

**UNAPEE BOARD OF SELECTMEN
MEETING**

6:30PM Town Office Meeting Room

Monday, July 06, 2020

Present: Chairman Josh Trow, Vice-Chairman Suzanne Gottling, Selectman John Augustine, Selectman Fred Gallup, Selectman Shane Hastings, and Donna Nashawaty, Town Manager.

•Town Office Reopening Plan Update

Donna Nashawaty handed out a first draft of the procedures for reopening the Town Office on Monday, July 13th. The office will reopen to the public by appointment only. The Intercom System is installed and the software that operates the front door will be installed on Friday. There is a divider in the middle of the lobby that will allow one person to do business on each side. The employees will be taking their temperature and filling out a questionnaire before reporting to work each morning. The staff will wear a mask in the public areas and the public will be asked to wear a mask. Donna Nashawaty will be discussing a Temporary Leave Time Policy with the Board at the July 13th meeting. The Temporary Leave Time Policy is a policy that will adopt the State of New Hampshire guidance on travel and what steps should be taken when traveling is likely to increase the risk of spreading the virus. Donna Nashawaty will update the Board at their Monday, August 24th meeting to see how things are going and if any changes need to be made. Donna Nashawaty updated the Board on the Band Concerts and the Arts on the Green event which after some discussions on signs and guidelines will be able to be held. The Thrift Shop has come up with a plan and will be open on Thursday, July 9th from 10am-1pm. All volunteers will have to fill out the same questionnaire as the employees. There will be racks in the parking lot and 3 customers and 1 volunteer will be allowed in each room at a time. Currently, they are not excepting any donations. The Information Booth Ladies are discussing the steps towards reopening with each other. Donna Nashawaty also wanted to update the Board on the tax collection rate which are 94% collected.

REVIEW OF ITEMS FOR SIGNATURE:

MOTION TO APPROVE THE FOLLOWING CZC's:

Parcel ID:0122-0011-0000 182 Jobs Creek Road, Deborah McCarthy

Parcel ID:0133-0100-0000 9 Maple Court, Timothy & Joan Puchtler

Parcel ID:0133-0107-0001 11Saville Lane, William Bigelow & Amy Fox

Parcel ID:0234-0014-0000 72 Hansen Chase Road, Scott & Katie Blewitt

Parcel ID:0210-0048-0000 547 North Road, Hughlock Family 2019 Revoc. Trust

Parcel ID:0133-0051-0022 9A Indian Cave Landing, Thomas & Chrisann McCarthy

Parcel ID:0106-0045-0000 760 Jobs Creek Road, Gary Gibbons

Parcel ID:0133-0019-0000 45 Main Street, 350 Enterprises, LLC

Parcel ID:0144-0006-0000 43 Brown Hill Road, Richard & Linda Farr

By Selectman Gallup, seconded by Selectman Gottling. Unanimous.

MOTION TO APPROVE THE FOLLOWING LAND DISTURBANCE BOND:

Parcel ID:0133-0019-0000 45 Main Street, 350 Enterprises, LLC

Parcel ID:0106-0048-0000 746 Jobs Creek Road, Charles & Patricia McMonagle

Parcel ID:0148-0039-0000 41 Chandler Drive, Thomas & Debra Leclerc

By Selectman Gottling, seconded by Selectman Hastings. Unanimous.

MOTION TO APPROVE THE FOLLOWING DRIVEWAY PERMIT:

Parcel ID:0148-0039-0000 41 Chandler Drive, Thomas & Debra Leclerc

Parcel ID:0144-0006-0000 43 Brown Hill Road, Richard & Linda Farr

By Selectman Hastings, seconded by Selectman Gallup. Unanimous.

7:07PM-Motion to enter a non-public session under RSA 91-A:3-II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person by Chairman Trow, seconded by Selectman Gottling. Unanimous. 7:20PM-Motion to reconvene the public session by Chairman Trow, seconded by Selectman Hastings. Unanimous. Motion made by Chairman Trow, seconded by Selectman Hastings to not publicly disclose the minutes.

7:22PM- Motion to enter a non-public session under RSA 91-A:3-II (a) the dismissal, promotion, or compensation of any public employee by Chairman Trow, seconded by Selectman Gallup. Unanimous. 9:26PM- Motion to reconvene the public session by Chairman Trow, seconded by Selectman Hastings. Unanimous. Motion made by Chairman Trow, seconded by Selectman Hastings to not publicly disclose the minutes.

Meeting Adjourned 9:28PM
Respectfully Submitted by,
Barbara Vaughn
Administrative Assistant

WIGHTSTEEPLE PRODUCTIONS

25 MAIN ST., PO BOX 304

SUNAPEE, NH 03782

603-763-8732

bill.wightman@comcast.net

www.wightsteeple.com

June 23, 2020

Donna Nashawaty, Town Manager
Town of Sunapee
23 Edgemont Rd.
Sunapee, NH 03782

Dear Donna,

I've attached the revised contracts for the Ben Mere Bandstand entertainment this summer with the COVID-19 guidelines for both Attendees and Performers. I'll be ordering signs with Attendee Guidelines for the Bandstand and the Concert Area and will be emailing each act with a performance agreement that includes the Performer Guidelines. In addition, each act is requested to make the included announcement at the start of the concert and again at the start of the second half of the concert.

Let me know if these meet with your approval or if there are any questions or other changes we need to make.

Again, as in the past, please arrange for the electricity and lighting to be operational at least 1.5 hours before; during the hours of performance; and at least an hour beyond the end of the performance (6:30 to 8:30).

