



## TOWN OF DEERING

### *Board of Selectmen*

762 Deering Center Road  
Deering, NH 03244

### **Meeting Minutes November 19, 2020**

#### **Selectmen's Meeting**

Selectmen present: Bill Whisman, Allen Belouin, Rebecca Mitchell

The meeting was called to order at 1900 via video teleconferencing because of the COVID-19 public health crisis and Governor Sununu's emergency order #12 pursuant to Executive order 2020-04 which authorizes the Board of Selectmen to meet electronically.

Mr. Whisman made the motion to approve the consent agenda. Mr. Belouin seconded the motion. The vote was unanimous and so moved.

#### **Consent Agenda**

- |                                                            |                            |                     |
|------------------------------------------------------------|----------------------------|---------------------|
| a. Minutes for November 5 <sup>th</sup> & 14 <sup>th</sup> |                            |                     |
| b. Employee Payroll                                        | <b>Nov 10<sup>th</sup></b> | <b>\$14,118.61</b>  |
| c. Employee Payroll                                        | <b>Nov 18<sup>th</sup></b> | <b>\$13,723.36</b>  |
| d. Elected Officials Pay                                   | <b>Nov 18<sup>th</sup></b> | <b>\$2,018.44</b>   |
| e. FD Payroll                                              | <b>Nov 10<sup>th</sup></b> | <b>\$4,833.93</b>   |
| f. AP ACH XFER                                             | <b>Oct 23<sup>rd</sup></b> | <b>\$268.55</b>     |
| g. AP ACH XFER                                             | <b>Nov 9<sup>th</sup></b>  | <b>\$45.00</b>      |
| h. AP ACH XFER                                             | <b>Nov 20<sup>th</sup></b> | <b>\$241.05</b>     |
| i. AP Manifest                                             | <b>Nov 19<sup>th</sup></b> | <b>\$245,087.25</b> |
| j. Abatement                                               | Granite State              | <b>\$945.26</b>     |
| k. DRA Ratio Analysis                                      |                            |                     |
| l. Department Reports                                      |                            |                     |

#### **NEW BUSINESS:**

##### **Highway Department Budget**

Road Agent Houghton reviewed the Highway budget with Board members (see attached). Mr. Houghton explained that not much has changed from the previous budget. Overall, the budget declined by \$11,000. Given the surge of positive virus cases and a sputtering economy the highway department will, in the near term, utilize a part-time employee rather than seeking to add a fifth full time employee.

##### **Assessing Bid**

The Board reviewed the bid submitted by Avitar Associates of New England for the 5-year cyclical revaluation and attendant annual assessing services. The five-year contract price is \$130,236. The 2015 contract price was \$116,640 – about \$13,596, or \$2,719 more per year. The Board asked the TA to see whether or not Avitar might reduce their bid. The TA agreed to make the inquiry.

##### **Other Business**

The Board reviewed the updated travel and quarantine policy. The TA explained that the difference between the previous and current policy is the new DHHS guidance wherein a negative test for the virus will now require a 7-day quarantine after receipt of the negative results. Previously there was no

quarantine after receipt of a negative test. Mr. Whisman made the motion to approve the new travel and quarantine policy that will remain in effect until January 15<sup>th</sup>, 2021 as reflected in the Governor's executive order #72. Mr. Belouin seconded the motion. The vote was unanimous and so moved (see attached).

There being no further business Mr. Whisman made the motion to adjourn the meeting. Ms. Mitchell seconded the motion. The vote was unanimous and so moved. The meeting adjourned at 1915.

Respectfully Submitted,

\s\ Russell McAllister  
Town Administrator



## **TOWN OF DEERING**

### ***Highway Department***

762 Deering Center Road

Deering, NH 03244

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### **October 2020 Highway Dept Report**

October had brought us some much-needed wet weather. We have added one more needed culvert on our Longwoods Road project. We have eight culverts installed with seven catch basins so far. We have one more culvert and two catch basins left. We have one culvert and catch basin on Holton Crossing to do also. We will add Gravel on both roads in the spring and plan to pave the base just after.

We hauled three hundred and sixty yards (24 loads) of 1.5" crush stone from Daniels pit to our stockpile in our pit for spring "mud season". We have cleaned up in our pit and are ready to screen sand the first week of November.

We have graded North Road, Pond Road, Second NH Tpke, Longwoods Road and Holton Crossing Road.

We have serviced our trucks and put on plow fronts for winter. We have gone through most of the plows changing hoses and adding seals to some of the pistons. We have cleaned up around our shop for winter.

I think we are ready for winter. We are all still healthy here in our department.

Brian Houghton  
Deering Road Agent

**MONTHLY REPORT****OCTOBER 2020****NEWS:**

1. Officer Davy has left for the Full-Time Academy on August 31<sup>st</sup> until December 21<sup>st</sup>.
2. Chief Philibert currently reviewing PT applications.
3. We held our *Welcome Back* meeting for Cadet post 612 on October 5<sup>th</sup>. We are re-evaluating whether or not will be going through BSA or another organization for certification.
4. Chief Philibert attended the Halloween Webinar for safe *Trick or Treating* practices and trick or treating took place between 5-8pm in Deering. The PD did not set up the cruiser or hand out candy due to COVID.

