

TOWN OF DERRY

**Town Council
Derry Municipal Center**

**December 16, 2014
Tuesday - 7:30 PM**

6:30 PM Non-Public Session – RSA 91A:3 II

7:30 PM Call to order

Pledge of Allegiance, warning of fire exits, handicap access, & turn off all cell phones

Roll Call: Councilors Cardon, Fischer, Fairbanks, Bourdon, Dimmock, Katsakiores and Chairman Osborne

Consent Agenda

14-157 Approve Non-Public Minutes – December 2, 2014

Vote: 6-0-1(Councilor Fairbanks)

14-158 Approve Minutes – December 2, 2014

Vote: 7-0-0

14-159 Approve Non-Public Minutes – December 10, 2014 – seal minutes

Vote: 6-0-1 (Councilor Cardon)

Approved as written

Chairman’s Report – Mark Osborne

Senator Regina Birdsell is on the Transportation and Senate Municipal Committee. David Milz is the liaison to the Town Council and School Board representative from the delegation.

Chairman Osborne highlighted a letter, and read excerpts from the letter, the Council received from a resident regarding the tax rate on the municipal side.

Town Administrator’s Report – Galen Stearns

Chief Klauber is retiring January 30, 2015.

The request to use “Survey Monkey” is at a cost of \$300 per year. Mr. Stearns asked for input to develop this survey.

Mr. Stearns was given a challenge to look at a \$2.50 reduction on the tax rate as a goal of the Town Council; he has researched and presented a power point on the results. A \$2.50 reduction in the tax rate = \$6,274,856 less in the total budget which equates to a tax rate of \$7.20. Derry’s present tax commitment per/person is \$2,194 which puts us in 8th place also with total assessed valuation. The comparison towns he used were Concord, Salem, Portsmouth, Londonderry, Dover, Merrimack, Keene, Rochester and Hudson. In order to achieve this, department reductions of employees would be a total of 49 - DPW 9, Finance 2, Fire 22, Police 16 = 49. In Section 9.4 of the Town Charter, action on the budget limits budget increases. Therefore if the Council wants to restore services after these reductions are made the Charter limits the increases allowed. It is suggested that the tax rate be decreased by other means such as increasing revenue and increasing the tax base. Mr. Stearns respectfully requested the Town Council to revise its tax rate goal.

Public Forum
Open public forum 7-0-0

Douglas Crooker thanked the Town Council and Councilors Katsakiores and Dimmock on behalf of the VFW and American legion for allowing the POW / MIA table, chair and flags to be displayed in the Municipal Center.

Richard Tripp, Windham Rd – Shared his research on the residential tax burdens in Londonderry & Hampstead, He recommended that the Town Council look to see what they can do to bring more businesses into town as their goal.

Mark Flattes, Linlew Dr – Suggested that a policy be made for all residents wishing to be appointed to a board or committee to attend 3 meetings before applying. He remarked on the school budget and they are looking to lay off 13 teachers but he doesn't believe they are looking at other cutbacks they can make. He questioned how he would go about a Charter Amendment for the Council to take over the school budget.

Al Schnitzlein, Bayberry Lane – Is retired from the City of Everett and gave a list of cuts incurred over a 10 year period as examples that Derry could look into.

Steve Trefethen, North Shore – suggested a 10% cut to the budget as a goal but agrees with a \$2.50 reduction in the tax rate.

He also implied that the Town needs to do more when hiring employees and while they are employed to make sure the employees are being monitored.

Mr. Stearns assured him that there were extensive processes in place when employees are hired and random drug testing is done once hired.

Marion Schnitzlein, Bayberry Lane – questioned Mr. Stearns presentation. The Council needs to get the School District to the table to come up with some compromises. The public budget hearing is January 13th and the Deliberative Session is January 31st. She asked how to obtain a count of Town Employees who live in Derry as well as teachers.

John O'Connor, Arrowhead Rd – school budget fiscal advisory committee suggested a reduction of \$1.5m. He went on to explain that the Town of Derry and the Derry School District are two different entities. In order to dissolve the school district, this would take a lot of voters to get involved and make this happen.

Bruce Brown, Hood Rd – presented a discussion on a lower tax rate and the school districts fixed costs for retirement obligations for teachers with more than 30 yrs. of service. He associated tax bases for Merrimack as they have Anheuser Busch, Salem has a racetrack, Concord has government, and Londonderry has the airport.