Thanks again for the opportunity to help with the town's efforts of providing quality entertainment for the Ben Mere bandstand.

Yours truly,

Bill Wightman

WIGHTSTEEPLE PRODUCTIONS

25 MAIN ST., PO BOX 304
SUNAPEE, NH 03782
603-763-8732

bill.wightman@comcast.net

SERVICES CONTRACT

This contract, made this **June 23, 2020** between **Town of Sunapee** ,
the purchaser of Services (herein referred to as "Purchaser") and
Wightsteeple Productions (herein referred to as "Provider") is for
the provision of an **Entertainment Booking Agent/Manager** .

Address where Services will be performed: **Ben Mere Bandstand**
Sunapee Harbor, Sunapee, NH 03782

Dates: **2020 Summer**

Wednesday Evenings	Chairs needed
July 1	-
July 8	-
July 15	-
July 22	-
July 29	-
Aug. 5	-
Aug. 12	-
Aug. 19	-
Aug. 26	-

Times: **Wednesday Evenings: 6:30 pm to 8:30 pm**

Responsibilities of Provider:

1. **To book acts (subject to approval by the Purchaser) for the bandstand entertainment.**
2. **To make sure the performance facility is set up and that the performer's needs are met.**
3. **To prepare and make available to the Purchaser, all copy necessary for ads & flyers to promote the performers.**
4. **To provide the use of a sandwich board with an insert listing the acts and times for the nine (9) listed dates and to timely mark the board appropriately in the event that a date has been rained out.**

Responsibilities of Purchaser: **To provide the exclusive use of the Ben Mere Bandstand during the listed dates and times. To be sure all lighting and AC outlets for the facility are in working order and that the Provider is aware of the location and operation of their controls. To make available folding chairs for use by the big band orchestras according to the listed needs and to provide the flyers and advertising necessary to promote the scheduled entertainment. Also to include on all ad copy, "Entertainment arranged by Wightsteeple Productions".**

Cost of Services:	Act Costs		\$4,175.
	Booking/Management		\$ 750.
	Sign Fee	-	\$ 75.
	Total Costs	-	\$5,000.

Purchaser will make payments as follows:

A check made payable to "Wightsteeple Productions" in the amount of \$5,000. on or before Friday, June 28th, 2019.

Additional Agreements:

1. That the Provider of Services is engaged as an independent contractor and will be responsible for any Federal or State taxes applicable to this payment.
2. That the agreement of the Provider of Services to perform is subject to proven detention by sickness, adverse weather conditions, acts of God, or any other legitimate condition beyond it's control for which the Provider will not be held responsible for any loss incurred by the Purchaser as a result thereof.
3. In the event that a performance is cancelled because of weather or other legitimate reason, and the act is not paid for that performance date, the act fees, not paid, will be used to pay for an alternative act / date, pay the Provider the amounts stipulated in this contract, or will be returned to the Purchaser.
4. Due to the COVID-19 pandemic, the following guidelines are provided below for Attendees and Performers. Additionally, performers will be asked to make the included announcement and signage will be created for posting on the bandstand and around the concert area.
5. In the event that the COVID-19 conditions should prompt the NH Governor to order outdoor concerts to STOP or if is deemed by the Town Manager or the Chief of Police that either Performers and/or Attendees are not in sufficient compliance with the guidelines, the Town of Sunapee may order the Concerts to stop. If either of these should occur, the Purchaser will be issued a 'credit' toward the costs of next year's concert series in the amount of those concert costs not yet incurred.

SUMMER 2020 CONCERT ATTENDEE GUIDELINES

In an effort to prevent and reduce the transmission of COVID-19, those attending our summer concerts shall abide by the following precautionary guidelines:

- Attendees Must Practice Social Distancing and Seating Must Be Places at Least 6 Feet From Other Groups.
- Concert attendees will not be allowed to sit any closer than 25 feet to the concert bandstand.
- Only band members will be allowed into the bandstand area.
- Attendees are encouraged to bring masks to wear when passing close by to others in attendance.
- If overcrowding occurs or social distancing guidelines cannot be followed, concerts may be cancelled.
- Those attendees who have been in close contact with someone who is suspected or confirmed to have COVID-19, had a fever or felt feverish in the last 72 hours, experiencing any respiratory symptoms, including a runny nose, sore throat, cough, or difficulty breathing, have traveled internationally, by cruise ship, or domestically outside of NH, VT, or ME within the last 14 days, should not be in attendance at these concerts.

SUMMER 2020 CONCERT PERFORMER GUIDELINES

In an effort to prevent and reduce the transmission of COVID-19, those performing at our summer concerts shall abide by the following precautionary guidelines:

- Performers Must Practice Social Distancing and with fellow performers who are not family members or do not have a similar trusted relationship. Masks are encouraged even for performers when possible.
- Performers will ask concert attendees not to sit any closer than 25 feet to the concert bandstand and will not socialize with concert attendees closer than the 6 foot guideline.
- Only band members will be allowed into the bandstand.
- Those performers who have been in close contact with someone who is suspected or confirmed to have COVID-19, had a fever or felt feverish in the last 72 hours, experiencing any respiratory symptoms, including a runny nose, sore throat, cough, or difficulty breathing, have traveled internationally, by cruise ship, or domestically outside of NH, VT, or ME within the last 14 days, should not perform at these concerts.

SUMMER 2020 CONCERT PERFORMER ANNOUNCEMENT

(to be announced at the start of the concert and again, half way through)

Good evening everyone and welcome to the Ben Mere Bandstand Concert Series. We're happy you've decided to join us this evening but also ask you to help us in complying with the NH Governor's COVID-9 Guidelines for preventing and reducing the likelihood of transmission of the Covid-19 virus.

