

Select Board Meeting
Monday, April 12th, 2021, 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/81473951272>
To access the meeting via telephone, call +1 646 558 8656 and enter Webinar 814 7395 1272
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 instruction 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. Non-Public Session
3. Public Comment
4. Proclamations/Recognitions
5. Approval of Minutes
 - a. Regular Meeting: March 29, 2021
6. Appointments
7. Discussion/Action Items
 - a. Covid-19 Update – Chief Eric Wilking and James Murray, Health Officer
 - b. Epping Road Corridor Study by VHB – Dave Sharples, Town Planner
 - c. Squamscott Sewer Siphons Project – Jennifer Perry, Public Works Director
 - d. Kingston Road Sidewalks – Jennifer Perry, Public Works Director
 - e. Downtown Parking – Darren Winham, Economic Development Director
 - f. Mobile Vending – Darren Winham, Economic Development Director
 - g. American Recovery Plan – Darren Winham, Economic Development Director
 - h. Town of Exeter Boards and Committees Discussion
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. Adjournment

Niko Papakonstantis, Chair
Select Board

Posted: 4/9/21 Town Office, 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

Approval of Minutes

March 29, 2021

Select Board Meeting
Monday March 29, 2021
7 PM
Remotely via Zoom
Draft Minutes

1. Call Meeting to Order

Members present: Julie Gilman, Molly Cowan, Lovey Roundtree Oliff, Daryl Browne, Niko Papakonstantis, and Interim Town Manager Melissa Roy were present at this meeting. The meeting was called to order by Mr. Papakonstantis at 7 PM.

Mr. Papakonstantis read a statement:

As Chair of the Select Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 this public body is authorized to meet electronically.

Public notice of this meeting was posted on the town website and on the bulletin board of the town offices at 10 Front Street on March 26, 2021. As provided in that public notice, the public may access the meeting online and via phone. The usual rules of conduct and decorum will apply.

Please note that all votes taken during this meeting shall be done by roll call vote. Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting and who that person is (son, daughter, spouse, etc...), which is required under the Right-to-Know law.

2. Public Comment

Chetana Parmar asked for an update about using Swasey Park for Exeter Power Yoga classes. Mr. Papakonstantis said Swasey Park has a permit process that would go through Parks and Rec and then to the Select Board. Town staff is working with Exeter Power Yoga, and it's still in progress. Ms. Parmar said other towns are allowing similar programs and waiving the fees to support local businesses. Mr. Papakonstantis said he's happy to speak with owner Tracey Coviello offline to help her with the process. There are complexities using the Park because of the Trust, which need to be worked through with the Trustees.

Ms. Cowan asked if a permit application has been filed. Mr. Papakonstantis said he spoke with Mr. Bisson this afternoon, and the answer was no. Ms. Parmar said the fees were the crunch point for submitting the permit, as they would like the fees waived.

Dwayne Staples, the Chair of the Swasey Park Trustees, said they have not yet met regarding this request.

Anne Surman of 14 Cullen Way said Swasey Parkway, meaning the road, has always been the responsibility of the Select Board. The park is the purview of

the Trustees, although the Select Board has assumed the permitting responsibilities.

3. Proclamations/Recognitions

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

4. Approval of Minutes

- a. March 15, 2021 Regular Meeting:

MOTION: Ms. Gilman moved to accept the minutes of March 15, 2021 as presented. Ms. Cowan seconded. Mr. Browne abstained as he was not present at the previous meeting. In a roll call vote, the motion passed 4-1.

5. Appointments

- a. Zoning Board of Adjustment

Mr. Papakonstantis said the Board had a memo from Bob Prior of the Zoning Board of Adjustment that the ZBA recommends Ms. Esther Olson-Murphy, currently an alternate, to replace Joanne Petito, whose term expires April 30, 2021, as a full member. Mr. Papakonstantis said the ZBA can appoint their own members, and he will coordinate with Mr. Prior.

- b. Arts & Culture Advisory Committee

- i. Mr. Papakonstantis said that due to irregularities with the voting, they decided to revote and reappoint the members of the Arts & Culture Advisory Committee. There will be seven members and two alternates.

MOTION: Mr. Browne moved to appoint Tony Callendrello to a 3 year term. Ms. Gilman seconded. In a roll call vote, the motion passed 5-0.

MOTION: Ms. Oliff moved to appoint Scott Ruffner for a term of 3 years. Mr. Papakonstantis seconded. In a roll call vote, the motion passed 5-0.

MOTION: Ms. Cowan moved to appoint Mary-Paige Provost for a term of 3 years. Mr. Papakonstantis seconded. In a roll call vote, the motion passed 5-0.

MOTION: Ms. Gilman moved to appoint Dawn Amey for a term of 2 years. Ms. Oliff seconded. In a roll call vote, the motion passed 5-0.

MOTION: Mr. Browne moved to appoint David Drouin for a term of 2 years. Ms. Oliff seconded. In a roll call vote, Ms. Cowan, Ms. Gilman, and Mr. Papakonstantis voted no, and the motion failed 2-3.

MOTION: Ms. Gilman moved to appoint Anne Kenny for a term of 1 year. Ms. Gilman seconded. In a roll call vote, Mr. Browne voted no and the motion passed 4-1.

MOTION: Ms. Cowan moved to appoint Marissa Vitolo for a term of 2 years. Mr. Papakonstantis seconded. In a roll call vote, Ms. Gilman voted no, and the motion passed 4-1.

MOTION: Ms. Cowan moved to appoint Todd Hearon to a term of 1 year. Ms. Gilman seconded. In a roll call vote, Mr. Browne voted no, and the motion passed 4-1.

MOTION: Ms. Cowan moved to appoint Bruce Jones to an alternate position. Ms. Oliff seconded. In a roll call vote, the motion passed 5-0.

MOTION: Ms. Oliff moved to appoint David Drouin as an alternate. Mr. Browne seconded. In a roll call vote, Ms. Cowan voted no, and the motion passed 4-1.

6. Discussion/Action Items

a. COVID-19 Updates – Fire Chief Eric Wilking, James Murray, Health Officer

- i. Chief Wilking said there was a fire on High Street Saturday in a garage, but it was quickly extinguished. Covid numbers continue to rise, and they're not sure why. He's seeing a lot of people downtown without masks on, and he thinks people may be tired of restrictions. Rockingham County had 6 deaths in the last week, and there are 24 new cases in Exeter, all trending in the wrong direction. The EHS vaccination site has been vaccinating 900+ people daily. An agreement was reached to move the vaccination site to the old Sears store at the Fox Run Mall, effective today. Many who had appointments this morning thought it was a short notice change, but it sounded like all went smoothly at the new site today. Indoor operations are far more efficient than those outdoors; they can vaccinate $\frac{1}{4}$ - $\frac{1}{3}$ more people. The High School is trying to get back to in-person learning. They were an outstanding host since late December. Some Exeter residents were disappointed about the distance, but residents can go to Dover or Salem instead if that's more convenient. The fixed site uses Pfizer and Moderna vaccines, not Johnson & Johnson. Ages 40-49 can register today and tomorrow; on Wednesday, ages 30-39. After Friday, anyone 16+ can register. The FD and EMS have also been vaccinating hundreds of people living at senior housing.

Ms. Gilman said regarding the vaccination roll-out for the elderly population, are they tracking those who live at home? Chief Wilking said they maintain a list of at-risk elderly people at home. They've also partnered with Seabrook and Portsmouth to identify underserved populations.

- ii. James Murray said he's presenting the mask mandate for approval of a continuation. Mr. Papakonstantis said the Governor extended the State mandate for 3 more weeks. Mr. Browne asked how the State mandate relates to the town. Mr. Murray said they're very similar; it's a safety net in case the State does not reinstate their mandate. Ms. Gilman said they

took the approach of having the mask mandate before the Governor did, and she's comfortable extending it.

MOTION: Mr. Papakonstantis moved to extend the Town of Exeter mask ordinance from March 29, 2021 through May 29, 2021, to be in effect under the language of the ordinance or until the Governor of NH declares the State of Emergency over. Ms. Gilman seconded. In a roll call vote, Mr. Browne voted no, and the motion passed 4-1.

Mr. Murray said that Dragon Mosquito Control is the new mosquito control contractor. Starting in April, residents may see crews going into the woods. The town is still technically in a drought, but the year after a drought is heavy on mosquitoes, so they may have more this year.

b. Pocket Park – Swasey Parkway – Renay Allen

Renay Allen gave a presentation on her proposal for Swasey Park. She would like the town to move forward with the creation of a two bench "pocket park" in honor of Exeter's historical African American population, to be placed just inside the entrance to the park. She asked about the possibility of closing the Parkway to facilitate the park. Mr. Papakonstantis said that closing the Parkway permanently has not been discussed; there is a Trust, so it would need to go through some legalities at the State level. He doesn't think the status of the Parkway affects the project.

Mr. Staples said the Trustees haven't yet talked about the Parkway closure as a group. He would like to see a compromise and allow people to continue to drive in and park if they wish, perhaps by making the road one-way or blocking it off only on certain days.

Ms. Cowan said she's supportive of this project, and doesn't want to get held up on whether they close the Parkway or not, which has to go up for a town vote. She would like to see them come up with two plans.

Jennifer Martell of 22 Woodridge Lane, the Landscape Architect of Ironwood Design, who is working on this project, said she can look into whether there's another entrance to that location that would be appropriate or whether another location would be better. She would not recommend this location without closing the Parkway, as there's no crosswalk associated with the curb cut. They could put a crosswalk there, but from a traffic standpoint it's not recommended to have crosswalks so close together.

c. Impact Fees – Dave Sharples, Planning Director

- i. Dave Sharples, the Town Planner, said at the November 23, 2020 Select Board meeting, Bruce Mayberry presented the Board with options for updating the School and Recreation impact fees schedule. The Board recommended Option A for both, as they were the most conservative estimates. The Planning Board held a hearing and recommended going forward with the Select Board's recommendation. Now it comes back to the Select Board for approval.

MOTION: Ms. Gilman moved that the Select Board, as recommended by the Planning Board, adopt Option A as the update to our School Impact Fees as set forth in the table in section H.1 on page 17 in the 2020 Impact Fee Update Public School Facilities Town of Exeter NH dated October 16, 2020 by Bruce Mayberry. The updated fees shall be effective immediately. Mr. Browne seconded. In a roll call vote, the motion passed 5-0.

MOTION: Mr. Browne moved that the Select Board, as recommended by the Planning Board, adopt Option A as the update to our Recreation Impact Fees as set forth in the table in section A, Executive Summary, in the 2020 Impact Fee Update Public Recreation Facilities, Town of Exeter NH dated October 16, 2020 by Bruce Mayberry. The updated fees shall be effective immediately. Ms. Gilman seconded. In a roll call vote, the motion passed 5-0.

d. NHDES Household Hazardous Waste Agreement

- i. Mr. Papakonstantis said this is the updated version of last year's agreement with changes noted to Exhibit B.

MOTION: Ms. Gilman moved to accept the Household Hazardous Waste Collections Grant Funds, and to enter into a grant contract with NH DES and further authorize Melissa Roy, Interim Town Manager, to execute the necessary documents for this grant contract. Ms. Cowan seconded. In a roll call vote, the motion passed 5-0.

e. House of Representatives Update – Selectwoman Julie Gilman

Ms. Gilman discussed several House bills. CACR 9 is a resolution which is a tax cap of 2% for citizens and 1% for the elderly, which could limit large projects. HB 67 is relative to town warrants; if a citizen's petition is amended at the Deliberative session, both versions would have to go on the warrant. If the vote is tied, it's deemed that the original warrant article was proved. HB 111 says that municipal agents – elected officials, employees, or volunteers - may be named in lawsuits against the town. The agent would not be liable for the costs, but could be personally named. She feels that this would be detrimental to employees and volunteers. HB 167 is relative to net metering, and includes an increase to 5 MW of power generation. HB 266 prohibits sanctuary policies and requires Police Departments to act as immigration officers; they're also required to be trained but no money is given to towns for that training. HB 341 is related to affordable housing and density bills. HB 588 defines tiny houses, and enables water and sewer action. Each municipality would have to adopt it. HB 544 defines divisive concepts related to sex and race and prohibits disseminating information on the concepts that are defined there. SB 130 is relative to education freedom accounts, which are grants to students attending non-public schools. This bill has been controversial.

Ms. Gilman discussed how to search the State website and how to communicate with representatives.

- f. Representation of Select Board Members to Committees
 - i. Planning Board - Ms. Cowan

Mr. Browne nominated Ms. Cowan as the Select Board rep to the Planning Board. Mr. Browne is willing to continue to serve as Alternate. Mr. Papakonstantis said no vote was necessary, as there was only one member interested.

Recreations Advisory Board: Ms. Gilman will be the rep, and Ms. Oliff the alternate.

Conservation Commission: Mr. Browne will be the rep, and Ms. Gilman the alternate.

Heritage Commission: Ms. Gilman

Historic District Commission: Ms. Gilman

Rockingham Planning Committee: Ms. Gilman; she is already the State Rep, so she can represent both groups.

Swasey Parkway Trustees: Ms. Oliff

Communication Advisory Committee: Mr. Browne

E911: Ms. Cowan

Energy Committee: Ms. Gilman

Facilities Advisory Committee: Mr. Browne

Housing Advisory: Ms. Oliff

River Advisory Committee: Mr. Papakonstantis

Sustainability Advisory Committee: Mr. Papakonstantis

Water/Sewer Advisory Committee: Ms. Cowan

Police Stakeholders Committee: Ms. Cowan and Mr. Browne. There was discussion on whether the Committee had a defined term. Anne Surman, the Chair of the ESPC, said they were to go through the five goals in their charge and make recommendations to the Select Board. They didn't see this going long-term.

Arts and Culture Advisory Commission: Ms. Oliff

7. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

MOTION: Ms. Gilman moved to approve a tax abatement 110/2/13A in the amount of \$191.02. Mr. Browne seconded. In a roll call vote, the motion passed 5-0.

MOTION: Ms. Gilman moved to approve tax abatements for 104/79/904 in the following amounts: \$877.93, \$799.78, \$605.09, \$580.14, \$613.79, \$609.61, \$799.87, and \$744.50. Mr. Browne seconded. In a roll call vote, the motion passed 5-0.

MOTION: Ms. Gilman moved to approve tax abatements for 104/79/226 in the following amounts: \$169.50, \$277.97, and \$222.86. Mr. Browne seconded. In a roll call vote, the motion passed 5-0.

Ms. Gilman read the solar exemptions: 74/8, 33/14, 82/24, 24/1, 62/50, 73/312, 82/5, 104/48, 82/3, 63/65, 61/8, 70/57.

MOTION: Ms. Gilman moved to approve Veteran's Credits in the amount of \$500 for 101/37 and 94/15. Mr. Browne seconded. In a roll call vote, the motion passed 5-0.

MOTION: Ms. Gilman moved to approve an Elderly exemption for 104/79/323 in the amount of \$152,251. Mr. Browne seconded. In a roll call vote, the motion passed 5-0.

MOTION: Ms. Gilman moved to approve an Elderly Exemption for 104/79/221 in the amount of \$236,251. Mr. Browne seconded. In a roll call vote, the motion passed 5-0.

MOTION: Ms. Gilman moved to approve an Elderly Exemption for 104/79/307 in the amount of \$152,251. Mr. Browne seconded. In a roll call vote, the motion passed 5-0.

MOTION: Ms. Gilman moved to approve an Elderly Exemption for 104/79/911 in the amount of \$183,751. Mr. Papakonstantis seconded. In a roll call vote, the motion passed 5-0.

MOTION: Ms. Gilman moved to deny an elderly Exemption for 52/84/10. Mr. Browne seconded. In a roll call vote, the motion passed 5-0.

MOTION: Ms. Gilman moved to approve a Land Use Change Tax 72/67 in the amount of \$770. Mr. Papakonstantis seconded. In a roll call vote, the motion passed 5-0.

b. Permits & Approvals

- i. Greg Bisson, the Parks and Rec Director, special event application for Parks & Rec to hold summer concert series on Swasey Parkway. Last year drive-in, but with proper protocols feel they can offer it safely on the Parkway. 100 - 150 people attended previously, so not large crowds.

MOTION: Mr. Papakonstantis moved to approve a permit for the following dates for Exeter Parks and Rec Summer Concert Series: June 24, July 1, July 8, July 15, July 22, July 29, August 5, August 12, and August 19. Ms. Gilman seconded. In a roll call vote, the motion passed 5-0.

Mr. Bisson athletic facilities permits for the following: all three local sports organizations - soccer, baseball, softball - and a specialty permit for the adult softball league for a cancer awareness tournament. These will all follow state guidelines. He and Mr. Murray reviewed their protocols and approved.

MOTION: Ms. Gilman moved to approve the permit for Exeter Youth Soccer Association for their Spring 2021 program from April 15 to June 15, 2021 to be held at the Recreation Park. Mr. Papakonstantis seconded. In a roll call vote, the motion passed 5-0.

MOTION: Ms. Cowan moved to approve the permit for Junior Baseball and Softball League for their Spring 2021 program from April 15 to June 18, 2021 to be held at the Recreation Park. Ms. Gilman seconded. In a roll call vote, the motion passed 5-0.

MOTION: Ms. Gilman moved to approve the permit for the SAU 16 Softball League to be played at the Recreation Park for April through September 2021. to be held at the Recreation Park. Mr. Papakonstantis seconded. In a roll call vote, the motion passed 5-0.

MOTION: Ms. Gilman moved to approve the permit for the Mary & Jackie Cancer Awareness Tournament to be held July 17 and 18, 2021 to be held at the Recreation Park. Ms. Cowan seconded. In a roll call vote, the motion passed 5-0.

Regarding the ADA Pool Lift request, Mr. Bisson said he found models that could be mounted normally onto the pool deck without ruining the integrity of the pool. He's requesting \$7,416 out of the Parks Improvement Fund to contract with All-ways Accessible Inc of Concord NH.

MOTION: Ms. Gilman moved to allow Parks & Rec to expend up to \$7,416 out of the Parks Improvement Fund to contract with All-ways Accessible Inc to install the Aqua Creek Scout Excel at the Daniel R. Healy Pool. Mr. Browne seconded. In a roll call vote, the motion passed 5-0.

Mr. Bisson said the fireworks were cancelled in 2020, but they're looking at starting the process again. They will take Covid concerns seriously. Ms. Gilman asked if they could consider this for New Year's Eve instead. Mr. Bisson said winter fireworks are difficult because of access. The display doesn't go up as high, so people have to be closer. Mr. Papakonstantis asked about State restrictions on fireworks, and Mr. Bisson said they're covered under the restrictions on gatherings. He mentioned other towns which are moving forward with their fireworks displays. He's looking for approval to begin the RFP process. By a general consensus, the Board had no objections.

Mr. Bisson said there is a change order for the approved roof project on the Pavilion at the Recreation Park. They encountered more damage than expected. More sheathing had to be replaced and the trim work was not salvageable.

MOTION: Mr. Browne moved to allow Parks and Recreation to expend an additional \$1665 out of the Parks Improvement Fund to contract with Refined Roofing on replacement of the trim on the Recreation Park Pavilion. Ms. Gilman seconded. In a roll call vote, the motion passed 5-0.

Mr. Bisson said that in order to preserve the new trim and sheathing, they are looking to paint the pavilion. They got 5 bids, and are recommending McInnis Custom Solutions (formerly 5 Star Painting), which they have contracted with before. This would require \$3100 from the Parks Improvement Fund for the Gilman Park Pavilion.

MOTION: Ms. Gilman moved to allow Parks and Rec to expend \$3100 out of the Parks Improvement Fund to contract with McInnis to paint the Recreation Park Pavilion. Mr. Browne seconded. In a roll call vote, the motion passed 5-0.

- c. Town Manager's Report
 - i. Ms. Roy thanked the Department heads for helping to keep everything going.
- d. Select Board Committee Reports
 - i. Mr. Browne didn't attend the Facilities Advisory meeting, but he read the minutes. There was discussion of the Public Safety RFP. They're waiting on Debt Servicing information from the Town Manager. At the Exeter Police Stakeholders Committee, they heard from the FTO training officer on professional development.
 - ii. Ms. Oliff said the Housing Committee has not met. The Swasey Parkway Trustees had an emergency meeting about a woodpecker that's damaging trees.
 - iii. Ms. Gilman had no report.
 - iv. Ms. Cowan had a Planning Board meeting, where they approved conditions for the Ford Dealership on the corner of Portsmouth Avenue and Holland Way, and a small adjustment for a private residence.
 - v. Mr. Papakonstantis had no report.
- e. Correspondence
 - i. A letter from the Rockingham County Commissioner outlining the County's achievements over the past year.
 - ii. A thank you letter from Court Appointed Special Advocates [CASA] for the town's donation of \$1,500.
 - iii. A thank you letter from the Richie McFarland Children's Center for the town's donation of \$10,000.
 - iv. A letter in favor of keeping Swasey closed to vehicular traffic
 - v. A letter advocating for food trucks
 - vi. 22 letters in support of having yoga in Swasey Park
 - vii. Correspondence from Neil Bleicken regarding meetings with Select Board members. Mr. Papakonstantis pointed out that these meetings were held separately so were not a violation of 91-A. They will address this issue on a future agenda.
- 8. Review Board Calendar
 - a. April 12 and 26. Goal setting workshop will be Monday April 5 at 5 PM in the Novak Room.
- 9. Non-Public Session

MOTION: Ms. Cowan moved to enter into non-public session for wage information RSA 91-A:31(a). Ms. Gilman seconded. By a roll call vote, the motion passed 5-0 and the meeting entered into non-public session at 9:34 PM.

10. Adjournment

Respectfully Submitted,
Joanna Bartell
Recording Secretary

Discussion/Action Items

Covid-19 Update

Weekly FD Report
Friday, April 9
Melissa,

- Numerous EMS and Fire calls during the week, with nothing notable.
- Daily statewide COVID numbers have continued to rise this past week, concerning many that even in the midst of the vaccination process we may be seeing another significant wave of infections. This past week NH had 2,902 positive tests for a daily average of 415. There have been 6 COVID19 related deaths statewide recorded, with Rockingham County recording 3 deaths this past week. Exeter has seen 25 new positive tests since last Friday. Our running total since March 2020 is now 817, with 32 cases considered active.
- The Rockingham County regional fixed vaccination site at the Mall at Fox Run (old Sears store) in Newington is vaccinating close to 1,500 people each day, as compared to 800-900 at its maximum at the Exeter High School drive thru site.
- Exeter Fire/EMS personnel will continue to assist with vaccinations at the Mall at Fox Run site. In addition, our staff have begun 2nd dose clinics this past week at the Squamscott View Apts. (277 Water St.) and senior housing in Epping.
- All SAU-16 faculty and staff will be vaccinated next week (April 12-17) in preparation for the reported return to full time in class instruction on Monday, April 19. Also the Exeter Mill Properties and Meeting Place Dr. will receive their 2nd dose next week.
- As we wrap up the 2nd dose clinics by the end of April, it is worth mentioning that all Town of Exeter employees and staff that wanted a COVID vaccination will have their 2nd dose next week as well. This list includes public works, water & sewer, town office, EX-TV, parks & rec., and the library. We are working with Parks & Recreation Director, Greg Bisson to schedule lifeguards and summer program counselors over the age of 16 soon.
- James Murray has been working with our public health officials to identify hospitality workers in our region. We anticipate mobile vaccination clinics to help protect our restaurant and hospitality workers, so they may better serve us as we prepare for a busy summer season.

Discussion/Action Items

Epping Road Corridor Study by VHB



Epping Road (NH 27) Corridor Study

Exeter, New Hampshire

Presented by
Greg Bakos, PE

March 1, 2021

Contributions from:

Jason Plourde, PE, PTP

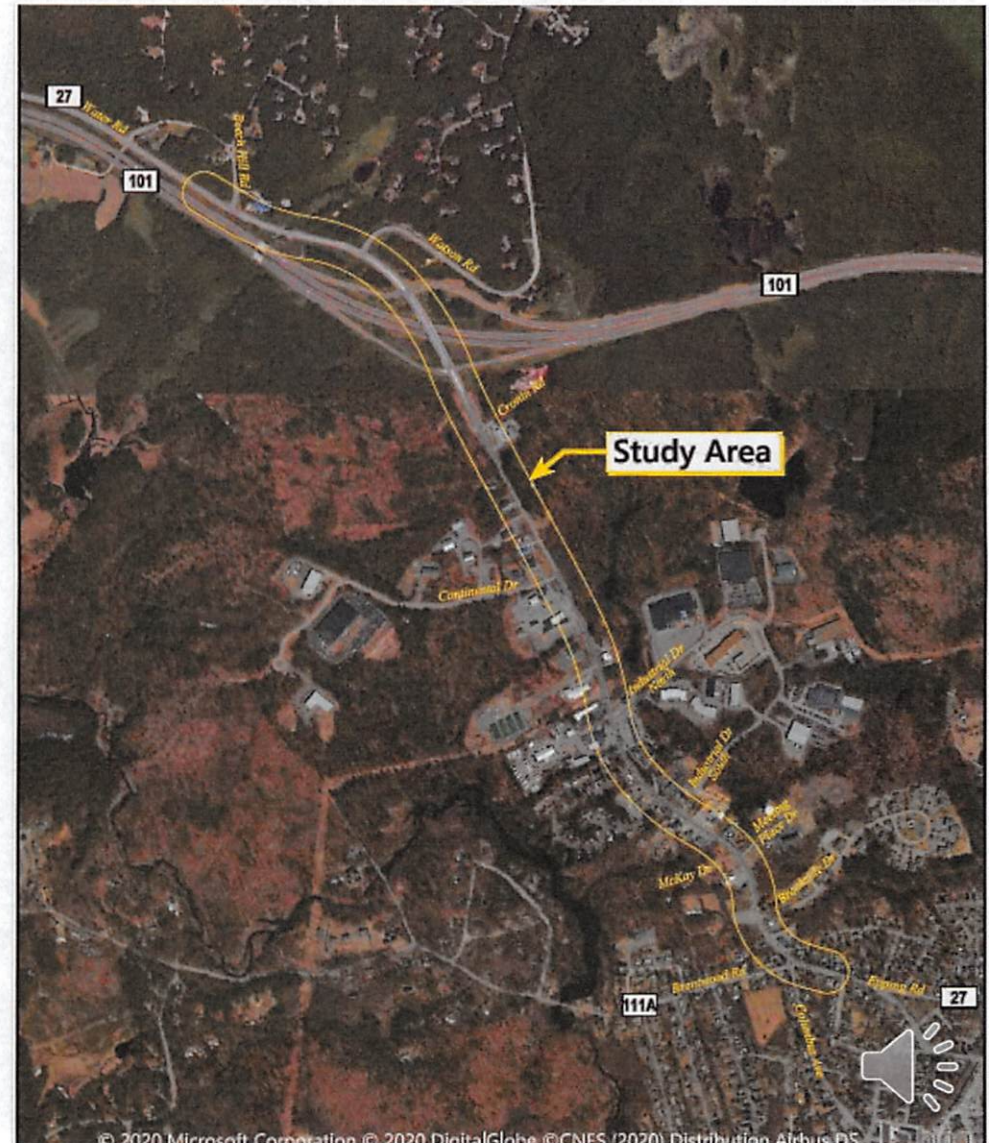
Frank Koczalka, PE



Why Study the Epping Road Corridor?

Tax Increment Financing (TIF) District Established

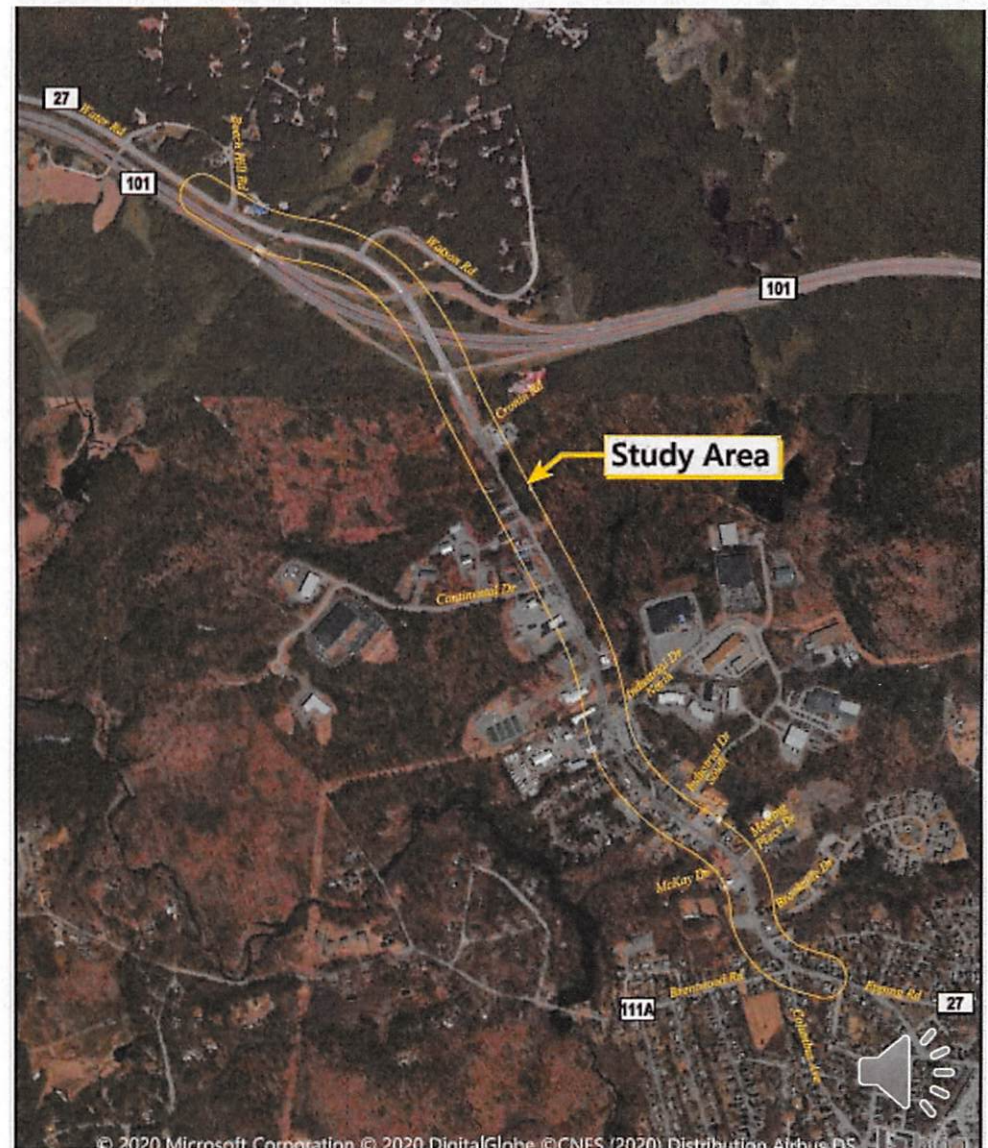
- March 2015 Town Meeting
- Between Beech Hill Rd and Brookside Dr.
 - 1.6 miles of underdeveloped/undeveloped areas
 - Formed to stimulate economic development
 - Provides funding for infrastructure improvements
 - Additional development will generate tax dollars



Why Study the Epping Road Corridor?

Corridor Study:

- Also includes Brentwood Rd/Columbus Ave Intersection
- Identified multimodal operational and safety deficiencies
- Developed conceptual engineering and design recommendations



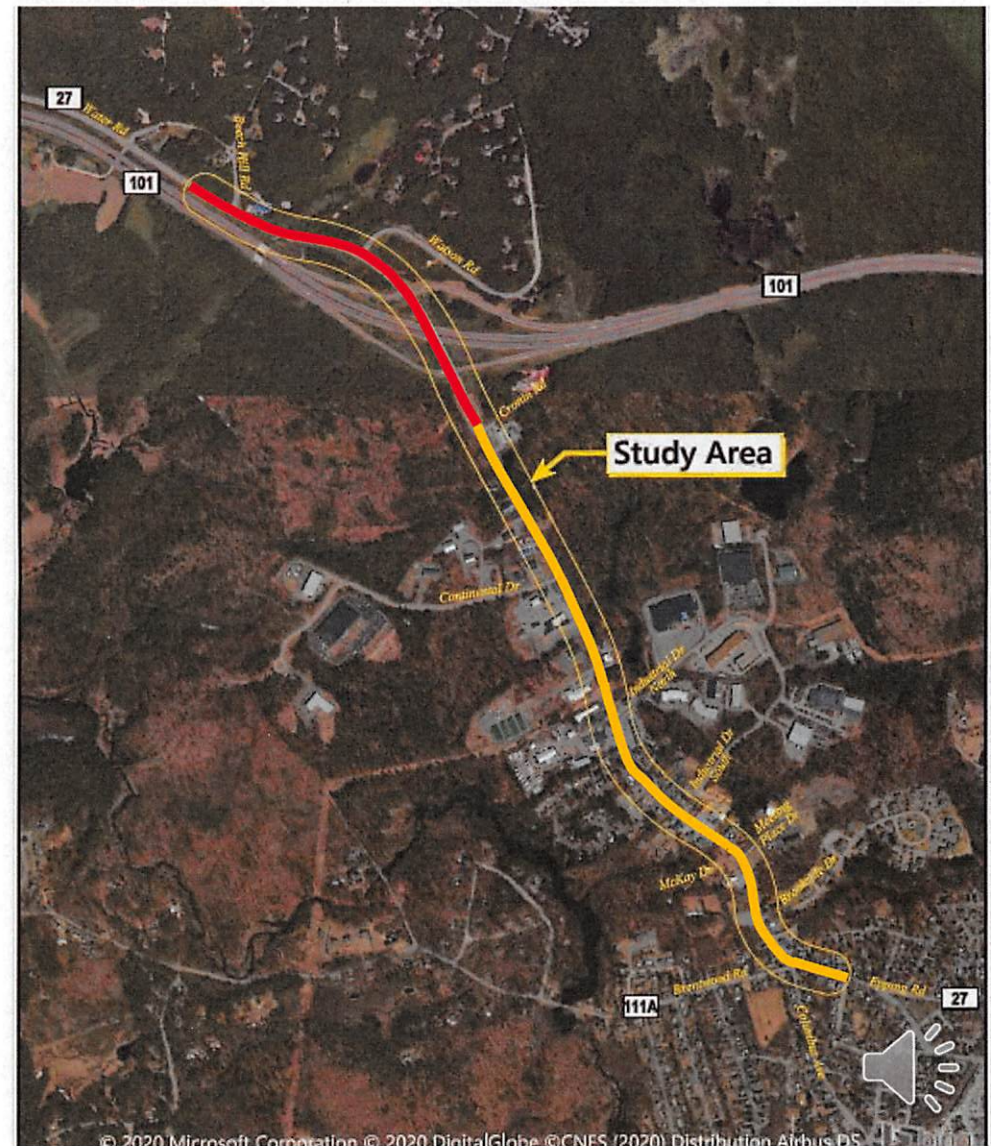
Jurisdictions:

Epping Rd between Beech Hill Rd and Cronin Rd

- NHDOT jurisdiction
- Class II: Secondary Highway
- Improvements would require NHDOT approval

Epping Rd between Cronin Rd and Brentwood Rd

- Urban Compact Area
- Town jurisdiction
- Class IV: Town Road



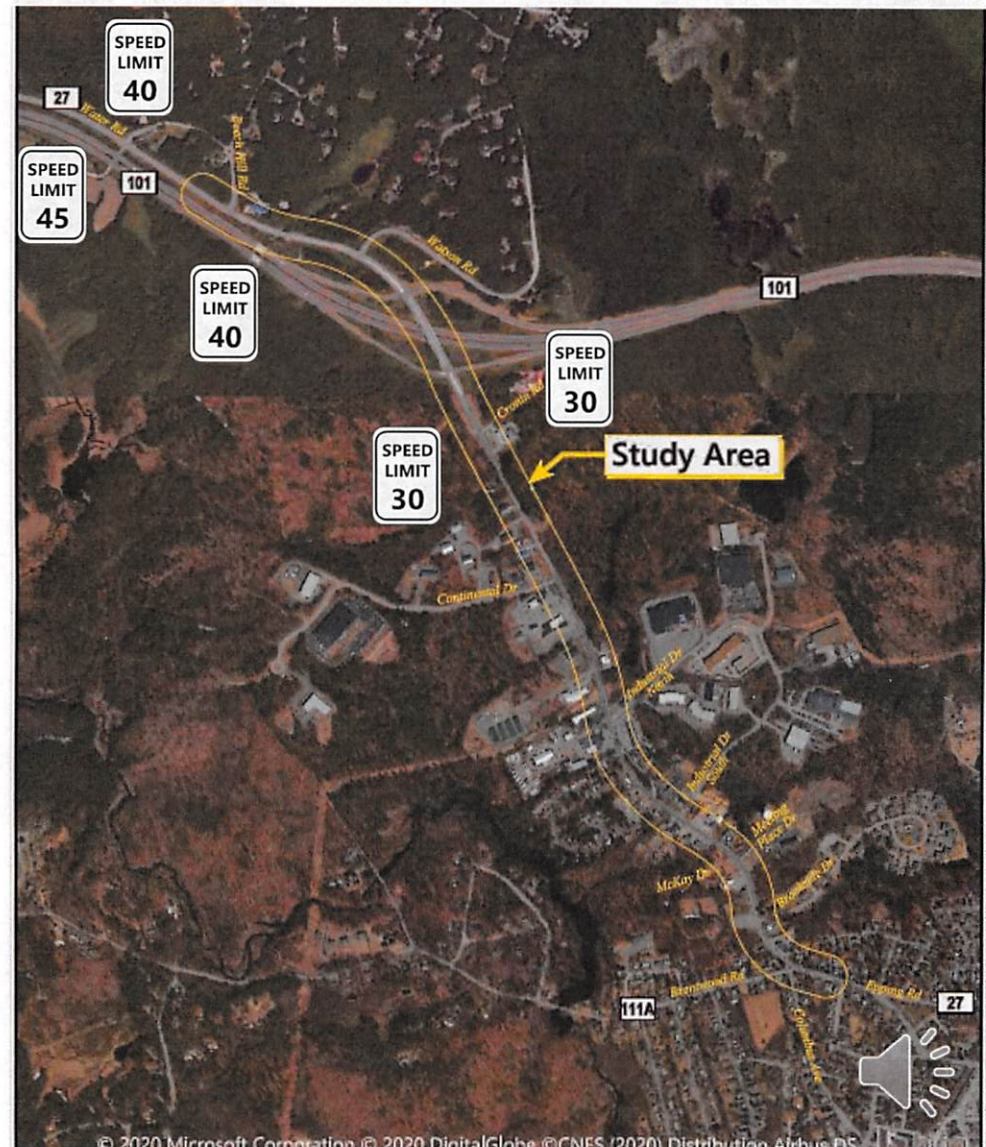
Epping Road Corridor Characteristics

Vehicular Corridor:

- Generally, a 2-lane roadway (1 lane/direction)
- Turn lanes at Interchange and at Continental Dr
 - Continental Dr = the only signalized intersection
- Two-way left-turn lane (center turn lane) between 93 and 78 Epping Rd
- Posted speed limits vary between 30 and 45 mph

Non-motorized Facilities:

- No defined bike lanes; variable width shoulders
- Sidewalks sporadically provided



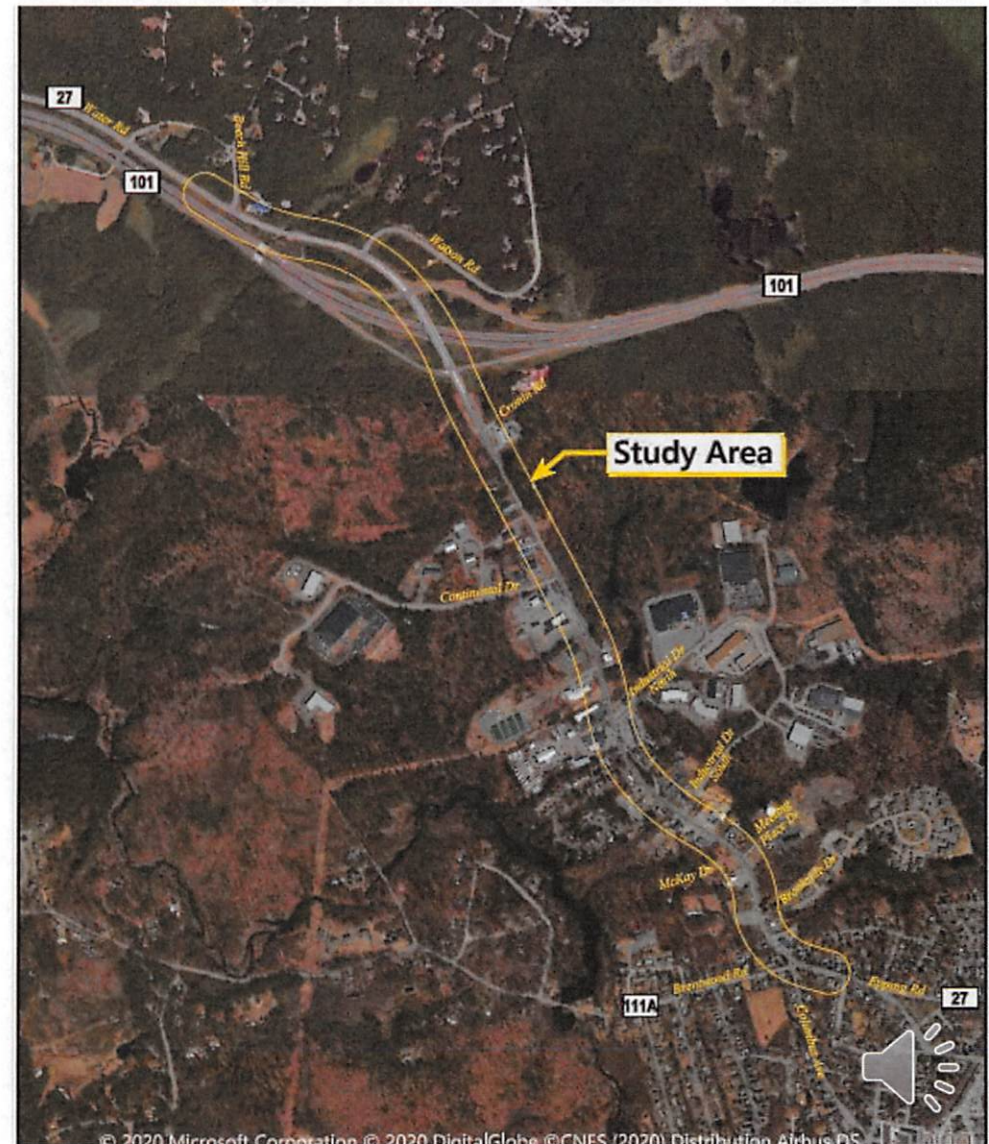
Epping Road Corridor Data

Traffic Volumes

- Base traffic volumes
 - Traffic counts in March 2020
 - COVID-19 adjustments from pre-pandemic counts
- Future traffic volumes (10-year horizon)
 - Annual growth rate (Rockingham Planning Commission)
 - Known developments planned within study area
 - Development of vacant parcels along corridor (zoning requirements, preliminary GIS wetland data, served by sewer and water) – *estimates could vary when parcels are developed and with more detailed wetland data*

Crash Data

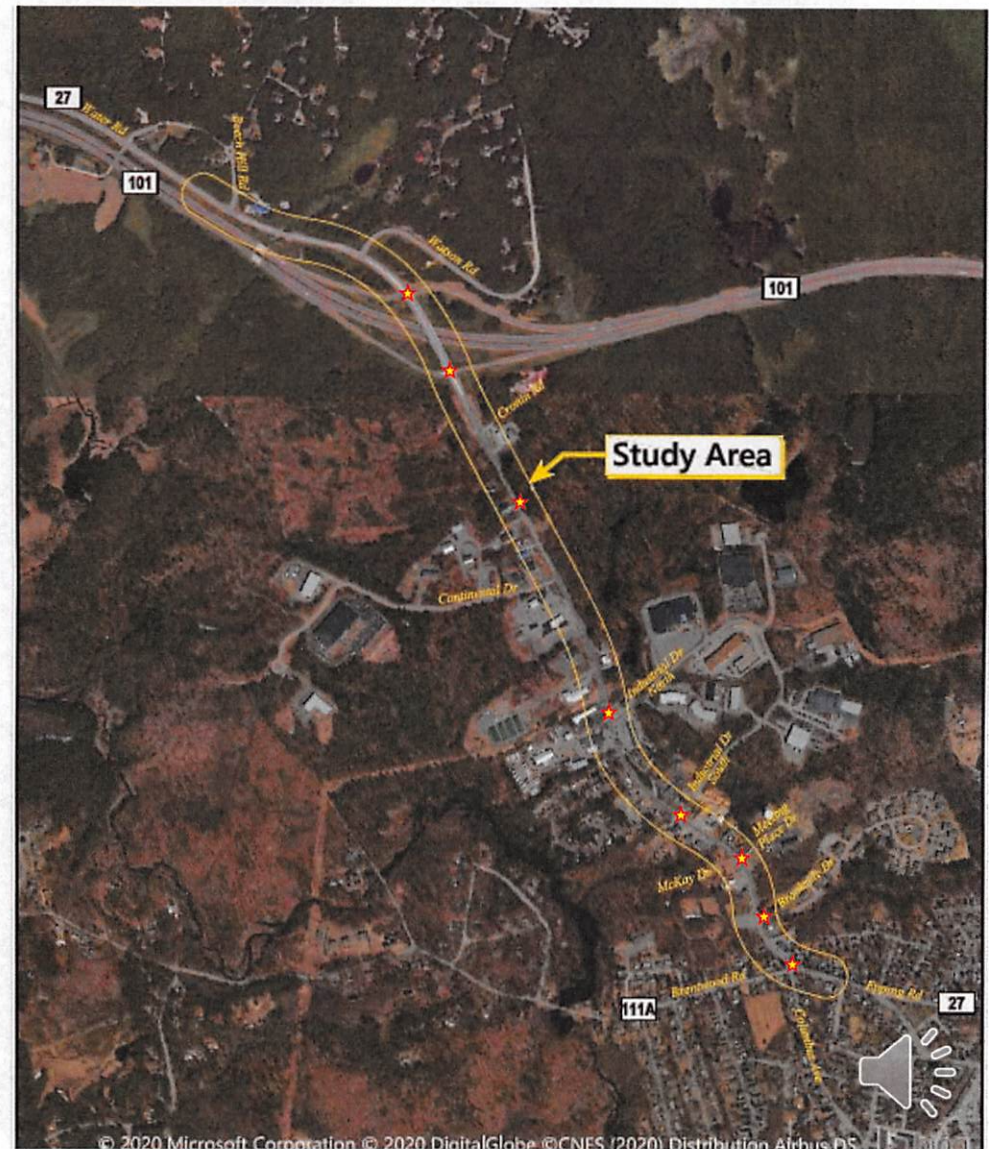
- Exeter Police Department (2014-2019)
 - To understand reported crash frequency and patterns

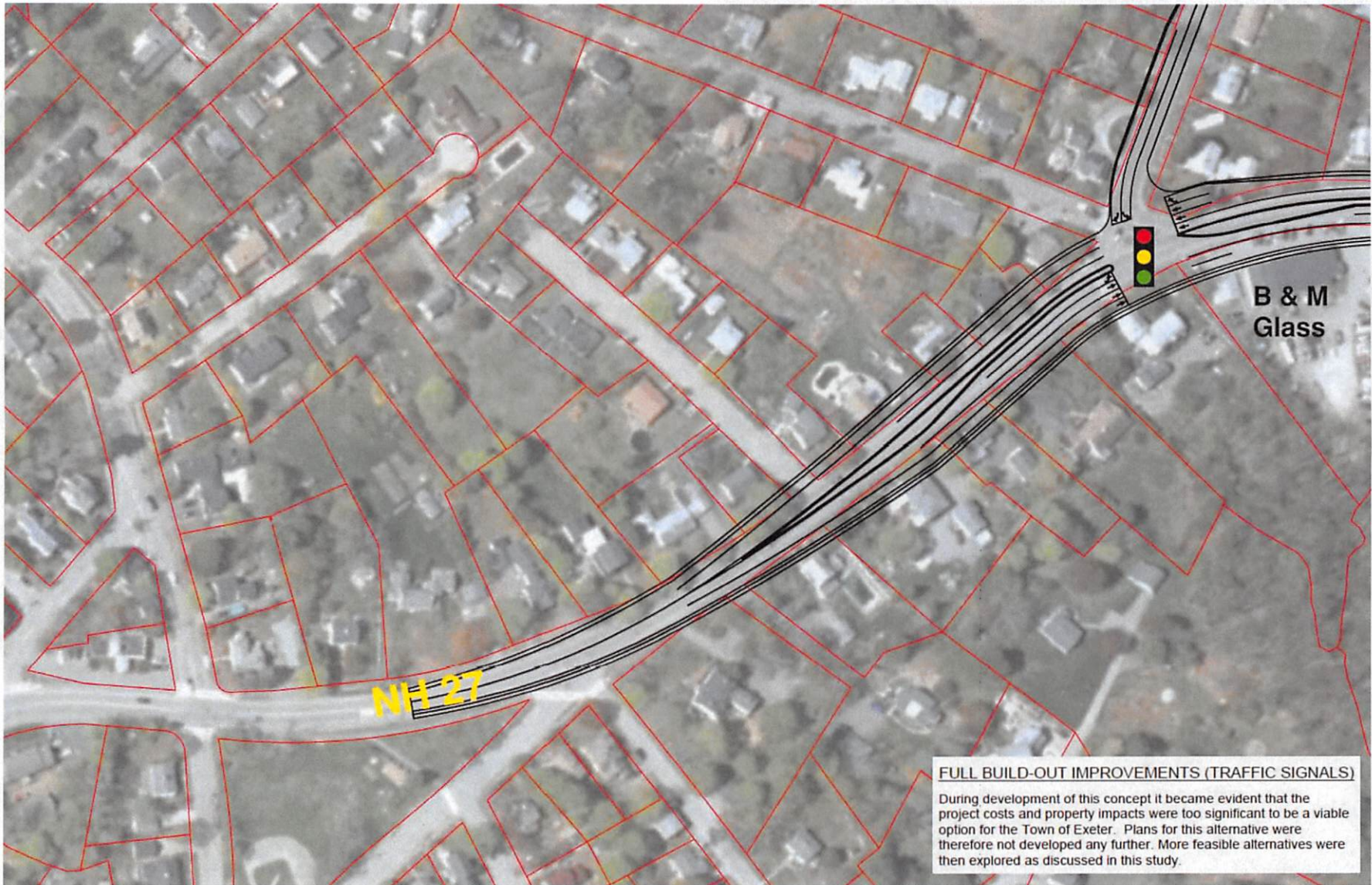


What: Epping Road Corridor Full Build Out of Parcels

Traffic Signals Alternative

- Potentially 8 signalized Intersections:
 - NH 101 westbound ramps
 - NH 101 eastbound ramps
 - Ray Farmstead Rd
 - Industrial Dr (north) and Dearborn Rd
 - Industrial Dr (south) and 104 Epping Rd
 - Meeting Place Dr and McKay Dr
 - Brookside Dr and Great Bay Kids' Co. driveway
 - Brentwood Rd
- The amount of land and business acquisition required would be considerable and was determined by Town to be undesirable / infeasible





FULL BUILD-OUT IMPROVEMENTS (TRAFFIC SIGNALS)

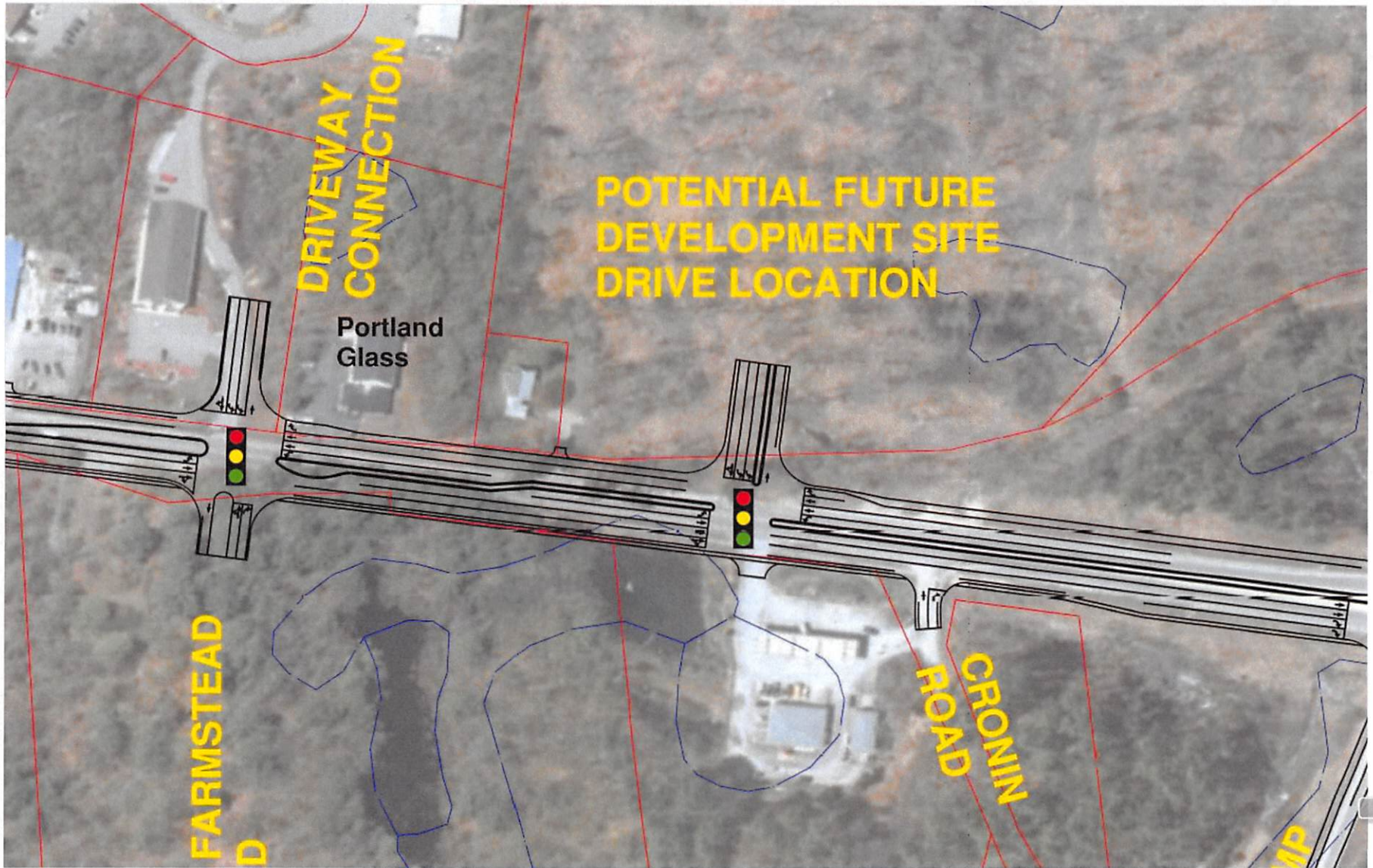
During development of this concept it became evident that the project costs and property impacts were too significant to be a viable option for the Town of Exeter. Plans for this alternative were therefore not developed any further. More feasible alternatives were then explored as discussed in this study.

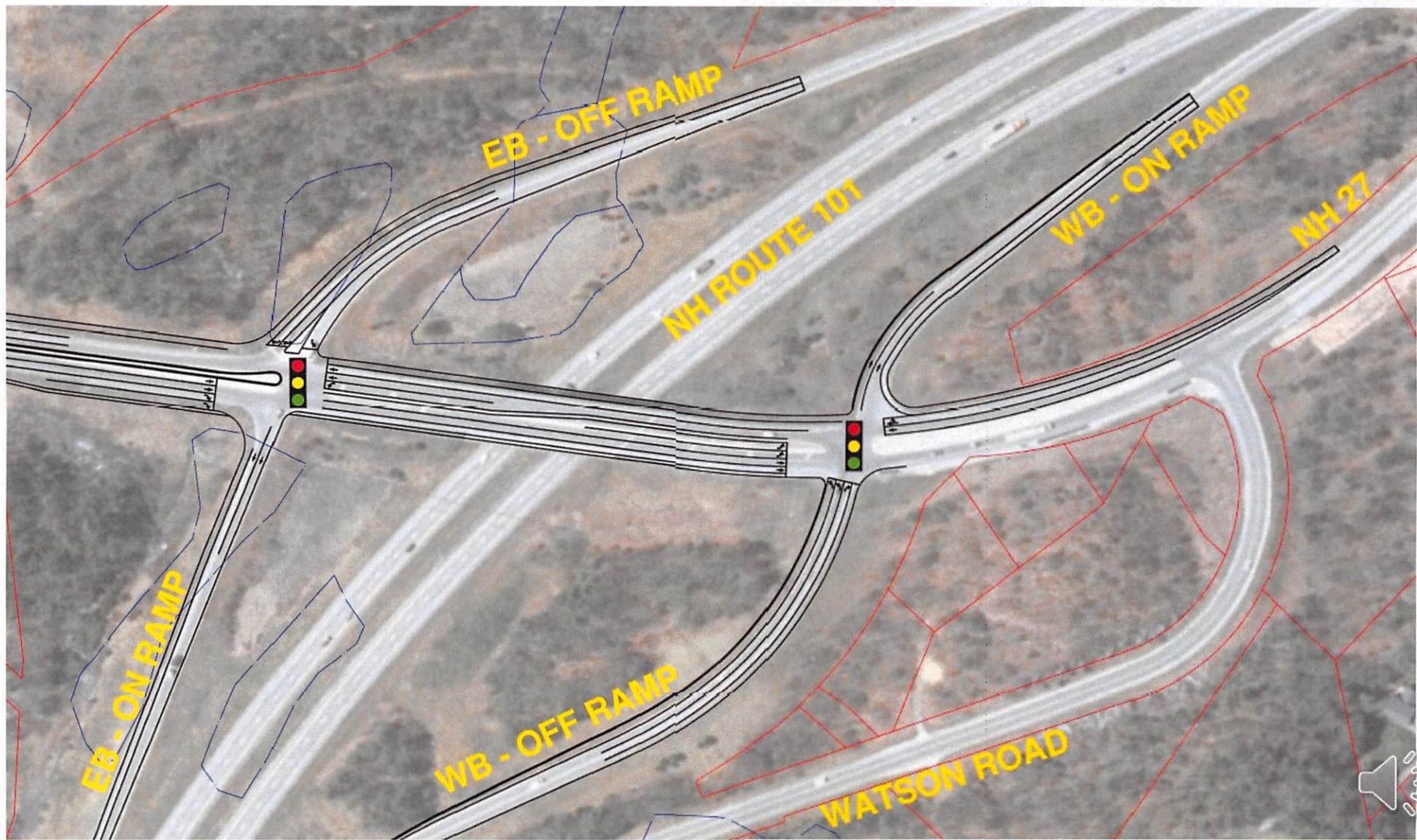








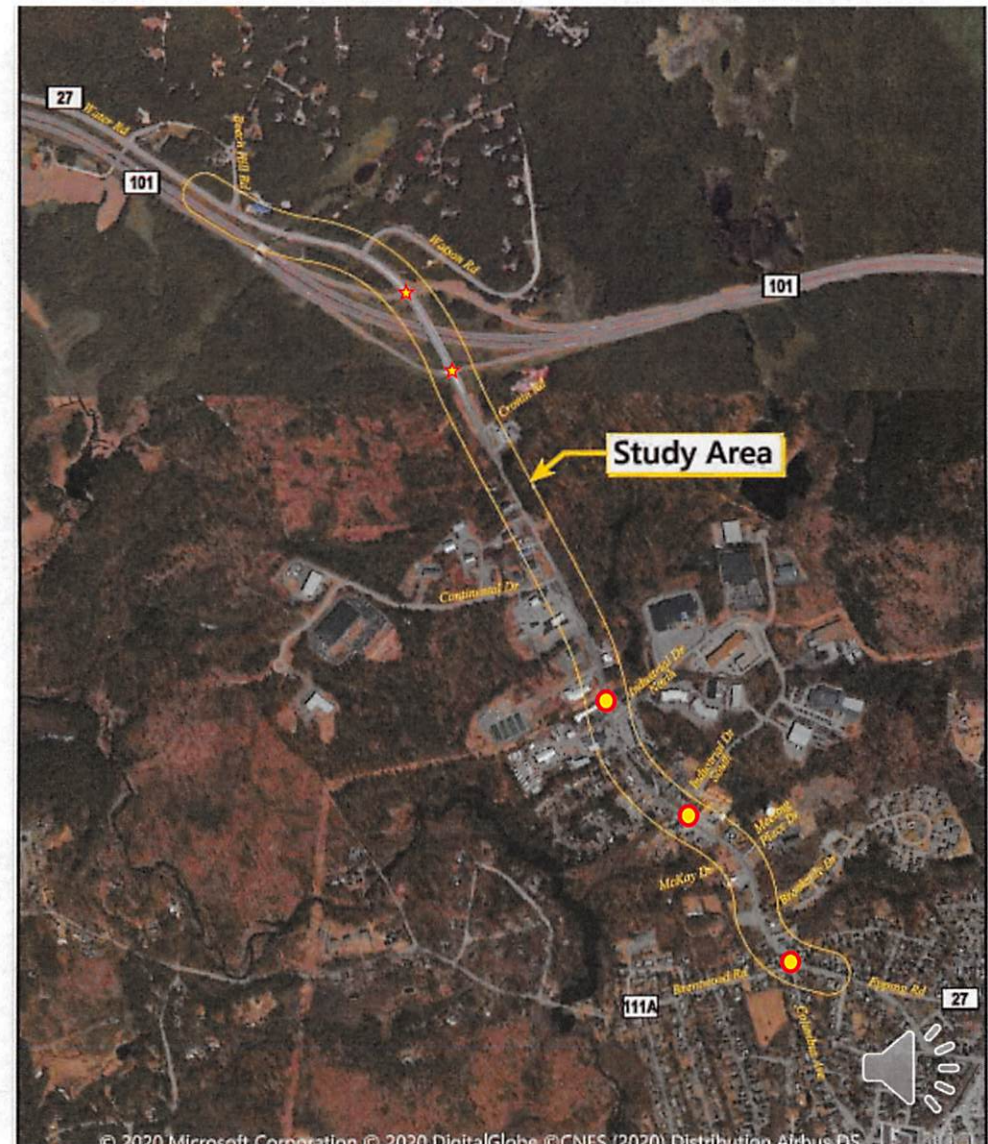


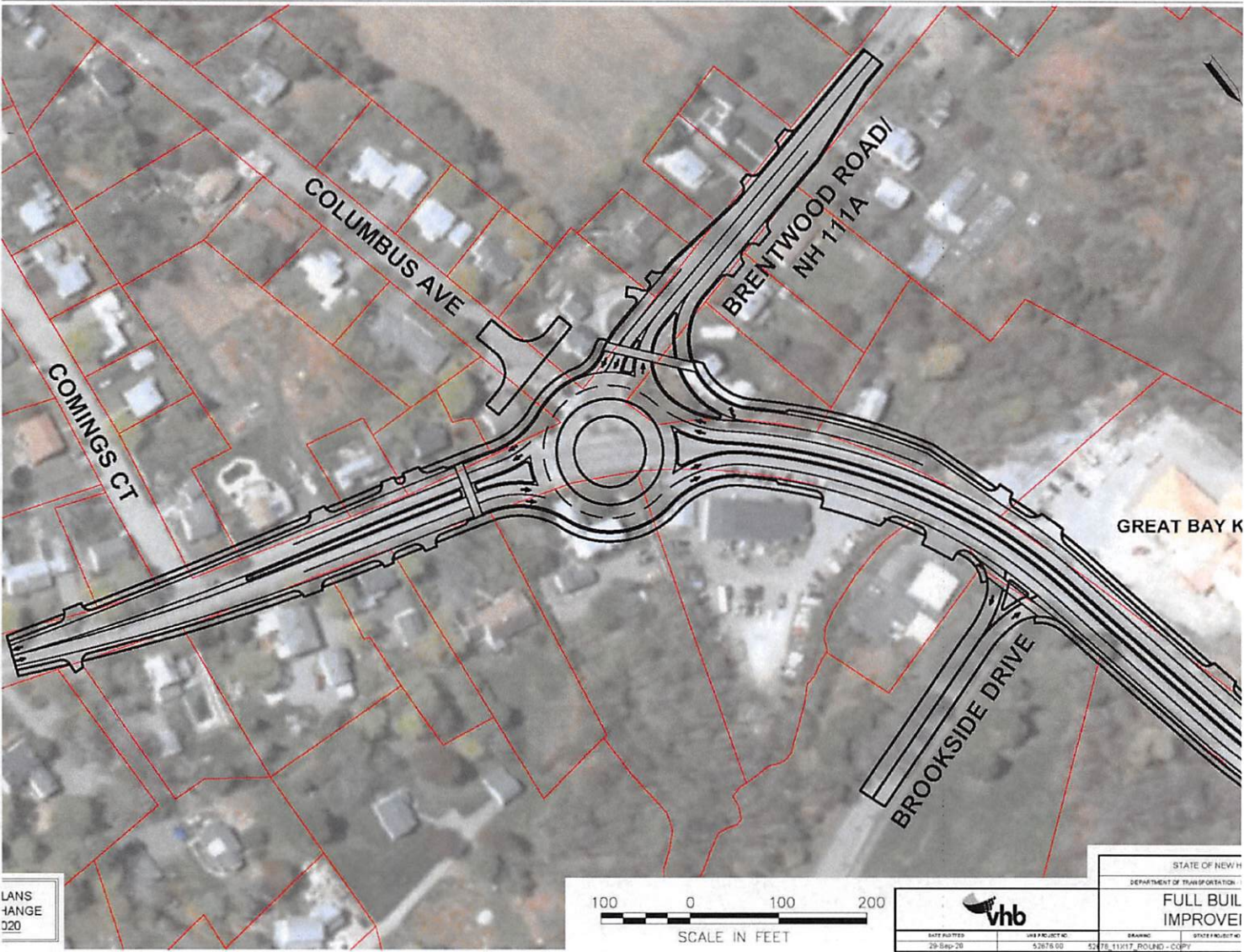


What: Epping Road Corridor Full Build Out of Parcels

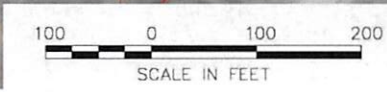
Roundabouts Alternative

- Potential signalization
 - NH 101 westbound ramps
 - NH 101 eastbound ramps
- Potential roundabouts
 - Industrial Dr (north)
 - Industrial Dr (south)
 - Brentwood Rd
- Potential medians for access control
 - Between NH 101 and Gateway at Exeter
 - Between Gateway at Exeter and Continental Dr (break at Ray Farmstead Rd)
 - Between Continental Dr and Industrial Dr (south)
 - Between Industrial Dr (south) and Brentwood Rd





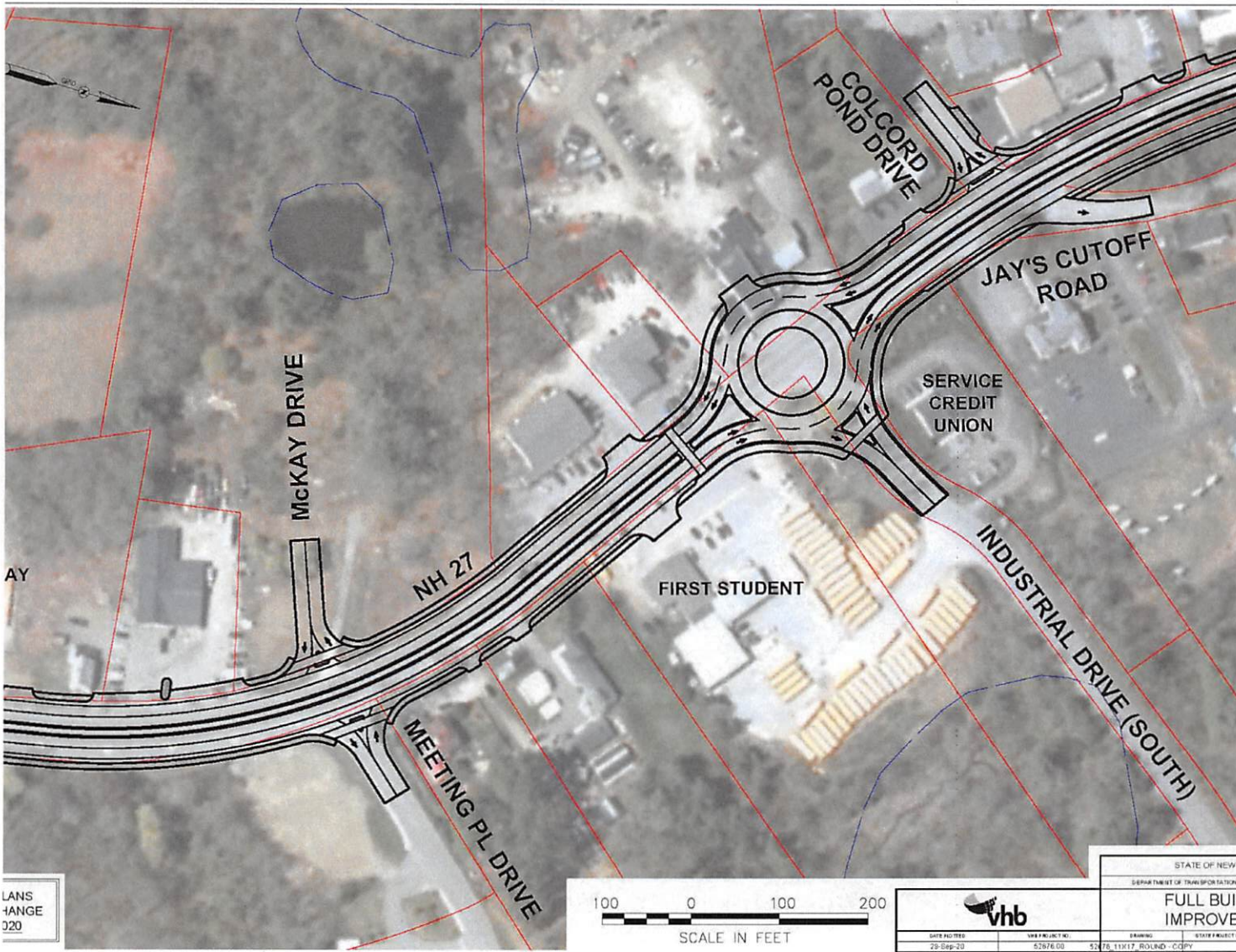
PLANS
 CHANGE
 020




 DATE PLOTTED: 29-Sep-20
 VHS PROJECT NO: 52078-00
 DRAWING: 52078-00-01

STATE OF NEW HAMPSHIRE
 DEPARTMENT OF TRANSPORTATION
**FULL BUILD
 IMPROVEMENTS**
 STATE PROJECT NO: 16-11217 ROUND-COPY



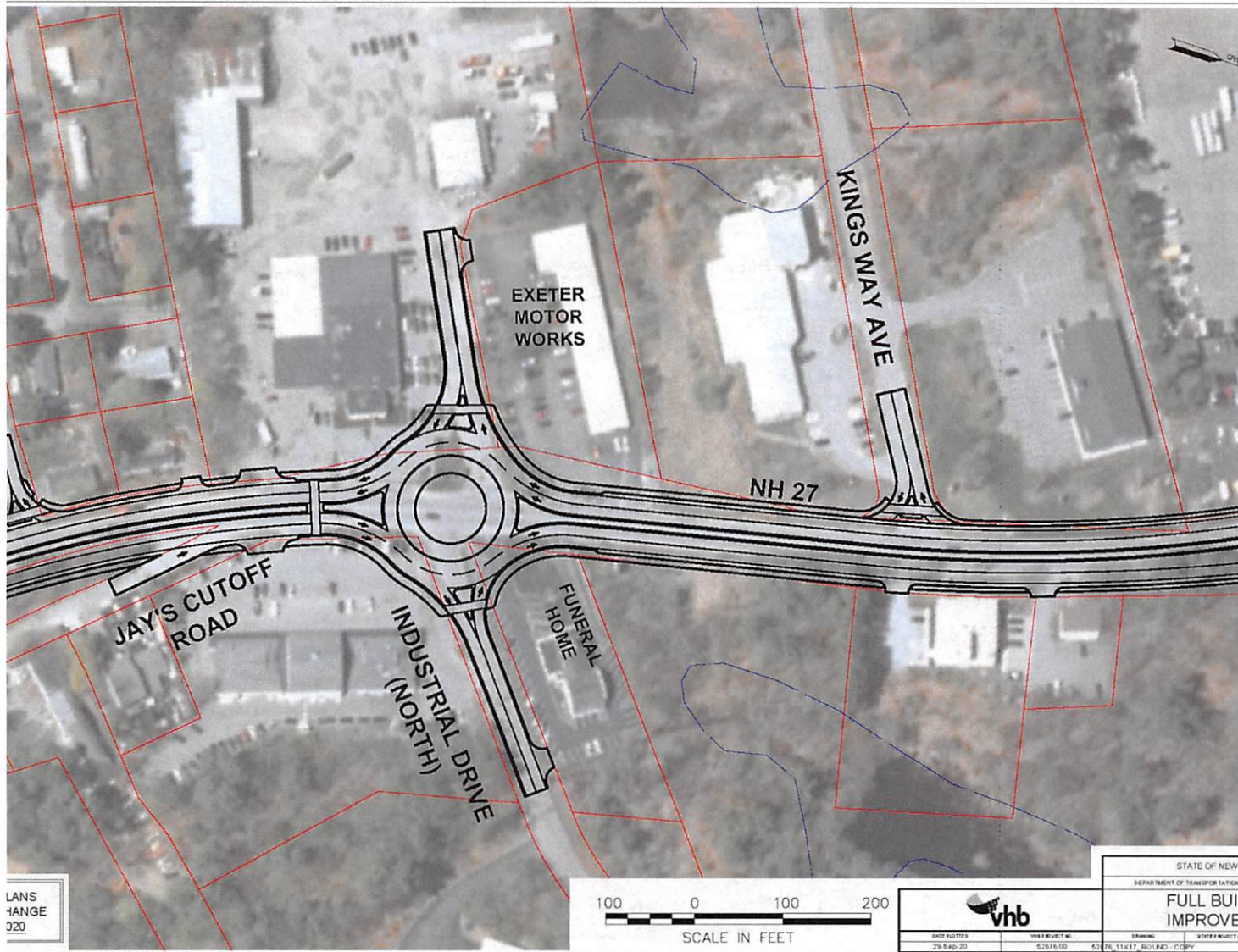


PLANS
CHANGE
020



		STATE OF NEW HAMPSHIRE	
		DEPARTMENT OF TRANSPORTATION	
DATE PLOTTED: 20-Sep-20 SHEET NO.: 52676.00		DRAWING: 52676.11X17 ROUND-COPY PROJECT NAME: FULL BUILD IMPROVE	