Derry needs a police dog or a motorcycle. The School District needs to look at hard facts and consolidate and close a school.

Close public forum 7-0-0

Public Hearing

14-144 Amend Chapter 30 – Building Code

Bob Mackey read from the staff report – The Blight Ordinance Committee was formed and came up with regulations and determined to readopt the 2009 edition of the maintenance codes and added amendments to tailor to Derry. If adopted, the Planning Board and Zoning Board would need to do updates as well.

Open Public Hearing (Councilor Katsakiores & Dimmock) 7-0-0

Marc Flattes, Linlew Dr – questioned the vacant building procedure. He asked if they could make terms longer than 60 days.

James Zanzaboni, Stark Rd – would like to be considered for the Blight Ordinance Committee.

Bruce Brown, Hood Rd – described the wooded area at the end of his property which belongs to the school district stating that this is a problem and asked if this type of area would apply to the ordinance.

John O'Connor Arrowhead Rd. – stated a House Bill had passed and was signed by the Governor requiring landlords to designate responsibility for their property.

Steve Trefethen North Shore – questioned page 4 & 5 of the ordinance.

George Sioras, Planning Director – agrees with this ordinance and would like to see the Town Council's approval.

Close Public Hearing (Councilors Katsakiores & Dimmock) 7-0-0

Councilor Cardon moved:

Whereas it is hereby found and declared that within the Town of Derry there are existing real estate properties which contain unkempt, vacant, abandoned or blighted buildings and

Whereas the existences of said properties contribute to decline of our neighborhoods and

Whereas it is further determined that the existence of properties that are not maintained and considered unsafe affect the economic wellbeing of this Town and is adverse to the health, safety and welfare of the residents of said neighborhoods and

Whereas it is further found that many of these properties can be rehabilitated and reconstructed so as to provide decent, safe, and sanitary housing and ancillary commercial facilities and

Whereas such rehabilitation, reconstruction and reuse would eliminate, remedy and prevent the adverse conditions described above

Whereas the Blight Ordinance Committee, a committee duly established pursuant to Section 4.7 of the Derry Town Charter, has recommended amendments to the Town's Code; therefore

Move that the Town of Derry, pursuant to RSA 674:51, RSA 674:51-a, and RSA 155-A, amend certain sections of Chapter 30 – Building Code of the Code of the Town of Derry and adopt by reference the International Property Maintenance Code as amended by the Town of Derry, as follows: (see attachment) , seconded by Councilor Katsakiores.

Vote: 7-0-0

Old Business –

14-154 Planning Board Appointment

Chairman Osborne moved to appoint Robert Jean as an alternate member of the Planning Board for a term to expire March 31, 2015, seconded by Councilor Cardon

Vote: 5-2-0 (Councilors Dimmock, Fischer)

New Business –

14-160 Heritage Commission Appointment

Chairman Osborne moved to appoint Paul Lindemann as alternate member of the Heritage Commission for a term to expire March 31, 2015, seconded by Councilor Katsakiores

Vote: 7-0-0

14-161 Energy/Environmental Advisory Committee Appointment

Chairman Osborne moved to appoint Marius Zainea as an alternate member of the EEAC for a term to expire March 31, 2015, seconded by Councilor Fairbanks

Vote: 6-1-0 (Councilor Dimmock)

14-162 Amend Town Council Rules

Councilor Osborne referred to Section 17 of the Town Council Rules and discussed changing the rules. There are some suggested changes to Section 14 Code of Ethics which have been amended with approval from NHMA Attorneys and the suggested changes are highlighted in red.

Councilor Fairbanks would like new Town Councilors be required to attend the NHMA 91A and Ethics training and have it added to the rules.

Councilor Fairbanks made a motion that all first term Councilors should attend the training on the Right to Know law (91A) and Conflicts of Interest, seconded by Councilor Bourdon. Councilor Fairbanks amended his motion to say “shall” instead of should, seconded by Councilor Bourdon.

Vote: 3-4-0 motion failed

There was discussion on other suggestions for changes to the rules.

Council Requests / Open Discussion

Ms. Katsakiores thanked the VFW for dinner and for donating POW flag. The Heritage Commission has put in money for chair. Happy Hanukah

Mr. Bourdon – asked if the overhead projector could be utilized so the audience could see the reports that Council is reviewing.