- All Attendees Must Practice Social Distancing and Seating Must Be Places at Least 6 Feet From Other Groups.
- Concert attendees will not be allowed to sit any closer than 25 feet to the concert bandstand.
- Only band members will be allowed into the bandstand area.
- Attendees are encouraged to bring masks to wear when passing close by to others in attendance.
- If overcrowding occurs or social distancing guidelines cannot be followed, concerts may be cancelled.
- Those attendees who have been in close contact with someone who is suspected or confirmed to have COVID-19, had a fever or felt feverish in the last 72 hours, experiencing any respiratory symptoms, including a runny nose, sore throat, cough, or difficulty breathing, have traveled internationally, by cruise ship, or domestically outside of NH, VT, or ME within the last 14 days, should not be in attendance at these concerts.

Thank you for your help with these guidelines and we hope you enjoy the concert!

Town of Sunapee

Wightsteeple Productions

Purchaser

Provider

Authorized Signature

Authorized Signature

**23 Edgemont Rd.
Sunapee, NH 03782**

**PO Box 304
Sunapee, NH 03782**

Address

Address

603-763-2212

603-763-8732 / 603-381-1662 cell

Phone Number

Phone Number

Donna Nashawaty

Bill Wightman

Contact Person

Contact Person

• Theatre Arts & Music Education / Event & Project Management •

CENTER FOR THE ARTS - EVENT COMPLIANCE:

- “Arts on the Green” in Sunapee Harbor:
 - 50% capacity (12 artists instead of 25 as originally planned)
 - Tents for “Arts on the Green” more than 6 feet apart
 - 6 feet social distance viewing maintained
 - One-Way flow where possible, indicated by arrows

- “Naturally New England” at The Livery:
 - Advanced reservations for available to view
 - Entrance to exhibits with the following restrictions:
 - 6 feet social distance viewing maintained
 - One-Way flow where possible, indicated by arrows
- Cash-less transactions, without paper receipts, unless requested
- Touch free payment options available
- Virtual viewing and online purchases will also be available
- Frequent cleaning of touched surfaces
- Hand sanitizer will be available at all tents
- Volunteer shifts staggered
- Artists, Craftspeople, and Volunteers will be screened each day before working, touchless temperature taken, and asked the following questions:
 - Have you been in close contact with a confirmed case of COVID-19?
 - Have you had a fever or felt feverish in the last 72 hours?
 - Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
 - Are you experiencing any new muscle aches or chills?
 - Have you experienced any new change in your sense of taste or smell?
- If “yes” to any, they should leave & contact healthcare provider and/or self-isolate at home as directed

ARTISTS, CRAFTSPEOPLE, AND VOLUNTEERS: WILL COMPLY to the following

- WILL READ ATTACHED INFORMATION FROM NH DHHS / WILL WEAR MASKS AS INDICATED
- Wear reusable/washable cloth face coverings over their noses and mouths when in common areas, outdoors when others are in close proximity, and when social distancing is difficult to maintain.
- Do not touch their eyes, noses, mouths, or faces, or adjust their face coverings without first sanitizing their hands. After touching faces or adjusting face coverings, hands must be sanitized.
- Practice frequent hand hygiene by either washing hands with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer with at least 60% alcohol. This including, but is not limited to, hand hygiene upon arrival, before and after going to the bathroom, before and after touching a person's face or face covering, and prior to leaving.
- Clean and disinfect commonly touched surfaces according to CDC guidance at a minimum every 2 hours and at the end of each use.
- Maintain a distance of at least 6 feet from others (staff and customers) at all times. Prohibit congregating in break rooms or common areas and limit capacity of such areas to allow for a safe social distancing of at least 6 feet whenever possible.
- Report any symptoms of COVID-19 or close contact to a person with COVID-19 to supervisor.
- Be screened daily on arrival for the following:
 - symptoms of COVID-19 (see Universal Guidelines for list of potential symptoms) or fever of 100.4 degrees F or higher.
 - close contact with someone who is suspected or confirmed to have had COVID-19 in the past 14 days. (NOTE: Healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer "no" to this question)
 - Traveling in the past 14 days either: A) Internationally (outside the U.S.), B) By cruise ship, or C) Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).
- If any of the above is positive, will contact healthcare provider and/or self-isolate at home as directed
- Provide touchless transactions and payments without recipients unless requested
- Sanitize before and after each transaction/interaction with visitors

VISITORS:

SIGNAGE WILL BE POSTED AT ENTRANCE AND ON TENTS FOR VISITORS AS ATTACHED

(MASKS, SOCIAL DISTANCING, HAND SANITIZING, COVID-19 SYMPTOMS, ETC)

And Masks and Hand Santizers will be available

Stop the Spread of Germs

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



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



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



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



**Do not touch your
eyes, nose, and mouth.**



**Clean and disinfect
frequently touched
objects and surfaces.**



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



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



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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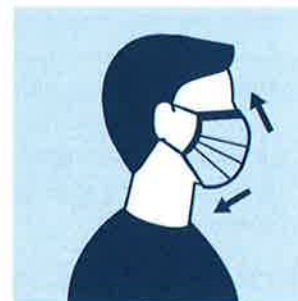
Using Cloth Face Coverings to Help Slow the Spread of COVID-19

If you need to leave your home, wear a cloth face covering.

The NH Department of Health and Human Services recommends all Granite Staters wear cloth face coverings when outside of the home to help slow the spread of COVID-19. This advice is based on new data about how COVID-19 can spread before a person has any symptoms. A mask helps protect others around you if you are infected and don't know it.

