman3@gmail.com

Interview 9/14/20
6:40 pm ZOOM

Address: 14 Cullen Way, Exeter, NH 03833 **Phone:** 603-770-2402

Registered Voter: Yes [v] No [ ]

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

A summer ago, the Exeter Police Department held its first "Exeter Night Out" in the Swasey Parkway. This event brought out all age groups in the town to spend time getting to know everything from neat cruiser features to signing up for a workshop on self-defense, to talking about the Red Sox with an officer that you just met. This was just one of many new community-based initiatives begun under Chief Stephan Poulin, in his first year as Chief. Before the year had ended, this chief had written an opinion piece in the Exeter Newsletter denouncing the activities of those who had driven through town shouting ugly taunts at students from Philips Exeter Academy. All this, just last summer. I begin with mentioning these two actions, because the leadership of the Exeter Police Department is crucial to the success and effective outcomes of this new committee of stakeholders. This committee has a daunting task ahead of it. With a nation in turmoil over injustices that have played out on daily newsfeeds, no town is immune from all the aftershocks. It is incumbent on us to assess, analyze, and affect changes where identified in Exeter's law enforcement ideals and practice. While goals will be set, and ideas formulated to get to effective and realistic results, it will likely not be a straight-line trajectory to get there. Policing, like most professions must react to the times and be nimble enough to respond to the ever-altering landscape of societies and communities. Officers require a myriad of abilities: to balance strength to protect its citizens in one moment, then react swiftly and calmly to an opioid overdose in the next, then be diplomatic and decisive in the face of escalating conflict. I would like to be a part of this committee to assist in creating open, honest and likely uncomfortable at times, discussions with the Police Department on matters that are important to the community. Achieving accreditation through The Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) might be one of the goals that the committee could consider As an independent accrediting authority with a national body of standards, this could be part of the outline for how Exeter PD can achieve excellence in ethics, diversity, inclusion, integrity, and unity of the department.

My resume is attached and for background, I was a charter member of Exeter Crimeline in the mid 1990's and later served on the Exeter Budget Recommendations Committee, from 2001-2010 with several years on the Police and Fire Subcommittee and most recently served on the Exeter Select Board from 2014-2020.

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

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

Signature: Anne L. Surman Date: 23 July 2020

To be completed by Select Board upon appointment:

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

ANNE L. SURMAN

Exeter, NH • (603) 770-2402 • annesurman3@gmail.com

SUMMARY

Capable, collaborative and detailed-oriented contracts administrator with expertise in all aspects of contract management, order management, database management and related finance, legal, and sales processes and procedures. Adept at Salesforce, SharePoint, MS Office, Excel, Outlook, PowerPoint, Zoom, Teams, Webex.

PROFESSIONAL EXPERIENCE

CONNECTION, Inc. Merrimack, New Hampshire
Purchasing Contracts Administrator, (January 2020 – Present)

- Report to General Counsel and work directly with the Vice President of Purchasing and responsible for reviewing all Reseller contracts for PC Connection and Gov. Connection divisions of Connection.
- Work directly with Product Manager to further Vendor Relationships through favorable contract negotiation of terms and conditions to mitigate risk to the company, on balance with good will toward Vendor
- Submit weekly report to General Counsel on status of all contracts to keep on track with revenue projections
- Meet with Purchasing staff weekly for relevant business updates
- Attend and present at weekly meeting with Legal Department to include remote offices in Ohio and Illinois who manage warehouse, licensing and trade compliance.

UNIVERSITY SYSTEM OF NEW HAMPSHIRE, Concord, New Hampshire
Director, Procurement Operations (October 1, 2018 – November 1, 2019)

- Report to the Chief Procurement Officer and responsible for all operational functions of procurement for the University-wide system to include the campuses at, UNH - Durham, Plymouth State University, Keene State University and Granite State College.
- Manage a staff of nine employees to ensure that the day-to-day purchase orders are processed accurately and timely. Guide and advise staff in learning how best to help our customers purchase goods and services according to the University's Policy of Competitive Procurement Requirements.
- Travel to and meet with campus leadership on a regular basis to conduct meetings and training sessions to help the departments keep current on policies and compliance guidelines as they were revised.
- Responsible for managing the budget for Procurement Operations
- Make determinations on Sole Source and Exception to Bid opportunities.
- Hire staff
- Attend and present at weekly leadership and project management meetings with Finance Core team and related project groups as we implement a new software program for users of this new e-procurement tool

UNIVERSITY OF NEW HAMPSHIRE, Durham, New Hampshire
Project and Student Support Coordinator – UNH Online (June 2017–September 2018)

- Initiate, manage and execute on behalf of Graduate School faculty members all Master Course Development Agreements in accordance with university policies and legal requirements.
- Initiate Supplemental Pay Requests and supply all necessary data to ensure that faculty are properly compensated for instructional course design.
- Update and maintain Lead generated student inquires and follow up on unsubmitted web applications to the Online Graduate and Certificate programs to include: analyzing Web Intelligence reports and

Salesforce data to determine the status of student applications

- Manage all budget-related activities to include expense tracking and inventory of supplies and collateral marketing materials.
- Attend and coordinate trade show activities to include: registration for trade shows, shipment of promotional materials, travel arrangements for all team members.
- Coordinate and direct Student Staff part-time workers.

PLANET FITNESS CORPORATE HEADQUARTERS, Newington, New Hampshire.

Contracts Manager, Contractor (August 2016 – February 2017)

- Manage franchise contracts in accordance with company policies, legal requirements, and franchise regulations.
- Assist in the resolution of contractual issues and drive contracts to completion.
- Collaborate with cross functional business partners such as Sales, Finance, and Development to ensure alignment and mitigate risk.
- Front-end engagement in structuring sound business arrangements in collaboration with Sales and Development.
- Participate in the identification and mitigation of risks associated with new business deals and play an active role in the resolution of complex negotiations.
- Utilize Salesforce.com to track and manage the contracts administration process.
- Assist in the implementation of process improvements.

UNIVERSITY OF NEW HAMPSHIRE, Durham, New Hampshire

Student Success Coach (June 2016 – August 2016)

- Track and outreach to On-line student applicants to University of New Hampshire Masters Programs of Study.
- Utilized Salesforce.com from Dashboard to Database to communicate with students and advise them on appropriate programs.
- Team player – worked with colleagues in a job-share environment where timely communication is essential to market the offered programs.
- Shared responsibilities with Marketing and outreach efforts with faculty and prospective students.

EPISERVER, INC., Nashua, New Hampshire.

Contracts Manager (June 2013 – February 2016)

- Advised, drafted and negotiated a variety of agreements, including, but not limited to: Software license, Professional Services, Consulting, Partners, Resellers, Hosting, Managed Services and Confidentiality Agreements.
- Improved legal review of all contracts in partnership with Operations, Finance and Marketing departments in order to ensure compliance and mitigate risk on all agreements and business transactions.
- Assisted in the development of contract practice standards, operating procedures and systems that would enable the broader contracts team to scale and work more efficiently and effectively.
- Tracked and managed the end-to-end contracts process from kickoff to full execution and communicated these results through weekly metrics reporting.

MEASURED PROGRESS, INC., Dover, New Hampshire.

Contracts and Risk Manager (June 2005 – May 2013)

- Provided review on all Requests for Proposals ("RFP") from Departments of Education throughout the

United States.

- Created concise and efficient monthly status reports to manage and effectively track the Company's contract life cycle.
- Provided business analysis and legal support for all contracts and contracts initiatives across departments at the Senior Executive level.
- Negotiated contracts for Purchasing, IT, Marketing, and HR departments and liaised with external counsel when additional legal advice was required.
- Created a comprehensive contracts database in order to effectively track and manage the Company's contractual obligations.

BOTTOMLINE TECHNOLOGIES, INC., Portsmouth, New Hampshire.

Operations Manager (October 1997 – October 2003)

- Supervised the Order Administration/Sales Support staff to ensure efficient and accurate processing of all software and services orders generated by the Sales department.
- Created a monthly sales forecast for the executive team to increase transparency into the orders and sales processes.
- Streamlined the Inventory, Software and Services price list items for accurate implementation into the Great Plains accounting system.
- Ensured that company policies and standard operating procedures were followed in each contract negotiation.
- Conducted regular training sessions and presentations for Area Sales Executives to educate the Sales team on the Company's contract policies and procedures in an effort to manage and mitigate risk.
- Provided the CFO with monthly and quarterly summary reports of products and services sold.
- Presented new methods and processes in monthly product management meetings in an effort to continue to improve existing processes and increase efficiency.

Order Management Coordinator (January 1994 – October 1997)

- Reviewed all orders for accuracy and regularly collaborated with account representatives and customers to validate billing and shipping information.
- Updated and maintained all product and services records for account representatives to ensure Sales commissions were properly distributed.
- Prepared and distributed monthly product and sales reports, providing itemized statistics on customer discounts and the software, hardware and services sold in a given month.
- Maintained a comprehensive list of software and services pricing.
- Reviewed a high volume of contracts and orders and escalated non-standard orders and contracts to the Director of Finance for review and approval.

EDUCATION

University of Chicago, Chicago, Illinois
Bachelor of Arts: English Language and Literature

Northeastern University, Boston, Massachusetts
Certification: Paralegal Professional

ACCOMPLISHMENTS/SKILLS

- Extensive knowledge of commercial agreement structures and the function and purpose of key legal terms (i.e., indemnification, limitation of liability, warranties, intellectual property, data rights, and

confidentiality).

- Adept at assessing overall contract and business risk.
- Skilled at explaining contract terms to both legal and non-legal professionals, and in heading off complex issues in creative and effective ways.
- Ability to manage multiple simultaneous projects requiring frequent communication and prioritization.
- Strong negotiator with experience in setting negotiation objectives and tactics.
- Strong analytical skills including the ability to synthesize, distill and draw conclusions from data.
- Successful history working with senior executive management and extensive experience as part of dedicated teams that fostered cross-functional partnerships.
- Board of Selectman for the Town of Exeter, 2014-2020.
- Zoning Board of Adjustment – Alternate, One year term ending April 2021
- Ski Patroller: Bradford Hill 2002 – Current

Town of Exeter

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

Town Manager's Office
JUL 29 2020
Received

Statement of Interest
Boards and Committee Membership

Interview 9/14/20 6:45 pm ZOOM

Committee Selection: Exeter Police Stakeholder Committe (EPSC)

New ☑ **Re-Appointment** ☐ **Regular** ☐ **Alternate** ☐

Name: Matthew Carbone **Email:** Matthew.Carbone593@gmail.com

Address: 21 Exeter Farms Rd
Exeter, NH 03833 **Phone:** 603-775-7516

Registered Voter: **Yes** ☑ **No** ☐

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

I have been a town resident for over nineteen years and raised both of my sons in the Exeter SAU-16 school District. I have over thirty years of military/Federal law enforcement experiences. I currently am a retired Federal law enforcement officer and work as a Campus Safety officer at Phillips Exeter Academy. Please see attached resume.

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

N/A.

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

Signature: Matt Date: 07/19/2020

To be completed by Select Board upon appointment:

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

Contact

mcarbone93@myfairpoint.net

w.linkedin.com/in/matt-carbone-4b364724 (LinkedIn)

Top Skills

Criminal Investigations

Enforcement

Private Investigations

Matt Carbone

(Retired) Special Agent, U.S. Food and Drug Administration, Office of Criminal Investigations

Boston, Massachusetts

Summary

Retired Federal Criminal Investigator, Program Manager and Group Supervisor with a demonstrated work history in drug trafficking & money laundering law enforcement operations, investigating fraud & corruption allegations, and the enforcement of Federal laws within several U.S. Judicial Districts. Strong professional experiences with a Bachelor of Science in Criminal Justice from Northeastern University.

Experience

Phillips Exeter Academy

Campus Safety Officer

August 2017 - Present (3 years)

Exeter, NH

Conducts routine patrol and dispatch functions with a team responsible for around the clock campus safety services at a co-educational private boarding high school. PEA was founded in 1781; it is comprised of approximately 673 acres of property serving about 1,100 students and over 217 faculty members and their families. The campus includes over 120 buildings, 25 dormitories, and a complete athletic facility that supports over 60 interscholastic athletic teams. Services provided include: routine patrol, emergency response, and direct liaison with local police and fire responders to incidents occurring on campus or with students. Other duties include: loss prevention, target hardening, and providing immediate communications with members of the Dean's Office, Facilities Management, and the greater PEA community when incidents dictate specific actions.

FDA

Special Agent, Office of Criminal Investigations

October 2012 - July 2017 (4 years 10 months)

Greater Boston Area / New York Field Office

Conducted investigations involving violations of the U.S. Food, Drug and Cosmetic Act (FDCA - 21 USC 331) which included allegations of tampering,

misbranding and adulterating drugs, medical devices, cosmetics, tobacco, food and dietary supplements that are regulated by the FDA. Collaborated with other Federal, State and local law enforcement agencies related to FDA-OCI's mission and objectives. Firearms Instructor and member of the FDA-OCI's Critical Incident Response Team (CIRT).

U.S. Department of Homeland Security

Special Agent, Office of Inspector General
October 2004 - October 2012 (8 years 1 month)
Boston, MA / New England States

Conducted criminal and civil investigations related to the responsibilities of the Office of Inspector General (OIG) for several organizational components within the U.S. Department of Homeland Security (DHS). Investigated allegations of waste, fraud and abuse within the New England States. Worked closely with the Royal Canadian Mounted Police (RCMP), the London Metropolitan Police Department, Federal, State and local law enforcement in support of DHS-OIG's mission.

Drug Enforcement Administration

15 years 5 months

Program Manager / Group Supervisor
June 2001 - October 2004 (3 years 5 months)
New England Field Division

Supervised a multi-agency task force group responsible for supporting the DEA New England Field Division's (NEFD) enforcement groups with the seizure and processing of seized currency and assets. Responsible for managing all asset forfeiture issues for the DEA within the New England Judicial Districts of MA, CT, RI, VT, NH and ME. Supervised administrative, criminal, and civil forfeitures utilizing the U.S. Criminal Code, Title 21, Sections 881 and 853. Managed and supervised asset forfeiture training to include State and local law enforcement agencies. Proficient in the Civil Asset Forfeiture Reform Act. Responsible for the acquisition and appropriation of several funding accounts associated with DOJ's Asset Forfeiture Money Laundering Section (AFMLS). Managed the Division's undercover money laundering accounts and special programs. Participated in establishing policy changes related to DEA's Asset Forfeiture Program.

Supervised a DEA sponsored High Intensity Drug Trafficking Area (HIDTA) task force consisting of members from Federal, State, and local law enforcement organizations. Managed and supervised all enforcement

operations associated with criminal investigations. Utilized and supervised traditional and complex methods of drug law enforcement investigations to include surveillance, undercover operations, confidential informants, search warrants, arrest warrants, asset forfeiture, wire-tap investigations and money laundering investigations. Responsible for the management of budgets and funding of task force operations.