Mr. Fairbanks- reported on the Planning Board’s upcoming meetings and workshops. He referenced the legal advice he received in regards to Mr. Stearns sitting on the Planning Board as a non-resident and Mr. Stearns replied he would not sit.

Mr. Fischer – informed everyone that the Greater Derry Humane Society is up and running again. They are looking for foster owners and donation. The tax rate reduction is a goal. He referenced the Derry School Districts Facility Study Committee’s presentation. He stated that this Committee was open and supplied options. The Town needs to reach a balance between adequate levels of service and cost effectiveness. We need to reach a level of service where we do more with less. There are many other ways to reduce the tax rate.

Mr. Bourdon would like Mr. Stearns to provide the total budget of these other towns and their current staffing levels vs Derry's.

Ms. Katsakiores cannot support cuts to the fire or police.

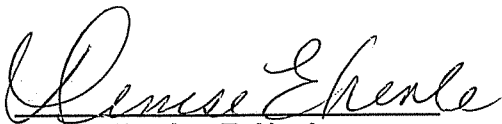
Councilor Fischer recommended to modify the tax rate reduction goal from \$2.50 to \$2.00 for the FY2016, seconded by Councilor Osborne

Vote: 7-0-0

Mr. Cardon would like the Property Maintenance Committee to be formed as soon as possible.

Mr. Osborne- asked for everyone to be patient and open minded as we go through the process.

9:50pm adjourned.


Denise E. Neale

1/7/15
Date

Recorded & Transcribed by: Denise E Neale, Town Clerk

Town of Derry

"Derry, New Hampshire's Place to Be"

To: Derry Town Council
From: Thomas Cardon, Town Councilor
Chairperson
Subj.: Proposed Changes to Derry Town Ordinance
Date: October 7, 2014

Dear Council,

The Property Maintenance Committee (former "Blight Ordinance Committee") reviewed current Town Ordinances, Regulations and Rules that have been adopted by the Town of Derry that allow the Town to regulate the maintenance of properties in Derry that are unkempt, abandoned, and vacant.

The RSA's of the State of New Hampshire grant power to municipalities that support our authority to control most of these issues. The Town has in place the powers under certain statutes to order a building to be repaired and under certain conditions demolished. There are several current statutes that allow the Town to address unkempt and unsafe properties which the Town has utilized in the past to address serious conditions.

The Health Officer, Building Inspector, and the Fire Chief all have authority to order the vacating of hazardous buildings. New Hampshire RSA 155-B *Hazardous and Dilapidated Buildings* is available for use by the Town. Section 155-B:2 grants the governing body of any city or town to order the owner of any hazardous building within the municipality to correct the hazardous condition of such building or to raze or remove the same. "Hazardous building" means any building which, because of inadequate maintenance, dilapidation, physical damage, or unsanitary condition, constitutes a fire hazard or a hazard to public safety or health. The RSA specifically lays out the rules by which the Town shall abide in using this process. There is extensive notice requirements built into this statute, and include authorization for the Town to collect the cost of repairs and, if ultimately there is a need for an order requiring the demolition of a building, it must be filed with the local Circuit Court.

In 2005 the Derry Town Council adopted the International Property Maintenance Code. Currently the Building Department uses this code to address some issues when dealing with rental properties and some maintenance issues with unkempt properties.

Based on our review, with Town's legal counsel, of current RSA's and the Derry Town Code we are recommending that the current edition of the International Property Maintenance Code that was originally adopted by the Town in 2005 be amended in order that the Town can

educate our property owners, more effectively enforce the ordinance and maintain a safer community. The statute specifically grants local municipalities the authority to amend the code.

Based on our findings we are recommending the Town of Derry adopt the Amendments to the Town's Code, specifically the International Property Maintenance Code and the Derry Zoning Ordinance Section §165-22.

After adoption of the Amendments to the Town's Code we recommend that the Derry Planning Board amend the Derry Zoning Ordinance Section §165-22 f amended as follows:

E. Permit Fees – The building permit fee schedule shall be as is contained in the International Building Code as currently adopted by the State of New Hampshire and as amended by the Town of Derry under Chapter § 30 of the Town of Derry Code.

F. Construction Requirements : All construction shall be in accordance with the State Building Code as currently adopted by the State of New Hampshire and as adopted by the Town of Derry under Chapter § 30 of the Town of Derry Code and shall include.