A cloth face covering is one more precaution we can take to help slow the spread of COVID-19 – and is not a substitute for physical distancing and other prevention measures. You still need to stay at least 6 feet away from people, even when wearing a face covering.

The cloth face coverings recommended are not surgical masks or N-95 respirators. These types of masks are critical supplies that must be reserved for our health care workers and first responders. Please make your own face coverings with household items (see more on the back).



Examples of when to wear a face covering	Examples of when you don't need to wear a face covering
Trips to the grocery store, pharmacy, doctor or hospital	At home, if everyone in the home isn't showing symptoms
Essential workers at a grocery store, pharmacy, or other business setting where they cannot maintain at least 6 feet distance between themselves and others	Going for a walk in the woods or in your neighborhood. But bring one in case you encounter other people and stop to chat
At home if you are sick and have other people in the house	Going for a run on the bike path, if it's not too crowded
Home care workers caring for vulnerable populations	Who should never wear a mask: <ul style="list-style-type: none"> • children under the age of 2 • anyone who has trouble breathing, or is unconscious • anyone who is unable to remove the mask without assistance
Riding the bus, taxi, or ride share	
Walking on a busy and crowded street	

What is a cloth face covering?

A cloth face covering is any well-secured cloth (like a bandana, scarf, or homemade mask) that covers your mouth and nose. It does not adequately protect the wearer and is not a substitute for social distancing, but can protect others in case the wearer is infected with COVID-19 and has not started showing symptoms. Cloth face coverings are recommended to help preserve Personal Protective Equipment for frontline healthcare workers. For more information about how to wear and make cloth face coverings, see the [CDC website](#).

Why are you recommending this now?

There is a lot we are still learning about COVID-19. However, there is more evidence that people without symptoms may be able to spread the virus, and that droplets produced when breathing, speaking, or clearing your throat may spread COVID-19 from person-to-person. We continue to think staying home and practicing physical distancing and good hand hygiene are the most important ways to stop the spread of COVID-19. By recommending that Granite Staters use a face covering, we are adding one more action to help reduce the spread.

Putting a cloth face covering on

- With clean hands determine the outside of the cloth face covering and that should face away from you.
- Grasp the cloth face covering by the ear loops and place a loop around each ear.
- Make sure the cloth face covering covers your mouth AND nose.
- Avoid touching the front of your cloth face covering while it is in place.
- If it becomes soiled you should replace it.
- If you touch the cloth face covering wash your hands.



Removing a cloth face covering

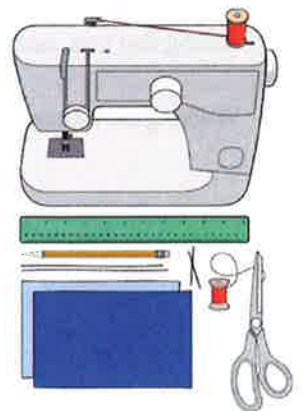
- Grasp the ear loops and pull forward over your ears to remove.
- Do not touch your eyes, nose and mouth when removing it
- Fold the cloth face covering so that the area facing outward, is folded over itself.
- Place a cloth face covering in a plastic bag for laundering later, taking care not to touch it to the outside of the plastic bag.
- Remove and store cloth face covering properly and safely.
- Immediately wash your hands after removing it.

Clean cloth face coverings daily, by hand or machine, using detergent.

A washing machine should suffice to properly wash a cloth face covering. Make sure it's completely dry before using. You should have a few on hand so you can rotate for washing.

Make your own.

CDC has [instructions on making your own coverings](#) in several different methods, including machine or hand-sewn, a no-sew method with a t-shirt and scissors, and a no-sew method with a bandana.



For more information, visit: <https://www.nh.gov/covid19/>

**Adapted from the Vermont Department of Health*

Center for the Arts-Compliance

NH Museums and Art Galleries Guidelines (DONE/WILL BE DONE BEFORE EVENT)

General Guidance to Protect All Staff and Customers(DONE/WILL BE DONE)

- Review and follow the Universal Guidelines for All New Hampshire Employers and Employees.
- Review and follow New Hampshire retail guidance.
- Review and follow CDC guidance for businesses and employers.
- Review and follow CDC guidance for cleaning and disinfection.
- If providing food services, follow Food Service Industry guidance.
- All staff must wear reusable/washable cloth face coverings over their noses and mouths while at work. This includes wearing a cloth face covering when in common areas, outdoors when other are in close proximity, and in shared staff areas (e.g. offices and break rooms) when social distancing is difficult to maintain.
 - Provide training on cloth face coverings based on CDC guidance for Use of Cloth Face Coverings.
 - Review the NH DHHS information about using cloth face coverings.
 - People wearing face coverings must not touch their eyes, noses, mouths, or faces, or adjust their face coverings without first sanitizing their hands. After touching faces or adjusting face coverings, hands must be sanitized. (
- Guests should be asked to wear cloth face coverings while they are within the facility and around other staff and guests when social distancing is difficult to maintain.
- Staff and patrons/consumers should practice frequent hand hygiene by either washing hands with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer with at least 60% alcohol. This includes, but is not limited to, hand hygiene upon arrive at the facility, before and after meals or snacks, before and after going to the bathroom, before and after touching a person's face or face covering, and prior to leaving the facility.
- Staff and patrons should be reminded to maintain a distance of at least 6 feet from others whenever possible.
- Dedicated staff (i.e. a safety officer) should be assigned to be monitor social distancing and compliance with protective actions, and to prompt customers and other staff about the importance of social distancing, hand hygiene, and use of cloth face coverings

Employee / Volunteer Protection (DONE/ WILL BE DONE)

- 1. Staff and volunteers must be provided with education and training about safe practices as it relates to hand hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the Universal Guidelines and in this document.
- 2. Stagger shifts, breaks, and meals, in compliance with wage and hour laws and regulations to maintain social distancing. Weather permitting, breaks and lunches should be outdoors when possible.
- 3. Staff should be instructed to maintain a distance of at least 6 feet from others (staff and customers) at all times. Prohibit congregating in break rooms or common areas and limit capacity of such areas to allow for a safe social distancing of at least 6 feet whenever possible.