Worked as the Acting Assistant Special Agent in Charge of several enforcement groups on various occasions.

Special Agent

July 1991 - June 2001 (10 years)

New York, NY; Washington, DC; Special Operations Division, DEA Headquarters

Utilized and supervised traditional and complex methods of drug law enforcement investigations to include surveillance, undercover operations, confidential informants, search warrants, arrest warrants, asset forfeiture, wire-tap investigations and money laundering investigations. Responsible for the use and handling of classified materials in a separate and compartmentalized program. Assisted with multi-jurisdictional and international conspiracy investigations involving several law enforcement agencies nationwide. Worked closely with attorneys assigned to the U.S. Department of Justice (DOJ), Narcotics and Dangerous Drugs Section (NDDS), Washington, D.C. Obtained a working knowledge of the U.S. Classified Information Procedures Act (CIPA). Assisted the British Drug Liaison Officer with criminal investigations associated with H.M. British Customs and Excise targets of investigation from the United Kingdom (UK). DEA defensive tactics and tactical raid instructor. Field Training Agent (FTA) for new DEA Special Agents assigned to enforcement operations.

Investigative Intern

June 1989 - June 1991 (2 years 1 month)

New York Field Division, New York, NY

Assigned to the DEA New York Field Division's Technical Operations Group as a student intern while attending Northeastern University.

US Army

USAR, Military Police Officer

February 1985 - February 1993 (8 years 1 month)

HHC, 187th INF, BDE, (SEP), Fort Devens, MA

Obtained the rank of Staff Sergeant (E-6), squad leader, trained in both garrison and combat law enforcement operations, qualified with various

firearms, and enforced physical security operations. Participated in the U.S. Army Reserve, Primary Leadership and Development Course (PLDC). Trained and worked with Canadian Military Police units during joint operations at CFB Gagetown, Canada. Awarded the Army Achievement Medal. (IRR status 1991-1993.)

Plaistow Police Department

Part-Time Officer

April 1988 - July 1991 (3 years 4 months)

Plaistow, NH

Performed all full-time police duties on a part-time basis including; community patrol, criminal and motor vehicle law enforcement, report writing, police training in procedures, weapons qualifications and tactics.

Education

Northeastern University

Bachelor of Science (BS), Criminal Justice · (1988 - 1991)

Minutes

Select Board Meeting
Monday August 31, 2020
6:30 PM
Remotely via Zoom
Draft Minutes

1. Call Meeting to Order

Members present: Julie Gilman, Molly Cowan, Lovey Roundtree Oliff, Daryl Browne, Niko Papakonstantis, and Russ Dean were present at this meeting. The meeting was called to order by Mr. Papakonstantis at 6:30 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. Interviews
    a. The Board interviewed Bill Campbell for the Heritage Commission.
    b. The Board interviewed Bevin Kennedy for the Communications Advisory Committee.
    c. The Board interviewed Tim Graham for the Exeter Police Stakeholders Committee.
    d. The Board interviewed David Carr for the Exeter Police Stakeholders Committee.
3. State Primary Election Updates

    Mr. Scafidi, the Town Moderator, gave updates on the voting process. The Police Department will have a presence, inside and outside.

    Dana Trahan of 28 Wayland Circle asked about accessible voting options. Mr. Scafidi said they have accommodations for hearing and visual impairments. There is a booth that allows those who have disabilities to interact with a computer to vote. Disabled people can also bring someone to read the ballot to them. Those with mobility issues can do the accessible absentee voting by pulling up outside and staying in their car. Ms. Trahan said there is also a new accessible absentee ballot application on the Secretary of State's website; it's a fillable PDF, which can be turned in like an absentee ballot.

    Vicky Nawoicyk, Supervisor of the Checklist, said the checklist group had the last session and closed their checklist until election day. Residents can still register on election day.
4. Public Comment
    a. There was no public comment at this meeting.
5. Proclamations/Recognitions
    a. There were no proclamations/recognitions at this meeting.
6. Approval of Minutes

a. Regular Meeting: August 24, 2020

MOTION: Ms. Oliff moved to accept the minutes of August 24, 2020 as presented. Mr. Browne seconded. By a roll call vote, all were in favor.

7. Appointments
    a. There were no appointments at this meeting.
8. Discussion/Action Items
    a. Principal Bill Rawson - PEA Opening Update

Principal Rawson gave an overview of the PEA reopening plan. The first students, a group of 147 boarders, will arrive back on September 7. On September 9, the rest of the 11th and 12th graders will return, for 400 students total. There will also be 80 day students returning at the same time. 9th and 10th graders will return on October 3rd. All students must quarantine for 14 days before coming back, as well as getting pre-travel testing. Some students from high-risk areas will get immediate tests before going into the dorm and two additional tests. There will be periodic screenings of students over the first few weeks. Instruction for the first term will be mostly online; the first 5 - 6 weeks will be entirely online. They have given a "family option" of students staying home and learning remotely. Of the total enrollment of 1,080, 115 have chosen to stay home, so there will be under 1,000 students returning. There will be very tight restrictions on activity. Most extracurricular activity will be outdoors. There will be rigorous protocol around hygiene, distancing, and masks. They will close campus for a period of time. All students will stay on campus for the first five weeks. PEA will support what the town chooses to do with masks, but they will require students to wear masks in town. If they have positive tests, students will go to the modular quarantine unit. The public will be able to see the testing numbers and number of positive cases on their website for full transparency.

Karen Lassey, the Assistant Principal, said students will be picking up their food, not dining together. The school will look for ways to bring businesses and food onto campus while it is closed.

Ms. Gilman asked about rapid testing. Mr. Rawson said there is an antigen test which takes 30 minutes for results. They have two of these "Sofia" testing machines.

Mr. Browne asked how they would enforce the wearing of masks. Mr. Rawson said they will start with education, but if students are deliberately not complying they will be sent home. This would not mean an expulsion, and they will still be learning remotely.

b. Chamber of Commerce Lease Renewal

Mr. Dean said Chamber pays an annual lease of $6,000 to the town for their space on the lower level of Town Hall. In the lease renewal, Chamber is looking for a 30 day termination notification to be available to Chamber as well as to the town. They would like a 3 year term, through 2023, and up to 60 months after that by mutual consent. This is about 700 square feet of space. Electrical, heat, water and sewer are provided by the town. The Judge's Bench is to stay in the space [as Ms. Gilman requested at the previous meeting]. There is a process for amending the lease.

Mr. Browne asked about the fair market value of the space. Mr. Dean said that Darren Winham suggested $23 per sq foot for a for-profit entity, which is $1,402 per month for this space. This means that the town is supporting Chamber, which is a non-

profit, at the rate of $10,000 a year. Chamber and the town have had a relationship for some time and the town benefits from having them downtown. Mr. Browne said he [at Soleil's Salt Cave] is their closest neighbor and he hasn't seen the foot traffic to justify their location. Mr. Dean said Finance, which is next door, mentioned to him how busy Chamber is. Mr. Browne asked if Chamber tracks metrics of visits, but Mr. Dean said not that he was aware of.

Mr. Winham said that Chamber has stepped up with local marketing during Covid, letting the public know what businesses are open and when. This organization is valuable to the town, and has excellent Board members and staff. Other towns donate to Chambers, and the $10,000 can be considered a donation to Chamber. Mr. Browne said they charge $400 for membership per business per month, so could easily pay more. Mr. Dean said businesses in the community have written letters of support, which can be found in the packet. Mr. Dean mentioned that Chamber works with Human Services to help those in need.

Jennifer Wheeler, the President of Exeter Area Chamber, said they look forward to the continued collaboration. The needs of businesses will continue to evolve, and they will make sure they are meeting those needs as best they can. Mr. Browne asked about occupying that location in particular. Ms. Wheeler said people come in all the time to say they are a great value in town. They do get some foot traffic, but it's decreased in the last couple months due to Covid. The value of them being in town is in providing visitor services and recommendations. Residents come in looking for maps and to purchase gift certificates for local businesses. Mr. Browne asked about the makeup of the membership. Ms. Wheeler said their members are in Exeter and the nine surrounding communities, making for a diverse membership. Exeter businesses are the majority. Membership begins at $200 per year for nonprofits, or $300 per year for businesses.

MOTION: Ms. Gilman moved to enter into the lease agreement with Exeter Area Chamber for September 1 2020 through 2023 at $6,000 per 12 month period as presented Aug 31 2020. Ms. Cowan seconded. In a roll call vote, Mr. Brown voted nay, and the motion passed 4-1.

c. Proposed Mask Ordinance

Mr. Papakonstantis said that per RSA 147:1, the Health Officer can make recommendations regarding public health, such as a mask ordinance, that can be voted on by the Select Board. They've received extensive emails and correspondence from the public since discussing this at the last meeting. The Board members sent individual suggestions to Mr. Murray, not as a group, keeping 91A in mind. Mr. Murray put together a revised draft with this feedback. Mr. Winham conducted a survey, which was sent to businesses in Exeter.

Mr. Murray walked through the new draft of the ordinance, which he thinks is a better fit for Exeter. 1. Definition of a face covering. 2. Employees of all businesses shall wear a face covering; kitchen staff are not required to wear one in the kitchen, which is in line with the Safer at Home guidance. There's no evidence of transmission through food. Exceptions can be made for individual businesses on a case by case basis. 3. The public must wear masks inside businesses, including any outdoor area of a business. 4 The public must wear masks inside of restaurants except when sitting and eating. 5.

Posting signage about requiring masks. 6. Masks should be worn when walking outside when social distancing is impossible. There is a map of applicable areas. 7. Masks are not required outside when social distancing or when passing momentarily. 8. Those using recreational lands are encouraged, but not required, to wear masks. 9. Masks are not required during cardiovascular activity. 10) Masks should be worn in the common areas of buildings. 11. A face covering is not required for anyone with a medical or developmental condition. 12. Children under 10 are not required to wear a mask. Mr. Murray said he checked with Dr. Ryan, the Superintendent of the schools, to ensure this is in line with school recommendations. 13. The public may be required to temporarily remove face covering for verification of identity of age. 14. The penalties are explained a bit further. The intent is to educate. The Health Department shall respond to instances of noncompliance, not the Police. Penalties are a last resort, used only when noncompliance is repeated, intentional, and a detriment to the health of others. First time is a verbal or written request, the second offence is a $25 fine, the third offence is a $50 fine. This will be a 61 day ordinance, and must be reenacted at that time. It also ends if the Governor terminates the emergency order.

This order applies to Front Street, Water Street to Tan Lane, the bridge from downtown to High Street, String Bridge, and Court Street to Bow Lane, and the business section of Lincoln Street.

Mr. Browne asked Mr. Murray whether he had spoken with members of the public. Mr. Murray said a few members of the public had reached out to him and had conversations.

Ms. Gilman said the new draft responded appropriately to feedback from the last meeting.

Mr. Browne asked about the phrase "clear and present danger," which he said is a legal term that is inappropriate here. Mr. Dean said he thinks it came from Hanover's ordinance. It comes from a legality/constitutionality place. Covid does present a danger to the community.

Ms. Oliff asked if indoor mask wearing is just downtown. Mr. Murray said no, it applies to all Exeter businesses. The outdoor mask wearing is for downtown when social distancing is impossible. Mr. Browne asked about smokers. Mr. Murray said they would be asked to social distance as much as possible. Mr. Dean suggested they could address the case of smokers with another ordinance.

Mr. Browne asked about plans to put out kiosks and education material. Mr. Murray said he asked Mr. Winham to ask if businesses would host a sanitation station. The Chamber of Commerce is on board. They're looking for more businesses to have a small table inside or outside, with supplies and a trash can to dispose of them after use. The town will provide sanitizer and masks. Mr. Browne said the penalties will alienate rather than create allies.

Ms. Gilman said there should be a social media campaign or use of the town website to educate.

Ms. Cowan asked if they're tracking changing information/Covid numbers. Chief Wilking said the State and County has been steady, but Exeter has had 5 more positive cases. The County Jail had an outbreak, but those were logged in the place of

residence. He finds it troubling that at the last three Select Board meetings he's reported an increase.

Ms. Cowan said she'd like to work with Mr. Browne on education on the mask ordinance.

Ms. Oliff asked if the lower numbers previously could be because they had fewer tests at that time. Chief Wilking said there had been consistent testing for the last 5 weeks. Ms. Gilman said statewide the trend is good, but the percentage in Exeter is steady. Without a change in Exeter's numbers, last week Exeter had 2.2% of the active cases in the state, but this week has 3.2%.

Mr. Winham said that the survey was sent to 900 businesses and they'd had 52 responses. 30% had not heard about the proposed mask ordinance. 68% require members of the public to wear masks. 57% said employees are wearing masks at all times; 25% are wearing them only when dealing with the public; 18% are not wearing them at all. 28% said they would request a variance for special conditions. 12 respondents had no issue with the ordinance or wanted to go further. 8 respondents said the Select Board shouldn't pass it. There were some concerns about enforcement. There were issues with bullying from those both pro and anti masks.

Enna Grazier, a Warren Avenue business owner, said she needs customers to know they're not only welcome in her business but also safe. She needs the community to join her in supporting this. She's concerned about staff in the service industry, whose risk factor is higher and tend to be underinsured or uninsured. They owe these members of the workforce a commitment to protect their safety.

Florence Ruffner of 5 Pine Street said she took photos of 48 downtown businesses that already have some type of mandate posted on their doors. People are already doing everything that's in this mandate.

Scott Bly of 1 Captain's Way said he is concerned about the enforcement aspect of this ordinance, and he suggested removing it. They should focus only on education. He questioned the expertise of the Board members and the Town Manager to provide input on such an ordinance. They need to look at physical, mental, and financial health.

Rev Heidi Heath, 10 Chestnut Street, said she is a survivor of Covid-19. She contracted it in March and her life was forever changed by Covid-19. She still has pain and a lack of endurance. Thousands of those who get Covid may never fully recover; the picture is not just death and recovery. She's in favor of a mask ordinance, as masks are the single most effective way to prevent the spread.

Meridith Murray of Oak Street said she is in favor of the mask ordinance and thankful that they are working towards public health, which will benefit the community.

Rev. Tara Olsen Allen of 14 Chesnut Street said she supports the ordinance. If employees in a kitchen are not required to wear masks, are there other safety measures restaurants would be required to put into place? Mr. Murray said State guidance does not require back-of-house employees to wear masks. There are no other Covid safety measures that he knows of. There's no evidence of foodborne transmission or a risk to customers.

Nancy Belanger of 1 Mill Street said she supports this ordinance. Whatever the numbers are, we as a community want to do what's best. It's not a political issue, it's about community.

Carl Wikstrom of 7 Charron Circle said that regarding the map of the ordinance area, streets like Pleasant Street have very little pedestrian traffic and they're usually able to have social distancing. He asked for confirmation that they must wear masks only if the area is so crowded that social distancing is not possible. Ms. Cowan said yes, that's always been the case. Mr. Wikstrom suggested this should be a resolution, not an ordinance. People are already doing this, they don't need fines to keep people safe.

