

TOWN OF SEABROOK

SELECTMEN'S MEETING

MARCH 19, 2020

Present: Aboul B. Khan
Theresa A. Kyle
Ella M. Brown
William Manzi

11:00AM

Mr. Khan opened the meeting at 11:21AM and said this is a rescheduled meeting from March 16.

REORGANIZATION BOARD OF SELECTMEN

MOTION: Ella M. Brown To nominate Theresa A.
Second: Aboul B. Khan Kyle as chairman.
Unanimous

MOTION: Theresa A. Kyle To nominate Ella M.
Second: Aboul B. Khan Brown as vice-chair.
Unanimous

MOTION: Ella M. Brown To nominate Aboul B.
Second: Theresa A. Kyle Khan as clerk.
Unanimous

Mrs. Kyle said she would like to go to the budget committee as she has been on the same committee for 2 years.

MOTION: Aboul B. Khan To nominate Theresa A.
Second: Ella M. Brown Kyle to be on the
Unanimous budget committee.

MOTION: Theresa A. Kyle To nominate Aboul B.
Second: Ella M. Brown Khan to be on the
Unanimous planning board.

MOTION: Aboul B. Khan To nominate Ella M.
Second: Theresa A. Kyle Brown to be on the
Unanimous recreation committee.

The board discussed having Mrs. Brown and Mr. Khan split the planning board for six months at a time. The board agreed that it was fine for them to do so.

MEETING - TOWN MANAGER'S REPORT

Mr. Manzi read through his report (see attached). He is going to review the part-time hours with Katie Duffey and keep them on the payroll by giving those hours that are available. He will continue to monitor and track this as they move forward. The

board members thanked the town manager for his detailed report and contacting them individually since last week with a status on the current COVID-19 crisis. The board is continuing to stay on schedule for a meeting in 2-weeks unless something changes.

MOTION:	Aboul B. Khan	To approve the town
Second:	Ella M. Brown	manager's recommendation
Unanimous		through his report.

Mr. Manzi said all telephone numbers and emails for the departments will be put on a sign on the door so any resident can get the information they need.

Mr. Manzi said the planning board meeting has been postponed. The zoning board has not indicated which way they were going to proceed. He will not mandate but will ask anyone having a public meeting within the next 2-weeks to consider postponing them.

Mr. Khan said he received two phone calls from businesses in town regarding the room & meals tax. They have asked the board to write a letter to the Governor asking them to forego those until after the crisis is over. Mrs. Kyle read the letter that came into the town hall from Mabardy (see attached). She said this is affecting all small businesses in town.

MEETING - DPW MANAGER

John Starkey was present and said unfortunately it is not business as usual as they are impacted every where they turn. He said the employees are working in different ways and have had input into what they feel would be dangerous if they were to continue. He is asking for everyone's cooperation as they continue through this crisis and they will get back to normal as quickly as possible. He asked that people not bring things to the transfer station or leave at the gate as that means the workers still have to handle items and they want to stay as healthy as they can.

Paving - Mr. Starkey said he would be using the same paving company this year if approved. The street proposal is to finish Folly Mill Road; finish Walton Road, Ocean Drive, Centennial Street needs to be extended to bout Moore's Lane.

Mr. Khan asked if they could explore a portion of the funds to resurface the community center's parking lot if the board agrees. Mr. Manzi said they would like to explore the possibility so with the board's permission they will look into this and utilize the pot of money to do a project each year. He

believes it can be done and would seek to do the community center first and it would not impact the taxpayers.

MOTION: Aboul B. Khan
Second: Ella M. Brown
Unanimous

To give permission to the town manager and DPW Manager to work on getting the parking lot done at the community center if there is money left after the streets are done.

MOTION: Theresa A. Kyle
Second: Ella M. Brown
Unanimous

To give permission to the DPW Manager for paving as recommended.

PREVIOUS MINUTES - FEBRUARY 10 PUBLIC AND MARCH 2 PUBLIC

MOTION: Ella M. Brown
Second: Aboul B. Khan
Unanimous

To adopt the minutes of 2/10 public and 3/2 public.

PREVIOUSLY SIGNED PERMITS

Mrs. Kyle read the list of permits (see attached).

ENCUMBRANCES - \$928,170.47

Mr. Manzi said there are 2-years worth of encumbrances identified by the finance manager and the auditor's. These are funds that have not been expended but seek to expend them in 2020.

MOTION: Theresa A. Kyle
Second: Aboul B. Khan
Unanimous

To approve and sign the encumbrances.

REVIEW OF ABATEMENT PROCEDURE

Angie Silva was present and gave an overview of the abatement procedure (see attached). She said the state of NH oversees everything she does. When she does a valuation on properties she has to send a report to the state. Mr. Manzi said the assessor is bound by the statutes as to how property is assessed in Seabrook. If she submits paperwork that is not agreed to by the state those are sent back and changes are made. When they send a letter they have accepted that is the approval she has done everything by the statute. We are only required to do a revaluation every 5-years but Ms. Silva does it yearly to stay

as close to the 100% as can be and be equitable whereas other towns do not do this.

There was discussion on the commercial buildings and the big box stores when they are empty and how it affects the value.

2018-19 TAX ABATEMENT REFUND

Sams R.E. Business Trust - 13 Batchelder Road - \$16,195.82

MOTION:	Theresa A. Kyle	To approve and sign the
Second:	Ella M. Brown	2018-19 tax abatement
Unanimous		refund.

2019 TAX ABATEMENT REFUND

Fernando Amato - 74 Walton Road - \$271.13

Joseph & Donna Jones - 17 Irenes Way - \$4569.53

MOTION:	Theresa A. Kyle	To approve and sign the
Second:	Ella M. Brown	2019 tax abatement
Unanimous		refund for 74 Walton Rd.

MOTION:	Theresa A. Kyle	To approve and sign the
Second:	Ella M. Brown	2019 tax abatement
Unanimous		refund for 17 Irenes Way

2019 TAX ABATEMENT

Eversource Energy - \$17,390.42

Angie Silva said this is part of a tax agreement that was signed and will be giving over the course of six payments with no interest and will be credited towards their tax bill.

MOTION:	Ella M. Brown	To approve and sign the
Second:	Aboul B. Khan	2019 tax abatement for
Unanimous		Eversource.

1 DISABILITY EXEMPTION

MOTION:	Ella M. Brown	To approve and sign the
Second:	Aboul B. Khan	disability exemption.
Unanimous		

2 ELDERLY EXEMPTIONS

MOTION:	Aboul B. Khan	To approve and sign both
Second:	Ella M. Brown	elderly exemptions.
Unanimous		

WATER SERVICE APPLICATIONS

BJ'S Wholesale Club Inc. - 30 Perkins Avenue - \$10,700

Charles Liebermann - 454 New Zealand Road - \$50

William McClellan - 215 South Main Street - \$1300

William McClellan - 217 South Main Street - \$1300

Mrs. Kyle would like the application complete or it will not come before the board of selectmen. Mr. Khan would like a condition on BJ's that the water pipe needs to be large enough to service a commercial business.

MOTION: Aboul B. Khan

Second: Ella M. Brown

Unanimous

To approve the water application for 30 Perkins Avenue subject to approval by the water department that the pipe is large enough to service the needs to this business.

MOTION: Ella M. Brown

Second: Theresa A. Kyle

Unanimous

To approve and sign the remaining 3 water applications.

SEWER SERVICE APPLICATIONS

BJ'S Wholesale Club Inc. - 30 Perkins Avenue - \$6200

Charles Liebermann - 454 New Zealand Road - \$50

Claire Knowles - 43 True Road - \$800

Salem Manufactured Homes LLC. - 24 Zealand Park - \$50

William McClellan - 215 South Main Street - \$800

William McClellan - 217 South Main Street - \$800

MOTION: Aboul B. Khan

Second: Ella M. Brown

Unanimous

To approve the sewer application for 30 Perkins Avenue subject to approval by the sewer department that the pipe is large enough to service the needs to this business.

MOTION: Ella M. Brown

Second: Aboul B. Khan

Unanimous

To approve and sign the remaining 5 sewer applications.

SURPLUS - WATER & POLICE DEPARTMENTS

Mr. Manzi said these vehicles would be sold through public auction where they receive more revenue for the vehicles. They

have been replaced and they are included in the budget for the police department. Mr. Manzi said he will come back to the board and tell them how much they sold for.