- 4. Require all staff to report any symptoms of COVID-19 or close contact to a person with COVID-19 to supervisor.
- 5. Staff should be screened daily on arrival to the facility by asking if the individual:
 - Has any symptoms of COVID-19 (see Universal Guidelines for list of potential symptoms) or fever of 100.4 degrees F or higher.
 - Has had any close contact with someone who is suspected or confirmed to have had COVID-19 in the past 14 days. (NOTE: Healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer “no” to this question)
 - Traveled in the past 14 days either: Internationally (outside the U.S.), ii. By cruise ship, or iii. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation
- 6. Person(s) with any COVID-19 symptoms, or those who within the past 14 days report close contact with someone suspected or confirmed with COVID-19 or report travel risk factors should not be allowed into the facility:
 - Symptomatic persons should be instructed to contact their healthcare providers to be tested for COVID-19 and self-isolate at home following the instructions below.
 - Asymptomatic persons reporting that within the past 14 days they have had close contact with someone suspected or confirmed with COVID-19 or who report one of the traveled-related risk factors should self-quarantine for 14 days from their last exposure or return from travel.
 - NOTE: Healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer “no” to this question
- 7. Person(s) with suspect or confirmed COVID-19 must stay home until symptom-based criteria are met for discontinuation of isolation which are: At least 10 days have passed since symptoms first appeared AND At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms)
- 8. Interaction between employees and outside visitors or delivery drivers should be restricted and practices of touchless receiving should be implemented if possible.

Consumer Protection (SIGNAGE WILL BE POSTED)

- Signage must be prominently posted in the parking lots, and at the entrances of the facility, to inform customers that if any of the following apply, they should not enter the facility and put other customers or staff at risk and that any tickets purchased can be rescheduled for another day, or the person can receive a refund:

Any symptoms of COVID-19 (see Universal Guidelines for list of potential symptoms) or fever of 100.4 degrees F or higher.

Close contact with someone who is suspected or confirmed to have had COVID-19 in the past 14 days. (NOTE: Healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer “no” to this question)

Traveled in the past 14 days either: Internationally (outside the U.S.), ii. By cruise ship, or iii. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation

Business Process Adaptations(DONE/WILL BE DONE - AS IT APPLIES)

- All facilities should have a communication plan to educate staff and customers about COVID-19 health and safety practices at the facility.
- Admissions should be limited to 50% of overall capacity, or limited to the number of people where 6 feet of social distancing is able to be consistently maintained, whichever is less.
- Group sales will be limited to 10 persons or less.
- Seated or viewing areas will be arranged to maintain at least 6 feet of space between people.
- Establish one-way flow through the museum and within galleries, when possible, to facilitate social distancing. It is recommended that staff or volunteers be positioned throughout the venue to address potential congestion points and ensure people adhere to social distance guidelines.
- Guided tours or group activities are limited to 10 people or fewer if lower numbers are necessary to ensure appropriate social distancing. Offering guided tours will be at the discretion of the individual organization. Indoor guided tours are discouraged.
- Where possible, facilities should move to cashless based transactions without paper receipts unless requested. Touch-free payment options should be emphasized.
- Facilities should establish and promote a process for advanced reservations to minimize staff-customer contact and avoid congregating in lines or waiting areas. All digital check-in /check- out is recommended where possible.
- Use plastic shields or barriers between customers and clerks at service counters when possible and clean them frequently.
- Any waiting lines should have clearly demarcated areas to maintain a safe distance of at least 6 feet between people.
- A clearly designated entrance and a separate clearly designated exit should be used to maintain social distancing, if possible.
- Organizations should consider virtual or digital experiences where possible.
- Interactive exhibits (i.e. touch and feel exhibits, play areas) should be closed or modified with frequent cleaning and disinfection and a readily available hand hygiene station (soap and water or alcohol-based hand sanitizer) to promote safe use.
- Sanitization materials must be provided to staff, such as hand sanitizer and sanitizing wipes, and alcohol-based hand sanitizer should be made available throughout the facility, including at entrances, in common areas, exhibit halls, and at exits.
- Clean and disinfect all common use surfaces including door handles, screens, phones, pens, keyboards, exhibits, and other areas of hand contact every two hours, at a minimum, and shared use items must be cleaned and disinfected after each use, per CDC guidance.