Katherine Tapley of 26 Ashbrook Road said she supports the mask mandate. She wished they didn't need it or that there was no pandemic going on. She knows several people who have contracted Covid. If her immunocompromised husband gets this, he might not survive. Downtown is good, but in other places people are gathering without masks.

Robin Tyner of 9 Mill Stream Drive said this draft is a vast improvement. They don't have to be afraid of passing someone on the street. She said the Select Board meeting is not the forum to debate the science. It's not useful for non-scientists to debate the science. Education efforts need to align with authoritative sources. More testing is likely providing more positive results. There's no reason for citizens to approach or report other citizens. Information about the ordinance needs to be better disseminated.

Ami Faria of 16 High Street said she lives within the map of the ordinance and she thinks that's a good thing, since there's no way to socially distance from the public when she's on her front lawn. Science is evolving, and that's why they should err on the side of caution.

Lindsay Sonnett of 3 Hampton Road said she's in favor of the ordinance. She doesn't understand the opposition. If everyone is already wearing masks, it doesn't hurt to go a little further to protect everyone.

Hilary Justice of 38 Cross Road said her mother is very high risk and is scared just to leave her apartment and get the mail, so she's appreciative that this applies to common areas in residential buildings.

June Fabre of 10 Chestnut Street said she's in favor of the mask mandate. She lives in an apartment building and would like to see masks in common areas. Masks are the safest way to go. It's not forever.

Robin Tyner said her sons wanted to speak but didn't want to be labeled. They both spent the summer working for a moving company. This was a cardiovascular activity in the 90 degree heat. People said negative things to them for not wearing masks. Everyone should focus on themselves.

Kathleen Wikstrom of 7 Sharon Circle said the ordinance has been improved. Item 7, not having to wear masks as long as you can social distance, takes care of a lot of her concerns. However, she still questioned the point of the mandate. What behavior that is happening now will be stopped? It just shows that the Select Board doesn't trust the public. They shouldn't pass this ordinance.

Scott Bly of 1 Captain's Way said that in areas on the map where it may not be easy to social distance, what can the Board or Town Manager do to create additional space to allow proper social distancing? Is the parking in front of Stillwell's necessary?

Mr. Papakonstantis closed the public discussion.

Mr. Browne said regarding Heidi Heath contracting Covid, he'd be interested to know if she were tested in town and counted toward the town numbers, if she could share that privately/offline. Ms. Cowan asked him to be cautious about asking about private medical history. Ms. Heath said she will not share private information, but she believes the testing numbers they're receiving are low. Those who test negative may not have been able to get to testing in a reasonable time frame. She is one of a number of cases in the area with the same clinical profile; that number has gone up significantly since March.

Ms. Gilman said ordinance has progressed a long way. Aerosolization of the disease is still unclear. Regarding widening the sidewalks by blocking off parking spaces, if you give people more space more people will come. There will still be some people who don't wear masks. She wants to err on the side of protecting the community. They have the duty by RSA to protect it. This ordinance will help them bring cases down. It's their responsibility as a Board, since the Federal and State government have not provided the leadership. Mr. Browne asked if they could write in that higher level ordinances could preempt their ordinance, but Ms. Gilman said that's a given.

Mr. Papakonstantis said this is about public health and safety, and that's the Board's responsibility. They've done many things since March which are out of the norm. They're in the middle of a pandemic. All of this is temporary, not permanent, and will be revisited in 60 days.

Mr. Browne asked if this revision required another public hearing. Mr. Dean said the statute doesn't mention a public hearing at all, so no. Ms. Cowan said they could look at tonight as a public hearing. It was posted on Friday, and crafted with significant input from the public and Select Board.

MOTION: Ms. Cowan moved to adopt the emergency ordinance 2020-01 requiring the wearing of face coverings within certain conditions within the town of Exeter, per the amended version discussed 8/31/2020. Ms. Gilman seconded. In a roll call vote, Ms. Cowan, Ms. Oliff, Ms. Gilman, and Mr. Papakonstantis voted yes; Mr. Browne voted nay. The motion passed 4-1. Mr. Dean said this was adopted tonight, but the effective date is based on the requirements of the posting.

9. Regular Business
    a. Tax Abatements, Veterans Credits and Exemptions

MOTION: Ms. Gilman moved to accept the Intent to Cut for 13/8. Mr. Browne seconded. By a roll call vote, all were in favor.

    b. Permits & Approvals
        i. Farmer's Market

Mr. Papakonstantis said at the last meeting they discussed pushing the Farmer's Market further back from the entrance to the Parkway.

Dorianne Barr, a non-resident, indicated she wished to speak. The Board had no objections.

Ms. Barr said the Farmer's Market is following all of the requirements. They would like to get closer to Water Street so that people who are elderly and disabled can more easily access the market. Mr. Murray said at the last meeting, the recommendation was to push the Market behind the crosswalk at Swasey Parkway to prevent a bottleneck in the front of the Parkway. He recommends keeping the suggestion and reviewing it further, and the Board agreed.

ii. Gilman Park Pavilion Painting

Melissa Roy of Parks and Rec said that the Gilman Park Pavilion has been completed, and the last step is to paint it. They put out a request for bids; five companies considered it, but only one put in a bid.

MOTION: Ms. Gilman moved to allow Parks and Rec to expend $3,335 out of Rec Impact fees for Five Star Painting to paint the Gilman Park Pavilion. Mr. Browne seconded. By a roll call vote, all were in favor.

iii. Ms. Roy presented the Parks and Rec Fall 2020 activities proposal. They're trying to provide programming for the community while being safe. There's an afterschool programming option. There's also a Fall scarecrow contest with Exeter Lumber. She and Mr. Tovey will serve as instructors to save money.

MOTION: Ms. Oliff moved to approve the Fall 2020 activities proposal as drafted by the Parks and Rec Department. Ms. Cowan seconded. By a roll call vote, all were in favor.

iv. IT is looking to purchase $2,963 of cubicle dividers for the EXTV office at Town Hall to promote social distancing. This would come from Cable Fund. Ms. Gilman asked if Mr. Dean is confident that this fits the purpose of the fund. Mr. Dean said yes.

MOTION: Ms. Gilman moved to allow IT to expend $2,963 from the Cable Fund to purchase cubicle dividers for the EXTV office at Town Hall, Ms. Cowan seconded. By a roll call vote, all were in favor.

c. Town Manager's Report

i. FY21 budget meetings have begun, and he's reviewing operating budgets.

ii. He was on a call with Ms. Perry regarding EPA permit issues. They've been involved with all Great Bay communities on the new permit proposal. Rochester has proposed a different schematic. They're continuing talks tomorrow.

iii. Election prep continues. They've been swamped with absentee ballot applications, which is a good thing.

iv. The Planning Board moved the CIP public hearing back to September 10.

v. They're working with BLM on a rally on Swasey Parkway September 5th at 2PM.
vi. Limerick Steeple Jacks have begun work at the Town Hall.
vii. The TAP grant is ready to move forward with sidewalk construction.
viii. They got 1.5" of rain over the weekend, which helped the drought situation.
ix. The State Aid Grant for the Wastewater Facility has not gone before the Governor and Executive Council but was held as discretionary spending in the state budget. The town was counting on those funds, which would provide an $860,000 offset for the facility. They're hoping to get that money turned around.

d. Select Board Committee Reports
   i. Ms. Oliff said there was a Swasey Parkway Trustees meeting but she was unable to attend. She asked how much notice she was supposed to have prior to a meeting, as they only let her know 24 hours ahead of time. Mr. Papakonstantis said they would discuss it offline.
   ii. Mr. Browne had a Communications Committee meeting, and they asked for guidance from the Select Board. Ms. Cowan offered to help.
   iii. Ms. Cowan said she attended a Planning Board meeting, where they approved the Gateway project and started work on the Grizet project.
   iv. Ms. Gilman went on a sitewalk with the Natural Resources Planner Kristin Murphy to look at a field in conservation. It hasn't been mowed because it was too wet, which they confirmed.
   v. Mr. Papakonstantis has a Sustainability Advisory Committee meeting tomorrow.

e. Correspondence
   i. A Dept of Revenue Administration report on their appraisal review. The town complies with all requirements. Mr. Dean said this is the State's method of auditing the local property valuation process. The town passed.
   ii. Correspondence on the proposed mask ordinance.
   iii. A memo from the Health Trust Fund; the town is receiving $131,366.96 back.
   iv. A note from Xfinity about reclassifying channels
   v. Information about the State Aid Grant, including the principal and interest and amount due on the project. They're looking at $861,000 this year.

10. Review Board Calendar
    a. The Primaries are September 8th. The next meetings are September 14th and 28th.

11. Non-Public Session

MOTION: Ms. Oliff moved to enter into a non-public session to discuss personnel issues per RSA 91-A:3:II(a) and (c) . Ms. Gilman seconded. By a roll call vote, all were in favor.

12. Adjournment

The Board emerged from non public session. Selectman Browne moved to seal the minutes for thirty days as not doing so would render the action ineffective. Selectwoman Roundtree Oliff seconded. By a roll call vote, the motion was approved.

Selectwoman Roundtree Oliff moved to adjourn. Selectwoman Gilman seconded. By a roll call vote the Board adjourned at 11:25 pm.

Respectfully Submitted,
Joanna Bartell
Recording Secretary

Select Board Meeting
Thursday, September 3, 2020
4 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 4 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. Discussion/Action Items
    a. Swasey Parkway Closure

Ms. Gilman said people are eager to see the closure continue.

MOTION: Ms. Cowan moved to continue the closure of Swasey Parkway for the next 60 days. Ms. Oliff seconded. By a roll call vote, all were in favor.

3. Adjournment

MOTION: Ms. Cowan moved to adjourn. Ms. Gilman seconded. By a roll call vote, all were in favor.

Respectfully Submitted,
Joanna Bartell
Recording Secretary

Board and Committee Appointments

Board and Committee Appointments
September 14th, 2020

Budget Recommendations Committee
Kathy Corson, 3 Folsom Street

Heritage Commission
Bill Campbell, 111 High Street, term to expire 4/30/22

Communications Advisory Committee
Bevin Kennedy, term to expire 4/30/22

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

Statement of Interest
Boards and Committee Membership

Committee Selection: Budget Recommendations Committee

New ☒ **Re-Appointment** ☒ **Regular** ☐ **Alternate** ☐

Name: Kathy Corson **Email:** kathykcorson@gmail.com
Address: 3 Folsom St **Phone:** 603 686 9600

Registered Voter: **Yes** ☑ **No** ☐

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

I was on the BRC 4 years ago before I became a Selectboard member. Having served on multiple boards and committees and seeing that there is an opening I thought I would volunteer.

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

3 years as a Selectboard member
17 years on the Planning Board

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

After submitting this application for appointment to the Town Manager:

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

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

Signature: Kathy Corson **Date:** 9/2/2020

Town Moderator, Town Clerk, Checklist Supervisors Update

Total Voters 13,763

116 new voters

INSTRUCTIONS:
Record the vote for each candidate whose name appears on the ballot next to their name below.
Record all WRITE-INS on the separate return provided for that purpose.

STATE OF NEW HAMPSHIRE
RETURN OF VOTES
EXETER
DEMOCRATIC
STATE PRIMARY ELECTION
September 8, 2020

Vote September 8, 2020
A true copy attest:
Andrea J. Kohler
Signature of Town/City Clerk

One copy to be Returned
ELECTION NIGHT
to the Secretary of State

For Governor
Vote for not more than 1

Andru Volinsky	1176
Dan Feltes	1262

For United States Senator
Vote for not more than 1

Tom Alciere	45
Paul J. Krautmann	63
Jeanne Shaheen	2556

For Representative in Congress
Vote for not more than 1

Chris Pappas	2524

For Executive Councilor
Vote for not more than 1

Mindi Messmer	1655
Patty Lovejoy	857

For State Senator
Vote for not more than 1

Jon Morgan	2383

For State Representatives Rockingham District 18
Vote for not more than 4

Mark A. Paige	1945
Lisa Bunker	2030
Julie D. Gilman	2086
Gaby Grossman	2107

For State Representative Rockingham District 36
Vote for not more than 1

Alexis Simpson	2253

For Sheriff
Vote for not more than 1

Patrick William Rivard	2235

For County Attorney
Vote for not more than 1

Steven J. Briden	2296

For County Treasurer
Vote for not more than 1

Ty Quinn	2275

For Register of Deeds
Vote for not more than 1

Michael McCord	2276

For Register of Probate
Vote for not more than 1

Bob Davidson	2266

Total Votes Cast 4082

DEMOCRATIC BALLOTS CAST

Total Number of Democratic Ballots Cast by ELECTION DAY voters	1261
Total Number of Democratic Ballots Cast by ABSENTEE voters	1435
Grand Total Number of Dem Ballots Cast (sum of two numbers above)	2696

INSTRUCTIONS:
Record the vote for each candidate whose name appears on the ballot next to their name below.
Record all WRITE-INS on the separate return provided for that purpose.

STATE OF NEW HAMPSHIRE
RETURN OF VOTES
EXETER
REPUBLICAN
STATE PRIMARY ELECTION
September 8, 2020

Vote September 8, 2020
A true copy attest:
Andrea J. Kohler
Signature of Town/City Clerk

One copy to be Returned
ELECTION NIGHT
to the Secretary of State

For Governor
Vote for not more than 1

Chris Sununu	1271
Karen Testerman	88
Nobody	16

For United States Senator
Vote for not more than 1

Gerard Beloin	48
Don Bolduc	558
Andy Martin	71
Corky Messner	610

For Representative in Congress
Vote for not more than 1

Kevin Rondeau	112
Michael Callis	45
Jeff Denaro	53
Matt Mayberry	399
Matt Mowers	639

For Executive Councilor
Vote for not more than 1

Timothy P. Comerford	366
Bruce Crochetiere	338
Janet Stevens	457

For State Senator
Vote for not more than 1

Bill Gannon	879
Allen Winston Cook	335

For State Representatives Rockingham District 18
Vote for not more than 4

Carl Wikstrom	725
Edward Duncan	783
William A. Smith	678
Greg Stone	804

For State Representative Rockingham District 36
Vote for not more than 1

Daniel Gray	1076

For Sheriff
Vote for not more than 1

Chuck Massahos	708
Kevin Coyle	431

For County Attorney
Vote for not more than 1

Patricia Conway	1089

For County Treasurer
Vote for not more than 1

Scott Priestley	1062

For Register of Deeds
Vote for not more than 1

Cathy Stacey	1091

For Register of Probate
Vote for not more than 1

Ray Tweedie	1055

For Delegates to the State Convention
Vote for not more than 4

REPUBLICAN BALLOTS CAST

Total Number of Republican Ballots Cast by ELECTION DAY voters	1043
Total Number of Republican Ballots Cast by ABSENTEE voters	343
Grand Total Number of Rep Ballots Cast (sum of two numbers above)	1386

Arts & Culture Advisory Commission

Town of Exeter Arts & Culture Advisory Commission

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

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

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

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

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

1 member of the Select Board (non-voting)
9 At Large Members and 2 alternate members (appointed by the Select Board)

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

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

Adopted by the Exeter Select Board _____

Town of Exeter

Pam McElroy <pmcelroy@exeternh.gov>

Fwd: Arts and Culture Commission

1 message

Russ Dean <rdean@exeternh.gov> Fri, Jul 10, 2020 at 3:34 PM
To: Pam McElroy <pmcelroy@exeternh.gov>

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

Hi Russ,

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

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

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

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

Many thanks,

Niko

Arts & Culture Commission.docx
16K

Communications Committee Updates

View | Edit | Revisions | Clone content

Committee Charge

Mission Statement:

The Communication Advisory Committee's role is to promote a more robust dialogue between the town and its citizens by evaluating and refining and expanding the different ways the town communicates.