MOTION: Aboul B. Khan To approve the request
Second: Ella M. Brown to surplus.
Unanimous

Mr. Khan said he received a message regarding the transfer station closure and offered a suggestion for a spring clean-up with the kids being out of school it would be a great project. The board feels it is a great idea but the residents would need to hold onto the items as they cannot pick them up at this time. Mr. Manzi said he would work with Mr. Starkey to see if there is a plan they can come up with.

CONTRACT AMENDMENTS

Mr. Manzi said he is recommending changes to Amy Davis' and Kelly O'Connor's contracts. He said Kelly does great work and has been here every day through this crisis. He said Amy is also doing work remotely and will continue until quarantine time is up. In both contracts there is an adjustment to a wage increase of 2.5%, increase in leave time and an increase in longevity.

MOTION: Theresa A. Kyle To approve and sign both
Second: Aboul B. Khan contracts as recommended
Unanimous by the town manager.

Mr. Khan would like to have town counsel review the contracts. Mrs. Brown questioned the term of the contract for Mr. Manzi and why it is needed. Mr. Khan said this board asked to review these contracts and he specifically asked to look at and extend the terms of this contract. Mrs. Kyle said Mr. Manzi has done a tremendous job for the town and is the best town manager we have had since she has been in Seabrook. Mr. Khan said when asked the question if they like what he has done and if they would like to see him stay in Seabrook the answer is yes. He said they will be coming up with negotiations with the power plant and look at how well they have succeeded with past negotiations without town counsel present in turn saving the town a lot of money. Mr. Khan said his work reflects who he is.

MOTION: Aboul B. Khan To approve and sign the
Second: Theresa A. Kyle contract for the town
Abstain: Ella M. Brown manager subject to town
counsel review.

Mrs. Brown said she wanted a little more time to go over it before approving.

QUESTIONS/COMMENTS

Mrs. Brown said they attended the swearing in ceremony for the police chief and deputy police chief. Coffee with a cop was attended at the elderly housing.

Mrs. Kyle commented that it is nice to see that the police and fire departments are working together especially in this difficult time. She said all of our departments are very friendly and it is so nice to see that. Mr. Khan said with everything going on today the town manager has been calling each member giving updates.

The next meeting is April 6 at 10AM. The board will come back if there are any decisions to be made before then. They asked for residents to remain as calm as possible as they learn more about this. Mrs. Brown said she wants everyone to stay healthy! Mr. Manzi said the Governor is allowing the board to meet through Skype if needed but also to have open meeting and allow for questions through telephone. He will get more information on it and inform the board.

NON-PUBLIC SESSION

MOTION: Aboul B. Khan
Second: Ella M. Brown
Unanimous

To go into non-public session under RSA 91-A:3 II (c) welfare liens at 1:38PM.

Roll call:

Mrs. Kyle - yes
Mrs. Brown - yes
Mr. Khan - yes

MOTION: Aboul B. Khan
Second: Theresa A. Kyle
Unanimous

To seal the minutes of March 19 as recommended by the town manager.

MOTION: Ella M. Brown
Second: Aboul B. Khan
Unanimous

To adjourn the meeting at 2:14PM.

Approved and endorsed

Aboul B. Khan, Clerk

Date: _____

Town of Seabrook

Memorandum

To: Chair Aboul Khan, Selectwoman Kyle, Selectwoman Brown

From: Town Manager

CC: Kelly O'Connor

COVID-19 Response

March 19, 2020

The COVID-19 outbreak has created severe challenges to our ability to deliver services to the residents of Seabrook. While we are ready to meet this challenge head on it will require changes to our methods and protocols for the immediate future. **In consultation with, and at the direction of, the Seabrook Board of Selectmen, Town Hall will be closed to the public beginning on Friday March 19, 2020.** The employees of the Town of Seabrook will continue to work, and to serve the residents of Seabrook during this indefinite closure. This change is necessitated by the public health emergency that is bearing down on us now.

I have consulted with our Departments, and we believe that this inconvenience to the public can be mitigated by the utilization of our on-line tools. Since we will have staff on site and working we will be able to answer telephone inquiries and assist residents who may not be familiar with our on-line services. At the end of this memo I will list the phone numbers and web addresses of our departments, as well as the services available through our web portal. We have installed a drop box outside of Town Hall for non-cash payments, or the transmission of necessary documents. We have set up a web page that can be

reached through our web site at www.SeabrookNH.info. This page will bring you to the Seabrook web site with additional information for our Town on COVID-19.

We have ordered all departments to take strong measures to keep our buildings clean, with constant application of strong cleaning materials. We have changed the hours of our Town Hall custodian so that he can clean Town Hall after the hall is closed, preparing for the next day. He is also working during the day, cleaning the Hall while we are occupied and doing business. We have urged Town employees, if they feel sick or are symptomatic, to stay out of work.

Emergency Services. I have attached memos written by Chief Edwards and Chief Walker on the steep challenges facing both Departments during this crisis. I have attached a memo from Chief Walker detailing the changes made to public interactions at our Police Department, as well as a new policy adopted by Chief Edwards on "infection control" at our Fire Department.

Police. The Police have implemented new protocols for public interaction. The Department is fully staffed, and you can reach the Police Department at 603-474-5200, or on the web at www.seabrookpd.com

Fire. Our Fire Department continues to respond to an escalating set of demands on our ambulance service. Our personnel is "suing up" with PPE (Personal Protective Equipment) on calls responding to patients that are symptomatic. We are running short on PPE, a real problem for first responders everywhere. Chief Edwards has been working diligently to restock these critical supplies. Our Fire Department is fully staffed, and can be reached at 603-474-3311. The web site can be reached through our main portal at www.seabrooknh.info.

If you have COVID-19 questions you can access a state hotline by dialing 2-1-1.

Emergency Management E.M. Director Joseph Titone has been active in helping to lead us through this crisis. We have begun to work on the **Continuation of Operations Plan**, which will be completed soon.

Our Recreation Department, while working, is closed to the public. While the initial announcement of a two-week closure corresponded to the initial school closure announcement the schools have just extended that time period. Our Recreation facility will follow suit, with a formal announcement next week. Last weekend the custodial staff did a deep clean of the facility, and we are examining the potential of a commercial cleaner being deployed during this period of closure. **Meals on Wheels will continue to serve Seabrook residents during this period.** Recreation can be reached at 603-474-5746, or on the web at www.seabrookrec.com

Tax Collector. We have had discussion with Tax Collector Michele Knowles and have held lien notices scheduled to go out this week. While more discussion will occur it is likely they will be mailed next week. You can access the online payment system at <https://seabrooknh.info/town-departments/tax-collector/> or get assistance by phone at 603-474-9881.

Town Clerk The Town Clerk has one of the busiest offices in the Town. I have discussed the office operation with Clerk Cheryl Bowen, and she feels that her office can properly service the public under a "closed to the public" protocol. That office handles car registrations, voter registrations, dog registrations, That office can be reached at 603-474-3152 and on the web at <https://seabrooknh.info/town-departments/town-clerk/>

Assessor Assessor Angela Silva will be available at 603-474-2966, and on the web at <https://seabrooknh.info/town-departments/assessing/> There are April 15 deadlines for elderly exemptions, veterans tax credits, and several other similar items. Those forms are available on the Assessing website detailed above.

DPW. The DPW has restricted public access to the office, and we will close the transfer station to the public, beginning tomorrow. For private haulers with current access to the transfer station such access will be by appointment only starting on Friday March 20. **Mr. Starkey recommends, and I concur, a suspension of Town recycling until further notice.** This is based on protection of Town employees from health threats. You can reach the Office for all DPW matters at 603-474-9771, for after hours emergencies at 603-474-5200, on the web at <https://seabrooknh.info/town-departments/public-works/> and by email at khueber@seabrooknh.org or lwillwerth@seabrooknh.org

Inspectional. Residents may e-mail any questions or concerns they may have regarding permits, properties, and code to code@seabrooknh.org, Building Inspections will be limited unless absolutely necessary. If any businesses are waiting for health inspections, they will not be penalized.

The Seabrook Library has closed. The Library will be closed to the public from Monday, March 16th through Monday, April 6th. They will continue to monitor email and phone calls. If you have questions please contact the library at ocean@sealib.org or 603-474-2044. **DUE DATES** Don't worry about your items you have out.

SAU 21 Superintendent Lupine and I have spoken over the weekend. The schools have continued to provide lunch to eligible students through the school shutdown, now scheduled for three weeks. That very important effort has information available at <https://campussuite-storage.s3.amazonaws.com/prod/1558718/e7fa12dc-6862-11e9-88e9-0a2901a6873e/2067902/ee5ef8e6-67b6-11ea-8ba1-0a8fbccdaa3b/file/Food%20Distribution%20Letter%203-16-2020.pdf>

The standard website is available at <https://www.sau21.org/>

The SAU administrative office was closed yesterday, with personnel remoting in to work.