**TRAINING:**

1. In-person trainings are limited due to COVID-19 restrictions.
2. Cpt. Cavanaugh attended the Intoxilyzer 9000 Training Class at NHSP for recertification, on October 19<sup>th</sup>.
3. Chief Philibert attended Civil Disturbance Training through NHSP on 10/17-10/18.
4. Cpl. McAllister's training on *social media in today's PD* was cancelled on 10/16 for a lack of attendance.

**GRANTS:**

1. 2020 Office of Highway Safety patrols were submitted for Q4 and final submission for reimbursement.
2. We are working with Motorola for grants in updating the cruiser radios.

**JUVENILE ACTIVITY:**

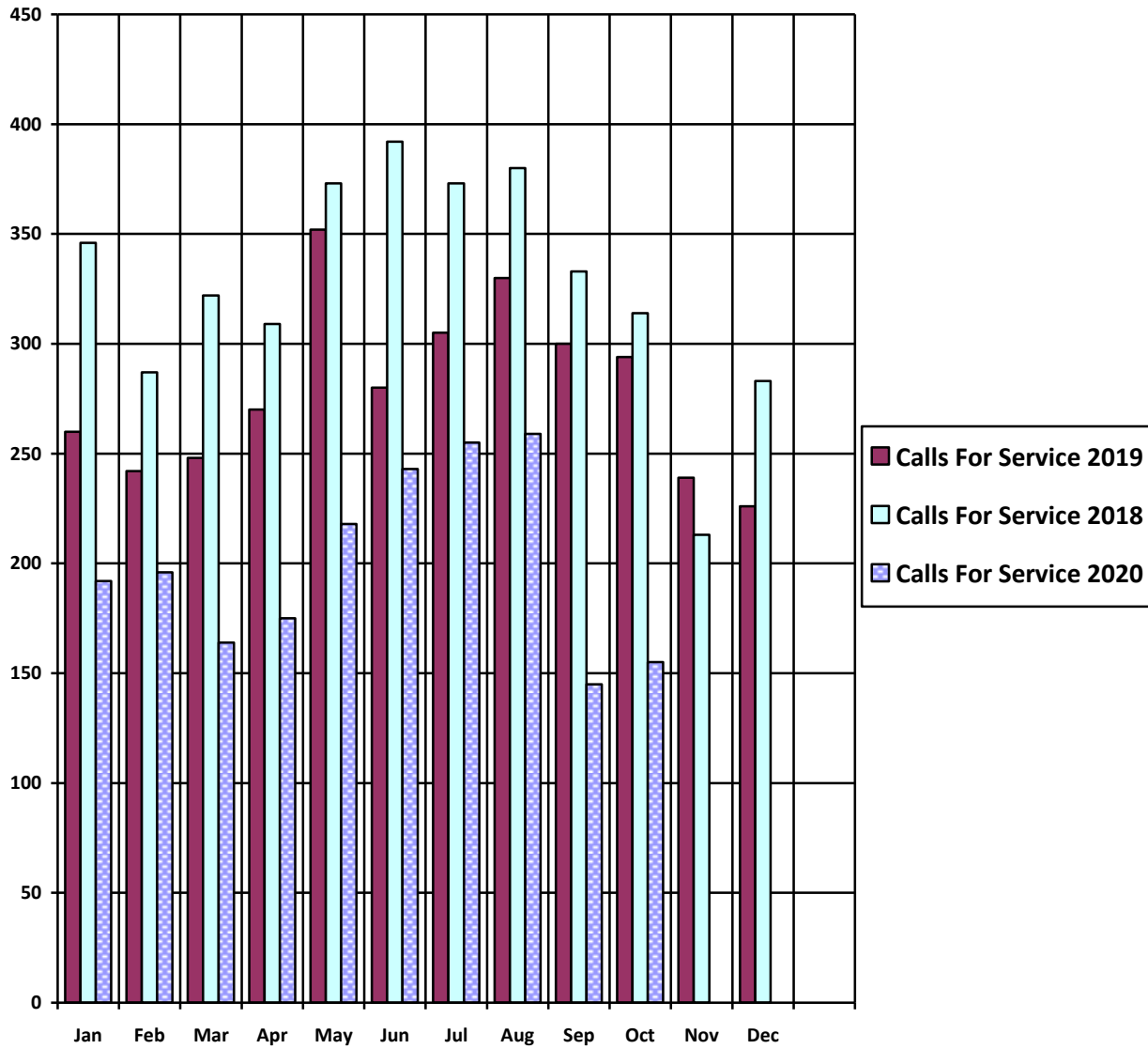
N/A

**ACTIVITY REPORT:**

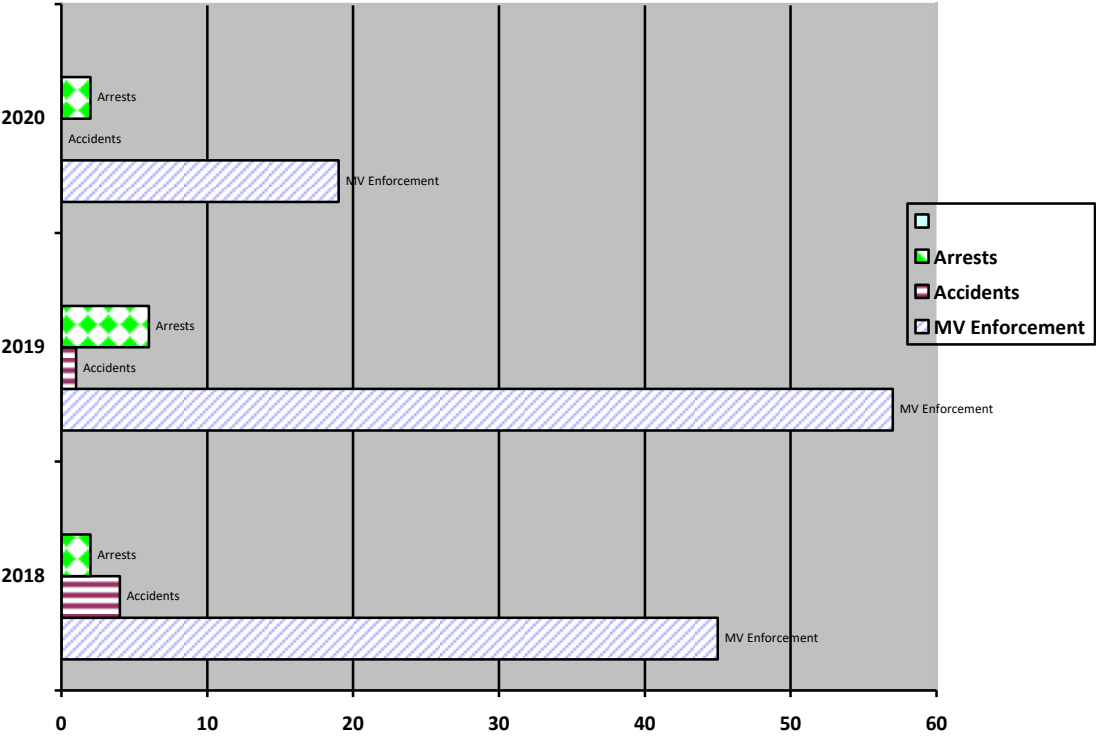
Calls For Service Logged:	155	