Committee Charge:

Upon adopting the 2018 Town Master Plan the following action items were proposed. These action items provide the cornerstone of the Communications Advisory Committee:

1. Establish a small committee charged with researching municipal information and management technologies for the Town.
2. Evaluate the ways in which the Town communicates with the public and ensure that strategies maximize citizen engagement across multiple platforms. Determine the strategies that could be strengthen and move forward with ways for improvement.
3. Establish baselines to organize community forums to discuss issues important to Exeter. Ensure that events, especially large ones, provide options for food and child care.
4. Work with EXTV to establish procedures to be used by EXTV when interfacing with the citizens when creating TV programming.

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

There is hereby established by the Select Board a seven (7) person Communications Advisory Committee

- 1 member of the Select Board – Non Voting
- Exeter TV staff – Non Voting
- 7 At Large Members (appointed by Select Board)

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

Member	Term	Member	Term
Martha McEntee	4/2021	Vacant	4/2022
Connor Barry	4/2021	Nina Braun	4/2022
Vacant	4/2021	Daryl Browne, SB Rep.	Term
Vacant	4/2023	EXTV Rep.	
Lindsay Sonnett	4/2023		

Updated: June 15th, 2020

Supporting Documents

- 2020 Warrant Article Summaries prepared by the committee (239 KB)
- 2019 External Communications Analysis - UNH Carsey School (15 MB)
- Social Media Policy (54 KB)

Communications Advisory Committee

About Our Boards

Town of Exeter, New Hampshire

Communications Advisory Committee Meeting

Tuesday, September 15, 2020 @ 9:00 am

Via Teleconference

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

To participate in public comment, click this link: https://exeternh.zoom.us/j/89261908098

To participate via telephone, call: +1 646 558 8656 and enter the Webinar ID: 892 6190 8098

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

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

More instructions for how to participate can be found here:
https://www.exeternh.gov/townmanager/virtual-town-meetings
Contact us at extvg@exeternh.gov or 603-418-6425 with any technical issues.

Agenda

1. Approval of last meeting's minutes.

2. Review of Committee membership.
   a. Welcome back and introductions of Martha McEntee
   b. Potential recruitment of new Committee members.

3. Chairman's Report of a meeting with Selectwoman Molly Cowan to discuss communications strategies regarding the Exeter, NH Mask Ordinance and future such Ordinances.

4. Review status of the plan to distribute a Communications Advisory survey to Exeter residents in order to better understand the communications interests and expectations for municipal communication strategies.
   a. Review the link provided to the Chairman by Robert Glowacky regarding Municipal Communications strategies: https://www.nh.gov/osi/resource-library/municipalities.htm

5. Review status of the Communications Advisory Committee "Master Plan" (i.e., a more comprehensive approach to municipal communication strategies).

6. Other business.

7. Adjourn Meeting.

Gmail

Connor Barry <cbarry978@gmail.com>

Follow-up from Communications Advisory Committee

Connor Barry <cbarry978@gmail.com> Wed, Sep 2, 2020 at 1:54 PM
To: NPapakonstantis@exeternh.gov, Daryl Browne <DBrowne@exeternh.gov>, mcowan@exeternh.gov, jgilman@exeternh.gov, loliff@exeternh.gov

To the Members of the Exeter, New Hampshire, Select Board:

I hope you all are doing well in these challenging times, and I want to thank you all for your responsiveness, leadership, and thoughtful decision-making, as our community, state, and country navigate public health considerations in this global pandemic.

I also want to recognize that the Communications Advisory Committee was referenced several times during your most recent Select Board meeting, dated Monday, August 31, 2020, particularly with respect to Exeter's ongoing efforts to educate community members and implement "Emergency Order No. 2020-01, Requiring the Wearing of Face Coverings Under Certain Conditions within the Town of Exeter." As a friendly follow-up to that meeting, and as the Chairman of the Communications Advisory Committee, I extend our volunteer services to the Board for any assistance the Board needs in their municipal communications.

Our Committee is currently scheduled to meet on Tuesday, September 15, 2020, and I'd be glad to have conversations with Board Members in advance of that meeting to report back and help guide our meeting's agenda.

Thank you all again and stay well.

Respectfully,

Connor Barry

cbarry978@gmail.com

Town of Exeter, New Hampshire

Communications Advisory Committee Meeting Minutes

Tuesday, August 25, 2020 @ 9:00 am

Via Teleconference

Committee Members in Attendance

Connor Barry (Chair)

Nina Braun

Robert Glowacky (Communications Advisor)

Daryl Brown (Select Board Designee)

Notes

Discussions regarding the working draft of a Communications Town Survey remain ongoing. Mr. Glowacky presented the working draft, based upon sample questions contributed by Committee members. The draft we presented included suggestions made by various committee members, and the committee decided to incorporate open-ended questions both at the beginning and end of the survey for survey-takers to elaborate on their communications expectations in their own words.

Committee members discussed some of the concerns raised by local residents and business owners during the public comment session of the Exeter, NH Select Board meeting on Monday, August 24, 2020, with respect to the proposed town ordinance requiring residents wear masks outdoors in Exeter's commercial district, where recommended social distancing is not possible. Committee members suggested that the Communications Committee could be of assistance to the Select Board in developing future similar proposals by conducting a public survey to put relevant stakeholders on notice of the proposal and solicit response.

In addition to the survey of the general public, Committee members also discussed the possibility of conducting a survey of local town departments and inquiring about existing communications strategies, as well as a survey of all volunteer municipal boards to see whether a better internal communication standard operating procedure could be developed.

Mr. Glowacky concluded the meeting by asking the Committee members to think about ways of incentivizing locals to take the survey—possibly with a raffle and prize or similar program.

The meeting was adjourned at 10:00 am.

Household Hazardous Waste Day Collection Discussion

TOWN OF EXETER
MEMORANDUM

TO: Select Board

FROM: Town Manager

RE: HHW Collection Day

DATE: September 14th, 2020

The annual collection for household hazardous waste is scheduled for October 19th, 2020. Due to the COVID 19 situation, RPC, Public Works and the Town Manager have been discussing ideas about the event and how to implement. Changes to the event would include tickets sold for the collection through Eventbrite so no cash would be exchanged on site (the event typically has a donation request of $10). Those attending the collection would be required to have a ticket. No in person survey would be done as this may be done online or not done at all this year. All volunteers would have temperature checks, wear masks and hand sanitizer would be on site and used. PPE would continue to be worn by the contractor on site who actually disposes of the Household Hazardous Waste. The event would take place outdoors at the DPW facility, with people driving through in their cars as in prior years. We have formulated a "track" for the event around the new Wastewater Facility. I look forward to the Board's input on this event.

Event date is tentatively planned for October 19th.

Town of Exeter

Russ Dean <rdean@exeternh.gov>

HHW Participation

1 message

Tim Roache <troache@therpc.org> Wed, Sep 9, 2020 at 12:57 PM
To: Jennifer Perry <jperry@exeternh.gov>, Russ Dean <rdean@exeternh.gov>
Cc: Amy Warhaft <awarhaft@therpc.org>

Hi Russ –

So far I have reconfirmed participation from Epping, Seabrook, South Hampton, and Stratham* One caveat is that Stratham is confirming if any cost overages will be eligible for GOFERR funds. Apparently they have seen a 10% increase in their solid waste tonnage. My understanding is that the overage may be eligible for GOFERR. If the same applies for HHW we should all look into that.

I have not heard from Newfields and East Kingston but have reached out again today.

I'll keep you posted.

Tim

CATV Agreement Update

CELEBRATING OVER 35 YEARS OF SERVICE TO OUR CLIENTS

LIZABETH M. MACDONALD
JOHN J. RATIGAN
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

PLEASE REPLY TO EXETER OFFICE.

August 6, 2020

Via first class mail and email, to: rdean@exeternh.gov
Russell Dean, Town Manager
Town of Exeter
10 Front Street
Exeter, New Hampshire 03833

RE: Renewal of Cable Television Franchise Agreement

Dear Russ:

I am writing to you regarding the renewal of Cable Television Franchise Agreement between The Town of Exeter, New Hampshire (the "Town") and Comcast of Maine/New Hampshire, Inc. ("Comcast"). This letter reports on (1) the August 2019 order of the Federal Communications Commission (the "FCC") on formerly free cable television services provided to municipalities; (2) the status of discussions with Comcast regarding renewal of the cable television franchise for the Town; and (3) a proposed amendment to the current Franchise Agreement and separate agreement on the formerly free cable television services.

FCC ORDER ON FRANCHISE FEES.

In August of 2019, the FCC issued an Order that prohibits cable television companies from providing free cable television services as a condition of a franchise agreement with a municipality. This Order is subject to a legal challenge, but for now it is in effect. Comcast has been taking the position that it will not renew, amend or extend any franchise agreements without addressing this issue. Comcast has been addressing it in two ways: (1) Deleting or excluding from franchise agreements the sections dealing with the cable television services formerly provided free of charge; and (2) Doing a separate agreement with the municipality regarding the option for the municipality to pay for such cable television services, and the acknowledgement that a court may invalidate the FCC Order, in which case such free services would resume.

As a practical matter, Comcast has not taken any steps to terminate such free services, and, given that we are in a global pandemic, it is unlikely it will seek to do so any time soon. Comcast has been very consistent in not wishing to allow this type of obligation to persist in franchise agreements when it has the opportunity to change them at renewal time.

The FCC Order also covered the possibility of other franchise related costs needing to be either applied as an offset to franchise fee paid to a municipality or billed separately to the municipality, including institutional networks ["INets"] and other types of services or facilities provided to municipalities other than capital payments for local access channels. It is unclear how these other types of services or payments will be dealt with going forward, but at this time they are not implicated in the Town's cable television Franchise Agreement. As you may recall, the Town has no INet.

STATUS OF DISCUSSIONS WITH COMCAST.

We have been in discussion with Comcast about this renewal for several years now. We started by confirming that the work that Comcast was obligated to conduct connecting the studio at the Seacoast School of Technology on Linden Street with the Town local access system had been completed. It took Comcast so long to get that done (it was finally completed in 2018) that the technology had changed. The system is no longer compatible with the Comcast facilities coming out of the SST. This is unfortunate, but as a matter of renewal discussions, this obligation on the part of Comcast has been completed.

When we met in October 2019 to discuss the status, we were talking about an additional five (5) years on the Franchise Agreement from 2019. That would have brought the renewal to 2023. Given the additional passage of time since then, and the attention drawn away from everything except the global pandemic, I recommend that instead we propose a longer extension, for a full ten (10) years from the original expiration date in 2017, to 2027. The reason for this is in part that the renewal period for discussions with Comcast opens three (3) years before the expiration date. With a 2027 expiration date, the Town would get a letter from Comcast in 2024 initiating the renewal negotiations again. Since we have been in discussions with Comcast for three (3) years on this renewal, I suggest we postpone a little longer the next round of renewal negotiations. The other reason for this is that, as more and more cable television subscribers "cut the cord" with the cable company, all cable television companies are focusing more on becoming internet service providers rather than being cable television companies, and are positioning themselves for a time when the cable television part of their business has gone away. Having a franchise agreement that goes a little longer than what we had originally proposed helps to lock in Comcast for providing cable television service for a longer length of time.

I also recommend that, instead of doing a completely new renewal agreement, we do an amendment that would update the term, delete the section on the free cable services to the Town, delete two other sections that Comcast is routinely wanting to take out of its franchise agreements because the substance is no longer relative (those sections having to do with Monitoring and Polling of subscriber usage, which Comcast does not do now and is prohibited by Federal Law) and add obtain one local access channel in High Definition. The earliest it could arrive is 2023. We would do a separate letter on the cable television services for municipal and school facilities.

KJM/cmc
Enc. (2)

When we spoke in October, I believe you were going to speak with Bob Glowacky about what the local access channel needs would be for the next few years. At that time we were looking at five (5) years. Now we should look at seven (7) years. If the funds are requested from Comcast in the form of a capital grant, it will need to be tied to capital support for the local access channel. If it more of broad-based "technology" grant, that will be offset against the franchise fees and reduce the amount the Town receives in cash. This would result in essentially no additional cash coming to the Town. If it characterized as a grant for capital equipment for the local access channel (even if that that equipment if also used in the live streaming component of the Exeter television work), then it will not be offset against the franchise fees. It will however be passed through to the subscribers and show up on their bills.

Another question is whether to do annual "grants" or a large lump sum upfront, for 2021. If there is an annual amount that makes sense to be paid on a regular basis for 2021-2027, that amount would not trigger the requirement that there be any interest be paid on top of that. Getting a lump sum upfront would require that the interest be incurred, at the rate of eleven percent (11%) per annum, which would be passed through to subscribers. A capital grant in the amount of Ten Thousand Dollars ($10,000.00) a year would not be a huge burden on subscribers, and we could find out from Jay Somers at Comcast approximately how much that would be on an average subscriber's bill. Larger amounts would end up being more burden on subscribers, which the Board of Selectmen may not wish to do in this time of economic challenges.

PROPOSED AMENDMENT AND SEPARATE AGREEMENT ON CABLE TV.

Please review the enclosed Amendment to the Franchise Agreement, which covers the points raised above, and the separate Agreement for cable television services to municipal locations. Please let me know if you have any questions with regards to these. In particular, please review the locations listed on Exhibit A to the separate Agreement on courtesy cable television services, and let me know if the list should be revised. Also, please let me know what you learned from Bob Glowacky with regard capital needs and the coming years. If you decide to forgo those at this time, that would simplify things, but there would be no other chance to address those needs until 2027. Please let me know if you need anything more or in a different format to present to the Board of Selectmen for their consideration.

I look forward to hearing from you.

Very truly yours,
DONAHUE, TUCKER & CIANDELLA, PLLC

Katherine B. Miller, Esq.
Kmiller@dtclawyers.com

KBM/cms
Enc. (2)
S:\EM-EZ\Exeter Town of\2015 Comcast Cable Franchise Renewal\Correspondence\2020 08 03 Ltr to Town re; renewal POI and propsd amend+agremtn.docx

FIRST AMENDMENT TO OCTOBER 25, 2010
RENEWAL CABLE TELEVISION FRANCHISE AGREEMENT
BETWEEN THE TOWN OF EXETER, NEW HAMPSHIRE
AND COMCAST OF MAINE/NEW HAMPSHIRE, INC.