- International Building Code as amended by the Town of Derry under Chapter § 30 of the Town of Derry Code;
- International Residential Code;
- International Plumbing Code as amended by the State of New Hampshire;
- International Mechanical Code;
- International Energy Conservation Code;
- International Existing Building Code;
- National Electrical Code (NFPA 70);
- All codes as may be currently adopted by the State of New Hampshire Fire Marshall's Office and as contained in Chapter SAF-C6000-State Fire Code

In addition, the following codes and/or amendments are adopted by reference under Chapter § 30 of the Town of Derry Code:

- ~~DELETE~~ International Residential Code;
- International Property Maintenance Code as amended by the Town of Derry

Respectfully submitted,

Thomas Cardon
Town Councilor

RECOMMENDED MOTION

The Town of Derry Ordains that:

Whereas it is hereby found and declared that within the Town of Derry there are existing real estate properties which contain unkempt, vacant, abandoned or blighted buildings and

Whereas the existences of said properties contribute to the decline of our neighborhoods and

Whereas it is further determined that the existence of properties that are not maintained and considered unsafe affect the economic wellbeing of this Town and is adverse to the health, safety and welfare of the residents of said neighborhoods and

Whereas it is further found that many of these properties can be rehabilitated and reconstructed so as to provide decent, safe and sanitary housing and ancillary commercial facilities and

Whereas such rehabilitation, reconstruction and reuse would eliminate, remedy and prevent the adverse conditions described above

Whereas the Property Maintenance Committee, a committee duly established pursuant to Section 4.7 of the Derry Town Charter, has recommended amendments to the Town's Code;

I therefore move that the Town of Derry, pursuant to RSA 674:51, RSA 674:51-a, and RSA 155-A, adopt the International Property Maintenance Code 2009 Edition as amended by the Town of Derry on (THIS DATE) as follows:

Please note that the left hand column contains the Code without amendments, and the right hand column contains the proposed amendment to the code, as allowed pursuant to RSA 155-A:3:

2009 CURRENT INTERNATIONAL PROPERTY MAINTENANCE CODE	PROPOSED CHANGES TO INTERNATIONAL PROPERTY MAINTENANCE CODE
PART 1—SCOPE AND APPLICATION SECTION 101 GENERAL 101.1 Title. These regulations shall be known as the <i>International Property Maintenance Code of [NAME OF JURISDICTION]</i> , hereinafter referred to as "this code."	PART 1—SCOPE AND APPLICATION SECTION 101 GENERAL 101.1 Title. These regulations shall be known as the <i>International Property Maintenance Code of the Town of Derry</i> hereinafter referred to as "this code."
SECTION 103 DEPARTMENT OF PROPERTY MAINTENANCE INSPECTION	SECTION 103 PROPERTY MAINTENANCE COMMITTEE AND CODE ENFORCEMENT
103.1 General. The department of property	103.1 General. The Building Department and Code

<p>maintenance inspection is hereby created and the executive official in charge thereof shall be known as the <i>code official</i>.</p>	<p>Enforcement Director shall be the executive official charged with all oversight of this code and shall be known as the <i>code official</i> in charge of property maintenance in the Town of Derry.</p>
<p>103.2 Appointment. <i>The code official shall be appointed by the chief appointing authority of the jurisdiction.</i></p>	<p>103.2 The Derry Town Charter, §8.6, and Derry Administrative Code sets out the appointing authority for the Town's employees and Department Heads.</p>
<p>103.3 Deputies. In accordance with the prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the <i>code official</i> shall have the authority to appoint a deputy(s). Such employees shall have powers as delegated by the <i>code official</i>.</p>	<p>DELETE 103.3 The Derry Town Charter, §8.6, and Derry Administrative Code sets out the appointing authority for the Town's employees and Department Heads.</p>
<p>103.5 Fees. The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in the following schedule. [JURISDICTION TO INSERT APPROPRIATE SCHEDULE.]</p>	<p>103.5 Fees. The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as adopted per Chapter 30 of the Town code.</p>
<p>NONE</p>	<p>ADD NEW SECTION 103.6</p> <p>The Town Council, pursuant to §4.7 of the Derry Town Charter shall appoint a Property Maintenance Committee consisting of the Code Enforcement Officer/Chief Building Inspector, Director of the Department of Public Works, Fire Chief, Police Chief, Planning Director, Tax Collector, and any other Town staff as deemed appropriate and to include three (3) members from the public.</p> <p>The Property Maintenance Committee shall be an advisory committee and shall convene in regularly scheduled meetings. The various Committee members shall attend each session.</p> <p>The Property Maintenance Committee shall review any complaints or concerns brought to its attention by the Town staff, or by others, regarding this code and make recommendations. The committee will review and discuss specific strategies as prescribed by this Code or other regulations in effect, with the Town staff, as is applicable (and may include the Health Officer, Public Works Department, Fire Inspector) and/or the Town Council.</p>