Center for the Arts -Compliance

Universal Guidelines for All New Hampshire Employers and Employees (DONE/WILL BE DONE)

1. Employers must require all employees who are sick or not feeling well to stay home, and employees must notify their supervisor by phone. Possible symptoms of COVID-19 include:
 - a. Fever
 - b. Respiratory symptoms such as runny nose, sore throat, cough, or shortness of breath
 - c. Flu-like symptoms such as muscle aches, chills, and severe fatigue
 - d. Changes in a person's sense of taste or smell
2. Employers must develop a process for screening all employees reporting for work for COVID-19 related symptoms as follows:
 - a. Identify a location and assign a person who will screen each employee every day before they enter the work-place. Such plans should be clearly communicated with employees. The person performing the screening should wear a cloth face covering/mask. All employees (see guidance below) should also wear a cloth face covering while at work and in potential close contact with others.
 - b. The screener should ask the following questions:
 - i. Have you been in close contact with a confirmed case of COVID-19?
 1. NOTE: Healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer "no" to this question
 - ii. Have you had a fever or felt feverish in the last 72 hours?
 - iii. Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
 - iv. Are you experiencing any new muscle aches or chills?
 - v. Have you experienced any new change in your sense of taste or smell?
 - c. Document the temperature of all employees daily before their shift:
 - i. Employers should take the temperatures of their employees on-site with a non-touch thermometer each day upon the employees arrival at work.
 - ii. If this is not possible, temperatures can be taken before arriving as long as it can sufficiently be
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3. Employers must handle employee(s) who exhibit COVID-19 symptoms (e.g. Answers "yes" to any of the screening questions or who is found to have a fever) as follows:
 - a. Instruct the employee to leave the premises immediately and to seek medical advice (see employee guidance below). Per EEOC and other pertinent guidelines, employers must maintain the confidentiality of employee health information.

b. Prevent stigma and discrimination in the workplace. Do not make determinations of health risk or health status based on race or country of origin.

4. Employers must strongly promote frequent hand hygiene and alcohol-based hand sanitizer must be made readily available as follows:

a. Monitor employee hand washing or use of hand sanitizer and encourage frequent hand hygiene. If possible, employers should make available individual bottles of hand sanitizer to each employee and place hand sanitizer in frequently visited locations for both employees and customers.

5. Implement workplace cleaning and disinfection practices: These practices should follow CDC guidelines with regular sanitation of high-moderate touch surfaces at least every two hours. Employers must develop policies for worker protection and provide training to all staff prior to assigning cleaning tasks. Normal temperature should not exceed 100.0 degrees Fahrenheit.

6. Mitigate exposure: Employers must reduce the risk to employees in the workplace by supporting the use of cloth face coverings in areas where social distancing is difficult to maintain, implement social distancing guidelines, and modify employee schedules, where possible, to reduce the number of physical interactions. Meetings, for example, should be conducted by phone or computer conferencing applications when able; in-person meetings should be limited and employees should maintain a safe distance of at least 6 feet from others at all times.

a. Employers should also take steps to limit self-servicer options. For example, customer samples, communal packaging, food/beverages (e.g. candy dishes, common creamers at coffee stations).

b. Employers should promote etiquette for coughing, sneezing and handwashing. Employers should provide employees and the public with tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.

c. If an employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected.

7. Allow Employees to work from home as much as practical: Work from home policies assist in limiting exposure and maintaining social distancing. This is encouraged as much as possible while still allowing a business to open.

8. Plan for potential COVID-19 cases: Implement plans to continue your essential business functions in case you experience higher than usual absenteeism. Employers should work with state and local officials when needed to monitor and investigate cases of COVID-19. In all cases, employers must work in a manner to ensure privacy rights.

9. Covered employers and employees should be reminded of the provisions of the federal Families First Coronavirus Response Act: This law allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms.

10. Update the Employee Illness Policy: Employers must review their policies to make sure that policies and practices are consistent with public health recommendations and are consistent with

existing state and federal workplace laws. Employers should amend or update their internal policies to include symptoms of COVID-19 or create a COVID-19 specific policy. Employers should maintain flexible, non-punitive policies that permit employees to stay home if ill or to care for a sick family member. These policies should incorporate any sector specific recommendations by the state of New Hampshire. All staff should sign the policy, and the policy should be posted for confirmation.

Communicate frequently with both employees and customers about steps being taken to prevent spread of COVID-19 in the workplace: Employers should communicate expectations to employees with recommendations on steps everybody can take steps to prevent spread of COVID-19. Post extensive signage on health policies, including the following documents in the workplace to help educate building occupants on COVID-19 best practices. Communicate with customers about steps being taken to protect them from COVID-19 exposure in the workplace.

Employees must comply with the following guidelines:

1. Stay home when feeling ill: Employees who have symptoms (see list of symptoms above) should notify their supervisor and stay home. When exposed to COVID-19 or if diagnosed with COVID-19, employees must stay home. Exceptions can be made for asymptomatic exposed employees who are NOT diagnosed with COVID-19 if they are considered essential workers, and these individuals could return to work only with approval from public health officials and their employer after certain protections have been put in place.

Employees who are particularly vulnerable to COVID-19 according to the CDC, either due to age or underlying health conditions are encouraged to consider their individual risk and whether they are safer to work from home.

2. Employees who develop symptoms of COVID-19, even mild symptoms, should consult their primary care providers about COVID-19 testing, or seek testing through one of the public testing options, such as through a State-run testing center, local health department, or ConvenientMD.

3. Increase hygiene practices, including:

a. Wash hands and use hand sanitizer frequently

b. Avoid touching the face, eyes or mouth

c. Practice good respiratory etiquette. This includes coughing and sneezing into a tissue or your elbow rather than into your hands.

4. Wear a cloth face covering: While at work and in public, employees should wear a cloth face covering to help protect against the spread of the virus. Employees should review the CDC's guidance on use of cloth face coverings. Medical-grade masks should be reserved for healthcare workers or first responders.

5. Practice social distancing: To the greatest extent possible, all employees should maintain safe social distancing, which means keeping a distance of at least 6 or more feet between one another at all times.

6. Abide by employer, local and state guidelines: Employees should follow all guidelines issued by their employer, local or state officials. This may include the use of gloves, social distancing practices and increased sanitation and disinfection practices.