DPD/HPD Call Outs	1	(1-Down telephone pole)
NHSP Call Outs	0	()
MV Enforcement:	19	(14 speed warnings, 5 other)
MV Accidents:	0	()
ARRESTS Total:	2	(2-Suicide Attempt)

**MILEAGE TOTAL:** 2,722 miles from 1 October 2020 through 31 October 2020**2017 Cruiser:** 49,230 (1,043 miles in period)**2020 Cruiser:** 3,900 (1,679 miles in period)

**Calls For Service-Monthly**



Monthly Stats-October



**RADAR TRAFFIC SURVEYS****October 2020****OFFICER TRAFFIC SURVEYS**

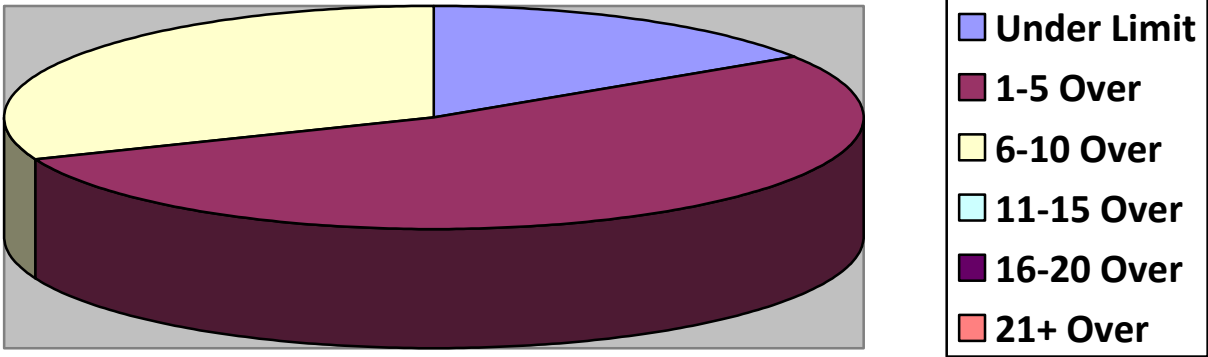
Totals	Rte 149 ( 1	2 <sup>nd</sup> NH Tpk( 3	OldCounty ( 2	Clement ( 1	EstDrng (1
Total Cars	33	98	19	15	5
Under Limit	1	21	2	1	1
+1 – 5 over	20	53	13	8	3
+6 – 10 over	11	32	4	6	1
+11 – 15 over					
+16 – 20 over					
+ 21 over					
Stopped	1	2			

