

Select Board Meeting
Monday, October 5th, 2020, 6:30 p.m.
Via ZOOM

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

To access the meeting, click this link: <https://exeternh.zoom.us/j/85406505570>

To access the meeting via telephone, call: +1 646 558 8656 and enter the Webinar ID: 854 0650 5570

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 access instructions 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. Call Meeting to Order
2. Board Interviews – Exeter Police Stakeholders Committee
3. Public Comment
4. Proclamations/Recognitions
 - a. Proclamations/Recognitions
5. Approval of Minutes
 - a. Regular Meeting: September 28th, 2020
6. Board and Committee Appointments
7. Discussion/Action Items
 - a. Halloween Trick or Treat Discussion
 - b. Solar Array Request For Proposals (RFP)
 - c. Second Reading: Water Service Regulations: Water Restrictions
 - d. Classification Plan Updates
 - e. COVID 19 Updates
8. Regular Business
 - a. Tax Abatements, Veterans Credits & Exemptions
 - b. Permits & Approvals
 - c. Town Manager's Report
 - d. Select Board Committee Reports
 - e. Correspondence
9. Review Board Calendar
10. Non-Public Session
11. Adjournment

Niko Papakonstantis, Chair
Select Board

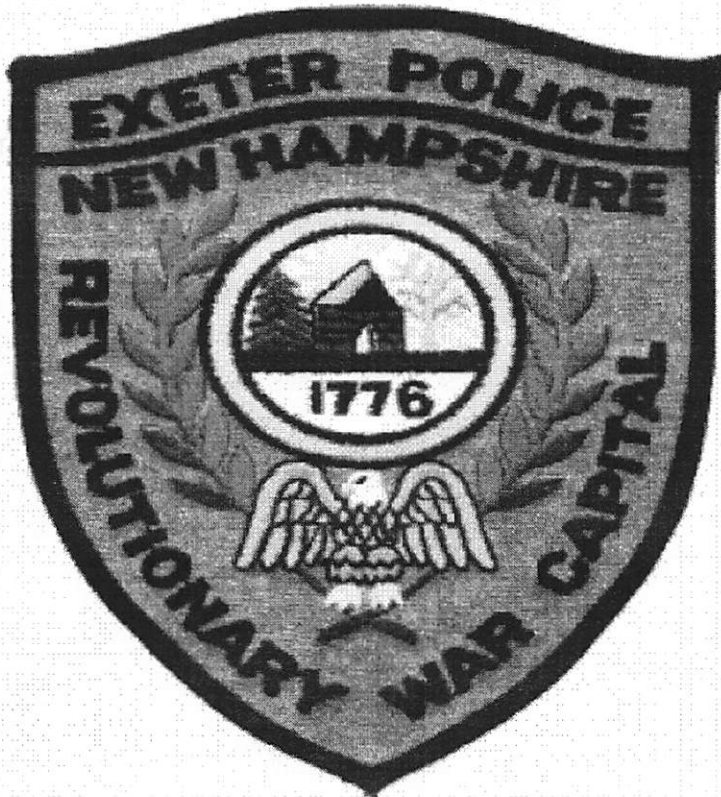
Posted: 10/2/20 Town Office, Town Website

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

AGENDA SUBJECT TO CHANGE

Board Interviews

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

AUG 24 2020

Received

Statement of Interest Boards and Committee Membership

Interview
10/5/20 6:30 pm
via Zoom

Committee Selection: Police Advisory Meeting

New XXXXXXX

Re-Appointment

Regular XXXXXX

Alternate

Name: Emily C. Heath

Email: ecarringtonheath@mac.com

Address: 10 Chestnut Street, #2304

Phone: (603) 395-5400

Registered Voter: Yes XXXXX

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

I current serve as the Pastor of the Congregational Church in Exeter. I have also served as the chaplain to the Exeter Police Department for several years now. I have training in trauma response, and have also worked as a fire chaplain. Prior to serving as a parish pastor I served as a hospital chaplain, specializing in emergency and trauma response.

Additionally, I have been involved in diversity, equity and inclusion work, including anti-racist efforts, for 25 years now. I am committed to confronting injustice in all forms. I believe in the concept of community policing rather than the increased militarization of police departments, and am hopeful that conversations between police departments and citizens will help to shape police policy going forward. I also have doctoral-level coursework in psychology and a concern for providing appropriate community responses to those living with mental health diagnoses.

I believe that I am in a unique position in Exeter in that I have worked with our police officers, I have worked on diversity initiatives in town, and I have connections to, and mutual trust with, a number of community leaders. I am committed to helping our community to have a positive dialogue about policing, to supporting our first responders, and to working towards equity for all residents.

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

Not applicable.

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: Emily Herth

Date: August 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

AUG 24 2020

Received

Statement of Interest Boards and Committee Membership

Interview
10/5/20 6:35 pm
via Zoom

Committee Selection: Exeter Police Stakeholders Committee

New

Re-Appointment

Regular

Alternate

Name: Anne Griffin Email: annephilbrick@yahoo.com

Address: 21 Linden St Exeter Phone: (603) 918-6311

Registered Voter: Yes No

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

As a resident of Exeter I'm invested in this town. As a wife, mother, and daughter-in-law of members of this town my investment and commitment to Exeter increases tremendously. My family and I are out and about in Exeter all the time. We have made a life for ourselves here and have established life long friendships. I believe I would be an asset to this committee as I'm highly motivated to contribute, give feedback, and collaborate with members of the community and our police department in an effort to make the Exeter Police department the absolute best it can be for all members of our community.

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

Signature: Anne Griffin Date: 8/24/2020

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

AUG 24 2020

**Statement of Interest
Boards and Committee Membership**

Received
Interview
10/5/20 6:40pm
via Zoom

Committee Selection: Exeter Police Stakeholders Committee

New

Re-Appointment

Regular

Alternate

Name: Alexis Simpson

Email: ahksimpson@gmail.com

Address: 20 Main St.

Phone: 603-303-4722

Registered Voter: Yes

No

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

I am a clergy person and a former state representative with experience working on difficult issues with diverse stakeholders. As a member of the New Hampshire State Legislature in 2015-2016, I have practical experience bringing people together to make society and government operations function more effectively and to build understanding across the community. I believe our government entities should reflect the interests of citizens which happens most effectively with citizen collaboration. I would like to work together with the Select Board and other community members to support the police department with the resources they need to reflect the values of our community. I also bring a deep desire for a community that actively works for racial justice and one that supports the mental health of all of our people, especially the most vulnerable.

As part of a Master of Theology program focused on ethics and public policy at Harvard Divinity School, I was able to take a course and do research on criminal justice reform at the Kennedy School. The class was comprised of students from multiple stakeholder communities including those involved in the justice system, advocates, activists, and religious professionals. I'd like to bring the practical experience I have in community leadership and my academic experience to the service of our community here in Exeter.

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: Alexis N. Simpson

Date: 8/24/20



AUG 28 2020

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

Received

*Interview
10/5/20 6:45pm
via Zoom*

**Statement of Interest
Boards and Committee Membership**

Committee Selection: Exeter Police Stakeholders Committee (EPSC)

New **Re-Appointment** **Regular** **Alternate**

Name: Darius X. Thompson **Email:** darius.thompson@gmail.com

Address: 15 Drinkwater Road, Exeter, NH 03833-4602 **Phone:** 603-686-8131

Registered Voter: **Yes** **No**

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

As a 20 yr resident of Exeter, NH who has been active engaged community volunteer for the last 18 years on the following:
Exeter Holiday Parade Committee (2000-2018), Exeter Arts Committee, Exeter Technology Committee (disbanded).

A Graduate of Plymouth State University (MBA, BS Econ, BS Mngt, math minor, Founder of the Plymouth State University African American Society, now Black Student Union (BSU).

HR professional with 20+years in Higher Education, Defense, Non-Profit, Technology and Transportation industries.

Interested in continuing to volunteer in Exeter on this committee to enhance communication and training to promote and demonstrate
racial inclusion & understanding with the Community and the Police Department.

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: Darius X. Thompson Date: 08/28/2020

Digitally signed by Darius X. Thompson
DN: cn=Darius X. Thompson, o, ou,
email=darius.thompson@gmail.com, c=US
Date: 2020.08.28 12:53:54 -04'00'

To be completed by Select Board upon appointment:

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

Darius X. Thompson

15 Drinkwater Road Exeter, NH 03833-4602 Tel 603.686.8131

- PROFILE:** Human Resources Professional with experience in Workforce Analytics, Project Management, Talent Management Software Implementations, configuration, testing, administration, training and user adoption, full life cycle recruiting, talent selection, new hire orientation, training, evaluation, compensation, job classification analysis, and staffing experience in non-profit, private, higher education and corporate environments. Demonstrated ability to work collaboratively and independently and build working relationships with staff at all levels, with a passion to identify areas for improvement, stream line processes and create practical solutions with a high attention to minute details while remaining cognitive of the big picture. Proficiency with Tableau, MS Word, Excel, Visio, PowerPoint, Access, FMP, SharePoint, HRIS Systems: Success Factors WFA/WFP, Recruiting, RCM, Performance, Goals, Succession, Compensation, ORD, SAP on Premise, ADP Virtual Edge, EV5, RayCATS - Authoria, SAP, eRoom, Datawarehouse and Cognos. Possess strong problem solving and analytic capabilities. Ability to manage and work on multiple projects and issues concurrently with changing priorities and responsibilities, while maintaining strict confidentiality. Effective written, oral and interpersonal communications skills with an awareness of cultural differences and sensitivities.
- EXPERIENCE:**
- Amtrak, Washington, DC**
12/12 – Present *Lead Workforce Analytics Analyst (8/14 present)* – responsible for collection, review of workforce analytics through periodic and ad hoc Workforce reporting and scenario modeling. Additionally, support project management, deployment and implementation of Human Resources Programs and processes for selected businesses within Amtrak. Supporting the Center of Expertise (COE) for Organizational Effectiveness and Leadership Development (OELD) focused on understanding current and future workforce needs as well as the development of workforce strategies to support Amtrak's strategic business plan. Extensive use of WFA, WFP, ORD, Ad Hoc for analytical and trend analysis, metrics, reporting, dashboard design and end user adoption. Utilize all WFA Admin functions to support WFA users. Leverage SAP data extraction to build, modify and manipulate complex spreadsheets, databases for processing, manipulation and analysis, while identifying and addressing data quality issues by developing methods for data validation and verification for Amtrak Monthly Headcount, Potential Retirement Projections thru the use of Excel pivot tables, slicers, advanced formulas/functions, Sparkline's in the reporting template and dashboard design. Tableau Server Administrator for WFA Dashboard for Amtrak. FileMaker Pro Administrator.
- 1/13 – 11/14** *Assistant Project Manager Success Factors Talent Management Implementation* – Co-led the internal Amtrak Project Team during the Six Module 18 month long implementation project of SuccessFactors modules: Performance Management, Goal Management, Succession, Compensation, Recruiting, Recruiting Marketing, and Workforce Analytics/Workforce Planning including the metrics packs. For all of the modules implemented partnered with stakeholders, internal teams and external vendors to complete the configurations, UAT, implementations, change requests, training, change management, documentation and provided Super Admin support as the SME for all Modules pre/post go live for all modules.
- 1/13 – Present** *Human Resources SharePoint Administrator* – Design, develop and assign SharePoint sites utilizing lists/documents, SharePoint Designer, InfoPath, and workflows utilizing Web Parts, Excel and Outlook to meet the needs of internal users.
- 6/08 – 12/12**
2/09 – 12/12 **American Red Cross, Biomedical Services, Northern New England, Manchester, NH**
Talent Acquisition Support Manager – Responsible for supporting the Director and Field Managers by insuring consistent quantitative and qualitative assessment tools to aid in their decision making and recruitment process. Ensured the organization is fully compliant with all Affirmative Action, EEO, OFCCP, and 503/508 requirements. Managed the interface with the Talent Acquisition portion of the Applicant Tracking System (ATS) Virtual Edge (VE). Tracked and reported metric data to Senior Management, DVP and field across the organization. Participated in change management. Responsible for developing, maintaining and delivery to field staff non-regulated new hire orientation program and on-boarding process. Developed, coordinated, and implemented processes for employment branding, training, and behavior based interview techniques. Acted as liaison to external vendors and as a resource to field staff in absence of the Director. Responsible for Immigration Compliance for ARC Biomedical Services, served as the Subject Matter Expert (SME) and Point of contact for Red Cross HR Staff. Maintained documentation to ensure necessary approvals are obtained to process visas, green cards, define recruiting and hiring procedures and work with our vendor for processing.
- Interim VE HRIS Project Manager* for VE Salute Onboarding Project and VE Modifications for Chapter Migration Project, successfully completed both projects on time and under budget resulting in significant project costs savings to the organization. Managed all technical aspects including: project management, schedule, communications to Senior Leadership, integration with EV5, UAT Testing, Onboarding Process definition with Talent Acquisition, Change Management and Onboarding Module Super Administration implementation/pre/post go live. Invited to speak at ADP User Conference as a result of the Successful Onboarding Implementation.
- Reduced Cost and Approval cycle times by creating and implementing PDF's versions of the TA Forms (e.g. Good Faith Effort Form) that can be completed electronically, saved, signed, stored and emailed. These TA Recruitment Process standardized forms are utilized in conjunction with the VE ATS.
- Developed a robust SharePoint Neighborhood for ARC COE Talent Acquisition. Received acknowledgement from members of the NHQ SharePoint Team for the effective utilization of KPI and Dashboard features that provide metrics data and reporting to ARC Biomedical HR Senior Management Team.
- Standardized the Recruitment Activity Report - Provided Training in one on one and group settings to all Zones with vastly different MS Excel skill levels, resulting in an improved accuracy and accounting of information being reported to.
- Virtual Edge Certified Site Administrator Expert User ARC SME* – responsible for utilizing a variety of configuration and maintenance tools of the VE ATS including but not limited to: customization, modification, product enhancements, Salute OnBoarding Implementa



Darius X. Thompson

15 Drinkwater Road Exeter, NH 03833-4602 Tel 603.686.8131

Branding/Verbage Portals, User Account Administration, Suspect Jobseeker Maintenance, Data Table Administration, Offer Letter Administration, Communicaiton/Notification Administration, Sources, Assessment and Requisition Administration. Provide training to new users, high level troubleshooting, supporting questions/requests from existing users. Create standard and ad hoc and custom reports. Collaborate across all business units to ensure data integrity, functional configuration, security and OFCCP, 503/508 compliance.

6/08 – 1/09

Talent Acquisition Specialist – Responsibilities include full lifecycle recruiting to fill specialized positions in the Biomedical Division. Developed and established a variety of sourcing networks to build a reliable and diverse applicant pool for different labor markets across Northern New England. Research and recommend cost effective solutions through the use of electronic forms in an effort to reduce processing time for opening new requisitions and processing new hire paperwork. Received recommendation to participate in the UAT for the new Applicant Tracking System (Virtual Edge) in December 2008. Participated in the standardization of the TA Process, thus enabling a better understanding of how it will be supported going forward with Virtual Edge.

9/05 – 5/08

Raytheon Company, Tewksbury, MA

Principal Recruiter – Talent Acquisition, Human Resources, Learning and Organizational Effectiveness - Established strategic partnerships with hiring managers, human resource partners and associates to leverage recruitment strategies to attract a diverse workforce for the Program Management Offices, Engineering, and Non- Engineering directorates. Rotations included domestic and international organizations and customers.

Conducted site training programs including: Behavioral Interview Skills Training, OFCCP Guidelines for Hiring Managers, The RIET Behaviors: Creating a Culture of Success in Raytheon IDS, RayCATS Utilization, and Networking techniques. The programs are presented to individuals and large group settings with a diverse population and learning styles.