As previously noted, these guidelines are to be followed in addition to the industry specific guidelines. Industry-specific guidelines have been created with the input of private sector working groups in partnership with the Governor's Economic Re-Opening Task Force. Protocols are subject to change and may be released on a rolling basis. New Hampshire companies doing business in the state must follow these guidelines and other best practices set forth in this document.

To learn more, please visit the New Hampshire COVID-19 website for the latest COVID-19 information, resources and guidance: <https://www.nh.gov/covid19/> or

<https://businesshelp.nheconomy.com/hc/en-us>.

PLAN FOR REOPENING THE SUNAPEE THRIFT SHOP

This plan is to safely reopen the Sunapee Thrift Shop to the public during the COVID-19 pandemic. The goal of this plan is to promote safety both for the public and the volunteers of the shop. It is based on the COVID-19 Reopening Guidance from the Governor's Economic Reopening Task Force dealing with retail establishments.

Effective May 11, 2020 all retail establishments may open their physical facilities to workers, customers and the public in accordance to the governor's guidelines.

OPERATING PROCEDURES

1. The shop will be open on a limited schedule of one day a week for 3 hours.
2. Some racks would be moved to the parking area to free up space inside the shop in order to maintain social distancing.
3. Bathroom/dressing room would be closed to the public.
4. Exact change for purchases would be encouraged as well as self checkout.
5. Cleaning and disinfecting of frequently touched surfaces.
6. No donations will be taken at this time.

SAFEGUARDS

1. Volunteer protection

a. All staff will be required to wear face coverings and rubber gloves at all times when in the shop and public areas.

b. Alcohol based hand sanitizer will be made available for volunteers and patrons at the entrance and check out location.

c. Volunteers will be screened (questioned about) for symptoms of COVID-19 before their shift.

d. Volunteers will be instructed to maintain a distance of at least 6 feet from other people at all times.

2. Consumer protection

a. The number of customers will be limited to 3 people per room and 1 volunteer at any given time, with the volunteer stressing social distancing.

b. A distance of 6 feet will be marked off for anyone waiting to get into the shop.

c. Customers must wear a cloth face covering at all times when shopping inside or outside the shop.

d. Customers must use the hand sanitizer provided before entering the shop.

e. Self bagging and self-checkout should be used whenever possible.

MINUTES - NONPUBLIC SESSION

DATE: 7/6/2020

PRESENT: <u>Josh</u>	Y	N
<u>Shawn</u>	Y	N
<u>John</u>	Y	N
<u>Fred</u>	Y	N
<u>Steve</u>	Y	N
_____	Y	N
_____	Y	N

MOTION TO ENTER NONPUBLIC SESSION MADE BY: Josh;
SECONDED BY Steve.

SPECIFIC EXEMPTION RELIED UPON AS FOUNDATION FOR THE NONPUBLIC SESSION

_____ RSA 91-A:3 II(a) - The dismissal, promotion, or compensation of any public employee or the disciplining of such employee or the investigation of any charges against him or her unless the employee affected (1) has a right to a meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

_____ RSA 91-A:3 II(b) - The hiring of any person as a public employee.

✓ RSA 91-A:3 II(c) - Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body or agency itself, unless such person requests an open meeting. ***This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.***

_____ RSA 91-A:3 II(d) - Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

_____ RSA 91-A:3 II(e) - Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. ***Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.***

- _____ **RSA 91-A:3 II(f)** - Consideration of applications by the adult parole board under RSA 651-A.
- _____ **RSA 91-A:3 II(g)** - Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county correctional or state correctional facilities by county correctional superintendents or the commissioner of the department of corrections, or their designees.
- _____ **RSA 91-A:3 II(h)** - Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.
- _____ **RSA 91-A:3 II(i)** - Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
- _____ **RSA 91-A:3 II(j)** - Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.
- _____ **RSA 91-A:3, II(k)** - Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations. A contract negotiated by a school board shall be made public prior to its consideration for approval by a school district, together with minutes of all meetings held in nonpublic session, any proposals or records related to the contract, and any proposal or records involving a school district that did not become a party to the contract, shall be made public. Approval of a contract by a school district shall occur only at a meeting open to the public at which, or after which, the public has had an opportunity to participate.
- _____ **RSA 91-A:3, II(l)** - Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

ROLL CALL VOTE: _____

Y
Y
Y
Y
Y
Y

N
N
N
N
N
N

THE BOARD ENTERED NONPUBLIC SESSION AT 7:07 AM **PM**

OTHER PERSONS PRESENT DURING THE NONPUBLIC SESSION:

Donna Nashawaty

BRIEF DESCRIPTION OF THE SUBJECT MATTER DISCUSSED AND FINAL DECISIONS, INCLUDING MEMBERS WHO MOVED OR SECONDED ANY MOTION:

Renaming of a road. Donna to follow up with Scott about signage.

NOTE: RSA 91-A:3 (III) Minutes of meetings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes of such sessions shall record all actions in such a manner that the vote of each member is ascertained and recorded. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective, or pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life, which shall include training to carry out such functions. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

NOTE: RSA 91-A:2, II-a provides that a member of the public body who believes the public body is violating the requirements of RSA 91-A:2 may object to the discussion; if the public body continues despite the objection, the objecting member may request that the objection is recorded in the minutes and may then continue to participate in the discussion without being subject to some of the penalties of RSA 91-A:8. If such a request is made, the public body shall record the objection in the minutes; if the objection is to a discussion in nonpublic, the objection shall be recorded in the public minutes, but the notation in the public minutes shall include only the objecting member's name, a statement that he/she objected to the nonpublic discussion, and a reference to the provision of RSA 91-A:3, II that was the basis of the nonpublic discussion during which the objection took place.