I have had a discussion with **Portsmouth Hospital** executive Malichi Fischer over the Seabrook Emergency Room. Portsmouth Hospital is preparing for a larger influx of patients, and for the potential of testing in the weeks to come. Chief Edwards has been in constant touch to deal with protocols on delivery of symptomatic patients, and as of yesterday our medical systems are holding.

Seabrook Housing Authority. I have attached a memo, to the residents, from the property management company. The Housing Authority has taken steps to limit outside contact in order to protect the health and welfare of the residents, and I had a discussion with Paul Kelley of the Board of Commissioners. I have extended, on behalf of the Board of Selectmen, assistance should the Housing Authority require it.

Federal Feedback. I have interacted with Senator Jeanne Shaheen's office and requested assistance with PPE supplies for our first responders, and suggested some delay in filing dates for Wastewater reports to the EPA.

Town Hall can be reached at 603-474-3311, and through U.S. mail at 99 Lafayette Road, Seabrook, NH 03874.

The Office of the Town Manager is available at 603-474-3252 or via email at wmanzi@seabrooknh.org

We continue to strive to provide our Departments with the supplies necessary. My thanks to the Procurement Department for extraordinary efforts to keep our departments supplied. Our thanks to all of the employees for keeping services to our residents at a high level, especially our first responders, who are placing themselves in harms way every day.

Our businesses have been terribly impacted, with the restaurant industry being devastated. The New Hampshire Employment Security Office can be reached at <https://www.nhes.nh.gov/>

We stand ready, at the local level, to offer any and all assistance that we are able to provide to our impacted businesses.

While this report is longer than we all would like I have been adding information right through 10 am. I have attached the latest figures on PPE inventory from Chief Edwards, supplied this morning. As long as it is I am sure I have omitted something, as the situation is evolving fast. Please continue to check our website for up to date information on COVID-19.

Seabrook Police Department



7 Liberty Lane, P.O. Box 456
Seabrook, NH 03874
Phone: (603) 474-5200
Fax: (603) 474-7242

Brett J. Walker
Chief of Police

Kevin M. Gelineau
Deputy Chief of Police

March 15, 2020
COVID-19
SEABROOK PD UPDATE
603-474-5200

In order to continue providing the best police services to the Seabrook community the Seabrook PD will be limiting our face-to-face interactions when possible. We are concerned with the health and well-being of our staff as well as the public we serve. As this virus continues to spread our goal is to maintain a healthy police force for the continuation of services without resorting to contingency plans. Therefore, until further notice the #SeabrookNHPD IS NOT taking walk-ins for finger prints or responding to VIN checks.

Also, please call in to the station rather than walk in for non-emergencies. As a temporary change, non-emergency matters may be reported over the phone and an officer will be assigned to follow-up with you. This applies to a variety of less serious offenses that ARE NOT IN PROGRESS. In these cases officers will be utilizing email for statements or photos needed for the report.

If it is determined that a response by an officer is warranted please understand that they are likely to keep a "safe distance" and unlikely to shake hands, etc. Again, this is out of an abundance of caution to keep our staff and the public safe and not an indicator of the officers' friendliness or willingness to help. OFFICERS WILL ALWAYS RESPOND TO CRIMES OF VIOLENCE AND CRIMES AGAINST A PERSON.

Rest assured that we are here for you, as you would expect. IF YOU NEED US CALL US. The only thing we are temporarily changing is the manner in which we provide our services not the quality of the services we provide.

We will continue to monitor the constantly evolving recommendations for health and safety as they relate to #COVID19 #COVID_19 #coronavirus.

Thank you for your cooperation.

The latest recommendations and updates can be found below:
NH Dept. Of Health & Human Services
<https://www.dhhs.nh.gov/dphs/cdcs/2019-ncov.htm>

Centers for Disease Control & Prevention
<https://www.cdc.gov>

World Health Organization
<https://www.who.int/emergen.../diseases/novel-coronavirus-2019>



School Administrative Unit 21

2 Alumni Drive
Hampton, NH
03842
603-926-8992
sau21.org

March 16, 2020

Dear SAU 21 Families,

Thank you for participating in our survey to assess the need for food distribution during the COVID-19 school closure, which has now been extended to at least April 3rd, 2020 following the Governor's Press Conference. Please see the information below to access meals for your students:

William H. Lupini, Ed.D.
Superintendent of Schools

David T. Hobbs, Ed.D.
Assistant Superintendent for
Curriculum, Instruction and
Assessment

Caroline P. Arakelian, Ph.D.
Executive Director of Student
Services

Matthew C. Ferreira,
M.S.Ed.
Business Administrator

Beginning Wednesday, March 18th, Food Services at Seabrook and Winnacunnet will be preparing SAU 21 families meals for students who rely on school meals.

What: School Breakfast and Lunch for pickup to include two days worth of meals.

Where: Seabrook Elementary and Winnacunnet High School at the door closest to the dining hall.

Who: Seabrook/LAS/Barnard @ Seabrook Elementary; NHS & WHS @ Winnacunnet High School

When: Between 9:00AM and 10:00AM, Mondays, Wednesdays, and Fridays until further notice.

For families that chose to have meals distributed via their bus stop, the distribution bus will be leaving Seabrook at approximately 9AM and following the existing bus routes throughout the SAU.

For the safety of all, whether pickup at school or bus stop, this distribution will be set up as a drive through model. We ask you to stay in your car and your bag will be handed to you. Please continue to follow the prevention measures outlined in Dr. Lupini's letter that outlined the recommendations of the CDC.

As a reminder, please contact Caroline Arakelian (SAU21), Maria Easton (Seabrook), Deb Vasconcellos (North Hampton), or Talley Westerberg (Winnacunnet) with questions or concerns about food distribution during the closure. Additionally, please see the attached Family Food Resource List should your family need more support during this time.

Sincerely,

SAU 21 Staff

Serving the communities of:

Hampton Falls

North Hampton

Seabrook

South Hampton

Winnacunnet High School

Stewart

PROPERTY MANAGEMENT

March 17, 2020

Dear Residents:

Stewart Property Management is committed to doing everything we can to ensure the health and well-being of our residents and staff. We want to keep you informed about our response to the presence of Covid-19. We are taking extra measures, including frequent sanitization of common areas and asking residents to call or email rather than visit our offices in person. Like other businesses, we're carefully following all appropriate safety procedures outlined by the Centers for Disease Control and Prevention (CDC).

About Covid-19

The CDC reports that early stage COVID-19 symptoms appear to share similarities with the common cold, and range from mild to severe, including (1) fever, (2) cough, (3) shortness of breath, (4) muscular pain, and (5) tiredness.

While apartment buildings are communal in nature, the characteristics of apartment buildings probably will not increase COVID-19 transmission rates. According to the CDC, the virus is thought to spread mainly from person-to-person between people who are in close contact with one another (within about six feet) through respiratory droplets produced when an infected person coughs or sneezes. The particles do not remain suspended in air, so close contact is required for transmission. The virus also is not transmitted through HVAC systems.

Frequent and thorough cleaning is an important preventative measure. Viruses can be spread through "fomites," which are inanimate objects such as tissues, money, door handles, and office supplies. Such transfer can be minimized by frequent hand washing, cough etiquette, and other personal hygiene efforts.

Our Response to Covid-19 Concerns

Stewart Property Management has taken the following measures designed to keep our residents, staff, partners and communities safe:

Staying Home if Ill

1. SPM has instructed all staff who are ill, or have an ill family member, not to come to work until they have been symptom-free.
2. We encourage all residents who are ill not to spend time in the common areas of the communities.

Limited Access to Buildings

We are asking our residents to allow only essential visitors (meals on wheels, visiting nurses, etc.) into the building and not to allow anyone who is symptomatic into the building.

Social Distancing

1. We are asking residents to conduct business with us via phone or email to reduce opportunities for the virus to spread. We will process all paperwork through US Mail or drop it off at individual apartments. We will request that it be returned via US Mail, drop box or collection at individual apartments. Correspondence will accompany the



Stewart Property Management does not discriminate based on race, color, sex, age, religion, national origin, family or marital status, or handicap.



PO Box 10540 • Bedford, New Hampshire 03110 • (603) 641-2163 FAX (603) 641-1063

office@stewartproperty.net • www.stewartproperty.net

paperwork that will instruct individual residents and communities on how paperwork is to be returned.