WHEREAS, Comcast of Maine/New Hampshire, Inc. (hereinafter "Franchisee"), is the duly authorized holder of a Renewal Franchise to operate a cable television system in the Town of Exeter, New Hampshire (hereinafter the "Town") pursuant to NH RSA 53-C, as amended, said Renewal Franchise having commenced on October 25, 2010;

WHEREAS, Franchisee and the Town wish to amend the Renewal Franchise Agreement;

WHEREAS, Section 10.4 of the Renewal Franchise Agreement authorizes amendment by written agreement following publication of the proposed amendment in a manner consistent with RSA Chapter 43;

WHEREAS, the Select Board of the Town of Exeter as Franchising Authority (hereinafter "Franchising Authority") is authorized to amend the Renewal Franchise Agreement pursuant to RSA 53-C;

NOW THEREFORE, after due and full consideration, the Franchising Authority and Franchisee agree that the Renewal Agreement is hereby amended as follows:

FIRST: Section 2.2, Term: Non-Exclusivity is deleted and a new Section 2.2 inserted as follows:

> Section 2.2 Term: Non-Exclusivity: The term of this non-exclusive Renewal Franchise shall expire at midnight on October 24, 2027.

SECOND: Section 3.3, Subscriber Network Cable Drops is hereby deleted in its entirety and nothing is substituted in its place.

THIRD: New Subsection (f) shall be added to Section 6.1, PEG Access Channel(s) as follows:

> (f) On or before October 25, 2023, Franchisee shall make the Access Channel referenced above in subsection (b)[1], above, available in high definition.

FOURTH: Sections 7.8 AND 7.9 are hereby deleted in their entirety, and nothing is substituted in their places.

---

[1] This subsection refers to the Town's local access channel, Channel 22. If it wishes, the Board may instead designate the high-definition channel as the SAU 16 education channel, Channel 13, or the public access channel, Channel 98. Comcast will only give the Town one HD channel for its local access channels at this time.

In all other respects, the Renewal Franchise Agreement dated October 25, 2010, is not amended and remains in full effect.

WITNESS OUR HANDS AND OFFICAL SEAL TO THIS FIRST AMENDMENT TO RENEWAL CABLE TELEVISION FRANCHISE AGREEMENT, THIS ____ DAY OF _____, 2020.

TOWN OF EXETER

BY: _____
Russell Dean,
Town Manager, Duly Authorized

COMCAST OF MAINE/NEW HAMPSHIRE, INC.

BY: _____
Trevor Arp,
Regional Senior Vice President
Greater Boston Region

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AGREEMENT
BETWEEN THE TOWN OF EXETER, NEW HAMPSHIRE AND COMCAST OF MAINE/ NEW HAMPSHIRE, INC.

WHEREAS, this Agreement is between Comcast of Maine/New Hampshire, Inc. (hereafter "Franchisee" or "Comcast") and the Select Board of the Town of Exeter, New Hampshire (hereafter the "Town"), regarding the existing courtesy services, as more fully delineated below; and

WHEREAS, on August 2, 2019, the Federal Communications Commission issued a Third Report and Order on "Implementation of Section 621(a)(1) of the Cable Communications Policy Act of 1994, as Amended by the Cable Television Consumer Protection and Competition Act of 1992," (the "FCC Third 621 Order"), regarding computation of franchise fees in light of courtesy cable television services provided to some municipalities, including the Town; and

WHEREAS, representatives from Comcast and the Town have been negotiating in good faith regarding the existing courtesy services as described in the Renewal Cable Television Franchise dated October 25, 2010 (the "2010 Renewal Franchise"); and

WHEREAS, this Agreement shall be effective on date to be determined;

NOW THEREFORE, the Town and Comcast mutually agree to resolve said courtesy services issues as follows:

(a) Comcast shall continue to provide a single cable television Drop, Outlet and monthly Basic Service, as such terms are defined in the 2010 Renewal Franchise, to the Town to each public building listed in Exhibit A, attached hereto, provided such locations are within two hundred and twenty-five feet (225') of the Franchisee's Cable System, as that term is defined in the 2010 Renewal Franchise, and absent any other unusual installation conditions and/or installation requirements.

(b) To the extent so provided by applicable law, the value of such cable service constitutes a franchise fee assessed by the Town and shall be either (i) added to the current franchise fees paid to the Town, up to a total of five percent (5%) of Gross Annual Revenues, or (ii) invoiced to the Town for payment, with the fair market value of the services being disclosed to the Town in advance.

(c) Comcast will charge the fair market value for each such account, which fair market value shall match the then current rate card for the level of service provided. The Town shall notify Comcast whether it wants the amount due each month for such Basic cable service to be invoiced for payment. The Town may upgrade the level of cable service received at the current rate card prices for the higher level of service. The Town may elect in writing not to receive the service

in which case it will not be invoiced, and no adjustment will be made to the franchise fee.

(d) In the event that the FCC Third 621 Order is reversed on appeal on the issue of complimentary services as in-kind contributions in a cable franchise and such order on appeal has become final, Comcast agrees to discontinue the charge for basic cable service for the Town locations listed in Exhibit A and provide such service on a complimentary basis.

This Agreement is hereby agreed to by the Select Board of the Town of Exeter and Comcast of Maine/New Hampshire, Inc.

Comcast of Maine/New Hampshire, Inc.
By:

_____ Date: _____
Timothy Kelly, Vice President
Governmental and Regulatory Affairs

Town of Exeter
By:

_____ Date: _____
Russell Dean, Town Manager

EXHIBIT A

PUBLIC BUILDINGS ON THE CABLE SYSTEM

Municipal Buildings:

Town Parks and Recreation	32 Court Street
Exeter Library	1 Founders Park
Public Works Office	13 Newfields Road
Emergency Operations Center/Police and Fire Departments	20 Court Street
Town Offices	10 Front Street
Town Hall	____ Front Street
District Warehouse	7 Watson Brook Road

Public School Buildings:

Tuck Learning Campus	30 Linden Street
Seacoast School of Technology	40 Linden Street
SAU 16 Office	24 First Street
District Warehouse	7 Watson Brook Road
Developmental Pre-School Program	13 School Street
Lincoln School	25 Lincoln Street
Main Street School	40 Main Street
Exeter High School	1 Blue Hawk Drive

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Classification Plan Update – Media Technician

CLASSIFICATION PLAN – TOWN OF EXETER
NON UNION

GRADE 1	Custodian
GRADE 2	Records Clerk Vehicle Maintenance/Highway Laborer **Media Technician (PT)**
GRADE 3	Solid Waste Facility Operator Assistant Town Clerk Water/Sewer Utilities Clerk Office Clerk Office Clerk – Fire (PT)
GRADE 4	Administrative Assistant - Planning
GRADE 5	Deputy Town Clerk Human Resources Assistant (PT)
GRADE 6	Recreation Coordinator Office Manager – DPW/Fire/Police/Parks-Recreation
GRADE 7	Executive Assistant Deputy Code Enforcement Officer IT Technician
GRADE 8	Deputy Tax Collector Water/Sewer Engineering Technician Engineering Technician
GRADE 9	Welfare/Human Services Administrator Natural Resources Planner Health Officer
GRADE 10	Water Treatment Operations Supervisor Electrical Inspector Deputy Assessor Assistant Director – Parks/Recreation
GRADE 11	Assistant Engineer Maintenance Superintendent Human Resources Director Accountant
GRADE 12	Highway Superintendent Senior Accountant Water/Sewer Assistant Manager

CLASSIFICATION PLAN – TOWN OF EXETER
NON UNION

GRADE 13	Economic Development Director Town Clerk Police Lieutenant
GRADE 14	Parks/Recreation Director Building Inspector/CEO Assistant Fire Chief – EMS Coordinator Assistant Fire Chief – Deputy EMD Water/Wastewater Manager/Engineer IT Coordinator
GRADE 15	Town Planner Deputy Police Chief
GRADE 16	Finance Director Town Engineer
GRADE 17	
GRADE 18	Chief of Police Fire Chief/Emergency Management Director DPW Director
GRADE 19	
GRADE 20	Town Manager

Adopted: July 28, 2014
Amended: December 15, 2014
Amended: June 19th, 2017 (added Deputy Assessor)
Amended: February 11th, 2019 (added Senior Accountant)
Amended: June 3rd, 2019 (deleted Parks Recreation from Office Clerk, add Office Clerk – Fire (PT), add Human Resources Assistant (PT), add IT Technician, add Parks-Recreation to Office Manager, delete "Town" from Assistant Town Engineer).
Amended: June 17th, 2019 (delete Police Captain(s), add Police Lieutenant, add Police Deputy Chief). Modify "administrator" to "director" for Human Resources.
Amended: September 14th, 2020 (add Media Technician)

Town of Exeter Non Union Pay Plan - Effective July 2020 - 1.00% Cola and 2.50% betw steps

2.50% between steps

1.00%

	Min	Step - 1	Step - 2	Step - 3	Step - 4	Step - 5	Step - 6	Step - 7	Step - 8	Step - 9	Step - 10	Step - 11	Step - 12	Max
Grade 1	14.1307	14.4840	14.8461	15.2172	15.5977	15.9876	16.3873	16.7970	17.2169	17.6473	18.0885	18.5407	19.0042	19.4793
	29,392	30,127	30,880	31,652	32,443	33,254	34,086	34,938	35,811	36,706	37,624	38,565	39,529	40,517
Grade 2	15.2176	15.5980	15.9880	16.3877	16.7973	17.2173	17.6477	18.0889	18.5411	19.0047	19.4798	19.9668	20.4659	20.9776
	31,653	32,444	33,255	34,086	34,938	35,812	36,707	37,625	38,566	39,530	40,518	41,531	42,569	43,633
Grade 3	16.3046	16.7122	17.1301	17.5583	17.9973	18.4472	18.9084	19.3811	19.8656	20.3623	20.8713	21.3931	21.9279	22.4761
	33,914	34,761	35,631	36,521	37,434	38,370	39,329	40,313	41,320	42,353	43,412	44,498	45,610	46,750
Grade 4	17.3915	17.8263	18.2719	18.7287	19.1970	19.6769	20.1688	20.6730	21.1898	21.7196	22.2626	22.8191	23.3896	23.9744
	36,174	37,079	38,006	38,956	39,930	40,928	41,951	43,000	44,075	45,177	46,306	47,464	48,650	49,867
Grade 5	19.0218	19.4974	19.9848	20.4844	20.9965	21.5215	22.0595	22.6110	23.1763	23.7557	24.3496	24.9583	25.5823	26.2218
	39,565	40,555	41,568	42,608	43,673	44,765	45,884	47,031	48,207	49,412	50,647	51,913	53,211	54,541
Grade 6	20.9241	21.4472	21.9833	22.5329	23.0963	23.6737	24.2655	24.8721	25.4939	26.1313	26.7846	27.4542	28.1405	28.8441
	43,522	44,610	45,725	46,869	48,040	49,241	50,472	51,734	53,027	54,353	55,712	57,105	58,532	59,996
Grade 7	22.5545	23.1184	23.6963	24.2887	24.8960	25.5184	26.1563	26.8102	27.4805	28.1675	28.8717	29.5935	30.3333	31.0916
	46,913	48,086	49,288	50,521	51,784	53,078	54,405	55,765	57,159	58,588	60,053	61,554	63,093	64,671
Grade 8	24.4568	25.0683	25.6950	26.3373	26.9958	27.6707	28.3624	29.0715	29.7983	30.5433	31.3068	32.0895	32.8917	33.7140
	50,870	52,142	53,446	54,782	56,151	57,555	58,994	60,469	61,980	63,530	65,118	66,746	68,415	70,125
Grade 9	26.0873	26.7395	27.4080	28.0932	28.7955	29.5154	30.2533	31.0096	31.7848	32.5795	33.3939	34.2288	35.0845	35.9616
	54,262	55,618	57,009	58,434	59,895	61,392	62,927	64,500	66,112	67,765	69,459	71,196	72,976	74,800
Grade 10	27.9893	28.6891	29.4063	30.1414	30.8950	31.6673	32.4590	33.2705	34.1023	34.9548	35.8287	36.7244	37.6425	38.5836
	58,218	59,673	61,165	62,694	64,262	65,868	67,515	69,203	70,933	72,706	74,524	76,387	78,296	80,254
Grade 11	30.1632	30.9173	31.6903	32.4825	33.2946	34.1269	34.9801	35.8546	36.7510	37.6698	38.6115	39.5768	40.5662	41.5804
	62,740	64,308	65,916	67,564	69,253	70,984	72,759	74,578	76,442	78,353	80,312	82,320	84,378	86,487
Grade 12	32.0656	32.8672	33.6889	34.5311	35.3944	36.2793	37.1862	38.1159	39.0688	40.0455	41.0467	42.0728	43.1246	44.2028
	66,696	68,364	70,073	71,825	73,620	75,461	77,347	79,281	81,263	83,295	85,377	87,511	89,699	91,942
Grade 13	35.0355	35.9114	36.8092	37.7294	38.6726	39.6394	40.6304	41.6462	42.6873	43.7545	44.8484	45.9696	47.1188	48.2968
	72,874	74,696	76,563	78,477	80,439	82,450	84,511	86,624	88,790	91,009	93,285	95,617	98,007	100,457
Grade 14	35.8698	36.7666	37.6858	38.6279	39.5936	40.5834	41.5980	42.6380	43.7039	44.7965	45.9164	47.0643	48.2410	49.4470
	74,609	76,475	78,386	80,346	82,355	84,414	86,524	88,687	90,904	93,177	95,506	97,894	100,341	102,850
Grade 15	37.5004	38.4379	39.3988	40.3838	41.3934	42.4283	43.4890	44.5762	45.6906	46.8328	48.0037	49.2038	50.4339	51.6947
	78,001	79,951	81,950	83,998	86,098	88,251	90,457	92,718	95,036	97,412	99,848	102,344	104,902	107,525
Grade 16	39.1308	40.1091	41.1118	42.1396	43.1931	44.2729	45.3798	46.5143	47.6771	48.8690	50.0908	51.3430	52.6266	53.9423
	81,392	83,427	85,513	87,650	89,842	92,088	94,390	96,750	99,168	101,648	104,189	106,794	109,463	112,200
Grade 17	40.2178	41.2232	42.2538	43.3102	44.3929	45.5027	46.6403	47.8063	49.0015	50.2265	51.4822	52.7692	54.0885	55.4407
	83,653	85,744	87,888	90,085	92,337	94,646	97,012	99,437	101,923	104,471	107,083	109,760	112,504	115,317
Grade 18	41.3048	42.3374	43.3958	44.4807	45.5927	46.7325	47.9009	49.0984	50.3258	51.5840	52.8736	54.1954	55.5503	56.9391
	85,914	88,062	90,263	92,520	94,833	97,204	99,634	102,125	104,678	107,295	109,977	112,726	115,545	118,433
Grade 19	42.3917	43.4515	44.5378	45.6512	46.7925	47.9623	49.1614	50.3904	51.6502	52.9414	54.2650	55.6216	57.0122	58.4375
	88,175	90,379	92,639	94,955	97,328	99,762	102,256	104,812	107,432	110,118	112,871	115,693	118,585	121,550
Grade 20	44.5656	45.6798	46.8218	47.9923	49.1921	50.4219	51.6825	52.9745	54.2989	55.6564	57.0478	58.4740	59.9358	61.4342
	92,697	95,014	97,389	99,824	102,320	104,878	107,500	110,187	112,942	115,765	118,659	121,626	124,667	127,783

TOWN OF EXETER

JOB TITLE: Media Technician

DEPARTMENT: EXTV

POSITION NUMBER:

EMPLOYMENT STATUS: Part-Time, Non-Union

EXEMPT STATUS: Non-exempt

LABOR GRADE: 2

JOB SUMMARY: This position is primarily responsible for filming government meetings via live broadcasts and streams, filming and broadcasting public events, assisting the public with creating TV programming and content, photo and video editing, and providing audio/visual and technical support for government and public events.