Partnered with our Associate Recruiters to provide mentoring, training/learning and development of the necessary skills to eventually become a full cycle recruiter. Collaborated with human resources partners, hiring managers and candidates to improve utilization of RayCats (ATS) to ensure compliance and fairness with our hiring process.

Nominated and selected as one of two Raytheon Employees to participate in the 2006 UMASS Boston Emerging Leadership Program. Represented Raytheon at internal and external job fairs and National conferences. Raytheon Certified Six Sigma Specialist.

9/02 – 9/05

Whittemore School of Business and Economics, University of New Hampshire, Durham, NH

Director of Placement and Corporate Relations- responsible for identifying, developing, establishing relationships with corporations seeking to hire MBA and Undergraduate students for internships and ultimately employment opportunities. The Office of Placement within the Business School, supported 1600 undergraduate and approximately 300 graduate business students, providing students with individual and group consultation on career planning and development.

Proactively engaged corporate partners to qualify and present internships, group projects and full time employment opportunities for students of the Whittemore School. Worked closely with Human Resources, Senior Managers, Directors, Vice Presidents and CEO's of corporate partners to identify the top candidates for Leadership Development Programs across a variety of functional areas including Supply Chain, Finance, Information Technology, Accounting, etc. As a result, 2004 MBA Summer internship placement ratio increased to 95% from 30%. Supervised MBA Student Interns.

Designed and maintained an active database of alumni, corporate partners, internships and employment opportunities. Partnered with other functional departments within the University to co-lead diversity networking and career events. Coordinated fall and spring career fairs for students of the Whittemore School.

8/93 – 8/02

J.L. Longo Associates/Micro Tech Consultants, Inc., Londonderry, NH

12/99 – 8/02

Senior Specialist Technical Recruiter - Executed and managed the full life cycle recruiting process for candidates for multilevel technical positions with particular emphasis on the following skill sets: Central Office Engineers, WAN Network Engineers, NOC Technicians, UNIX Admins, Network Infrastructure Engineers, Software QA and Technical Support – Level 1/2/3.

8/93 – 11/99

Allied Health Care Recruiter Executed and managed the full life cycle recruiting process for OTR/L's, COTA's, SLP's and LPTA's.

Certifications:

5/08

American Heart Association – Heartsaver CPR AED Certification – Issued 8/1/2017, Expires 8/1/2019

7/07

Certified Diversity Recruiter - AIRS, White River Junction, VT

Six Sigma Green Belt – Raytheon Certified Six Sigma Specialist – Raytheon, Tewksbury MA

EDUCATION:

10/06

UMASS Boston, Boston, MA

Emerging Leadership Development Program - Class of 2006

University System of New Hampshire at Plymouth State University, Plymouth, NH

MBA - Marketing Concentration, BS Management & BS Economics, Math Minor

ACTIVITIES:

'00 – Present

Exeter Holiday Parade Committee, Exeter, NH

Managing Director – lead and supervise a diverse team of fifteen volunteers to coordinate, plan and execute the annual Holiday Parade for the town of Exeter, NH population of 14,535 (2006 OEP est.) each December.





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

Town Manager's Office

AUG 24 2020

Received

**Statement of Interest
 Boards and Committee Membership**

Committee Selection: EPSC

New Re-Appointment Regular Alternate

Name: Harry C. King Email: KingHarry1@comcast.net

Address: 24 High Street, Exeter NH Phone: 603-580-2376

Registered Voter: Yes No

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

Exeter Police are to be congratulated for establishing a Stakeholder Committee. For the past several years I have been studying "How to fix the police/minority divide". There are effective answers. I have a BA from Harvard in Social Relations, a degree that combines sociology, psychology and anthropology. I focused on Community Relations.

I have lived in diverse communities here in the North, the deep South, Midwest, and the far West. I am also a Senior Citizen who has done a lot of living. We Seniors often find we are overlooked and sometimes are the victims of prejudice. I could be a Senior voice on EPSC.

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

Signature: Harry C King Date: 8/22/20

To be completed by Select Board upon appointment:

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

Minutes

Board and Committee Appointments

Board and Committee Appointments
October 5th, 2020

Planning Board, Alternate

Marc Dettore, Alternate Member, term to expire 4/30/22

Halloween Trick or Treat Discussion



New Hampshire Municipal Association

Halloween Guidance

September 16, 2020

Even though it is not yet October, and school's been on for far less than a month, everything is already smoky-smelling and the sky orange and ash gray at twilight, and everyone across New Hampshire is wondering whether Halloween will come.

This question has been at the forefront of our member's minds since the cool air of autumn first stirred the bronze leaves now beginning to populate our forest floors, and we have consolidated our guidance as follows:

Regulation of Trick-or-Treating

New Hampshire, like much of New England, is among the handful of states that regularly see municipalities set rules for trick-or-treating. The regulation of trick-or-treating or, rather, the encouragement of it and the abiding by rules set by municipalities, starts in the 1930s, as municipalities attempted to deal with the vandalism and property damage that traditionally accompanied the holiday.

In modern times, RSA 41:11 incorporates the authority of RSA 47:17, VII to allow all New Hampshire municipalities, regardless of governmental structure, to regulate the use of public ways "to prohibit the rolling of hoops, playing at ball or flying of kites, or any other amusement or practice having a tendency to annoy persons passing in the streets and sidewalks, or to frighten teams of horses within the same." Large crowds of children and youths dressed in scary costumes, congregating in and wandering around the streets in search of candy could be construed as an amusement or practice having a tendency to annoy persons passing or to frighten teams of horses and interfere with vehicular travel. Although cities and town charter towns are often different than towns in their powers, we are aware of only one municipality which specifically references Halloween in its city code, Manchester, which requires that the Chief of Police must designate Halloween hours. Section 31.15 of the Manchester City Code.

However, municipalities should also be aware of RSA 147:1, permitting local health officers to "make regulations...relating to the public health as in their judgment the health and safety of the people require, which shall take effect when approved by the selectmen, recorded by the town clerk, and

published in some newspaper printed in the town, or when copies thereof have been posted in 2 or more public places in the town.” In the midst of a pandemic, having large numbers of persons – children or otherwise – congregating and going door-to-door raises concerns.

On a national scale, the CDC has issued Halloween guidance on a unique website for 2020. In short, it color-codes each county in the nation by risk-level using a four-color scale. Low-risk areas (green) and lower-risk areas (yellow) see the CDC suggest few modifications to traditional trick-or-treating. (At the time of this writing, all of New Hampshire qualifies as either green or yellow.) Higher-risk (orange) and highest-risk (red) areas (none of which are currently in New England) see the CDC suggest significant changes to traditional trick-or treating.

Assuming no significant changes to New Hampshire’s risk levels, for some counties (green), the CDC says that traditional trick-or-treating is permissible as well as small gatherings of persons at parties. However, the CDC continues to advise social distancing, hand sanitation, and alternatives for those handing out candy, including directing trick-or-treaters to garages (rather than front doors) or car trunks (for trunk-or-treat), and indicates that large outdoor gatherings are low risk. (Note, however, that New Hampshire currently has a mask requirement for scheduled gatherings of more than 100, and masks are generally suggested by DHHS and required in some municipalities).

Again, assuming no significant changes to New Hampshire’s risk levels, the CDC advises the rest of the state that they may conduct trick-or-treating, but that trick-or-treaters and those giving out candy should focus on safety and should only visit neighbors who are adhering to safety guidelines. Those handing out candy are encouraged to throw candy to trick-or-treaters on an individual basis, set up tables curbside, and everyone is encouraged to strictly socially distance and wear masks.

If the worst should happen, and New Hampshire sees a spike in infections, pushing any county into the orange risk level, the CDC encourages reverse trick-or-treating, i.e. delivery of candy by those who wish to participate rather than allowing children to trick-or-treat. Red risk areas should not engage in trick-or-treating, and, although very small parties are permissible, the CDC encourages Zoom-parties and movie night rather than in-person interactions.

At the time of this writing, NHMA does not anticipate that DHHS will be issuing any Halloween specific guidance. However, because the information released by DHHS is more detailed than CDC, municipalities may wish to consult DHHS’s dashboard or daily updates to determine the relative risk trick-or-treating presents in their community. Some communities have seen very low transmission rates and continue to do so, while others have seen concentrations of infections.

NHMA does encourages municipalities, regardless of whether they wish to regulate trick-or-treating, to provide simple guidance to their communities. Generally accepted universal Halloween rules – such as no porch light means non-participation – should be suggested in addition to any Covid-specific guidance so that parents may educate their children prior to trick-or-treating, and those who wish to participate (or do not) know what rules the children of their community may be expected to know.

Generally, communities should encourage:

- trick-or-treaters not to congregate (i.e. socially distance) and wait patiently for their turn to get candy,

- trick-or-treaters to routinely use hand sanitizer to prevent the spread of germs between candy bowls and homes,
- those handing out candy to routinely sanitize commonly touched surfaces (e.g. doorbells, candy bowls, etc.),
- those handing out candy to either set up a station outside (if possible) to distribute candy and/or enact a methodology for distributing candy with little contact between persons, and
 - (e.g. monitoring a table where candy is spread so that trick-or-treaters can each take a piece with sanitization occurring as the table is restocked, or individually prepare packages/candies, rather than provide a big bowl that trick or treaters reach into)
- everyone to wear masks to minimize the spread of Covid-19 (and other communicable diseases).

Regulation of Other Festivities

In addition to trick-or-treating, many municipalities host festivities associated with Halloween – themed runs, pumpkin regattas, jack-o-lantern lightings, etc. Municipalities should be aware that the State has promulgated guidelines for some activities – such as fairs and festivals and road races – which may be applicable to those festivities.

Although, technically, these guidelines do not apply to municipalities and the events they host pursuant to the language of Emergency Order #17, it is advisable for municipalities to use them in order to minimize the likelihood of transmission of Covid-19 and equitably apply these rules to all similar events. In addition to the above, municipalities should review the universal guidelines, which have been amended as new information has come to light about Covid-19.



Holiday Celebrations Holidays

Updated Sept. 21, 2020

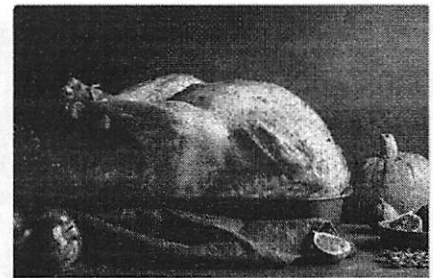
[Print](#)



Halloween



Día de los Muertos



Thanksgiving

As many people in the United States begin to plan for fall and winter holiday celebrations, CDC offers the following considerations to help protect individuals, their families, friends, and communities from COVID-19. These considerations are meant to supplement—**not replace**—any state, local, territorial, or tribal health and safety laws, rules, and regulations with which holiday gatherings must comply. When planning to host a holiday celebration, you should assess current COVID-19 levels in your community to determine whether to postpone, cancel, or limit the number of attendees.

Virus spread risk at holiday celebrations

Celebrating virtually or with members of your own household pose low risk for spread. In-person gatherings pose varying levels of risk. Event organizers and attendees should consider the risk of virus spread based on event size and use of mitigation strategies, as outlined in the Considerations for Events and Gatherings. There are several factors that contribute to the risk of getting infected or infecting others with the virus that causes COVID-19 at a holiday celebration. In combination, these factors will create various amounts of risk, so it is important to consider them individually and together:

- **Community levels of COVID-19** – Higher levels of COVID-19 cases and community spread in the gathering location, as well as where attendees are coming from, increase the risk of infection and spread among attendees. Family and friends should consider the number and rate of COVID-19 cases in their community and in the community where they plan to celebrate when considering whether to host or attend a holiday celebration. Information on the number of cases in an area can be found on the area's health department website.
- **The location of the gathering** – Indoor gatherings generally pose more risk than outdoor gatherings. Indoor gatherings with poor ventilation pose more risk than those with good ventilation, such as those with open windows or doors.
- **The duration of the gathering** – Gatherings that last longer pose more risk than shorter gatherings.
- **The number of people at the gathering** – Gatherings with more people pose more risk than gatherings with fewer people. CDC does not have a limit or recommend a specific number of attendees for gatherings. The size of a holiday

gathering should be determined based on the ability to reduce or limit contact between attendees, the risk of spread between attendees, and state, local, territorial, or tribal health and safety laws, rules, and regulations.

- **The locations attendees are traveling from** – Gatherings with attendees who are traveling from different places pose a higher risk than gatherings with attendees who live in the same area. Higher levels of COVID-19 cases and community spread in the gathering location, or where attendees are coming from, increase the risk of infection and spread among attendees.
- **The behaviors of attendees prior to the gathering** – Gatherings with attendees who are not adhering to social distancing (staying at least 6 feet apart), mask wearing, hand washing, and other prevention behaviors pose more risk than gatherings with attendees who are engaging in these preventative behaviors.
- **The behaviors of attendees during the gathering** – Gatherings with more preventive measures, such as mask wearing, social distancing, and hand washing, in place pose less risk than gatherings where fewer or no preventive measures are being implemented.

People who should not attend in-person holiday celebrations

People with or exposed to COVID-19

Do not host or participate in any in-person festivities, if you or anyone in your household

- Has been diagnosed with COVID-19 and has not met the criteria for when it is safe to be around others
- Has symptoms of COVID-19
- Is waiting for COVID-19 viral test results
- May have been exposed to someone with COVID-19 in the last 14 days
- Is at increased risk of severe illness from COVID-19

People at increased risk for severe illness

If you are at increased risk of severe illness from COVID-19, or live or work with someone at increased risk of severe illness, you should

- Avoid in-person gatherings with people who do not live in your household.
- Avoid larger gatherings and consider attending activities that pose lower risk (as described throughout this page) if you decide to attend an in-person gathering with people who do not live in your household.

General considerations for fall and winter holidays

Fall and winter celebrations, such as Rosh Hashanah, Yom Kippur, Halloween, Día de los Muertos, Navratri, Diwali, Thanksgiving, Día de la Virgen de Guadalupe, Hanukah, Kwanzaa, Christmas, and New Year's, typically include large gatherings of families and friends, crowded parties, and travel that may put people at increased risk for COVID-19.

Before you celebrate

Hosting a holiday gathering

If you will be hosting a celebration, follow CDC tips for hosting gatherings. Below are some additional considerations for hosting a holiday celebration:

- Host outdoor activities rather than indoor activities as much as possible. If hosting an outdoor event is not possible, and you choose to host an indoor event, avoid crowded, poorly ventilated, or fully enclosed indoor spaces.
 - Increase ventilation by opening windows and doors to the extent that is safe and feasible based on the weather.
- Host activities with only people from your local area as much as possible.
- Limit numbers of attendees as much as possible.
- Provide updated information to your guests about any COVID-19 safety guidelines and steps in place to prevent the spread of the virus.

- Provide or encourage attendees to bring supplies to help you and others stay healthy. For example, extra masks (do not share or swap with others), hand sanitizer that contains at least 60% alcohol, and tissues.
- If you are planning in-person holiday gatherings with people outside of your household, consider asking all guests to strictly avoid contact with people outside of their households for 14 days before the gathering.

Attending a holiday gathering

If you will be attending a celebration that someone else is hosting, follow CDC Considerations for attending an event or gathering. Below are some additional considerations for attending an in-person holiday gathering:

- Outdoor activities are safer than indoor activities. If participating in an outdoor event is not possible, and you choose to attend an indoor event, avoid crowded, poorly ventilated, and fully enclosed indoor spaces. Increase ventilation by opening windows and doors to the extent that is safe and feasible based on the weather.
- Check with the event host, organizer, or event venue for updated information about any COVID-19 safety guidelines and if they have steps in place to prevent the spread of the virus.
- Bring supplies to help you and others stay healthy. For example, bring extra masks (do not share or swap with others), hand sanitizer that contains at least 60% alcohol, and tissues.
- If you are planning to attend in-person holiday gatherings with people outside of your household, consider strictly avoiding contact with people outside of your household for 14 days before the gathering.