Totals	Rsvr (1	LngWds( 2	Mnslvl(	Other(	Cross( 1
Total Cars	8	28			10
Under Limit	5	5			0
+1 – 5 over	3	17			3
+6 – 10 over		4			7
+11 – 15 over		1			
+16 – 20 over		1			
+ 21 over					
Stopped	0	2			0

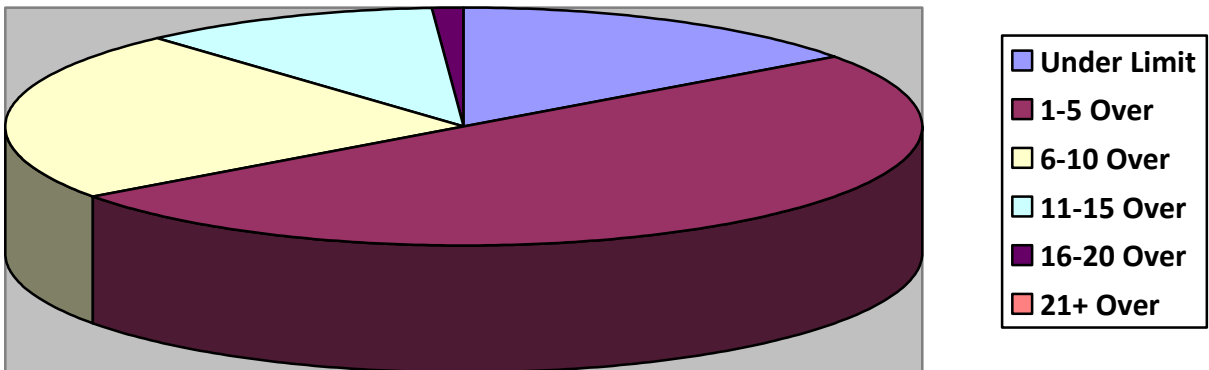
**VOLUNTEER TRAFFIC SURVEYS**

Totals	EastDrng(	Union (	Mill (	OldCty(	ClmtHill(	LngWds (
Total Cars						
Under Limit						
+ 1 – 5 over						
+ 6 – 10 over						
+ 11 – 15 over						
+ 16 – 20 over						
+ 21 over						

**Primary Roads /4 Surveys**



**Secondary Roads / 8 Surveys**



# Deering Fire & Rescue



**To:** Board of Selectmen

**Date:** 11/04/2020

**From:** Chief Daniel Gorman, Deering Fire & Rescue

**Subject:** Fire & Rescue Report, October 2020

**News:** The month of September emergency calls were slightly below average for the members of Deering Fire & Rescue (DFR) with 16 responses total. Statistics are below.

During the monthly Department meeting on October 7th, DFR members were surprised with a visit from the gentleman who was injured in a hang glider accident on August 9<sup>th</sup>. He suffered life threatening injuries in the accident but due to the rapid, aggressive extrication from the cliff he was on, as well as the aggressive medical care he received on the mountain and to the hospital and with special thanks to our mutual aid partners, he got to the hospital alive. He was later flown to a Boston hospital for further treatment. He and his wife wanted to personally thank the embers for their help. It was a very nice moment for the members of DFR and that's why we do what we do, to save lives.