SUPERVISION RECEIVED: The Media Technician recieves general supervision and work direction from the IT/TV Tech and the IT Coordinator. The Media Technician exercises some degree of independent judgment and is evaluated based on quality and timeliness of work submitted.

SUPERVISION EXERCISED: May act as project lead and delegate work to other production staff, interns or volunteers. Also may train other media technicians via shadowing and demonstration.

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

1. Films a variety of events either live or for later broadcast.
2. Assists in coordinating zoom meetings as needed.
3. Creates EXTV-based content for Channel 22, town website, and social media pages.
4. Edit video footage and photos into a cohesive structure in a timely manner.
5. Set up and configure AV systems in different settings.
6. Assist and train the public on creating public access TV shows and equipment usage.
7. Troubleshoot video equipment on the spot.
8. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

1. Knowledge of AV equipment including but not limited to cameras, mixers, microphones, multi-camera production systems and projectors.
2. Skill in the use of office equipment such as a computer, calculator, printer, relevant software, and computer peripherals.
3. Ability to communicate effectively both verbally and in writing.
4. Ability to demonstrate good teamwork, interpersonal and public-serving skills and attitude.
5. Ability to learn communications software (Zoom, Google Meet, Microsoft Teams) and assist others with implementation.
6. Ability to learn and update town apps such as MyExeter app.

MINIMUM QUALIFICATIONS:

1. Basic knowledge of computer hardware, software programs, apps, social media and websites.

2. Knowledge and level of competency of a proficient user of Microsoft Windows.
3. Experience working with AV equipment and/or PC based video editing software a plus.
4. Combination of education and experience that reflects the above qualifications.

Other

Most training is done on the job. New hires will work with an experienced Media Technician for six meetings after which they should be capable of stand-alone meeting production.

Once basic meetings are mastered Media Technician will work with an experienced Media Technician for remote events, at least two events before operating alone.

Other Training

Video editing.
Field sound, both Town Hall and portable equipment sites.
Projection support, both in the Nowak room and with portable in the field.
Web/Social Media – Town, EXTV, Facebook, You Tube and others.
Bulletin Board work
Photography.
Advanced GoPro and multi Camera Field work
Broadcast Scheduling

CLASSIFICATION ELEMENTS

SUPERVISORY CONTROLS: The supervisor provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. Situations to which the existing guidelines cannot be applied, or significant proposed deviations from the guidelines, are referred to the supervisor.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon what will look the best on television, what is the most factual and accurate and what best represents the subject matter. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work product affects the Exeter television viewers and the public image of the town.

PERSONAL CONTACTS: The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on a routine basis; the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact).

PURPOSE OF CONTACTS: The purpose is to advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: Part of the work is sedentary. Typically, the employee may sit comfortably to do this work. However, there is often walking; kneeling; standing; bending; carrying of items such as papers, equipment, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

WORK ENVIRONMENT: Some work is performed in an office setting however work is often performed outside in all weather conditions and locations. Job regularly requires in town travel, assignments are often after hours and weekends. Employee must be able to work in a variety of situations to set-up equipment in offices, homes, businesses, outdoors, crowds or small spaces. Physical demands include standing, bending, lifting, carrying, laying cable, continuous arm movements and reaching.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include

the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

COVID 19 Updates

NH Department of Health and Human Services
129 Pleasant Street - State Office Park South
Concord, NH 03301

PRESS RELEASE
FOR IMMEDIATE RELEASE
September 10, 2020

CONTACT
State Joint Information Center
603-223-6169
jic@dos.nh.gov

NH DHHS COVID-19 Update – September 10, 2020

Concord, NH – The New Hampshire Department of Health and Human Services (DHHS) has issued the following update on the new coronavirus, COVID-19.

On Thursday, September 10, 2020, DHHS announced 56 new positive test results for COVID-19. There have now been 7,573 cases of COVID-19 diagnosed in New Hampshire. Several cases are still under investigation. Additional information from ongoing investigations will be incorporated into future COVID-19 updates. Of those with complete information, there are fifteen individuals under the age of 18 and the rest are adults with 49 % being female and 51% being male. The new cases reside in Rockingham (12), Strafford (10), Hillsborough County other than Manchester and Nashua (7), Merrimack (5), Grafton (2), and Belknap (1) counties, and in the cities of Manchester (10) and Nashua (8). The county of residence is being determined for one new case.

No new hospitalized cases were identified for a total of 719 (9.5%) of 7,573 cases. Nine of the new cases had no identified risk factors. Community-based transmission continues to occur in the State and has been identified in all counties. Of those with complete risk information, most of the cases have either had close contact with a person with a confirmed COVID-19 diagnosis or have recently traveled.

DHHS has also announced one additional death related to COVID-19. We offer our sympathies to the family and friends.

- 1 female resident of Hillsborough County, 60 years of age and older

Current Situation in New Hampshire

New Hampshire 2019 Novel Coronavirus (COVID-19) Summary Report
(data updated September 10, 2020, 9:00 AM)

NH Persons with COVID-19[1]	7,573
Recovered	6,867 (91%)
Deaths Attributed to COVID-19	434 (6%)
Total Current COVID-19 Cases	272
Persons Who Have Been Hospitalized for COVID-19	719 (9.5%)
Current Hospitalizations	7
Total Persons Tested at Selected Laboratories, Polymerase Chain Reaction (PCR)[2]	225,659
Total Persons Tested at Selected Laboratories, Antibody Laboratory Tests[2]	30,284
Persons with Specimens Submitted to NH PHL	43,652

Persons with Test Pending at NH PHL[3]	770
Persons Being Monitored in NH (approximate point in time)	1,900

[1] Includes specimens positive at any laboratory and those confirmed by CDC confirmatory testing.
[2] Includes specimens tested at the NH Public Health Laboratories (PHL), LabCorp, Quest, Dartmouth-Hitchcock Medical Center, and those sent to CDC prior to NH PHL testing capacity.
[3] Includes specimens received and awaiting testing at NH PHL. Does not include tests pending at commercial laboratories.

New Hampshire Institutions Associated with COVID-19 Outbreak (*as of 9/10/2020*)

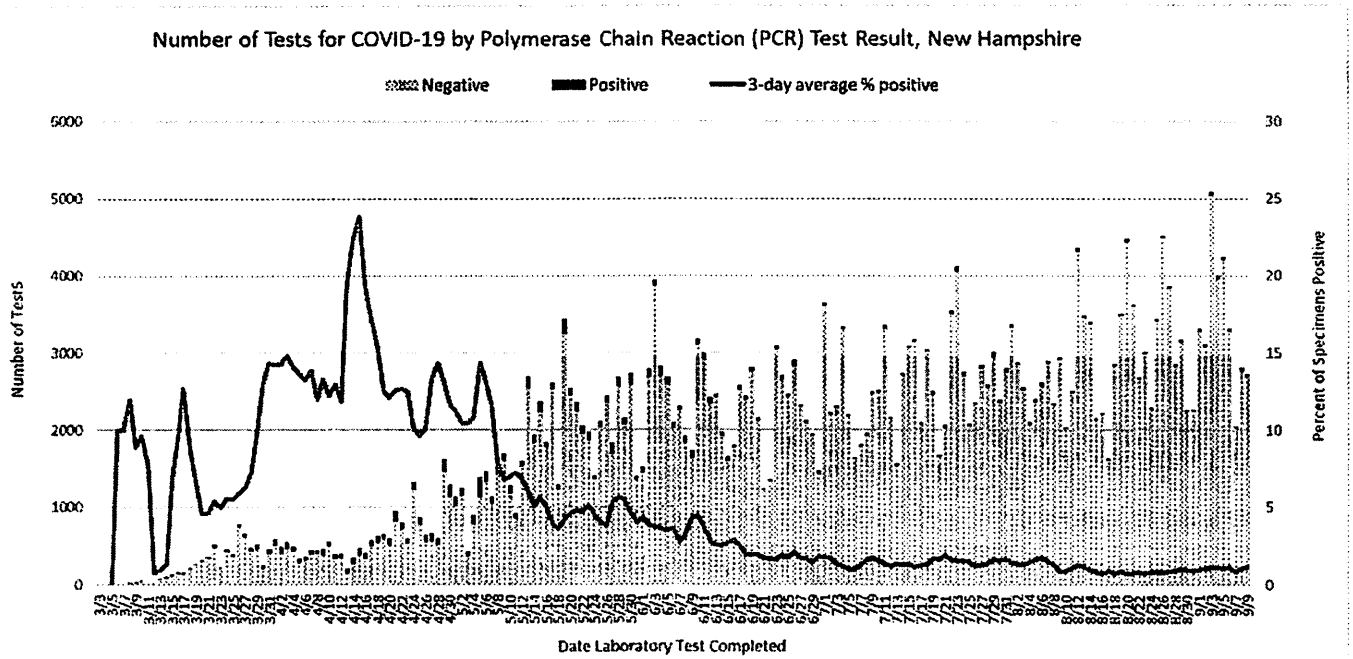
Current COVID-19 Outbreaks	Resident Cases	Staff Cases	Under Investigation	Deaths
Mountain View Community Ossipee	3	5	0	0
Rockingham County House of Corrections	11	1	0	0

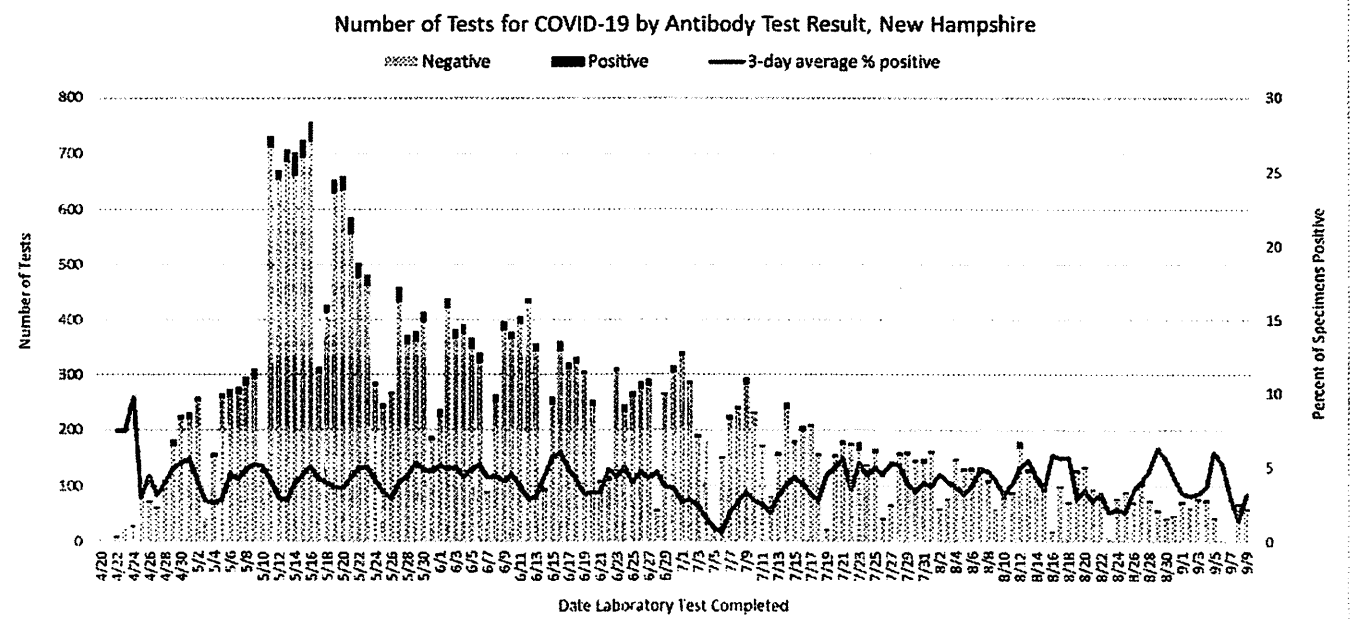
Closed COVID-19 Outbreaks	Resident Cases	Staff Cases	Deaths
All American Assisted Living Londonderry (6/9/2020)	15	16	2
Aurora Assisted Living Derry (6/6/2020)	38	17	10
Bedford Falls (6/6/2020)	40	21	11
Bedford Hills Center Genesis (7/16/2020)	37	25	7
Bedford Nursing and Rehabilitation Center (7/7/2020)	62	28	17
Bellamy Fields Dover (5/16/2020)	35	13	10
Birch Hill (7/30/2020)	40	29	14
Clipper Harbor Genesis Portsmouth (5/29/2020)	0	8	0
Community Bridges Belmont (6/9/2020)	2	7	0
Community Resources for Justice Transitional Housing Manchester (5/18/2020)	16	4	0
Courville Manchester (6/30/2020)	15	14	6
Crestwood Center Milford (6/30/2020)	54	28	15
Crotched Mountain (4/20/2020)	3	12	1
Easterseals - Manchester (5/16/2020)	45	70	0
Evergreen Place Manchester (9/3/2020)	27	16	7
Greenbriar (8/21/2020)	124	34	28
Greystone Farm at Salem (6/16/2020)	9	3	0
Hackett Hill Genesis Manchester (6/5/2020)	56	16	16
Hanover Hill Manchester (5/26/2020)	79	60	25
Hillsborough County Nursing Home (7/27/2020)	154	55	39
Holy Cross Manchester (7/15/2020)	19	18	1
Huntington Nashua (5/8/2020)	23	19	7
Institute for Professional Practice, Inc (4/21/2020)	2	6	1
Kimi Nichols Center Plaistow (6/10/2020)	3	6	0
Mt. Carmel Nursing and Rehabilitation Manchester (6/26/2020)	38	16	5
Mountain Ridge Genesis Franklin (6/18/2020)	49	2	9
Pleasant Valley Derry (5/27/2020)	87	29	21
Ridgewood Genesis Bedford (6/18/2020)	64	23	23
Ridgewood Genesis Bedford (8/12/2020)	2	9	0
Salemhaven (7/9/2020)	46	15	11
Salem Woods (5/18/2020)	23	26	10
Villa Crest Manchester (7/1/2020)	54	45	15

Number of Tests Conducted by Date of Report to NH DHHS

Polymerase Chain Reaction (PCR) Tests								
	9/3	9/4	9/5	9/6	9/7	9/8	9/9	Daily Average
NH Public Health Laboratories	713	442	617	483	696	803	895	664
LabCorp	634	633	424	667	39	729	217	478
Quest Diagnostics	2,602	1,888	2,148	1,512	827	453	496	1,418
Mako Medical	9	31	12	0	0	1	0	8
Dartmouth-Hitchcock Medical Center	728	731	616	315	196	536	744	552
Other NH Hospital Laboratory	222	177	207	151	197	214	270	205
Other Laboratory*	174	103	221	183	91	74	108	136
Total	5,082	4,005	4,245	3,311	2,046	2,810	2,730	3,461
Antibody Laboratory Tests								
	9/3	9/4	9/5	9/6	9/7	9/8	9/9	Daily Average
LabCorp	5	8	5	0	0	0	0	3
Quest Diagnostics	59	48	35	3	2	44	49	34
Dartmouth-Hitchcock Medical Center	8	8	4	0	0	9	1	4
Other Laboratory*	5	8	0	0	0	14	8	5
Total	77	72	44	3	2	67	58	46

* Includes out-of-state public health laboratories, out-of-state hospital laboratories, and other commercial laboratories not listed in the above table.