Holiday travel

Traveling increases the chance of getting and spreading COVID-19. Staying home is the best way to protect yourself and others. Use information from the following webpages to decide whether to go on holiday travel:

- [Travel During the COVID-19 Pandemic](#)
- [Know Your Travel Risk](#)
- [Know When to Delay Your Travel to Avoid Spreading COVID-19](#)

If you decide to travel, follow these safety measures during your trip to protect yourself and others from COVID-19:

- Wear a mask to keep your nose and mouth covered when in public places.
- Avoid close contact by staying at least 6 feet apart (about 2 arms' length) from anyone who is not from your household.
- Wash your hands often with soap and water for at least 20 seconds or use hand sanitizer (with at least 60% alcohol).
- Avoid contact with anyone who is sick.
- Avoid touching your eyes, nose, and mouth.

Get your flu vaccine

Gatherings can contribute to the spread of other infectious diseases. Getting a flu vaccine is an essential part of protecting your health and your family's health this season. September and October are good times to get vaccinated. However, flu vaccines are still useful any time during the flu season and can often be accessed into January or later.

During the celebration

Follow these tips to reduce your risk of being exposed to, getting, or spreading COVID-19 during the celebration:

Social distance and limit close contact

- Maintain a distance of at least 6 feet or more from people you don't live with. Be particularly mindful in areas where it may be harder to keep this distance, such as restrooms and eating areas.
- Avoid using restroom facilities at high traffic times, such as at the end of a public event.
- Avoid busy eating areas, such as restaurants during high volume mealtimes, if you plan to eat out at a restaurant.

- Minimize gestures that promote close contact. For example, do not shake hands, elbow bump, or give hugs. Instead wave and verbally greet others.


Wear masks

- Wear a mask at all times when around people who don't live in your household to reduce the risk of spreading the virus.
- Avoid singing, chanting, or shouting, especially when not wearing a mask and within 6 feet of others.

Do not use costume masks in place of cloth masks

- Do not use a costume mask (such as for Halloween) as a substitute for a cloth mask unless it is made of two or more layers of breathable fabric that covers your mouth and nose and doesn't leave gaps around your face.
- Do not wear a costume mask over a cloth mask because it can be dangerous if the costume mask makes it hard to breathe. Instead, consider using a Halloween-themed cloth mask.

Limit contact with commonly touched surfaces or shared items

- Clean and disinfect commonly touched surfaces and any shared items between use when feasible. Use EPA-approved disinfectants .
- Use touchless garbage cans if available. Use gloves when removing garbage bags or handling and disposing of trash. Wash hands after removing gloves.

Wash hands

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

Keep safe around food and drinks

Currently, there is no evidence to suggest that handling food or eating is associated with directly spreading COVID-19. It is possible that a person can get COVID-19 by touching a surface or object, including food, food packaging, or utensils that have the virus on it and then touching their own mouth, nose, or possibly their eyes. However, this is not thought to be the main way that the virus is spread. Remember, it is always important to follow good hygiene to reduce the risk of illness from common foodborne germs.

- Make sure everyone washes their hands with soap and water for 20 seconds before and after preparing, serving, and eating food. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Instead of potluck-style gatherings, encourage guests to bring food and drinks for themselves and for members of their own household only.
- Limit people going in and out of the areas where food is being prepared or handled, such as in the kitchen or around the grill, if possible.
- Wear a mask while preparing or serving food to others who don't live in your household.
- If serving any food, consider having one person serve all the food so that multiple people are not handling the serving utensils.
- Use single-use options or identify one person to serve sharable items, like salad dressings, food containers, plates and utensils, and condiments.
- Avoid any self-serve food or drink options, such as buffets or buffet-style potlucks, salad bars, and condiment or drink stations. Use grab-and-go meal options, if available.
- If you choose to use any items that are reusable (e.g., seating covers, tablecloths, linen napkins), wash and disinfect them after the event.
- Look for healthy food and beverage options, such as fruits and vegetables, lean proteins, whole grains, and low or no-calorie beverages, at holiday gatherings to help maintain good health.

After the celebration

If you participated in higher risk activities or think that you may have been exposed during your celebration, take extra precautions (in addition the ones listed above) for 14 days after the event to protect others:

- Stay home as much as possible.
- Avoid being around people at increased risk for severe illness from COVID-19.
- Consider getting tested for COVID-19.

If you develop symptoms consistent with COVID-19, such as fever, cough, or shortness of breath, or if you test positive for COVID-19, immediately contact the host and others that attended the event or celebration that you attended. They may need to inform other attendees about their possible exposure to the virus. Contact your health care provider and follow the CDC-recommended steps for what to do if you become sick, and follow the public health recommendations for community-related exposure.

If you are waiting for your COVID-19 test results, stay home until you have a result, and follow [CDC's guidance](#) to help stop the spread of COVID-19.

If you have been diagnosed with COVID-19, a public health worker may contact you to check on your health and ask you who you have been in contact with and where you've spent time in order to identify and provide support to people (contacts) who may have been infected. Your information will be confidential. Learn more about what to expect with contact tracing [here](#).

If you are notified that you were a close contact of someone who tested positive for COVID-19

- Stay home for 14 days from the last time you had contact with that person.
- Monitor for symptoms of coronavirus.
- Get information about COVID-19 testing if you feel sick.

Fall holiday celebrations

Rosh Hashanah, Yom Kippur, Halloween, Día de Los Muertos, Navratri, Diwali, and Thanksgiving will likely need to be different this fall to prevent the spread of the virus that causes COVID-19. Avoid activities that are higher risk for spread. Consider fun alternatives that pose lower risk of spreading the virus that causes COVID-19.

Halloween

Coronavirus Disease 2019 (COVID-19)

MENU >

not participate in in-person Halloween festivities and should not give out candy to trick-or-treaters.

Lower risk activities

These lower risk activities can be safe alternatives:

- Carving or decorating pumpkins with members of your household and displaying them
- Carving or decorating pumpkins outside, at a safe distance, with neighbors or friends
- Decorating your house, apartment, or living space
- Doing a Halloween scavenger hunt where children are given lists of Halloween-themed things to look for while they walk outdoors from house to house admiring Halloween decorations at a distance
- Having a virtual Halloween costume contest
- Having a Halloween movie night with people you live with
- Having a scavenger hunt-style trick-or-treat search with your household members in or around your home rather than going house to house

Moderate risk activities

- Participating in one-way trick-or-treating where individually wrapped goodie bags are lined up for families to grab and go while continuing to social distance (such as at the end of a driveway or at the edge of a yard)
 - If you are preparing goodie bags, wash your hands with soap and water for at least 20 second before and after preparing the bags.
- Having a small group, outdoor, open-air costume parade where people are distanced more than 6 feet apart
- Attending a costume party held outdoors where protective masks are used and people can remain more than 6 feet apart
 - A costume mask (such as for Halloween) is not a substitute for a cloth mask. A costume mask should not be used unless it is made of two or more layers of breathable fabric that covers the mouth and nose and doesn't leave gaps around the face.
 - Do not wear a costume mask over a protective cloth mask because it can be dangerous if the costume mask makes it hard to breathe. Instead, consider using a Halloween-themed cloth mask.
- Going to an open-air, one-way, walk-through haunted forest where appropriate mask use is enforced, and people can remain more than 6 feet apart
 - If screaming will likely occur, greater distancing is advised. The greater the distance, the lower the risk of spreading a respiratory virus.
- Visiting pumpkin patches or orchards where people use hand sanitizer before touching pumpkins or picking apples, wearing masks is encouraged or enforced, and people are able to maintain social distancing
- Having an outdoor Halloween movie night with local family friends with people spaced at least 6 feet apart
 - If screaming will likely occur, greater distancing is advised. The greater the distance, the lower the risk of spreading a respiratory virus.
 - Lower your risk by following CDC's recommendations on hosting gatherings or cook-outs.

Higher risk activities

Avoid these higher risk activities to help prevent the spread of the virus that causes COVID-19:

- Participating in traditional trick-or-treating where treats are handed to children who go door to door
- Having trunk-or-treat where treats are handed out from trunks of cars lined up in large parking lots
- Attending crowded costume parties held indoors
- Going to an indoor haunted house where people may be crowded together and screaming
- Going on hayrides or tractor rides with people who are not in your household
- Using alcohol or drugs, which can cloud judgement and increase risky behaviors
- Traveling to a rural fall festival that is not in your community if you live in an area with community spread of COVID-19

Día de los Muertos

Many traditional activities can put you at higher risk for exposure to COVID-19. There are several safer, alternative ways to celebrate Día de los Muertos. If you may have COVID-19 or you may have been exposed to someone with COVID-19, you should not participate in in-person Día de los Muertos festivities.

Lower risk activities

These lower risk activities can be safe alternatives:

- Preparing traditional family recipes for family and neighbors, especially those at higher risk of severe illness from COVID-19, and delivering them in a way that doesn't involve contact with others
- Playing music in your home that your deceased loved ones enjoyed
- Making and decorating masks or making an altar for the deceased

- Setting out pillows and blankets in your home for the deceased
- Joining a virtual get-together celebration

Moderate risk activities

- Having a small group outdoor, open-air parade where people are distanced more than 6 feet apart
- Visiting and decorating graves of loved ones with household members only and keeping more than 6 feet away from others who may be in the area
- Hosting or attending a small dinner with local family and friends outdoors where people are distanced more than 6 feet part
 - Lower your risk by following CDC's recommendations on hosting gatherings or cook-outs.

Higher risk activities

Avoid these higher risk activities to help prevent the spread of the virus that causes COVID-19:

- Attending large indoor celebrations with singing or chanting
- Participating in crowded indoor gatherings or events
- Having a large dinner party with people from different households coming from different geographic locations
- Using alcohol or drugs, which can cloud judgement and increase risky behaviors

Thanksgiving

Thanksgiving is a time when many families travel long distances to celebrate together. Travel increases the chance of getting and spreading the virus that causes COVID-19. Staying home is the best way to protect yourself and others. If you must travel, be informed of the risks involved.

Lower risk activities

- Having a small dinner with only people who live in your household
- Preparing traditional family recipes for family and neighbors, especially those at higher risk of severe illness from COVID-19, and delivering them in a way that doesn't involve contact with others
- Having a virtual dinner and sharing recipes with friends and family
- Shopping online rather than in person on the day after Thanksgiving or the next Monday
- Watching sports events, parades, and movies from home

Moderate risk activities

- Having a small outdoor dinner with family and friends who live in your community
 - Lower your risk by following CDC's recommendations on hosting gatherings or cook-outs.
- Visiting pumpkin patches or orchards where people use hand sanitizer before touching pumpkins or picking apples, wearing masks is encouraged or enforced, and people are able to maintain social distancing
- Attending a small outdoor sports events with safety precautions in place

Higher risk activities

Avoid these higher risk activities to help prevent the spread of the virus that causes COVID-19:

- Going shopping in crowded stores just before, on, or after Thanksgiving

- Participating or being a spectator at a crowded race
- Attending crowded parades
- Using alcohol or drugs, which can cloud judgement and increase risky behaviors
- Attending large indoor gatherings with people from outside of your household

More Information

[Stress and Coping](#)

[Travel During the COVID-19 Pandemic](#)

[Know Your Travel Risk](#)

[Know When to Delay Your Travel to Avoid Spreading COVID-19](#)

Last Updated Sept. 21, 2020

Solar Array Request For Proposals (RFP)



TOWN OF EXETER

Planning and Building Department

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

www.exeternh.gov

Date: September 25, 2020
To: Russell Dean, Town Manager
From: Dave Sharples, Town Planner
Re: Solar Array Request for Proposal

I am writing this memo to request to be placed on an upcoming Selectboard agenda to inform them of our intent to issue a Request for Proposals (RFP) for a potential solar array at the Town landfill site off Cross Rd. I have enclosed a copy of the draft RFP. I provide some background on the project and next steps below.

It is my understanding that the Town started a discussion on utilizing the closed landfill as a potential solar array several years ago but those discussions ended. I revived the discussion last year and went to the Energy Committee, Sustainability Advisory Committee, had correspondence with GZA, our landfill consultant, NHDES who oversee the landfill at the state level, and the staff at the Department of Public Works (DPW) including Director Perry, Town Engineer Paul Vlasich, Assistant Town Engineer Jen Mates, and Highway Superintendent Jay Perkins. The Energy Committee and Sustainability Committee both support the issuance of the RFP. Neither GZA nor the NHDES could identify any reason that this option for the landfill couldn't be further explored. Although the staff at DPW do have some legitimate concerns that I share, they are not opposed to issuing the RFP which I see as the next logical step in the process.

Issuing the RFP will help move the project forward and help determine if the site could support a viable solar array development. The RFP will identify if there are parties interested in working with the Town to develop the site as a solar array. I intend to issue the RFP if the Selectboard have no objections. I will put a panel together to review and select firms to interview. At this point we will return to the Select Board with an update on the project and a recommendation on the firm to work with toward the development of the site. If placed on the upcoming agenda, I will attend the meeting to discuss the project and answer any questions.

Thank You.

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Town of Exeter, New Hampshire

Request for Proposals (RFP)

The Town of Exeter is requesting proposals to lease an area of land owned by the Town for the development of a solar array.

Proposal should be mailed in an envelope plainly marked "Proposal for the lease of Town of Exeter Property", and addressed as follows:

**Town of Exeter
Attn: Dave Sharples, Town Planner
10 Front Street
Exeter, NH 03833**

Telephone, facsimile, or e-mail proposals will not be accepted in response to a Request for proposals.

The Town will be accepting proposals until Thursday, October 29, 2020 at 4:00PM.

The Town will hold a site walk on Friday, October 16, 2020 at 10AM. The site walk is optional. Those submitting proposals are encouraged but not required to attend. The site walk will commence at the entrance gate to the site off Cross Rd as shown on the attached map.

The Town reserves the right to reject any or all proposals, or accept any proposal determined to be in the best interest of the Town. The Town may cancel this Request for Proposals at any time for any reason.

Introduction

The Town of Exeter NH currently has land it is interested in offering for long term lease, or other mutually agreeable arrangement, for the development of a solar array. The area consists of approximately eight (8) acres of land off Cross Rd and Kingston Rd (NH RT 111). A map showing the approximate location of the area is attached. The area for lease comes with restrictions as it is a closed landfill. Ideally, there will be minimal impact to land. The parcel containing the lease area is approximately 22.5 acres. The Town also owns the

contiguous parcel to the south that is approximately 31.5 acres. The area outside of the landfill is actively used by the Town for activities that include composting, outside material storage, recycling, etc. The proposed solar array cannot interfere with these Town operations.

Background

- Area –A portion of Tax Map 98 Lot 3 (see attached map). This lot is part of a former landfill that has been capped. The land can be accessed via Cross Rd. Three phase power is available at the south end of Cross Rd and along Kingston Rd. The existing tree line at the site shall not be disturbed.

The Town is offering up this land for a long term lease opportunity or other mutually agreeable arrangement that makes sense, given the restrictions and location.

Submission Requirements & Evaluation Criteria

Parties interested in this area are encouraged to submit proposals outlining the following;

- A description of the Person or Firm interested in the property.
- A list of any similar projects completed by the Person or Firm interested in the property and the outcome.
- Impact to the land - How will the proposed use impact the property and the adjacent Town operations?
- Proposed length of lease and proposed annual lease payment or other proposed arrangement.
- Other anticipated revenue(s) to the Town, if applicable.
- Anticipated schedule for operating on the site.
- Other pertinent information.