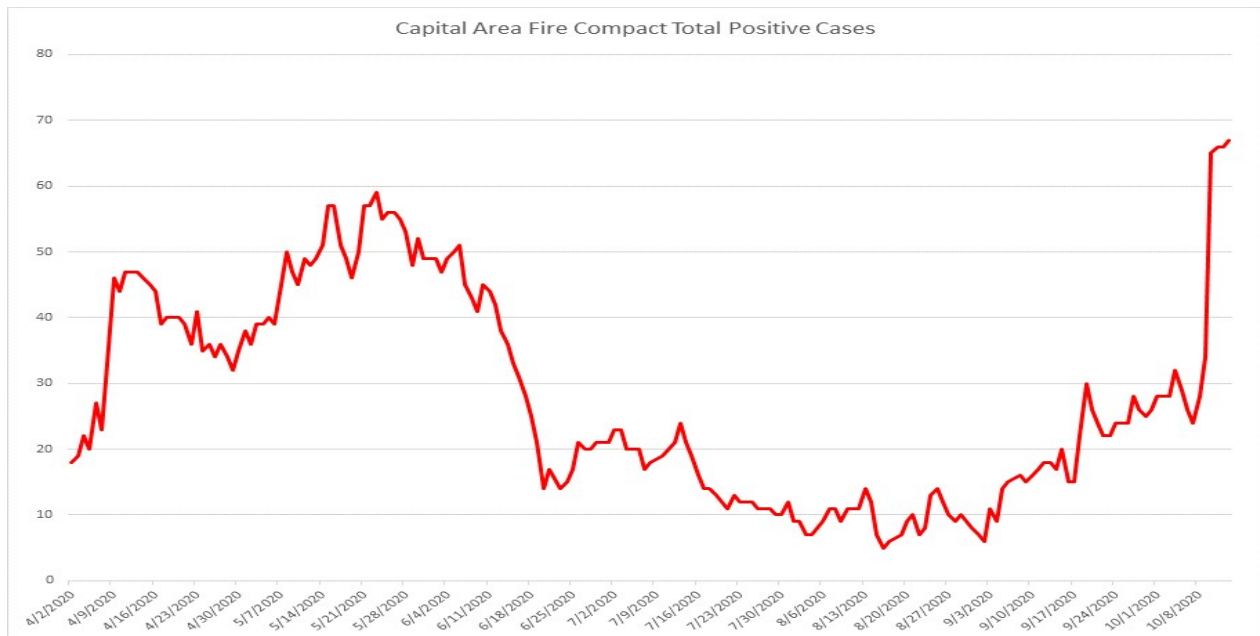


DFR members participated in a few trainings over the month. They participated in Hazardous Materials emergencies. These types of calls can run from spilled fuel to gas leaks and much worse and dangerous types of hazardous conditions that could occur. It is important to training on all aspects of what a firefighter and EMT must be able to handle if the call comes in. With the cold weather coming in, the crews also trained on mitigating chimney fires.

# Deering Fire & Rescue



We still continue to remain diligent throughout this pandemic. The Capitol Area Fire Mutual Aid Compact tracks the number of patients transported by Ambulances in the compact that are positive for COVID – 19. As you can see in the chart below, the most current data shows that we are seeing an uptick of Covid positive patients being transported to hospitals. Please continue to be vigilant and continue to follow CDC recommendations to stay safe.



## Upcoming goals:

- 1) Continued monitoring any COVID 19 updates and guidelines.
- 2) Continue to work on a FEMA Assistance to Firefighters Grant.
- 3) Prepare for winter operations

# Deering Fire & Rescue



## OCTOBER ACTIVITY REPORT:

### Total Emergency Responses – 16

Per Diem Total Responses	4	On Call Total Responses	12
Per Diem EMS Responses	3	On Call EMS Responses	10
Per Diem Fire Responses	1	On Call Fire Responses	2
Per Diem MVA Responses	0	On Call MVA Responses	0
Per Diem Transports	2	On Call Transports	5
Per Diem BLS Transports	0	On Call BLS Transport	0
Per Diem ALS Transports	2	On Call ALS Transport	6
Mutual Aid EMS Given	0	Mutual Aid EMS Given	0
Mutual Aid Fire Given	0	Mutual Aid Fire Given	0
Mutual Aid EMS Received	1	Mutual Aid EMS Received	0
Mutual Aid Fire Received	0	Mutual Aid Fire Received	0