NH DHHS Daily Update on COVID-19 Archive

For more information, please visit the DHHS COVID-19 webpage at https://www.nh.gov/covid19.

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Tax Abatements, Veterans Credits & Exemptions

List for Select Board meeting Sept. 14, 2020

LAND USE CHANGE TAX

Map/Lot/Unit	Location	Amount
66/1	89 Holland Way	$ 65,300.00

Permits And Approvals

TOWN OF EXETER

32 COURT STREET • EXETER, NH • 03833 • (603) 773-6151 • www.exeternh.gov

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 Type of Event:						
☐ Special Event	☐ Road Race/ Bike Race	☐ Parade	☐ Fireworks	☐ Protest/Rally	Apple Sale	
Please Check Location Requested:						
☐ Town Hall	☒ Bandstand	☐ Art Gallery	☐ Swasey Parkway	☐ Senior Center	☐ Raynes Barn/Farm	☐ Parks/Recreation Property
☐ Town Hall Upstairs Back Rm	☐ Town Hall Small Front Green Rm	☐ Founders	☐ Swasey Pavilion	☐ Downtown Sidewalk	☐ Townhouse Common	Name Rec Property:

EVENT CONTACT INFORMATION

Organization Name: Exeter Rotary Club

Organization Address: P.O. Box 861 Exeter, NH 03833

Event Representative Name: Jim Rolston

Event Representative Title: Chairman Phone # 603 431-6596

Day of Contact Name: Jim Rolston Day of Contact Phone #

Event Representative Email: j.rolston@comcast.net

EVENT DETAILS

Date of Event: 9/25/2020

Start Time: 0700 AM End Time: 300 PM

Name of Event: Annual Apple Sale

Number of Anticipated Attendees (Including Volunteers and Staff):

Describe the Proposed Event: Sale of bagged apples, cider, and pastry goods to go

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: 7 Locations: See diagram

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 goers 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.

No change to traffic pattern.

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.

Call 911

5. Ambulance/ Medical Service Plan: Detail the on-site emergency medical services and transportation plan. Call 911

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.

NA

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.

NA

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.

As discussed w/ Health Inspector

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 JR

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

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

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

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

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

- 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 JR

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 JR

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 JR

COVID -19 VENDOR GUIDELINES

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

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

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

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

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

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 JR

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 JR

18. Vendors and volunteers should be screened on arrival to each event by asking if the individual: Initial JR
    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 JR
    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 JR
    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 JR

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

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 JR

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

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.**

Jim Rolston — 9-11-2020

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.

Jim Rolston

Print Name

Jim Rolston — 9-11-2020

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.

Jim Rolston

Print Name

Jim Rolston — ~~7-20-2~~ JR 9-11-20

Applicant Signature — **Date**

FOR OFFICE USE ONLY

Cost For Event: $_____

Entered Into RecTrac: ☐ Yes ☐ No

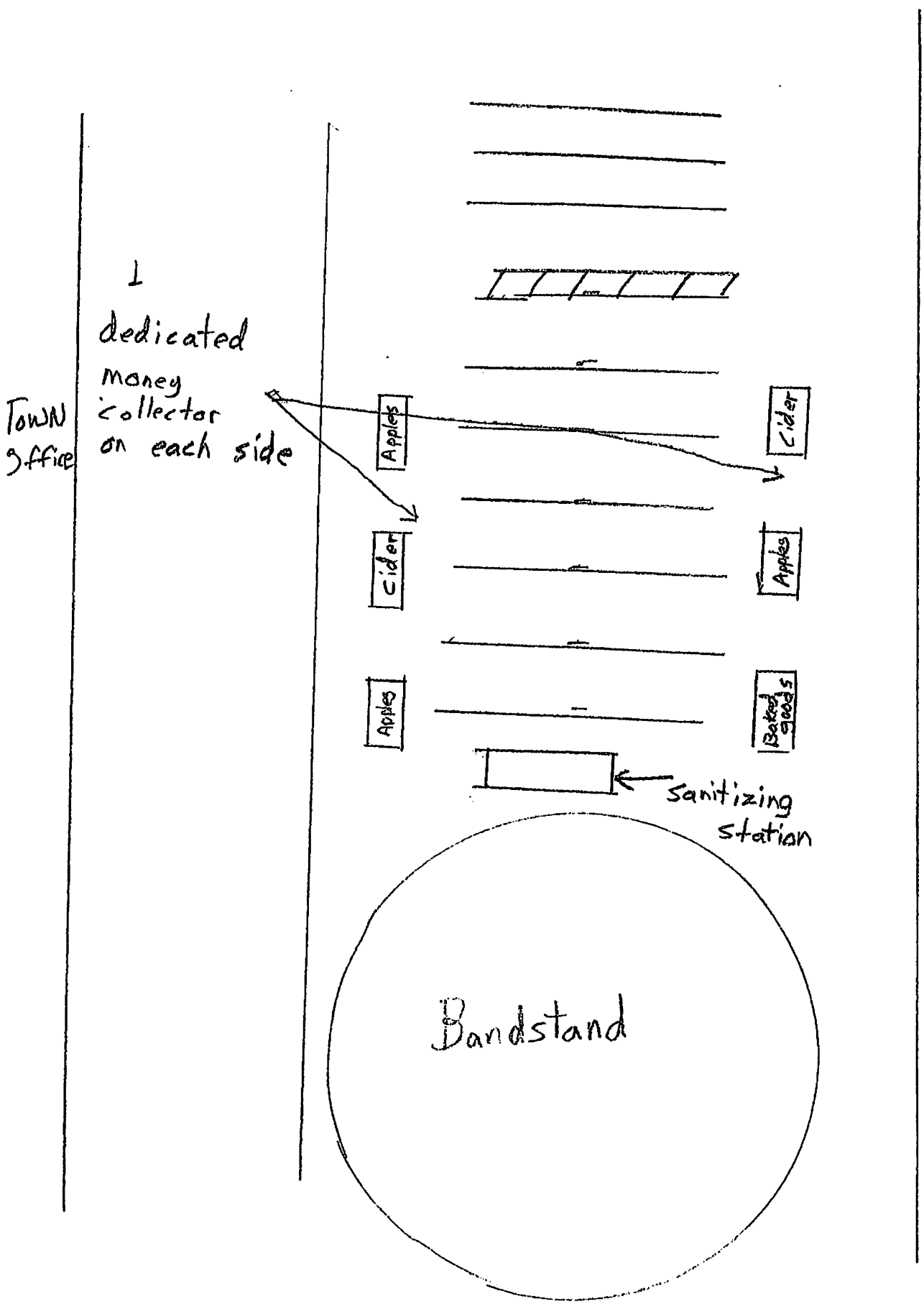
Sent Invoice: ☐ Yes ☐ No

Received Insurance: ☐ Yes ☐ No

Signed Off By Each Department Head

Police Chief	DPW
☐ Yes ☐ No	☐ Yes ☐ No
Via Email ☐	Via Email ☐
Health Inspector	**Parks & Rec**
☐ Yes ☐ No	☐ Yes ☐ No
Via Email ☐	Via Email ☐

Rotary Apple Sale 2020



New Hampshire
Department of
Revenue Administration

2020
MS-535

Financial Report of the Budget

Exeter

For the period ending December 31, 2019

GOVERNING BODY CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name	Position	Signature
Niko Papakonstantis	Chairman	
Molly Cowan	Vice-Chairwoman	
Julie D. Gilman	Clerk	
Lovey Roundtree Oliff	Selectwoman	
Daryl Browne	Selectman	

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:
https://www.proptax.org/

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
http://www.revenue.nh.gov/mun-prop/

Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
General Government			
4130-4139	Executive	$260,689	$250,528
4140-4149	Election, Registration, and Vital Statistics	$363,634	$341,878
4150-4151	Financial Administration	$887,924	$864,294
4152	Revaluation of Property	$1	$0
4153	Legal Expense	$80,000	$80,370
4155-4159	Personnel Administration	$381,687	$441,415
4191-4193	Planning and Zoning	$277,577	$282,018
4194	General Government Buildings	$1,136,813	$1,005,974
4195	Cemeteries	$1	$0
4196	Insurance	$65,020	$93,195
4197	Advertising and Regional Association	$0	$0
4199	Other General Government	$0	$0
	General Government Subtotal	**$3,453,346**	**$3,359,672**
Public Safety			
4210-4214	Police	$3,317,975	$3,103,925
4215-4219	Ambulance	$0	$0
4220-4229	Fire	$3,741,346	$3,626,066
4240-4249	Building Inspection	$257,966	$254,764
4290-4298	Emergency Management	$26,937	$25,241
4299	Other (Including Communications)	$497,529	$370,605
	Public Safety Subtotal	**$7,841,753**	**$7,380,601**
Airport/Aviation Center			
4301-4309	Airport Operations	$0	$0
	Airport/Aviation Center Subtotal	**$0**	**$0**
Highways and Streets			
4311	Administration	$477,824	$420,621
4312	Highways and Streets	$2,065,466	$1,956,218
4313	Bridges	$0	$0
4316	Street Lighting	$170,340	$181,015
4319	Other	$314,632	$465,092
	Highways and Streets Subtotal	**$3,028,262**	**$3,022,946**
Sanitation			
4321	Administration	$0	$0
4323	Solid Waste Collection	$1,252,517	$1,279,590
4324	Solid Waste Disposal	$0	$0
4325	Solid Waste Cleanup	$0	$0
4326-4328	Sewage Collection and Disposal	$0	$0
4329	Other Sanitation	$0	$0
	Sanitation Subtotal	**$1,252,517**	**$1,279,590**
Water Distribution and Treatment			
4331	Administration	$0	$0
4332	Water Services	$0	$0
4335	Water Treatment	$0	$0

Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
4338-4339	Water Conservation and Other	$0	$0
	Water Distribution and Treatment Subtotal	**$0**	**$0**
Electric			
4351-4352	Administration and Generation	$0	$0
4353	Purchase Costs	$0	$0
4354	Electric Equipment Maintenance	$0	$0
4359	Other Electric Costs	$0	$0
	Electric Subtotal	**$0**	**$0**
Health			
4411	Administration	$133,209	$130,373
4414	Pest Control	$1,250	$1,890
4415-4419	Health Agencies, Hospitals, and Other	$0	$0
	Health Subtotal	**$134,459**	**$132,263**
Welfare			
4441-4442	Administration and Direct Assistance	$68,171	$73,915
4444	Intergovernmental Welfare Payments	$0	$0
4445-4449	Vendor Payments and Other	$106,625	$106,625
	Welfare Subtotal	**$174,796**	**$180,540**
Culture and Recreation			
4520-4529	Parks and Recreation	$538,375	$531,952
4550-4559	Library	$1,024,921	$1,024,921
4583	Patriotic Purposes	$15,000	$14,892
4589	Other Culture and Recreation	$17,002	$17,009
	Culture and Recreation Subtotal	**$1,595,298**	**$1,588,774**
Conservation and Development			
4611-4612	Administration and Purchasing of Natural Resources	$10,039	$8,659
4619	Other Conservation	$0	$0
4631-4632	Redevelopment and Housing	$0	$0
4651-4659	Economic Development	$144,879	$139,816
	Conservation and Development Subtotal	**$154,918**	**$148,475**
Debt Service			
4711	Long Term Bonds and Notes - Principal	$776,128	$776,128
4721	Long Term Bonds and Notes - Interest	$269,645	$266,630
4723	Tax Anticipation Notes - Interest	$1	$0
4790-4799	Other Debt Service	$0	$0
	Debt Service Subtotal	**$1,045,774**	**$1,042,758**
Capital Outlay			
4901	Land	$0	$0
4902	Machinery, Vehicles, and Equipment	$679,624	$660,292
4903	Buildings	$0	$0
4909	Improvements Other than Buildings	$272,818	$214,782
	Capital Outlay Subtotal	**$952,442**	**$875,074**

Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Operating Transfers Out			
4912	To Special Revenue Fund	$0	$0
4913	To Capital Projects Fund	$5,080,885	$575,000
4914A	To Proprietary Fund - Airport	$0	$0
4914E	To Proprietary Fund - Electric	$0	$0
4914O	To Proprietary Fund - Other	$0	$0
4914S	To Proprietary Fund - Sewer	$2,846,890	$3,038,458
4914W	To Proprietary Fund - Water	$3,282,058	$3,406,035
4915	To Capital Reserve Fund	$160,000	$160,000
4916	To Expendable Trusts/Fiduciary Funds	$174,000	$174,000
4917	To Health Maintenance Trust Funds	$0	$0
4918	To Non-Expendable Trust Funds	$0	$0
4919	To Fiduciary Funds	$0	$7,392
	Explanation: Swasey Parkway Fees		
	Operating Transfers Out Subtotal	**$11,543,833**	**$7,360,885**
Payments to Other Governments			
4931	Taxes Assessed for County	$0	$2,052,682
4932	Taxes Assessed for Village District	$0	$0
4933	Taxes Assessed for Local Education	$0	$31,842,261
4934	Taxes Assessed for State Education	$0	$4,235,579
4939	Payments to Other Governments	$0	$0
	Payments to Other Governments Subtotal		**$38,130,522**
	Total Before Payments to Other Governments	**$31,177,398**	**$26,371,578**
	Plus Payments to Other Governments		**$38,130,522**
	Plus Commitments to Other Governments from Tax Rate	**$38,130,522**	
	Less Proprietary/Special Funds	**$11,543,833**	**$7,360,885**
	Total General Fund Expenditures	**$57,764,087**	**$57,141,215**

Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
Taxes			
3110	Property Taxes	$0	$50,037,176
3120	Land Use Change Tax - General Fund	$7,500	$7,500
3121	Land Use Change Taxes (Conservation)	$0	$0
3180	Resident Tax	$0	$0
3185	Yield Tax	$5,400	$5,396
3186	Payment in Lieu of Taxes	$41,304	$43,435
3187	Excavation Tax	$500	$452
3189	Other Taxes	$1,500	$1,841
3190	Interest and Penalties on Delinquent Taxes	$155,000	$181,881
9991	Inventory Penalties	$0	$0
	Taxes Subtotal	**$211,204**	**$50,277,681**
Licenses, Permits, and Fees			
3210	Business Licenses and Permits	$0	$0
3220	Motor Vehicle Permit Fees	$3,025,000	$3,091,272
3230	Building Permits	$425,000	$448,561
3290	Other Licenses, Permits, and Fees	$210,000	$219,747
3311-3319	From Federal Government	$0	$0
	Licenses, Permits, and Fees Subtotal	**$3,660,000**	**$3,759,580**
State Sources			
3351	Municipal Aid/Shared Revenues	$158,990	$158,990
3352	Meals and Rooms Tax Distribution	$779,375	$779,375
3353	Highway Block Grant	$311,502	$311,037
3354	Water Pollution Grant	$16,421	$16,249
3355	Housing and Community Development	$0	$0
3356	State and Federal Forest Land Reimbursement	$0	$0
3357	Flood Control Reimbursement	$0	$0
3359	Other (Including Railroad Tax)	$24,306	$46,273
3379	From Other Governments	$0	$0
	State Sources Subtotal	**$1,290,594**	**$1,311,924**
Charges for Services			
3401-3406	Income from Departments	$1,000,000	$1,136,843
3409	Other Charges	$0	$0
	Charges for Services Subtotal	**$1,000,000**	**$1,136,843**
Miscellaneous Revenues			
3501	Sale of Municipal Property	$132,250	$132,250
3502	Interest on Investments	$100,000	$133,266
3503-3509	Other	$27,382	$35,448
	Miscellaneous Revenues Subtotal	**$259,632**	**$300,964**
Interfund Operating Transfers In			
3912	From Special Revenue Funds	$239,121	$220,857

Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
3913	From Capital Projects Funds	$261,316	$261,316
3914A	From Enterprise Funds: Airport (Offset)	$0	$0
3914E	From Enterprise Funds: Electric (Offset)	$0	$0
3914O	From Enterprise Funds: Other (Offset)	$0	$0
3914S	From Enterprise Funds: Sewer (Offset)	$2,830,469	$4,378,427
3914W	From Enterprise Funds: Water (Offset)	$3,282,058	$3,657,564
3915	From Capital Reserve Funds	$0	$0
3916	From Trust and Fiduciary Funds	$0	$258,066
3917	From Conservation Funds	$0	$0
	Interfund Operating Transfers In Subtotal	**$6,612,964**	**$8,776,230**
Other Financing Sources			
3934	Proceeds from Long Term Bonds and Notes	$5,080,885	$575,000
	Other Financing Sources Subtotal	**$5,080,885**	**$575,000**
	Less Proprietary/Special Funds	**$6,612,964**	**$8,776,230**
	Plus Property Tax Commitment from Tax Rate	**$50,530,768**	
	Total General Fund Revenues	**$62,033,083**	**$57,361,992**

Balance Sheet

Account	Description	Starting Balance	Ending Balance
Current Assets			
1010	Cash and Equivalents	$27,697,737	$29,976,935
1030	Investments	$7,629	$7,795
1080	Tax Receivable	$1,135,237	$1,225,642
1110	Tax Liens Receivable	$673,388	$671,093
1150	Accounts Receivable	$87,325	$211,748
1260	Due from Other Governments	$0	$0
1310	Due from Other Funds	$1,013,451	$985,537
1400	Other Current Assets	$0	$0
1670	Tax Deeded Property (Subject to Resale	$0	$0
	Current Assets Subtotal	**$30,614,767**	**$33,078,750**
Current Liabilities			
2020	Warrants and Accounts Payable	$640,486	$1,011,680
2030	Compensated Absences Payable	$0	$0
2050	Contracts Payable	$0	$0
2070	Due to Other Governments	$0	$0
2075	Due to School Districts	$15,174,097	$16,984,760
2080	Due to Other Funds	$9,073,118	$9,080,366
2220	Deferred Revenue	$0	$0
2230	Notes Payable - Current	$0	$0
2270	Other Payable	$11,036	$65,137
	Current Liabilities Subtotal	**$24,898,737**	**$27,141,943**
Fund Equity			
2440	Non-spendable Fund Balance	$405,038	$400,838
2450	Restricted Fund Balance	$278,099	$161,170
2460	Committed Fund Balance	$0	$0
2490	Assigned Fund Balance	$20,000	$229,554
2530	Unassigned Fund Balance	$5,012,893	$5,145,245
	Fund Equity Subtotal	**$5,716,030**	**$5,936,807**

Tax Commitment

Source	County	Village	Local Education	State Education	Other	Property Tax
MS-535	$2,052,682	$0	$31,842,261	$4,235,579	$0	$50,037,176
Commitment	$2,052,682	$0	$31,842,261	$4,235,579		$50,530,768
Difference	$0	$0	$0	$0		($493,592)

General Fund Balance Sheet Reconciliation

Total Revenues	$57,361,992
Total Expenditures	$57,141,215
Change	$220,777
Ending Fund Equity	$5,936,807
Beginning Fund Equity	$5,716,030
Change	$220,777

Long Term Debt

Description (Purpose)	Original Obligation	Annual Installment	Rate	Final Payment	Start of Year	Issued	Retired	End of Year
2010 Sewerline Project (Sewer)	$1,013,670	$101,500	3.550	2021	$302,750	$0	$101,500	$201,250
2010 Waterline Project (Water)	$1,534,986	$153,700	3.550	2021	$458,450	$0	$153,700	$304,750
Court Street Culvert (Water)	$45,000	$3,910	2.5382	2027	$34,377	$0	$3,910	$30,467
Court Street Culvert (General)	$1,138,550	$116,090	2.5382	2027	$1,020,622	$0	$116,090	$904,532
Downtown Sidewalks (General)	$562,700	$55,000	2.54	2025	$384,700	$0	$55,000	$329,700
Drinking Water System (Water)	$882,413	$88,241	1.085	2029	$0	$882,413	$0	$882,413
Epping Road TIF (TIF District)	$4,185,000	$420,000	2.55	2028	$4,185,000	$0	$420,000	$3,765,000
Great Dam Removal (General)	$347,544	$34,800	3.550	2021	$103,800	$0	$34,800	$69,000
Great Dam Removal (General)	$1,564,000	$155,000	2.30	2024	$930,000	$0	$155,000	$775,000
Groundwater Treatment Plant (Water)	$5,040,866	$219,738	1.96	2036	$4,688,470	$0	$219,738	$4,468,732
Jady Hill Ph II (Sewer)	$2,577,000	$130,000	3.193	2032	$1,795,000	$0	$130,000	$1,665,000
Jady Hill Utilities (General)	$193,800	$20,000	3.193	2019	$25,000	$0	$25,000	$0
Library Addition(BAN) (General)	$2,500,000	$2,500,000	2.16	2020	$0	$2,500,000	$0	$2,500,000
Lincoln Street PH II (Water)	$144,062	$9,593	2.3422	2032	$134,304	$0	$9,593	$124,711
Lincoln Street PH II (Sewer)	$799,202	$53,219	2.3422	2032	$745,068	$0	$53,219	$691,849
Lincoln Street PH II (General)	$1,459,486	$97,188	2.3422	2032	$1,360,628	$0	$97,188	$1,263,440
Linden St. Culvert (General)	$689,700	$70,000	2.54	2025	$479,700	$0	$70,000	$409,700
Main & Lincoln Sewerlines (Sewer)	$176,000	$20,000	2.30	2024	$100,000	$0	$20,000	$80,000
Main & Lincoln Waterlines (Water)	$1,225,000	$125,000	2.30	2024	$725,000	$0	$125,000	$600,000
Norrisbrook Culvert (General)	$411,250	$55,000	3.193	2019	$55,000	$0	$55,000	$0
Portsmouth Ave. Sewerline (Sewer)	$823,088	$83,929	2.538	2023	$402,856	$0	$83,929	$318,927
Portsmouth Ave. Waterline (Water)	$157,612	$16,071	2.538	2023	$77,145	$0	$16,071	$61,074
Recreation Park Design (General)	$225,600	$45,600	2.1062	2024	$225,600	$225,600	$0	$451,200
Salem St. Utility Design & Engineering (General)	$27,138	$5,908	2.1062	2024	$0	$27,138	$0	$27,138

Long Term Debt

Description (Purpose)	Original Obligation	Annual Installment	Rate	Final Payment	Start of Year	Issued	Retired	End of Year
Salem St. Utility Design & Engineering (Water)								
	$135,692	$29,538	2.1062	2024	$0	$135,692	$0	$135,692
Salem St. Utility Design & Engineering (Sewer)								
	$131,169	$28,554	2.1062	2024	$0	$131,169	$0	$131,169
String Bridge (General)								
	$313,050	$63,050	2.55	2028	$313,050	$0	$63,050	$250,000
Washington St. Waterline (Water)								
	$536,000	$56,000	2.55	2028	$536,000	$0	$56,000	$480,000
Wastewater Facility Plan (Sewer)								
	$362,900	$50,000	3.193	2019	$50,000	$0	$50,000	$0
Wastewater Treatment Facility (Sewer)								
	$48,162,000	$206,881	2.00	2038	$0	$48,162,000	$206,881	$47,955,119
Water Meter Replacement Program (Water)								
	$510,349	$107,383	.97	2019	$107,383	$0	$107,383	$0
Water Tank (General)								
	$2,138,600	$105,000	3.97	2029	$1,155,000	$0	$105,000	$1,050,000
Water Tank Distribution (Water)								
	$3,900,000	$195,021	1.352	2028	$2,259,114	$0	$195,020	$2,064,094
	$83,913,427				**$22,654,017**	**$52,064,012**	**$2,728,072**	**$71,989,957**

Correspondence

August 28, 2020

Dear Exeter Select Board,

The Energy Committee requests an update to our charter that reflects the two new committees that have been created prior to us. We have voted on this, and our requests are in red. This is not urgent.

Regards,
Renay Allen-Hitzrot, chair
Exeter Energy Cmte

Energy Committee Charge

The purpose of the Energy Committee is to review various energy programs available to the Town of Exeter. The committee may make recommendations to the Select Board and town meeting for potential implementation. These areas will include, but not be limited to:

1. Review methods to reduce town energy consumption (electric, natural gas, fuel consumption, any fossil fuel consumption);
2. Review the town's recycling program currently being administered by the Department of Public Works; *Request removal, perhaps to Sustainability Cmte?*
3. Evaluation of annual energy-related legislation being proposed in the state legislature and report to the Select Board on implications for Exeter;
4. *(Partner with Sustainability and/or Facilities Committee to review)* Review the latest IECC energy codes to see if and how they may be adopted by the town of Exeter;
5. Review the potential for implementing "smart cities" technology including LED lighting that would lead to energy and budgetary savings for the town;
6. Review opportunities for implementation of solar and other alternative energies in the town;
7. Review education methods for town residents regarding energy programs and potential efficiencies;
8. Research and education on various tax incentives available to residents that involve alternative energies for the home and/or business;
9. Periodic updates to the Town and Select Board regarding energy related programs, initiatives, available grants, etc.;
10. Review any available state programs and grants to provide for the promotion of alternative energy (primarily through the Office of Energy Planning and NHDES);
11. Develop recommendations for uses of funds available in the town's energy capital reserve fund, established by Article 34 of the 2010 town warrant;
12. *(Partner with Sustainability and/or Facilities Committee to review)* Review any other programs or activities in town government that may include an energy savings component, "green technology" component, or green infrastructure component.

Adopted: Select Board, November 13, 2017

EXETER AREA
CHAMBER OF COMMERCE
Supporting Business • Building Community

September 2, 2020

Town of Exeter Select Board
10 Front St
Exeter, NH 03833

Dear Members of the Exeter Select Board,

On behalf of the Board of Directors of the Exeter Area Chamber of Commerce, I wanted to thank you for renewing our lease at 120 Water Street.

As I shared during the meeting, Our focus continues to be on supporting business and building community in the Exeter Area- and we look forward to our continued partnership to meet the ever changing needs of the community, our members and local businesses.

Regards,

Jennifer Wheeler, President
Exeter Area Chamber of Commerce

****AVAILABLE FOR IMMEDIATE RELEASE****

September 11, 2020

Contact:
Rad Nichols
rnichols@coastbus.org
603-516-0782

COAST Ends the Summer Strong

Dover, NH – During the week before the Labor Day long weekend, COAST fixed route bus ridership was the strongest it had been since early March.

Between Monday and Friday, greater than 9% more trips were taken on COAST's 13 different bus routes over the previous week (the previous high since March). On Saturday, greater than 28% more trips were taken on COAST's buses over the previous high for a Saturday since early March. All told, ridership on the region's public transit system was up nearly 17% for the week.

"After seeing a leveling off of ridership through August, we are very happy with the growth in ridership that we saw last week," commented Rad Nichols. "Our public transit services fulfill a critical need in the region and are highly valued by our passengers who need a safe, affordable and efficient way to access jobs, doctor's appointments, pharmacies, grocery stores, and for their other necessary trips."

Following up on their previous strong week of ridership, on Tuesday, September 8 COAST also offered free rides for any passengers wishing to go and vote at their local polling place. While the transit system does not provide transport to each individual polling station, this policy helps voters get to the nearest bus stop to their polls by offering a free ride to everyone who is voting!

Passengers simply tell their driver that they are on their way to vote, or on their way back from voting, and by the honor system they will not be charged for their ride. Ridership on Tuesday was the highest of any day at COAST since mid-March , an 18% increase from an average Tuesday over the previous month.

"We encourage everyone to take part in the privilege of voting," stated Dave Sandmann, COAST Board Chair. "If our free ride policy on statewide election days mean more of our passengers vote, then we couldn't be happier. Voting is a civic duty that every single one of us should actively participate in."

The Cooperative Alliance for Seacoast Transportation (COAST) has provided public transit service to the Seacoast New Hampshire region since 1982. COAST is a non-profit agency, operating a regional public transit system that relies primarily on federal and local government support to operate. COAST is governed by a board of directors representing the communities served, two regional planning commissions, and many local and state agencies. COAST's vision is to be an innovative leader in providing a broad range of public transportation services, connecting, and coordinating a robust network of transportation options for everyone.

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