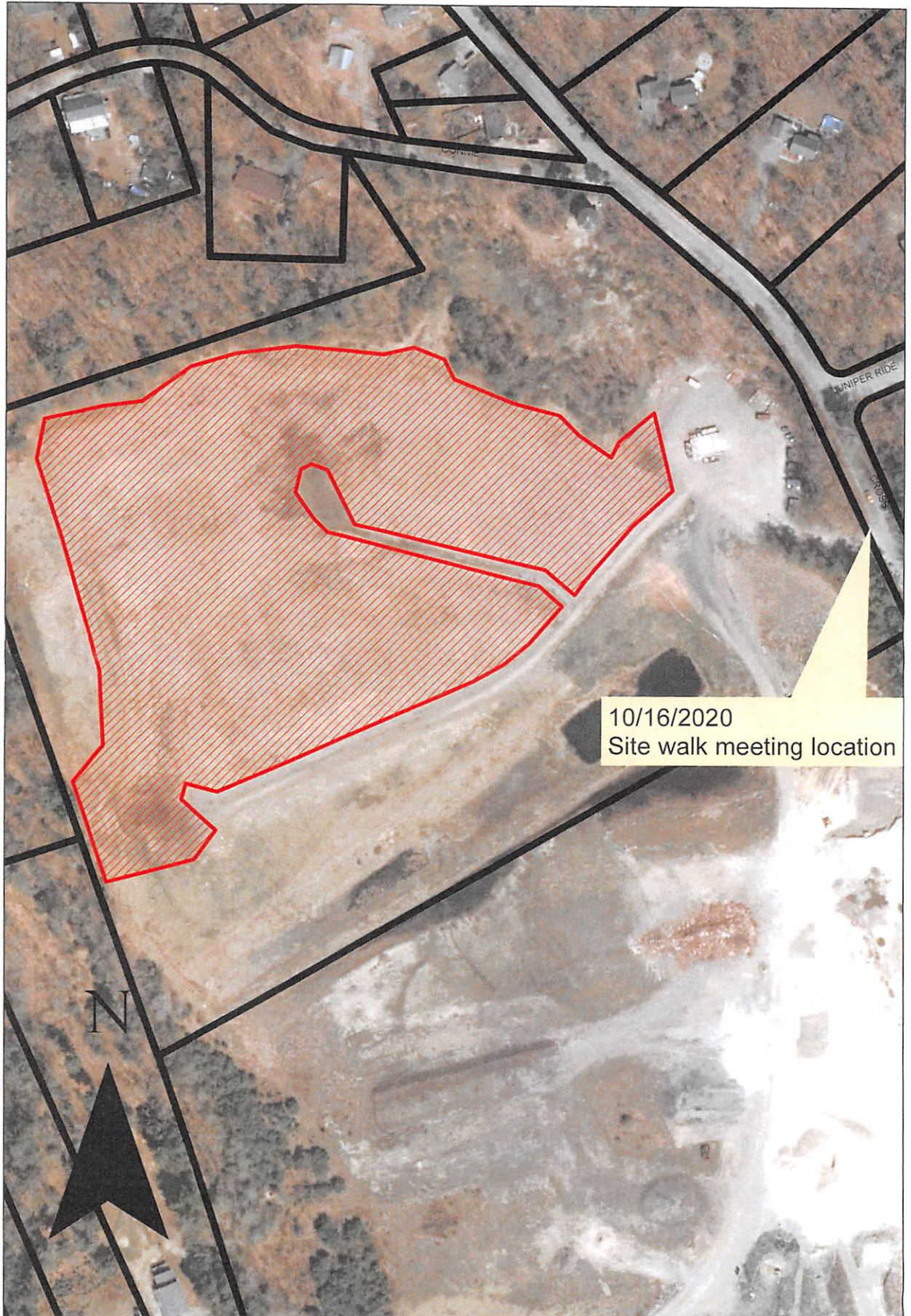
The Town will use the above information to evaluate the proposals and determine which proposals are in the best interest of the Town.

Questions - Site Inspections

Contact for questions and/or site inspection requests:

Dave Sharples
10 Front St
Exeter NH 03833
603-773-6114 phone
dsharples@exeternh.gov email

Proposal for the lease of Town of Exeter Property Map
September 2020



10/16/2020
Site walk meeting location

 Approximate Lease Area

Town Ordinances, Chapter 1610 Water Use Restrictions Update Second Reading

First Reading September 28th, 2020



EXETER PUBLIC WORKS DEPARTMENT

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

www.exeternh.gov

MEMO

DATE: September 25, 2020

TO: Russell Dean, Town Manager

FROM: Jennifer R. Perry, P.E., Public Works Director

RE: Town Ordinances Chapter 1610 Water Use Restrictions, Draft Revision

Town Ordinance Chapter 1610 Water Use Restrictions was instituted in 2016 during the last significant drought. At that time NH RSA 41:11-d, which allows local governing bodies to restrict the watering of lawns, limited that restriction to residential wells only.

In 2019, that statute was amended to broaden the restrictions to any well (residential, commercial or industrial). Also, language was added to exclude athletic fields, golf courses and agricultural fields from the watering restrictions.

We recommend the attached changes be made to Town of Exeter Ordinance Chapter 1610 to reflect current statute.

1610 Water Use Restrictions

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- 1610.1 The purpose of this ordinance is to ensure the use of water is regulated in a manner the Town of Exeter ~~Select~~ Board ~~of Selectmen~~ (Board) deems to be in the best interests of the Town of Exeter. The Board may use reasonable means to protect, preserve and maintain the public health, safety and welfare when a water supply shortage exists.
- 1610.2 The Town of Exeter adopts this ~~ordinance~~ under its authority to regulate public water systems under RSA 38:26 and to restrict the use of private wells to water lawns under RSA 41:11-d.
- 1610.3 The requirements of this section shall apply to all water users with connections receiving water from the Exeter Water Department and, under state or federally declared drought conditions, all ~~residential~~ well users within the Town.
- 1610.4 By definition, a water supply shortage is a situation when insufficient water is available to meet the present or anticipated needs of the water system. A water supply shortage usually occurs due to drought or a major infrastructure failure.
- 1610.5 Upon declaration of a State of Water Supply Shortage or other water emergency the Board shall be authorized to determine and implement restrictions necessary to conserve and maintain adequate reserves of the public water supply. Provided there is a declaration as noted above, the following levels of progressive restriction will apply immediately after the public notification period specified in 1610.6.
- a. If the Board issues a Level 1 restriction, then
 - i. The public is requested to refrain voluntarily from landscape watering and to limit the amount of water used outdoors for other purposes.
 - ii. Landscape watering shall not occur between the hours of 8 am and 7 pm.
 - b. If the Board issues a Level 2 restriction, then
 - i. Landscape watering by odd numbered addresses is allowed on odd numbered days.
 - ii. Landscape watering by even numbered addresses is allowed on even numbered days.
 - iii. Landscape watering shall not occur between the hours of 8 am and 7 pm.
 - c. If the Board issues a Level 3 restriction, then
 - i. Landscape watering by odd numbered addresses is allowed on Mondays and Thursdays.
 - ii. Landscape watering by even numbered addresses is allowed on Tuesdays and Fridays.
 - iii. Landscape watering shall not occur between the hours of 8 am and 7 pm.
 - d. If the Board issues a Level 4 restriction, then

- i. Landscape watering is prohibited.
 - ii. The filling of swimming pools greater than 100 gallons capacity is prohibited.
 - iii. Washing of streets, driveways, sidewalks or other impervious areas is prohibited.
 - iv. Washing of vehicles or boats at a non-commercial facility shall be prohibited.
- 1610.6 Notification of intent to implement water use restrictions by the Board due to a water supply shortage shall be posted three days prior to effective date in two public locations and published in a newspaper of general circulation within the town of Exeter or by such other means reasonably determined to notify all affected water users.
- 1610.7 The Board upon a determination that the water supply shortage no longer exists may terminate a State of Water Supply Shortage. Public notification of the termination of a State of Water Supply Shortage shall be given in accordance with 1610.6.
- 1610.8 -Exceptions to restrictions include the following
- a. Hand irrigation of crops used for food by residents at a residential property shall not be restricted.
 - b. Water to sustain animal life shall not be restricted.
 - c. Commercial car washes, cash crops, farms, flower shops or garden centers shall not be restricted.
 - e.d. The grass playing turf of a recreational field, the grass playing surfaces of a golf course, and grass agricultural fields, including fields used for the production of sod, may be excluded from the requirements of 1610.2.
 - d.e. Despite the authority granted by 1610.2, orders imposing water use restrictions shall not apply to uses that obtain water from sources other than the public water supply, unless it can be clearly demonstrated that the use of such water directly affects the public water supply. Note: Municipalities have the authority to implement lawn watering restrictions in accordance with RSA 41:11-d applicable to all water users (including those using private wells) under state declared drought conditions.
- 1610.9 Any person failing to comply with the restrictions imposed pursuant to this ordinance shall be subject to a fine and/or be subject to imposition of civil penalties pursuant to RSA 38:26, II not to exceed \$10,000 per day of such violation. Recovered penalties shall be used as the Town of Exeter may direct. In addition to the foregoing penalties, the Town of Exeter is authorized to discontinue the furnishing of water where orders and restrictions have been violated. Such discontinuance shall be made pursuant to RSA 38:31 and may be continued so long as there is evidence that the violations will continue.

First violation: Written warning delivered to site of violation

Second violation: \$100 fine

Third violation: \$500 fine and discontinuance of water service.

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

TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 41 CHOICE AND DUTIES OF TOWN OFFICERS

Selectmen

Section 41:11-d

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

I. The local governing body may establish regulations restricting the use of water from private wells or public water systems for outdoor lawn watering when administrative agencies of the state or federal government have designated the region as being under a declared state or condition of drought. The grass playing turf of a recreational field, the grass playing surfaces of a golf course, and grass agricultural fields, including fields used for the production of sod, may be excluded from any restrictions pursuant to this paragraph. Nothing in this paragraph shall limit any public water system's authority to require a reduction in demand or implementation of conservation measures in accordance with rules of the department of environmental services.

II. The local governing body shall give notice prior to the implementation of the regulations in paragraph I. Notice shall be given at least 3 calendar days before the regulations are implemented. The notice required under this section shall not include the day notice is posted. Notice of the regulations shall be published in a paper of general circulation in the municipality and shall be posted in at least 2 public places.

III. The full text of the proposed regulations need not be included in the notice if an adequate statement describing the proposal and designating the place where the proposal is on file for public inspection is stated in the notice.

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



EXETER PUBLIC WORKS DEPARTMENT

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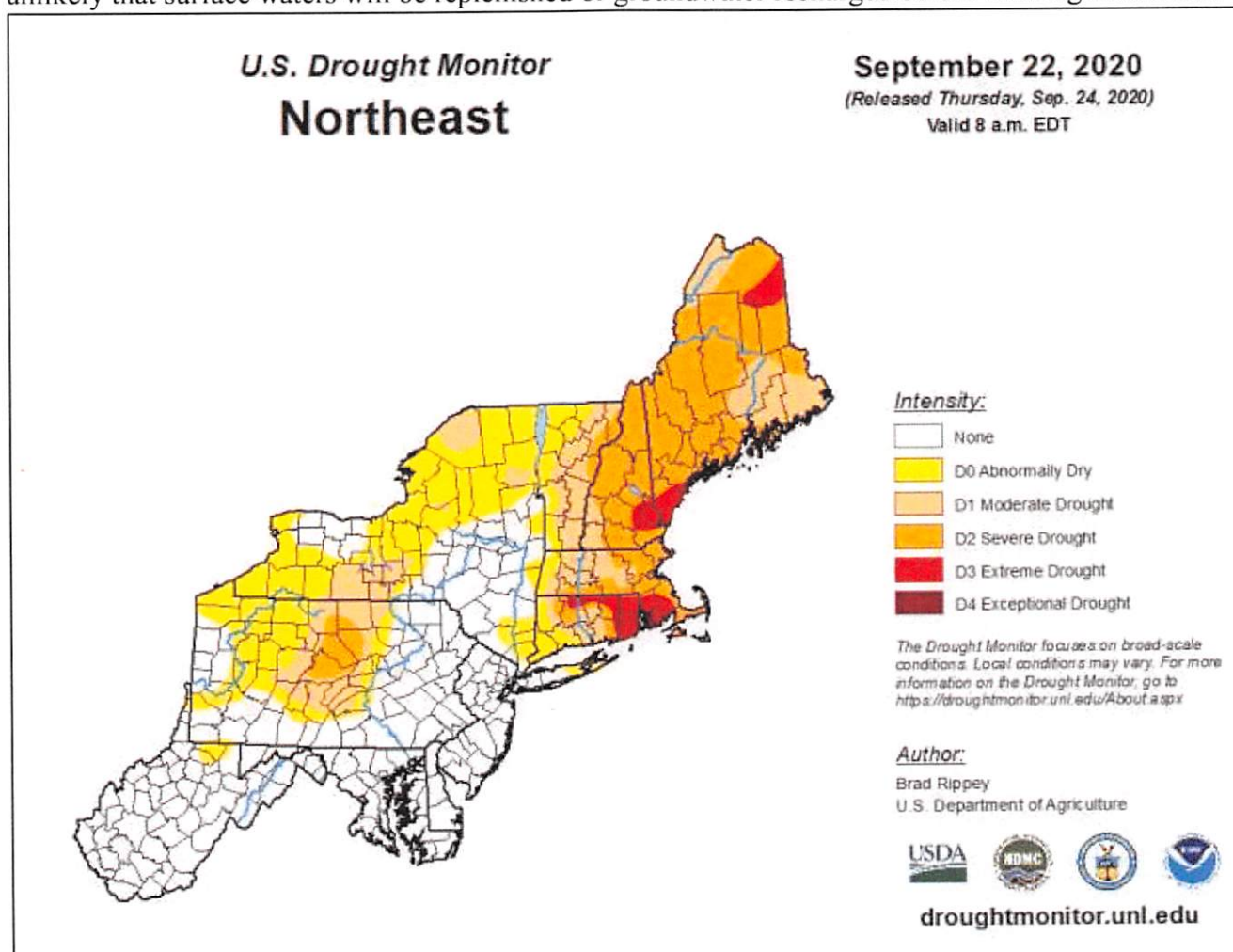
www.exeternh.gov

MEMO

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

New Hampshire Drought Conditions

The U.S. Drought Monitor dated September 22, 2020, **elevated conditions to extreme drought (D3)** in northern Rockingham County; southern Rockingham continues to be in severe drought (D2). The State has implemented the Drought Management Plan, advising public water systems to implement outdoor water use restrictions where needed, and encouraging private well owners to conserve water. Based upon recommendations from the Public Works Department, the Exeter Select Board issued Level 4, outdoor watering ban on August 24. We recommend **continuing restrictions at Level 4, which bans outdoor watering**. Forecasts are not indicating significant precipitation this fall; it is unlikely that surface waters will be replenished or groundwater recharged before freezing conditions.