Respectfully submitted,

*Daniel Gorman*

Daniel Gorman, Fire Chief/EMD

Account Number	Description	Budget 2020	Budget 2021	\$ Diff	% Diff
01.4311.40.110	Highway Admin - F/T Wages	255,948.16	264,790.40	8,842.24	3.45%
01.4311.40.111	Highway Admin - P/T Wages	7,500.00	7,500.00	-	0.00%
01.4311.40.130	Highway Admin - Overtime Wages	25,000.00	25,000.00	-	0.00%
01.4311.40.210	Highway Admin - Health Insurance	114,319.89	90,837.78	(23,482.11)	-20.54%
01.4311.40.220	Highway Admin - FICA	17,883.79	18,432.00	548.22	3.07%
01.4311.40.221	Highway Admin - Medicare	4,182.50	4,310.71	128.21	3.07%
01.4311.40.230	Highway Admin - Retirement	15,356.89	15,500.00	143.11	0.93%
01.4311.40.290	Highway Admin - Life/Disability	3,003.99	3,250.00	246.01	8.19%
01.4311.40.350	Highway Admin - Training & Certification	800.00	800.00	-	0.00%
01.4311.40.351	Highway Admin - Drug Testing	1,000.00	1,000.00	-	0.00%
01.4311.40.401	Highway Admin - Heating Fuel	10,000.00	10,000.00	-	0.00%
01.4311.40.405	Highway Admin - Electricity	3,000.00	5,000.00	2,000.00	66.67%
01.4311.40.420	Highway Admin - Telephone	320.00	320.00	-	0.00%
01.4311.40.430	Highway Admin - Mobile Phone	1,956.00	2,000.00	44.00	2.25%
01.4311.40.445	Highway Admin - Uniforms	6,000.00	6,420.00	420.00	7.00%
01.4311.40.470	Highway Admin - Office Supplies	300.00	300.00	-	0.00%
01.4311.40.490	Highway Admin - Public Notices	800.00	800.00	-	0.00%
01.4311.40.655	Highway Admin - Building Maintenance	5,500.00	5,500.00	-	0.00%
01.4311.40.710	Highway Admin - Mileage	250.00	250.00	-	0.00%
	<b>FUNCTION: HIGHWAY AND STREETS ADMINIS</b>	<b>473,121.21</b>	<b>462,010.90</b>	<b>(11,110.31)</b>	<b>-2.35%</b>
01.4312.40.381	Highway Maint - Crack Sealing	7,200.00	7,200.00	-	0.00%
01.4312.40.382	Highway Maint - Roadside Mowing	9,000.00	9,000.00	-	0.00%
01.4312.40.383	Highway Maint - Tree Removal	3,500.00	3,500.00	-	0.00%
01.4312.40.384	Highway Maint - Gravel Crushing	30,000.00	30,000.00	-	0.00%
01.4312.40.399	Highway Maint - Other Professional Services	5,600.00	5,600.00	-	0.00%
01.4312.40.402	Highway Maint - Vehicle Fuel	55,000.00	55,000.00	-	0.00%
01.4312.40.481	Highway Maint - Culverts	3,000.00	3,000.00	-	0.00%
01.4312.40.482	Highway Maint - Salt	59,000.00	59,000.00	-	0.00%
01.4312.40.483	Highway Maint - Cold Patch	2,500.00	2,500.00	-	0.00%
01.4312.40.484	Highway Maint - Dust Control	11,000.00	11,000.00	-	0.00%
01.4312.40.485	Highway Maint - Sand	9,000.00	9,000.00	-	0.00%
01.4312.40.499	Highway Maint - Other Supplies	20,500.00	20,500.00	-	0.00%
01.4312.40.610	Highway Maint - New Equipment	6,000.00	6,000.00	-	0.00%
01.4312.40.620	Highway Maint - Equipment Maintenance	16,000.00	16,000.00	-	0.00%
01.4312.40.630	Highway Maint - Vehicle Maintenance	31,500.00	31,500.00	-	0.00%
	<b>FUNCTION: HIGHWAYS AND STREETS - 4312</b>	<b>268,800.00</b>	<b>268,800.00</b>	<b>-</b>	<b>0.00%</b>
01.4316.40.405	Street Lighting - Electricity	3,500.00	3,500.00	-	0.00%
	<b>FUNCTION: STREET LIGHTING - 4316</b>	<b>3,500.00</b>	<b>3,500.00</b>	<b>-</b>	<b>0.00%</b>
01.4299.40.391	Other Public Safety - Highway Dispatch	2,000.00	2,000.00		



## TOWN OF DEERING

### Highway Department

762 Deering Center Road

Deering, NH 03244

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## 2021 Budget Narrative

### 01.4311.40.110 Highway Admin - F/T Wages

The full time wage line has increased by **\$8,846.34** from last year to **\$264,790.40**. This was figured by calculating everyone's current wages for 26 weeks and allowing for a potential pay raise of up to \$.50 per hour next year resulting in higher wages for the next 26 weeks. The exact figure was rounded up \$26.47 to an even amount. The raises would depend on everyone's evaluations next year. The calculations are as follows.

**Road Agent-** Weeks 1-25 - \$30.40/hour x 40 hours/week=\$1216.x26 weeks=\$31,616.00

**2% Raise** Weeks 26-52-\$31.01/hour x40 hours/week=\$1240.40x26 weeks=\$32,250.40

**Foreman-** Weeks 1-25 - \$25.50/hour x 40 hours/week=\$1020.x26 weeks= \$26,520.00

**\$1.00/Hour Raise** Weeks 26-52- \$26.50/hour x 40 hours/week =\$1060.x26 weeks= \$27,560.00

**Mechanic-** Weeks 1-25-\$22.35/hour x 40 hours/week=\$894x26 weeks=\$23,244.00

**\$.50/Hour Raise** Weeks 26-52-\$22.85/hour x 40 hours/week=\$914x26 weeks=\$23,760.00

**Operator-** Weeks 1-25 - \$25.00/hour x 40 hours/week=\$1000.x26 weeks=\$26,000.00

**\$.50/Hour Raise** Weeks 26-52 - \$25.50/hourx40 hours/week=\$1020.x26 weeks=\$26,520.00

**Operator-** Weeks 1-25 - \$22.50/hour x 40 hours/week=\$900.x26 weeks=\$23,400.00

**\$.50/Hour Raise** Weeks 26-52 - \$23.00/hour x 40 hours/week=\$920.x26 weeks=\$23,920.00

**Total= \$264,790.40**

### 01.4311.40.111 Highway Admin - P/T Wages

The part time wage line has stayed the same as last year at **\$7,500**. We use the part timers in the summer when the full time employees are on vacation. By doing this we can keep projects moving along. Using part time help in the winter we not only get the roads cleared more quickly but we also save on overtime as the storm gets cleaned up faster.

### 01.4311.40.130 Highway Admin - Overtime Wages

The overtime line has stayed the same as last year at **\$25,000**. The severity, length and timing of storms effect this line and we have no control over that. We had a mild warm winter last year and I would not want to cut ourselves short on a regular or hard winter. There is no real way to figure this line out, we are in New England.