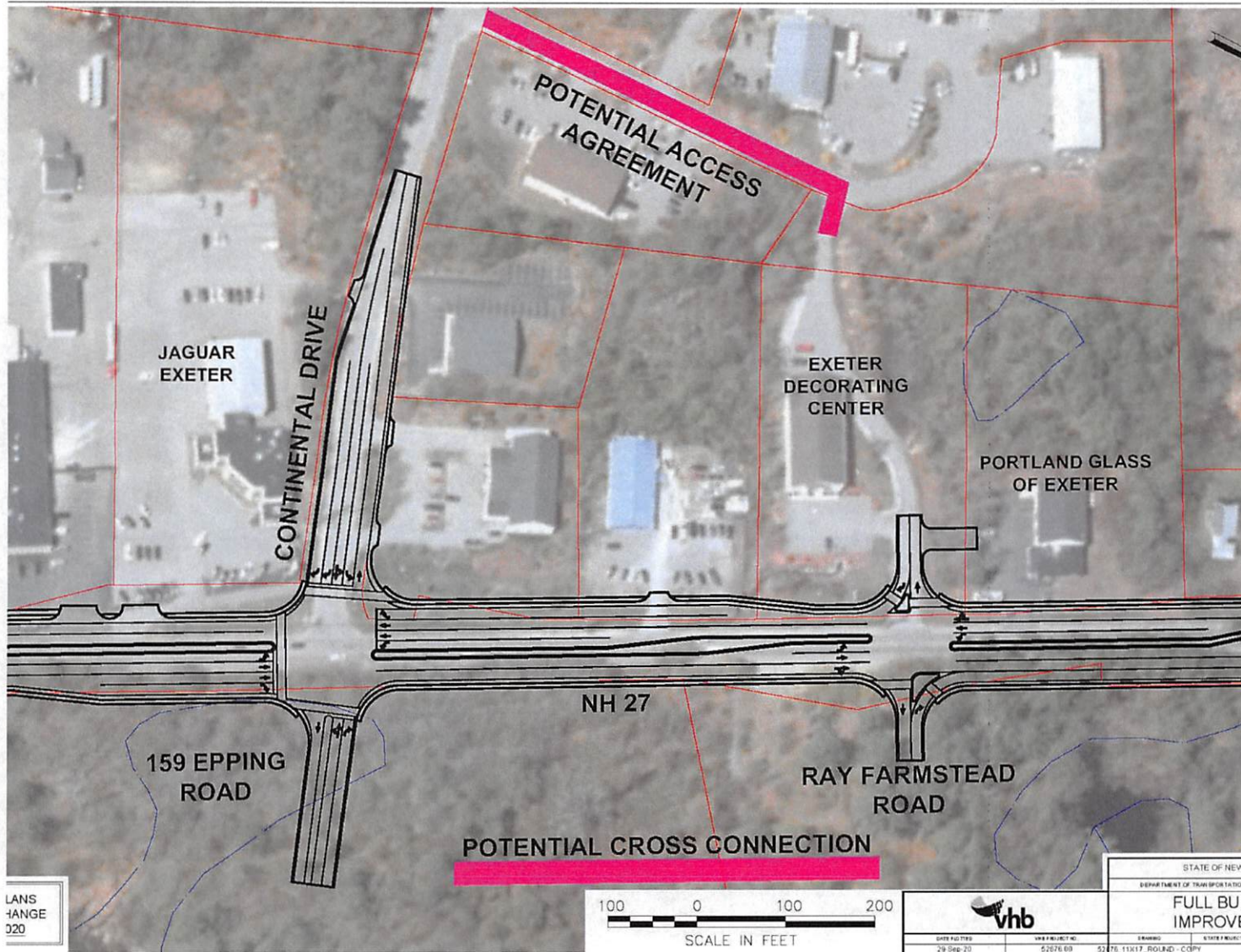


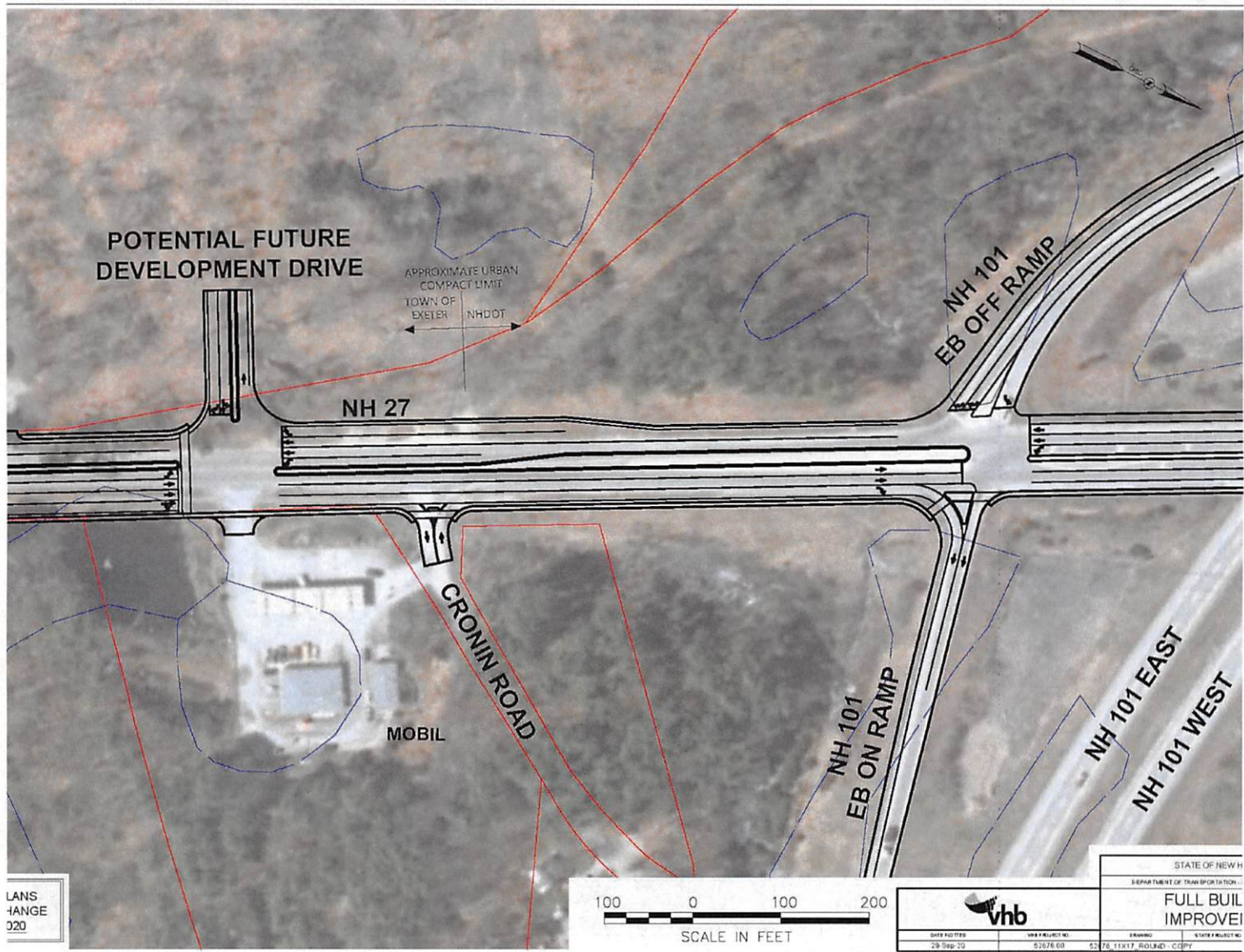
PLANS
CHANGE
220



STATE OF NEW HAMPSHIRE	
DEPARTMENT OF TRANSPORTATION	
FULL BUILD IMPROVEI	
vhb	
DATE PLOTTED 29-04-20	STATE PROJECT NO. 62076.00
DRAWING NO. 52	STATE PROJECT NO. 65-11X17, ROLLEND - COPY

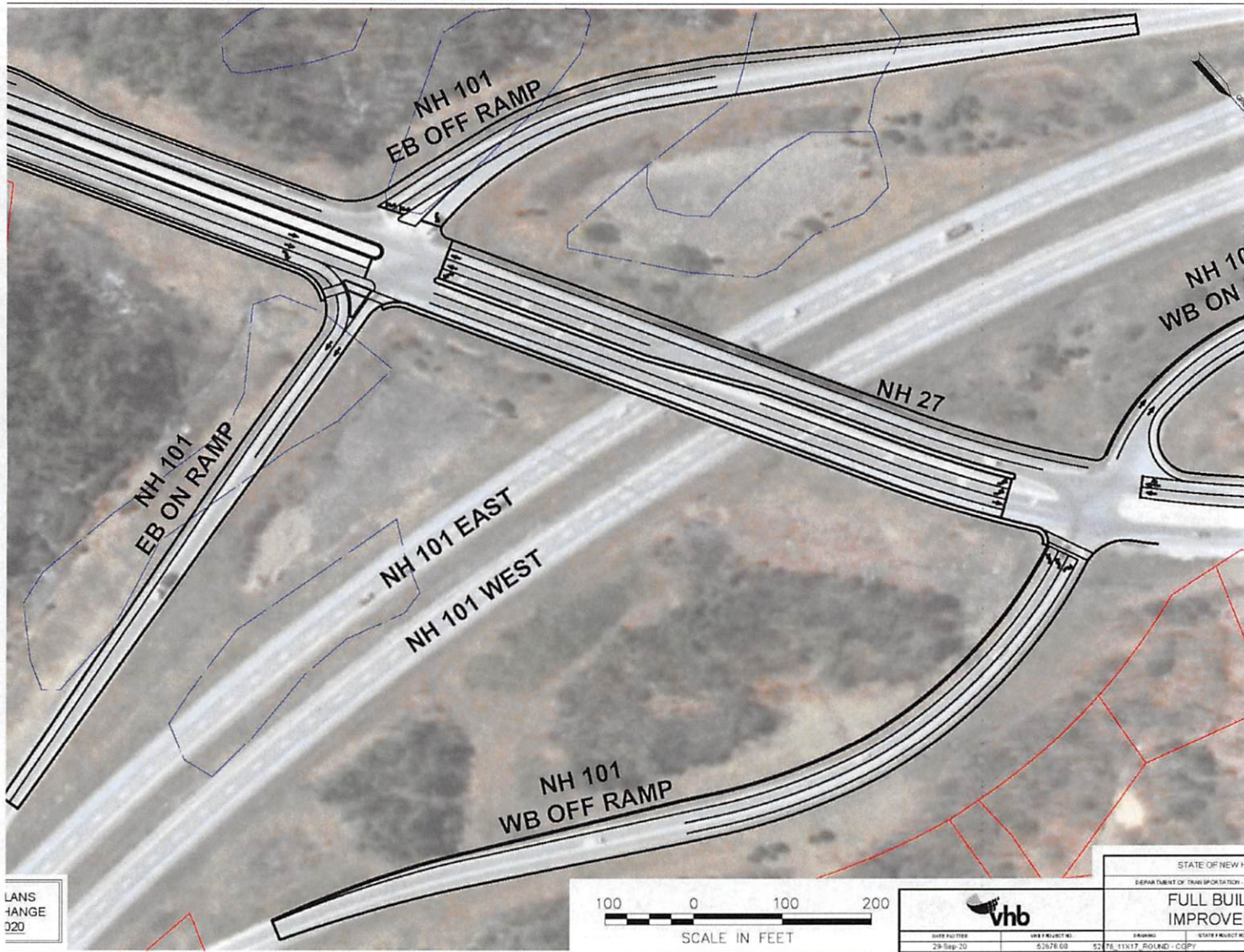


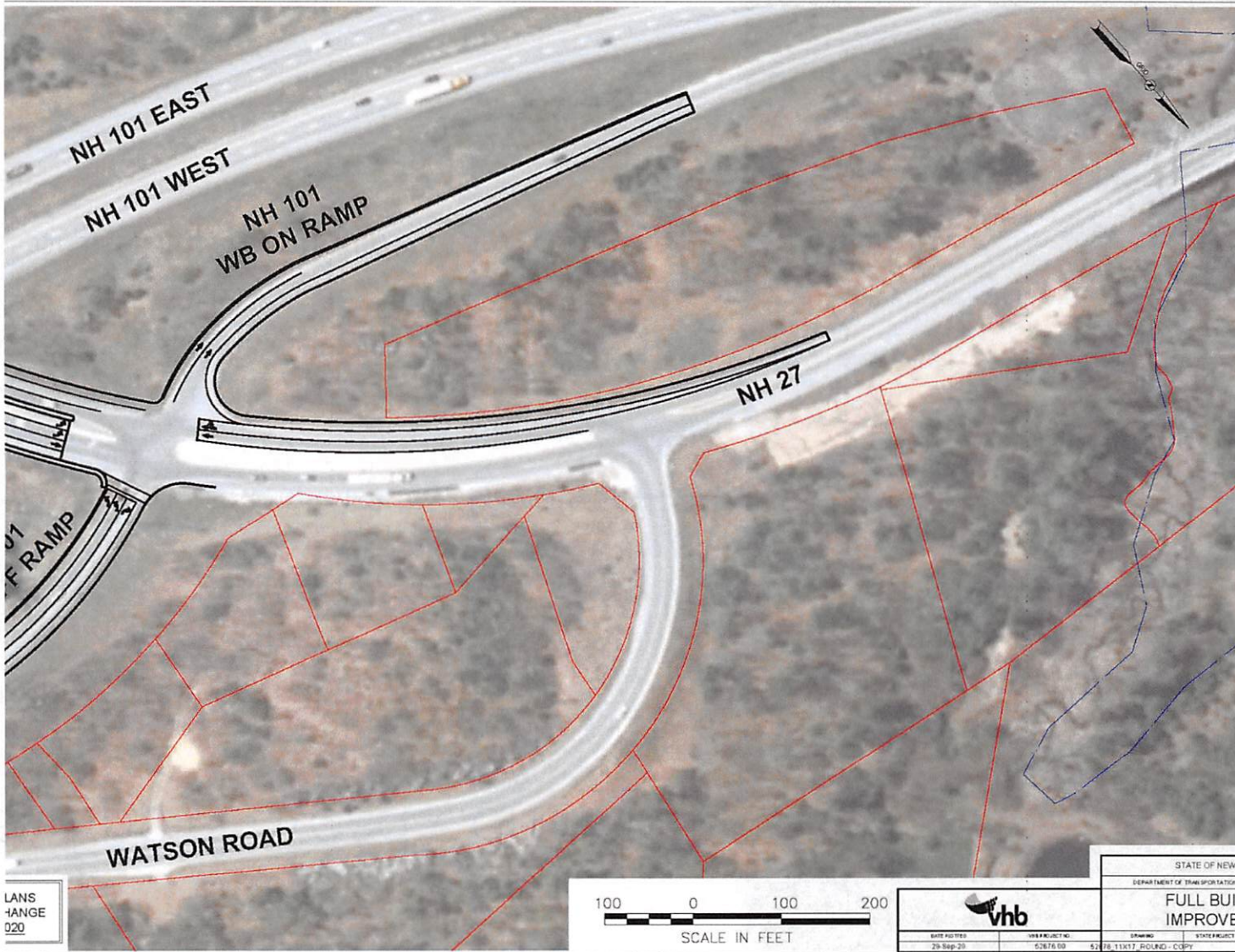




PLANS
CHANGE
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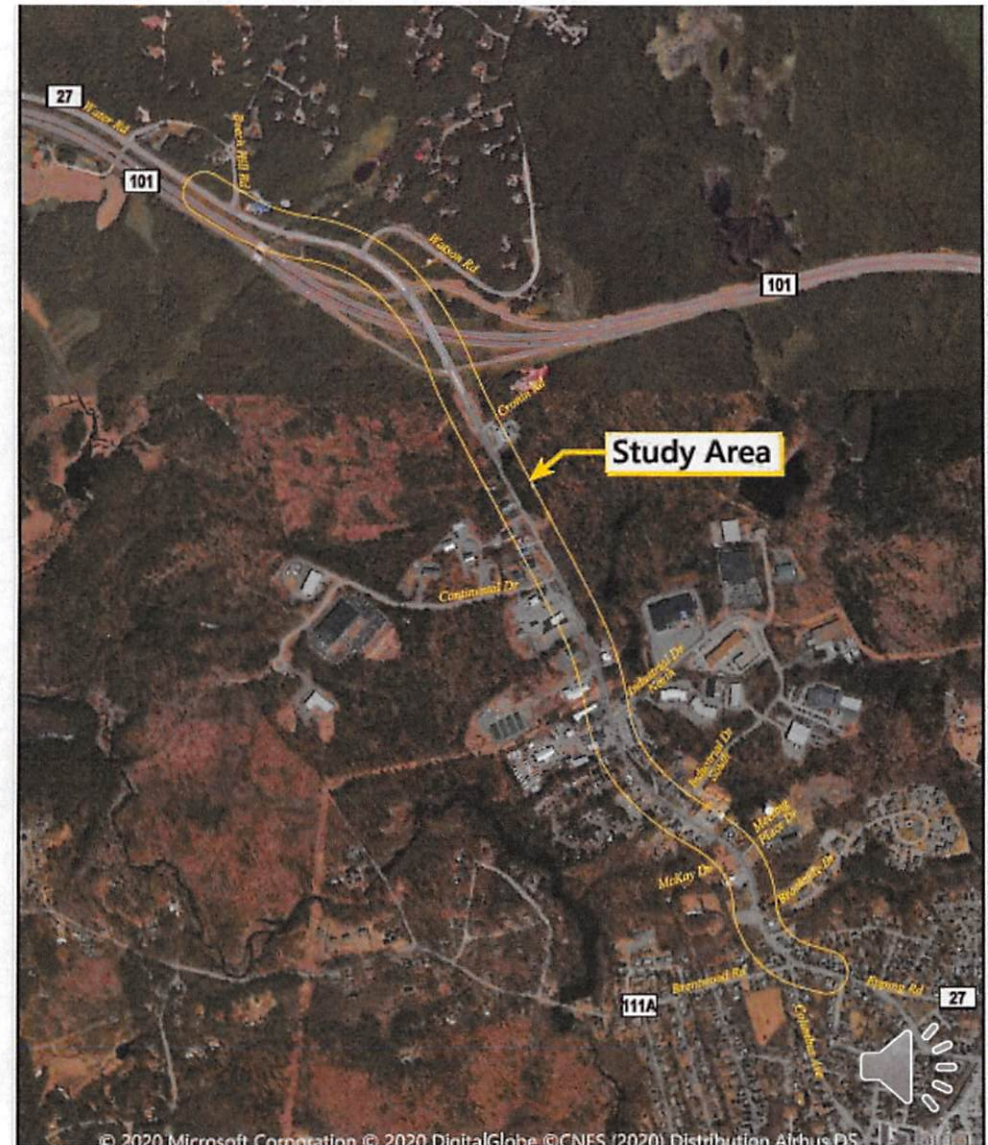


PLANS
CHANGE
020

What: Epping Road Corridor

Multimodal Improvements (Bike/Ped)

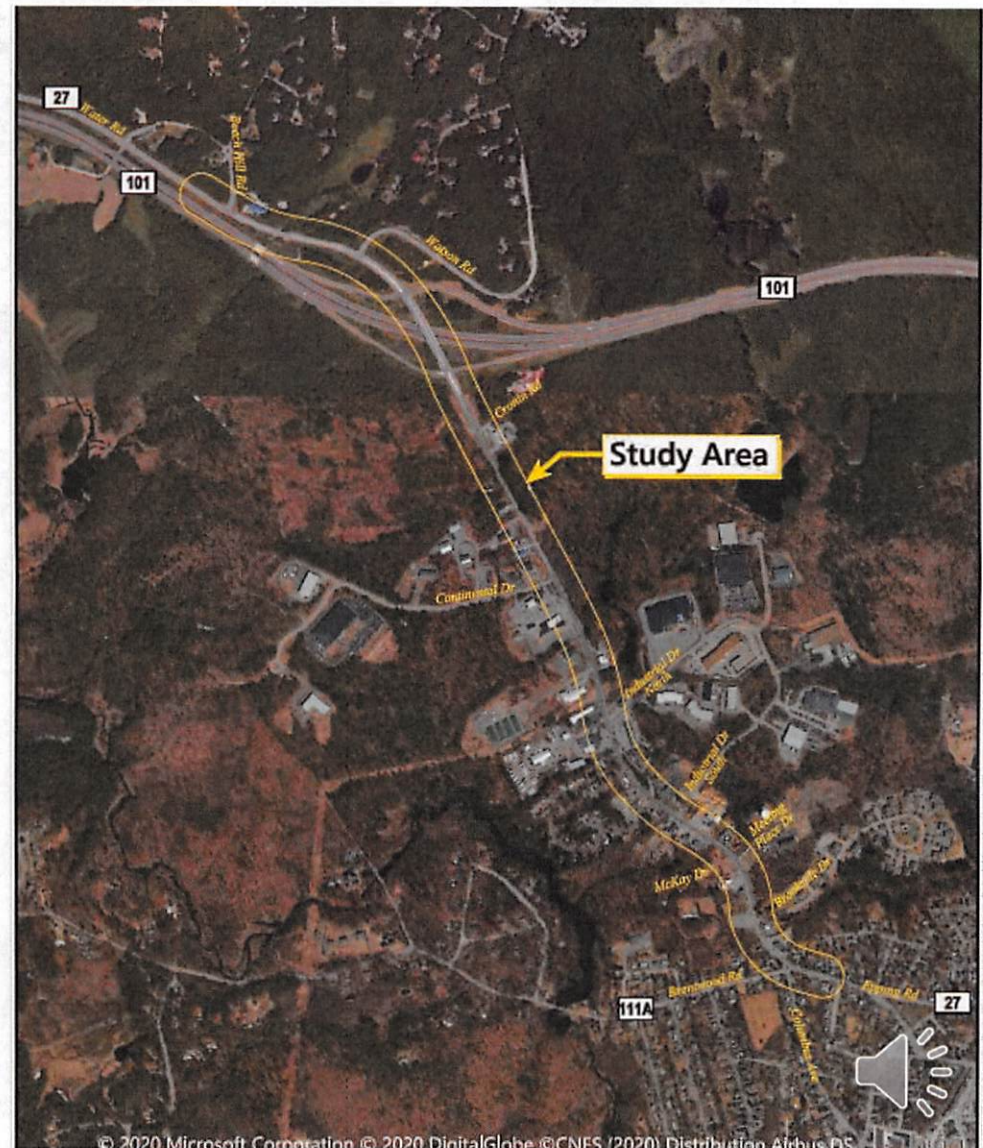
- Along east side of corridor:
 - Extend sidewalk from NH 101 interchange to Ray Farmstead Rd
 - Maintain sidewalk between Meeting Place Dr and Brentwood Rd
- Along west side of corridor:
 - Construct sidewalk from Gateway at Exeter to Brentwood Rd
- Provide consistent wider shoulders for bike usage



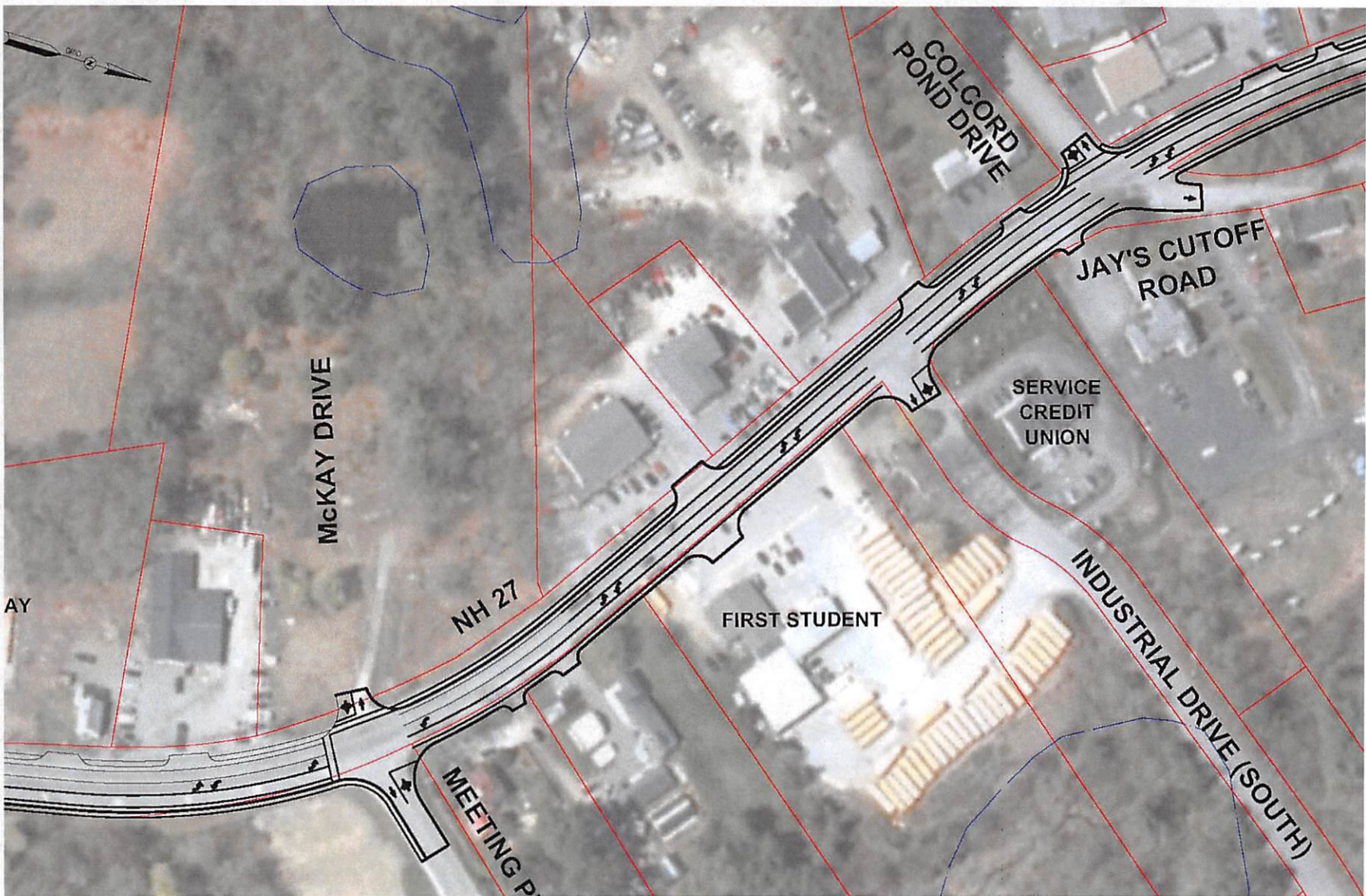
What: Epping Road Corridor Mid-Term Conditions

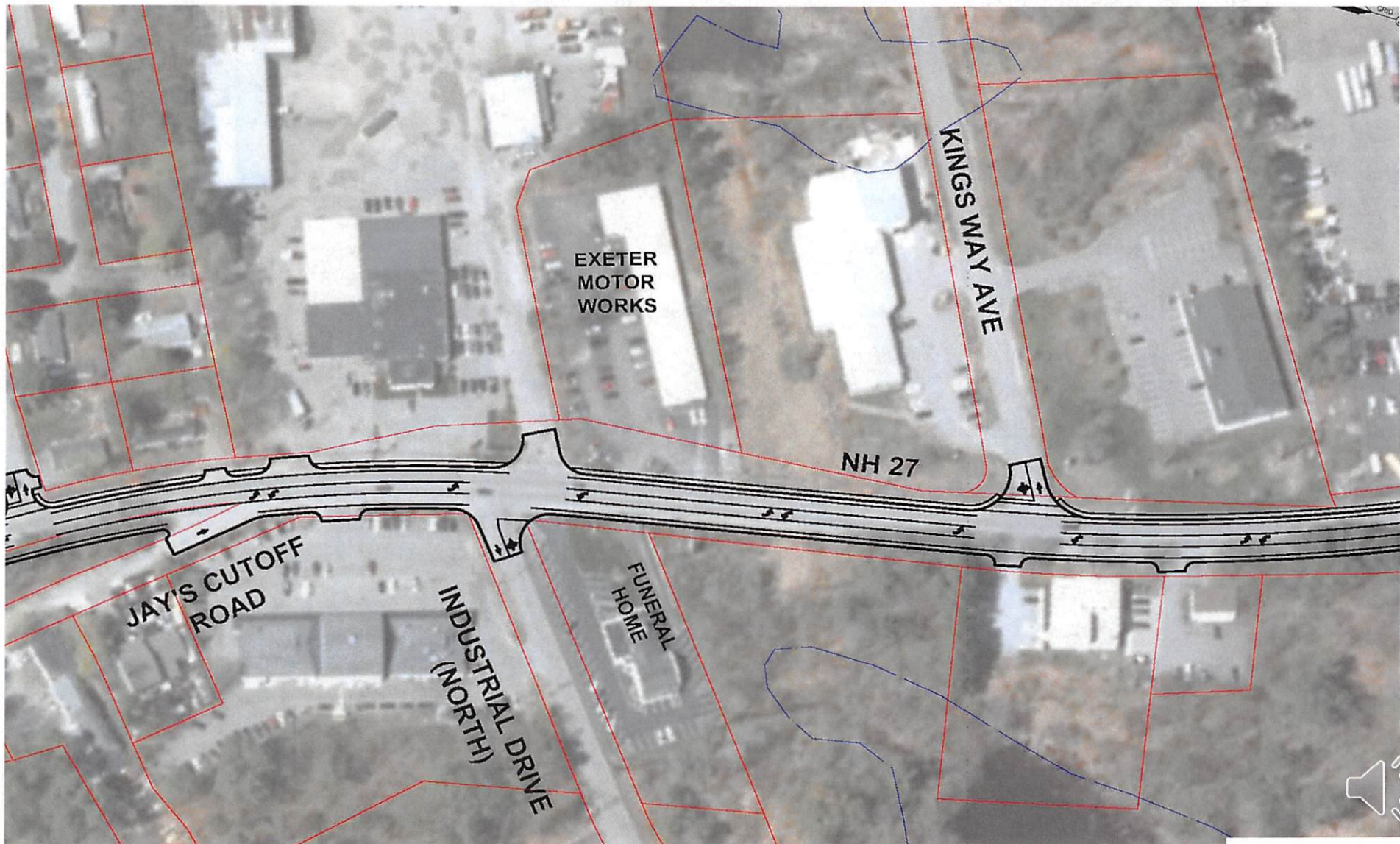
Interim Improvements

- This alternative omits development of vacant parcels in traffic projections
 - Includes Ray Farm Exeter full build out, Gateway at Exeter, Unitol Corporation, and Primrose Daycare School
- Construct two-way left-turn lane (center turn lane)
 - Between Cronin Rd and Continental Dr
 - Between Continental Dr and Brookside Dr
 - Provide wide shoulders for bike usage, and sidewalks
- Implement Access Management Strategies
 - “lessen congestion upon arterial streets and provide for the safe and orderly flow of traffic within a developing commercial area” (Zoning Ordinance Article 6.8).
 - Limited access points for properties less than 1,200 feet (Town’s Site and Subdivision Regulations Section 10.3).









EXETER
MOTOR
WORKS

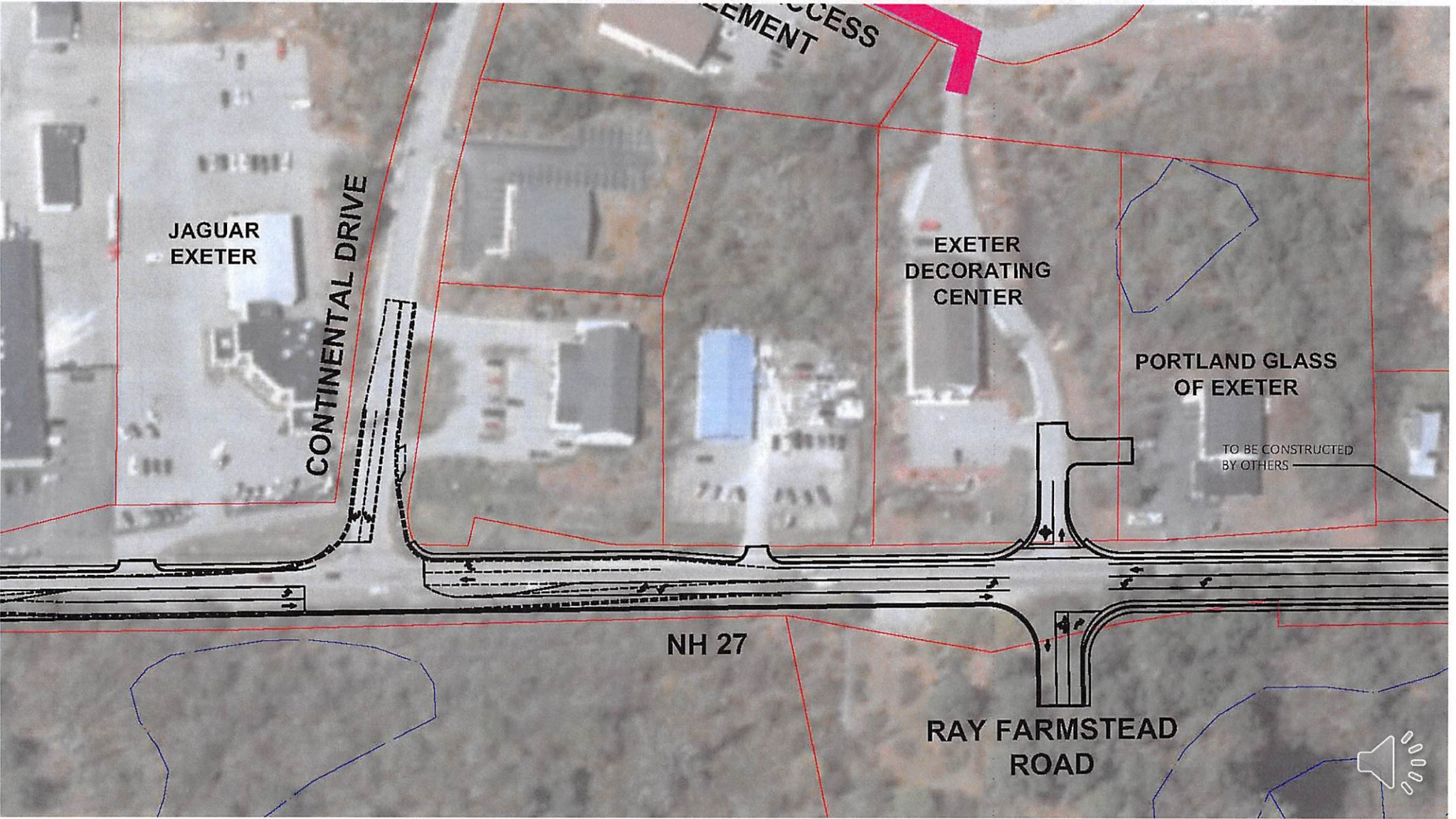
KINGS WAY AVE

NH 27

JAY'S CUTOFF
ROAD

INDUSTRIAL DRIVE
(NORTH)