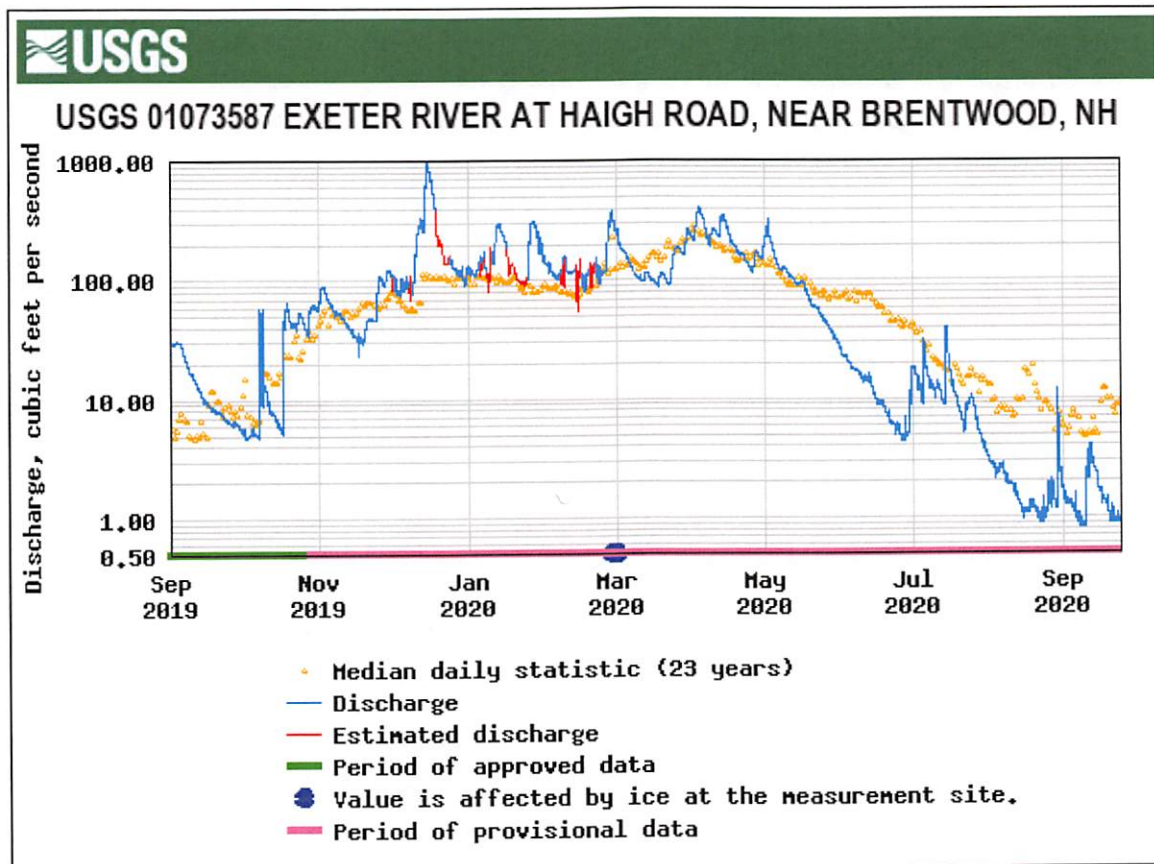


The U.S. Drought Monitor is jointly produced by National Drought Mitigation Center at University of Nebraska-Lincoln, U.S. Department of Agriculture, and National Oceanic and Atmospheric Administration. Map courtesy of NDMC.

River Flow

September typically is the end of summer low flow. The USGS stream flow gauge on the Exeter River at Haigh Road in Brentwood (drainage area 63.5 square miles) indicates current instantaneous discharge is 0.98 cubic feet per second (cfs) (at 1:15 pm on 9/23/2020); the minimum flow on this date was 0.78 cfs in 1996. The water supply intake for the Town of Exeter is located several miles downstream, with a contributing watershed of 107 square miles. The flow rates at the intake location are estimated to be 1.69 times higher than at Haigh Road, or approximately 1.66 cfs (1.07 MGD).

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



Groundwater Levels

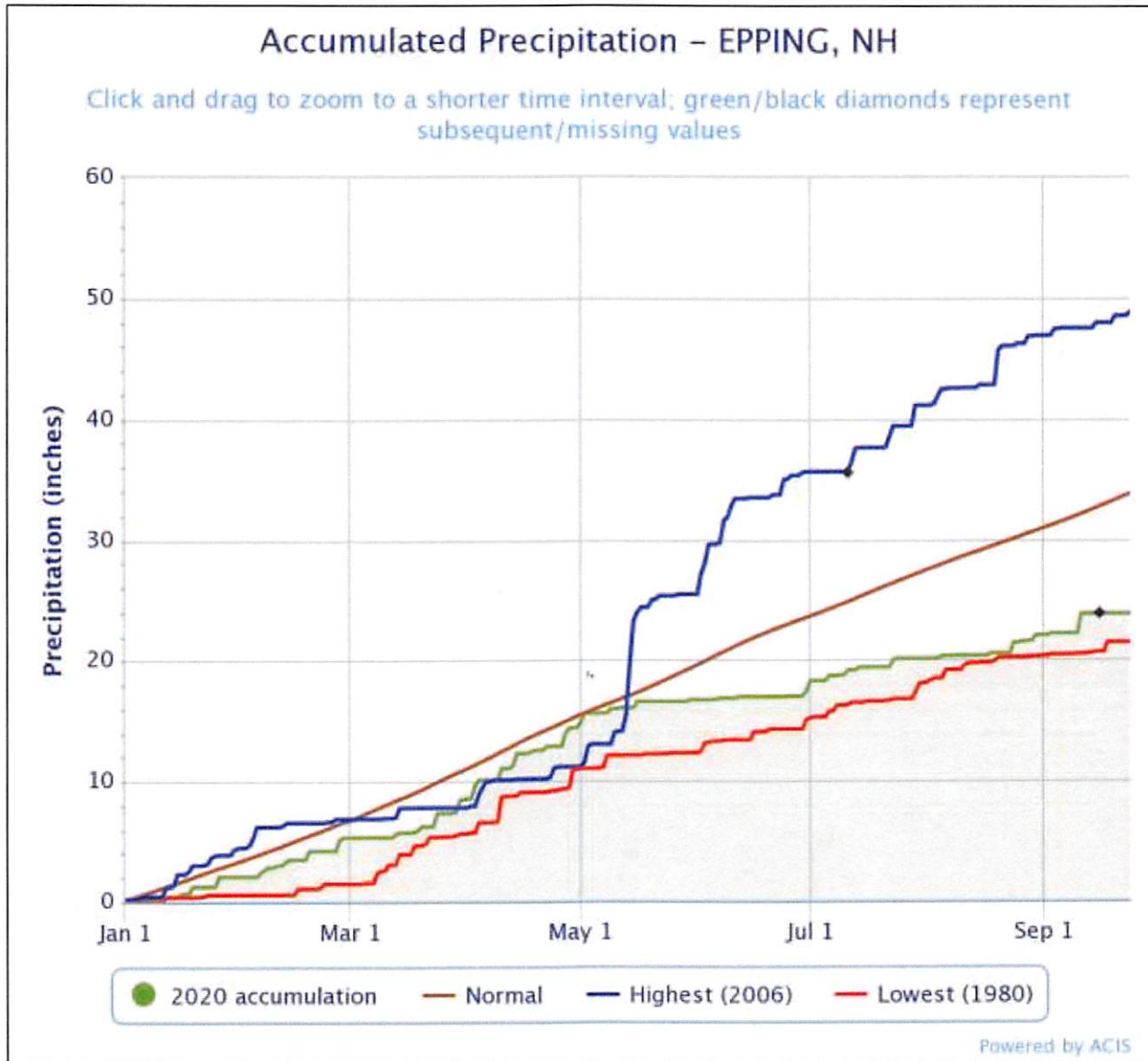
Groundwater levels for long-term monitoring wells in the region vary by location. The USGS wells in Epping, Concord and Nashua range from below normal to low.

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

Precipitation

Total precipitation received since January 1 through September 23 is 23.77 inches which is 9.87 inches below the mean of 33.64 inches (Source: National Weather Service NOWData for Epping, NH). Total annual precipitation averages 48.11 inches for this site (55 years of record). The last precipitation event occurred on September 11 (1.6 inches).

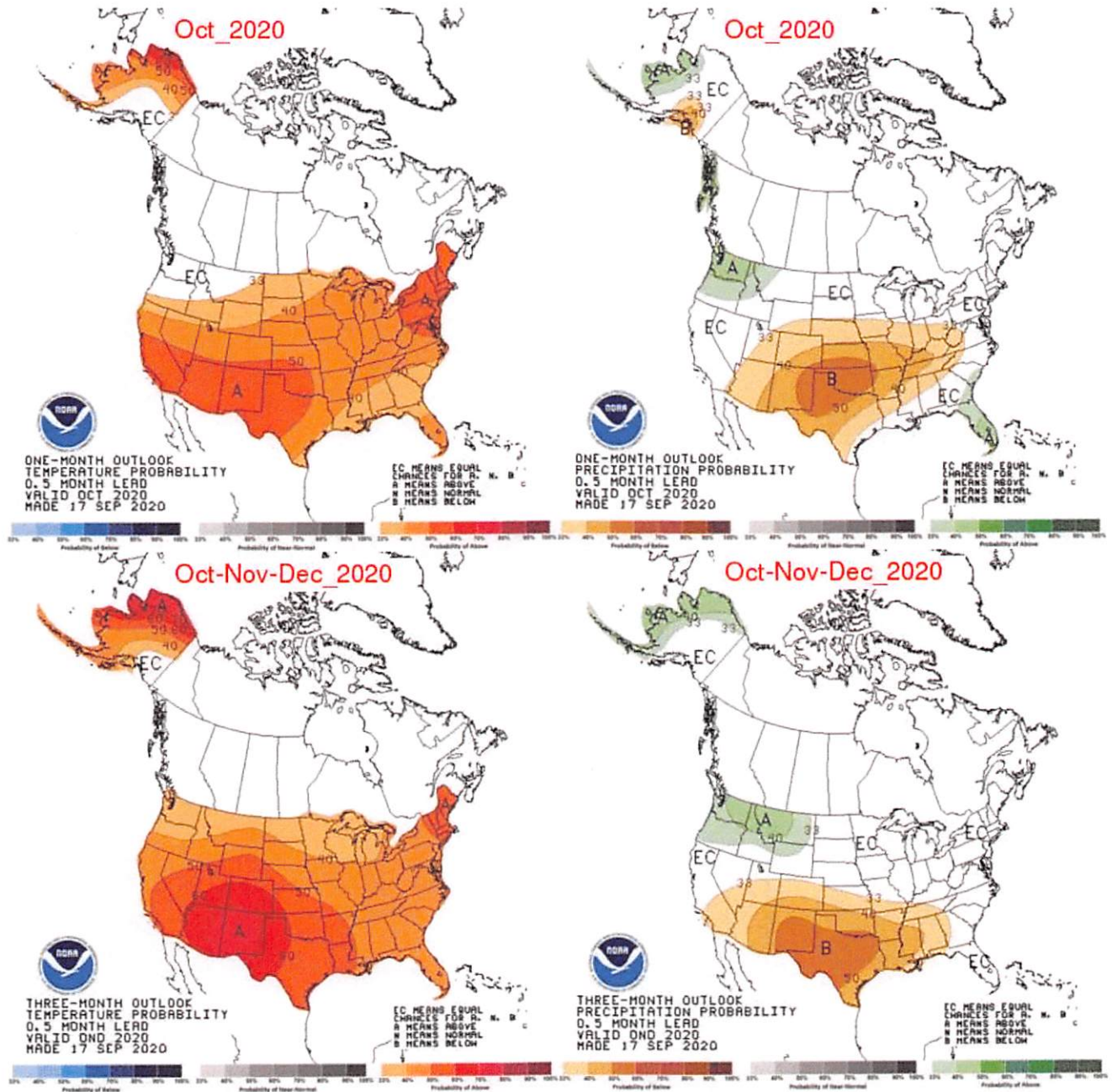
There is a **9.87 inch precipitation deficit** for the year; precipitation is **much below normal** for the year and month.



NOAA/National Weather Service, Gray/Portland Office. NOWData for Epping, NH.

Temperature and Precipitation Forecast

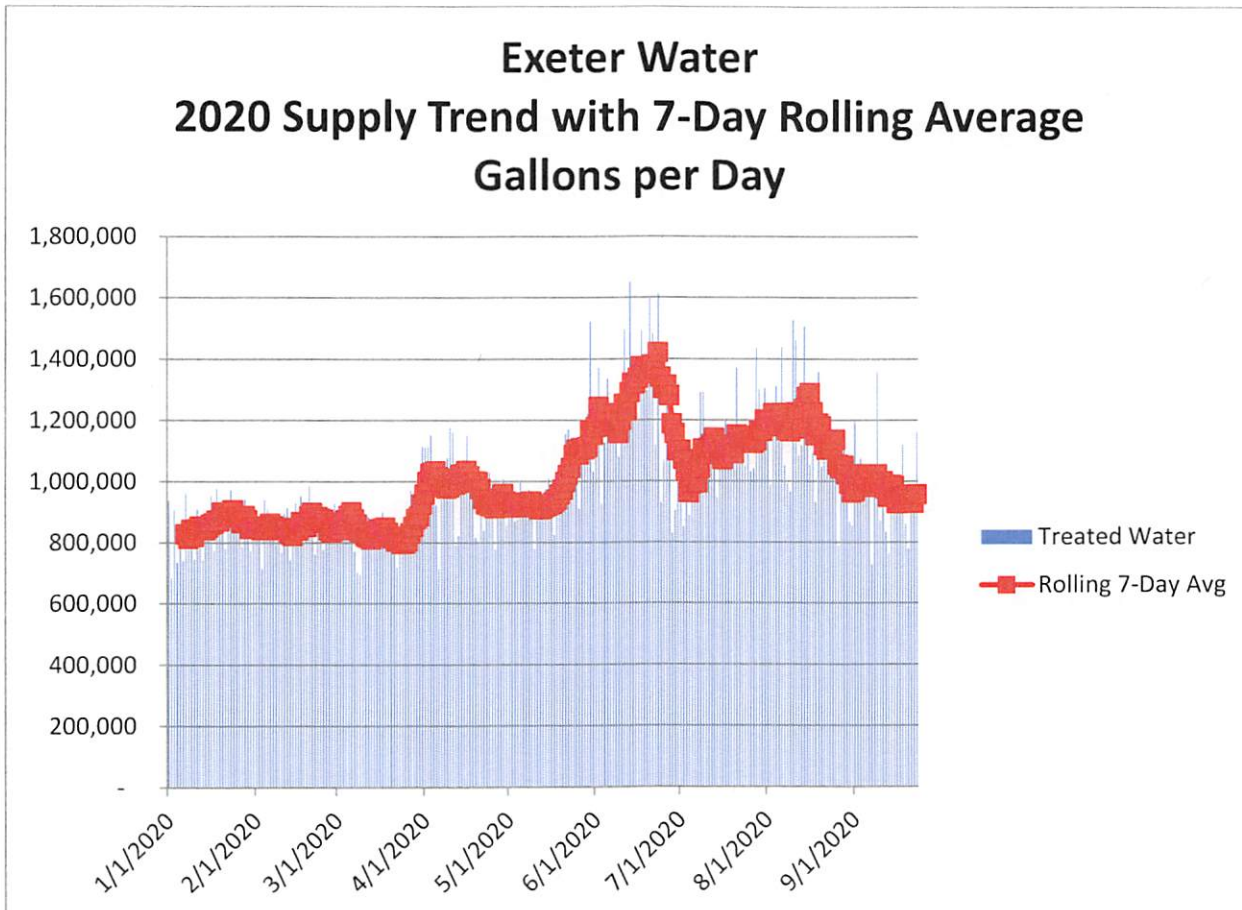
October and the 3 month outlook (October through December) temperatures are predicted to continue to be **above normal**. The three month outlook from NOAA indicates equal chances for above, normal or below normal precipitation for October and the 3 month outlook (October through December) for the New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



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

Exeter Water Supply

Overall, water usage or demand in the Exeter public water system has decreased and returned to pre-summer non-irrigated flows since outdoor water ban was implemented on August 24. The seven day average in early May was 0.93 million gallons per day (MGD); on September 23 it was 0.96 MGD. To date in 2020 the surface water treatment plant (SWTP) produced 182.9 MG, supplying 68% of demand. The groundwater treatment plant (GWTP) produced 85.3 MG, supplying 32% of demand.