### 01.4311.40.350 Highway Admin - Training & Certification

There is **\$800** budgeted for training, hopefully we will be able to increase this number in the future. Training is important in the development and safety of the crew. There are not any certifications that are mandatory, but continuing education is very important.

**01.4311.40.351 Highway Admin - Drug Testing/Background Check**

There is **\$1,000** budgeted for this line. This line stayed the same. The Highway Department gets 4 random alcohol tests and 4 random drug tests done a year. The alcohol tests cost \$66 each and Drug tests cost \$107 each totaling \$692. The remaining money is in case we have pre-employment test/background check or something unexpected happens where we have to send someone in.

**01.4311.40.401 Highway Admin - Heating Fuel**

There is **\$10,000** budgeted for this line. This line will stay the same. We are paying \$1.49 per gallon for propane. We were able to keep the price per gallon the same from last year. Not knowing exactly what the weather will be each year, \$10,000 will give us a little breathing room if we have a cold winter. In the past we use between 4500 and 5500 gallons per year depending on temperature.

**01.4311.40.405 Highway Admin - Electricity**

There was **\$3,000** budgeted for this line in the past. There is a higher rate charge for our kWh usage from the Solar installation company that is between 400 to 450 percent higher per month. I had to raise this line **\$9,000.00** to **\$12,000.00** to cover this expense.

**01.4311.40.420 Highway Admin - Telephone**

There is **\$320** budgeted for this line. This line stayed the same as the monthly expense is about \$25.71.

**01.4311.40.430 Highway Admin - Mobile Phone**

There is **\$2,000** budgeted for the Cell Phone. This covers the cell phone and the GPS units in our vehicles.

**01.4311.40.445 Highway Admin - Uniforms**

The uniform line is **\$6,420.00**. The yearly 7% increase by the uniform company makes it approximately \$4420 for the year. The yearly \$250 boot allowance for each employee comes from this line. I also budgeted \$75 per employee to buy them a retro reflective winter coat. It is tough to put the safety vests on over bulky winter work coats.

**01.4311.40.470 Highway Admin - Office Supplies**

There is **\$300** budgeted for this line. It is not much but does cover when we need some supplies.

**01.4311.40.490 Highway Admin - Public Notices**

There is **\$800** budgeted for this line. Local papers are \$45 but when you need to put one in a larger paper it is about \$260.

**01.4311.40.655 Highway Admin - Building Maintenance & Repair**

There is **\$5,500** budgeted for building maintenance & repairs. This line has stayed the same as previous years. There is an endless amount of repairing that could be done on our building.

**01.4311.40.710 Highway Admin - Mileage**

We don't do a lot that requires us to use our own vehicles. If something should come up **\$250** will be enough to cover some mileage.

**01.4312.40.381 Highway Maintenance - Crack Sealing**

There is \$7,200 budgeted for this line. We only would crack seal before installing a chip seal down. We are hoping to do this next year. Due to covid we did not have the extra money this year.

**01.4312.40.382 Highway Maintenance - Roadside Mowing**

There is \$9,000.00 budgeted for road side mowing. During this time, we feel the quality of work had not been as good as each previous year with using the same company over the years. We were having to send a crew out after the mower every day to throw brush they had cut out of the road. The company that does it now gets the roadside back away from the road way where they should be and the intersections back for better sight distance.

**01.4312.40.383 Highway Maintenance - Tree Removal**

I left this line the same. Being it is New Hampshire and we have lots of trees there is an endless amount of tree work that could be done but \$3,500 should be enough to keep up with the hazardous and nusense trees.

**01.4312.40.384 Highway Maintenance - Gravel Crushing**

There is \$30,000 budgeted for this line. The purpose for this money is to crush or buy crush gravel for our dirt roads. Every gravel road we have needs crush gravel on it. By putting good gravel on them makes them easier to maintain. The dirt roads deserve as much attention and care as the paved roads.

**01.4312.40.399 Highway Maintenance - Other Professional Service**

There is \$3,000 budgeted for this line. This line would cover a company for two days to clean out a few of our 110 catch basins in town. This will not get them all done but would be a good start.

**01.4312.40.402 Highway Maintenance - Vehicle Fuel**

There is \$55,000 budgeted for fuel. This line stayed the same as last year. We are on track to come in under budget for this line. This line is event driven and with a mild winter last year our usage was down.

**01.4312.40.481 Highway Maintenance - Culverts**

This line has \$3,000.00 budgeted for it. We will always have culverts to replace as the old metal and concrete ones installed years ago start to fail.

**01.4312.40.482 Highway Maintenance - Salt**

There is \$59,000 budgeted for salt. We have been buying salt from only venders that honor State bid prices the last two years and saves the town money. Looks like we will be coming in below budget this year. This is event driven and we had a mild winter last year. You never know what winters in New Hampshire will bring.

**01.4312.40.483 Highway Maintenance - Cold Patch**

There is \$2,500 budgeted for cold patch. We will be coming in under this year. Usually water getting in under the pavement creates pot holes. There is never a shortage of pot holes in West Deering.