<p>109.6 Hearing. Any person ordered to take emergency measures shall comply with such order forthwith. Any affected person shall thereafter, upon petition directed to the appeals board, be afforded a hearing as described in this code.</p>	<p>DELETE</p>
<p>SECTION 111 MEANS OF APPEAL</p> <p>DELETE –</p>	<p>INSERT NEW SECTION 111</p> <p>Nothing in this section shall be deemed to supersede the existing enforcement and appeals avenue from orders issued by the Code Officials (whether it be the Code Enforcement Official, Health Officer, Fire Department, etc. as is applicable)</p> <p>Any person ordered to take measures to comply with this Code shall comply with such order forthwith.</p> <p>If the matter includes specific areas of property maintenance, that calls for interpretation of the International Property Maintenance Code, in non-emergency matters, the affected person and the Code official may elect to come before the Property Maintenance Committee to review the matter before any enforcement proceeding is commenced.</p>
<p>DEFINITIONS</p>	<p>Add these definitions to the code definitions</p> <p>Abandoned Building- shall mean a building or structure which has been unoccupied for a period of sixty (60) days or longer during which the building or a portion thereof is not legally occupied and is beyond the ability of being rehabilitated or repaired in order that it be inhabitable or useful as designed and constructed.</p> <p>Administration/Administrator shall mean the Town Administrator.</p> <p>Legal occupancy shall mean occupancy in a building or structure with a valid Building Department- issued Occupancy Permit, and that is legal by virtue of compliance with State Building codes, State Fire Safety codes, local zoning codes, housing codes, and all other pertinent codes,</p> <p>Hazardous building shall mean any building which, because of inadequate maintenance, dilapidation, physical damage, unsanitary condition, or constitutes a fire hazard or a hazard to public safety or health.</p>

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	<p>Neighborhood shall mean an area of the Town comprised of all premises or parcels of land and any part of which is within a radius of 600 feet of any part of another parcel or lot within the Town</p> <p>Unit shall mean any space within a building that is or can be rented by or to a single person or entity for his or its sole use, and is intended to be a single and distinct space.</p> <p>Vacant- shall mean a building or structure which has been unoccupied for a period of sixty (60) days or longer during which the building or a portion thereof is not legally occupied and there are no squatters or vagrants. Under the provision of this ordinance enforcement action may proceed without regard to a period of vacancy whenever any unoccupied building attracts criminal activity, is a health risk because of trash disposal or other condition, is blighted, or otherwise falls under the condition generally described in Section 1, Declaration of Policy.</p> <p>Vacant parcel shall mean a parcel of land with no structures thereon.</p>
<p>302.4 Weeds. All <i>premises</i> and <i>exterior property</i> shall be maintained free from weeds or plant growth in excess of (jurisdiction to insert height in inches).</p> <p>All noxious weeds shall be prohibited.</p> <p>Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.</p>	<p>302.4 Weeds. All <i>premises</i> and <i>exterior property</i> shall be maintained free from weeds or plant growth in excess of eight (8) inches or what is considered by the Code Official to be reasonable and acceptable for the immediate neighborhood.</p> <p>All noxious weeds shall be prohibited.</p> <p>Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided that are not maintained for the purpose of landscaping; however, this term shall not include cultivated flowers and gardens or areas used for agricultural purposes.</p>
<p>304.14 Insect screens. During the period from [DATE] to [DATE], every door, window and other outside opening required for <i>ventilation</i> of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed</p>	<p>304.14 Insect screens. During the period from May 1st to September 30th, every door, window and other outside opening required for <i>ventilation</i> of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed.</p>

APPENDIX A: Boarding Standard

Delete and Replace with suggested language

APPENDIX A: SECURING VACANT BUILDINGS

This ordinance further defines security procedures designed to help property owners maintain the equity value of their properties and prevent blight by preventing damaging from theft, burglary, weather, garbage and other problems associated with improperly secured vacant buildings.