Summary

Temperatures have been above average since May and are predicted to continue to be above average through December. Precipitation is well below normal with a 9.87 inch rainfall deficit. Surface waters and groundwater levels are declining and much below normal. Northern Rockingham County is in extreme drought (D3) and southern Rockingham is in severe drought (D2). Water usage has decreased to 0.96 MGD due to the Level 4 outdoor water bans implemented August 24, 2020.

Recommendations

We recommend continuing restrictions at Level 4, which bans outdoor watering. Forecasts are not indicating significant precipitation this fall; it is unlikely that surface waters will be replenished or groundwater recharged before freezing conditions commence. It is highly likely water restrictions will remain in effect until the spring. Water users are encouraged to practice effective water conservation. For helpful tips on water use and conservation go to <https://www.epa.gov/watersense>.

Classification Plan Updates

**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 Human Resources and Payroll Accountant 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 Wastewater 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

**CLASSIFICATION PLAN – TOWN OF EXETER
NON UNION**

GRADE 12 (cont'd)	Senior Accountant Water/Sewer Assistant Manager
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)

Amended: October 5th, 2020 (add Human Resources and Payroll Accountant. Wastewater Operations Supervisor)

Town of Exeter Job Description

Job Title: Human Resources and Payroll Accountant

Department: Finance

Position # TBD

Employment Status: Full-time, Non-Union, Grade 7

Exempt Status: Exempt

JOB SUMMARY:

This position performs highly responsible human resource and payroll functions for the Town as well as processing weekly accounts payable, general ledger reconciliations, federal and state reporting, assists Finance Director, Senior Accountant and Human Resource Director with daily work as well as other duties as assigned.

SUPERVISION RECEIVED:

This position receives direct supervision from the Finance Director and is evaluated by the Finance Director based on performance of the essential duties of the position and upon the achievement of assigned goals and objectives. The position takes task assignments from the Human Resources Director.

SUPERVISION EXERCISED:

This position has no formal assigned supervisory responsibility or authority.

ESSENTIAL JOB FUNCTIONS:

Supports Human Resource function by assisting with Human Resources and Payroll software maintenance:

- Assists Human Resources department with software system maintenance for employee elections for benefits, taxes, deductions and direct deposits.
- Participates in Human Resources and Payroll training, composes notes on procedures and acts as a point person for support issues.
- Reviews and checks employee calculations for new hourly rates and one-time payments.
- Assists with open enrollment for health dental, life and flex spending benefits.
- Generates periodic payroll reports for department managers.
- Assists with large group onboarding process such as temporary ballot clerks for elections and seasonal parks and recreation employees.
- Troubleshoots payroll software set-up issues for employees, updates HR Director when necessary, and makes appropriate corrections.
- Assists in review and accuracy of FSA, health, dental and life insurance payments.
- Performs monthly accrual process in payroll software for sick and vacation accruals.
- Verifies employee setup attributes such as deduction amounts, direct deposits, etc.
- Updates payroll software tables such as pay scales and insurance premiums as needed.
- Serves as a backup for the Human Resources Assistant during absences.

Cross-function support for both the Finance and Human Resource functions:

- Receives and manages all information necessary to accurately process bi-weekly payroll for all Town departments, and reviews account numbers and all necessary deductions for income tax, retirement, health and other insurances, labor union dues and other deductions.
- Prepares special payrolls when required.
- Reviews all Town department payroll proofs prior to finalizing bi-weekly payroll.
- Maintains all records relative to deductions and salary payments.

- Responsible for making timely payments for weekly, monthly and annual payroll taxes, employee deductions and related reporting.
- Initiates ACH payments for direct deposits, NHRS, income tax, 457 plan and other payroll deductions.
- Prepares monthly NHRS calculation spreadsheet and payment backup.
- Manages preparation and distribution process of IRS forms W-2, 1099 and 1095 preparation and filings in January each year.
- Prepares and files all monthly, quarterly and annual reports for workers compensation, state unemployment, and federal and state income tax deposits.
- Must work in a confidential manner. Position often handles sensitive employee information and personnel records.

Finance Functions:

- Assists Finance staff with monthly expense comparison to budget in general ledger.
- Supports Finance staff during the annual budget process.
- Reconciles monthly credit card charges against employees' expense reimbursement documentation.
- Assists with the annual Town audit and other audits as they arise.
- Performs all accounts payable functions; inputs department invoices, reviews general ledger account numbers and amounts for accuracy, prints checks and distributes payments on accounts.
- Maintains vendors in financial software and requests forms W-9 for taxable status.
- Runs cash requirement reports with all accounts payable and payroll runs to assist Finance team with daily cash flow reporting.
- Calendars recurring due dates related to accounts payable.
- Serves as a department liaison with the auditors, vendors all Town departments.
- Assists Senior Accountant and Treasurer with monthly bank reconciliations.
- Organizes and files weekly accounts payable invoices, bi-weekly payroll warrants and related reports.
- Prepares and labels old files for destruction in accordance with the prescribed record retention policy.
- Responds to inquiries and provides assistance in a respectful manner and reasonable time.
- Communicates issues and problems to Finance Director on a timely basis.
- Regularly improves job knowledge by participating in educational opportunities to learn about governmental trends, financial software updates, developments and current legislation.
- Adheres to Town policies and procedures.
- Continually work towards process improvement.
- Maintains and orders Finance office supplies, checks, forms, envelopes and paper.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Demonstrates strong mathematical skills, high attention to detail and accuracy.
- Ability to multi-task, manage time and work within strict deadlines.
- Exhibit strong organizational and analytical skills.
- Demonstrated competence in payroll, human resources and accounts payable processing.
- Must have experience and understanding of financial software programs involving general ledger, budget, accounts payable, purchase order, payroll, human resources and workflow processes.
- Proficient in Microsoft Excel spreadsheets and Word documents.
- Ability to understand and apply accounting procedures.
- Solid experience and understanding of human resource, payroll and general accounting transactions.
- Collaborate effectively with the Finance and Human Resource staff and other departments when needed.

- Excellent verbal and written communications skills to tactfully and effectively communicate and convey concise and accurate explanations of policies, procedures and requirements when needed.
- Familiar with use of office equipment, including computers, postage and folding machines, scanners, fax and printers.

WORK ENVIRONMENT:

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Professional appearance and demeanor.
- Willingness and ability to stay beyond the scheduled workday when requested. (This may include one weekend day during busy times of the year.)
- Finance office is located in the Town Hall Building at street level. Noise level from the street, other offices in Town Hall or auditorium can fluctuate at times.
- May have daily interruptions to assist citizens with directions to other Town Offices or local venues.
- May spend long periods sitting at a desk working on the computer or using the telephone.
- The position requires excellent eye-hand coordination and finger dexterity to use computer monitor, keyboard, and mouse, folding machine, postage machine, printers and scanners.
- Occasional lifting of 10 plus pounds and carrying of supplies, files, documents, records, etc.
- Employee must be able to travel across the street to Town offices to pick up daily mail for the Finance Office, seal envelopes, fold checks and inserts, mail checks, letters, and distribute warrants, payroll/expense reimbursement checks and other items as needed.

MINIMUM QUALIFICATIONS:

- Duties require knowledge and level of competency that is equivalent to the completion of an Associate Degree in Accounting or closely related field and five or more years of experience or equivalent combination of education and experience.
- Strong computer literacy, proficiency and working knowledge of human resource and payroll software systems and experience with Excel and Word. Experience with municipal accounting, human resources and payroll software systems is a plus.



EXETER PUBLIC WORKS DEPARTMENT

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MEMO

DATE: September 11, 2020
TO: Russell Dean, Town Manager
FROM: Jennifer R. Perry, P.E., Public Works Director
COPY: Donna Cisewski, Human Resources Director
RE: WWTP Operations Supervisor

Throughout the 2020 budget process, starting in August 2019, the Public Works Department has recommended and requested a new position description and associated wage range for a Wastewater Treatment Plant (WWTP) Operations Supervisor. The position was budgeted at a Grade 10 in the non-union (salaried) group for 8 months in 2020 (budgeted to commence April 2020). The plan has been to promote from within the existing WWTP operators (now numbering 5) resulting in no new increase in staff. The sewer budget was approved with this new position and increase in associated wages and benefits (2020 Preliminary Budget Personnel Additions dated 9/12/2019, attached).

The WWTP Operations Supervisor position reflects the increased responsibilities, knowledge, skills and abilities required to operate and maintain the new \$54 million state of the art activated sludge WWTP. The new facility is significantly more complex and requires more staff to operate. NHDES has determined that the new facility requires a Grade 3 licensed operator; the previous lagoon facility required a Grade 2 license (letter from NHDES). The proposed job description for the WWTP Operations Supervisor is attached; it is comparable to the job description for the Water Treatment Plant Operations Supervisor position that is filled by Paul Roy.

The WWTP Senior Operator job description (dated September 2001) reflects the job when there was only one operator to supervise, a relatively simple aerated 3-lagoon facility to operate and less stringent permitting and reporting requirements. All of these aspects of the job have changed significantly over the years as outlined in the table below. It is essential to have appropriate and updated job descriptions and associated wages in order to attract, recruit and retain qualified staff to operate the Town's most sophisticated facility.

	Previous Conditions	Current Conditions
Treatment Facilities	Aerated lagoons (3)	Aerated lagoons (3) plus 4-stage activated sludge with advanced nutrient removal, 2° clarifiers (2), centrifuge sludge dewatering, ultraviolet light disinfection
Level of Complexity	Simple	Complex
Operator Certification Grade Level Required	II	III
Number of Direct Reports	1	4
Nitrogen Treatment, Permitting & Reporting	No	Yes (limit of technology)
Sludge Treatment, Handling & Reporting	No	Yes (weekly)
Septage Receiving	No	Piloting now, implementing

The current WWTP Senior Operator is Joshua Scotton, who was hired in September 2019. Over the past year Joshua has proven he is highly competent, has excellent supervisory and technical skills and is more than capable of performing as the primary operator. Prior to working here, Joshua had over 15 years of experience in the water and wastewater industry working as a technical representative for Water Industries, lead wastewater operator for the City of Rochester, and maintenance technician for EarthTech for the City of Gloucester. We are pleased to recommend Joshua be promoted to the WWTP Operations Supervisor position. His current certifications and licenses meet or exceed the requirements of the position:

- NH Wastewater Treatment Operator Certification Grade IV (exceeds)
- New England Water Environment Association (NEWEA) Collection System Operator Certification Grade IV (exceeds)
- NEWEA Laboratory Analyst Certification Grade II (exceeds)

As this promotion would be a change from hourly to salaried, it is important to offer a wage that is competitive, an incentive to advance to higher management, and offset his loss in overtime and on-call compensation. Mr. Scotton is currently compensated at \$30.90/hour (SEIU Grade 8/Step 9). In July 2021 he is scheduled to receive \$31.99/hour (SEIU Grade 8/Step 10). Over the past year he has received \$11,000 in overtime and on-call compensation. It is recommended Mr. Scotton be promoted to the WWTP Operations Supervisor position at \$34.9548/hour (non-union Grade 10/Step 9), effective September 14, 2020. This position and promotion was budgeted to take place in April 2020 at a cost of \$19,890. Because this action has taken until now, the increases will be \$2,959 in wages and \$489 in benefits, totaling \$3,448 for the remainder of 2020, well below the amount budgeted. The projected increase for full year in 2021 is \$9,550.

Following Joshua's promotion, the last part of the WWTP organizational plan is to post internally the WWTP Senior Operator position and fill with the most qualified applicant from the existing 4 operators (to be determined). Again, there would be no increase in the number of staff, and projected wage increase would be approximately \$730 for the remainder of 2020 and \$1,309 for 2021 (full year). This mirrors the organization at the Water Treatment Plant.

Town of Exeter									
2020 Preliminary Budget									
Personnel Additions									
Included in the 2020 Preliminary Budget									
Dept	Position Title	Account	Rate	Jan-Jun	Rate	Jul-Dec	FY 2020 Budget Impact	Notes	FY Impact
Public Works- Highway	Heavy Equip Operator	HWY- Sal/Wages FT	20.92	6,694	20.92	21,757	28,451	Grade 4 Step#3; 8 Mos or 34 wks	43,514
		HWY- FICA		415		1,349	1,764	6.20% of wages	2,698
		HWY- Medicare		97		315	413	1.45% of wages	631
		HWY- Retirement Town		748		2,430	3,178	11.17% of wages	4,860
		HWY- Health Insurance		5,939		11,879	15,838	AB Family Plan: 8 Mos	23,756
		HWY- Dental Insurance		457		914	1,219	Family Plan: 8 Mos	1,828
		HWY- Life Insurance		16		32	42	8 Mos	63
		Wage & Benefits			14,366		38,876	50,905	
2 Fire-Supression	Medic/FF	FDS- Sal/Wages FT	23.50	-	23.50	25,665	25,665	FF/Medic Starting rate for 6 mos	51,329
		FDS- Sal/Wages Holiday Pay	23.50	-	23.50	1,974	1,974	FF/Medic Starting rate for 6 mos	3,102
		FDS- Medicare		-		401	401	1.45% of wages	789
		FDS- Retirement Fire		-		8,317	8,317	30.09% of wages	16,378
		FDS- Health Insurance		-		8,800	8,800	AB 2 Person Plan: 6 Mos	17,597
		FDS- Dental Insurance		-		505	505	2 Person Plan: 6 Mos	1,011
		FDS- Life Insurance		-		32	32	6 Mos	63
		Wage & Benefits					45,693	45,693	
3 Fire-Supression	Medic/FF	FDS- Sal/Wages FT	23.50	-	23.50	25,665	25,665	FF/Medic Starting rate for 6 mos	51,329
		FDS- Sal/Wages Holiday Pay	23.50	-	23.50	1,974	1,974	FF/Medic Starting rate for 6 mos	3,102
		FDS- Medicare		-		401	401	1.45% of wages	789
		FDS- Retirement Fire		-		8,317	8,317	30.09% of wages	16,378
		FDS- Health Insurance		-		8,800	8,800	AB 2 Person Plan: 6 Mos	17,597
		FDS- Dental Insurance		-		505	505	2 Person Plan: 6 Mos	1,011
		FDS- Life Insurance		-		32	32	6 Mos	63
		Wage & Benefits					45,693	45,693	
4 Planning- Sustainability Advisory Committee	Sustainability Coordinator	SU- Sal/Wages PT	27.60	5,298	27.60	17,220	22,518	Grade 9 Step#3; 8 Mos or 34 wks	34,440
		HWY- FICA		329		1,068	1,396	6.20% of wages	2,135
		HWY- Medicare		77		250	327	1.45% of wages	499
		Wage & Benefits		5,704		18,537	24,241		37,074
		Total General Fund						166,532	
5 Sewer Treatment	WWTP Chief Operator	ST- Sal/Wages FT	8.05	2,575	8.05	8,370	10,945	Promotion within current staff (rate is difference between Chief and Operator) Grade 10 Step#3; 8 Mos or 34 wks	16,739
		ST- FICA		160		519	679	6.20% of wages	1,038
		ST- Medicare		37		121	159	1.45% of wages	243
		ST- Retirement Town		288		935	1,223	11.17% of wages	1,870
		Wage & Benefits		3,060		9,945	13,005		19,890
Total Sewer Fund						13,005		19,890	

9/12/2019



The State of New Hampshire
Department of Environmental Services



Robert R. Scott, Commissioner

July 24, 2020

Town Manager
10 Front St.
Exeter, NH 03833

Town Manager's Office

JUL 31 2020

Received

Sir:

The Operations Section of the New Hampshire Department of Environmental Services has recently completed a review of the classification of the municipal wastewater treatment facilities throughout New Hampshire. This exercise was performed because of several projects that have made significant upgrades to original facilities. It became clear that the classification of all municipal facilities should be reevaluated because it had not been completed for many years.