**01.4312.40.484 Highway Maintenance - Dust Control**

There is \$11,000 budgeted for dust control. In the past we had always had a year's supply on hand. It doesn't make sense to keep that many bags on hand and we could use the space in our yard. We did not purchase any this year and only have a couple bags left. We usually put out twenty to twenty-two one ton bags out in a year. The \$11,000 will buy twenty-two bags.

**01.4312.40.485 Highway Maintenance - Sand**

There is \$9,000 budgeted for winter sand. This line has stayed the same. We screen our own sand at it proves to be a savings over purchasing it elsewhere.

**01.4312.40.499 Highway Maintenance - Other Supplies**

There is \$20,500 budgeted for this line. This line was not increased. It is on track to be mostly spent for 2020 and previous year's show similar numbers. Everything that doesn't fall under building maintenance, equipment maintenance and vehicle maintenance falls under this line. Things such as shop supplies, oil's and lubricants, tire chains, cutting edges for the plows, PPE, signs, and countless other items.

**01.4312.40.610 Highway Maintenance - New Equipment**

There is 6,000 budgeted for new equipment. This line has not increased. This is for small equipment like pumps, plows, shop equipment and tools needed.

**01.4312.40.620 Highway Maintenance - Equipment Maintenance**

There is \$16,000 budgeted for equipment maintenance. This line covers just the equipment repairs. I think this line will be fine for next year.

**01.4312.40.630 Highway Maintenance - Vehicle Maint/Repair**

There is \$31,500 budgeted for this line. This line covers just the vehicle repairs. We are a bit over budget now but is due to some emission issues with T1.

**01.4316.40.405 Street Lighting - Electricity**

There is \$3,500 budgeted for street lighting. The average bill is \$291 per month and exactly the same as last year. There are 15 street lights in the town of Deering that we are paying for. The town is billed by burn hours. Burn hours are what the electric company calculates to be the number of hours of darkness per night. They are responsible for repairs but we are responsible for reporting any needed repairs.

**01.4299.40.391 Other Public Safety - Highway Dispatch**

There is a flat rate of \$2,000 per year for our dispatch service. I have talked with the Hillsboro Chief and this fee will be the same.

**Town of Deering**  
**COVID-19 Travel and Quarantine Policy**  
**Appended November 19<sup>th</sup>, 2020**  
**Extended from December 31, 2020 to January 15, 2021**

**Situation**

The novel coronavirus disease 2019 (COVID-19) pandemic continues around the world and within the United States. Many countries are showing an increasing number of COVID-19 infections and new outbreaks, including countries that have originally brought their original outbreaks under control. Even the United States is currently experiencing an accelerating pandemic and most states outside of New England are experiencing worsening outbreaks or uncontrolled community transmission. A Level 3 Global Pandemic Travel Health Notice is still in place by the CDC, which recommends against any non-essential travel to global destinations.

The CDC has also issued a Level 3 Travel Health Notice recommending that travelers defer all cruise travel worldwide. Therefore, any travel internationally or domestically increases your chances of getting infected and spreading COVID-19; staying home is the best way to protect yourself and others from getting sick.

Because travel increases a person's chance of getting COVID-19 through close contact with others or contaminated public surfaces, anybody traveling should continue to avoid large gatherings and public areas, keep a distance of at least 6 feet from others, wear a cloth face covering when in public areas, and frequently sanitize their hands. Avoid public transportation, and large indoor group gatherings particularly over the holiday season.


**Specific Town of Deering Travel and Quarantine Guidelines**

- The Town of Deering until further notice will not authorize any non-essential international and out-of-state domestic business travel (e.g., conferences, meetings).
- The Town strongly discourages personal international and domestic travel outside of the New England states.
- The Town strongly discourages personal travel on cruise ships.
- Any employee choosing to travel internationally (including Canada), on a cruise ship, or domestically outside of Maine, Vermont, Massachusetts, Connecticut, or Rhode Island shall quarantine for 14 days upon return from said travel and may not return to work.
- Unless exhausted, employees required to quarantine under these guidelines may take up to 80 hours of emergency paid sick leave as established under the Families First Coronavirus Response Act during this quarantine. If emergency paid sick leave is declined or exhausted, employees will be unpaid during quarantine unless they choose to use appropriate, available paid leave during this quarantine period.
- If a quarantined employee wishes to return to work sooner, they may voluntarily obtain and provide documentation of a reliable, negative COVID-19 test from an authorized provider; copy of the results shall be provided directly to Human Resources. A negative test will still require a 7-day

- quarantine from the day negative results are received.
- Employees who are quarantining under this policy should refrain from any travel that may subject them to an additional 14-day quarantine period. In the event of such additional travel, the employee's quarantine will be appropriately extended.

This policy will be effective upon approval by the Board of Selectmen and will apply to all employees, both full and part-time. This policy will be reviewed when NH DHHS publishes a revised COVID-related travel guidance or by January 15, 2020, whichever is earlier.

By: Deering Board of Selectmen

  
William Whisman, Chairman  
Rebecca Mitchell  
Allen Belouin

Date: 11/19/20