Shall the minutes be publicly disclosed?
If No, the following motions are required:

Y N

MOTION TO RECONVENE THE PUBLIC SESSION MADE BY: Josh
SECONDED BY: Shane

ROLL CALL VOTE: _____

Y
Y
Y
Y
Y
Y
Y

N
N
N
N
N
N
N

THE BOARD RECONVENED THE PUBLIC SESSION AT 7:20 AM/PM

Minutes Recorded By: Josh

To seal the nonpublic minutes, the following motion should then be made:

MOTION MADE BY Josh, SECONDED BY Shaw,
to not publicly disclose the minutes because it is determined that divulgence of
the information likely would:

☒ Affect adversely the reputation of any person other than a member of the Board, or
☐ Render the proposed action ineffective, or
☐ Pertain to terrorism, more specifically, to matters relating to the preparation for and
the carrying out of all emergency functions, developed by local or state safety officials
that are directly intended to thwart a deliberate act that is intended to result in
widespread or severe damage to property or widespread injury or loss of life, which
shall include training to carry out such functions.

ROLL CALL VOTE:

Y
Y
Y
Y
Y
Y

N
N
N
N
N
N

MINUTES - NONPUBLIC SESSION

DATE: 7/6/2020

PRESENT: <u>Josh</u>	Y	N
<u>Shane</u>	Y	N
<u>John</u>	Y	N
<u>Fred</u>	Y	N
<u>Sue</u>	Y	N
_____	Y	N
_____	Y	N

MOTION TO ENTER NONPUBLIC SESSION MADE BY: Josh;
SECONDED BY Fred.

SPECIFIC EXEMPTION RELIED UPON AS FOUNDATION FOR THE NONPUBLIC SESSION

X **RSA 91-A:3 II(a)** - The dismissal, promotion, or compensation of any public employee or the disciplining of such employee or the investigation of any charges against him or her unless the employee affected (1) has a right to a meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

_____ **RSA 91-A:3 II(b)** - The hiring of any person as a public employee.

_____ **RSA 91-A:3 II(c)** - Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body or agency itself, unless such person requests an open meeting. ***This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.***

_____ **RSA 91-A:3 II(d)** - Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

_____ **RSA 91-A:3 II(e)** - Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. ***Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.***

- _____ **RSA 91-A:3 II(f)** - Consideration of applications by the adult parole board under RSA 651-A.
- _____ **RSA 91-A:3 II(g)** - Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county correctional or state correctional facilities by county correctional superintendents or the commissioner of the department of corrections, or their designees.
- _____ **RSA 91-A:3 II(h)** - Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.
- _____ **RSA 91-A:3 II(i)** - Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
- _____ **RSA 91-A:3 II(j)** - Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.
- _____ **RSA 91-A:3, II(k)** - Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations. A contract negotiated by a school board shall be made public prior to its consideration for approval by a school district, together with minutes of all meetings held in nonpublic session, any proposals or records related to the contract, and any proposal or records involving a school district that did not become a party to the contract, shall be made public. Approval of a contract by a school district shall occur only at a meeting open to the public at which, or after which, the public has had an opportunity to participate.
- _____ **RSA 91-A:3, II(l)** - Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

ROLL CALL VOTE: _____

Y
Y
Y
Y
Y
Y

N
N
N
N
N
N

THE BOARD ENTERED NONPUBLIC SESSION AT 2:22 **AM** **PM**

OTHER PERSONS PRESENT DURING THE NONPUBLIC SESSION:

Donna Nashawaty

BRIEF DESCRIPTION OF THE SUBJECT MATTER DISCUSSED AND FINAL DECISIONS, INCLUDING MEMBERS WHO MOVED OR SECONDED ANY MOTION:

Annual Review. PAR approved for step increase.

NOTE: RSA 91-A:3 (II) Minutes of meetings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes of such sessions shall record all actions in such a manner that the vote of each member is ascertained and recorded. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective, or pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life, which shall include training to carry out such functions. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

NOTE: RSA 91-A:2, II-a provides that a member of the public body who believes the public body is violating the requirements of RSA 91-A:2 may object to the discussion; if the public body continues despite the objection, the objecting member may request that the objection is recorded in the minutes and may then continue to participate in the discussion without being subject to some of the penalties of RSA 91-A:8. If such a request is made, the public body shall record the objection in the minutes; if the objection is to a discussion in nonpublic, the objection shall be recorded in the public minutes, but the notation in the public minutes shall include only the objecting member's name, a statement that he/she objected to the nonpublic discussion, and a reference to the provision of RSA 91-A:3, II that was the basis of the nonpublic discussion during which the objection took place.

Shall the minutes be publicly disclosed?
If No, the following motions are required:

Y (N)

MOTION TO RECONVENE THE PUBLIC SESSION MADE BY: Josh
SECONDED BY: Shane

ROLL CALL VOTE: _____

Y
Y
Y
Y
Y

N
N
N
N
N

THE BOARD RECONVENED THE PUBLIC SESSION AT 9:16 AM/PM

Minutes Recorded By: Josh

To seal the nonpublic minutes, the following motion should then be made:

MOTION MADE BY Josh, **SECONDED BY** Shane,
to not publicly disclose the minutes because it is determined that divulgence of the information likely would:

- ☒ Affect adversely the reputation of any person other than a member of the Board, or
- ☐ Render the proposed action ineffective, or
- ☐ Pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life, which shall include training to carry out such functions.

ROLL CALL VOTE: _____

Y
Y
Y
Y
Y
Y

N
N
N
N
N
N