The Exeter wastewater facility is one of the plants that received an extensive restructuring project completed in 2019 (?). New systems and equipment were included in the project which changed the facility from wastewater lagoon treatment to an activated sludge mechanical process which increased the complexity of the operation. Consequently, the New Hampshire Department of Environmental Services Wastewater Engineering Bureau reevaluated the upgraded system based on the point structure and grading criteria established in the New Hampshire Code of Administrative Rules Part Env-Wq 304 section 27. Using this scoring format, the facility will be classified at a Grade 3 level. This is an increase from the original designation of Grade 2.

The implication for the town of Exeter is the requirement to have the operator-in-responsible-charge of the facility hold a valid NH wastewater treatment plant operator license equal to or greater than the grade of the plant. Furthermore, there is a second requirement on the part of the permit holder. The facility shall have on staff a backup operator with a valid NH wastewater treatment plant operator's license no more than one grade lower than the grade of the facility. These requirements that are stated in the New Hampshire Code of Administrative Rules Part Env-Wq 304 section 29 are the responsibility of the treatment facility owner,

A "inform" survey will be sent to the town in the near future requesting the names of the operator-in-responsible-charge and the backup operator.

Sincerely,

Kenneth Kessler
Sanitary Engineer
Operations Section of the NHDES Wastewater Engineering Bureau

cc: Mr. Steve Dalton – Exeter POTW

TOWN OF EXETER

JOB TITLE: ~~Wastewater~~ Treatment Operations Supervisor

DRAFT3/5/202012/13/12

DEPARTMENT: Public Works

EMPLOYMENT STATUS: Full-Time, Non-Union

EXEMPT STATUS: Non-Exempt

LABOR GRADE: Grade 10

JOB SUMMARY: This position is responsible for managing operations of the ~~wastewater~~ treatment ~~facility~~plant, along with wastewater pump stations~~well operation and water storage~~, to ensure regulatory compliance.

SUPERVISION RECEIVED: This position receives general supervision from the water and sewer ~~managing engineer~~ and is evaluated by the water and sewer ~~managing engineer~~ based upon the achievement of essential duties.

SUPERVISION EXERCISED: Provides direct supervision to the ~~wastewater~~ treatment ~~facility~~plant operators and assists with supervision of the Water & Sewer Maintenance Technicians.

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

1. Plans, organizes, directs and supervises the ~~wastewater~~ treatment ~~facility~~plant operators.
2. Manages process controls.
3. Oversees the maintenance and upgrades to operations of the ~~wastewater~~ treatment plant.
4. Ensures that operations are compliant with regulatory requirements.
5. Maintains accurate and concise records.
6. Responds to ~~wastewater~~ quality questions and odor complaints.
7. Prepares and tracks purchase orders.
8. Responds to emergencies as needed.

9. Regularly attends New England Water Environment Association ~~Works~~/DES/EPA seminars to keep abreast of regulations, the latest technologies, safety standards and standard operating procedures.

10. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

1. Knowledge of ~~wastewater~~ treatment ~~facility~~ ~~plant~~ operations, principles and practices.
2. Knowledge of town policies, procedures and ordinances.
3. Knowledge of state and federal regulations.
4. Knowledge of management and personnel administration.
5. Skill in management, leadership and supervision.
6. Skill in planning, organizing, analyzing, decision making and problem solving.
7. Skill in reading and understanding plans, regulations and technical reports.
8. Skill in the use of office equipment, such as computer and calculator, relevant software such as word processing, data base programs and spreadsheets.
9. Skill in oral and written communication.
10. Skill in gathering and interpreting data.
11. Skill in public and interpersonal relations.
12. Ability to organize time and schedule staff.
13. Ability to ensure that standard operating procedures are followed consistently by staff.
14. Ability to read and understand plans, regulations and technical reports.
15. Ability to maintain accurate records and files.
16. Ability to communicate effectively, both verbally and in writing.
17. Ability to exercise sound and mature judgment and discretion.
18. Ability to demonstrate good teamwork, leadership, interpersonal and customer-service skills and attitude.

19. Ability to establish and maintain effective working relationships with employees, town officials, property owners, contractors, the business community, the general public, regional, state and federal officials.

SUPERVISORY CONTROLS: The supervisor makes assignments by defining objectives, priorities and deadlines; assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

GUIDELINES: 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. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied, or significant proposed deviations from the guidelines, are referred to the supervisor.

COMPLEXITY: The work consists of duties that involve related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of, and differences among, a few easily recognizable situations.

SCOPE AND EFFECT: The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

PERSONAL CONTACTS: The personal contacts are with employees within the immediate organization, office, project or work unit and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of who to deal with are relatively clear.

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or 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: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items such as books and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

WORK ENVIRONMENT: The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: First line supervisors at this level are usually responsible for the work performance of a small group of employees or a larger group of employees with a homogeneous objective, i.e., employees all perform the same basic type of work. They are responsible for planning, organizing and monitoring day-to-day work on a short-term cycle. They assign work to subordinates, adjust workflow to maintain balance among positions and meet priorities or deadlines and make minor changes in structure, methods or procedures as necessary to accommodate changes in work pattern, emphasis or capability. They may recommend major changes for higher-level action. They usually counsel employees, hear and resolve minor complaints and grievances, participate in performance evaluations and personnel management recommendations.

MINIMUM QUALIFICATIONS:

1. Knowledge and level of competency commonly associated with the completion of an associate's degree in environmental science, civil engineering, chemistry, microbiology or related fields.
2. Experience sufficient to thoroughly understand the diverse objectives and functions of the position usually interpreted to require a five (5) to eight (8) years of technical and supervisory experience.
3. Possession of or ability to readily obtain, wastewater treatment operator Grade 4 (class 3 or 4) certifications, NEWEA laboratory analyst grade 2, and NEWEA voluntary collection system operator grade 3.
4. Possession of, or ability to readily obtain, a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated.

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

COVID 19 Updates

Seacoast Economic Development Stakeholders
c/o James Burdin, AICP
Strafford Regional Planning Commission
150 Wakefield Street, Suite 12
Rochester, NH 03867

September 29, 2020

Taylor Caswell, Executive Director
Governor's Office for Emergency Relief and Recovery (GOFERR)
1 Eagle Square
Concord, NH 03301

Dear Commissioner Caswell:

I am writing on behalf of the Seacoast Economic Development Stakeholders to propose for your consideration a program to support businesses as they transform their business models to succeed during the COVID-19 pandemic. We have called this program the Business Transition Fund.

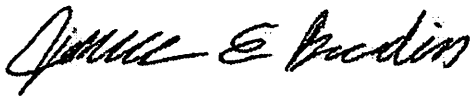
We propose that remaining CARES Act funds be deployed in a manner that will provide the maximum benefit to our economy as a whole. This benefit lies in encouraging businesses to rethink their current or projected business models and transform themselves to become more resilient in the face of economic challenges, which our public health and economic development sources agree are likely to persist into 2022. The Business Transition Fund will support those businesses that are most committed to adopting resilient business models, regardless of geographic region or economic sector, and according to the following principles:

1. The deciding factor for allocating funding should be the businesses' feasible implementation plan and commitment to innovate to a more resilient business model. While we defer to GOFERR to establish programmatic details, we believe this should consist of both a demonstrated need for the additional financial capacity and a plan for how the investment will lead to successful adaptation.
2. Programs that retain jobs, retrain employees to support workforce demands, and support employees in confronting additional barriers posed by COVID-19 are the most desirable forms of resiliency
3. Any future funding opportunities should be available to all currently-operating businesses regardless of whether they were in business when the state of emergency was declared. Many new businesses were excluded from eligibility for prior programs despite facing a similarly bleak economic outlook.
4. Accountability measures for applicants are advisable, but should be clear, concise, and limited to only information necessary to demonstrate follow-through on the proposed activities and continued operation in New Hampshire for a specified period as determined by GOFERR.
5. All businesses should be considered regardless of what prior relief they may have received. While the purpose of prior relief programs was to offset losses due to COVID-19, we envision this program as a reward for businesses who want to invest in becoming more resilient.

6. The spirit and intent of this fund should prioritize supporting the greatest number of businesses possible by prioritizing those where a small investment can have the most transformative effect on the business model, and thereby on our economy. We defer to GOFERR to determine whether this is best managed through eligibility criteria, establishing a maximum award amount, or some other mechanism.

This model, if applied equally to Main Street businesses and larger employers, has the potential to provide the most benefit to our economy with the limited resources remaining. Furthermore, the emphasis on funding resilient business decisions and transformations aligns with ongoing business counseling and training programs offered by partners throughout the state, such as the NH Small Business Development Centers, UNH Cooperative Extension, and the Seacoast Chamber Alliance. We welcome the opportunity to further discuss these principles.

Sincerely,



James E. Burdin, AICP
Strafford Regional Planning Commission
On behalf of the Seacoast Economic Development Stakeholders
Co-signed:

Laurel Adams
President
REDC

Daniel Barufaldi
Economic Development Director
City of Dover

Nancy Carmer
Economic Development Director
City of Portsmouth

Robin Comstock
Economic Development Director
City of Somersworth

Jennifer Czysz, AICP
Executive Director
Strafford Regional Planning
Commission

Michael Scala
Economic Development Director
City of Rochester

Emmett Soldati
Owner
Teatotaler

Christine Soutter
Economic Development Director
Town of Durham

Darren Winham
Economic Development Director
Town of Exeter



Russ Dean <rdean@exeternh.gov>

Remaining NH CARES Act funding

Darren Winham <dwinham@exeternh.gov>

Wed, Sep 30, 2020 at 8:57 AM

To: Russ Dean <rdean@exeternh.gov>, Niko Papakonstantis <npapakonstantis@exeternh.gov>, Daryl Browne <dbrowne@exeternh.gov>, Molly Cowan <mcowan@exeternh.gov>, Lovey Oliff <loliff@exeternh.gov>, Julie Gilman <julie.gilman@leg.state.nh.us>

Good Morning!


I thought you might find this interesting.

My colleagues and I were asked to submit to GOFERR suggestions for use of remaining CARES Act funding (between \$200 - \$250 million) to help NH businesses. Naturally, not all of the funding will be used for assisting businesses. Also naturally, I don't agree with everything in the attached document but we felt a collaborative effort was most likely to be considered and this was the first time GOFERR asked for our input. We felt helping businesses that help themselves provides the best "bang for the buck" regarding remaining funds.

Believe it or not the document was written over Zoom. It felt like being a sitcom writer.

Cheers,

Darren Winham
Economic Development Director
Exeter, NH
603.773.6122 cell
dwinham@exeternh.gov

 **SEDS Principles for CARES Act Funding.pdf**
32K

Tax Abatements, Veterans Credits & Exemptions

Permits And Approvals

Exeter Run Club, 5K Road Race



EXETER PARKS & RECREATION

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



TOWN OF EXETER MEMORANDUM

TO: Russ Dean, Town Manager

CC: Doreen Chester, Finance Director

FROM: Greg Bisson, Director of Parks and Recreation

RE: Gale Park Renovation

DATE: 10/05/2020

The Exeter Parks and Recreation Department is requesting approval to renovate the Gale Park walkway this fall. The Department put out an RFP in August for a complete renovation of the pathway at Gale Park. The walkway was last done over 15 years ago and now needs attention for this iconic park. The renovation would consist of the removal of the materials from the path, installation of a gravel base along with stabilized stone dust and edged with granite pavers. Stabilized stone dust is 3/8" minus pulverized stone (locally sourced) precision blended with a water-activated organic binder. This material will give an elegant look with durability and is maintenance-free.

Three companies submitted proposals for this project.

Bayberry & Company: \$27,367.94
Yeti Landcare: \$38,800
Toomey Landscape: \$37,000

Bayberry & Company is a full-service landscape company based out of Hampton, NH. Bayberry's experienced crew offer a variety of services from landscape architecture, installations, fine gardening, and day-to-day maintenance, as well as vertical gardens. Bayberry's experience with the stabilized stone dust makes them an exceptional company to complete this project. Exeter Parks and Recreation is recommending Bayberry & Company to complete the Gale Park Pathway renovation.

Additional Funds will need to be allocated for police detail. The total will not be known until after completion of the project. Parks and Recreation will return to the Select Board for approval when the project is completed.

Motions:

To make a motion to award the Gale Park Pathway Renovation to Bayberry & Company, Hampton, NH for the sum of \$27,367.94 from the Parks Improvement Fund.

Respectfully yours,

Greg Bisson

Director Exeter Parks and Recreation



Correspondence



Town Manager's Office

SEP 23 2020

Received

September 21, 2020

Mr. Russell Dean
Town of Exeter
10 Front Street
Exeter, NH 03833

Re: Hearing on Proposed Bylaws Amendments
October 6, 2020 at 9:00 am

Dear Mr. Dean:

On October 6, 2020, the HealthTrust Board of Directors will be holding a public hearing on four (4) proposed amendments to the HealthTrust Bylaws. As a Member of HealthTrust, you have the right to participate in the hearing and to share with the Board your opinion(s) regarding the proposed amendments.

If you are unable to participate in the public hearing, you may send written comment via email to healthtrust-ed@healthtrustnh.org by 1:00 p.m. on October 5, 2020.

At present, due to the coronavirus pandemic, the hearing on these proposed Bylaws amendments is expected to be conducted as part of a virtual meeting. If you would like to participate, please **RSVP to registrations@healthtrustnh.org** or register online by visiting our website, www.healthtrustnh.org, and clicking on the event in our calendar. Should circumstances change such that the meeting will be held in-person at 25 Triangle Park Drive in Concord, staff will notify registered individuals by email and post the information on the HealthTrust website as well.

Attached to this letter is a description of the four (4) proposed amendments together with the text of each of the proposed amendments. The current version of the Bylaws is available on the HealthTrust website.

Should you have any questions, feel free to contact me at healthtrust-ed@healthtrustnh.org.

Sincerely,

A handwritten signature in black ink that reads "Wendy Lee Parker". The signature is written in a cursive, flowing style.

Wendy Lee Parker
Executive Director

Enclosures:

Proposed Changes to HealthTrust Bylaws

Public Hearing Scheduled for October 6, 2020 at 9:00 AM

Proposed Amendment #1 regarding Voting by Members to Elect Directors

Currently, the Bylaws provide that Members may vote to elect directors to serve on the HealthTrust Board only if the Member is present in person at the Annual Member Meeting. This proposed amendment provides the Board with the flexibility to utilize a not-in-person voting process by which Members may elect directors to the HealthTrust Board in the event of an emergency, pandemic, natural disaster or other situation that the Board determines may threaten the health or safety of individuals gathering in person.