2. Site offices **will not** be open to residents or the public for the foreseeable future.
3. All social gatherings that require residents to be closer than six feet from each other are cancelled until further notice.
4. Use of community spaces will be limited to residents of the property and residents are asked to please use proper social distancing which means staying six feet or more away from each other.

Sanitation

1. We have instructed staff on additional personal sanitation practices to ensure they are not transferring viruses to themselves or others.
2. We are now cleaning common areas of buildings more frequently, sanitizing door handles, railings, intercom panels, elevator buttons and other frequently touched surfaces.
3. Common area rest rooms are closed until further notice.

Routine Maintenance and Preventative Maintenance

1. When calling in a routine service request we ask that you inform us if you are experiencing any symptoms of the common cold or flu so that we can delay performing the service until you have been symptom free for at least 3 days.
2. Response to all routine service requests for all residents may be delayed while our staff focuses on heightened sanitation.

We will continue to communicate with you should we place additional precautionary measures into place.

Thank you for your shared concern, cooperation and understanding.



SEABROOK FIRE DEPARTMENT

87 Centennial Street

Seabrook, NH 03874

Phone: 603-474-2611 Fax: 603-474-5187

seabrooknh.info



William J Edwards

Fire Chief

603-474-3880

Lawrence "Koko" Perkins

Deputy Fire Chief

603-474-5300

Date: March 13, 2020

To: William Manzi, Town Manager

From: William J Edwards, Fire Chief

Re: Impacts of COVID-19 Corona Virus on FD Operations

Hello Mr. Manzi,

We'd like to start by saying that the COVID-19 Virus is an evolving, dynamic situation with updated information coming in from multiple outlets daily/ We are doing our best to compile the information and relay it to the Town Manager.

With the current and growing concerns of the COVID-19 Virus we have put together information on how the Fire Department is handling calls that could potentially expose the department members to the virus. We also have provided a current list of supplies on hand.

Our department along with Emergency Management has been in contact with other communities to compare notes and strategies on how others are handling the ongoing situation. The Emergency Management team has been also working with the State of NH HSEM to gather information and provide insight so the Town of Seabrook can formulate the best possible plan of action.

Risk to Our Firefighters

Our firefighters put themselves at risk everyday, the COVID-19 Virus possesses some difficulties in that it mirrors the common flu we come across every flu season. We encounter countless patients with flu like symptoms every year. We need to be more aware of the potential for the COVID-19 Virus to be in our community.



SEABROOK FIRE DEPARTMENT

**87 Centennial Street
Seabrook, NH 03874
Phone: 603-474-2611 Fax: 603-474-5187
seabrooknh.info**

**William J Edwards
Fire Chief
603-474-3880**

**Lawrence "Koko" Perkins
Deputy Fire Chief
603-474-5300**

Our main risk is that we will come in contact with a patient that tests positive for the COVID-19 Virus, unfortunately the ability to test samples is time consuming, 24-30hrs before we will have the test results back from the State of NH.

Even with taking the proper precautions, a firefighter who transports this infected patient will need to be quarantined until they are tested and found to not be carrying the virus. This would potentially remove three to five firefighters from service, potentially more depending on the time it takes to get test results. There is potential for ambulances to be taken out of service while being cleaned, this along with the potential number of infected firefighters could result in a disruption of service, we are working to gather as much information as possible and to take measures to keep our Firefighters and equipment from being contaminated.

How The Fire Department Will Continue Services

Our plan to maintain services during these uncertain times centers around our firefighters taking precautions with every patient that demonstrates potential to be infected with the COVID-19 Virus. We will need to ration out supplies while we wait for more supplies to be delivered. Our firefighters will need to maintain strict adherence to the updated guidelines, and the fluidity of the situation to ensure that they are current with the safety precautions to best limit exposures.

If our Firefighters have COVID-19 Virus Symptoms or Flu like symptoms, we are asking them to self quarantine, until they no longer have the symptoms.

If our firefighters have tested positive we will need to quarantine them, their crew and then notify any patients they may have had contact with.

If under extreme circumstances many of our department members were forced to work thru the symptoms of the COVID-19 Virus or Flu like symptoms, we would then notify the patient calling that we will send an ambulance but the crew has those symptoms.



SEABROOK FIRE DEPARTMENT

87 Centennial Street

Seabrook, NH 03874

Phone: 603-474-2611 Fax: 603-474-5187

seabrooknh.info

William J Edwards
Fire Chief
603-474-3880

Lawrence "Koko" Perkins
Deputy Fire Chief
603-474-5300

We clearly do not want to leave our residents without EMS care, we are going to come to work and do our jobs to the highest level possible under any circumstances. We feel that if the virus was to become widespread at the department we would still offer our services, but would announce the condition of our people to the patient calling in.

Inventory of current supplies;

- 100 Aprons
- 10 N95 masks
- 20 Surgical masks
- 30 Masks with visors
- 200 Sani wipes

We are due to receive 100 masks and 30 masks with visors the beginning of April.

We inventoried and ordered more of the necessary supplies and have been told that they are weeks to months away from being delivered. Our supply vendors have had numerous emails and calls with us and have assured us we are in line for the supplies, but most suppliers are out of stock and first due supplies have been earmarked for the government usage.

Internal Actions Taken by The Fire Department;

Please see the attached policy changes recently instituted by the Fire Department to prepare for and stabilize a CoronaCOVID-19 Virus infection. We have also attached the most up-to-date information regarding the COVID-19 Virus.

Respectfully,

William J Edwards
Fire Chief

SEABROOK FIRE DEPARTMENT POLICIES

Seabrook Fire Department's Policy On:

CORONA-VIRUS

Due to the recent outbreaks of COVID-19, and the unpredictability of potential spread and infection, the Seabrook Fire Dept has adopted the following standards and procedures:

Ambulance equipment changes:

- Easy accessibility to Tyvek suits, N95 masks, and eye protection.
- Hand sanitizer readily available.
- N95 mask, suit and goggles added to the stretcher.
- N95 mask added to the stair chair.
- Masks, goggles and suits located in the compartment above blankets.

Procedural changes:

- All Patients will be asked if they have or has had the symptoms below in the last 14 days;
 - Fever
 - Cough
 - Shortness of Breath
 - Any other Flu like Symptoms
 - Any recent travels in or out of the country
- Patients experiencing the above symptoms will be asked to wear a mask for their and our protection from the spreading of the Flu or Potential CoronaVirus.
- Transporting a patient with the above symptoms requires an early Hospital notification so the receiving hospital can prepare for the patient.
- All procedures and answers are to be documented in the report and also by the Fire Alarm Operators so we have a running list of potential patients with the above symptoms that we've been in contact with.
- Seabrook Department Employees should self-quarantine if experiencing the symptoms above.

Effective Date: 3/13/2020

William J Edwards

Fire Chief

Seabrook Fire Department

Infection Control Program

Definitions:

The definitions contained in this program shall apply to the terms used in the NFPA 1581 standard. Where terms are not defined in this program, they shall be defined using their ordinarily accepted meanings within the context in which they are used.

Authority Having Jurisdiction (AHJ). An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

Ambulance. A vehicle used for out-of-hospital medical care and patient transport, which provides a driver's compartment; a patient compartment to accommodate an emergency medical services provider (EMSP) and one patient located on the primary cot so positioned that the primary patient can be given emergency care during transit; equipment and supplies for emergency care at the scene as well as during transport; safety, comfort, and avoidance of aggravation of the patient's injury or illness; two-way radio communication; and audible and visual traffic warning devices.

Blood. Human blood, human blood components, and products made from human blood.

Body Fluids. Fluids that the body produces including, but not limited to, blood, semen, mucus, feces, urine, vaginal secretions, breast milk, amniotic fluids, cerebrospinal fluid, synovial fluid, pericardial fluid, sputum, saliva, and any other fluids that might contain pathogens.

Cleaning. The physical removal of dirt and debris, which generally is accomplished with soap and water and physical scrubbing.

Cleaning Gloves. Multipurpose gloves, not for emergency patient care, that provide a barrier against body fluids, cleaning fluids, and disinfectants and limited physical protection to the wearer.

Contaminated. The presence or the reasonably anticipated presence of blood, body fluids, or other potentially infectious materials on an item or surface.

Contaminated Sharps. Any contaminated object that can penetrate the skin including, but not limited to, needles, lancets, scalpels, broken glass, jagged metal, or other debris.