FUNERAL
HOME



JAGUAR
EXETER

CONTINENTAL DRIVE

DRIVEWAY ACCESS

EXETER
DECORATING
CENTER

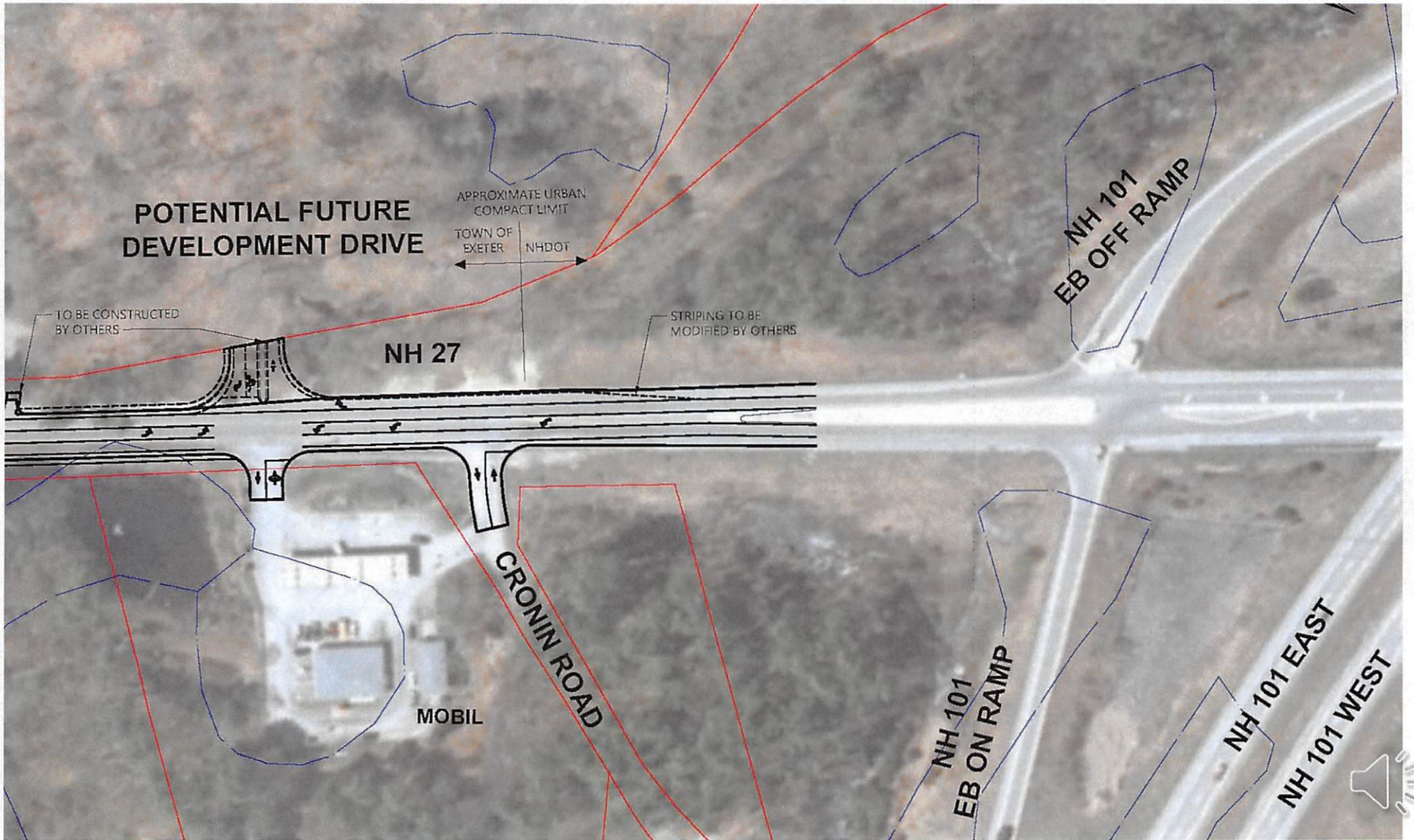
PORTLAND GLASS
OF EXETER

TO BE CONSTRUCTED
BY OTHERS

NH 27

RAY FARMSTEAD
ROAD

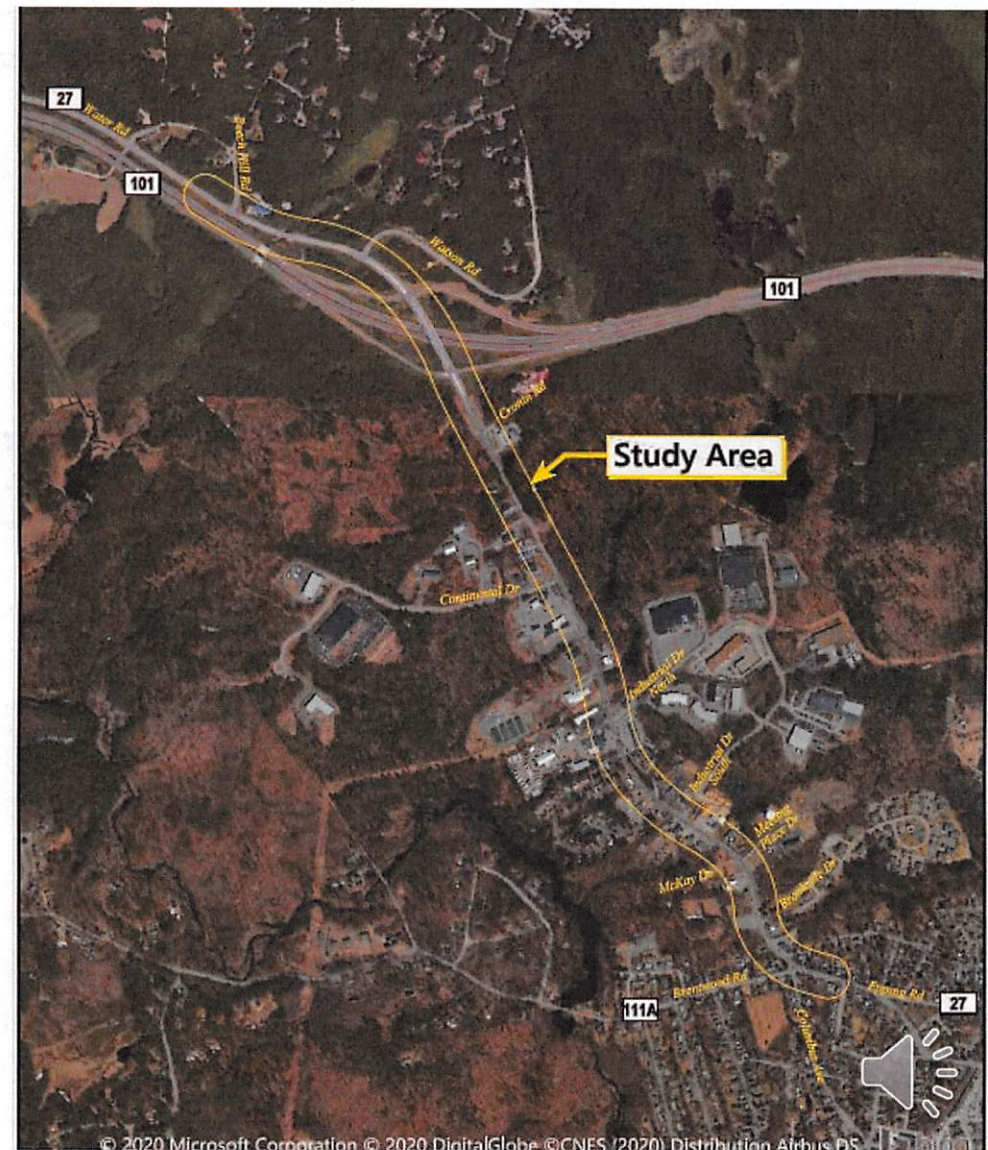


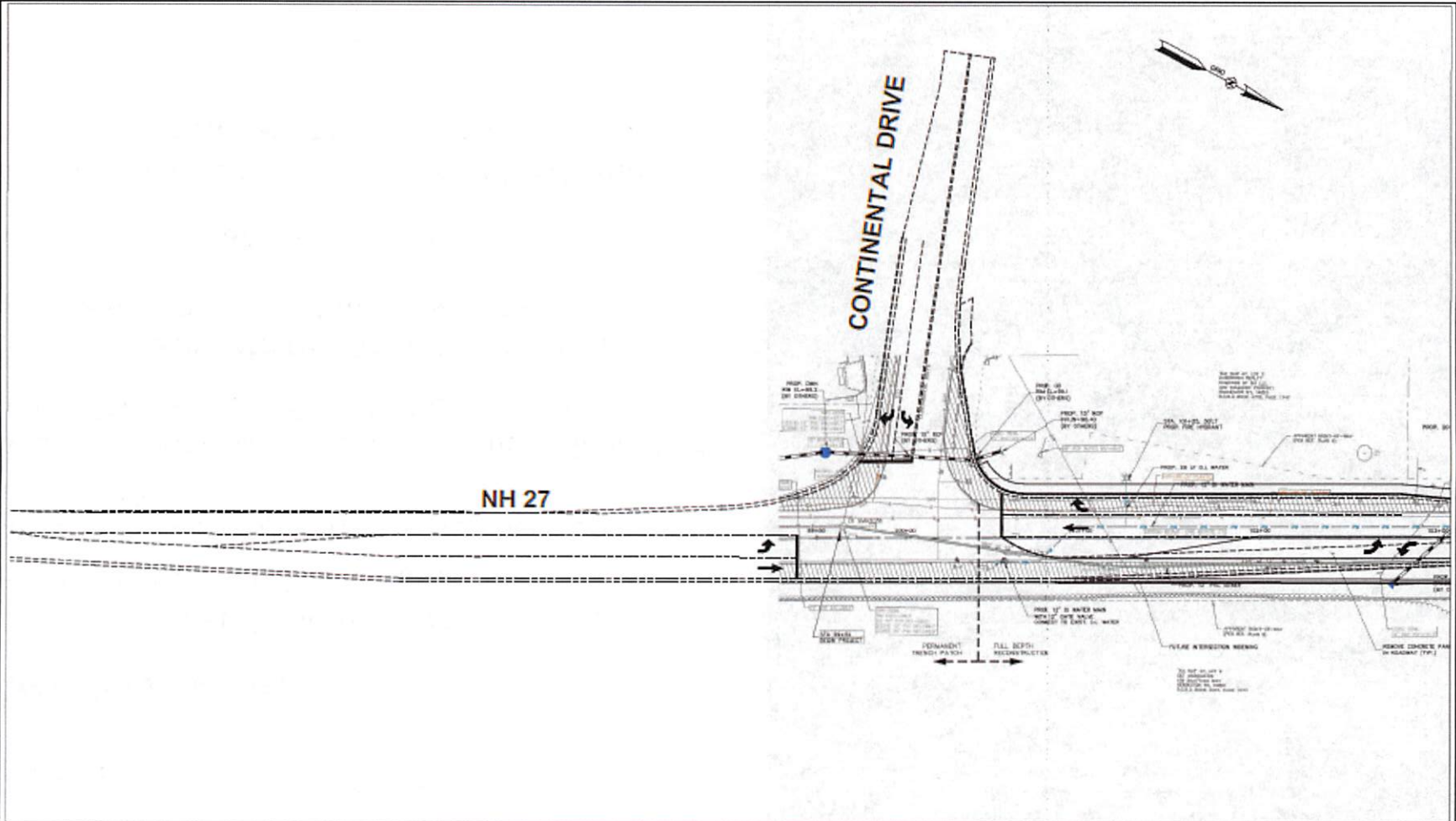


What: Epping Road Corridor Near-Term Conditions

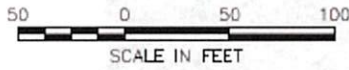
Near Term Improvements

- To improve safety and some operational concerns between Cronin Rd. and Continental Dr.
 - Omits planned developments and full development of vacant parcels
 - Measures do not negate the improvements identified in the Near-Term and Full Build Out conditions
- Construct two-way left-turn lane (center turn lane) between Cronin Rd. and Continental Dr.
- Improve sight lines at Beech Hill Rd.
- Conduct speed studies near Beech Hill Rd. and Watson Rd. and evaluate traffic calming measures



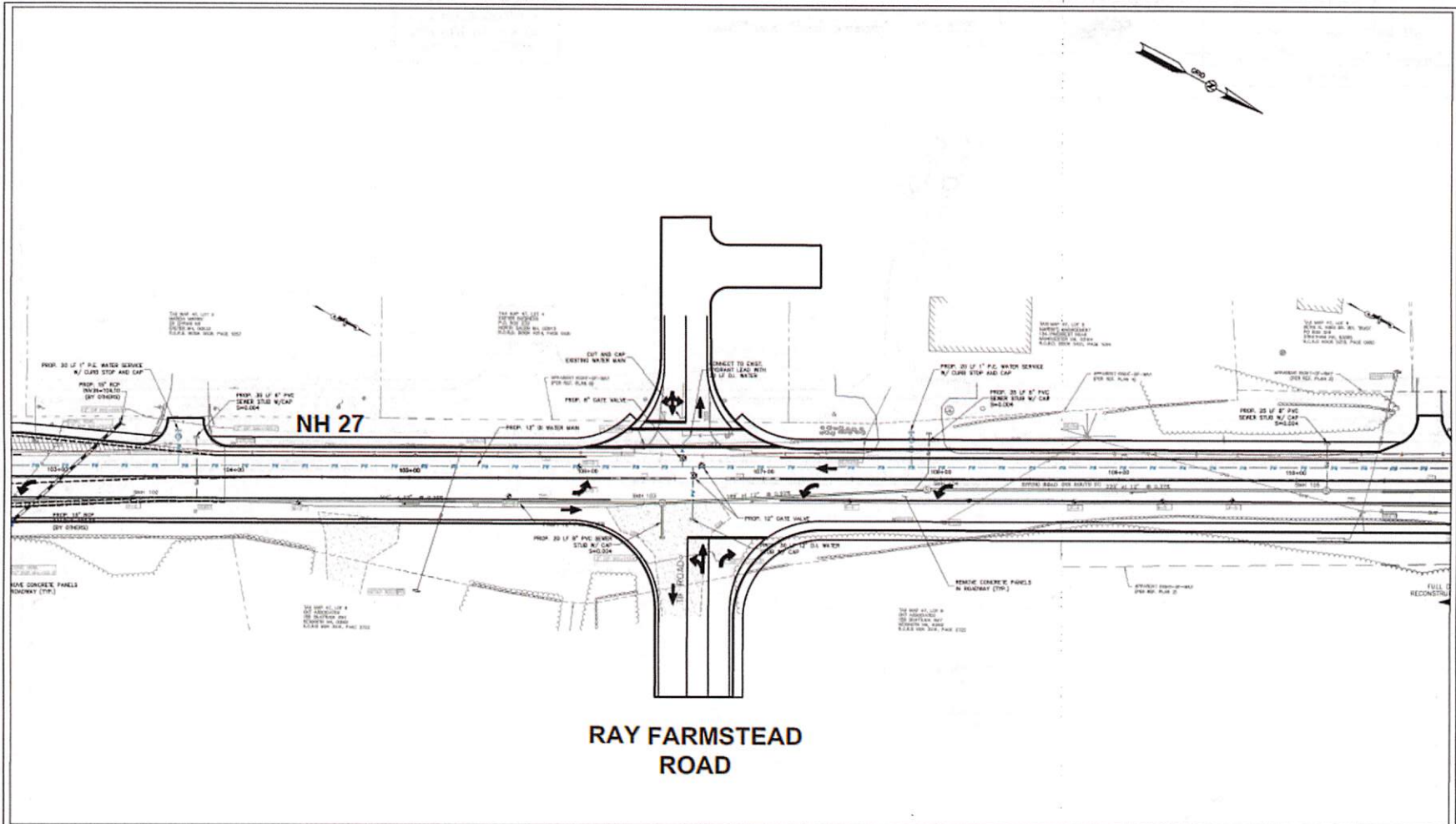


PROGRESS PLANS
 SUBJECT TO CHANGE
 DATE 9/28/2020



STATE OF NEW HAMPSHIRE				
DEPARTMENT OF TRANSPORTATION BUREAU OF HIGHWAY DESIGN				
NEAR-TERM IMPROVEMENTS				
DATE PLOTTED:	DESIGNER/NO.	CHECKED:	SCALE/PROJECT NO.	SHEET NO.
09/28/20	02076.00			1
				3





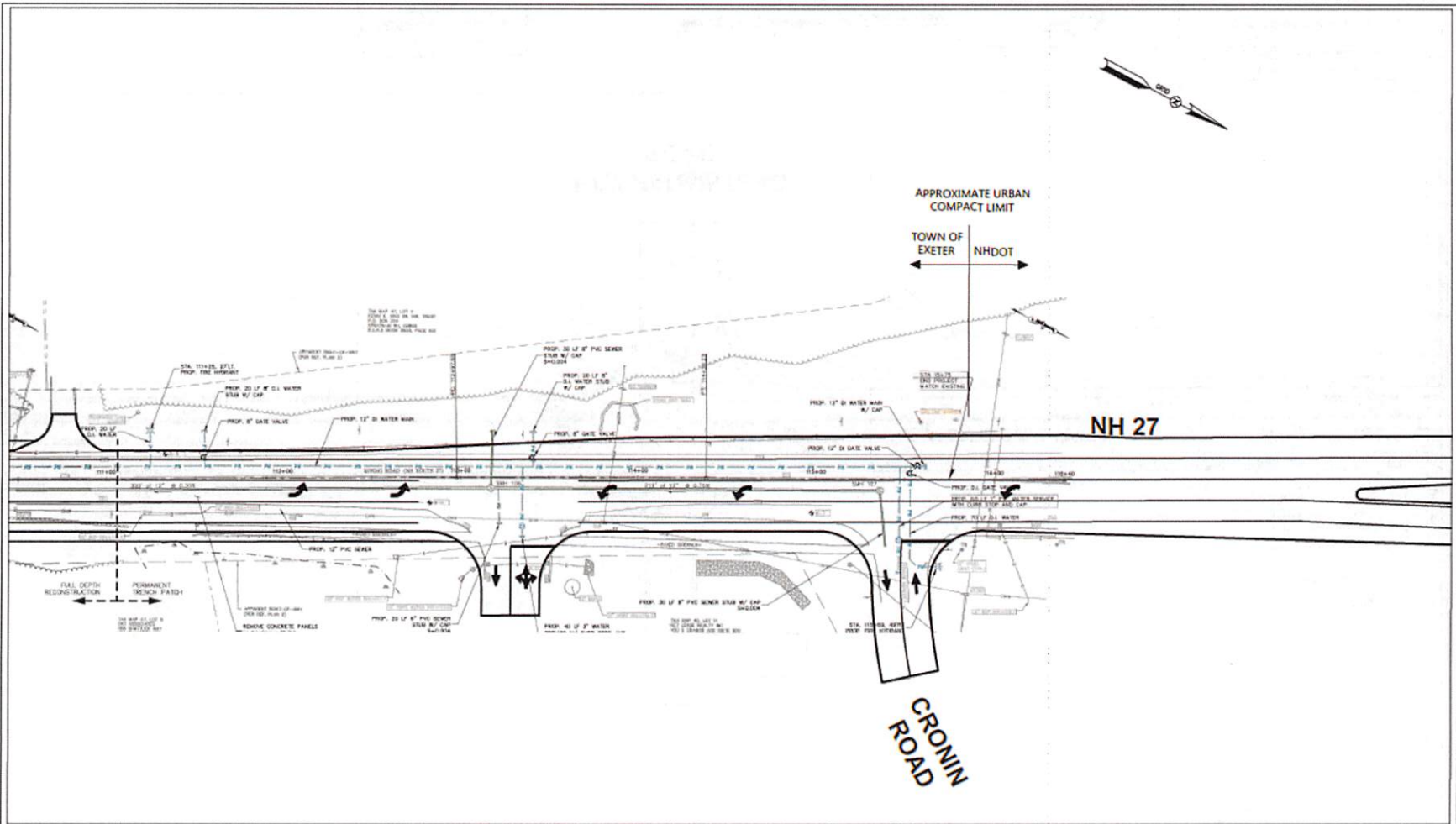
PROGRESS PLANS
SUBJECT TO CHANGE
DATE 9/28/2020



DATE PLOTTED:	DATE PROJECTING:
28-09-20	9/28/20

STATE OF NEW HAMPSHIRE			
DEPARTMENT OF TRANSPORTATION - BUREAU OF HIGHWAY DESIGN			
NEAR-TERM IMPROVEMENTS			
DRAWN:	DATE PROJECTING:	SHEET NO.:	TOTAL SHEETS:
		2	3





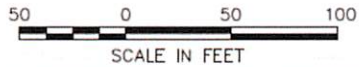
APPROXIMATE URBAN
COMPACT LIMIT

TOWN OF
EXETER NHDOT

NH 27

CRONIN
ROAD

PROGRESS PLANS
SUBJECT TO CHANGE
DATE 9/28/2020



STATE OF NEW HAMPSHIRE			
DEPARTMENT OF TRANSPORTATION BUREAU OF HIGHWAY DESIGN			
NEAR-TERM IMPROVEMENTS			
DRAWN	STATE PROJECT NO.	SHEET NO.	TOTAL SHEETS
		3	3





Offices located throughout the east coast



Discussion/Action Items

Squamscott Sewer Siphons Project

Discussion/Action Items

Kingston Road Sidewalks



EXETER PUBLIC WORKS DEPARTMENT

13 NEWFIELDS ROAD • EXETER, NH • 03833-3792 • (603) 773-6157 • FAX 772-1355

www.exeternh.gov

DATE: April 8, 2021
TO: Melissa Roy, Interim Town Manager
FROM: Jennifer Mates, P.E., Assistant Town Engineer
RE: Kingston Road Shoulder Widening & Sidewalk Project Update

The Public Works Department is currently working on obtaining easements from 12 different property owners in the project area for 10 temporary and 13 permanent easements. To date, we have received signed forms agreeing to the easements from 7 owners and have been in contact with the 5 other owners. The Highway Superintendent will be going door-to-door over the next few weeks to discuss the remaining easements with the owners and ask for their acceptance of the easements.

Once all of the easements have been obtained, NHDOT can authorize the town to put the project out to bid for construction. The NHDOT fiscal year begins on October 1 and authorization to bid must occur at about one month before that to meet deadlines of their finance department which closes to project funding allocation during September. The next available construction period based on their current project queue is 2023, however, NHDOT has indicated that funding will likely be available sooner than that.

The March 2021 town election included a warrant article to extend the deadline set by the previous warrant articles and provide matching funds for the additional scope that was approved in 2017. The current Opinion of Probable Cost for construction is \$896,000, which is included in the \$1,129,449 approved by NHDOT after the increase to the budget in 2017. There is no additional application or approval needed from NHDOT.

Refer to memo dated October 16, 2020, for additional project history.

Discussion/Action Items

Downtown Parking

Memo

To: Board of Selectmen
From: Darren Winham, Director
Date: 4.9.21
Re: Downtown Parking

Parking and traffic congestion in downtown Exeter at certain times of the day is problematic. Exeter's Planning and Economic Development Departments are working with the Select Board to try to find the best solution to this situation. Our intention and approach, two years ago, was to study and implement parking solutions in the Lincoln Street corridor followed the next year by addressing the Downtown district. In 2019, Exeter voters approved, to the tune of \$112,000, the study and implementation of paid parking in the Lincoln Street corridor. Those plans are on hold for the time owing to the pandemic. As recovery efforts continue to bear fruit and Exeter's downtown is becoming more vibrant, town staff believes now is the time to study and implement parking solutions. We are unable to use the Lincoln Street funds as the Warrant Article was specific to that corridor. It is my belief that, per American Rescue Plan Act funding parameters, use of said funds can be used for the purpose of a parking study. I am recommending that the Select Board vote that if we are able to use ARPA monies for such a study that we allocate the amount of \$15,000 for this purpose. We have received a quote from John Burke in that amount. Mr. Burke was the consultant we used for the Lincoln Street parking project and his quote for downtown is \$15,000.

Discussion/Action Items

Mobile Vending



HEALTH DEPARTMENT

Office 1 Junkins Avenue, Portsmouth, NH
03801

Hours Monday 8 AM – 6 PM
Tuesday – Thursday 8 AM – 4:30 PM
Friday 8 AM – 1 PM

Phone (603) 610 -7273

Fax (603) 427-1593

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FOOD TRUCK REGULATIONS



Great Circle Catering, Pease Tradeport

City Ordinances applicable to food trucks include: **Chapter 6: Article XIII: Hawkers and Peddlers**, **Health Department** regulations (pursuant to Chapters III & IV), and Chapter 10: **Zoning**, while the City's annual budget resolution (pursuant to Chapter I, Article XVI) establishes fees relating thereto.

The City currently allows the location of food truck operations as follows:

- Operation in one or two designated public parking spaces on State and Hanover Streets (allowed via **annual RFP**, only available from April 15-November 15, 7 am – 11 pm unless otherwise

approved, subject to City licensing and minimum bid of \$5,000);

- Operation on private property for seasonal sales of prepared food as permitted by the Zoning Ordinance (permitted in zones CD4, CD5, GB, B, CD4-W, OR, I, WI and by special exception from the Zoning Board of Adjustment in G1) - *please be sure to contact the **Planning Department** for any additional zoning provisions that may apply to a specific proposal;*
- Operation as part of a special event (such as the Cisco Brewery festival); and
- Vendors who wish to operate from public property must also receive a **Vendor's License from the City Clerk**. Requirements of this license include:
 - payment of a fee of \$250;
 - proof of an insurance policy (combined single limit of \$1,000,000) naming the City as an additional insured;
 - and compliance with a variety of rules pertaining to public safety, egress, traffic and circulation, cleanliness, trash removal, and noise. Additional restrictions on location when vending from public property (including streets and sidewalks) include: Not within 1,000' of a school (one hour before and after start/dismissal hours); not within 1,000' of a hospital, not within 50' of a public assembly building while in use, and not in front of the North Church.

Regardless of location, in order to operate the City requires all food trucks to:

1. Receive a **Mobile Food Service Permit** (permit fee \$200) from the Health Department. Key performance measures of this permit include that the units:
 - operate out of a licensed, inspected commissary and receive daily service, when operating, at the designated commissary, and;
 - all equipment must be manufactured by a licensed manufacturer and National Sanitation Foundation (NSF) or equivalent certified with the required hand sinks; no aftermarket alterations or home-built equipment shall be permitted.
2. Be clearly identified, pursuant to Section 6.1311 of our ordinances: All motorized food vendors operating in the City of Portsmouth are required to have lettering on both sides and rear of their vehicle(s), identifying the name of the business. The letters shall be at least four inches (4") in height and of such color and design as to be clearly visible at a distance of at least fifty (50) feet. The letters shall be of a material and affixed in a manner approved by the Licensing Officer.

Mobile Vending Permits

To operate a mobile vending unit in Portsmouth, you must have a license from the Portsmouth Health Department. There are 2 types of mobile permits offered. Regardless of which permit is applied for, *all equipment must be manufactured by a licensed manufacturer and NSF or equivalent certified with the required hand sinks*. No after-market alterations or home-built equipment shall be permitted.

Please use caution when purchasing/restoring mobile units. Previously licensed units may not meet current requirements and not all manufactured mobile units meet the above requirements.

Permit Types

Seasonal Mobile Pushcart Food Service Permit

Includes hot dog carts, crepe carts, lemonade stands and ice cream carts, etc.

- Permits offered for this type of mobile unit run from April 15 – October 15 and must operate out of a Portsmouth licensed commissary that passes inspection. The unit must be serviced at the commissary every day of operation.
- There are 7 locations on City property from which a pushcart can operate. The cart must meet size specifications. To operate in one of these locations there are additional insurance and local Hawkers and Peddlers license requirements. For further information, please visit <http://cityofportsmouth.com/cityclerk/documents/VendorPamphlet.pdf>

Mobile Food Service Permit

Includes Canteen Trucks, Food Trucks, Food Trailers, and Ice Cream trucks

- Permits offered for this type of mobile unit are year-round and renewed each July.
- These units must operate out of a licensed commissary that passes inspection and must be serviced at that commissary every day of operation.
- Examples to assist in determining if a unit fits into this category:

Mobile Canteen Truck

This is the standard canteen truck that has a mobile route and generally visits businesses and job sites.

Mobile Food Truck

These are mobile kitchens with a side-opening service area.

* See additional information below regarding available vending spaces.

Mobile Food Trailers

These are enclosed mobile kitchens that are towed. They must remain mobile (on wheels, removed from property routinely).

* These vehicles may be permitted in special situations but are not permitted on City sidewalks, or parking spaces.

Additional Information

- Vending from parking spaces is not allowed. However, there are two parking spaces available for **Mobile Food Truck** vendors to bid on. For more information please visit <http://cityofportsmouth.com/finance/bids/33-13.pdf>
- For temporary event information visit <http://cityofportsmouth.com/health/eventpermits.htm>

Please contact the Portsmouth Health Department at (603) 610-7273 or 610-7238 for additional information if you are considering applying for a permit to operate a mobile food service unit in the City of Portsmouth.

City of Portsmouth
Portsmouth, New Hampshire
Mobile Vending From Municipal Spaces,
Bid #56-18

INVITATION TO BID

Sealed bid proposals, plainly marked, “Mobile Vending From Municipal Spaces, Bid #56-18” on the outside of the mailing envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until **2:00 p.m., March 29, 2018** at which time all bids will be publicly opened and read aloud.

The City of Portsmouth has identified two locations within the downtown from which it will permit vending from municipal parking spaces. This invitation is to elicit bids for mobile vending from a mobile vehicle (also known as a Food Truck, with vending from the side only) from either of the two locations. All other vending from municipal parking spaces is prohibited under ordinance. Minimum bid is \$5,000.00.

A copy of the bid specifications may be obtained at the City’s website: <http://www.cityofportsmouth.com/finance/purchasing.htm>. Addenda to this bid, if any, including written answers to questions, will be posted on the City of Portsmouth website. Addenda and updates will NOT be sent directly to vendors. Questions may be addressed, in writing, to the Purchasing Coordinator at purchasing@cityofportsmouth.com.

The City of Portsmouth reserves the right to reject any or all bid proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

City of Portsmouth
Portsmouth, New Hampshire
“Mobile Vending From Municipal Spaces”

Bid Specifications

Introduction

In 2010 the Portsmouth City Council amended Chapter 6, Article XIII Section 6.1307 relative to motor vehicle vending from municipal parking spaces. Pursuant to the ordinance change:

- Vending from parking spaces shall be permitted only from spaces approved by the Parking Committee for such purposes. The Parking Committee has identified two parking spaces for such vending purposes: one on State Street and one on Hanover Street. See Exhibit 1 to this bid;
- Vending from the spaces shall be permitted from April 15, 2018 to November 15, 2018 only;
- Vending spaces shall be available to the highest qualified bidder; and
- There shall be a minimum bid price for use of the vending spaces.

The vendor who submits the highest qualified bid for a particular space will have the opportunity to enter into a license agreement to vend from the municipal parking space. The license will provide for vendor’s exclusive use of the vending space for that period. The license will have substantially those terms and conditions shown on the attached Exhibit 2 to this document. Vendors should review those terms and conditions carefully.

There has been no change to the City’s ordinances and policies relative to vending from the City’s sidewalks. This bid applies only to motor vehicles (not carts) and municipal parking spaces.

Instructions to Bidders: Addenda to this bid, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm>. Addenda and updates will **NOT** be sent directly to vendors. Vendors submitting a proposal should check the web site daily for addenda and updates after the release date. Vendors should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

Submittal Requirements: Vendors must include:

1. A cover letter describing:
 - The motor vehicle vendor proposes to use along with an accompanying photograph(s);
 - The goods/food the vendor proposes to sell; and
 - The hours the vendor anticipates vending.
2. The Price Proposal Form;
3. A copy of any valid permits or licenses issued by the City of Portsmouth for vending of goods or food; and

4. A copy of any permits issued by the State of New Hampshire for vending of goods or food;

Vendor is not required to obtain local and state permits prior to submission of a bid, but will be required to obtain all state and local permits and licenses prior to execution of the license for the municipal parking space. Vendor may submit such additional information as it deems necessary or helpful to the City's evaluation process.

Disqualification: Vendor will be disqualified if:

- Vendor has a history of non-compliance with local and state regulations, ordinances and laws;
- Vendor's proposed motor vehicle, proposed method of servicing customers, or goods/food for sale raises health or safety concerns that cannot be reconciled through the license terms. By way of further guidance, it is imperative that vending be able to occur in a manner which does not create a risk for customers, vehicular traffic, the vendor or others, or create damage to City property.
- If food vending, if Vendor has within the last year had a health inspection that: yielded more than 2 critical item violations per inspection; or any repeat critical item violation(s); a total inspection score of less than 80; or if the Commissary named on the Commissary Agreement did not maintain an inspection score of 80 or greater;
- Vendor has a history of harassing, intimidating or threatening other vendors;
- If the bid proposal is on a form other than that furnished;
- If there are unauthorized additions, conditions or irregularities which may make the bid proposal incomplete, indefinite or ambiguous as to its meaning;
- If more than one proposal for the same work from an individual, firm, or corporation under the same or different name or there is evidence of collusion among bidders;
- Failure to submit all required information; or
- Disqualification is in the best interest of the City of Portsmouth.

By submitting a bid proposal, the vendor authorizes the City to undertake such investigation as may be necessary to verify the vendor's qualifications. The vendor may be requested to execute a release(s) in favor of third parties who have information relative to the vendor's qualifications. Refusal to execute a release may result in disqualification.

Delivery of Bid Proposals: When sent by mail, the sealed proposal shall be addressed to the City at the address and in the care of the official in whose office the proposals are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation for bid proposals. All bid proposals should be plainly marked on the outside of the envelope "Mobile Vending from Municipal Spaces Bid #56-18". Proposals received after the time for opening of the proposals will be returned to the vendor, unopened. Faxed proposals are **NOT** acceptable.

Withdrawal of Bid Proposals: A proposal may be withdrawn prior to execution of License.

Reservation of Rights: The City of Portsmouth reserves the right to reject any or all bids to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

Exhibit 2**LICENSE TO VEND FROM MUNICIPAL PARKING SPACE**

The City of Portsmouth, a municipal corporation with a principal place of business of 1 Junkins Avenue, Portsmouth, New Hampshire (hereinafter "City"), for the License Fee of {INSERT BID AMOUNT} hereby grants this revocable license to {VENDOR NAME AND ADDRESS} (hereinafter "Licensee") to allow the vending of goods and/or food from the municipal parking space shown on Exhibit 1 (hereinafter "Vending Space") in accordance with the following terms and conditions:

1. This license authorizes the vending of goods/food from the Vending Space for the period of April 15, 2018 to November 15, 2018.
2. Vending shall be from only that vehicle described as follows: {insert description of vehicle – e.g. the vehicle licensed by the City of Portsmouth VIN # _____, License Plate #: _____}. Should Licensee seek to vend from a different vehicle, Licensee shall seek the written consent of the City and such vehicle shall be inspected and licensed by the Health Department. Such consent shall not be unreasonably withheld. Requests shall be directed to the City Manager.
3. The Licensee agrees to maintain the vehicle described in the proceeding paragraph in good condition and to vend from it only those items/foods which vendor is lawfully allowed to vend in accordance with local and state permits.
4. Licensee agrees to keep the vending space in a clean and sanitary condition at all times and to comply with any reasonable requests of the City with respect to maintenance of the area. Receptacles for trash shall be made available to customers and removed by Licensee when the vendor departs the Vending Space each day.
5. Licensee must comply at all times with all other applicable State and local ordinances specifically including those relative to vending and health safety. Motor vehicle shall be properly registered at all times and Licensee shall provide proof of registration if requested by the City.
6. Licensee and/or operators of the vehicle shall maintain at all times such State and local permits and licenses as are required. Nothing in this license diminishes, negates, changes or alters the authority of the Health Department or any other department relative to licenses and permits issued by it. Such other agencies and departments shall have all remedies available to it under law.

7. If food vending, it shall be grounds for revocation under paragraph 15, if an inspection by the Health Department yields: (1) more than 2 critical item violations per inspection; or (2) any repeat critical item violation(s), (3) a total inspection score of less than 80, or (4) if the Commissary named on the Commissary Agreement does not maintain an inspection score of 80 or greater, or (5) vendor failed to sign in to Commissary on day of inspection, or on any day of operation, or (6) vendor protests/refuses inspection.
8. Licensee shall not harass, intimidate or threaten other vendors.
9. Payment of the License Fee shall be made in two equal installments. The first payment shall be prior to first use of the Vending Space or by April 30, whichever occurs first. The second payment shall be no later July 15.

Checks shall be made payable to the City of Portsmouth and directed to the attention of the Parking Clerk, City of Portsmouth, 1 Junkins Avenue, Portsmouth, NH 03801.

10. Licensee hereby agrees to indemnify and hold harmless the City and its respective officials, employees and agents from any and all liability of any kind associated in any way with the exercise of the rights granted under this license. This obligation shall survive the termination of this License.
11. The Licensee agrees to maintain not less than \$1,000,000.00 per occurrence in general liability insurance covering Licensee's activities within and use of the Vending Space and naming the City as an additional insured. A certificate indicating the existence of this insurance shall be kept on file with the City Clerk at all times.
12. This license is not transferrable or assignable without the written consent of the City.
13. Licensee shall not operate from the vending space before 7:00 a.m. or after 11:00 p.m. without the written consent of the City.
14. Licensee agrees to cooperate with the City in the event that the City needs to undertake temporary maintenance or construction within the Vending Space or to make available the area for a special event. For example, in the event of a necessary water line repair, vending from the space might have to be suspended for a short period of time. In such instance, the City is prepared to try to identify an alternative temporary location for vending or to refund/credit an equitable portion of the License Fee.
15. Both the City and Licensee acknowledge that conditions may arise that might require a permanent relocation of the vending space. The City may, for good cause and upon reasonable notice, assign Licensee a different vending space in the downtown area. The City and Licensee shall in the first instance

attempt to identify a mutually agreeable alternative Vending Space. Should Licensee object to the alternative location, Licensee without penalty may terminate the License and, if Licensee has already paid all or a portion of the Franchise Fee, an equitable portion of the fee already paid for the Vending Space will be refunded.

- 16. This license may be revoked if Licensee fails to abide by the obligations set forth in this License. Licensee will be provided with notice of any deficiency and an opportunity to cure. Such cure period shall be seven (7) days except in the event of a serious health or safety violation, in which case the cure period shall be immediate. There shall be no refund of the License Fee paid to date of revocation.
- 17. Any damages sustained by Licensee for breach of this License shall be limited to refund of any fees paid.
- 18. Licensee agrees that it shall reimburse the City for the cost of remediating any situation caused by failure of the License to comply with this License, including but not limited to the cost of cleaning or repairs necessitated by Licensee's negligent actions or use of the Vending Space in a manner inconsistent with the terms of this License.
- 19. At the City's discretion, this License may be renewed for an additional one-year term.

CITY OF PORTSMOUTH

Dated: _____

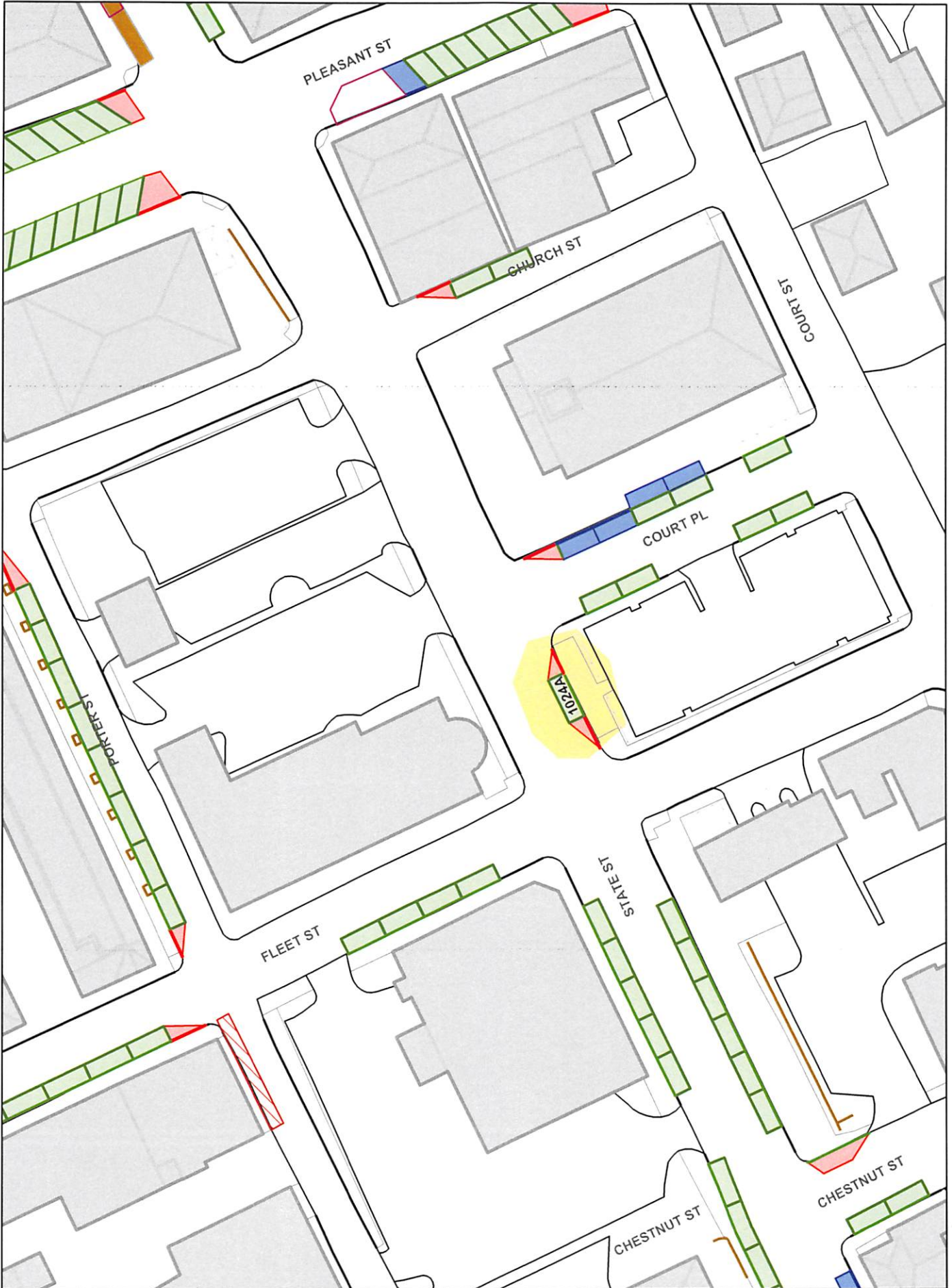
By: _____
John P. Bohenko, City Manager

Dated: _____

By: _____



Hanover Street - Vending Space #2004



State Street - Vending Space #1024A

JAIMIE DONOVAN
Health Officer
j.donovan@dover.nh.gov



Mailing Address: 288 Central Avenue
Dover, NH 03820

Physical Address: North End Fire Station
262 Sixth Street
Dover, New Hampshire 03820-4169

Tel: (603) 516-6038 Fax: (603) 516-6146

City of Dover, New Hampshire

Permit application for: Food service establishments, Bakeries, food stores, night clubs/bars, prepackaged foods, catering, private clubs, mobile units.