Text of Proposed Amendment #1:

Amend Section 6.3 (b) by adding the underlined language below to the existing language so that Section 6.3 (b) would read as follows:

“(b) Each Member shall be entitled to cast one vote for each Director position on the ballot. All votes must be cast in person at the Annual Meeting, except that in the event of an emergency, pandemic, natural disaster or other situation that the Board determines may threaten the health or safety of individuals gathering in person, the Board of Directors may utilize an alternative, not-in-person voting process (including changing the previously noticed date and time), provided HealthTrust gives written notice, which may include email notification or online posting, of the alternative voting process to the Members at least twenty (20) days prior to the vote. All of the other requirements in Section 6.3 regarding Member voting for Directors shall apply to the alternative voting process, except that the original 60-day notice pursuant to Sections 6.3(f) and (g) need not be reissued with the updated information.”

Proposed Amendment #2 regarding Term Limits of Directors

This proposed amendment is intended to allow the organization to retain experienced board members who have developed expertise in HealthTrust’s complex operations during the first few terms of their service. The proposed amendment extends the number of consecutive three-year terms a director on the HealthTrust Board may serve from the current limit of three (3) terms to the proposed limit of five (5) terms.

Text of Proposed Amendment #2:

Amend Section 6.5 (b) by deleting the ~~stricken~~ language and adding the underlined language, as follows:

“(b) A Director may serve no more than ~~three (3)~~ five (5) consecutive 3-year terms. A Director who is appointed to fill a vacancy shall serve the remainder of the vacant term and may, then, serve no more than ~~three (3)~~ five (5) consecutive 3-year terms.”

Proposed Amendment #3 regarding the Effect of Termination or Withdrawal of a Member

This proposed amendment is intended to clarify that Section 4.4 applies when a Member is terminated pursuant to Sections 4.1 or 4.2; or withdraws pursuant to section 4.3. The current use of the term “and”, rather than “or” creates confusion.

Text of Proposed Amendment #3:

Amend Section 4.4 by deleting the ~~stricken~~ language and adding the underlined language, as follows:

“ 4.4. Effect of Termination or Withdrawal. Upon termination or withdrawal pursuant to Sections 4.1, 4.2 ~~and or~~ 4.3, HealthTrust shall remain liable for any claim or other liability incurred prior to the effective date of such termination or withdrawal and for which HealthTrust is responsible pursuant to the Operative Documents. HealthTrust shall have no liability for any claim or other liability incurred by a withdrawing or terminating Member or its Employees after the effective date of such termination or withdrawal.”

Proposed Amendment #4 regarding the process for Termination of a Member

This proposed amendment to Sections 4.1 and 4.2 is intended to:

- A) Establish that termination of a Member for non-payment of contributions is only available after the Member is in arrears for at least 60 days (rather than whenever the Member has failed to pay contributions “when due and owing,” which is the existing bylaw language.)
- B) Change the process for terminating a Member for non-payment by giving the Executive Director the authority to terminate the Member without bringing it to the Board, provided the Member is provided at least 15 day advance written notice of such termination. The Executive Director will continue to have the authority and discretion to work out alternative payment arrangements in lieu of termination for non-payment. This streamlined process better protects the other Members of the pool, provides the Executive Director with more leverage to work out a timely payment plan, and ensures non-paying Members cannot continue to avoid payment for extended periods of time because of the schedule of the Board.
- C) Eliminate the existing ambiguity as to the proper process for terminating a Member by consolidating all the provisions associated with that process in Section 4.2, rather than having them split between the final paragraph of Section 4.1 and all of Section 4.2.

Text of Proposed Amendment #4:

Amend Sections 4.1 and 4.2 by deleting the ~~stricken~~ language and adding the underlined language, as follows:

“SECTION 4.1. Termination. Status as a Member in HealthTrust or participation in any of its Coverage Lines shall be continuous unless terminated for:

- (a) Conduct that is determined by the Board of Directors in their sole absolute discretion pursuant to Section 4.2(a) to warrant termination for cause.
- (b) Failure to pay any Contributions that are 60 days or more overdue. ~~when due and owing. The Executive Director shall have the authority and discretion to work out alternative payment arrangements in lieu of termination for non-payment issues before the Board~~
- (c) Failure to continue to meet the criteria required by HealthTrust or any Insurer including without limitation underwriting criteria.
- (d) Failure to comply or continue to comply with any material provisions of the applicable Operative Documents.

Termination pursuant to ~~this~~ Sections 4.1(a), (c) or (d) shall be accomplished by action resolution of the Board of Directors as provided in Section 4.2(a). ~~Termination pursuant to Section 4.1(b) shall be accomplished by action of the Executive Director pursuant to Section 4.2(b). The Board of Directors in such resolution may set forth the date of termination and any conditions precedent to such termination that the Board of Directors deem reasonable in their sole, absolute discretion. Except in the case of termination for non-payment of Contributions pursuant to Section 4.1(b), any termination shall be preceded by a written notice to the Member from the Board of Directors or Executive Director.~~

SECTION 4.2. Member Review and Process for Termination.

- (a) Prior to termination pursuant to Sections 4.1(a), (c) or (d):
 - (a) (i) When in the determination of the Executive Director a Member has engaged in conduct that warrants termination, the Executive Director shall file a written report with the Board of Directors. Such report shall contain a summary of the facts and the Executive Director’s recommendations regarding termination.
 - (b) (ii) A copy of the Executive Director’s report shall be mailed to the Member along with a notice of hearing of the Board of Directors at least ten (10) days prior to such hearing. Such notice of hearing shall include the place, date and time of the hearing and a request for attendance at the hearing. A Member objecting to the report and recommendations of the Executive Director shall submit a written statement to the Board of Directors setting out in detail the basis of the objection and any other information the Member desires to submit. Said statement must be mailed to the Executive Director no later than five (5) calendar days prior to the hearing.

~~(e)~~ (iii) The Board of Directors shall meet at the time and place designated in the notice of hearing. The Member shall be entitled to be represented at the hearing and present an oral statement and other information.

~~(d)~~ (iv) Following the hearing, the Board of Directors shall affirm, modify, or reject the recommendation of the Executive Director. The Board of Directors shall have the authority to place a Member on probation, the terms and duration of which it shall determine and shall also have the authority to terminate a Member. The Board of Directors in its decision may set forth the date of termination and any conditions precedent to such termination that the Board of Directors deem reasonable in their sole, absolute discretion. A copy of the decision of the Board of Directors shall be mailed to the Member.

~~(e)~~ (v) The action of the Board of Directors shall be final and binding.

(b) Prior to termination pursuant to Section 4.1(b):

(i) The Executive Director shall provide at least 15 days advance written notice of such termination to the Member.

(ii) The Executive Director shall have the authority and discretion to work out alternative payment arrangements in lieu of terminating a Member for non-payment.

(iii) The action of the Executive Director shall be final and binding.”



September 28, 2020

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

Town Manager's Office

OCT 1 2020

Received

Re: Regional Sports Networks

Dear Chairman and Members of the Board:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. As you may know, many sporting events and broadcasts were put on hold this year from April through June. We have been working hard to recover the fees regional sports networks charged us for those sporting events and broadcasts during the hiatus to pass back to our customers.

We are currently notifying customers in your community of a courtesy adjustment related to these fees. This adjustment reflects what has been committed to us by the regional sports networks in your area to date. We will continue to work to recover additional funds where possible. We are committed to giving our customers 100% of what we receive.

For more information, visit www.xfinity.com/sportsadjustments.

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

Very truly yours,

Jay Somers

Jay Somers, Sr. Manager
Government Affairs



CHRISTOPHER T. SUNUNU
GOVERNOR

STATE OF NEW HAMPSHIRE
OFFICE OF STRATEGIC INITIATIVES
107 Pleasant Street, Johnson Hall
Concord, NH 03301-3834
Telephone: (603) 271-2155
Fax: (603) 271-2615

DIVISION OF PLANNING
DIVISION OF ENERGY
www.nh.gov/osi

September 24, 2020

Mr. Niko Papakonstantis
Town of Exeter Select Board Chair
10 Front Street
Exeter, NH 03833-2737

Dear Mr. Papakonstantis,

I am following up regarding the new Rockingham County FEMA Flood Insurance Rate Maps (FIRMs) and Flood Insurance Study (FIS) that will become **effective on January 29, 2021**. The new maps and FIS are available now through FEMA's Map Service Center (msc.fema.gov) under the Pending Products section. FEMA will also be sending you a hard copy set closer to the effective date.

It is very important for your municipality to review, understand, and implement the below required tasks to remain in good standing in FEMA's National Flood Insurance Program (NFIP). As the NFIP Coordinating Office for New Hampshire, the Floodplain Management Program staff at the NH Office of Strategic Initiatives (NHOSI) is available to assist your municipality and answer questions regarding this process and the new FIRMs and FIS.

As part of FEMA's mapping process, all NFIP communities must have compliant floodplain regulations and must adopt the new FIRMs and FIS prior to them becoming effective. I have detailed below what your municipality must do to have compliant regulations and what must be done to adopt the new FIRMs and FIS **no later than two weeks before January 29, 2021**. Once NHOSI staff receives the municipality's required documentation, we will review and submit it to FEMA for their review and approval.

Amendments to Subdivision and Site Plan Review Regulations

- I have emailed you the amendments that are being requested for the Planning Board to adopt in the municipality's subdivision and site plan review regulations.
- Please adopt and revise these regulations and send a certified copy of the applicable sections of these regulations to my attention **no later than two weeks before January 29, 2021**.

Board of Selectmen Resolution to Adopt New FEMA Maps and Study

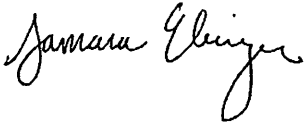
- I have emailed you the information and process needed for the Board of Selectmen to adopt the new FIRMs and FIS.
- The adoption of the new FIRMs and FIS must be completed and a certified copy of both the resolution and the floodplain ordinance with the necessary updates to the new FIRMs and FIS date references must be submitted to my attention **no later than two weeks before January 29, 2021**.

Please let me know by email (samara.ebinger@osi.nh.gov) or phone (603-271-1755) if you have any questions or need any assistance. I will be checking in periodically to check on your community's progress in meeting these deadlines.

Upcoming Webinar Series

As a reminder, NHOSI will be holding the first webinar of a four-part series for community officials **next Tuesday, September 29, 2020 from 10 to 11:30 am** called *Flood Maps are Changing: What That Means for your Community*. I contacted you via email on September 9th with details about the series. If you need me to resend the details, please let me know. During the first webinar, we will be discussing the map adoption process I outline above, and other topics related to the changing maps.

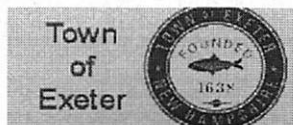
Sincerely,

A handwritten signature in black ink that reads "Samara Ebinger". The signature is written in a cursive, flowing style.

Samara Ebinger

Principal Planner
NH Floodplain Management Program
NH Office of Strategic Initiatives, Division of Planning

cc: Russell Dean, Exeter Town Manager
David Sharples, Exeter Town Planner



Russ Dean <rdean@exeternh.gov>

Ethics Complaint Question

2 messages

Scott James Bly <scott_bly@hotmail.com>

Tue, Sep 15, 2020 at 12:57 PM

To: "npapakonstantis@exeternh.gov" <npapakonstantis@exeternh.gov>, "mcowan@exeternh.gov" <mcowan@exeternh.gov>, "jgilman@exeternh.gov" <jgilman@exeternh.gov>, "dbrowne@exeternh.gov" <dbrowne@exeternh.gov>, "loliff@exeternh.gov" <loliff@exeternh.gov>, "rdean@exeternh.gov" <rdean@exeternh.gov>, James Murray <jmurray@exeternh.gov>

Good Afternoon Select Board:

Mr. Dean,

Could you send me the guidelines for filing an ethics complaint against a select board member?

I am sure there is a process involved, but wanted to understand if the town attorney needs to be involved up front.

If you could provide this information before the end of business Friday I would greatly appreciate it.

Thank you,

Scott J. Bly

Russ Dean <rdean@exeternh.gov>

Tue, Sep 15, 2020 at 1:55 PM

To: Scott James Bly <scott_bly@hotmail.com>

Hi Scott, the town has a limited ethics ordinance so it would depend what it is. I wouldn't depend on what is below as it is very much outdated. The state of NH has no ethics commission per se, so all issues would be handled at the local level. Again we'd need to know the nature of the charge and what it's based on and we would evaluate it at that point.

I have not copied any Selectboard member as I do not want to violate 91A in terms of it being a meeting and I am not sure which member you are referring to.

Thanks,

Russ Dean

705 Standard of Conduct – Municipal Officers No Town officer, employee or agent shall solicit or accept any gratuity, favor or anything of monetary value from any contractor or potential contractor with the Municipality relative to the procurement of any State and/or federal grant funds; and the offering and/or giving of any such matter of monetary value by such a contractor or their agents to any Municipal Officer, employee or agent is hereby prohibited. In addition to any penalties which may be provided by law, any appropriate disciplinary action including, in the case of an officer, removal from office; in the case of employees, termination of such agency.

[Quoted text hidden]



Russ Dean <rdean@exeternh.gov>

Attn: NH Municipalities! DERA Funding Available: FY20 NH Clean Diesel Grant Program, Round 1 - Applications due Nov. 16th!

2 messages

Wilcox, Jessica <Jessica.L.Wilcox@des.nh.gov>

Fri, Oct 2, 2020 at 1:01 PM

Greetings New Hampshire Municipalities,

The New Hampshire Department of Environmental Services (NHDES) has approximately \$750,000 of funding available through the Environmental Protection Agency's Diesel Emissions Reduction Act (DERA) Program. This Request for Proposals (RFP) is a first round of funding administered by NHDES through the State Clean Diesel Grant Program.

Note that this is a very popular program with NH Municipalities – past municipal projects include Plow Truck, Fire Truck, School Bus, and Wheeled Loader replacements!

The State Clean Diesel Grant Program provides partial funding for local/state governments and businesses operating in New Hampshire to reduce emissions through idle reduction technologies, exhaust controls, and/or replacement of older on- or off-road diesel engines/vehicles/equipment with newer engines/vehicles/equipment –*transitions from diesel to alternative fuel (e.g., compressed natural gas, propane and electric) are also eligible projects!* Grant funding is available with a required match by the grantee. Eligible project submissions will be scored and selected through a competitive solicitation process. To view prior grant recipients and previous projects visit the NH DERA Project webpage at the link below.

Applications in response to this RFP must be received electronically by 4:00 PM on Monday, November 16th. If funding remains proposals submitted after November 16th, but by 4:00 PM on Tuesday, January 19th, 2021 will also be considered.

To access the RFP, Application, Scoring Criteria and "Frequently Asked Questions (FAQ)" documents visit the NH DERA Project webpage: <https://www.des.nh.gov/organization/divisions/air/tsb/tps/msp/diesel-vehicles/dera.htm>

Questions can be directed to Jessica Wilcox, NHDES-ARD Grants Manager: jessica.wilcox@des.nh.gov

Spread the word!

Thank you,

Jessica

Jessica Wilcox | Coordinator, Granite State Clean Cities Coalition (GSCCC)

Grants Manager, NH Department of Environmental Services (NHDES) - Air Resources Division

29 Hazen Drive | P.O. Box 95 | Concord, NH 03302-0095 | Tel: (603) 271-6751

Email: Jessica.Wilcox@des.nh.gov | Website: <https://www.granitestatecleancities.nh.gov/>



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Darren Winham <dwinham@exeternh.gov>

Fri, Oct 2, 2020 at 1:43 PM

To: Jennifer Perry <jperry@exeternh.gov>, Russ Dean <rdean@exeternh.gov>, Eric Wilking <ewilking@exeternh.gov>, David Sharples <dsharples@exeternh.gov>

I assume you folks got this, but just in case you didn't. Please see below.

Cheers,

Darren Winham
Economic Development Director
Exeter, NH
603.773.6122 cell
dwinham@exeternh.gov
[Quoted text hidden]