Decontamination. The use of physical or chemical means to remove, inactivate, or destroy bloodborne, airborne, or foodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

Disinfection. The process used to inactivate virtually all recognized pathogenic microorganisms but not necessarily all microbial forms, such as bacterial endospore.

Emergency Medical Services. The treatment of patients, using first aid, cardiopulmonary resuscitation, basic life support, advanced life support, and other medical protocols prior to arrival at a hospital or other health care facility.

Effective: March 20, 2020
William J Edwards
Fire Chief

Environmental Surface. Interior patient care areas, both stationary and in vehicles, and other surfaces not designed for intrusive contact with the patient or contact with mucosal tissue.
Exposure.

Infectious Exposure. A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood, body fluids, or other potentially infectious material; inhalation of airborne pathogens; or ingestion of foodborne pathogens or toxins.

Occupational Exposure. An infectious exposure that resulted from performance of a member's duties.

Face Protection Devices. An item of emergency medical protective clothing that is designed and configured to provide barrier protection to the wearer's eyes or face, or both.

Fluid-Resistant Clothing. Clothing worn for the purpose of isolating parts of the wearer's body from contact with body fluids.

Garment. The coat, trouser, or coverall elements of the protective ensemble designed to provide minimum protection to the upper and lower torso, arms, and legs, excluding the head, hands, and feet.

Health and Safety Officer. The member of the fire department assigned and authorized by the fire chief as the manager of the safety and health program.

Immunization. The process or procedure by which a person is rendered immune.

Infection. The state or condition in which the body or a part of it is invaded by a pathogenic agent (microorganism or virus) that, under favorable conditions, multiplies and produces effects that are injurious.

Infection Control Officer. The person or persons within the fire department who are responsible for managing the department infection control program and for coordinating efforts surrounding the investigation of an exposure.

Infection Control Program. The fire department's formal policy and implementation of procedures relating to the control of infectious and communicable disease hazards where employees, patients, or the general public could be exposed to blood, body fluids, or other potentially infectious materials in the fire department work environment.

Mask. A device designed to limit exposure of the nasal, oral, respiratory, or mucosal membranes to airborne pathogens.

Medical Gloves. Single-use patient examination gloves that are designed to provide barrier protection against body fluids to the wearer's hand and wrist.

Medical Waste. Items to be disposed of that have been contaminated with human waste, blood, or body fluids, or human waste, human tissue, blood, or body fluids for which special handling precautions are necessary.

Member. A person involved in performing the duties and responsibilities of a fire department under the auspices of the organization.

Mucous Membrane. A moist layer of tissue that lines the mouth, eyes, nostrils, vagina, anus, or urethra.

Needle. A slender, usually sharp, pointed instrument used for puncturing tissues, suturing, drawing blood, or passing a ligature around a vessel.

Effective: March 20, 2020
William J Edwards
Fire Chief

Parenteral. Piercing of the mucous membranes or the skin barrier due to such events as needle sticks, human bites, cuts, and abrasions.

Pathogens. Microorganisms such as bacteria, a virus, or a fungus that is capable of causing disease. 3.3.41.1

Aerosolized Airborne Transmission. Person-to person transmission of an infectious agent by an aerosol of small particles able to remain airborne for long periods of time.

Aerosolized Droplet Transmission. Person-to person transmission of an infectious agent by large particles able to remain airborne for only short periods of time.

Bioterrorism or Biologic Warfare Agents. Biological agents and toxins that have the potential to pose a severe threat to human health and that can be used for or adapted for bioterrorist attacks.

Contact and Body Fluid Exposures. Person-to person transmission of an infectious agent through direct or indirect contact with an infected person's blood or other bodily fluids.

Patient. An individual, living or dead, whose body fluids, tissues, or organs could be a source of exposure to the member.

Personal Protective Equipment (PPE). Specialized clothing or equipment worn by a member for protection against a hazard.

Pocket Mask. A double-lumen device that is portable, pocket-size, and designed to protect the emergency care provider from direct contact with the mouth/lips or body fluids of a patient while performing artificial respiration.

Post-Exposure Prophylaxis. Administration of a medication to prevent development of an infectious disease following known or suspected exposure to that disease.

Potentially Infectious Materials. Any body fluid that is visibly contaminated with blood; all body fluids in situations where it is difficult or impossible to differentiate between body fluids; sputum, saliva, and other respiratory secretions; and any unfixed tissue or organ from a living or dead human.

Protective Ensemble. Multiple elements of compliant protective clothing that when worn together can reduce, but not eliminate, the health and safety risks of emergency incident operations.

Sharps Containers. Containers that are closable, puncture-resistant, disposable, and leakproof on the sides and bottom; red in color or display the universal biohazard symbol; and designed to store sharp objects after use per OSHA Bloodborne Pathogens Standard.

Source Individual. Any individual, living or dead, whose blood, body fluids, or other potentially infectious materials has been a source of occupational exposure to a member.

Splash-Resistant Eyewear. Safety glasses, prescription eyewear with protective side shields, goggles, or chin-length face shields that, when worn properly, provide limited protection against splashes, spray, spatters, or droplets of body fluids.

Sterilization. The use of a physical or chemical procedure to destroy all microbial life, including highly resistant bacterial endospores.

Effective: March 20, 2020

William J Edwards

Fire Chief

Infection Control Officer

The fire department shall have a designated infection control officer, at this time the Fire Chief shall be the Infection Control Officer. Additional assistant infection control officers shall be appointed where warranted by the activities, size, or character of the fire department. If the infection control officer is not available, additional assistant infection control officers shall be appointed to ensure coverage. In the absence of the infection control officer and assistant infection control officers, alternate members shall be assigned to perform the duties and responsibilities that need immediate attention, regardless of their positions.

When notified of an infectious exposure, the infection control officer shall ensure the following: (1) Notification, verification, treatment, and medical follow-up of members (2) Documentation of the infectious exposure.

Infectious Exposures.

If a member has sustained an infectious exposure, the exposed area shall be immediately and thoroughly washed using water on mucosal surfaces and liquid soap and running water on skin surfaces. If soap and running water are not available, waterless cleansers, antiseptic wipes, alcohol, or other skin cleaning agents that do not need running water shall be used until liquid soap and running water are obtained. The fire department shall have an established procedure and shall train in that procedure to ensure that when a member has an infectious exposure the immediate supervisor is notified and the member is offered immediate medical evaluation. The fire department shall ensure that a member who has experienced an infectious exposure (real or perceived) receives immediate medical guidance, evaluation, and, if appropriate: (1) Post-exposure prophylaxis (2) Confidential, post-exposure counseling and subsequent testing.

All infectious exposures shall be recorded in writing as soon as possible after the exposure using a standardized form designed to allow for follow-up. The record shall include the following:

- (1) Description of the tasks being performed when the infectious exposure occurred
- (2) Source of transmission including any relevant medical and social history of the source.
- (3) Portal of entry
- (4) PPE utilized
- (5) Disposition of medical management

The record of infectious exposures shall become part of the member's confidential health database. A complete record of the member's infectious exposures shall be available to the member upon request. Due to the hazardous nature of some communicable diseases, a member shall be required to report to the infection control officer when that member experiences a confirmed infectious exposure and is being medically treated or tested due to presenting signs or

Effective: March 20, 2020
William J Edwards
Fire Chief

symptoms. The fire department physician shall determine fitness for-duty status after reviewing documentation of a member's infectious exposure.

Potentially Contaminated Personal Protective Equipment

Potentially contaminated personal protective equipment shall be stored in a dedicated, well-ventilated area or room. Potentially contaminated PPE shall not be allowed in personal clothing lockers or in areas used for the following:

- (1) Food preparation and cooking
- (2) Living
- (3) Sleeping
- (4) Recreation
- (5) Personal hygiene

Protection for Emergency Medical Service Operations

Personnel

Prior to any contacts with patients, members shall cover all areas of abraded, lacerated, chapped, irritated, or otherwise damaged skin with adhesive dressings. Any member who has skin or mucosal contact with body fluids shall thoroughly wash the exposed area immediately using water or saline on mucosal surfaces and liquid soap and running water on skin surfaces. If soap and running water are not available, waterless cleansers, antiseptic wipes, alcohol, or other skin cleaning agents that do not need running water shall be used until liquid soap and running water are obtained. After removal of any PPE, including gloves, all members shall wash their hands immediately or as soon as feasible. The infection control officer shall consult with the fire department physician regarding the need for restrictions for members with infectious diseases who present a risk of transmitting their infections to other members of the fire service or the general public.