NEW APPLICATION: _____ RENEWAL: _____ PREVIOUS LIC. # _____
(OFFICE USE)

ESTABLISHMENT/BUSINESS NAME: _____

ESTABLISHMENT OWNER: _____

ESTABLISHMENT ADDRESS: _____

BILLING ADDRESS: _____

BUILDING OWNER: _____

ADDRESS OF OWNER: _____

PHONE #'S (establishment) _____ (owner) _____ (other) _____

EMAIL ADDRESS FOR OWNER: _____

HOURS OF OPERATION: (Mon. – Fri.) _____ (Sat. – Sun.) _____

MOBILE UNIT/VENDOR, LOCATION/STOPS & TIMES: _____

VEHICLE REGISTRATION: _____

TYPE OF ESTABLISHMENT: _____

NON-PROFIT: _____

TOTAL SEATING CAPACITY: (including lounge, inside and outside seating) _____

*Any food establishment license/permit granted under this application is expressly conditional upon continued adherence to all state and local laws and regulations including land use regulations relating to the operation of the permitted establishment. Any license/permit granted hereunder may be suspended or revoked for violation of any such laws or regulations. Repeated critical violations shall be reason for review of this license/permit issued under this application by the board of health.

APPLICANT SIGNATURE: _____ DATE: _____

UNDER REVIEW: _____ APPROVED: _____

(ref. chapter 99 of the City of Dover eating and Drinking establishment and hep-2300 State of N.H. sanitary production and distribution of food)

Chapter 109
PEDDLERS AND VENDORS

§ 109-1. Purpose.

Pursuant to the terms of RSA 31:102-a and 31:102-b, the purpose of this chapter is to enact provisions for the licensure and regulation of peddlers and vendors.

§ 109-2. License required; display of license.

It shall be unlawful for a peddler or vendor, as defined in § 109-3 of this chapter, to engage in such business within the City of Dover without obtaining a license from the Licensing Board by application through the City Clerk as hereinafter provided. Such license shall be displayed in a conspicuous place. In addition, a health license may be required. See Chapter 85, Food Service Establishments, and also §§ 109-4 and 109-5 of this chapter.

§ 109-3. Definitions.

As used in this chapter, the following terms mean:

MOTOR VEHICLE — Any vehicle used for the displaying, storing or transporting of articles offered for sale by a vendor, which is required to be licensed and registered by the Division of Motor Vehicles. **[Amended 2-12-2020 by Ord. No. 2020.01.08-001]**

PEDDLER — As defined in RSA 320:1, and includes any person, whether a resident of the City of Dover or not, traveling by foot, wagon, motor vehicle or any other type of conveyance from place to place, from house to house or from street to street, carrying, conveying or transporting goods, wares, merchandise, meats, fish, vegetables, fruits, garden truck farm products or provisions, offering and exposing the same for sale from stock or by sample for future delivery or who, without travelling from place to place, shall sell or offer the same for sale from a wagon, stand, motor vehicle, railroad car or other vehicle or conveyance. The term "peddler" shall not be construed to include an individual who displays his merchandise on a public sidewalk immediately adjacent to his place of business, provided that any merchandise so displayed allows 48 inches of pedestrian travel width consistent with the provisions of Chapter 125, Streets and Sidewalks. **[Amended 2-12-2020 by Ord. No. 2020.01.08-001]**

PUBLIC PROPERTY — Any City-owned or -controlled property, including but not limited to streets and sidewalks.

SELL — Includes any offer or attempt to offer any exchange of a product or service.

STAND — Any table, showcase, bench, rack, pushcart, wagon or any other wheeled vehicle or device which may be moved without the assistance of

a motor and which is not required to be licensed and registered by the Division of Motor Vehicles, used for the displaying, storing or transporting of articles offered for sale by a peddler. **[Amended 2-12-2020 by Ord. No. 2020.01.08-001]**

VENDOR — A peddler who on public property sells food, beverage or merchandise from a stand, motor vehicle or his person.

§ 109-4. Application for license.

- A. The application for a peddler's or vendor's license shall include the following information:
- (1) The name, home and business address of the applicant, and the business name and business address of the peddler or vendor business, if other than the applicant, and any stand and motor vehicle to be used in the operation of the business. **[Amended 2-27-2019 by Ord. No. 2019.02.13-004]**
 - (2) A description of the type of food, beverage or merchandise to be sold and, in the case of products of farm or orchard, whether produced or grown by the applicant.
 - (3) A description and photograph of any stand or motor vehicle to be used in the operation of the business, including the license and registration number of any motor vehicle used in the operation of the business.
 - (4) Certificates of inspection as required by § 109-5 of this chapter.
 - (5) A certificate of insurance or other proof acceptable to the Licensing Board that the applicant has been issued an insurance policy by an insurance company licensed to do business in the State of New Hampshire, protecting the licensee from all claims for damage to property and bodily injury, including death, which may arise from operations under or in connection with the license. Such policy shall provide coverage for personal and property damage in such amounts as may be deemed reasonable by the Licensing Board.
- B. In addition, an application for a vendor's license shall include:
- (1) A vendor from a motor vehicle shall describe, if less than the entire City, the general area in which he proposes to vend.
 - (2) A description of the proposed location of the vending business.
 - (3) A vendor from a motor vehicle who wishes to operate from a fixed location may request the hours and days of the week during which he wishes to operate. The Licensing Board shall have the authority to set the hours of operation.

§ 109-5. Inspection.

A vendor of food and beverages shall comply with the inspection provisions and standards for restaurants contained in Chapter 85, Food Service Establishments, and the following:

- A. The equipment used in vending food and beverages shall not be used until the vendor receives a certificate of inspection indicating compliance with this section.
- B. Each food and beverage vending business shall be inspected at least quarterly by the Health Officer.

§ 109-6. Fees.

License fees shall be in accordance with the Fee Schedule.

§ 109-7. Exemptions.

- A. Noncommercial vendors such as religious, charity, political and other social nonprofit organizations are exempt from these provisions and are not required to apply for an exemption.
- B. Participants in any street fair, as defined by RSA 31:100, which may be authorized from time to time by the City Council, and persons selling agricultural products from their own labor on land they own or till shall be exempt from the fee requirements of § 109-6 only. All other provisions of this chapter shall apply to said participants. "Said participants" shall be defined as those persons or business organizations which have been listed and identified by the organization sponsoring any such street fair. Any list compiled by said organization for the purposes of this subsection shall be completed and placed on file in the office of the City Clerk on or before the first day of the street fair.

§ 109-8. Violations and penalties. [Amended 2-12-2020 by Ord. No. 2020.01.08-001]

Any person, firm or corporation violating any provisions of this chapter shall be guilty of a violation and be subject to a fine as provided in the City Fine Schedule.

CITY OF DOVER APPLICATION OF PEDDLERS/VENDORS LICENSE

Dover City Clerk
Municipal Building - 288 Central Avenue
Dover, NH 03820-4169

(603) 516-6018

PLEASE PRINT

Name of Applicant: Telephone No.

Name of Business:

Home Address:

Business Address: Telephone No.

Name and Address of Owner other than Applicant:

Telephone No.

Location for Sale of Goods:

Product (s) to be Sold:

Are they produced or grown by applicant:

Requested Effective Date of Operation: From: To:

Days and Hours of Operation:

THE FOLLOWING MUST BE SUBMITTED WITH APPLICATION

*Description & Photograph of stand or motor vehicle being used: Yes No

*Certificate of Insurance: Yes No

*Motor vehicle registration and license plate number:

*Certificate of Inspection for equipment to be used: (Food/Beverage Vendors) Yes No

*Copy of State License issued to applicant pursuant to provisions of R.S.A. 320:8 or signed statement claiming exemption therefrom: Yes No

*Positive I.D.

I HEREBY CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT:

Signature of Applicant:

ANNUAL LICENSES EXPIRE AT MIDNIGHT ON MAY 31st AND MAY BE REVOKED FOR JUST CAUSES

Licensing Board: Approved Disapproved

LICENSE FEES

- \$10.00 per week to peddle other than from a motor vehicle, not to exceed 12 weeks in duration (payable upon application)
Peddler - \$200.00 per year per vehicle to peddle from a motor vehicle (payable upon application)
Vendor - \$200.00 per year to vend from a fixed location (payable upon application)
- \$200.00 per year per vehicle to vend from a motor vehicle (payable upon application)

Exemption from fees pursuant to 133-7, participating only in a "street fair"

CITY OF DOVER APPLICATION OF PEDDLERS/VENDORS LICENSE

Dover City Clerk

Municipal Building – 288 Central Avenue

Dover, NH 03820-4169

The applicant must comply with the requirements of City Code Chapter 166 relative to metered parking and marked lines

The applicant must comply with the requirements of City Code Chapter 131 regarding loud or unreasonable noise

Signature/date

RELEASE OF INFORMATION

I hereby, authorize the Dover Police Department to release any and all records (including criminal records) in my name. I understand that the information so released may prove unfavorable to me. I agree to hold any source of information blameless for any error in reporting this information. I release all persons whomsoever from any liability arising out of, or resulting from the release of this information. I am willing that a Photostat of this authorization be accepted with the same authority as the original.

PRINTED NAME OF APPLICANT: _____

SIGNATURE OF APPLICANT: _____

DATE OF BIRTH: _____ SSN: _____ SEX: _____

MAIDEN NAME IF APPLICABLE: _____

PRESENT ADDRESS OF APPLICANT: _____

PREVIOUS ADDRESS OF APPLICANT: _____

WITNESS TO SIGNATURE: _____ DATE: _____

WARNING

It is a crime to knowingly provide false information on this application form. Persons doing so will be investigated and prosecuted by the Dover Police Department. All criminal and motor vehicle summonses, arrests, or convictions must be acknowledged as requested except where they have been annulled. Annulled records are those whereby you have FORMALLY petitioned the court to do so, and the court has granted that petition. If you have any questions as to what should be included in this section of the application form, please call or contact the Dover Police Department for further information.

Effective 6/1/2001



TOWN OF DURHAM

PERMIT APPLICATION
STREET VENDING, PEDDLING, DOOR-TO-DOOR SOLICITING,
AND OTHER COMMERCIAL ACTIVITIES

MAIL COMPLETED FORM TO: DURHAM POLICE DEPARTMENT
86 DOVER ROAD, DURHAM, NH 03824
OR EMAIL: Police@ci.durham.nh.us

Type of Permit Requested (Please Check one)	Permit Fee
Door-to-Door _____	_____ \$50/initial fee _____ \$100/week
Street Vendor _____	_____ \$50/initial fee _____ \$100/week
Itinerant Vendor _____	_____ \$50/initial fee _____ \$100/week
Nonprofit Organ. _____	_____ N/A _____ N/A
Other _____	TOTAL FEES DUE: \$ _____

SECTION I: GENERAL INFORMATION

Date of Application _____

Name of Organization & Representative _____

Local Address: _____

Address of Organ. and/or Rep. _____

Telephone Number of Organ. and/or Rep. (_____) _____

Email address of Organ. and/or Rep. _____

Driver's License Number & State _____

Insurance Carrier _____

Address of Carrier _____

Policy No. & Expiration Date _____

Date(s) of Activity _____

Time(s) of Activity _____

Type of Activity _____

Area where Activity will occur _____

SECTION II: DOOR-TO-DOOR SOLICITATIONS

Complete Section I above. Complete the following section ONLY if the permit is to conduct door-to-door solicitations. **Background investigations on each solicitor will be conducted by the Durham Police Department. The Town of Durham reserves the right to deny any applicant a permit based upon the results of the criminal background check.**

Name(s) and Date(s) of Birth of Solicitors: _____

Type of Identification Solicitors will be wearing: _____

Vehicle and Plate Number(s) Used During Solicitation: _____

SECTION III: ATTACHMENTS

Persons applying for permits to conduct door-to-door, itinerant, or street vending operations must attach to the application a copy of each solicitor's driver's license, vehicle registration, and a State of New Hampshire Hawker and Peddler License.

Nonprofit and charitable organizations must attach proof of "nonprofit" status if other than a church or school.

FOR OFFICIAL USE ONLY

Special Conditions (if required): _____

CHAPTER 124
STREET VENDING, PEDDLING AND SOLICITING

[HISTORY: Adopted as Ordinance #93-04 on March 1, 1993 by the Durham Town Council. Limiting street vending, peddling, soliciting and other commercial activities. All amendments included at time of adoption of Code].

Article I
GENERAL PROVISIONS

124-1. Purpose and Intent.

The purpose of this chapter, pursuant to RSA 31:102-a and Section 3.8 of the Durham Town Charter, is to limit and properly regulate the practice of street vending, peddling and soliciting for the following reasons:

- A. To protect and promote the public health, safety and welfare of its citizens.
- B. The Durham Town Council finds that the primary purpose of the public streets, sidewalks, and rights-of-way are for general vehicular, pedestrian and bicycle use; and
- C. The Durham Town Council finds that certain commercial activities on these public places can create and cause a safety hazard and interfere with the public use of streets, sidewalks and rights-of-way.

124-2. Definition of Activity.

This chapter shall control any buying or offer to purchase any items, selling or display or offering for sale of food, beverages, merchandise or services of any kind, whether by a person or from a stand or motor vehicle or otherwise within the areas affected. These activities may be known or referred to as street vending, peddling, soliciting, hawking or itinerant vending.

(Section 124.2 amended by Ord. #2012-10 dated 9/24/12)

124-3. General Prohibition.

Street vending, peddling, soliciting, hawking and itinerant vending, as defined in RSA 320:1, RSA 321:1 and RSA 31:102a, is prohibited on the public ways and properties in the Town of Durham except as permitted by the Town pursuant to this chapter and only in compliance with the terms of this chapter.

124-4. Prohibited Vendor Conduct

A vendor is a peddler who for the purpose of this ordinance on public property buys or offers to purchase, sells or offers to sell food, beverage or merchandise from a stand, motor vehicle or his person. A vendor shall not:

- A. Engage in vending which impedes pedestrian or vehicular traffic.
- B. Engage in vending which is not itinerant in nature and at no time park permanently or temporarily in any designated "No Parking" zone.
- C. Engage in vending which violates the standards and regulations of this chapter and the provision of State statutes regulating hawkers, peddlers, and itinerant vendors.
- D. Engage in vending on Main Street, Madbury Road, Pettee Brook Lane, Jenkins Court, or Garrison Avenue.
- E. Create or cause to be created any human or mechanical noise in connection with voices which creates a nuisance to the surrounding area.
- F. Engage in street vending at any time except during Daylight Savings Time between 9:00 A.M. - 8:00 P.M, and during Standard Time between 9:00 A.M. - 4:00 P.M.

(Section 124.4 amended by Ord. #2012-10 dated 9/24/12; Section 124.4 D. amended by Ord. #2017-03 dated 4/17/17)

124-5. Special Provisions for Downtown Sidewalk Sales.

- A. The owner of a retail store may display merchandise normally located within the store on a sidewalk immediately abutting the store thirty (30) days in each calendar year. An annual outdoor display permit shall be issued for this purpose by the Code Enforcement Department based on the standards set forth in Section 7 of this chapter, excluding Sections 124-7(B, C & D), unless prior violations have been documented at this property address.
- B. In no case shall any displays leave less than six (6) feet in width of the sidewalk unobstructed.

(Section 124-5A. amended by Ord. #2007-07 dated 6/4/07)

124-6. Exemptions.

- A. Any public event sponsored by a non-profit organization (such as a "Festival on the Green") provided that any concessions or sales must be directly related to the event and must be included in the public assemblage permit approved for the event.
- B. Any event which takes place in Town recreation areas and is a part of a Town-sponsored event or has the express written permission of the Town Administrator.
- C. Any event which takes place on land owned or controlled by the public school system and has the express written permission of the principal of the school in question.
- D. Any auction or other activity which takes place in or at the Municipal Building and has the express written permission of the Town Administrator.

124-7. Permit Procedure.

- A. A person either on his own behalf or on behalf of a group of persons, wishing to conduct any type of street vending shall file with the Town Administrator an application containing:
 - 1. The name, address, and phone number of the applicant;
 - 2. The nature and type of activity;
 - 3. The name and/or names of the businesses covered under the permit;
 - 4. If vehicular in nature, the name of any individual who drives, and a copy of their license;
 - 5. Copies of applicable NH State licenses; and
 - 6. Any additional information of a reasonable nature that the Town Administrator feels is necessary to ensure the public's safety.
- B. Each permit shall be reviewed by the Chief of Police, Director of Public Works, Director of Planning and Zoning, and the Fire Chief.
- C. The owner of any street vending operation must have and be able to demonstrate appropriate liability insurance, and have all applicable New Hampshire State permits.
- D. The permit fee for street vending will be an initial application charge of \$50 and \$100 per week.

(Section 124-7(D) amended by Ord. #2008-19 dated 12/01/08)

124-8. Official Action on the Permit.

- A. The Town Administrator or his/her designee shall determine whether the applicant has:
 - 1. Submitted a complete and accurate application;
 - 2. Met the provisions and purposes of the chapter; and
 - 3. Provided adequate arrangements to ensure the safety of the public persons covered under the permit, and the prevention from damage of public and private property has been provided for.
- B. Upon consideration of all items in Section 6, the Town Administrator has the authority to approve or disapprove the application. This decision shall be based on a finding by the Town Administrator that the applicant has met the standards stated in Section 7A above. In either case, a decision must be made no later than five (5) working days after receipt of the application. If the application is disapproved and the permit is denied, the Administrator shall provide written reasons to the applicant at the time of notification of disapproval of application and denial of permit. Permit applications may be obtained during normal business hours from the Town Administrator's Office.

Code of the Town of Durham, NH
Chapter 124 – Street Vending, Peddling and Soliciting

- C. The Town Administrator may amend or revoke a permit if it appears that the arrangements contained in the permit will no longer prevent injury to person or property due to a change in circumstances under which the permit for possession was granted.

124-9. Appeal Process.

A person may appeal to the Town Council the denial of a permit by filing a written notice within five (5) working days of denial of the permit. The Town Council shall forthwith consider the appeal at a hearing at which the applicant is present. The Town Council may affirm or reverse the Town Administrator's decision, or attach such additional conditions to the permit as will, in their best judgment, protect the public safety and persons covered under the permit, and the prevention from damage of public and private property.

124-10. Enforcement.

- A. A person who violates any provision of this chapter shall be fined not more than \$1,000.
- B. Upon the neglect or failure of a person responsible for a sidewalk display or vending cart to promptly comply with an order to remove the same, a police officer may remove it or cause it to be removed and the Town may recover the expense of such removal from the person responsible.

|| US INDUSTRY (SPECIALIZED) REPORT OD4322

Food Trucks

Green light: Growing household income and changing consumer preferences will likely spur industry growth

Thi Le | September 2020

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About IBISWorld

IBISWorld specializes in industry research with coverage on thousands of global industries. Our comprehensive data and in-depth analysis help businesses of all types gain quick and actionable insights on industries around the world. Busy professionals can spend less time researching and preparing for meetings, and more time focused on making strategic business decisions that benefit you, your company and your clients. We offer research on industries in the US, Canada, Australia, New Zealand, Germany, the UK, Ireland, China and Mexico, as well as industries that are truly global in nature.

Covid-19

Coronavirus Impact Update

IBISWorld's analysts constantly monitor the industry impacts of current events in real-time – here is an update of how this industry is likely to be impacted as a result of the global COVID-19 pandemic:

- The COVID-19 (coronavirus) outbreak has significantly reduced foot traffic in business district areas, where a large share of Food Trucks industry operators is located. Consequently, industry operators are expected to contend with falling demand for food offered by food trucks as many people have shifted to work remotely amid the pandemic.
- Consequently, food truck operators have innovated by targeting residential neighborhoods, essential businesses and rest stops. In particular, some food trucks have partnered with hospitals and factories to park at their lots. Other food trucks have shifted to offer groceries amid the pandemic.
- Unlike brick-and-mortar restaurants, most small, independently-owned food trucks are not qualified for the Paycheck Protection Program (PPP) or the Economic Injury Disaster Loan (EIDL) funding, exposing them to the risk of exiting the industry permanently.

Note: The content in this report is currently being updated to reflect the trends outlined above.

About This Industry

Industry Definition The industry comprises establishments primarily engaged in preparing and serving meals from a mobile truck. Food is normally prepared, stored and cooked on the food truck. The food truck may or may not use the same location each day and does not sell alcoholic beverages.

Main Activities **The primary activities of this industry:**

- Preparing and serving food from a mobile truck
- Preparing and serving beverages from a mobile truck
- Preparing and serving dessert from a mobile truck
- Serving prepackaged food and beverages from a mobile truck

The major products and services in this industry:

- American
- Central and South American
- Mixed ethnicity
- Greek Mediterranean
- Asian
- Desserts
- Other

Supply Chain



SIMILAR INDUSTRIES

Chain Restaurants in the US



Single Location Full-Service Restaurants in the US



Food Service Contractors in the US



Caterers in the US



Street Vendors in the US



Coffee & Snack Shops in the US



Fast Food Restaurants in the US



RELATED INTERNATIONAL INDUSTRIES

Street Vendors in Canada

Industry at a Glance

Key Statistics

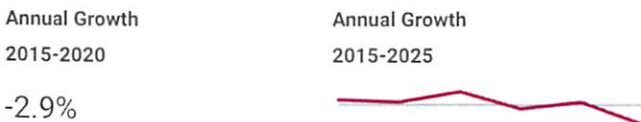
\$1.2bn
Revenue



\$49.7m
Profit



4.0%
Profit Margin



24,564
Businesses



29,608
Employment



\$271.9m
Wages



Key External Drivers

% = 2015-2020 Annual Growth



Industry Structure

POSITIVE IMPACT

Life Cycle Growth	Capital Intensity
Low	Low
Concentration	Globalization
Low	Low

MIXED IMPACT

Revenue Volatility	Regulation
Medium	Medium
Technology Change	
Medium	

NEGATIVE IMPACT

Industry Assistance	Barriers to Entry
Low	Low
Competition	
High	

Key Trends

- Point-of-sale technology has made the payment process easier
- The Food Trucks industry is highly saturated in urban areas, with each major US city establishing its favorite operators
- Regulation has played a mixed role in the industry's performance over the past five years
- Operators that include healthy options on their menus will be best situated for success
- Growth in food truck numbers will be tempered by the increasingly competitive nature of the industry
- Operators will need high turnover and limited waste to generate a profit as competition increases
- The industry will contend with regulatory hurdles, which have restricted the industry's growth over the past five years

Products & Services Segmentation



American



Central and South American



Mixed ethnicity



Greek Mediterranean



Asian



Desserts

Food Trucks
Source: IBISWorld

Major Players

% = share of industry revenue

SWOT

S STRENGTHS

- Growth Life Cycle Stage
- Low Imports
- Low Customer Class Concentration
- Low Product/Service Concentration
- Low Capital Requirements

W WEAKNESSES

- Low & Increasing Barriers to Entry
- Low & Steady Level of Assistance
- High Competition
- Low Profit vs. Sector Average

O OPPORTUNITIES

- High Revenue Growth (2005-2020)
- High Revenue Growth (2015-2020)
- Urban population

T THREATS

- Low Outlier Growth
- Low Revenue Growth (2020-2025)
- Low Performance Drivers
- Consumer confidence index

Executive Summary

The Food Trucks industry has expanded over the five years to 2020 and is one of the best-performing segments in the broader food service sector.

The industry's remarkable rise is largely attributable to changing consumer preferences in favor of unique, gourmet cuisine at less-expensive prices. Cities such as Portland, OR, Los Angeles and Austin, TX, have sought to differentiate themselves by crafting laws and creating areas specially designed for mobile food trucks. These trends have been a boon for the Food Trucks industry, as consumers have sought to maximize their disposable income by indulging in small conveniences such as affordable gourmet food. However, the economic fallout stemming from the COVID-19 (coronavirus) outbreak has placed downward pressure on the industry, causing industry revenue to decline 12.1% in 2020 alone. Overall, industry revenue has increased, rising at an annualized rate of 7.5% to \$1.2 billion over the five years to 2020.

Despite a strong industry-wide performance, some food truck operators have been held back by municipal regulations, increased competition and low profit, measured as earnings before interest and taxes. Laws governing food trucks differ between cities, with most specifying the hours during which food trucks can operate and the distance they must be from the nearest brick-and-mortar restaurant. Food trucks compete directly with the broader food service sector and some brick-and-mortar establishments have lobbied against the industry. Also, in many cities, the industry has begun to reach a saturation point, resulting in lower profit for some operators.

The industry will continue to contend with various challenges over the five years to 2025, especially regulatory hurdles, which have restricted the industry's growth over the past five years. Parking laws and other ordinances are still evolving in many cities to catch up with the industry's transformation. Industry associations will need to work closely with city governments and other restaurateurs to resolve these issues if food trucks are to play a larger role in the food service sector. Still, growing household incomes and changing consumer preferences toward healthy and gourmet cuisine will spur growth over the five years to 2025. Over the next five years, industry revenue is projected to grow at an annualized rate of 2.6% to \$1.4 billion.

Industry Performance



Food Trucks
Source: IBISWorld

Key External Drivers

Consumer spending

The Food Trucks industry benefits from growth in consumer spending. During times of recession, the inevitable spike in unemployment leads to declining consumption. When consumer spending is high, consumers are more likely to spend money on dining out, including on food trucks. Consumer spending is expected to decrease in 2020.

Consumer Confidence Index

Changes in the Consumer Confidence Index, which measures consumers' feelings about their current and future financial state, have a significant effect on discretionary spending. During a recession, demand for lower-priced products from street trucks can increase, although consumers are more hesitant to spend their money. The Consumer Confidence Index is expected to decrease in 2020.

Healthy eating index

Consumers are becoming more aware of health issues associated with fatty food intake and are increasingly going out of their way to avoid such foods. This awareness can dampen sales of any fried foods that food trucks sell. Conversely, an increase in healthy attitudes toward food can benefit food trucks that sell healthy products. The healthy eating index is expected to increase in 2020.

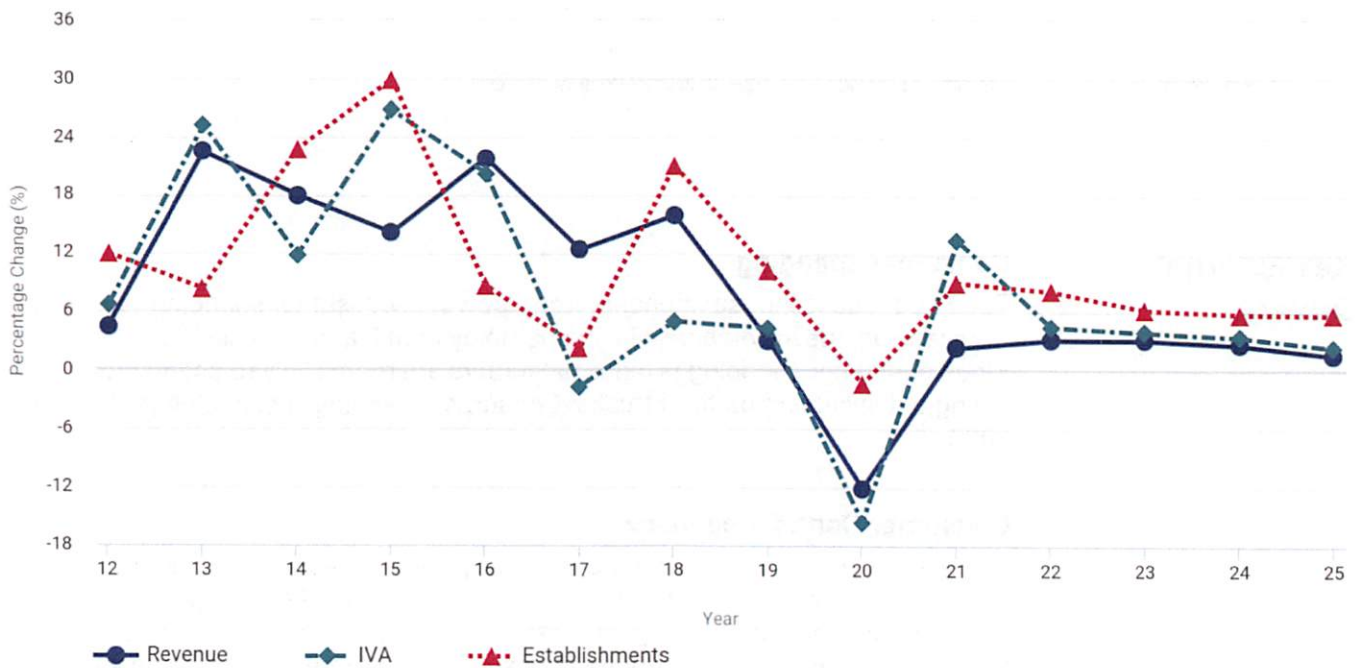
Urban population

The majority of food trucks operate in urban locations where population density is high and per capita disposable income is higher than average. As the urban population increases, the industry's pool of potential customers grows. The United States' urban population is expected to increase in 2020, presenting a potential opportunity for the industry.

Agricultural price index

The agricultural price index is a strong indicator of the prices vendors can expect to pay for the ingredients needed to prepare their meals. When the prices of these ingredients increase, operating costs increase as well, typically resulting in lower profit. Although the agricultural price index has been trending downward over the five years to 2020, it is expected to increase in 2020. Any rise in the price of agricultural inputs poses a potential threat to the industry.

Industry Performance 2012-2025



Food Trucks
Source: IBISWorld

Current Performance

The Food Trucks industry has experienced a boom over the five years to 2020, primarily as a result of the surge in gastronomy in the United States.

The industry is composed of operators that prepare and serve a broad range of cuisine from mobile food trucks on city sidewalks, in parks and at events. Over the past five years, the industry has outpaced the broader food service sector.

Additionally, the industry has evolved quickly, as entrepreneurial food truck operators have entered the market to cater to changing consumer preferences in favor of gourmet offerings and unique food concepts. As a result of these trends, industry revenue is expected to grow at an annualized rate of 7.5% to \$1.2 billion over the five years to 2020. However, this growth includes a decline of 12.1% in 2020 alone due to the negative effects of the COVID-19 (coronavirus) outbreak.

Food trucks, unlike traditional brick-and-mortar establishments, typically have low operating costs, enabling them to offer competitive pricing options for high-quality meals. As a result, many people substituted more expensive dining options for low-cost choices such as those found at food trucks. During the current period, consumers took a liking to the new and diverse offerings that food trucks provide and indulged in the small, budget-friendly conveniences. This has resulted in exponential growth for industry operators during the five-year period, which has enabled the industry to outpace the overall dining sector in terms of revenue growth.

Bucking the trend

The nimble business models that food trucks employ has enabled the industry to respond to shifting consumer preferences over the past five years.

Consumers have become increasingly health-conscious, and savvy food truck operators have responded to this trend by expanding the number of healthy options on their menus, offering cuisine that caters to vegan, vegetarian and health-conscious consumers. This appeal has become a cornerstone of many food trucks' marketing strategy and has enabled them to target a segment of the market that previously avoided street food. Consumers have been further influenced by increased media attention on food trucks and TV programs promoting gourmet food concepts. One such example is The Great Food Truck Race, a reality TV show that features food trucks competing for sales.

Consumers are also changing the way they access and interact with food truck operators. One recent trend has been the emergence of food trucks at weddings. In addition to enabling couples to customize menu options and personalize aesthetics, food trucks can also be a huge money saver for brides and grooms. According to Foodrevolt.com, hiring a food truck could reduce wedding costs \$3,500. While the average wedding meal costs \$66.00 per guest, some food truck operators are able to lower that rate to \$20.00 per guest. Other private events, such as bar mitzvahs and corporate gatherings, are also popular venues for food trucks. Some successful operators are able to generate as much as 30.0% of their revenue from these events.

Regulation

Regulation has played a mixed role in the industry's performance over the past five years.

The industry is regulated largely at the local level, with enterprises requiring permits from municipal governments to operate. Some cities, such as Portland, OR, and Austin, TX, have been at the forefront of the food truck revolution, creating special

trading zones and amending ordinances to encourage food truck operators to open. However, other cities still have laws in place that restrict trading and impose high fees on food truck operators, both of which have hindered the industry's growth. For example, Chicago implemented significant regulations for street vendors, particularly food trucks. Among these stipulations is an ordinance that prohibits food vendors from parking or setting up shop within 200.0 feet of a brick-and-mortar restaurant, the definition of which is ambiguous and also applies to corner stores and bodegas. This legislation has severely limited parking options for industry operators within the densest parts of the city, and these regulations are not exclusive to Chicago. Baltimore and several other cities have also implemented similar regulations and the fights to repeal these regulations have yielded mixed results.

Though many consumers are supportive of changing the regulatory landscape to permit more food vendors to operate, these regulations are expected to increase competition and, while barriers to entry remain low for the industry, decrease the opportunity for success among many new operators in the industry without proper footing. However, due to pent-up consumer demand, competition from other cities and the growing global popularity of gourmet food trucks, some authorities have chosen to loosen restrictions on food trucks. For example, in 2012, Portland, ME, approved an ordinance permitting food trucks for the first time. Such legal victories have played a large part in the industry's recent positive performance.

As a result, the number of industry establishments is expected to increase an annualized 7.9% over the five years to 2020 to reach 24,602 food trucks. The vast majority of these establishments are run by nonemployers or enterprises that have fewer than five paid employees. Furthermore, despite tight regulation, many food truck establishments choose to operate without proper licensing and are therefore unaccounted for in official data. Consequently, the true number of food trucks across the United States has been conflated by many sources.

COVID-19 effects

In early 2020, the unprecedented occurrence of coronavirus outbreak is expected to change how food trucks operate.

As industry operators rely on foot traffic in densely populated areas or business districts to generate sales, an imposition of the shelter-in-place order in March 2020 has reduced customer traffic significantly, dampening industry sales. While this order has been lifted as the pandemic has slowed down, a shift to the work-from-home model by many companies has placed negative pressure on food truck operators as fewer employees travel to work. Consequently, food truck operators have innovated by targeting residential neighborhoods, essential businesses and rest stops. In particular, some food trucks have partnered with hospitals and factories to park at their lots. Other food trucks have shifted to offer groceries amid the pandemic. Besides, to help food trucks best cope with the uncertainty, The National Food Truck Association launched the app BestFoodTrucks, which is the country's largest food truck booking and ordering platform. Nevertheless, the abrupt change is expected to have driven unprofitable operators out of the industry. Unlike brick-and-mortar restaurants, most small, independently owned food trucks are not qualified for the Paycheck Protection Program (PPP) as well as the Economic Injury Disaster Loan (EIDL), exposing them to the risk of exiting the industry permanently.

Wage and profit

The Food Trucks industry is highly saturated in urban areas, with each major US city establishing its favorite operators.

Over the five years to 2020, industry operators have experienced the effects of mandatory minimum wage legislation passing through several metropolitan areas. In California, where 12.6% of industry establishments are located, the statewide minimum wage is \$11.00 per hour and set to increase every year until 2023. However, in the state's urban hubs mandatory minimum wage is even higher, reaching \$13.25 per hour in Los Angeles and \$15.00 per hour in San Francisco. According to the US Chamber of Commerce, these cities have the highest and second-highest amount of food trucks, respectively, across all major cities in the country. Over the five years to 2020, wage spending is expected to increase at an annualized rate of 2.7% to \$271.9 million. The number of industry employees has also soared during the five-year period, growing at an annualized rate of 5.7% to 29,608 workers.

Profit, measured as earnings before interest and taxes, has declined from 6.9% in 2015 to 4.0% in 2020. This is largely due to the negative effects of the coronavirus outbreak. Nevertheless, the agricultural price index, which represents the largest input cost, is expected to decline at an annualized rate of 0.4% over the five years to 2020, making ingredients less expensive for operators. Similarly, the price of diesel, which operators use to power their vehicles and equipment, is expected to decline an annualized 1.4% during the same five-year period.

Social media and technology

In the intensely competitive food service sector, entrepreneurial food truck vendors are competing against brick-and-mortar stores by using social media and other marketing techniques to attract customers.