This Ordinance describes the acceptable manner in which vacant buildings classified by the Town's Property Maintenance Committee or Code Official as blighted or which fall within the provisions of this Ordinance.

Blighted Premises shall be secured within the Town.

Securing buildings in any other less effective fashion may constitute a violation of this Ordinance.

The Town shall have the authority to order building owners to fully comply or otherwise take whatever measures are necessary to bring said building into full compliance and attach a lien on the value of the parcel to recover all costs

Requirement for the Security of Vacant Blighted Buildings

I. Disconnect all utilities at the street

1. Turn off water at the street & drain the plumbing system at its lowest point. Open all faucets and put anti-freeze in all traps containing water.
2. Have the utility company disconnect electricity at the street and remove and cap meters.
3. Shut off gas supply at the street. Disconnect and remove propane tanks and heating oil

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tanks.

II. Remove all flammables and combustibles from inside and outside

1. Remove all upholstered furniture, combustible materials and trash from the building, including the basement and attic.
2. Remove trash and trash containers and combustible furniture from exterior stairwells, porches, fire escapes and outbuildings.
3. Remove shrubbery and vegetation adjacent to the building that could support or spread a fire.

III. Secure the building to prevent entry/vandalism/weather damage/fire.

1. Search the entire building to insure that it is unoccupied.
2. Remove doors and storm windows and place inside.
3. Post the building according with "No Trespassing" signs.
4. One door to the structure shall be made available for authorized entry and shall be secured and locked
5. Construct entrance barriers using the following materials & methods:

Materials Needed

- a. 1/2" (4 ply) plywood, exterior grade CDX and 2" by 4" by 8' construction grade lumber
- b. 3/8" (course thread) by 12" carriage bolts (rounded head on weather side)
- c. 3/8"(course thread) construction grade nuts
- d. 1/2" (USS Standard) Flat washers with an inside diameter large enough to bypass the wrench neck inside the carriage bolt head so no lift edge is available beneath an installed carriage bolt head.
- e. 3/8" (USS Standard) diameter flat washers for installation beneath the nut inside the building
- f. 1-5/8" (6d) galvanized or stainless steel ring-

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shank nails or comparable deck nails.

Security Measures

Basement openings, first floor doors and windows and any point of entry accessible from a porch, fire escape or other potential climbing point require additional security measures. These openings should be barricaded with plywood, 2x4 braces, carriage bolt sets and nails.

Openings that are at least 10' from ground level which are not accessible from a porch, fire escape, roof, or other climbing point can be secured with nails in each brace, and every 12" around the perimeter. For all openings the plywood should be fitted so that it resists snugly against the exterior frame, butting up to the siding on wood frame buildings and up to the brick molding edge on brick buildings. It may be necessary to remove the staff bead so this fit can be flush and tight. If possible, carpenters should plywood & stub brace over the edge of the trimmer studs on each window and door casing and meeting the header board.

Barrier Procedure

1. Applying barriers is easiest with an inside & outside carpenter with appropriate tools & supplies. The inside carpenter will require a light. Exit is made over a ladder when the last window is boarded.
2. Cut plywood to fit over the window and door openings, flush with outside of the molding/trimmer stud. Avoid creating or leaving a lift surface if possible.
3. Cut the 2x4s to fit the horizontal dimension of the plywood. You will need two exterior and two interior 2x4 braces for each window and three sets for each door.
4. Drill two 3/8" holes in each brace, approximately 1/3 of the length of the brace from the outside edge of the door and window

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jams.

5. Prior to installation, stack both 2x4 braces on the plywood, as they will be installed & drilling through all for ease in installation.

6. The two window braces will be placed $\frac{1}{3}$ of the distance from the top and the bottom of the window.

7. The three door braces will be placed: one in the center of the doorway and one $\frac{1}{2}$ the distance from the center to the top and one $\frac{1}{2}$ distance from the center to the bottom of the doorway.

8. Place the plywood over the exterior opening and nail every 12" along the perimeter to the window/door frame.

9. Place the 2x4 braces over the interior and exterior of the door or window.

10. Place the large washer over the carriage bolt and slide the bolt through the holes.

11. Place washer and nut inside and tighten securely. Torque the nut so that it slightly compresses the interior 2x4.

12. Paint said barriers the same color as the structure to minimize the appearance.