Personal Protective Equipment

Members providing any emergency medical services shall don medical gloves prior to initiating such care to protect against the variety of diseases, modes of transmission, and unpredictable nature of the work environment. Medical gloves shall be a standard component of emergency response equipment. Latex-free or powder-free medical gloves shall be provided for members with a latex allergy or for members providing care for a patient with a latex allergy. Medical gloves shall be removed as soon as possible after the termination of patient care, taking care to avoid skin contact with the glove's exterior surface, and shall be disposed of. Hands shall be washed following removal of medical gloves. All PPE used while providing emergency medical service shall meet the requirements of NFPA 1999 and shall be donned prior to beginning any emergency medical service. PPE used while providing emergency medical services, including air purifying respirators (e.g., N-95 or better), masks, splash-resistant eyewear, medical gloves, and fluid resistant clothing, shall be present on all fire department vehicles that support emergency

Effective: March 20, 2020

William J Edwards

Fire Chief

medical service operations. Masks, splash-resistant eyewear, and fluid-resistant clothing shall be used by members providing treatment during situations involving spurting blood, trauma, or childbirth, or other situations where direct contamination is anticipated or possible. Appropriate respiratory protection shall be used during situations involving potential exposure to airborne pathogens.

Cleaning, Disinfecting, and Disposal

Skin Washing.

Hands shall be washed as follows:

- (1) After each emergency medical incident
- (2) Immediately or as soon as possible after removal of gloves or other PPE
- (3) After cleaning and disinfecting emergency medical equipment
- (4) After cleaning PPE
- (5) After any cleaning function
- (6) After using the bathroom
- (7) Before and after handling food or cooking and food utensils

Hands and contaminated skin surfaces shall be washed with nonabrasive liquid soap and water by lathering the skin and vigorously rubbing together all lathered surfaces for at least 10 seconds, followed by thorough rinsing under running water. Where provision of handwashing facilities is not feasible, appropriate antiseptic hand cleansers in conjunction with clean cloth, paper towels, or antiseptic towelettes shall be used. Where antiseptic hand cleaners or towelettes are used, hands shall be washed with nonabrasive soap and running water as soon as feasible.

Clothing and Personal Protective Equipment

Fire Department Role.

The fire department shall clean, launder, and dispose of personal protective equipment at no cost to the member. The fire department also shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the member.

If a garment(s) is penetrated by blood or other potentially infectious materials, the garment(s) shall be removed immediately or as soon as feasible.

All personal protective equipment shall be removed prior to leaving the work area. 8.4.4

Clothing that is contaminated with body fluids shall be placed in leak proof bags, sealed, and transported for cleaning or disposal.

Contaminated Clothing.

Cleaning or disinfecting of protective ensembles and contaminated station/work uniforms shall be performed by a cleaning service or at a fire department facility equipped to handle contaminated clothing. The cleaning of contaminated PPE, station/work uniforms, or other clothing shall not be done at home. Structural fire-fighting protective ensembles and the individual ensemble elements that include garments, helmets, gloves, footwear, and interface components shall be maintained, cleaned, and decontaminated in accordance with NFPA 1851. When a garment is contaminated, it shall be cleaned as soon as possible. When PPE is removed, it shall be placed in a designated area or container for storage until cleaned or disposed of.

Effective: March 20, 2020

William J Edwards

Fire Chief

SEABROOK FIRE DEPARTMENT INFECTIOUS EXPOSURE FORM

Exposed member's name: _____ Rank: _____

Soc. Sec. No: _____

Shift No: _____ Captain on Duty: _____

Name of patient: _____ Sex: _____

Age: _____ Address: _____

Suspected or confirmed disease: _____

Transported to: _____

Transported by: _____

Date of exposure: _____ Time of exposure: _____

Type of incident (auto accident, trauma): _____

What were you exposed to? _____

☐ Blood ☐ Tears ☐ Feces ☐ Urine ☐ Saliva ☐ Vomitus ☐ Sputum ☐ Sweat

☐ Other

What part(s) of your body became exposed? Be specific: _____

Did you have any open cuts, sores, or rashes that became exposed? Be specific: How did exposure occur? Be specific: _____

Did you seek medical attention? ☐ yes ☐ no

Where? _____ Date: _____

Effective: March 20, 2020
William J Edwards
Fire Chief

Contacted infection control officer? _____ Date: _____ Time: _____

Supervisor's signature: Date: _____

Member's signature: Date: _____

Infection Control Program Policy Statement Purpose: To provide a comprehensive infection control system that maximizes protection against communicable diseases for all members and for the public that they serve.

Scope: This policy applies to all members providing fire, rescue, or emergency medical services. This department recognizes that communicable disease exposure is an occupational health hazard. Communicable disease transmission is possible during any aspect of emergency response, including in-station operations. The health and welfare of each member is a joint concern of the member, the chain of command, and this department. Although each member is ultimately responsible for his or her own health, the department recognizes a responsibility to provide as safe a workplace as possible. The goal of this program is to provide all members with the best available protection from occupationally acquired communicable disease.

It is the policy of this department to do the following:

- Provide fire, rescue, and emergency medical services to the public without regard to known or suspected diagnoses of communicable disease in any patient.
- Regard all patient contacts as potentially infectious. Universal precautions will be observed at all times and will be expanded to include all body fluids and other potentially infectious material (body substance isolation).
- Provide all members with the training, immunizations, and personal protective equipment (PPE) needed for protection from communicable diseases.
- Recognize the need for work restrictions based on infection control concerns.
- Encourage participation in member assistance and critical incident stress debriefing (CISD) programs.
- Prohibit discrimination of any member for health reasons, including infection or seroconversion, or both, with HIV, HBV, or HCV.
- Regard all medical information as strictly confidential. No member health information will be released without the signed written consent of the member.

Effective: March 20, 2020
William J Edwards
Fire Chief

Seabrook Police Department



7 Liberty Lane, P.O. Box 456

Seabrook, NH 03874

Phone: (603) 474-5200

Fax: (603) 474-7242

Brett J. Walker

Chief of Police

Kevin M. Gelineau

Deputy Chief of Police

March 11, 2020

January, February, March (partial) Report to Selectmen

January

- Attended an event at the newly remodeled Seabrook Park (The Brook).
- Several officers attended the Christmas tree bonfire at Gov. Weare park hosted by Seabrook FD.
- Several officers attended a hearing in Concord relative to legislation dealing with retirement benefits.
- The Chief and Deputy Chief attended the Hampton Chamber of Commerce awards ceremony at The Brook where Town Manager Manzi received the President's Award.
- Officers Anthony Robinson and Stephen Stewart completed Field Training and are now patrolling the streets of Seabrook on their own.

February

- Officer Joseph Lister left full-time employment with the Town and accepted a position as a police sergeant with the Hampton Falls PD. We wish Sgt. Lister well and thank him for his service.
- Several officers attended a hearing in Concord relative to legislation dealing with retirement benefits.
- The Chief responded to Stratham with the Seacoast Emergency Response Team for a homicide.
- Officer Mounsey attended a training session of first responder and veteran suicide at the Exeter PD.
- Officers responded to two serious motor vehicle accidents on consecutive Fridays on Rte 107 at the dog track and on Rte 1 at Arc Source. The incident at the dog track was turned over to the NH State Police Collision Analysis and Reconstruction Team for investigation.

March

- The Town recognized several Seabrook officers for going above and beyond the call of duty in helping a WWII veteran during a stretch of freezing temps when his heat was broken.
- Chief Walker and Deputy Chief Gelineau were sworn in at the Seabrook Town Hall with several PD employees and staff, colleagues, friends and family in attendance.
- Chief Walker attended a meeting for a work group to address opioid abuse and addiction/recovery hosted by Senator Tom Sherman.
- Seabrook PD participated in a scheduled emergency drill for Seabrook Station.
- The Police Department attended meetings with SAU 21 and SAU 90 for school safety and health.
- Attended the re-opening of the remodeled game room at the Rec Center.

- On Friday March 13th Sgt Justin Murphy will play in the 13th Annual CHaD Battle of the Badges hockey game to benefit the Children's Hospital at Dartmouth-Hitchcock. Due to health concerns the game will be live-streamed but no spectators are allowed. We congratulate Sgt. Murphy on being selected to Team Police and raising money for a great cause!

Regular activities

- Attended monthly SERT meetings.
- Attended various budget meetings.
- We continued the Coffee with a Cop program as a means of connecting with residents. In January it was hosted by the Rockingham Village Apartments in their Rec Room and in February it was hosted by Seabreeze Village.
 - The next Coffee with a Cop will be Thursday March 26th from 11am-noon at Linda's located at 920 Lafayette Road.