In many ways, the Food Trucks industry is at the forefront of technological change within the broader food service sector. Many food trucks communicate with customers through social media, such as Facebook and Twitter, to broadcast where they will be located on certain days. It is also common for vendors to have interactive websites and smartphone apps that display menus and enable customers to preorder meals. Point-of-sale technology that enables merchants to use smartphones and tablets to take credit card payments has also made the payment process easier, facilitating industry growth over the past five years.

Historical Performance Data

Year	Revenue (\$m)	IVA (\$m)	Estab. (Units)	Enterprises (Units)	Employment (Units)	Exports (\$m)	Imports (\$m)	Wages (\$m)	Domestic Demand (\$m)	Consumer spending (\$b)
2011	502	167	8,700	8,677	12,014	N/A	N/A	118	N/A	10,844
2012	525	178	9,737	9,705	13,111	N/A	N/A	123	N/A	11,007
2013	643	223	10,550	10,519	14,222	N/A	N/A	155	N/A	11,167
2014	758	249	12,951	12,923	17,287	N/A	N/A	183	N/A	11,497
2015	865	316	16,824	16,795	22,453	N/A	N/A	238	N/A	11,921

Year	Revenue (\$m)	IVA (\$m)	Estab. (Units)	Enterprises (Units)	Employment (Units)	Exports (\$m)	Imports (\$m)	Wages (\$m)	Domestic Demand (\$m)	Consumer spending (\$b)
2016	1,054	380	18,284	18,257	25,161	N/A	N/A	289	N/A	12,248
2017	1,184	374	18,705	18,692	24,897	N/A	N/A	258	N/A	12,567
2018	1,372	393	22,627	22,494	29,160	N/A	N/A	274	N/A	12,945
2019	1,415	410	24,942	24,900	31,108	N/A	N/A	290	N/A	13,280
2020	1,244	346	24,602	24,564	29,608	N/A	N/A	272	N/A	12,305

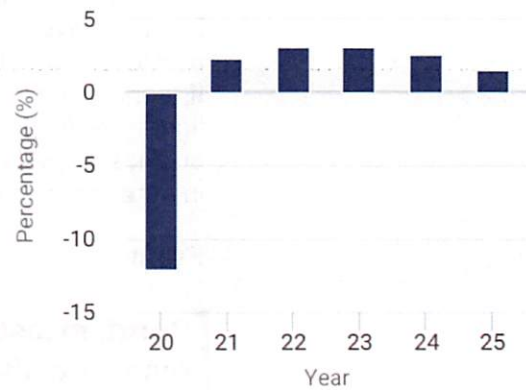
Industry Outlook

Outlook

While the Food Trucks industry's best years may be behind it, food truck vendors will continue to perform well over the five years to 2025, benefiting from consumers with deeper pockets who are able to spend on pricier gourmet food options.

The industry is expected to reach its saturation point in several key regions, while tighter regulation will exacerbate an already intense environment, filled with innovative and fierce competition. Nevertheless, industry operators are expected to continue to experience growth during the outlook period, as generally positive economic conditions and momentum from the gourmet food movement propel growth. As the COVID-19 (coronavirus) pandemic is expected to slow down and is expected to be contained at some point during the outlook period, per capita disposable income is expected to grow at an annualized rate of 1.2%. Consequently, over the five years to 2025, industry revenue is expected to increase at an annualized rate of 2.6% to reach \$1.4 billion.

Industry Outlook
2020-2025



Food Trucks
Source: IBISWorld

Sophisticated consumers

Consumers are expected to demand higher-quality food, a wider variety of styles and tastes, better presentation and, most importantly, more healthy menu options.

Consumers are no longer willing to accept that choosing to eat street food means sacrificing quality or healthy options. Therefore, operators that include healthy options on their menus will be best situated for success over the next five years. Vendors that continue to offer unique food options will also be in a strong position by carving out a niche and developing a loyal customer base. These customers will often visit the operator's website or follow the company via social media to determine when the food truck is at a nearby location. It is difficult for vendors with generic and unoriginal food offerings to develop the same devoted customer base.

The industry will also benefit over the next five years from an increase in the urban population, which is expected to comprise the majority of the US population in 2025. The industry benefits from agglomeration because it relies on high foot traffic. Additionally, urban dwellers are also more likely to purchase meals rather than cooking at home due to their above-average incomes and limited spare time. Furthermore, gourmet food trends are more likely to take hold in cities such as New York City, San Francisco and Portland, OR, where the industry is well-represented.

Other areas of interest include Houston, in addition to many other cities in which population increases and demographic changes are resulting in new and innovative food concepts arising out of mixing cuisines.

Food truck popularity

As regulations become more accommodating and the nation's interest in all things gastronomic increases, more food truck vendors are expected to enter the industry.

However, growth in food truck numbers will be tempered by the increasingly competitive nature of the industry, which is approaching maturity. The number of industry establishments is expected to grow at an annualized rate of 7.0% to 34,430 locations over the five years to 2025. This growth will depend on the attitude of municipal authorities, which dictate the conditions under which food trucks operate. If municipal authorities ease parking restrictions and lower fees, giving the green light to new operators, the industry will continue to expand quickly. These new businesses will be able to take advantage of growing tourism and growing activity in outdoor concerts, festivals and other events.

Profit recovers

Profit, measured as earnings before interest and taxes, will likely recover to the pre-crisis level, representing 6.5% of revenue in 2025.

However, operators will need a high turnover and limited waste to generate a profit as the broader food service sector gets even more competitive. The most successful food trucks will earn higher profit due to clever marketing and branding, which enables them to charge a premium for menu items. Additionally, wages will remain a significant expense for food vendors, but technology and more efficient use of labor will mitigate wage costs. Wages are expected to increase strongly as industry operators increase their workforce as demand is expected to rebound from the pandemic period, growing at an annualized rate of 4.1% to \$331.8 million over the five years to 2025.

Performance Outlook Data

Year	Revenue (\$m)	IVA (\$m)	Estab. (Units)	Enterprises (Units)	Employment (Units)	Exports (\$m)	Imports (\$m)	Wages (\$m)	Domestic Demand (\$m)	Consumer spending (\$b)
2020	1,244	346	24,602	24,564	29,608	N/A	N/A	272	N/A	12,305
2021	1,273	392	26,808	26,228	31,251	N/A	N/A	285	N/A	12,731
2022	1,314	410	28,978	27,888	32,934	N/A	N/A	299	N/A	13,397
2023	1,355	426	30,782	29,275	34,353	N/A	N/A	312	N/A	13,987
2024	1,391	441	32,573	30,583	35,629	N/A	N/A	323	N/A	14,472
2025	1,414	452	34,430	31,793	36,768	N/A	N/A	332	N/A	14,844

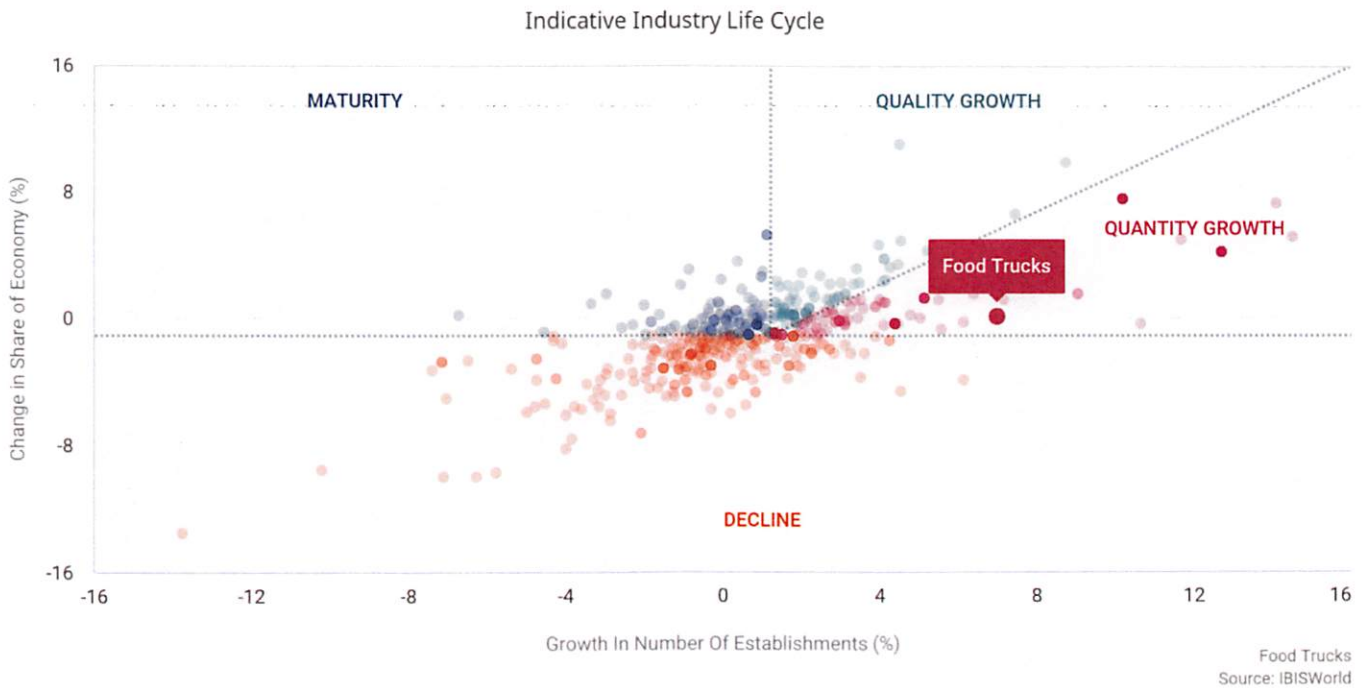
Industry Life Cycle The life cycle stage of this industry is ✔ **Growth**

LIFE CYCLE REASONS

Industry value added is growing at a faster rate than the overall economy

Operators are catering to consumers that have become increasingly health-conscious

Experimental food concepts have become popular with consumers



Food Trucks
Source: IBISWorld

The Food Trucks industry is in the growth phase of its life cycle, growing at a much faster rate than the broader food service sector. Food trucks have fared better than their food service counterparts primarily due to the budget-friendly characteristics of their products and the rising trend of consumers seeking experimental food concepts. Furthermore, the industry continues to evolve and new establishments are still entering the industry with new concepts. Over the 10 years to 2025, industry value added (IVA), which measures an industry's contribution to US GDP, is expected to grow at an annualized rate of 3.6%. By comparison, GDP is anticipated to grow at an annualized rate of 1.9% during the same period.

As a retail industry, consumer spending and confidence levels have a significant effect on demand. With rising per capita disposable income and overall consumer confidence, the Food Trucks industry has performed well over the five years to 2020. Food trucks have largely been able to retain the interest of their core market by offering new and compelling products that attracted a more diverse client base. These offerings include ethnic foods and fusions, gourmet foods and other dining options not traditionally associated with street food. Operators have also benefited by selling food at lower prices than traditional restaurants.

In addition, as consumers become increasingly health-conscious, food trucks have responded by expanding the number of healthy food options on their menus. New entrants in this industry have sought to meet demand by catering to vegan, vegetarian and other consumers with restrictive diets. This has become a cornerstone of many food trucks' marketing strategy and enabled them to target a market segment that avoided street food in the past.

Products and Markets

Supply Chain

KEY BUYING INDUSTRIES

1st Tier

Consumers in the US

KEY SELLING INDUSTRIES

1st Tier

Meat Markets in the US

Fruit & Vegetable Wholesaling in the US

Grocery Wholesaling in the US

Frozen Food Wholesaling in the US

Restaurant & Hotel Equipment
Wholesaling in the US

2nd Tier

Frozen Food Production in the US

Flour Milling in the US

Dairy Product Production in the US

Soda Production in the US

Seasoning, Sauce and Condiment
Production in the US

Fishing in the US

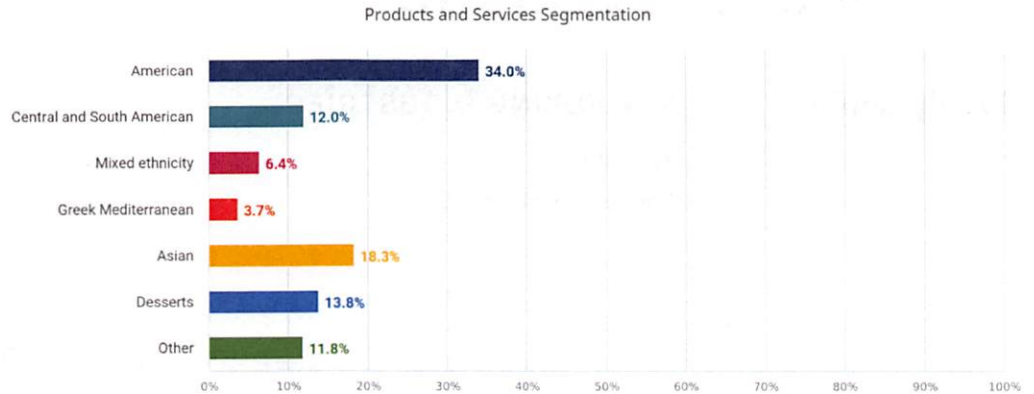
Beef Cattle Production in the US

Chicken Egg Production in the US

Chicken & Turkey Meat Production in the
US

Major Household Appliance
Manufacturing in the US

Products and Services



2020 INDUSTRY REVENUE

\$1.2bn

Food Trucks
Source: IBISWorld

There are two types of Food Trucks industry catering trucks: mobile food preparation vehicles, which have the facilities to provide hot foods to customers' orders; and industrial catering vehicles, which sell mainly prepackaged, cold foods on a self-serve basis, and are usually operated by a single person.

These are generally used to service industrial and construction sites, in addition to sporting and other major events. The proportion of industrial catering facilities has been somewhat stable over the five years to 2020, while the proportion of mobile food-preparation vehicles has leaped forward over the past five years in response to the rising popularity of food trucks. Soft serve vehicles are also included in this segment, such as ice cream trucks serving soft-serve ice cream within the truck itself, or its industrial catering equivalent, which predominantly serves prepacked popsicles, ice cream, as well as a range of different sweets.

American

Burgers are almost synonymous with fast food and the top 50 fast food chains are dominated by restaurants specializing in burgers; consequently, a large share of establishments in the Food Trucks industry specializes in burgers and a general range of specialty sandwiches and hot dogs.

Burgers and hot dogs are heavily immersed in American culture and have therefore been a major driver of the industry's growth over the past half-century. Over the past few decades, American restaurants have increased their hold of the entire food service market due to the growth of chains such as McDonald's, Wendy's and Burger King. However, over the past five years, many traditional burger chains have struggled with flat or declining sales as consumers move away from generic brands toward niche or gourmet offerings. The 'better burger' trend, which places an emphasis on food quality and customizable burgers, has had significant success within the food trucks industry as well. Establishments such as the Fat Shallot in

Chicago, Easy Slider in Dallas and Grill 'Em All in Los Angeles, have gained notoriety and success by serving up creative, gourmet spins on what are traditionally classic offerings. As a result, this segment has increased as a share of revenue over the past five years, accounting for 34.0% of industry revenue.

Asian

Asian food is a diverse category that can be broken down into several regional styles based on the peoples and cultures of those regions.

The main broad types include East Asian (including Chinese, Japanese and Korean restaurants); Southeast Asian (including Vietnamese, Thai and Malaysian restaurants); and South Asian (including Indian, Sri Lankan and Bangladeshi restaurants). Other variations such as Middle Eastern and Central Asian cuisines have been included in the 'Other' category.

Asian food remains popular in states with high Asian populations, such as California and New York, but is also popular in a variety of geographic locations due to its diversity. Society's adoption and acceptance of ethnic foods, in general, has increased over the past half-century as tastes have developed and people become more adventurous in trying other cuisines. Higher rates of global travel and increased exposure to new cultures have also driven growth in the popularity of ethnic cuisine. This segment accounts for 18.3% of industry revenue.

Desserts

Industry operators offering dessert have been stable for decades.

Traditional operators typically used the street vendor wagon wheel cart, and typically frequent parks and areas with a significant amount of foot traffic, toting offerings such as Italian ices or prepackaged frozen items. Operators within this segment have evolved, however, and now range from ice cream trucks serving soft-serve such as Mr. Softee and Van Leeuwen in New York City, to larger, more sophisticated stands within larger food markets or event areas. Industry operators within this segment have remained steady over the past five years, predominantly operating seasonally in many parts of the country, as a result of experiencing significantly lower demand during the winter months. This segment accounts for 13.8% of industry revenue.

Central and South American

Staples of Central and South American cuisine include corn, beans and chili peppers.

These establishments are known for their intense and varied flavors and variety of spices. Central and South American cuisine has had a large influence on the Southwest of the United States, accounting for 12.0% of industry revenue. In states such as Texas, for example, where variations such as Tex-Mex have been adopted, Mexican style restaurants can account for well over 20.0% of all establishments. Growing immigration has contributed to a rise in Latin food consumption over the past five years, driven in part by a rise in the Hispanic population, which now

accounts for an estimated 17.0% of the total population in the United States. The traditional Mexican food heavyweight has been Taco Bell. However, over the past five years Chipotle, which offers quick service while providing customizable and higher-quality food, has been the best performing fast food restaurant in terms of sales. As these chains opened up the prospect of Central and South American food to a larger population, many individuals have sought out Latin-themed establishments within the food trucks industry seeking both more traditional, authentic offerings, as well as higher-end takes on Latin cuisine, particularly within urban areas such as Los Angeles and New York. Guerilla Tacos in Los Angeles, for example, has become a staple in the food truck scene through such offerings such as ahi tuna tostadas and sweet potato tacos.

Mixed ethnicity

Several industry operators have achieved success through fusion offerings, such as Roy Choi's Kogi BBQ taco trucks or Korilla BBQ in New York City, which offers a Chipotle-style bowl offering, as well as Mexican-influenced offerings such as burritos and tacos using Korean ingredients.

Capitalizing on higher demand for customization and a wider range of healthy options, operators within this segment have experienced a significant amount of success, as these novel offerings have appealed to a wider audience during the five-year period. This segment accounts for 6.4% of industry revenue. Mixed ethnicity menu offerings are expected to increase over the five years to 2025, as consumers' palates continue to develop, which will result in a higher demand for more sophisticated and creative interpretations of more traditional ethnic cuisines.

Other

Other menu offerings comprise an amalgam of options from all around the world, which include Mediterranean cuisines, Nepalese dumplings, Moroccan offerings, as well as cuisines from all over the world.

Operators operating in this industry serving up items from these regions of the world typically dominate within the immigrant communities in which the cuisines in question originated from. As a result, many operators within this segment are located within urban areas, where offerings are significantly contingent on demand from the community in which they operate.

Demand Determinants

The Food Trucks industry offer convenient and affordable meals and snacks in areas with high foot traffic including work sites, busy shopping centers and intersections, sporting events and cultural events.

Consequently, demand for food served at Food Trucks industry establishments largely depends on location, with the most successful food trucks being located in

busy areas. More importantly, as food trucks compete with quick-service restaurants and a variety of other food service providers, operators must offer unique menu items to drive demand. As a result of popular food trends, new vendors have focused on providing organic food, ethnic flavors and healthy options.

Income and weather

Within the food service sector, food trucks are positioned as an affordable option.

According to Foodbeast.com, the average price of a casual restaurant entree is more than double that of a food truck entree, which costs \$6.33 on average. Historically, industry growth was propelled during the recession when disposable income levels eroded and consumers sought affordable ways to satisfy their appetite for gourmet food. As income levels and consumer spending rises, however, consumers' propensity to dine out will expand further, causing demand for food trucks' services to grow. In addition, weather is an important demand determinant as consumers are more likely to seek food trucks in mild weather. According to Google trends, interest in food trucks steadily rises during the summer and peaks in September when the weather cools down.

Health consciousness

Rising health consciousness has a direct effect on industry operators as American consumers become increasingly concerned about fat content, fried foods and salt content, especially when dining out.

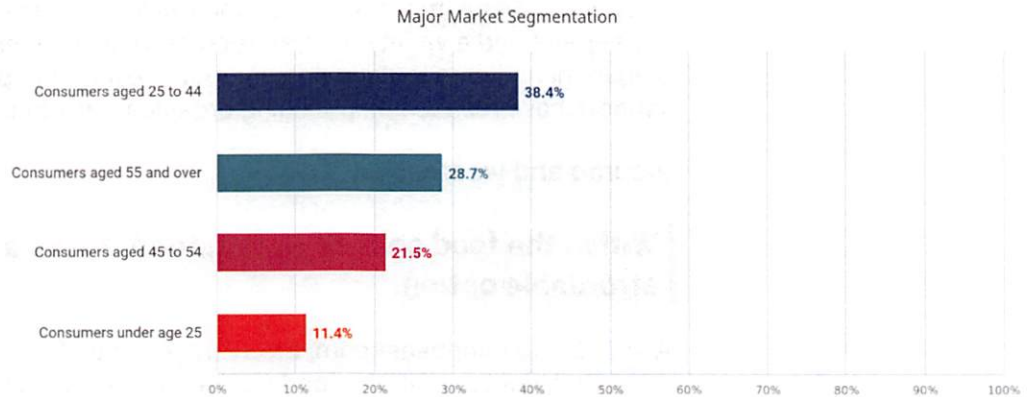
Therefore, rising concerns over the nutritional value of meals are likely to influence demand for certain foods on menus, thus encouraging food trucks to alter their product mix. It is also expected to affect overall performance for industry players by rewarding operators that expand their menu choices to include a range of healthy meal options among other more indulgent food items.

Convenience

Convenience, value for money and time are other important demand determinants.

Recent social trends such as busier lifestyles, heavier workloads and longer working hours, have helped boost demand for food trucks and other convenience food, as time-poor consumers seek to cut down cooking time and make better use of their spare time.

Major Markets



2020 INDUSTRY REVENUE

\$1.2bn

Food Trucks
Source: IBISWorld

Food trucks, unlike traditional street vendors, are increasingly targeting the middle-class by appealing to their desire for affordable, restaurant-quality food. According to Best Customers: Demographics of Consumer Demand, consumers aged 25 to 34 spend the most at food trucks on a monthly basis. These young adults with children at home often do not have time to prepare lunch beforehand, causing them to turn to food trucks that offer affordable, unique lunch options. Similarly, older consumers aged 35 to 44 also turn to food trucks regularly for convenient meals that offer interesting menu items. Consequently, IBISWorld expects consumers aged 25 to 44 to account for 38.4% of the market for food trucks in 2020, representing an increase from 2015.

Another factor that influences the clientele that food trucks attract is social media and smartphone use among consumers. Oftentimes, customers must first check a food truck's Twitter or Facebook page to find out where the truck is located on a particular day. Consequently, although consumers under the age of 25 have lower disposable income when compared with consumers aged 45 to 54 (accounting for 21.5% of the Food Trucks industry's revenue), they are more willing to spend on food trucks partially because they are much more active on social media sites, accounting for 11.4% of industry revenue. According to research conducted by the Pew Research Center, social networking site use is the highest among those aged 18 to 29, with site use declining with older age groups. Additionally, consumers with greater disposable income are more likely to dine out at sit-down restaurants than food trucks and other casual food service providers. Therefore, consumers aged 55 and over account for more than one-fourth of the market for food trucks, reaching 28.7% of industry revenue.

International Trade

Exports in this industry are **Low and Steady**

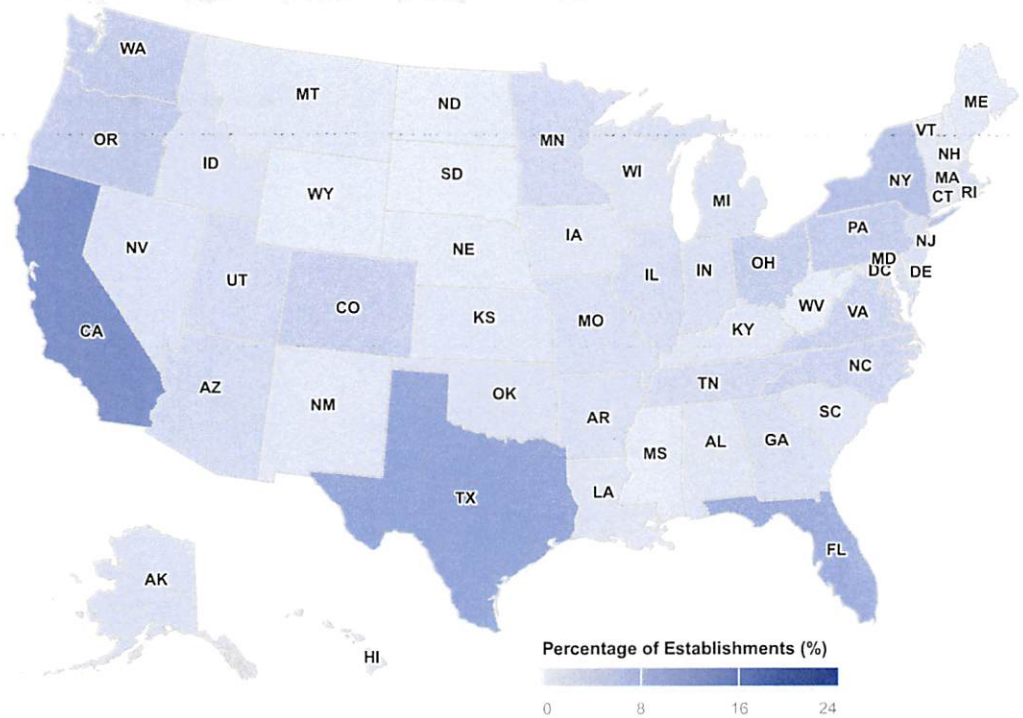
Imports in this industry are **Low and Steady**

Due to the service-based nature of the Food Trucks industry, food trucks do not engage in international trade. Also, since food trucks service a limited geographic area, even the most successful owners only operate within the United States. While

operators do not engage in international trade, the industry is highly influenced by ethnic cuisines, with some owners sourcing ingredients from around the world.

Business Locations

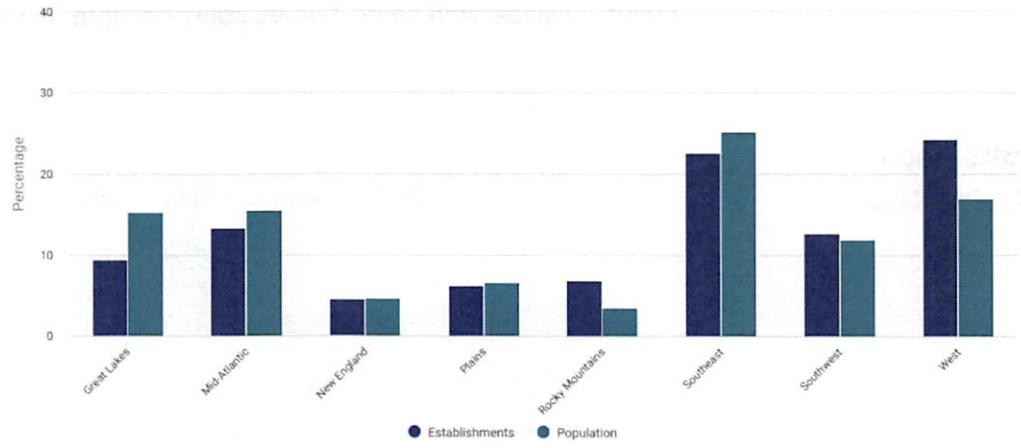
Business Concentration in the United States



Food Trucks
Source: IBISWorld

Mirroring the overall food service sector, establishments in the Food Trucks industry are located in densely populated cities and regions. According to the United States Chamber of Commerce, the cities with the most food trucks are Los Angeles, San Francisco, Portland, OR, Washington, DC and Miami, respectively. As a result, the majority of industry establishments are in the West (24.3%). The Southeast and Mid-Atlantic regions trail closely behind with 22.5% and 13.4% of industry establishments, respectively. Establishments are also more concentrated in areas with nonrestrictive regulations for street vendors and where access to mobile food permits are easy to obtain. Cities such as Denver, Indianapolis and Philadelphia are known for implementing policies that increase the ease with which food truck operators are able to obtain licenses and permits.

Distribution of Establishments vs Population



Food Trucks
Source: IBISWorld

Competitive Landscape

Market Share Concentration

Concentration in this industry is ☺ Low

The Food Trucks industry exhibits a low level of concentration due to the highly fragmented nature of the industry. Most food trucks are owner-operated and do not employ any workers. Additionally, there are no major players in this industry that control more than 5.0% of market share. IBISWorld expects the top four food trucks to account for less than 5.0% of industry revenue in 2020.

While the leading industry operators, such as Cousins Maine Lobster, have added more trucks to their business over the five years to 2020, new enterprises have entered the industry at a faster rate, causing the industry to become more fragmented. IBISWorld anticipates this trend to persist in the upcoming years as mobile food vending becomes popular in less saturated regions.

Key Success Factors

IBISWorld identifies 250 Key Success Factors for a business. The most important for this industry are:

Ability to control stock on hand: Food truck operators must avoid wastage and spoilage of ingredients to reduce purchase costs and maximize revenue.

Proximity to key markets: Operators must be located in busy areas with significant foot traffic to maximize potential sales.

Must have license: To continue operations, food truck owners must meet all licensing requirements and renew licenses on an annual basis.

Effective quality control: Food trucks must maintain quality standards to avoid fines from regulators and to offer high-quality food for customers.

Offering a unique, differentiated menu: Due to the competitive nature of this industry, operators must have a clear market position and offer unique menu items.

Cost Structure Benchmarks

Profit

Food Trucks industry profit, measured as earnings before interest and taxes, varies considerably between establishments in the Food Trucks industry as some new trucks may not break even for several months until they have an established customer base. The industry has high product turnaround and low profit, so establishments must be located in areas with a high population density and a steady stream of foot traffic. The competitive nature of the entire food service sector and the high labor and purchase costs all contribute to its low profit. Also, many food trucks are only open for a short period each day and earn the majority of their revenue during the lunchtime or dinnertime rush, increasing revenue volatility. Profit can be improved by targeting high-income demographics selling niche products. Operators

Profit as a Share of Revenue 2015-2020

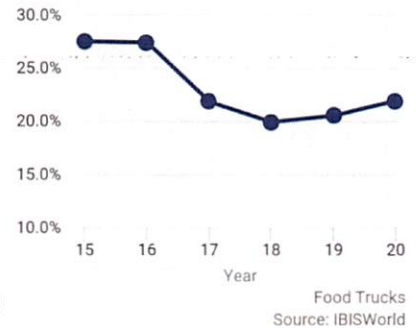


in this industry are constantly seeking to differentiate themselves through product, brand or location in a growing market. In 2020 alone, industry profit is expected to contend with challenges stemming from declining foot traffic as a large share of the national workforce has shifted to work remotely. Consequently, industry profit is expected to decline to 4.0% of industry revenue in 2020, representing a decline from 6.9% in 2015.

Wages

The industry is labor-intensive, with roles such as cooking, serving and cleaning requiring significant human attention. This cost segment includes wages and benefits, such as health, workers' compensation and unemployment insurance. Owner-operators represent a large portion of the industry, as do family and friends that work for below-market rates. However, IBISWorld includes imputed wages (wages that the owner avoids paying by providing the service himself or herself) as part of labor costs. Wage costs account for an estimated 21.9% of an average operator's revenue in 2020, down from 27.5% in 2015. This is likely due to the increasing automation in food preparation, as well as due to the workforce reduction amid the COVID-19 (coronavirus) pandemic.

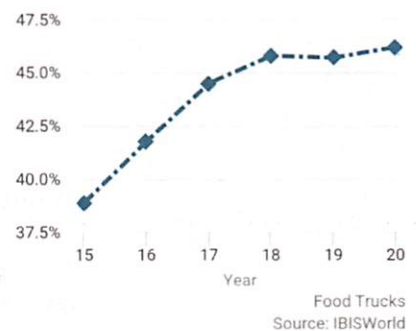
Wages as a Share of Revenue 2015-2020



Purchases

Purchases such as foodstuffs, beverages and packaging are the second-largest cost for the industry. Food and beverages are usually purchased from wholesalers, particularly from operators that can guarantee prompt delivery and quality. Volatility in the price of food and other supplies significantly influence industry revenue and profit. In the short-term, many of these cost increases cannot be passed on to the consumer. Therefore, menus, portion sizes and other inputs in food service have to be continually monitored. Moreover, an oversupply of meals or wastage eats into profit. IBISWorld forecasts that purchases will account for 46.2% of an average company's revenue in 2020.

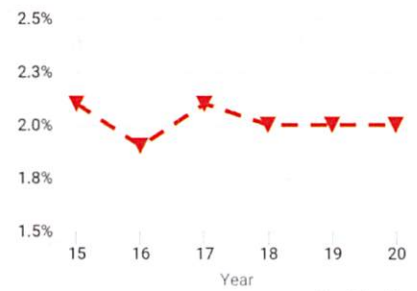
Purchases as a Share of Revenue 2015-2020



Depreciation

Depreciation, a measure of the capital costs the industry is exposed to, accounts for an estimated 2.0% of industry revenue. While there are large start-up costs, the high resale value of equipment limits the amount of depreciation operators are subject to.

Depreciation as a Share of Revenue 2015-2020

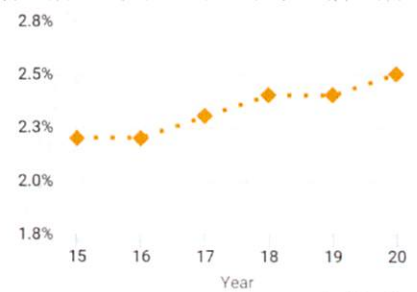


Food Trucks
Source: IBISWorld

Marketing

Marketing costs account for a minor share of industry revenue, representing an estimated 2.5% of revenue in 2020.

Marketing as a Share of Revenue 2015-2020

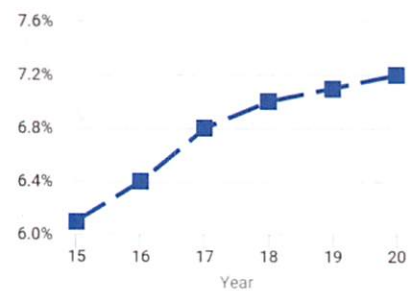


Food Trucks
Source: IBISWorld

Rent

Most food truck operators rent commercial kitchen space to prepare food ahead of time. Moreover, rent also includes parking fees. Overall, rent is estimated to account for 7.2% of revenue in 2020.

Rent as a Share of Revenue 2015-2020

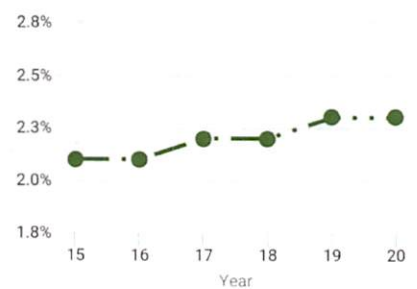


Food Trucks
Source: IBISWorld

Utilities

Utilities comprise fuel, which some operators use for generators to power their kitchen equipment. Utilities represent an expected 2.3% of revenue in 2020.

Utilities as a Share of Revenue 2015-2020

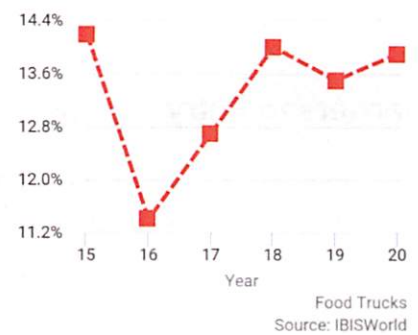


Food Trucks
Source: IBISWorld

Other Costs

The industry is also subject to a range of other operating and administrative costs, such as liability and truck insurance, repairs and maintenance and licensing fees. In some cities, such as in New York, there are limits to the number of food trucks that may operate at any one time; therefore, new operators are forced to purchase licenses from existing operators through the black market for exorbitant prices.

Other Costs as a Share of Revenue 2015-2020



Basis of Competition

Competition in this industry is **▲ High and Increasing**

Food trucks have become widely popular in recent years due to their affordability and the unique menu items they offer.

Moreover, due to the fragmented nature of the Food Trucks industry and variety of food service providers that exist in the market, food trucks contend with intense internal and external competition. IBISWorld anticipates the level of competition within this industry to rise in the upcoming years as regulations relax, enabling more vendors to enter the industry.

Internal competition

Industry operators compete primarily on price and the quality and uniqueness of their food.

While the price of menu items can either attract or deter new customers, operators primarily compete to provide the best quality and taste. As a result, many food trucks offer a variety of items that add value to the overall experience of dining at a food truck including unique condiments, pickles and beverages.

Operators must also offer convenience as many consumers turn to food trucks for a quick, satisfying meal. Consequently, securing optimal locations near office buildings and areas with high foot traffic is essential to attract a sufficient customer base during peak business hours. Speedy, accurate and exceptional customer service also influences the success of a food truck.

External competition

Food trucks also contend with intense competition from a variety of food service businesses, including quick-service food providers, cafes, food carts and full-service restaurants.

While food trucks are uniquely positioned in the marketplace as a convenient and affordable option, similar food items are offered at quick-service restaurants and

food carts. Industry operators also contend with indirect competition from supermarkets and grocery stores, which provide prepared hot and cold food.

Barriers to Entry

Barriers to entry in this industry are **⚠️ Low and Increasing**

The barriers to entry into the Food Trucks industry are low when compared with other industries in the food service sector. Compared with brick-and-mortar food service establishments, initial capital investments for this industry are relatively low. Capital is required to purchase or lease kitchen equipment and trucks, with fully equipped trucks costing more than \$100,000.

Additionally, in saturated markets such as New York, obtaining a mobile food vending unit permit, which is required to begin operations, is difficult because cities place limits on the number of permits they distribute annually. Moreover, while a two-year truck permit only costs \$200.00 on the black market, vending unit permits are sold for an estimated \$15,000. Therefore, the rising cost of permits and licenses has raised the barriers to entry significantly in recent years. However, even with rising start-up costs and longer wait times to obtain permits, many entrepreneurs have entered this industry in recent years, as it is less risky than opening a capittally intensive storefront.