Seabrook officers continue to participate in numerous drug and opioid reduction initiatives to combat the sale and distribution of illegal drugs in Seabrook and surrounding areas.

Drug Overdose Statistics are as follows:

2020 YTD OVERDOSES - 5
2020 YTD OVERDOSE DEATHS - 0

We continue to use our social media accounts on Facebook, Twitter, and Instagram as means of communicating with the public. This has proved to be an effective means of providing information to and interacting with the public. The Seabrookpd.com website had a Twitter feed at the bottom for people who do not utilize social media.

Seabrook Police staff members continue to provide the community with a high level of service despite being short-staffed. With support from voters, Seabrook Police employees' contracts were approved on March 10th and will be critical to helping us retain and recruit employees. We thank the voters for their support with the Union contracts as well as approving a new police radio communications system, an allocation to the police capital equipment fund, and approving the addition of two full-time police officers. Anyone wishing to pursue a career in law enforcement with the Seabrook PD can apply at PoliceApp.com.

Respectfully submitted,

Brett Walker
Chief of Police

**LIST OF ITEMS SIGNED BY BOARD OF SELECTMEN
FOR MEETING ON MARCH 16, 2020**

SOLICITATION PERMITS

Girl Scouts of the Green & White Mtns. – March 10 at Community Center

Girl Scouts of the Green & White Mts. – March 7 at NH1 Motoplex

RAFFLE PERMITS

Core PTO – June 7 – Veteran's Park

Core PTO – April 4 – Veteran's Park

WARRANT

Water & Sewer Warrant (Jan) - \$431,198.97



INTER-OFFICE MEMORANDUM
FROM THE DESK OF
ANGELA L. SILVA, ASSESSOR

TO: WILLIAM MANZI, TOWN MANAGER &
BOARD OF SELECTMEN

DATE: MARCH 1, 2020

SUBJECT: EDUCATIONAL SESSION ON ABATEMENTS

First of all I apologize for not being at the meeting on the 2nd of March. I had laryngitis all weekend and still could not speak well.

I understand that an educational session is needed on the abatement process.

NH, and probably all states, have an abatement law for property taxes. Attached is RSA 76:16 which is NH's abatement law. This is any property owner's legal right to appeal their final tax bill that they have already received and has already been committed to the Tax Collector for the year. Again this process is necessary after you receive your final tax bill (December tax bill) to receive anything back on that year's taxes.

In short (under I (b) "any person aggrieved by the assessment of a tax by the selectmen or assessors and who has complied with the requirements of RSA 74 (the inventory law which we do not require) may, by March 1st, following the date of notice of tax under RSA 76:1-a, and not afterwards, apply in writing on the form set outto the selectmen or assessors for an abatement of the tax.

II. Upon receipt of an application under paragraph I(b), the selectmen or assessors shall review the application and shall grant, for good cause shown, or deny the application in writing by July 1st

Also attached is a blank copy of the abatement application which is developed by the Board of Tax and Land Appeals. On page 3, at the top, it lists some possible reasons for an abatement.

1. Physical data – incorrect description or measurement of the property,
2. Market data – the property's value on April 1st, (2019 in this case), assessment date, supported by comparable sales, income analysis or a professional opinion of value, and/or
3. Assessment data – the property's assessment exceeds the general level of assessment shown by comparing the property's assessment with assessments on other properties in the Tow of Seabrook.

Under Assessment data, people compare their property to other similar properties in their neighborhood and usually have a reason why theirs isn't as valuable or is more like the other persons. (Sometimes this is because there is a force outside their property that they feel devalues their property. Such as the Wilson case. I would like to discuss this case further and if you still wish to keep your denial that's ok. I just wanted to discuss it where I wasn't present at the last meeting.)

I have also attached RSA 76:21– Prorated Assessments for Damaged Buildings law for the Joseph Jones abatement. This law states that if your structure is damaged due to an intended fire or natural disaster, to the extent that it renders it unusable, the assessing officials shall prorate the assessment for the building for the current tax year.

As a second thought, if you come in to see me before the MS-1 is submitted, or any earlier time of the year, I can adjust as I determine fair before the bill is sent out. In cases such as this there would be no need for an official tax abatement as the adjustment was already calculated into the year's tax bill.

If you come in after March 1st, we can look at your property for the coming year.

During revaluations in the past, when we did them every 10 years or more, it was common to receive up to 10% of the number of properties as tax abatement applications. (that would be 400 for Seabrook). Nowadays, where there are revaluations at least every 5 years, there are fewer. It is common for me now to receive as low as 10 in a good year. And as many as 50 to 100 in a bigger revaluation year. Bigger meaning bigger value changes. This year I have under 10.

When I do a re-assessment the values are generally where I am comfortable. But it is impossible to know every little thing about every property. And taxpayers have a right to come in and discuss their properties for accurateness and I welcome that. When a person comes in to discuss their property I review their property for errors that are objective like dimensions, different described areas of the home such as living area basements and porches etc., number of bedrooms, baths, fireplaces, sheds etc. And then there are subjective adjustments to consider such as quality of the construction, condition of the home and economic factors or factors outside the property that may affect value. Handling these "subjective" adjustments come with experience, time served working on assessments and good time served as an assessor doing all that I do.

Not to be read I public:

(When someone or a group of people come in and talk with me about something and it affects a few properties, if I feel it is a valid reason, I will adjust those few that a feel are affected. This hardly ever happens but it can. Such as with the Premier Recycling case. Residential properties that abut commercial properties do sell for less money in most cases. Unless there's a chance for them to be commercial also. A neighbor with considerable garbage on their front yard will affect your value especially for a higher end home. Like on Blacksnake Rd, And a closely located neighbor who makes a lot of noise or causes vibrations or odors like a dumpster factory for example, or a Rock plant can affect one's value. One's home is usually their largest expense and asset. And to have spent 3-400,000 on your retirement home and then 8 years into it to have to put up with vibrations on a weekly basis is the worst of it I feel. The bangs ok you can get used to them if they are not all the time. But if your house is shaking or vibrating and your pictures are tilting can you imagine what else it can be doing to your home? The 5%

adjustment that I am giving them is a minor adjustment recognizing the issue. It gives them a sense that they are being heard and recognizes the issue.)

In commercial and industrial properties, I also am pretty comfortable generally with these properties when I do an update. When these properties appeal they usually hire a company that does this for a living, and the discussions are much more in depth and consider income analysis, sales of similar properties in other towns and states and quality and condition of the building itself.

If you have any questions, please feel free to contact me or I will be at the meeting.

TITLE V TAXATION

CHAPTER 76 APPORTIONMENT, ASSESSMENT AND ABATEMENT OF TAXES

Abatement

Section 76:16

76:16 By Selectmen or Assessors. –

I. (a) Selectmen or assessors, for good cause shown, may abate any tax, including prior years' taxes, assessed by them or by their predecessors, including any portion of interest accrued on such tax; or

(b) Any person aggrieved by the assessment of a tax by the selectmen or assessors and who has complied with the requirements of RSA 74, may, by March 1, following the date of notice of tax under RSA 76:1-a, and not afterwards, apply in writing on the form set out in paragraph III to the selectmen or assessors for an abatement of the tax. The municipality may charge the taxpayer a fee to cover the costs of the form required by paragraph III.

II. Upon receipt of an application under paragraph I(b), the selectmen or assessors shall review the application and shall grant, for good cause shown, or deny the application in writing by July 1 after notice of tax date under RSA 76:1-a. The failure to respond shall constitute denial. All such written decisions shall be sent by first class mail to the taxpayer and shall include a notice of the appeal procedure under RSA 76:16-a and RSA 76:17 and of the deadline for such an appeal. The board of tax and land appeals shall prepare a form for this purpose. Municipalities may, at their option, require the taxpayer to furnish a self-addressed envelope with sufficient postage for the mailing of this written decision.

III. The abatement application form shall be prescribed by the board of tax and land appeals. The form shall include the following and such other information deemed necessary by the board:

(a) Instructions on completing and filing the form, including an explanation of the grounds for requesting tax abatements, including abatements for poverty and inability to pay pursuant to RSA 76.

(b) Sections for information concerning the person applying, the property for which the abatement is sought and other properties in the municipality owned by the person applying.

(c) A section concerning compliance with the RSA 74 inventory requirement.

(d) A section explaining the appeal procedure and stating the appeal deadline in the event the municipality denies the tax relief request in whole or part.

(e) A section requiring the applicant to state with specificity the reasons supporting the abatement request with an explanation of what specificity means.

(f) A section for the applicant to list any comparable properties supporting an abatement request.

(g) A place for the applicant's signature with a certification by the person applying that the application has a good faith basis and the facts in the application are true.

(h) The statement: "If an abatement is granted and taxes have been paid, interest on the abatement shall be paid in accordance with RSA 76:17-a. Any interest paid to the applicant must be reported by the municipality to the United States Internal Revenue Service, in accordance with federal law. Prior to the payment of an abatement with interest, the taxpayer shall provide the municipality with the applicant's social security number or federal tax identification number. Municipalities shall treat the social security or federal tax identification information as confidential and exempt from a public information request under RSA 91-A."

IV. Failure to use the form prescribed in paragraph III shall not affect the right to seek tax relief.

Source. RS 44:1. CS 47:1. GS 53:10. GL 57:11. PS 59:10. PL 64:13. 1939, 46:1. RL 77:13. RSA 76:16. 1967, 180:1. 1990, 49:1. 1991, 386:3, 5. 1992, 175:1. 1993, 86:1. 1994, 91:1, 2; 393:3. 1995, 265:16. 1997, 189:1. 2002, 217:1. 2004, 203:12, eff. June 11, 2004. 2014, 175:1, eff. Sept. 9, 2014.

TITLE V TAXATION

CHAPTER 76 APPORTIONMENT, ASSESSMENT AND ABATEMENT OF TAXES

Prorated Assessments for Damaged Buildings

Section 76:21

76:21 Prorated Assessments for Damaged Buildings. –

- I. Whenever a taxable building is damaged due to unintended fire or natural disaster to the extent that it renders the building not able to be used for its intended use, the assessing officials shall prorate the assessment for the building for the current tax year. For purposes of this paragraph, an unintended fire means a fire which does not arise out of any act committed by or at the direction of the property owner with the intent to cause a loss.
- II. The proration of the building assessment shall be based on the number of days that the building was available for its intended use divided by the number of days in the tax year, multiplied by the building assessment.
- III. A person aggrieved of a property tax for a building damaged as provided in paragraph I shall file an application with the assessing officials in writing within 60 days of the event described in paragraph I or by March 1, whichever is later.
- IV. Proration of the assessment shall be denied if the assessing officials determine that the applicant did not meet the requirements of this section or acted in bad faith.
- V. The total tax reduction from proration under this section for any city or town shall be limited to an amount equal to 1/2 of one percent of the total property taxes committed in the tax year. If the assessing officials determine that it is likely that this limit will be reached, the proration shall not be applied to any additional properties.
- VI. Nothing in this section shall limit the ability of the assessing officials to abate taxes for good cause shown pursuant to RSA 76:16.
- VII. Appeals of a decision under this section shall be to the board of tax and land appeals or the superior court as set forth in RSA 76:16-a or RSA 76:17.

Source. 2012, 169:2, eff. April 1, 2013. 2018, 282:8, eff. Jan. 1, 2019.

TAXPAYER'S RSA 76:16 ABATEMENT APPLICATION TO THE TOWN OF SEABROOK

Tax Year Appealed 2019

INSTRUCTIONS

1. Complete the application by typing or legibly printing. **This application does not stay the collection of taxes; taxes should be paid as assessed. If an abatement is granted, a refund with interest will be made.**
2. File this application with the Town of Seabrook by the deadline (see below). Date of filing is the date this form is either hand delivered to the Town of Seabrook, postmarked by the post office, or receipted by an overnight delivery service.

Deadlines: "Notice of tax" means the date the Board of Tax and Land Appeals determines the last tax bill was sent by the Town of Seabrook. (The Town of Seabrook bills twice annually, you must apply after the bill that establishes your final tax liability and not before).

Step One: Taxpayer must file the abatement application with the Town of Seabrook by March 1, 2020 following notice of tax (defined above).

Step Two: The Town of Seabrook has until July 1, 2020 following notice of tax to grant or deny the abatement application.

Step Three: Taxpayer must file appeal with the board of tax and land appeals (RSA 76:16-a) or the superior court (RSA 76:17) but not with both:

- 1) no earlier than: a) receiving the Town of Seabrook's decision on the abatement application; or b) July 1, 2020 following final tax bill if the Town of Seabrook has not responded; and
- 2) no later than September 1, 2020 following notice of tax.

3. **SECTION E.** Municipalities may abate taxes "for good cause shown" RSA 76:16. Good cause is generally established by showing an error in the assessment calculation or a disproportionate assessment. Good cause, however, includes other grounds.
4. **SECTION F.** If request is based on disproportionate assessment, the taxpayer has the burden to show the assessment was disproportionate. To carry this burden, the taxpayer generally must show what the property was worth on April 1st of the year appealed. This value and the assessment would then be compared to other assessments in the Town of Seabrook. Therefore, comparable properties are an essential part of most abatement applications.
5. Make a copy of this form for your file.

RSA 76:16 ABATEMENT APPLICATION TO THE TOWN OF SEABROOK

SECTION A. Person(s) Applying (Owner/Taxpayer)

Name: _____

Mailing Address: _____

Telephone Number: (Work) _____ (Home) _____

*If an abatement is granted and taxes have been paid, interest on the abatement must be paid in accordance with RSA 76:17-a. Any interest paid to the taxpayer must be reported by the Town of Seabrook to the Internal Revenue Service; when applicable, funds payable shall be withheld until the Town of Seabrook obtains either the taxpayer's social security number or federal ID number.

SECTION B. Representative if other than Person(s) Applying (must also complete Section A)

Name: _____

Mailing Address: _____

Telephone Number: (Work) _____ (Home) _____

SECTION C. Property(s) for which Abatement is Sought

List the parcel identification number and the actual street address and town of each property for which abatement is sought and include a brief description and the assessment.

<u>Town Parcel ID#</u>	<u>Street Address/Town</u>	<u>Assessment</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

THE TOWN OF SEABROOK DOES NOT REQUIRE AN INVENTORY BLANK.

SECTION D. Other Property

List other property in the Town of Seabrook owned by person(s) applying, even if abatements for the other properties have not been sought. The taxpayer's entire real property estate must be considered in determining whether the appealed property is disproportionately assessed.

<u>Town Parcel ID#</u>	<u>Street Address/Town</u>	<u>Assessment</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION E. Reasons for Abatement Application

An abatement may be granted for "good cause shown." Generally, this means a disproportionate assessment or an assessment based on an error. It can also include other reasons. This form is based on a disproportionate or erroneous assessment. If your request is based on other reasons, please state them with specificity. If the application is based on a disproportionate assessment, the taxpayer has the burden to prove disproportionality. Therefore, state with specificity all of the reasons supporting your application. Statements such as "taxes too high," "disproportionately assessed" or "assessment exceeds market value" are insufficient.

Generally, specificity requires the taxpayer to present material on the following (all may not apply):

- 1) **physical data** -- incorrect description or measurement of property;
- 2) **market data** -- the property's value on the **April 1, 2019**, assessment date, supported by comparable sales, income analysis or a professional opinion of value; and/or
- 3) **assessment data** -- the property's assessment exceeds the general level of assessment shown by comparing the property's assessment with assessments on other properties in the Town of Seabrook.

Attach additional sheets if needed. Note: If you have an appraisal or other documentation, please submit it with this application.

On April 1, 2019, the fair market value of the property(s) was \$ _____

SECTION F(1). Sales and/or Assessment Comparisons

List the properties you are relying upon to show over-assessment of your property. (Attach additional sheets if necessary).

<u>Town Parcel ID#</u>	<u>Street Address</u>	<u>Sale Price</u>	<u>Date of Sale</u>	<u>Assessment</u>

The following section is for **income producing** properties only. List the actual rent of the property for which the abatement is sought and, if applicable, rents of comparable properties. (Attach additional sheets if necessary). Please attach a rent roll and an income and expense statement for the 2017 and 2018 tax year.

If the property appealed has sold in the last three years please provide the following information and attach a copy of the Purchase and Sales Agreement.

Pursuant to BTLA TAX 203.02(d), the applicant **MUST** sign the application. By signing below, the person(s) applying certifies and swears under the penalties of RSA ch. 641 the application has a good-faith basis and the facts stated are true to the best of my/our knowledge.

(Signature)

By signing below, the representative of the person(s) applying certifies and swears under penalties of RSA ch. 641:

- Date: _____
- _____
(Representative's Signature)