Barriers to entry checklist

Competition	High	⚠️
Concentration	Low	✅
Life Cycle Stage	Growth	✅
Technology Change	Medium	⊖
Regulation & Policy	Medium	⊖
Industry Assistance	Low	⚠️

Industry Globalization

Globalization in this industry **✅ Low and Steady**

The Food Trucks industry exhibits a low level of globalization because operators do not engage in international trade. Also, most operators are small owner-operators that operate only one truck, servicing a limited geographic area within a city or town. While foreign companies do not operate food trucks in the United States, the industry is significantly influenced by international cuisines and ethnic food trends. Over the five years to 2020, the growing immigrant population in the United States has driven demand for Latin, Asian and Middle Eastern cuisines.

Major Companies

Other Players

KOGI BBQ

Market Share: 0.3%

Los Angeles-based Kogi BBQ (Kogi) serves Korean-Mexican fusion cuisine and is known for its Korean barbecue tacos. Roy Choi, a classically trained chef and recipient of Food and Wine Magazine's Best New Chef award in 2010, founded Kogi on Thanksgiving Day 2008. The business has expanded over the years to include four trucks in Southern California, and the company has over 116,000 followers on Twitter. Kogi also operates a catering business with an extensive corporate customer base including AOL Studios, Nestle SA and Warner Bros Entertainment Inc. Amid the COVID-19 (coronavirus) pandemic, Kogi BBQ collaborated with The LA Galaxy and Los Angeles Regional Food Bank to give out free food to those in need. In 2020, IBISWorld estimates Kogi's Food Trucks industry-specific revenue will reach \$3.3 million.

COOLHAUS

Market Share: 0.2%

Coolhaus was started by Natasha Case and Freya Estreller in Los Angeles when the two friends began experimenting with ice cream and cookies. In 2009, the first Coolhaus food truck premiered at the Coachella Valley Music and Arts Festival where the group sold its famous ice cream sandwich. Today, Coolhaus distributes its products to over 6,000 grocery stores, operates two storefronts and has 10 food trucks. In 2017, the group said it was on track to make \$12.0 million in revenue, one-third of which was generated by ice cream truck sales. In September 2020, the company partnered with Mondelez International's Ritz Crackers to launch a limited-edition flavor called Crackers & Cream, which features peanut butter ice cream and Ritz Cracker swirl. In 2020, IBISWorld expects the company's industry-relevant revenue to reach \$2.6 million.

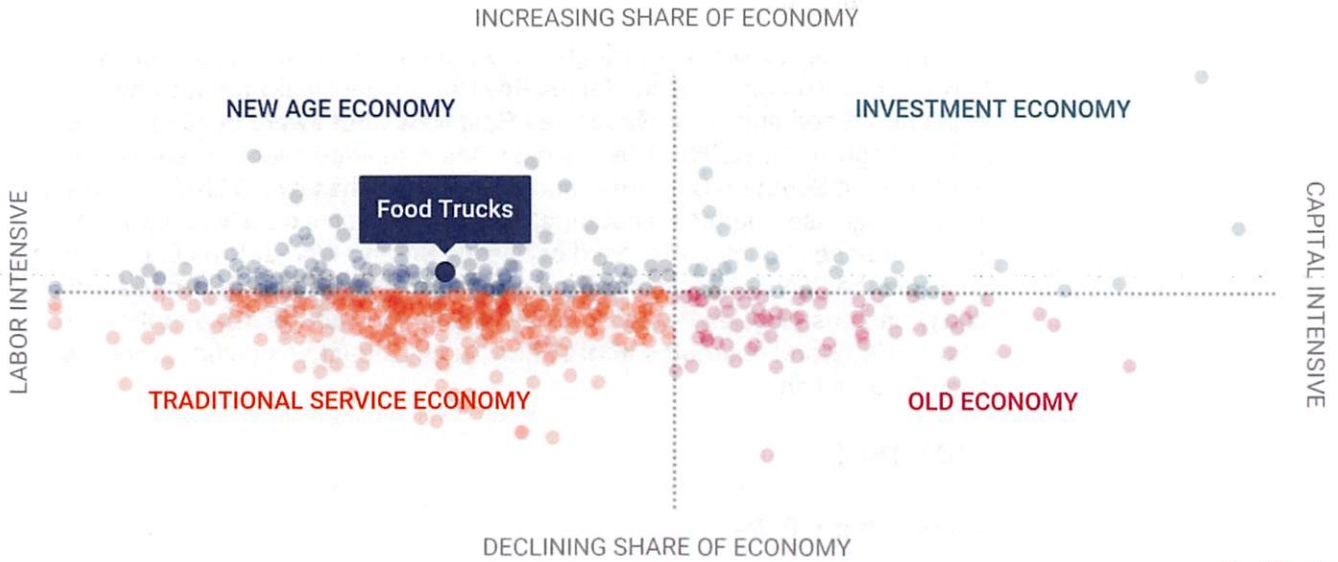
COUSINS MAINE LOBSTER

Market Share: 0.2%

As the name would suggest, Cousins Maine Lobster was founded by two cousins, Jim Tselikis and Sabin Lomac, in 2012. What began as a single food truck operation selling lobster rolls and lobster tacos in Los Angeles has expanded into a business with 27 food trucks and eight restaurants across 18 cities. After opening its first truck, Cousins Maine Lobster was offered a spot on Shark Tank, where Barbara Corcoran paid the founders \$55,000 for 15.0% of the company. In 2017, the group reported total revenue of \$20.5 million, which is unusually high for a food truck operator. However, as a significant number of company's locations are franchised, they are not considered as industry-relevant. In 2020, IBISWorld expects the company to generate \$2.7 million in Food Trucks industry-specific revenue.

Operating Conditions

Costs of Growth: Targeting Capital vs. Labor



Food Trucks
Source: IBISWorld

Capital Intensity

The level of capital intensity is ☺ **Low**

The Food Trucks industry has a low level of capital intensity. While a food truck with a fully functional kitchen can be very expensive, the industry also heavily relies on human labor. In 2020, IBISWorld estimates that for every \$1.00 an operator spends on wages and associated labor costs, it will spend \$0.09 on the use and replacement of capital.

The main capital costs incurred by operators include the purchase of vehicles and cooking equipment. These assets depreciate over time, but given their high resale value, depreciation rates are typically low. Launching a new food truck venture costs into tens of thousands of dollars. However, operators can reduce their capital outlays by renting or leasing vehicles or equipment. Conversely, minimal technology is required, with many operators employing simple low-cost point-of-sale systems.

Wages represent 21.9% of revenue in 2020, as human capital is required throughout every area of operation such as cooking, cleaning and customer service. For owner-operators, imputed wages (the amount that would otherwise be paid to an employee to undertake tasks performed by the owner) are counted. Successful operators must provide a high level of customer service to entice and retain customers.

Capital Intensity Ratios



Food Trucks
Source: IBISWorld

The Food Trucks industry is not expected to experience a significant level of technological disruption in the near future.

While there is some technological change in this industry, these technological developments are primarily focused on customer service and payment systems, rather than on the core operations of food trucks themselves. These technological changes are expected to increase the efficiency of industry operations, while not significantly altering the core services of this industry. Overall, this industry is relatively inoculated from the threat of potential technological disruption.

The level of technology change is ☹ **Medium**

The Food Trucks industry has undergone medium technological change in recent years.

Due to increased food safety and mobile food regulations, the equipment used by food trucks has significantly improved over the past decade. Moreover, several kitchen and design consulting companies that specialize in designing food trucks

have appeared in the market. For instance, Kitchens To Go LLC helps food truck operators meet the gross vehicle weight limit (i.e. the weight of a food truck cannot surpass the legal limit because it can break down) and meet safety standards established by the government. Many operators have had difficulty including refrigerators, a three-compartment sink and a hand sink among other kitchen appliances in a tight space. Improved bolting, caulking and new designs have helped food truck owners organize their space and improve the safety of their operations.

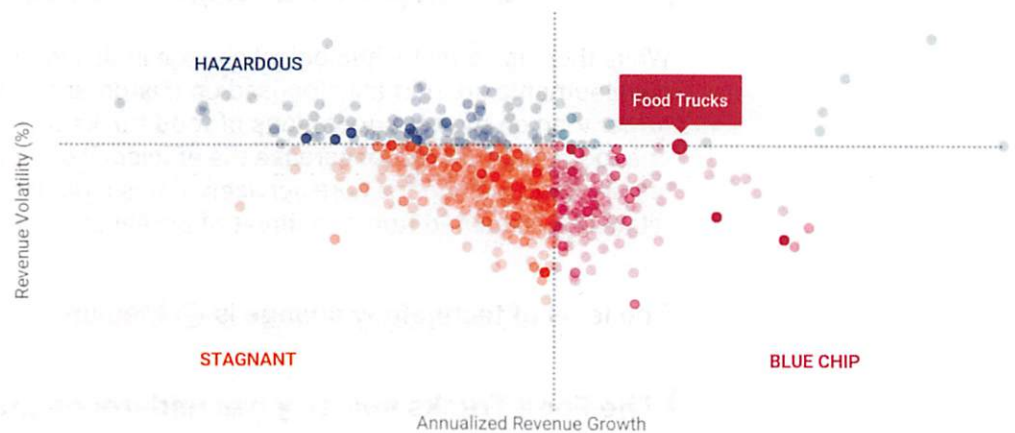
Cleanliness of the vehicle must also be maintained. Regular inspections are undertaken by health authorities to ensure that the required standards are being met. These standards have led to an increased use of temperature control facilities and stainless steel, easy clean and flush fitting equipment and increased operating space. Additionally, purpose-built, space-saving and efficient food preparation equipment is now more widely available, at less expensive prices.

Point-of-sale technology, such as Square and, more recently, Breadcrumb, has also become extremely popular among vendors. Square enables individuals and merchants in the United States to accept debit and credit cards on their iOS or Android smartphones or tablet computers. Square was launched in late 2010 and has already become popular with food truck vendors keen to offer customers ease of transaction. Breadcrumb, while typically used in brick-and-mortar restaurants, is a comprehensive bar and restaurant management system, enabling users to charge customers using their iPads, with capabilities such as splitting bills, editing orders, a search function for easy navigation between both outstanding and completed transactions, and competitive pricing for its support system. Solo users, for example, which comprise the majority of industry operators, can subscribe to the Breadcrumb service for an estimated \$100.00 a month.

Revenue Volatility

The level of volatility is ⊖ **Medium**

Volatility vs. Growth



Food Trucks
Source: IBISWorld

Note: Revenue growth and decline reflective of 5-year annualized trend. Y-axis is in logarithmic scale. Y-axis crosses at long-run GDP. X-axis crosses at high volatility threshold.

Revenue volatility for the Food Trucks industry is moderate due to the large spike in demand that occurred in a short period over the five years to 2020, in addition to a sharp drop in demand in 2020 alone.

The industry experienced a surge in growth for most the past five years as consumers, vendors and the media all recognized the benefits of healthy, gourmet food concepts at affordable prices served from mobile locations. Furthermore, the industry's growth occurred despite the wide array of options that brick-and-mortar restaurants offer, further amplifying the trend of consumers increasingly turning to food trucks as a less expensive alternative to more conventional restaurants. Therefore, the industry's volatility for most of the past five years has had less to do with the ups and downs of the economy and more about the industry's reliance on consumer preferences. However, the COVID-19 (coronavirus) outbreak in 2020 has disrupted the industry demand, causing a significant decline in industry demand and revenue. Declining foot traffic is the main driver of industry decline, although industry operators have attempted to adapt to the economic situation by targeting new markets such as hospitals and residential neighborhoods, the overall demand is still expected to decline.

Regulation & Policy

The level of regulation is  **Medium** and is Increasing

The Food Trucks industry is subject to a medium and increasing level of regulation.

Food truck vendors must adhere to regulations and standards established by the federal, state and county or city administrations. Each county governs regulations that pertain to industry operators, including those that relate to hygiene, health, proper food handling and employment. Furthermore, vendors must obtain a license or permit before beginning operations. While the process of obtaining a license varies from county to county, most regions require obtaining a business license, mobile food unit permit, street use permit and paying relevant fees. Some counties also restrict food trucks from operating within a certain distance from food establishments that offer similar food items, such as restaurants and cafes, and residentially zoned property.

Many county- and state-level administrations have also adopted the FDA Food Code which includes a variety of regulations that food service operators must abide by, including those related to employee health, hygienic practices, plumbing systems, food labeling, food sourcing and the appropriate disposal of waste. For instance, all food and beverages sold by operators must be sourced from an approved food handling/preparation facility, while the sale of home-prepared foods is not permitted. Appropriate labeling and packaging of food products are also required, including use by dates. There are also rules that dictate the internal and external cleanliness of vehicles. Furthermore, all food trucks need to be registered with the local health department and possess a valid permit, which involves an annual inspection of vehicles.

City governments issue mobile food vendor permits to people who wish to sell food from a pushcart or truck. The process and cost of obtaining a mobile food unit permit varies from city to city. For instance, while a two-year permit in New York City only costs \$200.00, the waiting list for permits is currently closed. Consequently, prospects must wait up to 10 years to legally obtain approval or pay an estimated \$15,000 for a permit on the black market. Conversely, while obtaining a two-year vending permit in Washington, DC costs \$600.00, it is much easier to obtain a permit in this city because DC has not stopped issuing permits.

Overall, regulations that pertain to food trucks vary drastically from city to city, and are more severe in highly concentrated markets such as New York City and Los Angeles. Regulations in New York are the most stringent, with operators unable to park in metered spaces, within 200.0 feet of a school or 500.0 feet of a public market. However, food trucks in Portland, ME, which legalized food trucks in 2012, have to park at least 65 feet away from each other or any other commercial kitchen. In Los Angeles, food trucks are subject to the same health grading system as brick-and-mortar restaurants. Moreover, food trucks that receive less than an "A" grade must explain the reasons for their lower letter grade to customers.

Industry Assistance

The level of industry assistance is **▲ Low** and is **Steady**

Operators in the Food Trucks industry do not receive special assistance from the government in the form of import tariffs because food trucks do not engage in international trade.

However, many cities and counties have trade associations that advocate on behalf of industry operators. Some examples include the New York City Food Truck Association (NYCFTA), Philly Mobile Food Association, Tallahassee Food Truck Association and the Minnesota Food Truck Association. These organizations have played a pivotal role in changing rules and regulations to help industry operators become more competitive in the food service sector. For instance, NYCFTA continuously works with the city administration to permit food trucks to operate from metered parking.

Key Statistics

Industry Data

Year	Revenue	IVA	Estab.	Enterprises	Employment	Exports	Imports	Wages	Domestic Demand	Consumer spending
	(\$m)	(\$m)	(Units)	(Units)	(Units)	(\$m)	(\$m)	(\$m)	(\$m)	(\$b)
2011	502	167	8,700	8,677	12,014	N/A	N/A	118	N/A	10,844
2012	525	178	9,737	9,705	13,111	N/A	N/A	123	N/A	11,007
2013	643	223	10,550	10,519	14,222	N/A	N/A	155	N/A	11,167
2014	758	249	12,951	12,923	17,287	N/A	N/A	183	N/A	11,497
2015	865	316	16,824	16,795	22,453	N/A	N/A	238	N/A	11,921
2016	1,054	380	18,284	18,257	25,161	N/A	N/A	289	N/A	12,248
2017	1,184	374	18,705	18,692	24,897	N/A	N/A	258	N/A	12,567
2018	1,372	393	22,627	22,494	29,160	N/A	N/A	274	N/A	12,945
2019	1,415	410	24,942	24,900	31,108	N/A	N/A	290	N/A	13,280
2020	1,244	346	24,602	24,564	29,608	N/A	N/A	272	N/A	12,305
2021	1,273	392	26,808	26,228	31,251	N/A	N/A	285	N/A	12,731
2022	1,314	410	28,978	27,888	32,934	N/A	N/A	299	N/A	13,397
2023	1,355	426	30,782	29,275	34,353	N/A	N/A	312	N/A	13,987
2024	1,391	441	32,573	30,583	35,629	N/A	N/A	323	N/A	14,472
2025	1,414	452	34,430	31,793	36,768	N/A	N/A	332	N/A	14,844

Annual Change

Year	Revenue	IVA	Estab.	Enterprises	Employment	Exports	Imports	Wages	Domestic Demand	Consumer spending
	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)
2011	2.51	13.5	19	19	16	N/A	N/A	14.6	N/A	1.88
2012	4.56	6.71	12	12	9	N/A	N/A	4.42	N/A	1.50
2013	22.5	25.2	8	8	8	N/A	N/A	26.2	N/A	1.45
2014	18.0	11.8	23	23	22	N/A	N/A	18.1	N/A	2.95
2015	14.1	26.7	30	30	30	N/A	N/A	30.3	N/A	3.68
2016	21.8	20.2	9	9	12	N/A	N/A	21.1	N/A	2.73
2017	12.3	-1.64	2	2	-1	N/A	N/A	-10.6	N/A	2.60
2018	15.9	5.00	21	20	17	N/A	N/A	6.00	N/A	3.00
2019	3.10	4.40	10	11	7	N/A	N/A	5.99	N/A	2.59
2020	-12.1	-15.6	-1	-1	-5	N/A	N/A	-6.28	N/A	-7.35
2021	2.37	13.3	9	7	6	N/A	N/A	4.92	N/A	3.46
2022	3.16	4.51	8	6	5	N/A	N/A	4.94	N/A	5.22
2023	3.15	3.97	6	5	4	N/A	N/A	4.07	N/A	4.40
2024	2.67	3.47	6	4	4	N/A	N/A	3.49	N/A	3.46
2025	1.61	2.42	6	4	3	N/A	N/A	2.88	N/A	2.56

Key Ratios

Year	IVA/Revenue	Imports/Demand	Exports/Revenue	Revenue per Employee	Wages/Revenue	Employees per estab.	Average Wage
	(%)	(%)	(%)	(\$'000)	(%)		
2011	33.3	N/A	N/A	41.8	23.4	1.38	9,780
2012	33.9	N/A	N/A	40.0	23.4	1.35	9,359
2013	34.7	N/A	N/A	45.2	24.1	1.35	10,892
2014	32.9	N/A	N/A	43.9	24.1	1.33	10,586
2015	36.5	N/A	N/A	38.5	27.6	1.33	10,618
2016	36.1	N/A	N/A	41.9	27.4	1.38	11,474
2017	31.6	N/A	N/A	47.6	21.8	1.33	10,371
2018	28.6	N/A	N/A	47.1	19.9	1.29	9,386
2019	29.0	N/A	N/A	45.5	20.5	1.25	9,326
2020	27.8	N/A	N/A	42.0	21.9	1.20	9,183
2021	30.8	N/A	N/A	40.7	22.4	1.17	9,129
2022	31.2	N/A	N/A	39.9	22.8	1.14	9,091
2023	31.5	N/A	N/A	39.5	23.0	1.12	9,071
2024	31.7	N/A	N/A	39.1	23.2	1.09	9,052
2025	32.0	N/A	N/A	38.5	23.5	1.07	9,024

Additional Resources

Additional Resources

National Food Truck Association

<http://www.nationalfoodtrucks.org>

National Restaurant Association

<http://www.restaurant.org>

Nation's Restaurant News

<http://www.nrn.com>

Mobile Cuisine

<http://www.mobile-cuisine.com>

US Food and Drug Administration

<http://www.fda.gov>

Industry Jargon

BRICK AND MORTAR

A store that has a physical presence and location, as opposed to an online retailer or a street vendor.

GASTRONOMY

An interest in food and good eating with a particular focus on gourmet cuisine.

POINT OF SALE (POS)

A system used at checkout in retail stores using computers and cash registers to capture transaction data at the time and place of sale.

Glossary Terms

BARRIERS TO ENTRY

High barriers to entry mean that new companies struggle to enter an industry, while low barriers mean it is easy for new companies to enter an industry.

CAPITAL INTENSITY

Compares the amount of money spent on capital (plant, machinery and equipment) with that spent on labor. IBISWorld uses the ratio of depreciation to wages as a proxy for capital intensity. High capital intensity is more than \$0.333 of capital to \$1 of labor; medium is \$0.125 to \$0.333 of capital to \$1 of labor; low is less than \$0.125 of capital for every \$1 of labor.

CONSTANT PRICES

The dollar figures in the Key Statistics table, including forecasts, are adjusted for inflation using the current year (i.e. year published) as the base year. This removes the impact of changes in the purchasing power of the dollar, leaving only the "real" growth or decline in industry metrics. The inflation adjustments in IBISWorld's reports are made using the US Bureau of Economic Analysis' implicit GDP price deflator.

DOMESTIC DEMAND

Spending on industry goods and services within the United States, regardless of their country of origin. It is derived by adding imports to industry revenue, and then subtracting exports.

EMPLOYMENT

The number of permanent, part-time, temporary and seasonal employees, working proprietors, partners, managers and executives within the industry.

ENTERPRISE

A division that is separately managed and keeps management accounts. Each enterprise consists of one or more establishments that are under common ownership or control.

ESTABLISHMENT

The smallest type of accounting unit within an enterprise, an establishment is a single physical location where business is conducted or where services or industrial operations are performed. Multiple establishments under common control make up an enterprise.

EXPORTS

Total value of industry goods and services sold by US companies to customers abroad.

IMPORTS

Total value of industry goods and services brought in from foreign countries to be sold in the United States.

INDUSTRY CONCENTRATION

An indicator of the dominance of the top four players in an industry. Concentration is considered high if the top players account for more than 70% of industry revenue. Medium is 40% to 70% of industry revenue. Low is less than 40%.

INDUSTRY REVENUE

The total sales of industry goods and services (exclusive of excise and sales tax); subsidies on production; all other operating income from outside the firm (such as commission income, repair and service income, and rent, leasing and hiring income); and capital work done by rental or lease. Receipts from interest royalties, dividends and the sale of fixed tangible assets are excluded.

INDUSTRY VALUE ADDED (IVA)

The market value of goods and services produced by the industry minus the cost of goods and services used in production. IVA is also described as the industry's contribution to GDP, or profit plus wages and depreciation.

INTERNATIONAL TRADE

The level of international trade is determined by ratios of exports to revenue and imports to domestic demand. For exports/revenue: low is less than 5%, medium is 5% to 20%, and high is more than 20%. Imports/domestic demand: low is less than 5%, medium is 5% to 35%, and high is more than 35%.

LIFE CYCLE

All industries go through periods of growth, maturity and decline. IBISWorld determines an industry's life cycle by considering its growth rate (measured by IVA) compared with GDP; the growth rate of the number of establishments; the amount of change the industry's products are undergoing; the rate of technological change; and the level of customer acceptance of industry products and services.

NONEMPLOYING ESTABLISHMENT

Businesses with no paid employment or payroll, also known as nonemployers. These are mostly set up by self-employed individuals.

PROFIT

IBISWorld uses earnings before interest and tax (EBIT) as an indicator of a company's profitability. It is calculated as revenue minus expenses, excluding interest and tax.

REGIONS

West | CA, NV, OR, WA, HI, AK

Great Lakes | OH, IN, IL, WI, MI

Mid-Atlantic | NY, NJ, PA, DE, MD

New England | ME, NH, VT, MA, CT, RI

Plains | MN, IA, MO, KS, NE, SD, ND

Rocky Mountains | CO, UT, WY, ID, MT

Southeast | VA, WV, KY, TN, AR, LA, MS, AL, GA, FL, SC, NC

Southwest | OK, TX, NM, AZ

VOLATILITY

The level of volatility is determined by averaging the absolute change in revenue in each of the past five years. Volatility levels: very high is more than $\pm 20\%$; high volatility is $\pm 10\%$ to $\pm 20\%$; moderate volatility is $\pm 3\%$ to $\pm 10\%$; and low volatility is less than $\pm 3\%$.

WAGES

The gross total wages and salaries of all employees in the industry.



WHERE KNOWLEDGE IS POWER

IBISWorld helps you find the industry information you need – fast

With our trusted research covering thousands of global industries, you'll get a quick and intelligent overview of any industry so you can get up to speed in minutes. In every report, you'll find actionable insights, comprehensive data and in-depth analysis to help you make smarter, faster business decisions. If you're not yet a member of IBISWorld, contact us at +1-800-330-3772 or info@IBISWorld.com to learn more.

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Discussion/Action Items

American Recovery Plan

Estimated State and Local Allocation Spreadsheet Reference Guide

How fast will state and local governments receive the aid?

States, Tribal governments, territories, counties, and metropolitan cities (which generally have **over** 50,000 inhabitants) would receive their allocations within 60 days of submitting their certification of need to the Department of Treasury.

Because it could take a full year for the Department of Treasury to calculate and disburse the allocations for smaller local governments (generally those with **under** 50,000 inhabitants, comprising over 33,000 entities), the Department of Treasury is instead required to send those funds to the states within 60 days of the law's enactment. States would then have 30 days to disburse the funds to the local governments (called "nonentitlement units of local government") based on population. A state could ask Treasury for an extension for distributing one or more of those allocations if necessary, but it would need to justify why the extension is warranted. States would have **no** discretionary authority to change the amount of, or attach additional requirements to, the payments allocated to local governments.

What's the difference between a "CDBG City" and a "Nonentitlement"?

These terms are used on tabs 3 and 4 of the spreadsheet. "CDBG City" generally refers to cities of over 50,000, which would receive their allocation from the Department of Treasury based on a modified Community Development Block Grant (CDBG) formula.

"Nonentitlement" is short for "nonentitlement unit of local government," which is the term used for cities, townships, villages, and small municipalities that generally have fewer than 50,000 inhabitants. Those allocations would be made proportionate to population and are subject to a cap of 75% of the locality's most recent budget as of January 27, 2020.

How reliable are the estimates on the "Nonentitlement Rough Calcs" tab?

The spreadsheet estimates were calculated using public Census data, which poses four obstacles to getting precise nonentitlement assistance estimates:

1. Analysts must manually remove all "metro city" governments and underlying areas located within those areas. As users review the spreadsheets and point out oversights, updated spreadsheets are being released.
2. The Census data does not identify cases where local governments overlap (for example, an area with both a town government and a township government). This not only leads to issues in allocating payments in these areas, as they will likely split their payment across such governments, but also affects ALL nonentitlement governments because it affects the total population base used to distribute nonentitlement payments nationwide. Acknowledging the significant effects that overlap could have on nonentitlement estimates, the tab includes two estimates:

- The estimates in the “No Overlap” Allocation (Column D) are at one end of the extreme, and assume that whenever unclear, the overlap between governments is as small as possible. This means the nationwide population is as large as possible, and thus the payments to all governments are smaller because they cover more people.
 - The estimates in the “All Overlap” Allocation (Column E) are at the other extreme, assuming maximum overlap when presented with an unclear case. This minimizes the nationwide population eligible for funding, thereby resulting in greater payments to all nonentitlement governments.
3. Local governments may have unique structures (for example, if a city and county are consolidated) that mean they are left off the spreadsheet despite being eligible for funding.
 4. The data does not contain local budget information, so it **does not** reflect instances where a government would reach its cap of 75% of its most recent budget as of January 27, 2020. This cap may put a local government significantly below the “No Overlap” allocation estimate.

Why are the nonentitlement estimates for a state different on the Nonentitlement tab compared to the State and CDBG tabs?

On the “State and Level” tab, the “to Local Govts” column uses a “top down” simplifying estimate for nonentitlement allocations, assuming that the percentage of people eligible for nonentitlement assistance is constant across states.

On the “CDBG City” tab, each state has a line called [State, State]. This amount is the total amount the state is estimated to receive for its nonentitlement units of local government (those listed on the “Nonentitlement” tab), and also uses the “top down” simplifying assumption. For example, the entry for “Idaho, Idaho” is the estimated amount that would be distributed across all of Idaho’s nonentitlement units of local government listed on the “Nonentitlement” tab. However, these figures present the following concerns:

1. Some states have larger shares of people in nonentitlement governments than others, even if those shares can’t be calibrated precisely with the publicly available Census data; and
2. Knowing the total amount of nonentitlement assistance flowing to a state isn’t helpful to local government officials who need more specific information about what their unit of government would receive.

With that in mind, the “Nonentitlement Rough Calcs: tab uses a “bottom up” estimate that attempts to better describe the amounts flowing to individual towns using the Census data, understanding that those estimates will be inherently flawed.

These two different approaches (top down versus bottom up) mean that the [State, State] line of the “CDBG Cities” tab will not match up with the sum of the state’s entries on the “Nonentitlement Rough Calcs” tab.

Notes on File Labeled “State and Local Allocation Output 02.25.21”

Below is a brief summary of the local estimates produced in the “State and Local Allocation Output 02.25.21” file, including any underlying methodological assumptions and potential deviations for how local funding would be distributed in practice.

Metro Cities Section

This update includes a correction for an error in the way the CDBG allocations were weighted across metro cities, counties, and nonentitlement areas. This resulted in increases in the projected assistance to each metro city by about 9% (the nature of the error did not produce any offsetting decreases elsewhere).

Island territories other than Puerto Rico were also removed from the metro city list, consistent with the “state” definition originally used in the text.

Methodology: The list of “metro cities” as defined in the proposal and the allocation amounts provided to those cities were generated from the FY2020 CDBG entitlement awards distributed to those cities as shown on the [HUD website](#). Select city governments that qualify but have chosen not to participate in the CDBG entitlement program have been added, as that information has been made available, with allocation amounts estimated by CRS using the limited data available for those cities.

Potential Deviations in Distribution:

- Funds may be distributed to metro cities based on the formula for FY2021, for which award data is not yet available.
- Other cities that qualify and have chosen not to participate in the CDBG entitlement program may elect to receive assistance as a metro city, which would reduce amounts otherwise available to the remaining metro cities.

Other Non-Counties Section

This update now uses 2019 Census data (identical to other local inputs) and reflects two changes made by the Manager’s Amendment:

- (1) a change in the definition of eligible nonentitlement governments; and
- (2) a change in how nonentitlement payments are distributed from the federal government to states (no change in how states distribute to individual governments).

The combination of both nonentitlement language changes and the new methodology increases the precision of the estimates, allowing for only one run for each government.

Island territories other than Puerto Rico were also removed from the nonentitlement allocations, consistent with the “state” definition originally used in the text.

Methodology: The list of eligible governments and their respective populations was generated from the 2019 City and Town dataset from the Census Bureau, which includes data on both “incorporated areas” and “minor civil divisions.”

- The list of governments for 38 states and DC represent all incorporated areas coded as having active governments, less incorporated areas that are metro cities. This includes:
 - 30 states and DC that do not have governments classified as minor civil divisions: and
 - 8 states which are described by Census as having minor civil division governments that “for the most part, perform less of a governmental role” (IL, IN, KS, MO, NE, ND, OH, SD).
- The list of governments for the remaining 12 states (CT, ME, MA, MI, MN, NH, NJ, NY, PA, RI, VT, WI) includes both incorporated areas and minor civil divisions with active governments, less governments that are metro cities. Minor civil division governments were included for these states, as Census describes their activity as mostly resembling “general-purpose local governments.”

In all cases, the list of nonentitlement governments intends to accurately capture the *total population eligible for assistance in each state, rather than the total number of governments eligible for assistance*, as the total state population is used to calculate the amount every nonentitlement government will receive.

Estimates also do not account for the cap on nonentitlement assistance equal to 75% of the government’s previous annual budget.

Potential Deviations in Distribution:

- 2020 city and town populations may be used to calculate distribution amounts, for which data is not yet available.
- Government eligibility decisions made by the U.S. Department of Treasury in implementing the law may differ from the assumptions used in states with minor civil divisions.
- Projected amounts may be distributed to more than one nonentitlement government to the extent that eligible nonentitlement governments have overlapping populations (for example, residents of a village government and town government in New York).
- Governments described in the “Metro Cities” section as relinquishing CDBG entitlement program eligibility but choosing to receive metro city funding in this program may be included on this list. Removal of such governments would increase amounts provided to other state nonentitlement governments.
- Every effort has been made to remove metro cities and their sub-local governments from this list, but such efforts may not be comprehensive. To the extent such entities remain and do not receive nonentitlement funding, amounts for other state nonentitlement governments would subsequently increase.

- Governments with assistance amounts subject to the 75% annual budget cap would have their assistance subsequently reduced. Amounts to other state nonentitlements would subsequently increase.

Counties Section

As mentioned in the Metro Cities Section, this update includes a correction for an error in the way the CDBG allocations were weighted across metro cities, counties, and nonentitlement areas. This resulted in a greater number of urban counties getting the CDBG markup (up to 14, from 11 previously) and a subsequent reduction in the amounts received by other counties.

Methodology: County population data draws from the 2019 Census county population dataset. CDBG award data for counties classified as “urban counties” in that program drew from the same HUD information mentioned in the “Metro Cities” section.

Potential Deviations in Distribution:

- 2020 county populations may be used to calculate distribution amounts, for which data is not yet available.
- In some cases, governments that relinquish the metro cities designation but choose to classify as metro city for this program may alter the adjustments made to urban counties for purposes of the county distribution. Such effects are likely to be small, however, as only 14 of more than 3,100 counties are currently estimated to have their allocations affected by CDBG participation.
- No adjustment is made to account for areas without active county governments. Amounts in those cases are redistributed to other local governments within the county based on population.

Discussion/Action Items

Town of Exeter Boards and Committees Discussion



Fwd: Planning Board - Follow Up Items

1 message

Niko Papakonstantis <npapakonstantis@exeternh.gov>
To: Pam McElroy <pmcelroy@exeternh.gov>

Thu, Mar 25, 2021 at 9:08 AM

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

From: Neil Bleicken <neil.bleicken@gmail.com>
Date: Thu, Mar 25, 2021 at 7:45 AM
Subject: Planning Board - Follow Up Items
To:

Good Morning Exeter Select Board,

Many thanks to Lovey, Molly, and Niko for meeting with several of us to discuss our concerns about both the lack of term limits on town boards generally and the Planning Board specifically. We look forward to speaking with Daryl this upcoming Monday at 5:00 pm. Julie, do you have any time to meet with us over the next few weeks?

I'm sending this note to provide three follow-up items related to our discussion:

1. A recent history of terms served by current and past Planning Board and Zoning Board of Adjustment Members (provided by the Planning Office).
2. My transcription (below) of Vice Chair Aaron Brown's policy statement at the Planning Board meeting on February 11, 2021 where he states "...if you don't own the view you can't guarantee the view. And that's not a nice thing to say to an abutter but that is reality..."
3. A Seacoast Online article from February 18, 2018 in which Vice Chair Aaron Brown is quoted at a Planning Board meeting making the same policy statement, i.e. "...if you don't own the view you can't guarantee the view."

Thanks again for all you do for Exeter.

Best,

Neil Bleicken

Vice Chair Aaron Brown -- Policy Statement at Planning Board Meeting on February 11, 2021

Link to video of meeting: https://videoplayer.telvue.com/player/LyAOBTaTsnn_CnwjwcB5-VoxQtyoKR1P/categories/1414/media/620295?autostart=false&showtabssearch=true&fullscreen=false&jwsource=em

From 2 hours 29 minutes and 21 seconds to 2 hours 31 minutes and 13 seconds (Neil Bleicken's transcription):

"There's been a lot of different issues brought up in this case. I do think Dave Sharples' discussion regarding purpose of a Yield Plan hopefully we're all focusing on because it is an important matter and it plays a role. And our ordinance allows for it part of the Master Plan Oversight Committee we in fact promote open space development which involves the Yield Plan process. So this is the type of project that our citizens have suggested they want by adopting the Master Plan. So then it comes to us trying to determine how many units if any, right, so. It's pretty common these days that we get conflicting legal and engineering and wetlands opinions. It's been my time on this Board it's more rare that there's not organized abutter interest which is generally not trying to get more units near them, so I try to focus on what I think is reasonable and what I think I've seen per evidence from all sides and I do appreciate abutter input because I think it does help balance the scales and I think it gives us other opinions. I am in the real estate industry and I will say that one thing that I was taught very early by my first boss in real estate was that if you don't own the view you can't guarantee the view. And that's not a nice thing to say to an abutter but that is reality and that's what I tell anybody that I work with."

Tax Abatements, Veterans Credits & Exemptions

List for Select Board meeting April 12, 2021

Solar Exemption

Map/Lot/Unit	Location
19/16/5	9 Wood Ridge Lane
76/13	25 Greenleaf Drive
73/314	5 Ash St
95/3	137 Court St
85/39	9 Meadow Lane
17/5	63 Old Town Farm Rd

Elderly Exemption

Map/Lot/Unit	Location	Amount
73/100	23 Charter St	Denied
104/79/135	135 Robinhood Dr	152,251
104/36	155 Court St	183,751
65/58	23 Haven Ln	152,251
104/79/325	325 Friar Tuck Dr	236,251

Veterans Credit

Map/Lot/Unit	Location	Amount
55/18	20 Colcord Pond Dr	\$500.00
63/260	49 Main St	\$500.00
68/6/217	2 Sterling Hill #217	\$500.00
62/7	87 Washington St	\$500.00
95/64/130	21 Cherry St	\$500.00
90/12	27 Ashbrook Rd	\$500.00
69/3/307	61 Acadia Ln #307	\$500.00

Abatement

Map/Lot/Unit	Location	Amount	Year
95/64/242	37 Cornwall Ave	151.22	2013
95/64/242	37 Cornwall Ave	128.72	2019
95/64/242	37 Cornwall Ave	100.01	2020

Jeopardy Tax

Map/Lot/Unit	Location	Amount
104/79/226	226 Robinhood Dr	15.00
104/79/904	904 Camelot Dr.	15.00

Permits and Approvals



EXETER FIRE DEPARTMENT

20 COURT STREET • EXETER, NH • 03833-3792 • (603) 773-6131 • FAX 773-6128

www.exeternh.gov

Advanced Life Support / EMS - Fire Suppression - Health Department - Emergency Management

INTEROFFICE MEMORANDUM

TO: PAM MCELROY
FROM: JUSTIN PIZON, ASSISTANT FIRE CHIEF
SUBJECT: VOLUNTARY CHANGE OF ADDRESS REQUESTS
DATE: APRIL 9TH, 2021

Hi Pam,

Attached you will find 2 voluntary change of address requests.

286 Water Street requested and received approval to sub-divide their property. Due to a lack of available numbers, the property owner has requested 286 Water Street be re-numbered to 284 Water Street. The newly created lot will now be 286 Water Street. (Voluntary change request and map for reference attached).

47 Hampton Road requested and received approval to sub-divide their property. Due to a lack of available numbers, the property owner has requested 47 Hampton Road be re-numbered to 41 Hampton Road. The newly created lot will now be 43 Hampton Road. (Voluntary change request and map for reference attached).

The requested changes have been reviewed and are found to be in compliance with the Department of Safety's E911 addressing requirements. Further, the Town of Exeter's E911 committee supports these changes.

Thank you for your time,

Justin

"A Tradition of Service"

DATE 4/8/21

MAP LOT 64-18

TOWN OF EXETER NH

APPLICATION FOR
VOLUNTARY
CHANGE OF ADDRESS


NAME OF OWNER: Keith P. & Heather Hale Wheeler

MAILING ADDRESS 286 Water Street, Exeter NH.

LOCATION OF PROPERTY: 286 Water Street (TM#64-18)

APPLICATION IS FOR CHANGE OF ADDRESS NUMBER FROM: 286 Water Street

TO: 284 Water Street FOR EMERGENCY RESPONDERS TO EASILY LOCATE THE PROPERTY.

Signature of property owner(s): 

Board of Selectmen: Approval Rejected

Explanation: _____

Date recommended by E911 / /

Date adopted by Board of Selectmen / /

Keith Wheeler ~~kwheeler@exeternh.com~~
~~XXXXXXXXXX~~



The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data.

Address change - 286 Water Street, Exeter

DATE 4/1/21

MAP LOT 87-17

TOWN OF EXETER NH

**APPLICATION FOR
VOLUNTARY
CHANGE OF ADDRESS**


NAME OF OWNER: NH Industrial Properties LLC

MAILING ADDRESS POB 1986, Hampton NH 03843

LOCATION OF PROPERTY: 47 Hampton Road

APPLICATION IS FOR CHANGE OF ADDRESS NUMBER FROM: 47 Hampton Road

TO: 41 Hampton Road FOR EMERGENCY RESPONDERS TO EASILY LOCATE THE PROPERTY.

Signature of property owner(s): 

Board of Selectmen: Approval Rejected

Explanation: _____

Date recommended by E911 / /

Date adopted by Board of Selectmen / /

Greg Comeau
~~XXXXXXXXXX~~



TOWN OF EXETER

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

Special Event Application

The Town of Exeter requires licensing for all Special Events where the Select Board is the licensing authority. Return all Special Event applications to Exeter Parks and Recreation, at 32 Court Street, Exeter NH. For information or questions concerning the application call 603-773-6151 or email mroy@exeternh.gov. Special Event License (Reference RSA 286 1-5, Town Ordinance Chapter 807)

TYPE OF EVENT

Special Event Road/Bike Race Parade Protest/Rally Fireworks

LOCATION OF SPECIAL EVENT

Town Hall Bandstand Art Gallery Swasey Parkway Senior Center
 Town Hall Upstairs Back Rm Town Hall Small Front Green Rm Founders Park Swasey Pavilion Townhouse Common
 Parks/Rec Property

EVENT CONTACT INFORMATION

Organization Name: _____ EXETER_POWER YOGA

Organization Address: _____

Event Representative Name: TRACY

COVIELLO _____ Event Representative Title: _____

OWNER Phone # _____ Day of Contact _____

Name: _____ Day of Contact Phone # _____ Event

Representative Email: _____

EVENT DETAILS

Date of Event: SUMMER MONTHS OF 2021 DURING THE PANDEMIC Mondy- Friday at noon

Start Time: ASAP End Time: SEPTEMBER

Name of Event: Daily OUTDOOR YOGA CLASSES at noon

Number of Anticipated Attendees (Including Volunteers and Staff): 1 TEACHER APPROX 15/20 YOGIS

Describe the Proposed Event: TO HOLD 1 DAILY YOGA CLASS OUTDOORS ON THE GREEN PATCH AT THE FAR-END OF THE SWASEY PARK. THE CLASSES ARE TO MEMBERS OF THE STUDIO AND ALLOW FOR THE COMMUNITY TO GATHER, FOR THE WELL-BEING AND HEALTH OF INDIVIDUALS AND PRACTICE YOGA OVERLOOKING THE RIVER. NO LITTER, NO MUSIC. EACH YOGI IS RESPONSIBLE FOR THEIR OWN MAT AND PROPS. NO IMPACT TO THE GRASS AREA NOR THE PARK. INDIVIDUALS WILL WALK TO THE LOCATION AND ARE WELCOME TO HAVE LUNCH AND SHOP IN THE RETAIL STORES AFTER CLASS.



Special Event Application

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

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

ADDITIONAL DOCUMENTATION NEEDED TO COMPLETE/ATTACH TO PERMIT APPLICATION

All applicants for Special Events need to provide **WRITTEN ANSWERS TO THE QUESTIONS BELOW.**

1. **Site Plan:** Please attach a drawing of the event layout, including parking, facilities, vendor setup etc. (even if you supplied one in previous years).
2. **Security/Crowd Control Plan:** Describe how you plan to manage event goers while not surpassing the maximum seating capacity of indoor events or how you will secure, control, and assure compliance with laws and licensing conditions in the case of an outdoor event. **_YOGIS WILL REGISTER FOR THE CLASS THROUGH OUR MINDBODY APP SO NUMBERS ARE KNOWN. DROP-IN WILL NOT BE OFFERED. EPY ADOPTED THIS DURING THE USE OF THE TOWN COMMON PLACE IN 2020 AND IT WORKED WITHOUT ANY ISSUES.**

3. **Traffic Control/ Parking Plan:** The estimated number of vehicles, provisions for parking, number of police officers or employees necessary to control traffic, type and location of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles. **_IT IS FOR THE YOGIS TO PARK THEIR CAR IN TOWN AND WALK TO THE CLASS LOCATION . SOME MEMBERS LIVE IN TOWN SO MANY EITHER WALK/RUN OR BIKE.**



Special Event Application

4. Fire Emergency Plan: The estimated number of occupants of all indoor events to assure compliance with the laws and permit rules and conditions required by the NH State Fire Code and its adopted references for places of assembly.
_____ N/A - THE EVENT IS OUTDOORS _____

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

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

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

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

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

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

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

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



Special Event COVID - 19 Addendum

Permit applicants are required to meet all current State of NH and Town of Exeter Covid-19 requirements as of the date of the event. Guidelines are constantly changing due to the nature of Covid -19 and any applicant must be willing to adjust as guidelines change.

Organizers need to follow any additional specific guidance created by the State NH if relevant to their event.
(For example Festivals/Fairs, Food Service Industry, Performances, etc.)

COVID-19 GENERAL GUIDELINES

- Provide a written documentation detailing how the event will follow all current Town and State guideline regarding the use of facemasks for attendees, volunteers, performers, and staff.
- Provide written documentation of how the organizers will provide education and training around safe practices as it relates to hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the New Hampshire Universal Guidelines.
- Provide a map indicating how the event will be spread out to adhere to the 6' social distancing rule.
- Provide a written plan of how you will promote social distancing of at least 6 ft for all organizers, vendors, performers and attendees at all times.
- Provide a written plan of how you will disseminate and collect the Town of Exeter COVID-19 Waiver that all vendors, performers, staff and volunteers are required to sign.
- Provide a written plan as to how your organization shall provide and require the review of the following documents/links to all volunteers, performers, staff and vendors:
 - CDC Guidance for businesses and employers
 - CDC Guidance for cleaning and disinfection
 - Universal Guidelines for All New Hampshire Employers and Employees
 - CDC Use of Cloth Face Coverings
 - If providing Food Services, follow Food Service Industry guidance. Follow ServSafe COVID-19 training guidelines if applicable.

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

- When feasible vendors should consider plexiglas/display changes/protective measures for displaying product.
- Only the vendor can handle products and should place customer purchases away from other products.
- Only one shopper under the tent at a time to prevent overcrowding and adhering to 6' social distancing
- Provide foot traffic flow patterns to meet social distancing requirements. This includes marking 6 ft social distancing spaces any place participants may be waiting in a line.
- All food vendors will complete the "ServSafe COVID-19 Precautions Training Video" and will provide a copy of the certificate to the Town and the sponsoring organization. (Health Officer can provide link)
- There may be times when singers, musicians, emcees, auctioneers, etc. cannot wear masks given the nature of their roles. They should follow the "Additional Process Guidance for Presenting Venues and Performers" in the Performing Arts Venue guidance.
- Commonly touched surfaces, work areas, and public areas should be frequently cleaned and disinfected according to CDC guidance at a minimum every 2 hours and at the end of each shift.
- Assign dedicated staff (i.e. a safety officer) to monitor and ensure compliance with social distancing, hand hygiene, cloth face covering use, and other protective actions.
- Adhere to all NH travel guidance for performers and exhibitors from out of state.



Special Event COVID - 19 Addendum

- Require all volunteers, performers, staff, and vendors to report any symptoms of COVID-19 or close contact to a person with COVID-19 to the lead contact person. Vendors and Volunteers should not attend events if they feel sick.
- Vendors, performers, staff, and volunteers should be screened on arrival to each event by asking if the individual:
 - Do you have any of the following symptoms of COVID-19:
 1. Fever (a documented temperature of 100.4 degrees Fahrenheit or higher) or are feeling feverish
 2. Respiratory symptoms such as a runny nose, nasal congestion, sore throat, cough, or shortness of breath;
 3. General body symptoms such as muscle aches, chills, and severe fatigue;
 4. Gastrointestinal symptoms such as nausea, vomiting, or diarrhea; or
 5. Changes in your sense of taste or smell?
 6. Have you been in close contact with someone who is suspected or confirmed to have had COVID-19 in the past 10 days? (Note: healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment are not considered to have a close contact exposure and should answer "No" to this question).
 7. Have you traveled on non-essential travel in the past 10 days outside of New Hampshire, Vermont, Maine, Massachusetts, Connecticut, or Rhode Island (this includes any international travel or travel by cruise ship and any domestic travel, within the US, outside of NH, VT, RI, CT, MA or ME, regardless of the mode of transportation)?
- Any volunteer, performer, staff, or vendor with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should not be allowed into the event.
- Person(s) with suspect or confirmed COVID-19 must stay home until symptom based criteria are met for discontinuation of isolation.
- Alcohol-based hand sanitizer/portable wash stations must be made readily available and must be placed with frequency throughout the grounds/facility including on entry, in key walkways, in food and beverage locations, in restrooms, at transportation points, at checkout locations, and at exits. Hand sanitizer must also be provided in non-public settings as well.
- Vendors and volunteers must wear masks at all times and vendors must wear gloves when serving customers.
- An isolation area shall be identified and communicated to all vendors and volunteers at the beginning of each event for those that develop symptoms during the event.
- Vendors, organizers and volunteers are required to have way to sanitize/wash their hands
- Organizers should have a communication plan to inform attendees prior to their visit about health and safety practices at the event and other information attendees need upon arrival. Plans may include: websites, social media, email or other electronic communication, such as reservations or confirmations, and print.
- Signage must be prominently posted at entrance(s) informing attendees about symptoms of COVID-19 and social distance requirements; to practice frequent hand hygiene/washing; and wear a cloth face covering over mouth and nose to protect others (see Universal Guidelines for sample language).
- Attendees should be limited to no less than six feet distancing from the edge of a performance area. Singing or wind instrument performances should follow audience spacing detailed in performing arts venue guidance. Attendees should remain in their seats and performers should not physically interact with audience. More space should be considered when larger performance groups are present.
- Indoor venue admissions should be limited to 50% occupancy, or to the number of people where at least 6 feet of physical distancing is able to be consistently maintained between people or groups of close household contacts when seated in the auditorium, whichever number is lower.



Special Event Application

By signing below, I confirm that all information provided herein and in all attachments as true and accurate, acknowledge that this application will not be reviewed by the Recreation Department until considered complete by Town review staff, and state that all liability for this event is assumed and accepted by the applicant.

Print Name Tracy Coviello

Organization Exeter Power Yoga

Applicant Signature

Date 4/5/2021

I also confirm that I am responsible for all costs incurred for this event including all special duty police, fire and health/safety services. All services must be paid in full upon receipt of the invoice. If not paid in full, the Town will charge 2% interest per month.

The Town may request/sue for legal expenses if the Town has to go to collections for unpaid amounts. I am responsible for all fees, which may include interest, attorney and court fees.

The Town reserves its rights to pursue all available legal remedies for damage to Town property or violation of any laws, rules or conditions applicable to use of Town property. In addition, such conduct may result in revocation of permission and/or denial of future requests for permission to use Town property.

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

Print Name Tracy Coviello

Applicant Signature

Date 4/5/2021

FOR OFFICE USE ONLY

Cost For Event: \$ _____

Entered Into RecTrac: Yes No

Sent Invoice: Yes No

Received Insurance: Yes No

DEPARTMENT HEAD SIGNED OFF

Police Chief

Yes No

Via Email

Health Inspector

Yes No

Via Email

DPW

Yes No

Via Email

Parks & Rec

Yes No

Via Email

Exeter Power Yoga & Healing Center

COVID-19 Protocols

Yoga participants are screened online when signing up for class or upon arrival by teacher. The following questions are asked:

Have any symptoms of COVID-19 (Using latest Universal Guidelines for list of potential symptoms <https://www.covidguidance.nh.gov>) or fever of 100.4 degrees F or higher.

Has had any close contact with someone who is suspected or confirmed to have had COVID-19 in the past 10 days. (NOTE: Healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer "no" to this question)

Traveled in the past 10 days either:

Internationally (outside the U.S.) or By cruise ship

NOTE: You do NOT need to quarantine for 10 days or get tested for COVID-19 if either of the following apply:

1. You are fully vaccinated against COVID-19 and more than 14 days have passed since you received the second dose of your COVID-19 vaccine.
2. You have previously tested positive for active COVID-19 infection (by PCR or antigen testing) in the last 90 days (if you had a previous infection that was more than 90 days ago, you must still follow all quarantine requirements)

Person(s) with any COVID-19 symptoms, those who report that in the past 10 days they have had close contact with someone suspected or confirmed with COVID-19, or report travel risk factors shall not be allowed to practice or stay in the area and must follow state guidelines to return to practice.

Yoga students will wear face covering/mask and follow Town protocol until practice begins. Mask will be optional for students during practice, as long as participant is on their mat. Teacher will have the option to wear mask while teaching or maintain social distance.

Mats will be 6' apart or follow most current CDC, state guidelines or Town of Exeter preference. In most cases in a park setting, people usually like plenty of space so this works out well for Yoga in a park.

Exeter Power Yoga will abide by all CDC, State and Town of Exeter guidelines and make any adjustments necessary to use Town Property.



Swasey Pkwy
Exeter, NH 03833



TOWN OF EXETER

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Special Event Application

The Town of Exeter requires licensing for all Special Events where the Select Board is the licensing authority. Return all Special Event applications to Exeter Parks and Recreation, at 32 Court Street, Exeter NH. For information or questions concerning the application call 603-773-6151 or email mroy@exeternh.gov. Special Event License (Reference RSA 286 1-5, Town Ordinance Chapter 807)

TYPE OF EVENT

- Special Event
 Road/Bike Race
 Parade
 Protest/Rally
 Fireworks

LOCATION OF SPECIAL EVENT

- Town Hall
 Bandstand
 Art Gallery
 Swasey Parkway
 Senior Center
- Town Hall Upstairs Back Rm
 Town Hall Small Front Green Rm
 Founders Park
 Swasey Pavilion
 Townhouse Common
- Parks/Rec Property

EVENT CONTACT INFORMATION

Organization Name: Seacoast Growers Association

Organization Address: Po Box 4401 Portsmouth NH 03801

Event Representative Name: Dorienne Barr

Event Representative Title: Treasurer Phone # 603 772 4121

Day of Contact Name: Dorienne Barr Day of Contact Phone # 603 918 1323

Event Representative Email: Treasurer@seacoastgrowers.org

EVENT DETAILS

Date of Event: Every Thursday from 5/10 to 10/28/21

Start Time: 1:00pm set-up End Time: 6:00pm break down

Name of Event: Exeter Farmers market

Number of Anticipated Attendees (Including Volunteers and Staff): 650 max # from last year

Describe the Proposed Event: Provide local food, products, and crafts to the Exeter community. All vendors are from Rockingham, Strafford or York counties.

Blocking Off Road(s): Yes No If yes, which one(s) Swasey Parkway - move barriers for function

of Parking Spaces: 30-35 Locations: Swasey Parkway



Special Event Application

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

Food/Beverage/Concessions/Vendors/sales (inspection by Health Officer) Yes No

Alcoholic Beverages Served Yes No *Czar's Brewing in Exeter if approved on 4/11/12*

State Liquor Permit Received Yes No Date Rcvd: _____

Town Liquor Permit Approved Yes No Date Rcvd: _____

Electronic sound amplification equipment, speakers, public address system (must follow noise ordinance) Yes No

Propane/Charcoal BBQ grills (inspection by Health Officer) Yes No

Electrical set up/ electrical cords run to the site (inspection needed by Electric Inspector) Yes No

Fire pits, bonfires, kindle fire, campfire and other outdoor burning (must have permit from Fire Department) Yes No

Tents/canopies If so, list quantity and size Yes No # & Size 10x10 12-23

Animals at the event. If so, describe Yes No _____

Motorized Vehicles. If so, describe Yes No vendor's vehicle

ADDITIONAL DOCUMENTATION NEEDED TO COMPLETE/ATTACH TO PERMIT APPLICATION

All applicants for Special Events need to provide **WRITTEN ANSWERS TO THE QUESTIONS BELOW.**

- 1. Site Plan:** Please attach a drawing of the event layout, including parking, facilities, vendor setup etc. (even if you supplied one in previous years).
- 2. Security/Crowd Control Plan:** Describe how you plan to manage event goers while not surpassing the maximum seating capacity of indoor events or how you will secure, control, and assure compliance with laws and licensing conditions in the case of an outdoor event.
The parkway will have a single line of vendors (tent and vehicle) with alternating tent to vehicle lined up with 8' of tent on road. The customer lines up beside vehicle for waiting to away at each vendor, allowing enough room for 5' pathway walking into park and 5' pathway out.
- 3. Traffic Control/ Parking Plan:** The estimated number of vehicles, provisions for parking, number of police officers or employees necessary to control traffic, type and location of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles.
The average number of vendors is 22. Most of the people walk to the market. There will be an A-frame sign at the junction of Water st and Sweeney Parkway. Market manager will move barriers as needed. Range of vendors 17-24 with max - 26 vehicles 1 trailers and 33 people.



Special Event Application

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

outside event

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

If there is a medical emergency: call 911
The tents are only on one side of the street so any emergency medical service vehicle can pass the tents and people safely.

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

The event is free and does not require tickets

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

Every vendor will be responsible for all trash and there will be a porta-potty on site for the entire 6 months.

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

There will be no food service in open containers. All vendors will provide proof of licensing to the Health Officer. Most vendors provide fresh veggies, fruits, and flowers. All eggs & meat are kept to temperature approved.

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

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

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

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



Special Event COVID - 19 Addendum

Permit applicants are required to meet all current State of NH and Town of Exeter Covid-19 requirements as of the date of the event. Guidelines are constantly changing due to the nature of Covid -19 and any applicant must be willing to adjust as guidelines change.

Organizers need to follow any additional specific guidance created by the State NH if relevant to their event.
(For example Festivals/Fairs, Food Service Industry, Performances, etc.)

COVID-19 GENERAL GUIDELINES

- Provide a written documentation detailing how the event will follow all current Town and State guideline regarding the use of facemasks for attendees, volunteers, performers, and staff.
- Provide written documentation of how the organizers will provide education and training around safe practices as it relates to hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the New Hampshire Universal Guidelines.
- Provide a map indicating how the event will be spread out to adhere to the 6' social distancing rule.
- Provide a written plan of how you will promote social distancing of at least 6 ft for all organizers, vendors, performers and attendees at all times.
- Provide a written plan of how you will disseminate and collect the Town of Exeter COVID-19 Waiver that all vendors, performers, staff and volunteers are required to sign.
- Provide a written plan as to how your organization shall provide and require the review of the following documents/links to all volunteers, performers, staff and vendors:
 - CDC Guidance for businesses and employers
 - CDC Guidance for cleaning and disinfection
 - Universal Guidelines for All New Hampshire Employers and Employees
 - CDC Use of Cloth Face Coverings
 - If providing Food Services, follow Food Service Industry guidance. Follow ServSafe COVID-19 training guidelines if applicable.

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

- When feasible vendors should consider plexiglas/display changes/protective measures for displaying product.
- Only the vendor can handle products and should place customer purchases away from other products.
- Only one shopper under the tent at a time to prevent overcrowding and adhering to 6' social distancing
- Provide foot traffic flow patterns to meet social distancing requirements. This includes marking 6 ft social distancing spaces any place participants may be waiting in a line.
- All food vendors will complete the "ServSafe COVID-19 Precautions Training Video" and will provide a copy of the certificate to the Town and the sponsoring organization. (Health Officer can provide link)
- There may be times when singers, musicians, emcees, auctioneers, etc. cannot wear masks given the nature of their roles. They should follow the "Additional Process Guidance for Presenting Venues and Performers" in the Performing Arts Venue guidance.
- Commonly touched surfaces, work areas, and public areas should be frequently cleaned and disinfected according to CDC guidance at a minimum every 2 hours and at the end of each shift.
- Assign dedicated staff (i.e. a safety officer) to monitor and ensure compliance with social distancing, hand hygiene, cloth face covering use, and other protective actions.
- Adhere to all NH travel guidance for performers and exhibitors from out of state.



Special Event COVID - 19 Addendum

- Require all volunteers, performers, staff, and vendors to report any symptoms of COVID-19 or close contact to a person with COVID-19 to the lead contact person. Vendors and Volunteers should not attend events if they feel sick.
- Vendors, performers, staff, and volunteers should be screened on arrival to each event by asking if the individual:

Do you have any of the following symptoms of COVID-19:

1. Fever (a documented temperature of 100.4 degrees Fahrenheit or higher) or are feeling feverish
2. Respiratory symptoms such as a runny nose, nasal congestion, sore throat, cough, or shortness of breath;
3. General body symptoms such as muscle aches, chills, and severe fatigue;
4. Gastrointestinal symptoms such as nausea, vomiting, or diarrhea; or
5. Changes in your sense of taste or smell?
6. Have you been in close contact with someone who is suspected or confirmed to have had COVID-19 in the past 10 days? (Note: healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment are not considered to have a close contact exposure and should answer "No" to this question).
7. Have you traveled on non-essential travel in the past 10 days outside of New Hampshire, Vermont, Maine, Massachusetts, Connecticut, or Rhode Island (this includes any international travel or travel by cruise ship and any domestic travel, within the US, outside of NH, VT, RI, CT, MA or ME, regardless of the mode of transportation)?

- Any volunteer, performer, staff, or vendor with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should not be allowed into the event.
- Person(s) with suspect or confirmed COVID-19 must stay home until symptom based criteria are met for discontinuation of isolation.
- Alcohol-based hand sanitizer/portable wash stations must be made readily available and must be placed with frequency throughout the grounds/facility including on entry, in key walkways, in food and beverage locations, in restrooms, at transportation points, at checkout locations, and at exits. Hand sanitizer must also be provided in non-public settings as well.
- Vendors and volunteers must wear masks at all times and vendors must wear gloves when serving customers.
- An isolation area shall be identified and communicated to all vendors and volunteers at the beginning of each event for those that develop symptoms during the event.
- Vendors, organizers and volunteers are required to have way to sanitize/wash their hands
- Organizers should have a communication plan to inform attendees prior to their visit about health and safety practices at the event and other information attendees need upon arrival. Plans may include: websites, social media, email or other electronic communication, such as reservations or confirmations, and print.
- Signage must be prominently posted at entrance(s) informing attendees about symptoms of COVID-19 and social distance requirements; to practice frequent hand hygiene/washing; and wear a cloth face covering over mouth and nose to protect others (see Universal Guidelines for sample language).
- Attendees should be limited to no less than six feet distancing from the edge of a performance area. Singing or wind instrument performances should follow audience spacing detailed in performing arts venue guidance. Attendees should remain in their seats and performers should not physically interact with audience. More space should be considered when larger performance groups are present.
- Indoor venue admissions should be limited to 50% occupancy, or to the number of people where at least 6 feet of physical distancing is able to be consistently maintained between people or groups of close household contacts when seated in the auditorium, whichever number is lower.



Special Event Application

By signing below, I confirm that all information provided herein and in all attachments as true and accurate, acknowledge that this application will not be reviewed by the Recreation Department until considered complete by Town review staff, and state that all liability for this event is assumed and accepted by the applicant.

Print Name Darlene Barr Organization Seacoast Growers Assoc

Applicant Signature Darlene Barr Date 4/5/21

I also confirm that I am responsible for all costs incurred for this event including all special duty police, fire and health/safety services. All services must be paid in full upon receipt of the invoice. If not paid in full, the Town will charge 2% interest per month.

The Town may request/sue for legal expenses if the Town has to go to collections for unpaid amounts. I am responsible for all fees, which may include interest, attorney and court fees.

The Town reserves its rights to pursue all available legal remedies for damage to Town property or violation of any laws, rules or conditions applicable to use of Town property. In addition, such conduct may result in revocation of permission and/or denial of future requests for permission to use Town property.

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

Print Name Darlene Barr dropped all check on first application

Applicant Signature Darlene Barr Date 4/5/21

FOR OFFICE USE ONLY

Cost For Event: \$ _____

Entered Into RecTrac: Yes No

Sent Invoice: Yes No

Received Insurance: Yes No

DEPARTMENT HEAD SIGNED OFF

Police Chief

Yes No

Via Email

DPW

Yes No

Via Email

Health Inspector

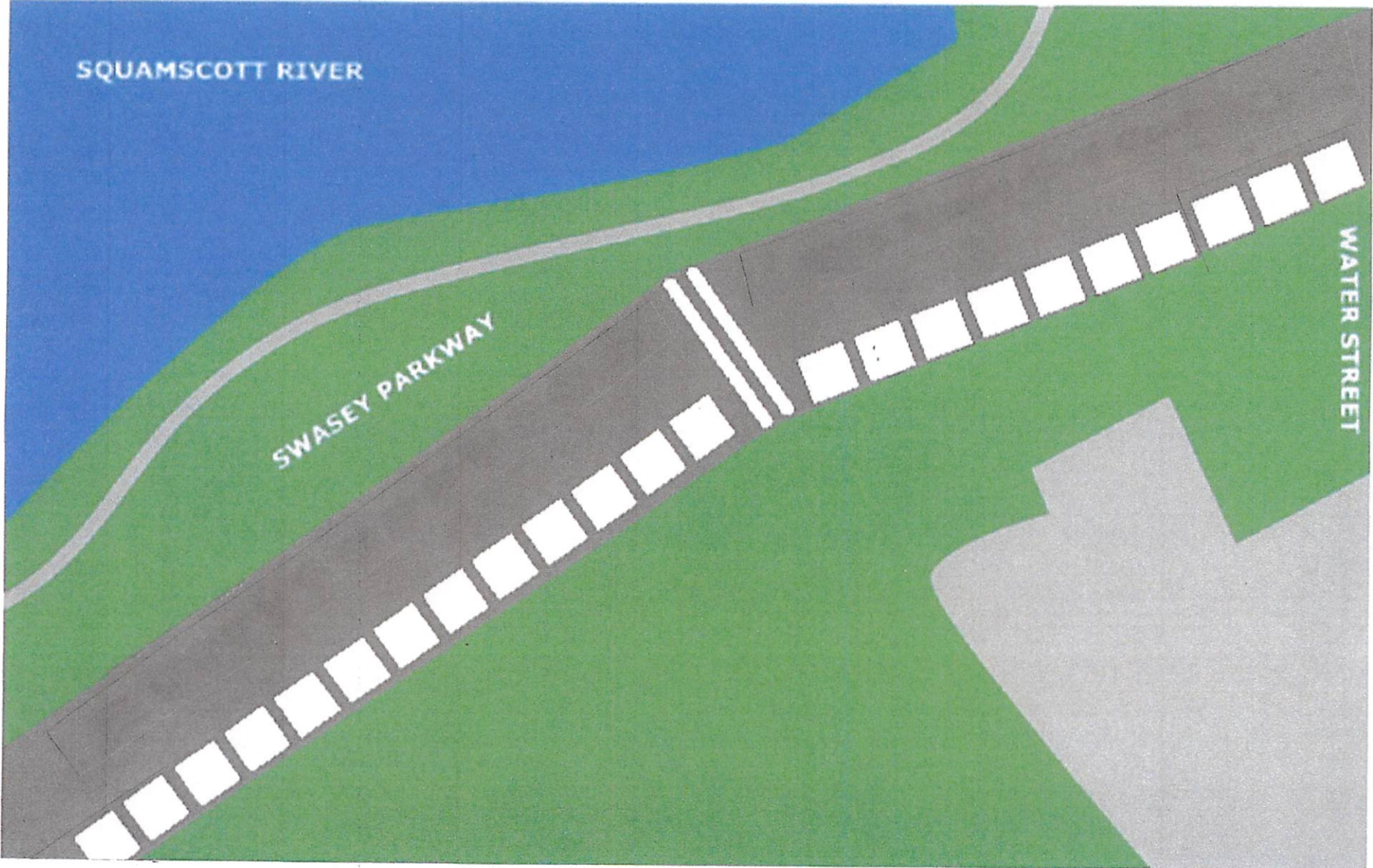
Yes No

Via Email

Parks & Rec

Yes No

Via Email



SQUAMSCOTT RIVER

SWASEY PARKWAY

WATER STREET



EXETER PARKS & RECREATION

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TOWN OF EXETER MEMORANDUM

TO: Melissa Roy, Interim Town Manager
CC: Doreen Chester, Finance Director
FROM: Greg Bisson, Director of Parks and Recreation
RE: Recreation Park- Small Playground Renovation
DATE: 04/12/2021

The small playground at the Recreation Complex on 4 Hampton Rd. located next to the athletic fields is in need of renovation. This playground has several deficiencies that need to be repaired/replaced in order to meet the playground safety standards.

Part 1:

There are two pieces of equipment that need to be addressed immediately. The tire swing has been worn down and needs to be replaced. The rocking horse needs to be removed due to its poor condition. We will look to replace the rocking horse at a later date. The current playground is all Landscape Structures Inc. elements and I would recommend keeping the same playground manufacturer in replacing the tire swing.

Tire Swing: Landscape Structures: \$717.88

Motion 1:

To make a motion to allow the Parks and Recreation Department to expend \$717.88 from the Park Improvement Fund to contract Landscape Structures Inc. for playground renovations.

Part 2: Playgrounds require a certain depth of playground wood chips to be compliant with safety standards. In an effort to gain the proper depth, the entire playground needs to be excavated to a depth of 6" and replaced with certified playground chips.

Several contractors were contacted to complete this portion of the renovation with quotes to excavate ranging from \$5,600-\$9,000. The Public Works Department took on this task creating a suitable environment for us to reinstall the proper depth of certified playground chips. We received a couple of quotes to blow in the chips. Approximately 53 yards of chips will be required.

Lobdell Landscaping: \$100 per yard to blow in.

Olofson Landcare: \$85 per yard to blow in.

Motions 2:

To make a motion to allow the Parks and Recreation Department to expend \$4,500 from the Park Improvement Fund to contract Olofson's Landcare to install certified playground chips at the Recreation Park's mini playground.

Respectfully Yours,

Greg Bisson

Director Exeter Parks and Recreation



EXETER PARKS & RECREATION

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TOWN OF EXETER MEMORANDUM

TO: Melissa Roy, Interim Town Manager.
CC: Doreen Chester, Finance Director
FROM: Greg Bisson, Director of Parks and Recreation
RE: Wear Mats
DATE: 04/12/2021

Wear mats are an important part of playground safety. Swings cause ruts in the protective surface that could lead to injury. The ruts under swings require the park staff to continuously fill them in, only to be exposed within a day. Wear mats are large rubber mats placed under swings to prevent ruts. In our effort to make playgrounds as safe as possible, we are recommending purchasing wear mats for the Recreation Park mini playground, as well as, Kids' Park.

Motions 2:

To make a motion to allow the Parks and Recreation Department to expend \$1,650.00 from the Recreation Impact Fees to contract with New England Recreation Group to purchase wear mats for the Recreation Park mini playground and Kids' Park.

Respectfully Yours,
Greg Bisson
Director Exeter Parks and Recreation



EXETER PARKS & RECREATION

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TOWN OF EXETER MEMORANDUM

TO: Melissa Roy, Interim Town Manager.
CC: Doreen Chester, Finance Director
FROM: Greg Bisson, Director of Parks and Recreation
RE: Invasive plant removal/tree trimming
DATE: 04/12/2021

Invasive plants at the Recreation Park have become problematic. Last year, we tried organic techniques to remove the bittersweet and poison ivy, but that failed. Our only solution was to cut back the growth by hand around the park. Recreation Park also required a significant amount of tree trimming along the fence line near the softball fields and at the property's front entrance. We removed 20 large loads of tree debris and organic material from the park. Yeti Landcare undertook this very time consuming effort to remove both the invasive plants and perform the tree trimming and subsequent debris removal.

Motions 1:

To make a motion to allow the Parks and Recreation Department to expend \$6,150 from the Park Improvement Fund to contract with Yeti Landcare for removal of invasive plants and tree trimming at the Recreation Park.

Respectfully Yours,
Greg Bisson
Director Exeter Parks and Recreation

Correspondence

Town Manager Russ Dean
10 Front St
Exeter, NH 03833

Dear Tree City USA Supporter,

On behalf of the Arbor Day Foundation, I write to congratulate Exeter on earning recognition as a 2020 Tree City USA. Residents of Exeter should be proud to live in a community that makes the planting and care of trees a priority.

Exeter is one of more than 3,600 Tree City USA communities, with a combined population of 155 million. The Tree City USA program is sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters.

If ever there was a time for trees, now is that time. Communities worldwide are facing issues with air quality, water resources, personal health and well-being, and energy use. Exeter is stepping up to do its part. As a result of your commitment to effective urban forest management, you are helping to provide a solution to these challenges.

We hope you are excited to share this accomplishment. Enclosed in this packet is a press release for your convenience as you prepare to contact local media and the public.

State foresters coordinate the presentation of the Tree City USA recognition materials. We will forward information about your awards to your state forester's office to facilitate presentation. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your commitment to the people and trees of Exeter and thank you for helping to create a healthier planet for all of us.

Best Regards,



Dan Lambe
President

cc: Jay Perkins

enclosure

Town Manager's Office

APR 09 2021

Received

For more information, contact:
Lauren Weyers
lweyers@arborday.org



FOR IMMEDIATE RELEASE:

Arbor Day Foundation Names Exeter Tree City USA®

Lincoln, Neb. (March 12, 2021) Exeter, New Hampshire, was named a 2020 Tree City USA® by the Arbor Day Foundation in honor of its commitment to effective urban forest management.

Exeter achieved Tree City USA recognition by meeting the program's four requirements: a tree board or department, a tree care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation.

“Tree City USA communities see the impact an urban forest has in a community first hand,” said Dan Lambe, president of the Arbor Day Foundation. “The trees being planted and cared for by Exeter are ensuring that generations to come will enjoy to a better quality of life. Additionally, participation in this program brings residents together and creates a sense of civic pride, whether it's through volunteer engagement or public education.”

If ever there was a time for trees, now is that time. Communities worldwide are facing issues with air quality, water resources, personal health and well-being, energy use, and protection from extreme heat and flooding. The Arbor Day Foundation recently launched the *Time for Trees* initiative to address these issues, with unprecedented goals of planting 100 million trees in forests and communities and inspiring 5 million tree planters by 2022. With Tree City USA recognition, Exeter has demonstrated a commitment to effective urban forest management and doing its part to help address these challenges for Exeter residents now and in the future.

More information on the program is available at arborday.org/TreeCityUSA.

About the Arbor Day Foundation: The Arbor Day Foundation is a million member nonprofit conservation and education organization with the mission to inspire people to plant, nurture, and celebrate trees. More information is available at arborday.org.

March 31, 2021

To: Nikos Papakonstantis, Chairman
Town of Exeter Select Board

I am a resident of Exeter and live in an apartment at 277 Water Street. I am writing to ask the Select Board to consider keeping Swasey Parkway a "pedestrian way" and no longer allow motor vehicles and motorcycles on the road with the exception of necessary maintenance and Farmer's Market vehicles.

Because of COVID and my health concerns, I spent most of the past year in my apartment. My living room window provides me a lovely view of the Parkway and river. I watched as the parkway became a "pedestrian way" with only sporadic utility trucks or Farmers Market vehicles using the parkway road. Without vehicular traffic, walkers were able to social distance. I watched little children learn to ride their first bike or learn to use a scooter or tricycle on the roadway. I saw runners and in-line skaters and people pushing carriages. Even in the cold of winter, there were always people in the parkway enjoying the space and view. The open roadway supports all manner of fun without fear of a speeding car. And now with warmer temperatures, many families come to enjoy the extra space and freedom.

Personally, I think it would be a disservice to the residents of Exeter to open Swasey Parkway to two-way traffic again. What is the need of having speeding cars (and yes, they surely did) on the Parkway road? I read the deed which includes the words "pleasure vehicles" and I think the operative word is "pleasure." Could we not say that a tricycle or bicycle or a scooter could be classified as a "pleasure vehicle?"

Please consider continuing to have the Parkway as it is now; a lovely open space "pedestrian way." Any car that previously cut through Swasey Parkway (to save 100 feet) has now gotten used to using Water Street instead.

I am asking you to add this email to your meeting agenda. Thank you very much for your time and consideration.

Sincerely,

Susan F. Raycraft

277 Water Street, Apt. 108
Exeter NH 03833
sfraycraft@gmail.com